



Waldringfield Parish Council

Parish Clerk: Rebecca Todd
5 St George's Terrace, Church Road,
Felixstowe, Suffolk IP11 9ND
Email: pc.waldringfield@googlemail.com
Telephone: 01394 271551
Website: www.waldringfield.onesuffolk.net/parish-council

1870 Minutes of the Parish Council Meeting held on Thursday 8th July 2021

In attendance: Councillors Kay, Elliot, Lyon, Reid, Archer, Doyle, Quick and Beaumont.
1 member of the public.

Clerk: Rebecca Todd

1. To **RECEIVE** apologies for absence. Cllr Gold (family commitment).
2. To **RECEIVE** declarations of interest – non-pecuniary interests were declared by Cllrs Reid, Quick and Doyle, as members of the Greener Waldringfield committee (item 9). Cllr Elliot declared a non-pecuniary interest as a trustee of Church Field (item 10).

To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** non-delegated DPI dispensations requested by a councillor. 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 matters were raised.

3. To **RECEIVE** reports from SCC Cllr Patti Mulcahy, ESC Cllrs Melissa Allen & Richard Kerry and Suffolk Police. Councillors noted the resignation of ESC Cllr Allen. Councillors noted the report from ESC Cllr Kerry, commenting that much of the information (generic rather than tailored to Orwell & Villages) had previously been circulated by email
4. To **APPROVE** the minutes of the Parish Council meeting held on **10th June 2021**. Acceptance was proposed by Cllr Kay, seconded by Cllr Lyon and approved by all who had been present at the meeting as a true record.
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 June 2021**. See Supporting Documents.
6. To **CONSIDER Planning Applications for COMMENTS:**

DC/21/3030/FUL Gin Gin Slouva, Deben Lane, Waldringfield IP12 4QN – Proposed general refurbishment and extension of the property. Works related include a single-storey side extension, replacement of existing roof with an extended gable roof (with front and rear glazing), proposed new façade treatment and new front timber fence. Proposed new entrance and removal of the front bay windows. Case Officer Jamie Behling. Comments by 23rd July 2021.

Cllr Elliot spoke through the comments made by the Planning Group and clarified that the previous, recent application for this property had been approved by ESC. WPC had objected strongly due to large first-floor windows overlooking the cottages opposite, 6 Deben Lane (Rose Cottage) and 1 Sandy Lane (Monique). ESC had concluded that the overlooking was acceptable, though imposed a condition of obscured glass in the skylights. Cllr Elliot suggested the new application is fundamentally the same design. There is no detail provided for materials to be used. Windows are of a slightly different design but essentially the same size. There is an increased number of skylights. Cllr Elliot questioned if WPC should repeat comments when ESC had disregarded them.

The new design incorporates two electric vehicle charging points, which is positive. The Planning Group voiced concerns about a proposed external chandelier and highlighted that there is no lighting plan in the application. Attention was also drawn to a number of apparent errors in the submitted drawing. Number 220/02 describes 'shrub trees' or 'bush trees' when they appear to be multi-branched trees; plans appear to denote their removal. There is a substantial ash tree on site (a photo was shown). The west elevation drawing outlines a large new 'shed' but the roof height is higher than the existing garage. The shed appears to be on the site of the healthy ash tree. The Planning Group questioned how the 5-metre-long shed will fit in the space and suggested the drawings are unclear. The Group also voiced concerns that the garage has been labelled as an annex when the application does not request permission for this element. Cllr Doyle asked if this would usually require permission, to which Cllr Elliot confirmed that it would if the annex were to be habitable. The Planning Group suggested drawings should be rectified before approval from ESC, a tree survey conducted and an external lighting plan submitted (preferably motion-sensitive lighting, to avoid continual and intrusive usage). Cllr Reid

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highlighted the prominence of the house in its setting and suggested this is mentioned in WPC's response. Cllr Quick highlighted the house's proximity to fields and resident wildlife. The Planning Group stressed that new skylights should be obscured. Cllr Lyon pointed out that WPC had received concerns from the owners of a neighbouring property.

After discussion, it was agreed that WPC would submit a full response – particularly as this is a new application – and previous comments would be reiterated (ie comments about overlooking). Cllr Quick proposed that WPC objects strongly, which was seconded by Cllr Reid and agreed by all. Cllr Elliot will draft a response for the Clerk to send to ESC Planning.

To **MAKE ARRANGEMENTS** to deal with applications received after publication of this agenda. None received.

To **NOTE** any application decisions received – see separate list. Noted. Cllr Elliot highlighted that, although the Candlemas application had been approved (and WPC had raised concerns about overlooking of Sullivan Place), drawings had been resubmitted and windows adjusted – with a raised sill (1.7m) to prevent casual overlooking. Cllr Elliot voiced some surprise that ESC had approved Gin Gin Slouva with the level of overlooking. Cllr Elliot informed new members that the area had previously had a designated Planning Officer; ESC staff are now allocated by availability rather than local knowledge. Cllr Reid suggested this matter could be raised with WPC's district councillors.

To **CONSIDER** a response to Taylor Wimpey's public consultation before the company's Reserved Matters application for Brightwell Lakes.

Cllrs Kay and Elliot had recently attended a Zoom meeting of the Brightwell Lakes Forum, at which the level of detail was still vague. Following this, Taylor Wimpey had emailed the Clerk to advise that a consultation would be starting the day of receipt (before the reserved matters application). The subsequent webinar presentation included a different set of documents to the one provided at the forum meeting (only a week or so earlier), and to the one shown on the website. The webinar illustrated access points and parcels of land, and identified the build-out sequence. The first plot for development will be off Ipswich Road, followed shortly (within 6 months) by the plot off the A12 (with a traffic light T junction coming later). Cllr Elliot informed others there will be two parcels of allotments. She also said Taylor Wimpey indicated it may sell off a small plot to another builder (300 or so houses). Cllr Elliot clarified that SCC will deal with the school building (a through-school from 3-18 years).

Cllr Elliot voiced concerns that, although the forum had provided assurances there would be no other access roads from Ipswich Road, it would appear there is a 'temporary' access proposed for construction traffic. Cllr Elliot informed others that the Brightwell Lakes Forum was well attended by senior council staff (although not WPC's district councillors – Cllr Reid suggested they should be invited to a focused meeting in the autumn so concerns could be outlined). Cllr Elliot stressed that she felt a response was necessary to this early consultation, as not doing so would indicate no objections from WPC. Cllr Elliot advised others that the website consultation page is currently showing as 'not found', and this is only a brief 2-week consultation. Cllr Lyon suggested WPC's response should highlight the crossroads as an accident blackspot, as this is where a temporary access road is shown on the plans. Cllr Elliot said the approved outline application does not show a temporary access road. It was agreed that Cllrs Kay and Elliot will draft a response for approval by others.

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

To **CONSIDER** the adequacy of East Suffolk Council's strategy/policy regarding TPOs. Councillors unanimously agreed to defer discussion to the next meeting.

7. To **RECEIVE** updates on the playing field. This will include **CONSIDERING** and **APPROVING** quotations received for new equipment and applying for grant funding.

Cllr Reid provided an update on progress. The playing field working group is proposing a net climbing tower, basket swing and accessible roundabout. Cllr Elliot questioned if other equipment would remain in situ; Cllr Reid answered that it would. Cllr Doyle said it was proposed that new equipment would be located around the outside of the field, so as not to overlook houses (the tower will be 5 metres high). Cllr Reid advised the tower will need planning permission, as it is over 4 metres. Cllr Doyle had conducted a focus group meeting, and attendees had confirmed that equipment is lacking for older children, who need more challenge. The swing was found to be inclusive, as younger and disabled children could also lay on it. A parent of a disabled child liked the idea of a 'flush' roundabout, to allow their child to independently access the equipment.

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Cllr Archer spoke about safety surfacing. It was suggested that rubber bonded mulch be used, rather than netting (which attracts weeds and grit to accumulate) or wet pour (prohibitively expensive for a small site – a premium product for constant use). Cllr Elliot advised others that netting is in place in Church Field and does require much maintenance. Matting was considered for under the tower but discounted due to concerns about access for maintenance. The working group recommends bonded mulch for all new areas (similar to under the parallel bars); although grass can penetrate, removal is easy and the surface is low maintenance.

Cllr Reid advised others that four quotations have now been received. The working group had compared the climbing towers. The multi anchor point version was significantly more expensive and would cover a larger area; a smaller version was felt to be sufficient. The working group is hoping to visit sites with the equipment in place. Cllr Elliot asked if the group was hopeful about receiving grants; Cllr Doyle said she was very optimistic. The ESC Communities Officer had been very supportive. Grants have become available due to the pandemic, and the need to support physical and mental health. WPC currently has approximately £9.5k. The Play Space Fund is shared with Newbourne and Martlesham. Cllr Reid advised that an approach can also be made to district councillors and the Community Partnership – Chair, Mark Jepson, has said he would be pleased to visit the playing field. Cllr Kay agreed to arrange a meeting. He also suggested an approach to SCC Cllr Mulcahy. Cllr Elliot asked if there might be grants arising from the Queen’s jubilee – perhaps WPC could link with a name. There was discussion about possible future CIL funding. Cllr Lyon questioned if WPC could organise fundraising, with Cllr Doyle suggesting this might be easier nearer to raising the target amount. Cllr Archer advised that the roundabout is around £9k; although an ambition, the swing and climbing net may be installed first. Cllr Quick suggested an approach to grants promoting inclusivity. There was some discussion about possible funds to approach (ie supermarkets).

Cllr Reid asked other councillors if WPC could agree in principle to the working group’s suggested plan. Cllr Lyon proposed that WPC agrees a budget of up to £28k (exclusive of VAT), which was seconded by Cllr Elliot and unanimously approved.

8. To **REVIEW** and **UPDATE**, as appropriate, the policies of the Parish Council and the Parish Plan. This will include considering the adoption of additional policies, including a Child Protection Policy, in order to apply for grant funding for the playing field.

Cllr Reid had drafted a Children’s Safety and Safeguarding Policy, which he circulated before the meeting. Cllr Elliot had questioned if an advisory notice should be displayed, to stress that children playing on the equipment would be unsupervised. Cllr Reid suggested it is evident to users that the playing field is open access and WPC has a responsibility for the equipment provided; in legal terms, the definition of ‘children’ is anyone under 18 years. Cllr Lyon opined that there would be no one to police a warning sign. There is a notice in place to advise the public who to contact in the event of a problem (Clerk’s email address). Cllr Kay proposed adoption of the Children’s Safety and Safeguarding Policy, which was seconded by Cllr Elliot and approved by all.

9. To **CONSIDER** the adoption of the Mill Road phone box. Cllr Quick spoke, advising others that Greener Waldringfield had been successful in its bid for a grant from the AONB sustainable development fund (information had been emailed to councillors in advance of the meeting). Cllr Elliot questioned if a survey seeking residents’ views had been conducted, as she believed that few villagers were aware of the proposed project. Cllr Quick said GW had spoken with residents of Village Way, which is the proposed location due to its ‘village feel’ (this area is visited by the library van). Cllr Kay suggested Waldringfielders could be utilised. Cllr Quick said GW’s proposal is to have a working party, which can work with residents and canvas comments.

Cllr Elliot voiced concerns about commitments and responsibilities connected with the project, for example, future maintenance. Cllr Quick’s understanding was that WPC would just own the box and act as liaison between GW and the outside bodies; GW would carry out all works. Cllr Quick clarified that 50% of the grant could be requested up front. Cllr Elliot expressed there seemed to be confusion about the roles of WPC and GW in regards to the project, and she asked for clarification about which body would receive the grant money. Cllr Quick suggested the AONB has experience with joint projects and a cheque could be made out to WPC. She said only WPC is able to negotiate with BT, as GW has decided not to become a charity (due to expense and the level of paperwork). Cllr Lyon stated that if WPC adopts the box it will become a WPC asset – will

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liability insurance be required? Cllr Reid opined that box adoption is a common practice. The Clerk questioned at what point insurance will be required. Cllr Quick advised that the contractor is experienced at moving BT

boxes and will make good the existing surface. Cllr Elliot asked if the contractor had seen GW's proposed location in Village Way. Cllr Quick answered that they had not, as the siting has not been agreed by SCC; she confirmed there is money budgeted for the move. Cllr Elliot expressed concern about the risks of moving the box. Cllr Reid opined that boxes are frequently restored, and Cllr Doyle stressed that the contractor is approved by BT.

Cllr Lyon suggested that WPC, as owner of the box, should compose a set of standards to be abided by, by users – for example, it should not be used for political purposes. Cllr Lyon asked if GW had considered if another group wished to share the box. Cllr Quick clarified that GW saw the box as a village asset, which should be inclusive, sustainable and non-political – a place for event notices etc; there has to be an element of AONB promotion. Cllr Lyon expressed concern about a proposed 'social media trail'; although visitors are made welcome, WPC should not be encouraging visits due to the effects on the village (ie traffic, stress on the amenities such as the beach). Cllr Reid suggested that – although there may be some publicity about the box – people are unlikely to make a special visit to it.

Cllr Quick advised that, under the terms of the grant, the project needs to be completed by March 2022, with a review in October. Cllr Kay asked councillors if WPC would authorise Cllr Quick (as Chair of GW) to accept the grant, and if WPC would agree to adopt the box. This suggestion was proposed by Cllr Doyle, seconded by Cllr Reid and approved by a majority (5 votes in favour to 1 against, with the councillor objecting on the basis of ongoing commitment).

10. CLERK AND RFO REPORT

To **CONSIDER** and **APPROVE** applications for community grants, if any – Church Field Trust request for £450. Cllr Elliot, as trustee of Church Field, spoke about the need to increase the level of the grant request, due to higher maintenance costs (grass cutting once or twice a year, fencing, planting, car park, hedge cutting, general maintenance). Cllr Kay opined that the grant had not increased for a long time. Cllr Reid believed Church Field to be a valuable village resource. Acceptance of the grant request was proposed by Cllr Lyon, seconded by Cllr Reid and approved by all

To **CONSIDER** and **APPROVE** items of expenditure, and sign cheques and arrange for approval of BACS accordingly – see separate list. Acceptance was proposed by Cllr Kay, seconded by Cllr Archer and approved by all. Cllrs Archer and Reid – who studied the invoices and Unity Trust statement – will approve the BACS. No statement had been received from Barclays, but no activity was expected on this account.

To **RECEIVE** and **APPROVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation. After inspection, approval was proposed by Cllr Reid, seconded by Cllr Beaumont and agreed by all.

11. To **RECEIVE** updates/reports on public rights of way, verges and road safety matters. See Supporting Documents. Cllr Doyle expressed concern about road safety in School Road; 4 or 5 families walk to school and there is no footpath and a lot of traffic. Residents have raised the matter to Cllr Doyle. She asked how traffic could be slowed in School Road. Cllr Archer said this was a long-standing issue; Cllr Kay said it had been raised on more than one occasion. Cllr Lyon said she believed there had been several near misses – can we get a community police presence? The Clerk suggested an initiative might be discussed with the school, to increase awareness. The matter will be further discussed at a future meeting.
12. To **CONSIDER** any correspondence received before the meeting – see separate list. Noted.
13. **PARISH MATTERS** for the next meeting. TPOs. It was agreed that the Clerk will book the Kennedy Room for every second Tuesday of the month until the end of the year. The next meeting will be 10th August.
14. Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, to **RESOLVE** that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during the consideration of Item 15 (personnel matters). Councillors resolved that members of the public should leave the meeting at this point.
15. To **APPROVE** the appointment of a new Clerk & RFO. The contract and appointment of the new clerk were approved unanimously.

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The Chair closed the meeting at 10.22pm

REVIEW OF ACTION POINTS FROM THE MEETING

- Gin Gin Slouva** – Cllr Elliot will draft a response for the Clerk to send to ESC Planning (by 23rd July).
- Taylor Wimpey’s Public Consultation** – Cllrs Kay and Elliot will draft a response for approval by others.
- Playing Field** – Cllr Reid to send a ‘holding response’ to the working group’s preferred supplier while grant funding is investigated.
- Mill Road Phone Box** – the Clerk to advise BT of WPC’s resolution to adopt the box
- Church Field Trust Grant Request** – £450 to be paid by the Clerk at the August meeting.
- BACS Payments** – to be approved by Cllrs Reid and Archer.
- Future Meetings** – the Clerk to book the Kennedy Room for the second Tuesday of every month to the end of the year.

DOCUMENTS

ITEM 3

To **RECEIVE** reports from SCC Cllr Patti Mulcahy, ESC Cllrs Melissa Allen & Richard Kerry and Suffolk Police.

East Suffolk Councillor Monthly Bulletin – July 2021

Welcome to the July edition of the monthly newsletter, aimed at keeping Orwell & Villages Parishes up to date on the main news stories from East Suffolk and, where possible, give them a head's up on issues which are emerging.

Regards,
Richard

Richard Kerry
Ward Councillor- Cabinet Member for Housing

Melissa Allen

Unfortunately Melissa has resigned her position on East Suffolk Council as Ward Member for Orwell and Villages.

Specialist accommodation created to support former rough sleepers

As part of the Council's commitment to support people facing homelessness, a property in Lowestoft has been transformed into specialist accommodation especially for former rough sleepers.

Following a successful bid to the Ministry of Housing, Communities and Local Government, the Council received £93,312 in September 2020 through the Government's Next Steps Accommodation Programme (NSAP), to provide accommodation and support to rough sleepers during the pandemic.

An additional £389,482 was then secured from the NSAP earlier this year to provide support to rough sleepers in East Suffolk through the delivery of longer-term 'move on' accommodation. This enabled us to purchase a large property in St Peter's Street and over the past few months, the Housing Maintenance Team have worked tirelessly to transform the building into a seven-bed unit of specialist, supported accommodation specifically for former rough sleepers and single homeless people.

An official opening event was held on Monday 28 June and was attended by representatives from East Suffolk Council and Orwell Housing, who will manage the accommodation and provide care and support for residents.

Free parking scheme extended to support vaccination staff

To support the Covid-19 vaccination programme, East Suffolk Council will continue to offer free parking for healthcare staff working in vaccination centres across East Suffolk until the full easing of current restrictions, currently expected to be 19 July.

The extension to the parking pass only applies to those working at vaccination sites and does not extend to wider health and social care staff. Health and social care workers who need to park in resident parking zones can register for permits, known as 'carer vouchers' at www.eastsuffolk.gov.uk/parking

New virtual hub for Lowestoft creatives

To enable the growing creative sector in Lowestoft to reach its full potential and attract further investment, a new Virtual Creative Hub has been launched.

Developed in response to feedback to the Council's Cultural Strategy, 'Celebrating Culture on the Edge', the Virtual Creative Hub will provide creatives with a way to network, feel more connected and access information, training and funding opportunities. These were all key requirements raised by local creatives during a consultation last year.

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Funded through Arts Council England, the Virtual Hub is open to creatives who are based in Lowestoft or deliver work in the town.

Working in partnership with Suffolk County Council, a small grant scheme, part of Creative Unlimited, funded by Suffolk Inclusive Growth Investment Fund, will be available for people who engage with the Hub. Awards of up to £1,000 are available to fund materials, exhibition equipment through to digital development, marketing and promotion.

Find out more! www.eastsuffolk.gov.uk/lowestoft-virtual-creative-hub/

New policy for commemorative benches in East Suffolk

We have introduced a new policy for 'commemorative' benches, the service which allows people to sponsor seating at locations in the district to remember a friend, relative or colleague who has passed.

People can sponsor a new bench with a commemorative plaque for a period of ten years in numerous locations on council land, mainly replacing existing benches that are coming to an end of practical use. The benches are located in places where everyone can sit, rest and reflect.

Members of the public who choose to commemorate someone in this way will also be encouraged to not attach any additional items to the benches. Unfortunately, these items, which can often include flowers, wreaths and balloons, can either prevent people from sitting, or make them feel uncomfortable about doing so.

Items can sometimes be left for a long period of time and can also cause environmental issues, particularly if they are not degradable.

With this in mind, we are now also kindly asking people to collect and take care of any items they may have placed on benches on council land, which they would like to keep.

New recycling campaign aims to get people recycling right

We'll be launching a new recycling campaign across the Council's social media channels soon to help our residents dispose of their waste correctly.

As part of this, we're currently carrying out a short recycling survey which all residents in East Suffolk are invited to participate in. It should only take a couple of minutes to complete and as a thank you, those taking part can opt in to enter a fantastic prize draw for a chance to win a goodie bag full of eco-friendly homewares, including metal straws, food covers and wax food wrappers, worth £42.

The survey is open until 5 July at <https://eu.surveymonkey.com/r/RecyclinginEastSuffolk>

This comes after more than 5000 tonnes (about 24%) of recycling in East Suffolk is rejected annually due to the wrong items being placed in kerbside recycling bins, including glass, black sacks, food waste, cartons and nappies.

New grant scheme puts nature first

As part of our ongoing drive to build the right environment for East Suffolk, the Greenprint Forum has launched a funding scheme for voluntary and community groups who are planning projects that help promote biodiversity.

Eligible projects could include work to restore existing habitats or create to new ones, provision of nesting/roosting places for birds, pollinators and other animals, or activities to help local people of any age learn more about and enjoy their local biodiversity.

The scheme will run over four phases during 2021/22, offering grants of up to £1,000.

The first application period is now open until 28 July 2021 and full details, including eligibility and how to apply, can be found at www.eastsuffolk.gov.uk/environment/east-suffolk-greenprint-forum/supporting-community-environmental-action/nature-first-small-grants-scheme/

Free community Health and Wellbeing drop-in events

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Families and residents of all ages are invited to free Health & Wellbeing events to meet their local groups, organisations and service providers to find out more about the help and service available in their local communities.

The events will be taking place across the south of the district, with the first one in Framlingham on Monday 26 July, followed by events in Kesgrave, Felixstowe, Saxmundham and Melton.

For more information, including dates and venues, go to www.eastsuffolk.gov.uk/news/free-community-health-and-well-being-drop-in-events/

Protecting East Suffolk's historic environment

The Council has adopted a new Historic Environment Supplementary Planning Document which will provide guidance on a range of topics, including repairs and alterations of historic buildings, to support the implementation of the adopted Local Plan policies.

View the new document, and supporting documents, at www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/supplementary-planning-documents/

Surveys and consultations

We are currently running a number 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.

- Supporting older people's housing needs

This survey will help develop a new Older People's Housing Strategy to support older people's housing needs in East Suffolk so they can continue to live fulfilling lives in the right type of housing. The survey is open until 5pm on Friday 9 July at https://eu.surveymonkey.com/r/ESC_Survey_OPHS_May2021

- Vote for your favourite name for proposed beach village

We have submitted a planning application for a new beach village in Felixstowe, aimed at improving the beach hut experiencing by creating accessible facilities that enables families and groups to enjoy everything the beach and town has to offer. As part of this, we're looking for a new name for the site and are asking local people to vote for their favourite out of 5 suggestions in a survey which closes at 5pm on Friday 30 July at <https://eu.surveymonkey.com/r/BeachVillage>

- Improving 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 open until 5 July at <https://eu.surveymonkey.com/r/RecyclinginEastSuffolk>

- Southwold Neighbourhood Plan

People can now have their say on the Southwold Neighbourhood Plan until 5pm on Friday 9 July at <https://eastsuffolk.inconsult.uk/SouthwoldNP/consultationHome>

When finalised, the Plan will act as a guide to development in the town and will be required to be used by anyone considering, or making, a planning application.

Staying up to date on the latest East Suffolk news

The Communications Team share all media coverage on Sharepoint, so you can easily stay up to date on all media stories relevant to East Suffolk Council, whether on local, regional or national news outlets, tv, radio, print or online.

Access these at any time at

<https://eastsuffolk.gov.uk/sites/Communications/Lists/Media%20coverage/AllItems.aspx>

If you have any questions or need any help with this service, you can email the team on communications@eastsuffolk.gov.uk

Don't forget to share your own news!

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We do a lot of great work in East Suffolk and we want everyone to know! I would therefore like to encourage all Councillors to share their own good news stories with the Communications Team so they can help showcase some of this work, whether this is from projects funded through your Enabling Communities Budget or supporting an initiative which will benefit our local communities.

You can email the team on communications@eastsoffolk.gov.uk

Social media

We keep our communities up to date in a variety of ways and social media has an important role to play. Please follow us and share our posts with your audiences!

Facebook: www.facebook.com/eastsuffolkcouncil

Twitter: <https://twitter.com/EastSuffolk>

Suffolk Police

The interactive crime map for May shows:

1 x 'Violence & Sexual Offences' on Fishpond Road crossroads

1 x 'Antisocial Behaviour' on Cliff Road

1 x 'Public Order' on or near the car park of the golf club

Link to the latest newsletter:

https://www.suffolk.police.uk/sites/suffolk/files/ceo_constables_county_june.pdf

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 June 2021.

Outstanding Highways Issues – the Clerk to email details to SCC Cllr Mulcahy. DONE

Air Quality Strategy – WPC to consider responding. THE STRATEGY HAS ALREADY BEEN ADOPTED BY ESC

27th May Minutes – the Clerk to amend the date. DONE

Meeting Risk Assessment – the Clerk to amend, to remove the requirement for masks (subject to suitable conditions, ie ability to socially distance and allow for ventilation). DONE

DC/21/2284/FUL Sweetbriars, Woodbridge Road

DC/21/2391/FUL Land off Ipswich Road, Brightwell

DC/21/2579/FUL Crow Cottage, Cliff Road

Cllr Elliot to draft responses for agreement; the Clerk to send to Planning. DONE

BACS Payments – Cllrs Reid and Archer to approve. DONE

Post Boxes – the Clerk to investigate who maintains them. DONE/IN PROGRESS

ITEM 6

To **NOTE** any application decisions received

DC/21/1461/LBC Church Farm House, Mill Road, Waldringfield IP12 4PY – Listed Building Consent: Alterations to allow the building to be used as a single dwelling. Application Permitted.

DC/21/2016/FUL Springfield House, School Lane, Waldringfield IP12 4QP – Loft Conversion. Two new windows. Three new roof lights. Application Permitted.

DC/21/1721/FUL Candlemas House, School Road, Waldringfield IP12 4QR – Erection of first floor and ground floor extensions. Application Permitted.

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DC/21/2284/FUL Sweetbriars, 3 Woodbridge Road, Waldringfield IP12 4PW – Build a two-storey annexe comprising music studio for professional classical musicians, two bedrooms and boat shed. Demolish existing sheds. Application Refused.

To **RECEIVE** any other planning information.

To **CONSIDER** the adequacy of East Suffolk Council's strategy/policy regarding TPOs.

The following links were shared by Cllr Elliot:

This is the link to the very wordy gov.uk page of regulations which includes the duties of the local authority (ESC)

<https://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas#tree-preservation-orders--general>

Here is the less wordy ESC page. The page includes another link to a dept of local government brochure on the matter.

<https://www.eastsuffolk.gov.uk/planning/design-and-conservation/trees-and-landscape/tree-preservation-orders-tpos/>

And finally, here is a link to the woodland trust explaining the criteria for issuing a TPO, how organisations can apply to the LA to have a TPO issued and the evidence/information required to accompany such an application.

<https://www.woodlandtrust.org.uk/protecting-trees-and-woods/campaign-with-us/campaign-in-your-community/tree-preservation-orders/>

ITEM 7

To **RECEIVE** updates on the playing field. This will include **CONSIDERING** and **APPROVING** quotations received for new equipment and applying for grant funding.

Cllr Reid conducted the monthly inspection (circulated via email). He noted that two of the bins were more than half full. Norse confirmed that the 'The bins in Waldringfield are done once a week on a Thursday.'

ITEM 8

To **REVIEW** and **UPDATE**, as appropriate, the policies of the Parish Council and the Parish Plan. This will include considering the adoption of additional policies, including a Child Protection Policy, in order to apply for grant funding for the playing field.

Cllr Reid circulated a draft Child Safety and Protection Police to other councillors via email.

ITEM 9

To **CONSIDER** the adoption of the Mill Road phone box.

Cllr Quick, representing Greener Waldringfield, circulated (via email) full information for consideration by WPC councillors and included the following summary:

An application for a Suffolk Coast & Heaths AONB Sustainable Development Fund (SDF) Grant was made in May 2021.

Summary of Project:

Waldringfield Parish Council

To create a village hub from the redundant Mill Road phone kiosk, re-siting and refurbishing it to become a community and visitor facility to signpost events, attractions and highlights of the area (heritage, wildlife, landscape, walking/cycling, wellness activities, sustainable living etc.)

Funding request: £2764 (£4214 with volunteer time factored in) see Renovation - Project Budget sheet.
Actual grant offer: £3650

The grant award is subject to the SDF standard terms and conditions, as set out in the offer letter and the Funding Criteria and Guidance Notes for Applicants 2021/22, also with the Publicity Guidance for Grant Funded Projects.

In the newly refurbished phone box will be: professionally produced and printed visual displays of maps, routes and guides, information, books, posters of village events, heritage and locations of interest, wildlife/ flora and fauna facts, local facilities etc.

1. Who will buy it? - Waldringfield Parish Council will adopt from BT for £1.00
2. Who will own it? - Waldringfield Parish Council will own for perpetuity as a village amenity.
3. Who will move it? - Official BT preferred contractor have quoted for moving to new site (designed and agreed by GW) and making good at both prior and new site. Quoted cost £900.
4. Who will obtain the relevant permissions? - The Parish Council will get a licence from Suffolk Highways Street Furniture team for £150* (email 25/5/2021, copied to Rebecca Todd, has application form attached and obligations of the licensee).
*needs adding to budget sheet

5. Phase ONE: Obtain 50% of total grant for Parish Council to manage first phase of the project (see paragraph 12 in submission document) to handle initial acquisition and re-siting, and reclaim VAT.

6. Favoured site is Village Way which provides a central village location passed by all who walk or cycle between the main amenities of River Deben, post box, Maybush Inn, Village Hall, Post Office van, school, playing field, Church Field, Church, dog walks, etc. It provides an attractive street scene, enough space to allow safe access, groups of children or residents or visitors meeting/ conversing/ using the Village Hub facility. It has a village green feel about it and is still a hub in itself where the library and village shop amenities have been located. The kerb appeal of the red post box balanced with the red phone box are an iconic village street scene, of which we should be proud to retain for years to come.

7. Village engagement: 2 members of Greener Waldringfield canvassed residents of Village Way to gauge support on 19/5/2021. 7 residents were consulted with 6 saying yes and one neutral. One of the positive responses stressed they did not want to encourage parking on the verge and wrote to the PC to this affect (his letter has been seen). This resident has also agreed to be on the working party for the site design.

8. Phase TWO: material cost of restoration equipment carried out by GW with materials and original spares, restoration process carried out by volunteers and professional helpers. Perhaps overseen by Parish Council as able to reclaim VAT and, as a village asset, also long term responsibility of material fabric of the kiosk (could last another 100 years?)

9. Phase THREE: fitting out responsibility of Greener Waldringfield design team with professional designers, printers and local illustrator in compliance with AONB "publicity guidance for grant funded projects" (attached).

N.B. The grant covers ALL the financial costs, the balance is from support by Greener Waldringfield and other local volunteers as part of our submission (see project budget and paragraphs 8 & 9 of the funding criteria).

In short, what we are asking for the Parish Council to decide is:

- agree to the project going ahead,
- apply to adopt the Mill Road Kiosk from BT
- obtain the Street Furniture Licence (includes permissions)

Waldringfield Parish Council

- arrange for the official BT contractor to move to the new site
- manage stage 1 of the project which will include the initial 50% funding, under special provision on page 2 of the award letter.

Timescale:

Start - immediately, Interim review - October, Completion - March 2022

ITEM 10

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

6 July 2021 (2021-2022)

Waldringfield Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
20 Professional Services	06/07/2021		Unity Trust Bank		Recruitment costs	Suffolk C C	X	325.00	0.00	325.00
21 Accounting, Website & Comp	06/07/2021		Unity Trust Bank		Zoom video conferencing	Zoom Video Communications	S	11.99	2.40	14.39
22 Grass cutting (field)	06/07/2021		Unity Trust Bank		Grass-cutting -field	SCL Landscape Management	S	120.00	24.00	144.00
23 Repairs/Maintenance	06/07/2021		Unity Trust Bank		Defibrillator AED pads	Community Heartbeat Trust	S	46.00	9.20	55.20
24 Salaries	06/07/2021		Unity Trust Bank		Salary	Rebecca Todd	X	491.28	0.00	491.28
Total								994.27	35.60	1,029.87

Waldringfield Parish Council

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

6 July 2021 (2021-2022)

Waldringfield Parish Council

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

Date: _____

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

Date: _____

	Bank Reconciliation at 30/06/2021		
	Cash in Hand 01/04/2021		16,657.51
	ADD Receipts 01/04/2021 - 30/06/2021		10,803.95
			27,461.46
	SUBTRACT Payments 01/04/2021 - 30/06/2021		3,940.24
A	Cash in Hand 30/06/2021 (per Cash Book)		23,521.22
	Cash in hand per Bank Statements		
	Cash 30/06/2021	0.00	
	Unity Trust Bank 30/06/2021	14,349.41	
	Ipswich Building Society 30/06/2021	7,961.18	
	Barclays Community Account 30/06/2021	1,210.63	
			23,521.22
	Less unrepresented payments		0.00
			23,521.22
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		23,521.22
	A = B Checks out OK		

Waldringfield Parish Council

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

6 July 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	7,248.43	-7,052				-7,052 (-49%)
30	SCC Locality Grant							(N/A)
31	SCC Footpaths Grant	200.00		-200				-200 (-100%)
35	ES Enabling Communities Grant							(N/A)
36	Bank Interest	50.00		-50				-50 (-100%)
37	Grants and Donations	98.00		-98				-98 (-100%)
38	Advertising income		36.00	36				36 (N/A)
39	VAT Refund							(N/A)
44	CIL Funds	4,403.87	2,758.12	-1,646				-1,646 (-37%)
SUB TOTAL		19,052.72	10,042.55	-9,010				-9,010 (-47%)

B - Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Salaries				5,994.72	1,965.12	4,030	4,030 (67%)
2	PAYE/NI							(N/A)
3	Stationery/Mileage/Etc.				125.00	38.59	86	86 (69%)
4	Post and telephone				50.00		50	50 (100%)
5	Newsletter re 1972 LGA s142				400.00	156.00	244	244 (61%)
6	Village Hall hire				300.00		300	300 (100%)
7	Insurance				459.13		459	459 (100%)
8	Membership Subs re LGA s111				420.00	265.18	155	155 (36%)
9	Audit				160.00	170.00	-10	-10 (-6%)
10	Chairman's Expenses				50.00	30.00	20	20 (40%)
11	Training				250.00	475.00	-225	-225 (-90%)
12	Election Costs							(N/A)
40	Accounting, Website & Computir				560.00	65.96	494	494 (88%)
42	Professional Services				200.00	674.00	-474	-474 (-237%)
SUB TOTAL					8,968.85	3,839.85	5,129	5,129 (57%)

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	240.00	540	540 (69%)
15	Mole catching (field)				100.00		100	100 (100%)
16	Repairs/Maintenance				2,250.00	51.94	2,198	2,198 (97%)
17	Footpath Maintenance				400.00		400	400 (100%)
41	AONB Grant Payments							(N/A)
SUB TOTAL					3,530.00	291.94	3,238	3,238 (91%)

Waldringfield Parish Council

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

6 July 2021 (2021-2022)

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	201 (67%)
22	Church Field				425.00		425	425 (100%)
23	Village Hall LGA				525.00	500.00	25	25 (4%)
24	All Saints Church				775.00		775	775 (100%)
25	WildlifeGroup				125.00		125	125 (100%)
SUB TOTAL					2,150.00	599.00	1,551	1,551 (72%)

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	10,042.55	-9,010	14,648.85	4,730.79	9,918	908 (2%)
V.A.T.		761.40			239.32		
GROSS TOTAL		10,803.95			4,970.11		

ITEM 11

To **RECEIVE** updates/reports on public rights of way, verges and road safety matters.

The Clerk received a call from a resident concerned about works at the Eureka site compromising safety for disabled people with wheelchairs, having to cross the road on a busy bend. The Clerk sent the resident a link to the permitted plans for the footway here: <http://publicaccessdocuments.eastsuffolk.gov.uk/NorthgatePublicDocs/01502638.pdf> (under planning application number DC/19/3031/VOC).

Cllr Doyle also received a request to put road safety the agenda (regarding concerns about the safety of pedestrians and children on School Road).

This information was circulated to councillors by email:

Dear Parish Clerk/Footpath Warden,

My name is Ben Heather and I am the project officer for a 2 year project called Discovering Suffolk based within the Green Access Team at Suffolk County Council.

The Discovering Suffolk project will raise awareness of Suffolk's countryside and build upon Covid-19 pandemic associated behavioural changes by promoting local outdoor activity across Suffolk. The project will build on the work of Discover Suffolk which is the county councils public facing promotional brand for the public rights of way (ROW) and access team.

As part of this project, we are looking to install new plaques onto roadside ROW fingerposts. These will provide links to both the Discover Suffolk website and promote the countryside code.

Waldringfield Parish Council

These new plaques will be fitted on fingerposts as they replaced over time, but we are also keen to install them onto existing posts in the countryside with the help of volunteers. This email is intended to assess the level of assistance we might receive from Parish Councils across the county. Plaques will be made from a durable material that can be fixed to existing wooden finger posts with 4 small screws (which will be supplied along with a map and guide). If this is something you would like to help with, please reply to me at ben.heather@suffolk.gov.uk detailing your Name, Parish (where you would be willing to help), position (e.g. footpath warden – if applicable), contact email and phone number. I can then send more information when we get closer to rollout.

A resident (a member of Greener Waldringfield) wrote to the Clerk:

'...I'm keen to understand how we approach getting a much used green lane registered as a right of way. All help would be much appreciated.

Further, can you put me in touch with whoever is responsible for the PC's development of an EV chargepoint strategy alongside The Energy Trust as part of their Local Government Support Programme? Also, I'd like to establish whether the PC is going to undertake a survey of our residents regarding the potential need for On-Street Residential Chargepoint provision for EVs?

The Clerk replied:

'You may have already visited this site, but for your information:

<https://www.suffolk.gov.uk/roads-and-transport/public-rights-of-way-in-suffolk/view-definitive-maps-of-public-rights-of-way/>

I have attached the definitive map of Waldringfield's public rights of way. (Please note that the boundary shown is incorrect, being based on information from the 1950s. East Suffolk Council holds the correct information. I believe the one attached is correct.)

Back in May 2019, a Waldringfield Parish Councillor advised other members that all unrecorded footpaths and bridleways created before 1949 could not be recorded (on the definitive map) after 1st January 2026 (and therefore rights would be extinguished). This link may be of assistance:

<https://www.legislation.gov.uk/ukpga/2000/37/section/53/enacted>

At the meeting, councillors were asked to consider if there are paths which are used in the parish (for a period of at least 20 years) which do not – and should – appear on the definitive map. There has been no subsequent discussion/suggestions.

Some further links which might be of interest:

<https://www.gov.uk/right-of-way-open-access-land>
<https://www.ramblers.org.uk/advice/paths-in-england-and-wales/changes-to-the-path-network/creating-a-right-of-way.aspx>

I'm afraid that Waldringfield Parish Council doesn't have any special way of registering PROWs (it's likely to be a complicated legal process). I'm unsure which path you are referring to, but there are likely to be landowners to consider. If Greener Waldringfield has information it wishes WPC to consider, I'd be happy to forward it on to councillors for discussion at a meeting.

There is no councillor with responsibility for electric vehicle charging/strategy. There are two councillors who share the role of Climate & Biodiversity Co-ordinator – Sue Quick and Joanne Doyle. Again, I'm happy to forward suggestions (such as a survey) you would like to be considered by WPC. The next meeting is on Thursday 8th July.'

The Clerk received an email from a resident

Waldringfield Parish Council

'...I'm really just seeking the OK from the Parish Council to trim back the hedgerow growth along the path from Village Way alongside the tennis courts. If we put the cuttings in the playing field would the maintenance team who look after the playing field dispose of it?

The Clerk replied:

'Although it has been long used, the path you refer to is not an official public right of way (it is not marked on the definitive map held by Suffolk County Council). Cutting back the hedge would be the responsibility of the landowner – at this point in time I'm unsure who this is.

I'm afraid that Waldringfield Parish Council isn't able to assist. WPC only pays a contractor to cut the grass on the playing field, and they wouldn't be able to collect any waste generated.

One thing to consider is that it is currently bird nesting season. The RSPB states:

"We recommend avoiding hedge cutting during the main breeding season for nesting birds, which usually runs throughout March to August each year. This can be weather dependent and some birds may nest outside this period, so it is important to always check carefully for active nests prior to cutting."

Cllr Gold wrote to the Clerk to advise that bridleway 13, leading on to Sandy Lane, is very overgrown above ground level. Dense vegetation (bushes and trees) is causing an obstruction for horse riders and cyclists. The Clerk wrote to PROW requesting a cutback. This reply was received:

'We will put this on the inspection list. Side growth will be the responsibility of its owner. If we can determine who that is, we would ask them to cut it back. If we cannot, we would then need to do it. We would not be in a position to do that until the autumn due to summer cutting.'

A resident reporting the dumping of old kitchen units and general rubbish on the bridleway opposite the Baptist Church. The Clerk advised PROW who replied that they had 'previously written to the landowner, with no response.' PROW also wrote '...the path has been blocked by a building for the last (approx) 55 years.'

The Clerk received a reply to a previous report of an unattended fire on the bridleway: *'There is legislation regarding highways and fires when the highway is a carriageway and when the fire is likely to interrupt or endanger. This is not a carriageway and the fire is not of that category.'*

ITEM 12

To **CONSIDER** any correspondence received before the meeting

Various emails were forwarded to councillors:

- *Community Action Suffolk news.
- *SALC bulletins.
- *Rural Bulletins & Funding Digests.
- *AONB news.
- *Sizewell C updates.
- *Information from the Suffolk Preservation Society about Suffolk Heritage Champion Awards.
- *Felixstowe Peninsula Community Officer Bulletin
- *A letter from Concilio about the launch of a public consultation for reserved matters applications at Brightwell Lakes.
- *ESC reports:
Historic Environment Supplementary Planning Document
Work of the Environment Task Group

The Clerk also advised that the following ESC reports were available if requested:

Recently Issued Internal Audit Reports (Open)
East Suffolk Council Draft Statement of Accounts 2019/20
Proposed Changes to the East Suffolk Council Constitution

Waldringfield Parish Council

East Suffolk Council - Provisional Audit Results Report 2019/20
Corporate Anti-Fraud Business Plan 2021-22
Internal Audit: Annual Internal Audit Plan 2021/22

*A communication about the Festival of Suffolk 2022.

*Information from the Felixstowe Peninsular Community Partnership meeting on 24th June (which Cllr Doyle attended). The next meeting is scheduled for 23rd September at 2pm (venue tbc).

*Communication from Power for People about a Backbench Business Debate for the Local Electricity Bill on 1st July. The Clerk wrote to MP Therese Coffey, asking for her to attend the debate.

*From SALC:

SALC has been asked to forward on this information – we have created a dedicated webpage.

In 2022, Her Majesty The Queen will become the first British Monarch to celebrate a Platinum Jubilee, seventy years of service, having acceded to the throne on 6th February 1952 when Her Majesty was 25 years old.

There will be year-long Platinum Jubilee celebrations throughout the United Kingdom, the Commonwealth and around the world as communities and people come together to celebrate The Queen's historic reign. Throughout the year, Her Majesty and members of the Royal Family will travel around the country to undertake a variety of engagements to mark this historic occasion culminating with the focal point of the Platinum Jubilee Weekend in June – one year from today.

An extended bank holiday, from Thursday 2nd to Sunday 5th June, will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone. Across the four days the celebrations will include public events and community activities, as well as national moments of reflections on The Queen's 70 years of service.

View further information on the dedicated SALC webpage.

The Clerk wrote to SCC Cllr Mulcahy:

Are you able to confirm if there is still funding available to parish councils wishing to install electric charging points? From Cllr O'Brien's yearly report:

On September 23, it was announced that 100 fast charging points for electric vehicles will be installed in rural parts of the county by Suffolk County Council. The council will be reaching out to interested parish and town councils and non-profit organisations to put in fast chargers where there are currently none. The funding will cover the installation and set-up costs, meaning very little expense for the hosts and possibly creating a source of income for them. This project is the first to benefit from the council's Suffolk 2020 Fund, which was announced earlier this year. This is a £3m fund for the council's own projects to bid into. Projects must help address the council's climate emergency declaration and must improve Suffolk for all residents in years to come. The £300,000 award will link into the council's existing Plug In Suffolk project, which was launched in February 2019. It is the UK's first 'fully open' public fast charging network for electric vehicles, meaning drivers simply pay by contactless payment with no need to register their details.

Information would be much appreciated.