



Waldringfield Parish Council

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1793 Minutes of the Parish Council Meeting held on Tuesday 19th May 2020

In attendance (via video conferencing): Councillors Kay, Elliot, Lyon, Gold, Reid and Archer
3 members of the public
Clerk: Rebecca Todd

1. To **RECEIVE** apologies for absence – Cllr Matheson.
2. To **RECEIVE** declarations of interest – none.

To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** non-delegated DPI dispensations requested by a councillor – none.

Parish Issues – An opportunity for parishioners to bring matters to the attention of the Parish Council and for parishioners to seek guidance from the Council.

The Chair welcomed members of the public to speak. A resident wished to speak about the river wall, wanting to highlight the continued significant growth of gorse and the detrimental effect on the wall. They said the obligation to regularly clear the rear slope and maintain the integrity of the wall was accepted by the Trustees of Dairy Marsh Farm at the time of the wall's construction. The resident has written to the two active trustees they are aware of on several occasions (and spoken to one of them), asking for maintenance to be carried out as agreed under the Memorandum of Understanding; acknowledgement was received but no action has been taken. Cllr Elliot asked for clarification if the trustees are different to those of John Waller's estate; the resident confirmed they are, as it is a separate trust. The Memorandum of Understanding of 2015 was an agreement between the Internal Drainage Board, the Waldringfield Flood Defence Group (now disbanded) and the Trustees of Dairy Marsh Farm. The resident highlighted that as well as the gorse growth, the sluice should receive regular functional checks. Cllr Gold said that she had heard many comments from villagers about the condition of the river wall. The Clerk asked if the resident had any further contact details for the trustees, as she had emailed the two addresses given with no response. The Clerk suggested an approach by post may be preferable. The resident said they had only communicated with the trustees by email. Another resident suggested trying to make contact with one of the trustees, who was a land agent, through their agency. Cllr Reid suggested the trustees may not be in a position to respond – perhaps they did not anticipate the level of funding required to undertake the work – but the resident said the trustees had ascertained when signing the Memorandum of Understanding that annual maintenance would not be an issue. Another resident present said it was unfortunate the work had not been completed annually, as now there is a larger job to be done. Cllr Lyon pointed out that birds are currently nesting, so the work could now not be carried out until later in the year. Cllr Reid asked if the Internal Drainage Board may be able to assist but the resident with knowledge of the situation said the IDB (part of the Environment Agency) has no responsibility, as the trustees agreed to take on any further works. The Clerk confirmed that she had copied in the Environment Agency on the emails sent to trustees, but there had been no response, other than an acknowledgment. The resident suggested other villagers who could be affected by a failing river wall be approached. At this point, Cllr Archer was able to provide a previously-known address for one of the trustees, so the Clerk will write, enclosing the previously-sent emails.

The Parish Clerk had received an email from a concerned resident about faggots (bundles of sticks) floating along the river, from where they had been placed to support the saltmarsh. The resident present with prior knowledge said they are speaking with the Internal Drainage Board, trying to come up with a plan; the bundles are failing due to the disintegration of the hemp tying them together. Funding is being investigated. The resident acknowledged the free-floating bundles are a navigation hazard in the river.

Another resident spoke about concerns around people cycling on the river wall footpath (up to four at a time); they have made and put up their own temporary signs. The resident with knowledge of the river wall said that the river wall footpath was not designed to support cycling, as it is fragile – it was constructed from the material extracted from Dairy Marsh. At the time the footpath was constructed, barriers were mooted as an option but these were rejected due to access being required for disabled visitors. Signage was also discussed but Public Rights of Way

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were not supportive. At this point, the Clerk mentioned her recent discussion with PROW, who were supportive of the Parish Council erecting their own (temporary) signs. PROW could actually provide signage, but these are currently not accessible due to the pandemic. PROW supported the view that the river wall – as a footpath – is not designed to be cycled on. Cycling is technically trespass against the landowner. At this point, the resident concerned with cycling said part of the footpath is on their land, and they would give permission for signage. Cllr Kay spoke about the Parish Council's email discussion regarding installing temporary no cycling signage at Manor End and the boatyard end, which all councillors supported. Cllr Reid mentioned issues with cyclists on other footpaths, for example, next to the beach huts. Cllr Reid suggested an article in the next Parish Newsletter. Cllr Lyon mentioned that she understands that social media is being used to promote Waldringfield as a destination for cycling. The resident who raised the issue of cycling said they understood the app Strava is being used. Cllr Kay will also investigate if Sustrans mentions Waldringfield. Cllr Gold said that she understood people at White Hall had been disturbed by people cycling at night with head torches. The resident said they understood electric bikes were even being used.

3. To **RECEIVE** reports from SCC Cllr Patricia O'Brien, ESC Cllrs Melissa Allen & Richard Kerry and Suffolk Police. There were no points of discussion.

4. To **APPROVE** the minutes of the Parish Council Meeting held on **10th March 2020**. Acceptance was proposed by Cllr Kay, seconded by Cllr Elliot and approved by all.

5. **MATTERS for REPORT** from minutes of previous meetings and to **REVIEW ACTION POINTS** from the minutes of the Parish Council Meeting held on **10th March 2020**. Regarding the replacement of the parallel bars, Cllr Reid said that the current bars were set into bare earth, with no matting underneath, which has left a trench and unfortunately led to strimmer damage. Cllr Reid recommended the installation of a play surface. Cllr Archer hoped the replacement bars would come with metal 'shoes', to stop the deterioration of the wood, suggesting that – if they don't – it may be beneficial to pay to upgrade. Regarding Church Field, Cllr Elliot clarified that under the terms of the trust, the land/maintenance of it, does not revert to the Parish Council. Cllr Reid clarified that the Village Hall also does not revert to the Parish Council – under its terms, it will be passed over to another charity with similar charitable purposes.

6. To **CONSIDER** Planning Applications for **COMMENTS** –

DC/20/1233/OUT Land South & East of Adastral Park, Martlesham Heath – construction of a section of proposed access road as an alternative arrangement to that consented under DC/18/4644/VOC (original planning permission DC/17/1435/OUT). Consultation expiry date Friday 22nd May. Councillors considered the plans but, as there is no significant impact on Waldringfield, Cllr Kay proposed that no comments be made, which was seconded by Cllr Elliot and agreed by all.

DC/20/1234/VOC Land South & East of Adastral Park, Martlesham Heath – variation of condition 36 of DC/18/4644/VOC (original planning permission DC/17/1435/OUT). Consultation expiry date Friday 22nd May. Although a separate planning reference, this is the same application as above, therefore no comments will be submitted.

To **MAKE ARRANGEMENTS** to deal with applications received after publication of this agenda.

DC/20/1687/VOC Church Farm, Mill Road – Variation of Condition 3 of DC/19/1169/VOC – Variation of Condition 3 of Application C/12/0287/FUL. Erection of replacement dwelling and conversion of barn to provide an additional dwelling together with associated change of use of land to garden. Existing caravan and lean-to structures to be removed. Variation of approved plans. Consultation expiry date 9th June. Councillors had considered the plans and felt that, due to minimal proposed changes, no special meeting will be required.

To **NOTE** any application decisions received – see separate list. Duly noted.

To **CONSIDER** a response to the East Suffolk Council consultation on the proposed modifications to the Local Plan. Consultation expiry date Friday 10th July. Cllr Kay proposed this item be deferred until the next meeting, seconded by Cllr Reid and agreed by all. Councillors will study the documents.

To **RECEIVE** any other planning information – this will include considering the introductory email from the new Housing Enabling Manager at East Suffolk Council (see supporting documents). The email was considered but all councillors agreed that no action is required at this point. All

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councillors agreed that no comments are necessary in response to the consultation on changes to ESC's planning validation list.

7. To **CONSIDER** and **RECEIVE** updates/reports on public rights of way, verges and road safety matters. This will include discussion about complaints received regarding cycling on the river wall (including the approval of purchasing signage) and considering when to instruct the contractor to cut the public footpaths. Much discussion took place under item 2 (Parish Issues). Cllr Elliot said she had also witnessed cyclists on the Mill Road/Church Field footpath, even at night, as well as horse riders. Cllr Gold said she also had seen cyclists on the footpath from the Village Hall to Mill Road, and to where the footpath meets Newbourne. Cllr Reid proposed the Parish Council purchases the signs found by Cllr Kay (approximately £12 for two) and displays these at least for the time being (due to more use due to Coronavirus restrictions). After discussion, councillors agreed to purchase 7 signs (including before and after White Hall/Sailing Club). Cllr Lyon suggested the newsletter article could advise villagers that these will only be temporary (except the river wall signage, which councillors hoped would be permanent, and may receive more official signs from PROW). Councillors resolved for the footpaths to be cut in early June; the Clerk will advise the contractor. Regarding verges, there was some brief discussion about the verges at School Road/Sullivan Place (see correspondence received from Norse, clarifying their position). The resolution the Parish Council made in August, to be uniformly cut short, has not been rescinded. Cllr Lyon said Tony Lyon had mown around the edges and another resident had also tidied up. Cllr Lyon said Tony Lyon had also scrubbed the village sign and would like permission to purchase some paint to maintain the appearance. Councillors thanked Tony for his help and gave permission to purchase paint. All agreed that a token of appreciation is certainly in order; Cllr Kay will purchase two bottles of wine from his chairman's fund.
8. To **CONSIDER** issues regarding the possible deterioration of river wall defences. No further discussion took place, following discussion under agenda item 2 (Parish Issues).
9. To **CONSIDER** a response to the Public Space Protection Order for dog controls. Consultation ends 21st May. Councillors had no comments to make.
10. To **CONSIDER** updates on or quotations received relating to the playing field. Cllr Reid proposed the Parish Council pays to upgrade the replacement parallel bars, if they do not come with metal 'shoes'; seconded by Cllr Archer and approved by all. Cllr Reid queried if the re-opening of the playing field will require regular cleaning (due to Coronavirus); he said this would pose too much of a burden and the current signage would not cover the risks. Councillors agreed to wait for advice from East Suffolk Council. The Clerk queried whether the playing field signs should be altered/upgraded to include a general notice, along the lines of 'equipment to be used at your own risk'. Cllr Archer said the Waldringfield Tennis Court Trust Committee had followed the advice given by the Lawn Tennis Association when re-opening. Councillors agreed that the Parish Newsletter should include a note about the ongoing closure of the playing field.
11. To **REVIEW** and **UPDATE**, as appropriate, the policies of the Parish Council and the Parish Plan (including the Emergency Plan). This will include approving revised Disciplinary and Grievance Policies, the Data Protection & Information Management Policy, the updated Data Privacy Notice, the Model Publication Scheme and the Complaints Procedure. Cllr Elliot proposed the acceptance of the updated Data Privacy Notice, seconded by Cllr Lyon and approved by all. Councillors agreed to defer discussion about all other policies detailed under this agenda item.

12. CLERK AND RFO REPORT

To **NOTE** receipt of the first half of the precept. Councillors noted receipt.

To **NOTE** receipt of £2,169.07 in CIL funding, and the 2019/20 VAT refund of £1,337.38. Councillors noted receipt.

To **CONSIDER** and **APPROVE** applications for community grants, if any – Suffolk Accident & Rescue Service (general request). Councillors had previously considered a grant request from SARS and, as before, the request does not fulfil the criteria of WPC's grant-awarding policy. However, councillors were supportive of the aims of this worthwhile charity, and Cllr Elliot proposed that the information provided be included in the next Parish Newsletter. Cllr Kay clarified that there would be no printing costs for this edition. The Clerk said she had also received a request to publish information from St Elizabeth Hospice. All councillors agreed that the information from SARS and St Elizabeth Hospice could be included.

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To **CONSIDER** and **APPROVE** items of expenditure and sign cheques accordingly – see separate list. This will include noting cheque payments made in April, including the annual SALC membership. April payments were noted. Cheques for May payments had been posted by the Clerk and were signed by Cllrs Kay and Reid in advance of the meeting. Cllr Gold proposed acceptance, seconded by Cllr Kay and approved by all.

To **RECEIVE** and **APPROVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation. The Clerk had sent copies by post to Cllrs Kay and Reid for checking and signing. Cllr Gold proposed acceptance, seconded by Cllr Kay and approved by all.

To **CONSIDER** establishing a reserves policy. The Clerk advised that best practice is to have a general reserve of 6-9 months of operating costs. Cllr Reid asked how the Parish Council may be impacted by Coronavirus. The Clerk advised that the Parish Council's revenue streams should be unaffected. A survey has been sent by SALC, asking this same question, and asking what ongoing support may be required; councillors agreed the Clerk would complete this. Cllr Reid agreed to draft a reserves policy. The Clerk suggested that reserves could be earmarked for items that may require future replacement (ie the village sign), as well as playing field maintenance and equipment replacement.

To **CONSIDER** the requirements for setting up an internet banking account with Unity Trust Bank. The Clerk outlined the information required from signatories. The Clerk said that councillors will need to consider and agree the amount to be left in the Barclays account, once the new Unity Trust account has been set up.

To **CONSIDER** whether to proceed with purchasing a new bench for the Mill Road/Cliff Road junction. ESC Cllr Allen had suggested that she would provide half the funding required to replace the bench; councillors agreed to wait to hear a response from ESC Cllr Kerry, although Cllr Gold proposed that the bench be purchased if funding does not come to fruition, seconded by Cllr Lyon and agreed by all. Cllr Reid said new foundations and a base would be required for the bench, therefore Cllr Elliot proposed the purchase of the bench could be postponed for the time being, due to possible difficulties of finding people to do the work; all agreed.

13. To **CONSIDER** any correspondence received before the meeting – see separate list. Much recent correspondence received and circulated by the Clerk was related to Coronavirus. Cllr Reid suggested that some of the bulletins read as propaganda, a view supported by Cllr Elliot, and perhaps a more pragmatic view would be more reassuring.
14. To **CONSIDER** the contents of the next Parish Newsletter. The Clerk had received a request to include information about which businesses are open or delivering. The Clerk felt that this information is too commercial to include and is frequently changing, due to an ever-evolving situation, a view which was supported by councillors.
15. **PARISH MATTERS** for the next meeting – website accessibility. Cllr Elliot said the Clerk's annual appraisal is now due. Cllr Reid said he is charging the SID battery, but the SID will remain in the same place at this time. Cllr Kay suggested the next meeting reverts to the usual time of 7.30pm, which was agreed by all.

The Chair closed the meeting at 20.48pm.

REVIEW OF ACTION POINTS FROM THE MEETING

River Wall – the Clerk to write to the last-known address of one of the Dairy Marsh Farm trustees, enclosing the previous emails sent.

Local Plan Modifications – discussion to be put on the June agenda.

River Wall & Other Footpaths – Cllr Kay to purchase 7 temporary 'no cycling' signs. Cllr Kay/the Clerk to investigate potential promotion of cycling on footpaths in Waldringfield. The Clerk to ask the contractor to cut footpaths in early June.

Village Sign – Cllr Kay to purchase two bottles of wine for Tony Lyon.

Playing Field – the Clerk to ascertain the spec for the replacement parallel bars. If no metal shoes, the Clerk will ask for a quotation to upgrade the equipment.

Policies – the following to be included on the June agenda: Disciplinary and Grievance Policies, the Data Protection & Information Management Policy, the Model Publication Scheme and the Complaints Procedure.

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Newsletter – Cllr Kay to mention temporary 'no cycling' signage. Suffolk Accident & Rescue Service and St Elizabeth Hospice information to be included. Cllr Kay to mention the ongoing closure of the playing field and include thanks to Cllr Matheson for her 40 years of service.

Reserves Policy – Cllr Reid to draft.

Unity Trust – signatories to forward personal details to the Clerk.

Mill Road/Cliff Road Bench – to await funding decision from ESC Cllr Kerry.

SUPPORTING DOCUMENTS

ITEM 3

To **RECEIVE** reports from SCC Cllr Patricia O'Brien, ESC Cllrs Melissa Allen & Richard Kerry and Suffolk Police.

Suffolk County Council Report

This is Patricia's O'Brien's article for the Summer Parish Newsletter.

We must all agree that we are in unprecedented times. The freedom of movement, except for essentials, the daily interaction at work, and with neighbours and friends, is greatly missed. We have no idea what medicines can combat Covid19, how long it will last. However, we can be uplifted by the voluntary works done by communities. I have had many comments on what parishes are doing for those in need.

Working with partners is of particular benefit. It is important that councils and organisations respond in an integrated way. This takes much organisation, but it can be done and will be of huge benefit in tackling duplication. Multi-Agency working groups, such as The Suffolk Resilience Forum are already making a difference by bringing leaders together. Many towns in Suffolk are seeing joint Fire and Police Stations.

Suffolk County Council is delivering essential services and is particularly keen to maintain key services. Firefighters in Suffolk are joining forces with ambulance colleagues to provide frontline care during the pandemic. 30 firefighters have been trained to work alongside paramedics. But it is all down to funding. Government gave councils £1.6bn, however this has quickly been used by increased care fees. Councils are asking for a further £1.6bn.

In January 2020, it was announced that councils in Suffolk will take on responsibility for local parking management from 6 April 2020. Traditionally, roadside parking offences were a matter for the Police. However, parking has become a lower priority for them, so Suffolk County Council is transferring this responsibility to local district and borough councils under a process known as civil parking enforcement, or CPE. This means each council will be responsible for issuing parking fines, warnings and notices in their area regardless of which authority manages parking.

In Suffolk, 89.04% of Adult Social Care locations are rated as 'Good' or 'Outstanding' by the Care Quality Commission, the standards agency for adult care. However, Suffolk, like all other care areas, is doing its best to cope with the pandemic. Testing is being carried out on key workers, care homes and over 65's with symptoms.

The education of our children is a vital concern. It is understandable that parents are anxious about lessons missed but a date for return to school is uncertain. In the mean-time schools should be providing homework.

Waste disposal sites in Suffolk are beginning to reopen. Foxhall Tip will open 25th May.

Patricia O'Brien

Suffolk Police

Link to the latest newsletter:

<https://www.suffolk.police.uk/your-area/snt-newsletters>

The interactive crime map for March shows a report of theft in the parking area of Waldringfield Golf Club, and a report of antisocial behaviour near the junction of Woodbridge Road/Fishpond Road.

ITEM 5

MATTERS for REPORT from minutes of previous meetings and to **REVIEW ACTION POINTS** from the minutes of the Parish Council Meeting held on **10th March 2020**.

Parallel Bars – the Clerk to chase Fenland Leisure Products for a response. DONE – COMPANY HAS AGREED TO REPLACE EQUIPMENT. WAITING FOR A QUOTATION FOR MATTING UNDERNEATH.

DC/20/0902/OUT Martlesham Police HQ – Cllr Kay to inspect the plans online and forward information to other councillors by email, for them to consider whether a discussion is required. Cllr Kay will circulate the previous comments for approval before sending to the Clerk to send to Planning. DONE

CIL – the Clerk to mention in the next Parish Newsletter. TO DO

River Wall – the Clerk to write to PROW, asking for an advisory sign at the start of the footpath, a sign at the end of the bridleway (advising no cycling), or both. The Clerk to re-send the previous letter to the trustees of Dairy Marsh Farm, copying in the Environment Agency. DONE

Community Self-Help Scheme – the Clerk to send an email to Waldringfielders, seeking volunteers. TO DO

Sizewell – Cllr Kay to review and possibly update the PC's previous response, to be emailed out to councillors for approval, for the Clerk to send. Cllr Kay to possibly use the suggested letter from Teag. DONE

Cliff Road Bench – the Clerk to approach the ESC councillors, to ask if an Enabling Communities grant may be possible. DONE – ESC COUNCILLORS AGREED IN PRINCIPLE TO FUND THE BENCH FROM THEIR 2020-21 BUDGET BUT THE CIRCUMSTANCES MAY HAVE CHANGED DUE TO COVID-19.

Playing Field – the working party will consult further with residents. Cllr Kay to mention the playing field at the APM. APM POSTPONED. WORKING PARTY WILL CONSULT IN THE FUTURE.

Annual Parish Meeting – the Clerk to send an email asking for speakers, and to ask the Village Hall committee if they can provide refreshments. DONE BUT POSTPONED!

Coronavirus Leaflet – Cllr Kay, with assistance from councillors, to draft a document and circulate to councillors for approval. DONE

Risk Assessment – the Clerk to ask the Fire Service to confirm that they conduct regular checks of the fire hydrants. DONE – INFORMATION FOUND ONLINE CONFIRMS THEY ARE; DETAILS SENT TO CLLR LYON. Councillors to consider including risk probability, impact and action taken to mitigate risks to physical assets before March 2021. TO DO

Review of Internal Financial Controls – councillors to conduct a formal review of assets TO DO; the Clerk to identify powers in the minutes WILL DO; councillors and the Clerk to review reserves and virements TO DO.

Grants – a cheque to be signed at the May meeting for All Saints. DONE – CHEQUE SIGNED IN APRIL & SENT.

Asset Register – the Clerk to email Kirton PC about the speed gun. DONE – NO RESPONSE. Councillors to consider discussion, at a later date, about the terms of the Church Field Trust. TO DO

Banking – the Clerk to organise the setting up of a Unity Trust Bank account. PARTIALLY DONE – CLERK NEEDS CONFIRMATION OF SIGNATORIES, WHO WILL NEED TO PROVIDE THEIR FULL NAME, DATE OF BIRTH, NATIONALITY, CURRENT HOME ADDRESS, PREVIOUS ADDRESS IF MOVED WITHIN 3 YEARS. ONCE CLERK COMPLETES APPLICATION FORM, THE PDF WILL BE EMAILED TO SIGNATORIES TO PRINT OFF, SIGN & UPLOAD. The Clerk to try to identify signatories on the Ipswich Building Society account. DONE – APPEARS TO BE CLLRs KAY, ARCHER & MATHESON, WHO WILL BE REQUIRED TO TAKE ID INTO A BRANCH.

ITEM 6

To **MAKE ARRANGEMENTS** to deal with applications received after publication of this agenda.

DC/20/1687/VOC Church Farm, Mill Road – Variation of Condition 3 of DC/19/1169/VOC – Variation of Condition 3 of Application C/12/0287/FUL. Erection of replacement dwelling and conversion of barn to provide an additional dwelling together with associated change of use of land to garden. Existing caravan and lean-to structures to be removed. Variation of approved plans. Consultation expiry date 9th June.

To **NOTE** any application decisions received.

DC/20/0403/FUL Deben House, Cliff Road – detached annex for use ancillary to existing dwelling with occasional holiday let usage. Application permitted.

DC/20/0432/VOC Mickey's Field, School Road – variation of condition no. 2 of DC/18/4880/FUL, new dwelling on vacant freehold land: replace drawings of ground floor plan, first floor plan, proposed elevations and sections contained within the design and access statement and drawing numbers 6179/2 and 6179/3 with new drawing numbers 6179/6 and 6179/7. Application permitted.

To **CONSIDER** a response to the East Suffolk Council consultation on the proposed modifications to the Local Plan. Consultation expiry date Friday 10th July.

The consultation is being held for an extended period of ten weeks and runs from 2pm on Friday 1st May until 5pm on Friday 10th July 2020. To find out more about the consultation, view the consultation documents and submit comments, visit www.eastsuffolk.gov.uk/localplanexamination Comments can be submitted online via the website above or can alternatively be emailed to planningpolicy@eastsuffolk.gov.uk or can be sent to the Planning Policy and Delivery Team at East Suffolk Council, Riverside, 4 Canning Road, Lowestoft, NR33 0EQ. A comments form is available to download from the website or a hard copy can be sent to you on request.

Comments must be received by 5pm on Friday 10th July 2020. Comments will be sent in their entirety to the Independent Planning Inspector. Comments will also be published online, although personal details will be removed.

The Schedule of Proposed Additional Modifications and Schedule of Proposed Policies Map Modifications are available to view via the methods set out above. Comments can be submitted online, by email to planningpolicy@eastsuffolk.gov.uk or by post to East Suffolk Council, Riverside, 4 Canning Road, Lowestoft, NR33 0EQ and must also be submitted by 5pm on Friday 10th July 2020.

It should be noted that this consultation is not an opportunity to re-state previous representations, as these have already been considered as part of the examination. This is also not an opportunity to raise new objections to the submitted Local Plan. This consultation is purely on the modifications and it is only these which are available for comment.

To **RECEIVE** any other planning information – this will include considering the introductory email from the new Housing Enabling Manager at East Suffolk Council.

Dear Parish Councils Clerks and Councillors,

I trust this email finds you well at this difficult and challenging time.

I am the new Housing Enabling Manager for the Council and would like to introduce myself to you all. I am a housing professional with over 14 years' experience in the public sector supporting communities and Parish Councils to deliver housing via rural exception sites or Community Led Housing models such as CLTs, Coops and Cohousing.

During this uncertain time as the Country focuses on meeting the immediate health, housing and economic needs of citizens, the Council is working to do its part and has worked tirelessly with community groups and PC's to bring the services and systems in place so quickly.

Now that those initial projects and work are in place, I am turning my attention to the future recovery programme and how the delivery of affordable housing for local people can be part of that.

The emerging world in recovery will be quite different from the one left behind. The importance of housing as a vital link to good health cannot be denied nor the power of communities who have rallied round and supported their fellow neighbour. During unprecedented times as these, the economy has been in need of a boost of investment from central government and it is expected within the housing sector that the delivery of new homes will be used to underpin that recovery. The government announced a £12bn grant programme in the Budget to support this delivery to which the Council, Housing Association partners and community groups may bid.

As the Housing Enabling Manager, I would very much like to discuss with you initially via (mobile) phone to understand your community's needs and concerns in general terms and more specifically around new housing development. As part of this discussion, I would be grateful to hear of the efforts and challenges you have faced throughout this Pandemic emergency and what actions you have implemented. I then hope to meet with you and your Councillors later on in the year.

This work stream will filter into a programme looking at how your communities needs can be best met. Funding was received from government amounting to £2.2m in December 2016 from the Community Led Housing Fund. Although some of that has been allocated, funds remain to provide support to community groups and PC's, whilst further funding is expected to be made available as part of the overall housing investment. More details may be given in the comprehensive spending review in the summer.

I have made the deliberate decision to write to all of you, regardless of size of settlement as I want to understand the issues and concerns you have. A small housing scheme designed to benefit local communities (at parish level) can make a huge difference to the people who move in and the social networks who depend on them.

I look forward to hearing from you.

Stephanie (Baxter), Housing Enabling Officer

Local Validation List (Planning)

Dear Town and Parish Clerks

Please circulate to your Parish Councillors.

On 6th May 2020 East Suffolk Council published its Local Validation List for a consultation period which will expire on 3rd June 2020. This document can also be viewed online at: <https://www.eastsuffolk.gov.uk/planning/planning-applications/making-a-planning-application/>

This document explains what information will normally be required to accompany an application to enable it to be validated by the Local Planning Authority.

If you wish to submit comments on this document during the above time period, please email them to planning@eastsuffolk.gov.uk with the subject heading 'Local Validation List Consultation'.

ITEM 7

To **CONSIDER** and **RECEIVE** updates/reports on public rights of way, verges and road safety matters. This will include discussion about complaints received regarding cycling on the river wall (including the approval of purchasing signage) and considering when to instruct the contractor to cut the public footpaths.

Another complaint was received from a resident about cycling on the river wall:

Waldringfield Parish Council

I am a walker but also very committed to climate change matters and want to encourage cycling. However, I have encountered three cyclists today on the river wall and none of them gave way to me, one even sounded a horn as he came up behind me. This reminded me of another incident last year when I had a very near miss on the path through the woods, luckily the two young men on mountain bikes had excellent reflexes and brakes otherwise I could have been severely injured as I rounded a bend and encountered them. I was not sure of the legislation so found this on the gov.uk website:

You can walk on all public rights of way. Some public rights of way are also open to horse riders, cyclists or motorists. You can use:

- footpaths - for walking, running, mobility scooters or powered wheelchairs*
- bridleways - for walking, horse riding, bicycles, mobility scooters or powered wheelchairs*
- restricted byways - for any transport without a motor and mobility scooters or powered wheelchairs*
- byways open to all traffic - for any kind of transport, including cars (but they're mainly used by walkers, cyclists and horse riders)"*

So cyclists are NOT allowed on public footpaths; the river wall is marked as one. As well as a footpath it is also, of course part of vital flood defences and should be protected. I believe this point should be clarified and while I have no objection to cyclists using footpaths (as roads are very dangerous even in these strange times) I would appreciate their knowing that it is not allowed and that they should give way to pedestrians.

The Clerk has written to Suffolk Highways (who deal with PROW), to request:

It has been brought to the attention of Waldringfield Parish Council that cyclists are cycling on the river wall footpath (numbers 11 and 12 on the snapshot of the definitive map below). There are concerns about safety (as cyclists 'compete' with walkers), as well as concerns about the impact bikes are having on the surface (creating ruts, as well as possibly undermining the stability of the wall). There is no sign that designates where the bridleway (number 33) ceases. There is also no sign to designate the start of footpath 11 at the other end. Waldringfield Parish Council would like to request, please, 'NO CYCLING' signs are placed at both of these locations.



In the absence of a response, and as a temporary arrangement, Cllr Kay has suggested the following:

<https://www.safetysigns4less.co.uk/Safety-Signs/ChildSchool-Safety-Signs/School-Protocol-Signs/No-Cycling-Portrait>

Two 200x300mm rigid plastic signs cost £11.80 plus p&p.

Verges

The PC previously received an email from SCC regarding grass cutting of verges, which outlined only one scheduled cut, on 6th July. Upon investigation, regarding School Road/Sullivan Place verges, Norse confirmed:

The cutting Schedule you have are SCC, we do not work with the schedule from SCC. Norse is still the contractor completing the grass cutting areas you have inquired about. At the moment we have been asked by East Suffolk Council just to cut visibility splays on the verge on roadways over the district and check areas for major growth but at a reduced frequency. We have to have social distancing in place for our staff so we have one employee per round working at the moment due to Covid-19, I am sure you will understand the reason for the grass cutting plan we have in place at the moment.

ITEM 8

To **CONSIDER** issues regarding the possible deterioration of river wall defences.

A resident wrote with concerns about 'a number of faggots that have come free from their tethers on the saltmarsh defences and are now floating around loose, bumping into things and obviously not doing the job they were designed for.'

ITEM 10

To **CONSIDER** updates on or quotations received relating to the playing field.

The parallel bars will be replaced by Fenland Leisure Products but 'the item is now discontinued and will be replaced with an up to date with compliance product.' Awaiting a quotation for safety surfacing underneath.

ITEM 11

To **REVIEW** and **UPDATE**, as appropriate, the policies of the Parish Council and the Parish Plan (including the Emergency Plan). This will include approving revised Disciplinary and Grievance Policies, the Data Protection & Information Management Policy, the updated Data Privacy Notice, the Model Publication Scheme and the Complaints Procedure.

Data Protection & Information Management Policy – a SALC model policy is available, but it will also require an accompanying Subject Access Request Policy & Procedure, therefore, the Clerk proposes deferring approval.

Model Publication Scheme – the Clerk proposes deferring approval. The quoted price for photocopying is 2p per sheet of black & white, 8p per sheet of colour – the Clerk would suggest increasing this but would like to establish costs first.

WPC Complaints Procedures – the Clerk proposes deferring approval, as the NALC Legal Topic Note has been updated (from 2016 to 2018).

Data Privacy Notice – circulated by email to Councillors.

ITEM 12

CLERK AND RFO REPORT

To **NOTE** receipt of the first half of the precept.

To **NOTE** receipt of £2,169.07 in CIL funding, and the 2019/20 VAT refund of £1,337.38.

13 May 2020 (2020-2021)

Waldringfield Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1. Precept	01/04/2020		Barclays Community A	013152	Precept payment	East Suffolk Council	X	6,787.00	0.00	6,787.00
2. CIL Funds	14/04/2020		Barclays Community A	012788	CIL Funds	East Suffolk Council	X	2,169.07	0.00	2,169.07
3. VAT Refund	22/04/2020		Barclays Community A	Xmvl26000104884	VAT Refund	HMRC	R	0.00	1,337.38	1,337.38
Total								8,956.07	1,337.38	10,293.45

Also see bank statement.

To **CONSIDER** and **APPROVE** applications for community grants, if any – Suffolk Accident & Rescue Service (general request).

I should like to take this opportunity to bring your Parish Council up to date on the work of SARS and, to this end, I am attaching the latest report for the perusal of yourself and your Councillors.

As the accompanying report will illustrate, our charity continues to attend medical emergencies on a voluntary basis all around Suffolk and its boundaries. We rely entirely on voluntary donations to support our work, and we would like to make an appeal to the Council for a donation to help with our running costs over the next 12 months.

Our latest independently verified accounts have now been posted on the Charity Commission website where they can be downloaded, but we can send a hard copy on request.

You can also visit our website www.sars999.org.uk to gain a greater insight into Suffolk Accident Rescue Service and why we need your support.

We hope that the Council can help us maintain our life-saving service around Suffolk. As you can imagine, it is a challenging environment here at SARS given the situation we find ourselves in around COVID 19. Our clinical operations have had to adapt quickly to maintain the welfare of our volunteer clinicians and the patients they treat.

Yours sincerely
Sue Groom

ACTIVITY

In 2019, SARS responded to more than 300 callouts across our region in 125 different locations including Trimley St Martin, Bucklesham and Martlesham. This was the fifth consecutive year in which there was an increase in the number of patients we have helped across Suffolk. We are proud of the fact that our specialist clinical volunteers provide an enhanced level of prehospital care to patients across Suffolk who are critically ill or seriously injured, and this can make a real difference to their chances of survival and recovery. In 2019, SARS was the first medical resource to arrive at the scene in 20% of the incidents we attended. We have been able to maintain this high level of first-on-scene response for several years because our clinical resources are based in Suffolk, and a rapid response is often vital when dealing with such patients.

We have continued to develop the SARS team resource which was first established in 2014, and this complements our network of solo responders throughout the county. Throughout the year, new doctors and paramedics were given 'observer' shifts on the SARS team vehicle (SMED20) with a view to becoming team responders in 2020. The SARS team on SMED20 normally consist of Anaesthetists or Consultants in Emergency Medicine accompanied by specialist Paramedics. This mix of the advanced

skills brings a level of care to patients which would not normally be possible outside the hospital environment.

CPR TRAINING

During the year, we undertook CPR training demonstrations in schools and at various events throughout the county, in order to raise awareness of the importance of this key life-saving skill to members of the public. SARS clinicians attend patients in cardiac arrest on a regular basis and we know that the prompt application of 'bystander' CPR can make a real difference in terms of the survival of patients. We aim to run these sessions for at least 1,000 people in 2020 - and all this training is provided without charge.

EXPENDITURE

SARS relies on voluntary grants and donations to support its work and we receive no funding from central government. Donations helped fund some key items of equipment in 2019, including an ultrasound device for our team vehicle and two new high-spec monitors for SARS solo responders. The outlay for these items alone was over £22,000. Other expenditure included training in surgical skills for 20 clinicians, new equipment bags, personal protective equipment (PPE), specialist drugs and the fitting of emergency lights to responders' vehicles. As we take on more volunteer clinicians, running costs will rise, and we are very grateful for the continued support of the local community which has helped us expand in a sustainable way.

FUTURE PLANS

In late 2019, we successfully applied for funding to help cover the costs of an additional team vehicle, and SMED26 will become operational during 2020. Our new group of clinicians will undergo their final phase of training prior to becoming established team responders, and we are aiming to provide at least 100 team shifts in 2020. In the long term, we hope to be able to run each of our team vehicles concurrently in east & west Suffolk and, in so doing, increase the provision of advanced prehospital care to those who need it within our county, and in surrounding areas.

SARS receives no funding from central government, so we will continue to be reliant on groups and individuals within the Suffolk community to help us build up our resources and treat more patients. Our charity has traditionally run on a relatively low level of income due to the generosity and commitment of our wonderful clinicians who give up their time and provide their skills without charge. This 'donation' of time equates to many hundreds-of-thousands of pounds each year, and the benefit that SARS clinicians can bring to a patient in terms of life-saving interventions, relief from pain and quicker recovery times is immeasurable.

We do still need your support and hope that you can help cover some of our ongoing running costs in terms of equipment, training, clinical governance, etc.. Historically, Suffolk's Parish and Town Councils have provided a significant level of financial help to SARS, and this has been a key reason why our charity continues to thrive and have such an important impact across the county. We are very appreciative of this assistance and hope that your Council can support us in the coming 12 months.

To **CONSIDER** and **APPROVE** items of expenditure and sign cheques accordingly – see separate list. This will include noting cheque payments made in April, including the annual SALC membership.

April payments (sheet seen by Cllrs Kay & Reid before cheques were signed)

23 April 2020 (2020-2021)

Waldringfield Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
4 Grass cutting (field)	23/04/2020		Bardays Community A	101210	Grass-cutting -field	SCL Landscape Management	S	60.00	12.00	72.00
1 Membership Sube re LGA s11	23/04/2020		Bardays Community A	101207	Annual Subscription	Suffolk Association of Local C	X	257.95	0.00	257.95
2 Newsletter re 1972 LGA s142	23/04/2020		Bardays Community A	101208	Newsletter	Parish Magazine Printing	X	78.60	0.00	78.60
3 Repairs/Maintenance	23/04/2020		Bardays Community A	101209	Defibrillator Installation	C M Archer	X	30.00	0.00	30.00
5 All Saints Church	23/04/2020		Bardays Community A	101211	Grant s137/72 or s19 MAP76	Waldringfield PCC	X	750.00	0.00	750.00
6 Post and telephone	23/04/2020		Bardays Community A	101212	Expenses	Rebecca Todd	X	4.20	0.00	4.20
Total								1,180.75	12.00	1,192.75

May payments

13 May 2020 (2020-2021)

Waldringfield Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
7 Repairs/Maintenance	13/05/2020		Barclays Community A	101214	Play Equipment Repairs	Waveney Horse (subsidiary o	S	346.50	69.30	415.80
9 Grass cutting (field)	13/05/2020		Barclays Community A	101216	Grass-cutting -field	SCL Landscape Management	S	60.00	12.00	72.00
8 Audit	13/05/2020		Barclays Community A	101215	Audit Fee	Heelis and Lodge	X	158.00	0.00	158.00
10 Salaries	13/05/2020		Barclays Community A	101217	Salary	Rebecca Todd	X	467.36	0.00	467.36
11 Post and telephone	13/05/2020		Barclays Community A	101218	Postage	Rebecca Todd	X	4.56	0.00	4.56
Total								1,036.42	81.30	1,117.72

To **RECEIVE** and **APPROVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation.

See next page.

Waldringfield Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 13/05/2020		
	Cash in Hand 01/04/2020		11,732.32
	ADD Receipts 01/04/2020 - 13/05/2020		10,293.45
	SUBTRACT Payments 01/04/2020 - 13/05/2020		22,025.77
			2,310.47
	Cash in Hand 13/05/2020 (per Cash Book)		19,715.30
B	Cash in hand per Bank Statements		
	Cash 30/04/2020	0.00	
	Ipswich Building Society 30/04/2020	7,896.69	
	Barclays Community Account 30/04/2020	14,129.08	
			22,025.77
	Less unrepresented payments		2,310.47
			19,715.30
	Plus unrepresented receipts		0.00
	Adjusted Bank Balance		19,715.30
	A = B Checks out OK		

Waldringfield Parish Council Summary of Receipts and Payments All Cost Centres and Codes

13 May 2020 (2020-2021)

A - Receipts

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
28	Precept	13,574.00	6,787.00	-6,787				-6,787
30	SCC Locality Grant							
31	SCC Footpaths Grant	200.00		-200				-200
35	ES Enabling Communities Grant							
36	Bank Interest	99.00		-99				-99
37	Grants and Donations							
38	Advertising income	85.00		-85				-85
39	VAT Refund							
44	CIL Funds	4,338.00	2,169.07	-2,169				-2,169
SUB TOTAL		18,296.00	8,956.07	-9,340				-9,340

B - Administration

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1	Salaries				5,777.00	467.36	5,310	5,310
2	PAYE/NI							
3	Stationery/Mileage/Etc.				250.00		250	250
4	Post and telephone				80.00	8.76	71	71
5	Newsletter re 1972 LGA s142				400.00	78.60	321	321
6	Village Hall hire				300.00		300	300
7	Insurance				436.00		436	436
8	Membership Subs re LGA s111				400.00	257.95	142	142
9	Audit				135.00	158.00	-23	-23
10	Chairman's Expenses				50.00		50	50
11	Training				500.00		500	500
12	Election Costs							
40	Accounting, Website & Computing				450.00		450	450
42	Professional Services				250.00		250	250
SUB TOTAL					9,028.00	970.67	8,057	8,057

C - Playing Field/Recreational

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
14	Grass cutting (field)				780.00	120.00	660	660
15	Mole catching (field)				100.00		100	100
16	Repairs/Maintenance				1,500.00	376.50	1,124	1,124
17	Footpath Maintenance				400.00		400	400
41	AONB Grant Payments							
SUB TOTAL					2,780.00	496.50	2,284	2,284

Waldringfield Parish Council Summary of Receipts and Payments All Cost Centres and Codes

13 May 2020 (2020-2021)

D - Grants - s137/72 & s19 MPA71

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	General Grants				400.00		400	400
22	Church Field				100.00		100	100
23	Village Hall LGA				500.00		500	500
24	All Saints Church				750.00	750.00		
25	WildlifeGroup				100.00		100	100
SUB TOTAL					1,850.00	750.00	1,100	1,100

F - Miscellaneous

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Miscellaneous							
SUB TOTAL								

Summary

NET TOTAL	18,296.00	8,956.07	-9,340	13,658.00	2,217.17	11,441	2,101
V.A.T.		1,337.38			93.30		
GROSS TOTAL		10,293.45			2,310.47		

To **CONSIDER** establishing a reserves policy.

From 2020-21 Budget

RESERVES

(uncommitted)

31/03/2019	£12,027	Bank Balance
ADD		
VAT Refund	£1,178	
	£13,205	
LESS		
Contingency	£8,500	
Election	£900	
Maintenance	£300	
	£3,505	26%

As at 31/03/2020 the bank balance was £11,732, plus VAT refund of £1,337 = £13,069. Less the same contingencies would give £3,369, which is 25% of 2020-21 precept. Should earmarked reserves be considered (ie for playing field, future replacement of assets)? CIL funds will be restricted reserves.

To **CONSIDER** the requirements for setting up an internet banking account with Unity Trust Bank.

The Clerk requires confirmation of signatories, who will need to provide their full name, date of birth, nationality, current home address, previous address if moved within 3 years. Once clerk completes application form, the pdf will be emailed to signatories to print off, sign & upload. Councillors are required to agree the amount that is to be kept in the Barclays account.

To **CONSIDER** whether to proceed with purchasing a new bench for the Mill Road/Cliff Road junction.

ESC Cllrs Kerry & Allen previously agreed to consider providing funding from their 2020-21 budgets. The Clerk has asked whether this is likely to remain a possibility, due to the current situation.