



Waldringfield Parish Council

Parish Clerk: Jennifer Shone-Tribley
Low Farm, Ipswich Road, Waldringfield, Woodbridge,
Suffolk IP12 4QU
Email: pc.waldringfield@googlemail.com
Telephone: 01473 736475
Website: www.waldringfield.onesuffolk.net/parish-council

1890

Minutes of the Parish Council Meeting held on Tuesday 09 November 2021

In attendance: Councillors Kay, Lyon, Archer, Reid, Elliot, Doyle and Beaumont
ESC Councillor Richardson

Clerk: Jennifer Shone-Tribley
Meeting opened 19:34

1. To **RECEIVE** apologies for absence
Cllrs Quick and Gold, ESC Cllr Kerry
2. To **RECEIVE** declarations of interest
None declared

To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** non-delegated DPI dispensations requested by councillors Cllr Reid declared non-pecuniary interest a near neighbour to planning application in Item 6

None received

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.

No members of the public in attendance.

3. To **RECEIVE** reports from SCC Cllr Patti Mulcahy, ESC Cllrs Richard Kerry and Mick Richardson and Suffolk Police. – See separate list.

Cllr Richardson was invited to comment by the Chair. He invited questions of Cllrs. Cllrs advised that local community activities may impact on Waldringfield or may be something the WPC would find helpful and wish to pursue. Cllr Richardson offered that Kirton are concerned about Highways lack of action on overgrown verges affecting roundabouts and safety in the area – and Cllr Richardson is assisting them. He is also assisting local communities in the Trimleys and Felixstowe with their concerns regarding major developments. WPC Cllrs also identified that when not a statutory consultee – planning applications in neighbouring communities that may have an impact on Waldringfield may be missed. Cllr Richardson agreed to add the WPC Clerk to the circulation for neighbouring planning applications.

4. To **APPROVE** the minutes of the Parish Council meeting held on **12 October 2021**.
Proposed Kay, seconded by Beaumont– all in favour
5. **MATTERS for REPORT** from minutes of previous meetings and to **REVIEW ACTION POINTS** from the minutes of the Parish Council meeting held on **12 October 2021**

Suffolk Police –Clerk to circulate list of crime descriptions DONE 02.11.21

Planning applications – DC/21/4267/FUL - Cllr Beaumont to draft and circulate response by deadline 14 October 2021-DONE 14.10.21;DC/21/4002, 4003, 4004, 4005/ARM - Cllrs Kay and Elliot to circulate response to applications by deadline -DONE-22.10.21

Bin on the playing field – Clerk to investigate why it is not being emptied -DONE Clerk advised that it was confirmed that the bin in question was not being emptied. Norse requested a key to access the field. Clerk advised that this is not locked and will advise Norse of same.

Phone box location: – Cllr Kay to circulate a mock up of phone box location once reviewed with Cllr Quick - DONE; Cllr Kay to secure quotations on amending the fence - DONE Cllr Quick to distribute written consultation letter to residents once new location is confirmed -DONE (draft circulated)

Phone Box Project: Cllr Kay to advise the Primary School of decision to retain the box and encourage student involvement in the project – Cllr Kay updated that this had not been done until such time as the arrangements for the adoption by WPC is confirmed; Cllr Quick to speak

1891

to contractor moving the box and the AONB Grant officer regarding the location change. Clerk updated that the contractor had no issues with the new location and the AONB Grants officer likewise was satisfied with the new location. DONE.

Public Toilets project: Clerk to circulate brief to working party. DONE

Budget: All Cllrs to identify to the Clerk any items of expenditure that will be new next year that they believe should be included in the budgeting process. None received

Highways: Cllr Archer to send Clerk photos of repeater sign – DONE/REPAIRED See Agenda Item 13; Cllr Reid to provide updated information to Highways Officer on repeater signs/SID locations. DONE

Footpaths: Cllr Gold to report conversation with land owner – Cllr Gold sent apologies and will provide an update at the next meeting.

Phone box Maybush: Clerk to respond to consultation on behalf of the Council requesting it remain as a working phone box. DONE Clerk discussed the interactions and reviewed the email from ESC planning. Cllrs offered the consultation sticker is still there as it was not removed and confirmed the telephone is still not working. It was noted that Open Reach had attended the box to repair it – but required a BT key to access the panel required

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

DC/21/4843/AME | For the proposed detached garage, we wish to change the roof material from sedum to Shaded Brown Onduvilla lightweight roof tiles. This is the only amendment. | Deben House Cliff Road Waldringfield IP12 4QL- Consultation is not invited.

The planning group did not meet to review this as the amendment was very minor –no comment required.

To **APPROVE** submission for Brightwell Lakes – DC/21/4002,4003,4004,4005/ARM

Motion to approve – proposed by Cllr Reid; Seconded by Cllr Lyon – all in favour
The council further noted the contribution of Christine Fisher-Kay, Tree Warden regarding her independent submission, and thanked her for her work.

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

Cllrs noted an application received was granted an extension to allow for its inclusion in the December agenda.

To **NOTE** any application decisions received – see separate list

Single storey rear extension and attached carport - Riffhams Cliff Road Waldringfield Suffolk IP12 4QL Ref. No: DC/21/3939/FUL | Received date: Fri 20 Aug 2021 | Status: **Application Permitted** | Case Type: Planning Application – WPC Commented 17 Sep 2021

To **RECEIVE UPDATE** on Brightwell Lakes

Cllr Elliot noted that we continue to await the lighting schedule / plan and other requests made at the Community Forum meeting. Nothing has been added by ESC to the planning application web site to suggest this has been done. Cllr Elliot has also noted that there is an “expiry date” of 14 November – yet notes it is unclear what the significance of that date is – or whether it is correct given the consultation date on the site is still noted as 12 October – when this was extended to 22 October.

To **RECEIVE** any other planning information.
Nothing further

7. To **RECEIVE** updates on the playing field development project.
Cllr Reid updated Cllrs regarding funding – the only piece of the funding outstanding is the SCC Locality budget grant, but this is imminent. All other pieces have been confirmed.

Waldringfield Parish Council

1892

Space net requires planning permission – this was submitted yesterday
Cllr Reid suggests informing the neighbours as a courtesy to those proximate to the playing fields (3 neighbours were identified). and further suggests providing the document to the neighbours in advance. Cllrs agreed this was appropriate, and Cllr Reid to draft a communication that would include some of the Planning application submission information.
Cllrs asked if the Primary school have been advised of the playing field equipment upgrades?
Cllr Reid advised not at this stage.
Cllr Kay suggested a news item for the Newsletter
Cllr Reid will write to the 3 identified neighbours and the primary school and write a newsletter article.

Playing Field Inspection report received for October.

Noted by Cllrs.

Inspection report identified “Dogs not allowed sign” requires replacement.

Motion to approve purchase of the signs – proposed Cllr Reid ; seconded by Cllr Archer - all in favour

Cllr Archer noted that there is a need for some additional fixing pins for the mats that were to repair items from the Annual Inspection.

Motion to approve purchase of securing pins for the matts to complete the playing field repair – proposed Cllr Reid ; seconded by Cllr Archer - all in favour

To **APPROVE** placing order for equipment and installation

Motion to approve placing the order for new play equipment – Proposed by Cllr Kay, Seconded by Cllr Elliot – all in favour

To **CONSIDER** and **APPROVE** applying for Chat Benches

Clerk reviewed the outline of the benches proposal including the implications for the ownership of the benches and the installation. Cllrs discussed locations and installation options. Cllrs agreed installation costs and maintenance would be supportable. Cllrs further agreed that the Playing Fields are the likely location for these, but the provisions provide for a change of location should that be required, so a final decision does not need to be made immediately and can be discuss this at the next meeting

Motion to request 2 Chat Benches from ESC– proposed - Cllr Archer, seconded by Cllr Doyle – all in favour.

8. To **RECEIVE** updates on the phone box adoption project

Cllr Kay advised that although he had drafted and circulated the letter, as the location details are not yet finalised, Cllr Kay did not send the letter as the arrangements being consulted on are not agreed.

Cllr Kay circulated a quote for amendments to the fence. Cllrs discussed the materials and other specifications in the quote. Discussion of cost concluded that the AONB grant would not be able to contribute significantly to it.

Cllrs discussed possible alternatives to not amending the fence – including various locations directly on the playing field. Cllrs agreed placement on the playing field is not ideal for the purposes of the box. Cllrs also discussed concerns raised by Tree Warden regarding the verge and the size of the pear trees.

Cllrs agreed the location and fence adjustments are the preferred option and agreed further quotes should be sought. Cllr Kay to seek further quotes for the fence amendment.

1893

To **APPROVE** consultation letter to residents
Not discussed as arrangements for location not yet definitive.

9. To **RECEIVE** updates on inquiries regarding public facilities proximate to the waterfront/beach

Working group has had some discussions however achieving a possible location was first step in the project.

There was discussion regarding the past arrangement for the facilities and that services are likely be there from the previous installation on the Adnams land and agreed this is the most suitable location.

The Working Group are aware of the landholder's view that the need for parking was paramount. Cllrs discussed a draft letter provided by the working group to the landowners. Cllrs agreed a slightly amended letter should be sent to the landowners

10. To **RECEIVE** updates on the SALC South Area Forum (deferred from last meeting)

Cllr Elliot attended the SALC area forum which seeks to bring together local councils to share good ideas, or things that didn't work. Cllr Elliot presented the Walberswick "get to know your neighbour" scheme. This parish advised they had a number of new residents during the pandemic and subsequent lockdowns. They held an event in the Village Hall, with food and wine for new residents to meet the current residents. This was a success there and Cllr Elliot felt this may be a good method of welcoming the new residents who moved to Waldringfield in the same time.

Cllrs noted the Village Hall was considering something similar and could perhaps co-host the event

Cllrs agreed this would be a worthwhile endeavour for further discussion.

11. To **REVIEW** and **UPDATE**, as appropriate, the policies of the Parish Council and the Parish Plan.
No updates to consider

12. **CLERK AND RFO REPORT**

To **CONSIDER** and **APPROVE** items of expenditure, and sign cheques and arrange for approval of BACS accordingly – see separate list.

Motion to approve – Proposed by Cllr Reid; Seconded by Cllr Archer – all in favour

Cllr Archer and Cllr Kay to Authorise BACS payments.

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

Reports reviewed by Cllrs, reviewed and signed by Cllr Reid.

To **APPROVE** In Year budget amendments

Discussion of reserves and the new purchase were broadly discussed. Further discussion to be undertaken at the next meeting

To **NOTE** receipt of CIL Funds for Mickey's Field and Eureka - £10,803.50
Noted

To **NOTE** renewal of Insurance Policy and to **NOTE** Fidelity coverage of £150,000.
Noted

Waldringfield Parish Council

1894

To **CONSIDER** first draft of Annual 2022-23 budget

Broad discussion was undertaken including around reserves and the investments being made in new equipment. Further discussion will be undertaken at the next meeting.

13. To **RECEIVE** updates/reports on public rights of way, verges and road safety matters. – see separate list

The Clerk also updated that a renewed request to the SCC Councillor Mulcahy regarding the bend in the road sign outside of Myrtles was answered today and Cllr Mulcahy has advised she will respond as soon as possible.

Cllrs noted the repairs requested have been undertaken by highways (with the exception of the above noted issue, now being dealt with by Cllr Mulcahy.)

Cllrs raised the issue of providing bridleway signs that say 'To Waldringfield' to encourage more cycling on Bridleways than the roads – Cllrs agreed to discuss next meeting

To **CONSIDER** resident email regarding the verge opposite the primary school. – see Supporting Documents

Cllrs agree this is not ideal, and agree that the bollards were successful on the opposite verge. Cllr Kay to investigate costs and Clerk to contact highways about installing them. Clerk to respond to the member of the public.

14. To **CONSIDER** responding to public consultations -see separate list

Cllrs noted that the WPC already participated in the earlier consultation on the East Suffolk Consultations on Supplementary Planning Documents and the Draft Cycling and Walking Strategy and therefore there is no need for further comment.

Cllrs further agreed that no response was required to the other consultations.

15. To **CONSIDER** any correspondence received before the meeting – see separate list

Nothing of note discussed.

16. **PARISH MATTERS** for the next meeting.

Phone box updates on the location

Budget

Chat bench locations

Bridleway signs

ACTION ITEMS

Footpaths – Cllr Gold to update next meeting

Bin on playing field – Clerk to advise Norse that the vehicular access to the field is not locked and request bin collection.

Maybush phone box – Clerk to confirm that removal of the sign on the phone box is permitted and arrange removal. Clerk to follow up with BT repairs on repairing the phone.

Playing Fields - Cllr Kay to order the new "No dogs allowed" signs for the playing field

Chat benches – Clerk to respond requesting 2 benches for the playing fields.

Phone box adoption – Cllr Kay will seek alternate quotes for the fencing; Clerk to write to Primary School headteacher.

Playing Fields new equipment–Clerk to place order for new equipment; Cllr Reid to draft neighbour communication and Newsletter article

Public facilities – Cllr Lyon to amend the letter and Clerk to send agreed letter on behalf of the WPC

BACS payments – Cllr Archer and Kay to approve BACS payments

Verges - Clerk to respond to the parishioner who wrote regarding the verge opposite the school; Cllr Kay to seek quotes on bollard installation; Clerk to contact highways about installation of bollards.

Meeting closed 21.55 pm

Draft until signed.....Chair / / 20

Page 5 of 19

Waldringfield Parish Council

SUPPORTING DOCUMENTS

ITEM 3

3. To **RECEIVE** reports from SCC Cllr Patti Mulcahy, ESC Cllrs Richard Kerry and Mick Richardson and Suffolk Police.

ESC Report

Ward Councillors monthly bulletin – October 2021

Welcome to the October edition of the monthly newsletter, aimed at keeping Councillors and Residents up to date on the main news stories from East Suffolk and, where possible, giving you a heads up on issues which are emerging.

Please note we still have some of the Councillors Enabling Funding available for help on your local projects.

Regards,
Richard & Mick

Restoring historic character of Lowestoft building

An exciting project to restore the façade of Lowestoft's former Post Office is set to start later this year.

The project will help improve the condition and appearance of the building whilst restoring its historic character. It will include work to fix the roof, repair the windows, carry out conservation of stonework and reconfigure the ground floor windows to restore the entrance to the central bay of the building, as per the original design of the building. This will incorporate repositioning the existing ramp which would greatly improve the appearance of the building.

Improving private rented homes in East Suffolk

We're working with Generation Rent UK to better support East Suffolk residents who privately rent their homes and help ensure that homes in the district are secure, safe and energy efficient.

Earlier this year, we asked private renters living in the Harbour & Normanston ward, Beccles & Worlingham ward and Aldeburgh & Leiston wards, to share their experiences in a survey.

Findings from the survey revealed that private renters in these three wards are most concerned about:

- losing their tenancy
- being unable to move into homeownership
- rent increases
- almost 50% of those surveyed are concerned to some degree about being asked to leave their home by their landlord or letting agent this year.

As part of this work, we will be running focus group discussions later this year. Anyone who rents privately in East Suffolk can get involved in these, regardless of which ward they live in. Eligible participants will receive a £10 shopping voucher.

People can sign up now at https://my.eastsuffolk.gov.uk/service/Private_renter_session_registration

Historic shelter reopens following arson attack

Having been damaged during an appalling arson attack last year, the historic Manwick shelter on Felixstowe's South Seafront has been reopened to the community.

The shelter, along with the nearby Arwela shelter, were fully refurbished in 2018 after suffering significant timber decay, vandalism and weather damage over the years, exacerbated by flooding during tidal surges. This £150,000 project was part of the Council's ongoing investment in the South Seafront area.

Support available to help businesses recover

Funding and support is available for businesses in East Suffolk which have been, and continue to be, severely affected by Covid-19 restrictions.

Delivered in partnership with the New Anglia Local Enterprise, the new 'Plan for the Future' scheme provides support to local businesses which are looking to bring forward investment projects that will have a significant

Waldringfield Parish Council

impact on their business. Eligible businesses will be able to apply for grants of between £5,000 and £25,000 to help support their projects.

Businesses wishing to apply for support should first contact the New Anglia Growth Hub on 0300 333 6536 or email growthhub@newangliagrowthhub.co.uk

Expert and impartial Business Growth Advisers will work with businesses to develop an action plan and complete the application.

See more information at www.eastsuffolk.gov.uk/news/support-available-to-help-businesses-recover/

Funding boost for local communities

The Beccles, Bungay, Halesworth and villages Community Partnership has awarded a total of £10,880 through the second round of its Small Grant Scheme to community and voluntary groups, enabling them to deliver projects which addresses local priorities and benefit the wider communities.

Some of the project which have benefit from the scheme include Bungay Community Support, Singing with Friends, Asperger East Anglia, Beccles Parish team and Eartwake CIC.

Key infrastructure projects to benefit from £6.3m funding

Over £6 million in contributions from new housing developments has been allocated to support the expansion of schools, leisure and health facilities in East Suffolk.

Earlier this month, cabinet agreed to award a total of £6,308,245 in Community Infrastructure Levy (CIL) funding to support seven major projects which are identified within the Local Plan as being key to planned growth within the local area.

CIL is a fee which we can charge developers when new housing is built in the district. CIL can then be put towards improvements to local infrastructure, such as play areas, schools and GP surgeries. We hold a list of key projects which are included in the Local Plan and these projects are then put forward for the latest round of CIL funding.

See more details about the projects at www.eastsuffolk.gov.uk/news/key-infrastructure-projects-to-benefit-from-6-3m-funding/

Funding agreed to support First Light 2022

To help ensure an incredible programme of activities at [First Light Lowestoft](#) in 2022, we've committed £200,000 to support next year's event.

Plans for the 2022 festival are still being developed but it is hoped that the event will be even larger than 2019, with a focus on young people.

The programme is expected to include a mix of music, international DJs on the main stage, a larger Beach Club Bar, a showcase for talented new musicians and writers, comedy, dance and a late-night silent beach cinema.

Helping young people take the next step

We're continuing to support young people with further funding agreed by cabinet for the East Suffolk Youth Employment Service (YES), which is helping young people, aged between 16 and 24 years old, to find employment and training opportunities.

Delivered by [Inspire Suffolk](#), young people can visit the dedicated [YES. Suffolk](#) website at www.yessuffolk.co.uk to view current job opportunities, find training programmes and other support information and advice. Referrals can also be made by community groups. Young people will be allocated an employment coach to support them into appropriate work, education or training. Wellbeing services are also available, provided by Inspire Suffolk.

Work has started on new beach huts in Lowestoft

As part of a wider programme to regenerate the town, work has now started on the construction of brand new, exciting and contemporary beach huts on Lowestoft's seafront.

Designed by Norwich-based architects Chaplin Farrant, the £2.6 million scheme, which is expected to be completed by March 2022, will see the creation of 72 contemporary beach huts on two levels, which will face

partially south to ensure maximum sunshine throughout the day. The tips of the structures will face eastwards reflecting Lowestoft's position as the most easterly location in the country.

A raised decking promenade will also be created to enable people to sit in front of the new huts on the upper level without restricting access to those using the promenade. Ten of the beach huts will be accessible with level access from the lower promenade.

The beach huts are being manufactured by Lowestoft company, P J Spillings, while the platform and ancillary works are being undertaken by M S Oakes – also from the town.

Surveys and consultations

We are currently running a couple of surveys and consultations and, as always we want to encourage participation as feedback from people in East Suffolk is invaluable and helps us ensure we're making the right decisions for our communities.

- **Recycling in East Suffolk**

As part of a wider social media campaign, we're currently running a recycling survey to get a better understanding of how much people in East Suffolk know about recycling and what we can do to help when it comes to knowing what items go into what bin. The survey is aimed at social media users only via our online social media accounts and closes tonight.

- **Lound with Ashby, Herringfleet and Somerleyton Neighbourhood Plan**

Lound with Ashby, Herringfleet and Somerleyton Parish Councils have submitted their Neighbourhood Plan to East Suffolk Council and the Broads Authority ahead of it being submitted for independent examination. Once finalised, the Neighbourhood Plan will determine future planning applications in the area.

People can have their say on the consultation until 13 October at

www.eastsuffolk.gov.uk/planning/neighbourhood-planning/neighbourhood-plans-in-the-area/lound-ashby-herringfleet-and-somerleyton-neighbourhood-area/

Suffolk Police – September 2021 Crime Data

No crimes reported in Waldringfield or Newbourne.

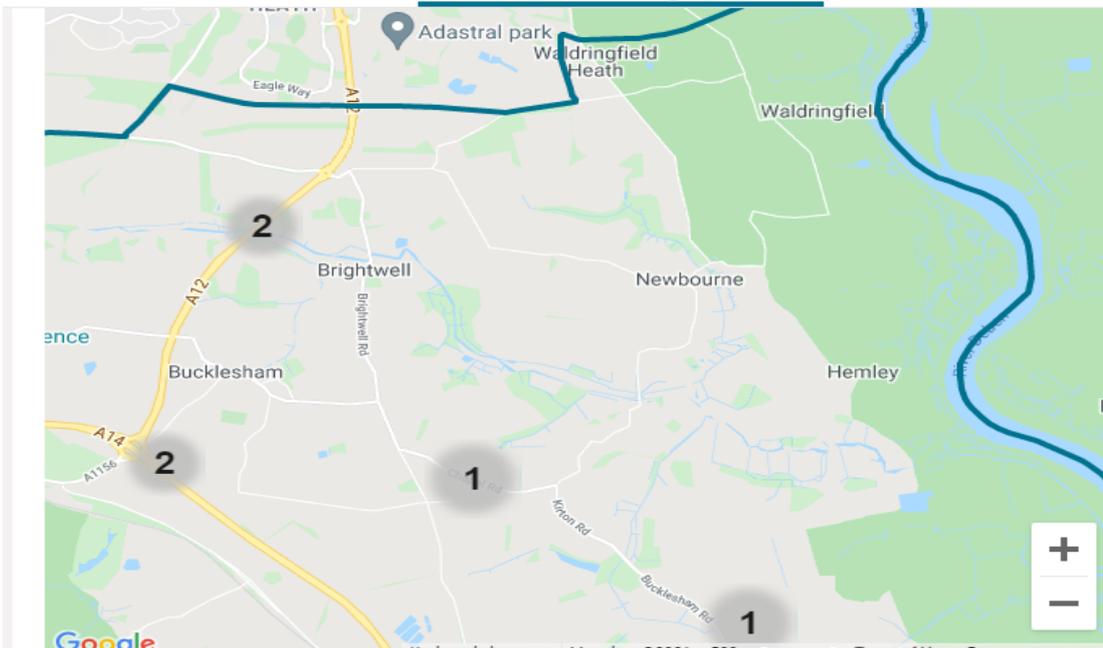
1 x Vehicle crime reported near Westwood Caravan Park on Chapel Road

1 x drug crime – Bucklesham

1 x Criminal Arson and damage and 1 x Public order offence near Foxhall Roundabout in Martlesham.

1 x "other crime" in Kirton.

TO NOTE – Public Consultation from PCC – See Agenda Item 14.



ITEM 5

5. **MATTERS for REPORT** from minutes of previous meetings and to **REVIEW ACTION POINTS** from the minutes of the Parish Council meeting held on **12th OCTOBER 2021**

Suffolk Police - Clerk to circulate list of crime descriptions DONE 02.11.21

Planning applications – DC/21/4267/FUL - Cllr Beaumont to draft and circulate response by deadline 14 October 2021-DONE 14.10.21; DC/21/4002, 4003, 4004, 4005/ARM - Cllrs Kay and Elliot to circulate response to applications by deadline of 19 October 2021-DONE-22.10.21

Bin on the playing field – Clerk to investigate why it is not being emptied. DONE

Phone box location: – Cllr Kay to circulate a mock up of phone box location once reviewed with Cllr Quick - DONE; Cllr Kay to secure quotations on amending the fence - DONE Cllr Quick to distribute written consultation letter to residents once new location is confirmed -DONE (draft circulated)

Phone Box Project: Cllr Kay to advise the Primary School of decision to retain the box and encourage student involvement in the project – IN PROCESS once location and adoption agreed; Cllr Quick to speak to contractor moving the box and the AONB Grant officer regarding the location change. DONE – all agreed in principle.

Public Toilets project: Clerk to circulate brief to working party. DONE

Budget: All Cllrs to identify to the Clerk any items of expenditure that will be new next year that they believe should be included in the budgeting process. None received

Highways: Cllr Archer to send Clerk photos of repeater sign – DONE/REPAIRED See Agenda Item 13;

Cllr Reid to provide updated information to Highways Officer on repeater signs/SID locations. DONE

Footpaths: Cllr Gold to report conversation with land owner – To Follow

Phone box Maybush: Clerk to respond to consultation on behalf of the Council requesting it remain as a working phone box. DONE

ITEM 6

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

DC/21/4843/AME | For the proposed detached garage, we wish to change the roof material from sedum to Shaded Brown Onduvilla lightweight roof tiles. This is the only amendment. | Deben House Cliff Road Waldringfield IP12 4QL- **Consultation is not invited.**

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

NOTE: One planning application received. Successfully applied for an extension to 15th December 2021. Will appear of December agenda.

To **NOTE** any application decisions received

[Single storey rear extension and attached carport - Riffhams Cliff Road Waldringfield Suffolk IP12 4QL](#)

Ref. No: DC/21/3939/FUL | Received date: Fri 20 Aug 2021 | Status: **Application Permitted** | Case Type: Planning Application – WPC Commented 17 Sep 2021

ITEM 7

7. To **RECEIVE** updates on the playing field development project.

Budget update: We have received paperwork for accepting: Felixstowe Peninsula Community Partnership grant of £5,000 and Outdoor Play Space grant for £6,500 and ESC Enabling Communities funding from Cllrs Kerry and Richardson.

We have commitment from SCC Councillor Mulcahy but as yet – no paperwork to confirm. It is estimated the planning application will be between £120 and £234.

To **CONSIDER** and **APPROVE** applying for Chat Benches

Dear Parish Council,

Community Partnership – Chat Benches proposal

Draft until signed.....Chair / / 20

Waldringfield Parish Council

I am writing on behalf of Chloe Lee, your Felixstowe Peninsula Community Partnership officer. I am currently giving some additional support to Chloe.

As you will be aware the Felixstowe Peninsula Community Partnership was launched in late 2019 to provide practical solutions to local priorities. One of its main priorities is social isolation and loneliness.

I am pleased to announce that at the last Community Partnership meeting one of the project proposals that was approved was the provision of 'Chat Benches' across the peninsula. I would like to offer you the opportunity to 'adopt' one or two chat benches. Further information is attached.

We are offering the purchase and delivery of a bench, free of charge, to you. In line with our commitment to the environment, they will be constructed of recycled materials. This also gives the benefit of minimal maintenance and a long life. The bench will come with a sign indicating it is a 'Chat Bench' and demonstrating it is part of a growing network.

If you wish to take part in this exciting project, please return the attached order request to myself no later than **12th November**.

Chat Benches project agreement

The following details explain each parties role in the provision and management of the Chat Bench. Please read the following and sign to confirm your agreement. Please note – 'electronic' signatures are acceptable.

East Suffolk Council and your organisation are working together in the spirit of Community Partnerships – improving the local area and supporting residents by working together.

East Suffolk Council will:

- Purchase the Talking Bench, fittings and arrange delivery to an appropriate site. A small, temporary Chat sign will also be provided to attach to the bench in the early weeks prior installation to encourage interaction and understanding.
- Act as a link between the manufacturer and receiving organisation during the delivery phase.
- Provide Realise Futures with the following information to ensure delivery is possible – contact name, number, email, delivery address and organisation.
- Promote the installation of your Bench through ways considered appropriate to the circumstances. These may include our social media channels, press releases and local newsletters, etc.

The receiving organisation will:

- Provide suitable delivery times and address to the manufacturer to enable swift delivery.
- **Arrange for installation of the bench** at the site previously stated on your expression of interest. Changes in site should be discussed with East Suffolk Council.
- **Take ownership and responsibility for the bench upon delivery.** Once delivered the bench will become the property of your organisation.
- **Actively promote its installation** with the local community in a manner appropriate to your community. For example, via newsletter, Facebook pages, etc.
- Recognise the contribution made by the East Suffolk Community Partnership in any promotional material.
- **Install the bench no later than three months post-delivery.** Covid restrictions will allow for this deadline to be flexible.
- Inform the Communities Officer Chloe Lee once installation is complete.

Type of Bench needs to be identified:



Waldringfield Parish Council

NOTE: Past installations of benches have been £425-£450 – but this included the bench. Installation, including a plinth - will need to be costed.

ITEM 9

9. To **RECEIVE** updates on inquiries regarding public facilities proximate to the waterfront/beach Working group have drafted a letter to Adnams regarding site location of possible facilities – circulated to Councillors.

ITEM 12

12. CLERK AND RFO REPORT

To **CONSIDER** and **APPROVE** items of expenditure, and sign cheques and arrange for approval of BACS accordingly – see separate list.

PAYMENTS LIST

8 November 2021 (2021)

Waldringfield Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT
49	04/11/2021		Unity Trust Bank		Footpath cutting	Impact Landscaping	S	325.80	65.16
50	21/10/2021		Unity Trust Bank		Annual Subscription	CPRE	E	36.00	
51	04/11/2021		Unity Trust Bank		Salary	Jennifer Shone-Tribley	E	489.90	
52	04/11/2021		Unity Trust Bank		Training	SALC	S	25.00	5.00
53	08/11/2021		Unity Trust Bank		Grass-cutting -field	SCL Landscape Management	S	120.00	24.00
Total								996.70	94.16

RECEIPTS LIST

4 November 2021 (2021-2022)

Waldringfield Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
9	26/10/2021		Unity Trust Bank		CIL Funds	East Suffolk Council	E	10,803.50		10,803.50
Total								10,803.50		10,803.50

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

Waldringfield Parish Council

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

8 November 2021 (2021-2022)

A - Receipts

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28 Precept	14,300.85	14,300.85					(0%)
30 SCC Locality Grant							(N/A)
31 SCC Footpaths Grant	200.00		-200.00				-200.00 (-100%)
35 ES Enabling Communities Grant							(N/A)
36 Bank Interest	50.00		-50.00				-50.00 (-100%)
37 Grants and Donations	98.00	1,480.00	1,382.00				1,382.00 (1410%)
38 Advertising income		48.00	48.00				48.00 (N/A)
39 VAT Refund							(N/A)
44 CIL Funds	4,403.87	13,561.62	9,157.75				9,157.75 (207%)
SUB TOTAL	19,052.72	29,390.47	10,337.75				10,337.75 (54%)

B - Administration

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Salaries				5,994.72	4,169.67	1,825.05	1,825.05 (30%)
2 PAYE/NI							(N/A)
3 Stationery/Mileage/Etc.				125.00	86.29	38.71	38.71 (30%)
4 Post and telephone				50.00	1.62	48.38	48.38 (96%)
5 Newsletter re 1972 LGA s142				400.00	301.00	99.00	99.00 (24%)
6 Village Hall hire				300.00		300.00	300.00 (100%)
7 Insurance				459.13	459.13		(0%)
8 Membership Subs re LGA s111				420.00	413.18	6.82	6.82 (1%)
9 Audit				160.00	170.00	-10.00	-10.00 (-6%)
10 Chairman's Expenses				50.00	30.00	20.00	20.00 (40%)
11 Training				250.00	680.00	-430.00	-430.00 (-172%)
12 Election Costs							(N/A)
40 Accounting, Website & Computir				560.00	133.96	426.04	426.04 (76%)
42 Professional Services				200.00	674.00	-474.00	-474.00 (-237%)
SUB TOTAL				8,968.85	7,118.85	1,850.00	1,850.00 (20%)

C - Playing Field/Recreational

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14 Grass cutting (field)				780.00	720.00	60.00	60.00 (7%)
15 Mole catching (field)				100.00		100.00	100.00 (100%)
16 Repairs/Maintenance				2,250.00	217.52	2,032.48	2,032.48 (90%)
17 Footpath Maintenance				400.00	325.80	74.20	74.20 (18%)
41 AONB Grant Payments							(N/A)
SUB TOTAL				3,530.00	1,263.32	2,266.68	2,266.68 (64%)

Waldringfield Parish Council

D - Grants - s137/72 & s19 MP/

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	General Grants				300.00	99.00	201.00	201.00 (67%)
22	Church Field				425.00	450.00	-25.00	-25.00 (-5%)
23	Village Hall LGA				525.00	500.00	25.00	25.00 (4%)
24	All Saints Church				775.00	750.00	25.00	25.00 (3%)
25	WildlifeGroup				125.00	100.00	25.00	25.00 (20%)
SUB TOTAL					2,150.00	1,899.00	251.00	251.00 (11%)

F - Miscellaneous

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

Summary

NET TOTAL	19,052.72	29,390.47	10,337.75	14,648.85	10,281.17	4,367.68	14,705.43 (43%)
V.A.T.		761.40			484.60		
GROSS TOTAL		30,151.87			10,765.77		

Waldringfield Parish Council

6 November 2021 (2021-2)

Waldringfield Parish Council

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

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

	Bank Reconciliation at 31/10/2021		
	Cash in Hand 01/04/2021		16,657.51
	ADD Receipts 01/04/2021 - 31/10/2021		30,151.87
			46,809.38
	SUBTRACT Payments 01/04/2021 - 31/10/2021		9,710.91
A	Cash in Hand 31/10/2021 (per Cash Book)		37,098.47
	Cash in hand per Bank Statements		
	Cash 31/10/2021	0.00	
	Unity Trust Bank 31/10/2021	27,926.66	
	Ipswich Building Society 31/10/2021	7,961.18	
	Barclays Community Account 31/10/2021	1,210.63	
			37,098.47
	Less unrepresented payments		37,098.47
	Plus unrepresented receipts		
B	Adjusted Bank Balance		37,098.47
	A = B Checks out OK		

To **APPROVE** In Year budget amendments

Waldringfield Parish Council

	Notes	Budget YE 2022	Actual 31.10.21	In Year Budget adjustments 31.10.21
EXPENDITURE				
Annual General				
1. Administration				
Clerk Salary inc on costs	A	£5,994.72	£3,679.77	£6,236.35
Clerks expenses including office		£125.00	£86.29	£125.00
Post and telephone		£50.00	£1.62	£50.00
Newsletter printing	B	£400.00	£301.00	£615.00
Village Hall Hire (Meetings)		£300.00	£0.00	£300.00
Insurance	C	£459.13	£459.12	£550.00
Professional memberships		£420.00	£377.18	£420.00
Audit costs		£160.00	£170.00	£170.00
Chairman's expenses		£50.00	£30.00	£50.00
Training	D	£250.00	£655.00	£700.00
Election costs		£0.00	£0.00	£0.00
Accounting / Website etc		£560.00	£133.96	£560.00
Professional services	D	£200.00	£674.00	£675.00
		£8,968.85		£10,451.35
2. Playing Fields				
Grass cutting (field)		£780.00	£600.00	£780.00
Mole Catching		£100.00		£100.00
Repairs and maintenance	E	£2,250.00	£217.52	£1,300.00
Footpath maintenance		£400.00		£425.00
		£3,530.00		£2,605.00
Grants				
General Grants		£300.00	£99.00	£200.00
Church Field		£425.00	£450.00	£450.00
Village Hall		£525.00	£500.00	£500.00
All Saints Church		£775.00	£750.00	£750.00
Wildlife Group		£125.00	£100.00	£100.00
		£2,150.00		£2,000.00
Total Expenditure		£19,802.72		£54,915.15
Projects subsidised by Grants or assigned funds				
Phone box	Project B2			£2,764.00
Playing Field New Equipment purchase	Project B1	£4,403.87		£37,094.80
				£39,858.80
VAT to be paid on Exps	F	£750.00	£390.44	£6,765.80
INCOME				
Precept		£14,300.85	£14,300.85	£14,300.85
Grants - General		£98.00	£98.00	£98.00
Donations		£0.00		£0.00
PROW SCC Grant		£200.00		£276.30
Grants - Playing Fields		£0.00		£17,500.00
Grants - Phone box		£0.00	£1,382.00	£2,764.00
CIL Funds	G	£4,403.87	£2,758.12	£13,561.62
Advertising		£0.00	£48.00	£48.00
Interest		£50.00		£50.00
VAT Refund	F	£750.00	£390.44	£6,765.80
Total Income		£19,802.72		£55,364.57
Projected budget surplus/defecit		£0.00		£449.42
RESERVES				
Cash Balance at 01.04.21		£16,658.00		£16,658.00
Less projected deficit/plus surplus		£0.00		£449.42
Less unspent grants (specified)		£98.00		£98.00
Less earmarked reserves	Reserves I	£12,569.07		£12,569.07
Reserves (General) for FYE 31/03/22		£3,990.93		£4,440.35
As % of general expenditure		27.91%		31.05%
EFFECT ON BAND D EQUIVALENT	Band D equiv 2021	£14,300.85		£14,300.85
£ per Band Equivalent household	250.35	£57.12	250.35	£57.12

To **CONSIDER** first draft of Annual 2022-23 budget

Draft until signed.....Chair / / 20

See separate document

ITEM 13

13. To **RECEIVE** updates/reports on public rights of way, verges and road safety matters. – see separate list

Reported 16/10/21

Your report reference number is: 00339463

MILL ROAD, WALDRINGFIELD

Date reported: 16/10/2021

Description: 30mph sign is severely faded, and slightly obscured.

Received: 19.10.21

Your report reference number is: 00339463

MILL ROAD, WALDRINGFIELD

Date reported: 16/10/2021

Description: 30mph sign is severely faded, and slightly obscured.

Following your recent report, we are pleased to confirm that we have ordered work to be carried out which we hope will resolve the issue you raised with us within approximately 20 working days.

Reported 16.10.21

Your report reference number is: 00339464

MILL ROAD, WALDRINGFIELD

Date reported: 16/10/2021

Description: Main 30mph sign is severely faded and requires replacement

Received 20.10.21

Your report reference number is: 00339464

MILL ROAD, WALDRINGFIELD

Date reported: 16/10/2021

Description: Main 30mph sign is severely faded and requires replacement

Following your recent report, we are pleased to confirm that we have ordered work to be carried out which we hope will resolve the issue you raised with us within approximately 20 working days.

To **CONSIDER** resident email regarding the verge opposite the primary school

Message received by the Clerk from a Parishioner on 08 October 2021

Dear Council.

Many thanks for all your hard work.

I would be grateful if you could raise the issue of parking by school parents and also the adjacent building site workers on this area of the verge. Photo attached.

Waldringfield Parish Council



The continued parking of cars will almost certainly be causing compaction to the root area of the birch and oak trees. Compaction can cause trees to shed limbs which in the vicinity of the playground and school would be a potentially hazardous event. I imagine your tree warden Christine Fisher could also advise on this.

Can I suggest school management combined with some simple timber bollards would be sufficient to deter cars using this verge?

ITEM 14

14. To **CONSIDER** responding to public consultations -see separate list

Full descriptions are provided in the Public Consultations – **Additional Supporting Documents**

1. Highways England – Review of A14 Copdock Junction – **Consultation Deadline 09 December 2021**

2. SCC – Review of Lorry Routes – **Consultation deadline 17 December 2021**

3. East Suffolk Consultations on Supplementary Planning Documents and the Draft Cycling and Walking Strategy

1. Sustainable Construction Supplementary Planning Document, consultation period: Monday 1st November to **5pm on Monday 13th December 2021.**

2. Affordable Housing Supplementary Planning Document, consultation period: Monday 1st November to **5pm on Monday 13th December 2021.**

3. Cycling and Walking Strategy, consultation period: Monday 1st November to **5pm on Monday 10th January 2022.**

4. The Police and Crime Plan - **Consultation deadline 22 November 2021**

5. Highways England – Route Strategies - **Consultation end date 30 November 2021**

6. Suffolk Neighbourhood Watch Association – **not deadline indicated**

ITEM 15

15. To **CONSIDER** any correspondence received before the meeting – see separate list

Margaret Morris - Suffolk Coastal Disability Forum

Suffolk Association of Local Councils EDF update session, Sizewell C - Wed 6 October 4 pm

East of England Local Government Association - EELGA Newsletter

Suffolk Association of Local Councils - SALC e-bulletin dated 11 October 2021

Rural Services Network -The Rural Bulletin - 12 October 2021

Suffolk Association of Local Councils -Local Energy for Communities Free Event - Friday 22 October

NHS England - Frontline volunteers are now eligible for COVID-19 booster vaccinations

Chole Lee - Supporting our Communities through winter 2021-22

NI Mail Distribution -EN010012 – The Sizewell C Project

Suffolk Association of Local Councils FREE Training for VCSE Organisations and Town and Parish Councils

Waldringfield Parish Council

CEE Bill Alliance - COP 26: CEE Bill Three Outcomes Campaign
East Anglia ONE - Our East Anglia HUB, COP26 and the race to Net Zero
Rural Services Network - The Rural Bulletin - 19 October 2021
Nick Clow |Energy Projects Co-ordinator - JLAG Newsletter October 2021
Suffolk Association of Local Councils - Sizewell Stakeholder Group report
Sizewell C -Briefing on the Planning Process for Sizewell C
Community Action Suffolk - CAS News | Stuff to keep you smiling
Suffolk Association of Local Councils SALC e-bulletin dated 18 October 2021
NI Mail Distribution - EN010012 – The Sizewell C Project
Suffolk Association of Local Councils - SALC ebulletin dated 25 October 2021
Rural Services Network -The Rural Bulletin - 26 October 2021
Democratic services East Suffolk Council - Cop26 message from East Suffolk Council
Sizewell C <info@sizewellc.co.uk> -Government announces Nuclear Energy (Financing) Bill
andrew@eforests.co.uk- Free trees for planting projects - Waldringfield Parish Council, Suffolk
helenm fairweather -Headway Suffolk
Society of Local Council Clerks (SLCC)- News Bulletin - 29 October 2021
Green Issues - Greenprint Forum newsletter autumn 2021
Planning Policy -East Suffolk Consultations on Supplementary Planning Documents and the Draft Cycling and Walking Strategy
Suffolk Association of Local Councils SALC ebulletin dated 1 November 2021
Rural Services Network The Rural Bulletin - 2 November 2021
Phil Harris - Consultation: Local Council Tax Reduction Scheme (LCTRS)
Rural Services -Network