



# Waldringfield Parish Council

Parish Clerk: Jennifer Shone-Tribley  
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## Minutes of the Parish Council Meeting held on Tuesday 08 February 2022

**In attendance:** Councillors Kay, Lyon, Archer, Reid, Elliot, and Gold  
ESC Councillor Richardson

**Members of the public : 2**

**Clerk:** Jennifer Shone-Tribley

Meeting opened 19:31pm

### 1910

1. To **RECEIVE** apologies for absence – ESC Cllr Kerry; SCC Cllr Mulcahy; Cllr Beaumont, Doyle and Quick

2. To **RECEIVE** declarations of interest  
None received

To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** non-delegated DPI dispensations requested by councillors:  
None declared

### **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.**

Members of the public in attendance indicated they were attending regarding planning application DC/22/0101/VOC Chair agreed to recognise them when discussing Agenda Item 6.

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

Cllr Richardson indicated he had nothing additional to report.

Councillors noted the burglaries and noted this referred to beach huts that were broken into.

4. To **APPROVE** the minutes of the Parish Council meeting held on **11 January 2022.**

Motion to approve minutes: Proposed Cllr Kay, seconded by Cllr Elliot – 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 **11th January 2022**

**Planning applications** Clerk to provide agreed responses to DC/21/5499/OUT; DC/21/5409/FUL and DC/21/5069/FUL planning applications by deadlines. **DONE**

**Brightwell Lakes:** Cllr Kay to provide Cllr Richardson with details of the Forum meeting **DONE**

**TPOs:** **Tree Warden** to make recommendations on TPOs for trees at risk from planning. **Subject planning application withdrawn, so no longer a need**

**Highways (Planning) – Clerk** to contact SCC Cllr to facilitate meeting with the Planning team at Highways. **DONE – in process, Clerk to follow up w/c 14 Feb 2022**

**Public Facilities:** **Cllr Lyon and Beaumont** to speak to S Lomas regarding use of Maybush facilities as advised in Adnams letter. **Cllr Lyon will update in Agenda Item 9**

**Jubilee Working Group:** **Cllr Lyon** to seek volunteers to the working group **Cllr Lyon will update in Agenda Item 10**

**Playing Fields – Clerk** to request project plan from supplier, including proposed start dates. **DONE – circulated information in Supporting Documents**

**Highways –Cllr Reid** to provide previous SID application for Myrtles sign to Clerk - **DONE**; **Clerk** to request Myrtles sign replacement and movement of post **DONE**

**Safety (Speeding): Clerk** to contact Cllr Richardson regarding the speed watch groups in the ward villages. **Clerk updated that this is ongoing**

**Finance:** **Clerk** to submit Precept request by 28 January 2022 **DONE**

1911

**Photopost Clerk** to confirm costs associated with the project - **DONE**; **Cllr Quick** to speak to landowners in respect of proposed position #3 - **DONE - Updated circulated**  
**Verges - Cllr Kay** to provide information to Clerk in support of the Street Furniture Application - **in process - Cllr Kay to update in Agenda Item 16**  
**Meetings - Clerk** to book Annual Parish Meeting in main hall for 11 April 2022 - **DONE - Deben Room**; **Clerk** to book agreed meeting dates in the Kennedy Room **DONE - through to March 23** and to book whole Village Hall for 04 June 2022 **DONE - booked 8am - 6pm Cllr Lyon advised VH minded to waive fees.**

6. To **CONSIDER** Planning Applications for **COMMENTS:**  
DC/22/0101/VOC Variation of Condition No 3 of C/12/0287 - Erection of replacement dwelling and conversion of barn to provide an additional dwelling together with associated change of use of land to garden (existing caravan and lean-to structures to be removed) - make changes and alterations to the previously approved replacement dwelling (Barn 1) | Church Farm Mill Road Waldringfield Woodbridge Suffolk IP12 4PY - Planning Officer - Grant Heal; **Comments Deadline 18 February 2022**

Members of the public were offered the opportunity to present. They indicated they brought coloured drawings for the Council to review

Cllr Elliot presented on behalf of the planning group indicating this VOC application relates to removing 2 standard windows from the ground floor front elevation and replacing them with a tall, 4 panel glass door and side windows which will provide the main entrance to the house.

Members of the public indicated the plans showed that the front door and hallway were re-positioned - this was the change that is subject to the application.

The planning group noted the incremental and cumulative variations have completely altered the original concept approved in the original planning application; but they recommend that given the history of approvals by ESC, there is nothing to be achieved by submitting a response.

The planning group recommended that no response be provided.

Motion to respond as above - Proposed :Cllr Kay; Seconded Cllr Reid - all in favour

DC/21/5739/VOC Variation of Conditions 2 of DC/21/1744/VOC - (Variation of Condition No.s 2 on application DC/20/4155/FUL - Construction of new single storey entrance porch & rear single storey extension to form Kitchen/ Dining/ Seating area. Increase in ridge height & roof pitch to create 2no. bedrooms with family bathroom in the roof space. Replacement of existing garage flat roof with pitched roof. Elevational re-modelling replacement windows & overcladding.) | 7 Sunnyhill Waldringfield IP12 4QS- Planning Officer Grant Heal - **Comments Deadline 09 February 2022**

Cllr Elliot reviewed the original permitted application, DC/20/4155/FUL. and a permitted variation DC/21/1744/VOC which scaled back the extent of the planned remodelling and extensions.

The current new variation, DC/21/5739/VOC shows the main entrance has been removed to be withing the garage extension. The garage roof has been turned 180 degrees from the previous variation - with a dormer window to the front elevation

Cllr Elliot advised the planning group noted the eaves and ridge height of this new proposed garage have been noticeably increased, making it approximately 1 metre higher than the host dwelling, which in their view is contrary to the SPG 16 which states that extensions should be subordinate to the original building and that new roof ridges should not exceed the height of the original.

1912

Cllr Elliot summarised on behalf of the planning group that whilst appreciating what the applicant is wishing to achieve, the WPC, in order to remain consistent, can not support this application in its present form.

The planning group recommended that with reluctance, the WPC object to the application for the reasons stated above.

Motion to respond as above - Proposed :Cllr Gold; Seconded Cllr Kay – all in favour

DC/22/0036/FUL | Proposal to build a two-storey annexe comprising music studio for professional classical musicians, two bedrooms and boat shed. Demolish existing sheds. | Sweetbriars 3 Woodbridge Road Waldringfield Woodbridge Suffolk IP12 4PW p Planning Officer Eleanor Attwood – **Comments Deadline: 10 February 2022**

Cllr Elliot summarised the planning group's findings outlining that there have been a number of applications to build an annexe to this property. Past applications have been declined for various reason, with one approved application in 2017.

Cllr Elliot noted that the most recent application, DC/21/2284/FUL, was refused on the basis that the design, particularly the mono pitch roof, did not compliment the host dwelling and that the proposed annex was 2 storeys.

The most recent permitted application DC/17/2414/FUL (now out of time) was for a single storey annex providing 1 bedroom, bathroom, music room and kitchen. Cllr Elliot read to Councillors the planning officer's notes from this approval: *...this application is single storey with no first floor accommodation and provides 1 bedroom, making the size and form of the building acceptable. This annexe takes less room on the site leaving more room for parking, in addition to the demand being less as there is only one bedroom.*

It was noted by the planning group that the main concerns for this application are the proposed development leaving very little parking space and no possibility of turning. With a 2 bedroom accommodation and the applicant's stated intention to have many visitors, the planning group opined that this clearly doesn't meet SCC's parking standards. While Cllrs noted a good visibility splay, they shared concerns with parking as there is not street parking available.

Cllr Elliot further outlined that the planning group has concerns with the design elements, including the hipped roof design not being sympathetic to the host dwelling. As a final point, the working group also suggested that the WPC request the condition to prevent future separation of the annex from the host dwelling to be applied should they be minded to approve the application.

The planning group recommended that the WPC object to the application for the reasons stated above.

Motion to respond as above - Proposed :Cllr Kay; Seconded Cllr Reid – all in favour

DC/22/0200/FUL Single storey extension connecting the house and garage. 2 storey extension to rear. | Debenfield Lodge School Lane Waldringfield Woodbridge Suffolk IP12 4QP Planning Officer – Eleanor Attwood; **Comments Deadline: 18 February 2022**

Cllr Elliot summarised previous applications on the property for Cllrs:

DC/17/1050/FUL was permitted in May 2017. This was to build a double garage plus boat and motorhome storage. The application was permitted in May 1017 – including the standard condition that building must start within 3 years of the permission date

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The second application in 2017, DC/2155/FUL, was to demolish the integrated garages and replace them with a larger extension to include an indoor swimming pool. Permission was granted in September 2017, again including the 3 year commencement.

Cllr Elliot advise that a site visit by members of the planning group revealed the garages in the first application (DC/17/1050/FUL) are only just now being built, however it is difficult to establish exactly when this "building" work started. It was noted that some recent hedging was planted. The visit further revealed that work included in the DC/17/2155/FUL application does not appear to have started, as the integral garages with 3 garage doors are still clearly in situ and remain untouched.

The planning group advised Councillors they were very concerned to see that the applicant is showing on the new application DC/22/0200/FUL, that this work(DC/17/2155/FUL) has already been completed and is shown on the plans accompanying the new application as "existing". The drawings for the new application were shown to Councillors.

The planning group recommended that the WPC respond arguing that ESC should not consider approval of this application as the drawings misrepresent the current permitted buildings on the site. Further, that the WPC ask that the planning officer visits the site before any decision is made.

The planning group recommended the WPC OBJECT to the application on the basis of the above. And further recommend the Planning Officer makes a site visit.

Motion to respond as above - Proposed :Cllr Reid; Seconded Cllr Archer – all in favour

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

Clerk advised that DC/22/0223/VOC - Variation of Condition No. 2 of DC/21/4267/FUL **Comments Deadline 24 February 2022** was received on 03 February 2022 (after the publication of this agenda). Clerk further advised that requests for an extension had not been responded to by the Planning Officer.

Cllr discussed that there is a change to the outline near the boundary which may require discussion. Agreed by all to agree a date via email to hold an extraordinary meeting in enough time to respond.

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

To **RECEIVE** updates on Brightwell Lakes

Cllr Kay and Elliot and ESC Cllr Richardson attended the forum meeting 07 February 2022.

Noted by Cllr Richardson was an overall commitment to environmental issues.

Cllr Kay noted the temporary PROW closures that were also circulated on Waldringfielders email group. Cllr Kay advised that this was not a consultation but advisory – the PROW closure was going to be actioned.

Cllr Elliot investigated the issue with Taylor Wimpey and advised that this is due to groundworks required to bury utility cables. This requires depth digging by heavy plant and shifting of earth. Heavy plant and mounds of earth are going to be in the vicinity of the PROW, and therefore unsafe. Suggestions for alternative routes were discussed using the map provided at the forum. It is clear that this is a closure and WPC are unable to influence this.

Cllr Elliot will draft an email summarising the above and the alternates available to Waldringfielders email group.

1914

ARMs – resolution to grant permission to the extant Arms submitted by CEG has been agreed by ESC planning committee.

Cllr Kay advised there was debate about heating as gas boilers are being installed.

EV charging points are being agreed – as are solar panels and triple glazing. It is still unknown how this will be addressed for the flats.

The development is exploring air sourced heating. Cllr Richardson noted that similar community heating systems worked extremely well in a Felixstowe development – but this was a housing association and not single dwelling owners.

Other environmentally supportive issues were also indicated in terms of wildlife support and green spaces.

Aboricultural plan was submitted and reviewed by the Tree Warden and doesn't indicate any serious concerns

To **RECEIVE** any other planning information.

Nothing further to report

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

Cllr Reid updated that the outline for the project was circulated and said that Cllr Archer and himself were ready to deal with the contractors when they arrived on site in a few weeks' time. The issue of the excavated soil was investigated by Cllrs Archer and Reid. Both recommended the soil be placed by the fort, and have the supplier (as they indicated) seed this.

Cllrs Reid and Archer suggested painting and staining where necessary of the existing equipment to "spruce it up" for spring.

Clerk updated Cllrs on the planning application; which is due now in February and that the grants are permitted to run over the next financial year.

The Monthly Playing Field inspection report was received. Thanks were extended to Cllr Reid for his cleaning of the landing surfaces.

**08.** To **RECEIVE** updates on the photo post project

Cllrs noted Cllr Quick's submission. No decisions were required.

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

Cllr Lyon updated that conversations were held with The Maybush leaseholder regarding use of their facilities. While they would never turn away anyone who needed their facilities, it was not something they consider to be a public facility.

Other possible locations were discussed. Agreed next steps for the working group were to send a letter of enquiry to the Sailing Club Cllr Lyon to draft for review.

**10.** To **RECEIVE** updates from the Jubilee planning group

Cllr Lyon updated that Cllr Elliot and Doyle have agreed to assist with the planning. Members of the Village Hall are also involved.

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"Event" is being planned along the lines of the last event - a picnic on the playing fields (bring your own food and drink) and children's' games. Cllr Lyon requested the Clerk confirm our insurance coverage for such an event.

Current investigations include an Ice cream van to attend, possibly a coffee van. Cllr Lyon advised that the village hall would donate their outdoor tables and chairs to the event, and investigate the awnings.

Cllr Elliot investigated grants available for celebrations. There are some that have closed - and one available until 31 March 2022.

Cllrs noted the size of the field is not as large with the new equipment

Cllr Reid updated the council on the commemorative mugs for the school aged children of the village. He advised that school and WPC will collaborate as they had previously.

Being considered is the Jubilee emblem and village sign on either side of the mug. The chosen type is china not earthenware. The school have indicated a preference for the emblem with the young queen's photo and Cllrs agreed. Costs are estimated at £4.30 plus VAT per mug.

The school have indicated they have 101 children on roll and of those - 27 are residents of the village. Children of school age (up to Year 11) - the Suffolk Observatory in 2011 suggested a total of 60 but this is thought to have grown over recent years

As with previous years, those children not enrolled in the Primary school would complete a form to claim their mug.

Cllr Reid requesting of council how many to order as need to be ordering soon in view of a reported national shortage of mugs.

Cllrs discussed process and a possible pre-order form for village residents.

The proposal is for the school to make the order and take delivery.

Cllrs agree to commit £500.00 of the Jubilee budget to donate to the school to cover the pro-rata cost of the mugs for village children - likely to be £320 - 350 - and to also to cover some of the financial risk involved in purchasing additional mugs for sale.)

Motion proposed by Cllr Reid; Seconded Cllr Elliot - all in favour

Cllrs agreed to Cllr Reid make the final arrangements with the school which will take the final decision on how many to order and the price at which they will be offered for sale.

Cllr Elliot requested clarification on funding for some items for the event - such as bunting, balloons etc. Clerk clarified a total budget for the Jubilee of £1500.00 had already been agreed, less investment for mugs agreed above.

**11. To DISCUSS progressing the provision of allotment sites in Waldringfield.**

Cllrs agreed to defer this to the next meeting.

**12. To DISCUSS EA1 Replanting proposals from Scottish Power**

Cllrs agreed to defer to next month

To DISCUSS arrangements for the Treebilee Oak tree collection and APPROVE location of Treebilee oak tree

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1916

Tree Warden sent proposal regarding the placement of the oak tree in the playing field. North west corner, and provided rationale for this placement.

Motion to approve the planting of the Jubilee tree in the proposed location :Proposed Cllr Gold; Seconded Cllr Elliot – all in favour

13. To **DISCUSS** community EV Charging points

The Chair invited Cllr Richardson to address the council and requested how the WPC can assist in the endeavour to promote / install EV charging points when WPC does not own parking lots or appropriate public land.

Cllr Richardson noted that the public parking at the Village Hall is ideal for installation. He also noted buildings with solar panels can defray costs of EV charging points.

He further advised that household charging points can also be off-set with solar panels. Speaking to public EV points he noted that the user (member of the public) pays the electricity used per KW. He also outlined that there were time limits on most units – anywhere from 45 – 90 minutes so individuals couldn't monopolise them.

Cllr Lyon spoke on behalf of the Village Hall and noted they were a charitable organisation and these arrangements are not straight-forward..

A further question to Cllr Richardson was posed regarding 3 phase power supplies. Cllr Richardson indicated that this was not necessarily required for domestic use.

Cllrs agreed EV points are going to be in demand and important for the environment, but were unable to action this as an organisation. Cllr Richardson advised positive promotion of installing EV points would be something the WPC could do.

14. To **REVIEW** and **UPDATE**, as appropriate, the policies of the Parish Council and the Parish Plan: **WPC Climate & Ecological Emergency Statement** review due January 2022

Cllrs agreed to defer to next meeting

15. **CLERK AND RFO REPORT**

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

Motion to approve expenditure –proposed Cllr Reid, seconded Cllr Kay - all in favour

Cllrs Reid and Kay to approve BACS payments.

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

Cllr Gold reviewed and signed paperwork

Clerk noted the total of receipts on the Summary Report and advised that the WPC will be, this year, subject to an external audit due to the grant and CIL levels being larger than usual.

To **NOTE** the closure of the Barclays Account.  
Noted by Cllrs.

To **ARRANGE** a review of the Internal Controls to report to March meeting.

Clerk advised requirement for Internal controls review – to be reported at the March meeting and requested 2 Cllrs to undertake the review. Cllrs Elliot and Lyon agreed to undertake the review.

Clerk to arrange an appropriate meeting.

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1917

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

Highways matters outlined in the supporting documents were noted.

Cllr Kay reviewed his proposals for the Bollard installation outlining the public health and safety concerns and the damage caused to the verge. Email from Cllr Doyle regarding the gate access was also noted.

Cllrs agreed the proposals and support the report. Cllr Kay noted that a report from the Tree Warden regarding the established Oak and damage to its root structures will be added to the report

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

Email from Member of the public regarding the flight of drones was acknowledged by Cllrs.

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

Deferred items:

To **DISCUSS** progressing the provision of allotment sites in Waldringfield.

To **DISCUSS** EA1 Replanting proposals from Scottish Power

To **REVIEW** and **UPDATE**, as appropriate, the policies of the Parish Council and the Parish Plan: **WPC Climate & Ecological Emergency Statement**

Discussion prior to Item 19 close of meeting to in Camera:

Cllr Lyon also requested Cllrs views on having a member of the public attend to open the equipment and/or tree, and 2 suggestions were made. Cllr agreed Cllr Lyon to write to one and request possible appearance.

Clerk advised this was the last newsletter before 01 June and asked Cllrs about anything they would want to have submitted. Cllr Lyon to draft article re Jubilee planning; Cllr Kay advised he would publicise the Parish Meeting on 11 April and Cllr Elliot will summarise the Brightwell Lakes updates. Clerk advised deadline was 11 February for content

## ACTION ITEMS

**Planning:** Clerk to respond to 4 planning applications by deadlines; Clerk to arrange extraordinary meeting to consider planning application DC/22/0223/VOC - Variation of Condition No. 2 of DC/21/4267/FUL

**Brightwell Lakes** – Cllr Elliot to send email to Waldringfielders email group regarding the closure of the PROW; Cllr Elliot to write an article for the Newsletter summarising the forum information.

**Treebilee:** Tree Warden to collect Treebilee Oak tree

**Public Facilities** – Cllr Lyon to draft letter of enquiry to the Sailing Club Commodore.

**Jubilee event** – Clerk to confirm adequate public liability coverage for picnic; Cllr Lyon to draft Newsletter article; Cllr Reid to send a pre-order email to Waldringfielders email ref: Jubilee mugs

**BACS payment** – Cllrs Reid and Kay to approve Bacs payments

**Internal Controls review** – Clerk to hold review meeting with Cllrs Lyon and Elliot.

19. 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).

Motion proposed Cllr Kay; Seconded Cllr Elliot – all in favour

20. To **DISCUSS** the Clerk's Probation Review.

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**1918**

The Clerk presented her assessment of the first 6 months of her employment (the probationary period), and this was discussed. The Clerk then left the meeting and the councillors discussed her performance and agreed a new point on the NALC salary scale. Cllr Kay will write a summary of this, including details of the offer, circulate this to the other councillors, and when agreed send it to the Clerk.

**Meeting closed 22:10pm**

## SUPPORTING DOCUMENTS FEBRUARY

### ITEM 3

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

#### Ward Cllrs monthly bulletin – January 2022

Welcome to the January edition of our monthly bulletin, aimed at keeping Councillors up to date on the main news stories from East Suffolk. If you require any assistance, please email or call.

Best Regards

Mick & Richard

[michael.richardson@eastsoffolk.gov.uk](mailto:michael.richardson@eastsoffolk.gov.uk)

#### Beach hut village project to be delayed

Having been granted planning permission in October 2021, the construction of a new beach hut village on Felixstowe's South Seafront was originally intended to be during the new few weeks. This would enable it to be ready ahead of the summer season.

However, with further permissions required before construction could proceed, the project has been delayed by approximately three months. This means that it would not be ready in time for the summer season as hoped and, as a result, we have therefore decided that construction will now get under way in September 2022.

This follows discussions with local businesses, residents and other stakeholders about the likely disruption that construction will cause and a determination not to impact on this year's summer season and everything the South Seafront has to offer.

#### Survey of East Suffolk businesses

We are currently looking at the vitality of our town centres and in order to help understand and improve town centres, we need views from local businesses.

One important source of data is capturing the 'business confidence' and perceptions of traders in town centres across the district. By establishing the trading conditions of town centre businesses, we can focus on issues of concerns and how to improve them.

All town centre businesses are encouraged to complete the short survey by Friday 28 January at <https://destinationresearch.typeform.com/towncentres>

#### Supporting customers to access council services

To ensure residents can continue to access our services in the way that suits them best, our Marina Centre in Lowestoft is open (Tuesdays and Thursdays 10am – 4pm), along with our desks at Woodbridge and Saxmundham Libraries (Wednesdays 10am – 4pm) and at Felixstowe and Leiston Libraries (Fridays 10am – 4pm) – all by appointment only.

The majority of our services are available at [www.eastsuffolk.gov.uk](http://www.eastsuffolk.gov.uk) and we encourage residents to continue to use these online services wherever possible.

However, anyone with difficulties using these services or who are unable to resolve an issue online, can email or call our Customer Services Team. If still unable to resolve the issue, an appointment can be made for one of our Customer Services locations in person by calling 0333 016 2000.

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Residents can also learn how to access our online services and report issues directly, using our new 'digital receptions' which are available at the Marina Centre and libraries. Residents should book an appointment and our fully trained Customer Services staff will be available as 'digital champions' to help them get online.

## Further funding to benefit local communities

The Carlton Colville, Kessingland, Southwold and Surrounding Village Community Partnership initially launched its Small Grant Scheme in December 2020, followed by a second round in May 2021 and a third round in August 2021.

The Partnership has now confirmed a fourth round will open on 10 January, meaning local voluntary and community groups can once again for much-needed funding.

The scheme is aimed at tackling social isolation and loneliness and improving the services available to young people, two of the priorities identified by the Partnership and may support groups and organisations who will be facing challenges post lockdown.

Funding will be available for projects which addresses these and can include activities that can help individuals, groups and families or benefit the wider community, either as a one off or as a series of activities/events, purchasing equipment to support community activity and targeted projects which addresses specific needs linked to the priorities set by the Partnership.

The scheme, which will be open for applications from 10 January until 7 February 2022, will offer grants of up to £1,500 and more details, including criteria and how to apply, will be available soon at [www.eastsuffolk.gov.uk/community/community-partnerships/community-partnership-small-grant-schemes/](http://www.eastsuffolk.gov.uk/community/community-partnerships/community-partnership-small-grant-schemes/)

## Southwold residents to vote on Neighbourhood Plan

Residents in Southwold will be asked whether a Neighbourhood Plan for the town should be used by the Council for future planning applications.

The Southwold Neighbourhood Plan was developed by Southwold Town Council following extensive consultation with the local community and sets out its vision for development to 2036.

Following a six-week public consultation last year, an independent examination has now been completed which found the plan meets all legal requirements, subject to some amendments.

As a result, we have concluded that the Plan should proceed to a referendum incorporating the recommended amendments suggested by the examiner. The referendum will take place on Thursday 3 February and will ask residents to vote on whether we should use the Neighbourhood Plan for Southwold to help determine planning applications in the neighbourhood area.

Details about the referendum and how to vote will be published soon.

For more details about the Southwold Neighbourhood Plan, including the examiner's report and our statement, go to [www.eastsuffolk.gov.uk/planning/neighbourhood-planning/neighbourhood-plans-in-the-area/southwold-neighbourhood-area/](http://www.eastsuffolk.gov.uk/planning/neighbourhood-planning/neighbourhood-plans-in-the-area/southwold-neighbourhood-area/)

## Surveys and consultations

We are currently running one consultation 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.

# Waldringfield Parish Council

- **The draft East Suffolk Cycling and Walking Strategy**

Consultation on draft document which provides a district-wide shortlist of cycling and walking infrastructure opportunities. The strategy aims to encourage greater use of sustainable forms of transport, reduce contributions to climate change, support the growth of the tourism industry, and to improve the health and wellbeing of residents by ensuring more trips to work, school, leisure, day-to-day errands, or public transport hubs, such as train stations or park and ride sites, are accessible by bike or on foot. Once adopted, this strategy will replace the Waveney Cycle Strategy (2016) and will cover the whole of the district. People can have their say on the consultation until 10 January at

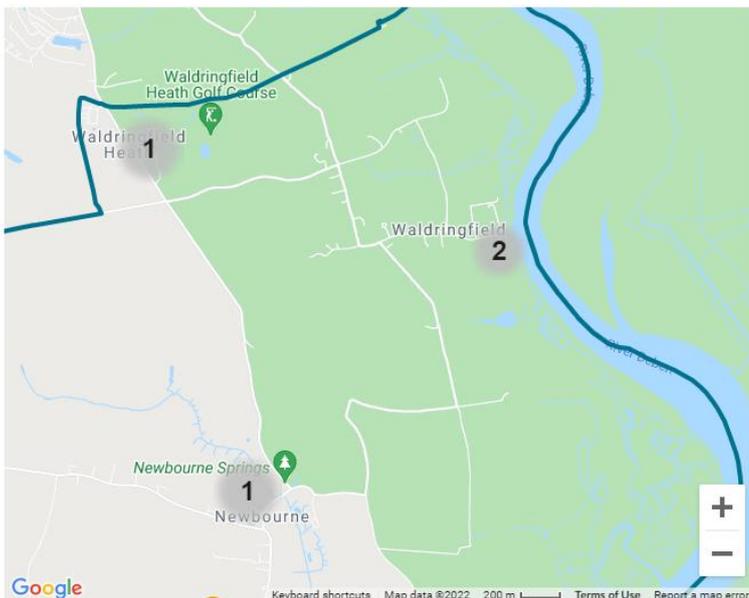
<https://storymaps.arcgis.com/stories/cbc57e4a9cc24eeea7d174fb34b1bf0e>

## 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.

- 13<sup>th</sup> January at 6pm – Framlingham, Wickham Market and villages Community Partnership (Zoom)
- 14<sup>th</sup> January at 10am – Licensing Sub-Committee (ESH)
- 20<sup>th</sup> January at 6.30pm – Scrutiny (ESH)
- 25<sup>th</sup> January at 2pm – Planning Committee South (ESH)
- 26<sup>th</sup> January at 6.30pm – Full Council (ESH)
- 27<sup>th</sup> January at 4pm – Southwold Harbour Management Committee (TBC)
- 1<sup>st</sup> February at 6.30pm – Cabinet (ESH)

## Suffolk Police – December 2021 Crime Data



### 4 Crimes reported in the area:

Waldringfield

2 x Burglary – Maybush Car park

Waldringfield Heath

1 x anti-social behaviour – Waldringfield Baptist Church

Newbourne

1 x vehicle crime – Fenn Lane

# Waldringfield Parish Council

## 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 **11th January 2022**

**Planning applications** Clerk to provide agreed responses to DC/21/5499/OUT; DC/21/5409/FUL and DC/21/5069/FUL planning applications by deadlines. **DONE**

**Brightwell Lakes:** Cllr Kay to provide Cllr Richardson with details of the Forum meeting **DONE**

**TPOs:** Tree Warden to make recommendations on TPOs for trees at risk from planning.

**Highways (Planning)** – Clerk to contact SCC Cllr to facilitate meeting with the Planning team at Highways. **DONE – in process**

**Public Facilities:** Cllr Lyon and Beaumont to speak to S Lomas regarding use of Maybush facilities as advised in Adnams letter.

**Jubilee Working Group:** Cllr Lyon to seek volunteers to the working group

**Playing Fields** – Clerk to request project plan from supplier, including proposed start dates. **DONE**

**Highways** – Cllr Reid to provide previous SID application for Myrtles sign to Clerk - **DONE**; Clerk to request Myrtles sign replacement and movement of post **DONE**

**Safety (Speeding):** Clerk to contact Cllr Richardson regarding the speed watch groups in the ward villages.

**Finance:** Clerk to submit Precept request by 28 January 2022 **DONE**

**Photopost** Clerk to confirm costs associated with the project - **DONE**; Cllr Quick to speak to landowners in respect of proposed position #3 - **DONE**

**Verges** – Cllr Kay to provide information to Clerk in support of the Street Furniture Application - **in process**

**Meetings** – Clerk to book Annual Parish Meeting in main hall for 11 April 2022 - **DONE – Deben Room**; Clerk to book agreed meeting dates in the Kennedy Room **DONE – through to March 23** and to book whole Village Hall for 04 June 2022 **DONE – booked 8am – 6pm–charge is £35 per 5 hrs.**

## ITEM 6

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

DC/21/5739/VOC Variation of Conditions 2 of DC/21/1744/VOC - (Variation of Condition No.s 2 on application DC/20/4155/FUL - Construction of new single storey entrance porch & rear single storey extension to form Kitchen/ Dining/ Seating area. Increase in ridge height & roof pitch to create 2no. bedrooms with family bathroom in the roof space. Replacement of existing garage flat roof with pitched roof. Elevational re-modelling replacement windows & overcladding.) | 7 Sunnyhill Waldringfield IP12 4QS- Planning Officer Grant Heal – **Comments Deadline 09 February 2022**

DC/22/0036/FUL | Proposal to build a two-storey annexe comprising music studio for professional classical musicians, two bedrooms and boat shed. Demolish existing sheds. | Sweetbriars 3 Woodbridge Road Waldringfield Woodbridge Suffolk IP12 4PW p Planning Officer Eleanor Attwood – **Comments Deadline: 10 February 2022**

DC/22/0101/VOC Variation of Condition No 3 of C/12/0287 - Erection of replacement dwelling and conversion of barn to provide an additional dwelling together with associated change of use of land to garden (existing caravan and lean-to structures to be removed) - make changes and alterations to the previously approved replacement dwelling (Barn 1) | Church Farm Mill Road Waldringfield Woodbridge Suffolk IP12 4PY – Planning Officer – Grant Heal; **Comments Deadline 18 February 2022**

DC/22/0200/FUL Single storey extension connecting the house and garage. 2 storey extension to rear. | Debenfield Lodge School Lane Waldringfield Woodbridge Suffolk IP12 4QP Planning Officer – Eleanor Attwood; **Comments Deadline: 18 February 2022**

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

DC/22/0223/VOC | Variation of Condition No. 2 of DC/21/4267/FUL - Replacement dwelling, cart lodge And studio - new drawing 875-01 - plans and elevations which show the straightening up of the south boundary rather than it go in and out. This lead to a loss of a window and 3 skylights so I have merged and enlarged the skylights along the south hip to two 3m sections and increased the glazed double

# Waldringfield Parish Council

door width from 2m to 3m. There are also minor changes to the other elevations. Removal of North Ground - Wet room & WC - so now just 2 windows instead of 4. Removal of East 1st Corner window - this was not cost effective. East Ground - swapping of windows around and a 1m x 800mm skylight above kitchen. Addition of South 1st floor small wc window adj to landing window to be opaque as per other windows on that aspect. All sky lights will have electric black out blinds so 'dark skies' will be honoured | Elm Cottage Sandy Lane Waldringfield IP12 4QY; Planning Officer – Mark Brand –

**Comments Deadline: 24 February 2022.**

Clerk has requested an extension – but this is unknown at the time of publication. Clerk will update the Council in due course.

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

DC/21/5236/P3Q Prior Approval Agriculture to Dwellings - Use of Agricultural Buildings as 4 Dwellinghouses - Chapel Works Newbourne Road Waldringfield Woodbridge Suffolk IP12 4PT| **Status: Application withdrawn |**

DC/21/5499/OUT | Outline Application (Some Matters Reserved) - Erection of 1 no. dwelling (with access) | **Widelands Cliff Road Waldringfield IP12 4QL| Status: Application refused |**

## ITEM 7

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

The physical order for equipment was placed by our supplier with their supply network. Due to shortages of materials, the supplier estimates a 10-12 week fulfilment period.

The following is an extract from the supplier describing the installation plan:

*We will provide you with an installation date, it would be helpful if we could meet with someone on the first day just to confirm the exact location of each item, when we commence the installation, we will bring to site each day only the items that are going to be installed, we will not bring everything all at once, this eliminates the need for steel storage containers to be delivered.*

*We provide all our own water and electricity; we also have our own welfare facilities.*

*Due to the fact we are working in more than one area within the play area we would prefer it if the play area was closed for the duration of our work, we are happy to provide chain and padlock for gates if required.*

*We will fence each individual area off with either 6ft Herras security fencing or orange mesh fencing for safety and security, each item of equipment will be installed before the required safer surfacing is installed; we normally install all the safer surfacing at the same time.*

*There will be some topsoil from the excavations which will be deposited on site in an agreed location, (perhaps alongside the existing mound with the slide) we will grade it and grass seed it upon completion, if required we can remove the soil from site, but this will entail a charge for skips or transportation.*

*Some elements of the work are weather dependant, this will determine how long the installation takes, I plan to be on site for approximately 8-9 working days, we normally arrive around 8.30 and finish around 4-4.30 Monday to Friday.*

*If possible, could we be provided with a key to the bottom gate so we can bring our vehicles onto the site and keep the road clear.*

## ITEM 8

**8.** To **RECEIVE** updates on the photo post project  
Submission from Cllr Quick was not available at publication. This will be circulated when received.

## ITEM 10

10. To **RECEIVE** updates from the Jubilee planning group

From Councillor Reid regarding the Jubilee Mugs



Council mugs from 2012

### OPTION 1



£4.56 each including VAT with delivery extra (Emblem version only) so total cost for 216 would be £985. Quote is for China mug

### OPTION 2

*2022 Platinum Jubilee Commemorative mugs*

Fine Bone China Mugs	<b>Standard Range</b>	Earthenware Mugs
		
<b>Official Emblem China Mug</b>		<b>Official Emblem Earthenware Mug</b>
		
<b>Young Elizabeth China Mug</b>		<b>Young Elizabeth Earthenware Mug</b>
		
<b>Garden Party China Mug</b>		<b>Silhouette Flag Earthenware Mug</b>

£5.17 each including VAT and Carriage (Emblem or Queen's portrait at time of her coronation) so total cost of 216 mugs would be £1,116 plus carriage. Quote is for China mug

# Waldringfield Parish Council

The Suffolk Observatory site estimates a population of around 60 children resident in the village. I suggest that the Parish Council budget for a possible 80 which would cost it about £440 allowing a contribution to delivery costs.

## ITEM 11

11. To **DISCUSS** progressing the provision of allotment sites in Waldringfield

### Letter received from Waldringfield Gardeners 19 January 2022

WG: Committee members

22<sup>nd</sup> November, 2021

*At our recent AGM, attended by four villagers as well as the committee, there was agreement that we should write to the Parish Council strongly urging action soon on trying to find an allotment site for the village. We regard this as increasingly urgent with houses being built on smaller plots, the need to shorten food chains, ever-increasing concern about provenance – together with the likely benefits to community cohesion, individual well-being and another site where beleaguered nature can be accommodated.*

*We suggest that people who have been approached before – in particular for our initially most desired site – be approached again, in view of the changed environmental and planning conditions since we first approached them about ten years ago. Also the new owner of the golf course might be amenable to considering an allotment site adjacent to the road behind [resident]'s land.*

*Yours sincerely,  
Betsy Reid  
Sec WG*

## ITEM 12

To **DISCUSS** EA1 Replanting proposals from Scottish Power

Approved plans forwarded to Councillors under separate cover.:

**Young, Joanna Scottish Power**-Waldringfield PC - information on tree planting

To **DISCUSS** arrangements for the Treebilee Oak tree collection **and APPROVE** location of Treebilee oak tree

The following was received from ESC – in addition to the Treebilee Fact Sheet sent to Councillors separately.

*Dear Colleague*

*Arrangements for collection of your oak tree are detailed below – please read them carefully and come back to me if you have any further questions.*

*The oak trees are being delivered to the East Suffolk Norse depots on the 15<sup>th</sup> February and are ready for collection between **16<sup>th</sup>-18<sup>th</sup> February**. We have 100 coming to the Lowestoft Depot and 100 to the Ufford depot.*

*You have the choice of which site to collect your tree from and do not need to inform us prior to your visits as to which one you attend. We will have a list of towns and parishes at each depot and will tick you off once you have collected your tree and pack.*

# Waldringfield Parish Council

To note that the tree will be approximately 175-200cm high and is pot grown. It will bend slightly but please ensure that your vehicle is large enough for transporting it and you have something to protect your interior for any soil spillages.

East Suffolk Norse Ufford Depot - Ufford Park Offices Great, Yarmouth Rd, Woodbridge  
IP13 6ET

Grounds staff will be on site in Ufford on the **16th and 17th February** from **9am to 2pm** to help load the tree into your vehicle.

Drive into the site through the barrier – it will raise automatically and there will either be operatives near reception to escort you to the loading area, or should no one be available, park and go to the reception (clearly marked) and reception staff will organise an operative to be with you soon.

There may be Council officers / Members present at your visit to take photos for press purposes – you will be asked whether you are happy to have a photo taken for these purposes.

Please ensure that you adhere to the latest COVID requirements.

Should you not be able to make these dates for collection, please let me know and we will see if other arrangements can be made.

Should you not have collected your tree by the 18<sup>th</sup> February and we have not heard from you to make other arrangements, any surplus trees will then be planted within our parks.

The information sheet is attached to this email and a paper version will also be in your pack.

Your pack will also include a tree plaque and metal stake which has the words 'This tree was planted in 2022 to commemorate the Platinum Jubilee of Her Majesty Queen Elizabeth II'

Should any other agreements be in place that you have made with myself, I will be in contact by a separate email to discuss these.

I wish you well in your tree planting activities and legacy for the future.

Regards  
Laura

## ITEM 13

**13.** To **DISCUSS** community EV Charging points

Email from Cllr Richardson:

Dear Clerks

One of my pet topics is based around environmental issues.

Electric vehicle charging points that are available to members of the public are sadly in short supply, especially so in the more rural areas (generally speaking). Another pet topic of mine!

# Waldringfield Parish Council

*As we all know, in a relatively short space of time, no new petrol or diesel vehicles will be sold by manufacturers (the second hand market, at this time, will not be affected as far as we know) – but clearly, electric vehicles will become increasingly more common on our roads and driveways.*

*Between now and March 31<sup>st</sup> 2022, home owners can apply for a grant towards the cost of installing home EV charging points, but after that date, the grants will be unavailable for the vast majority of us – making home EV charging points somewhat more expensive to install.*

*At the same time, however, it is planned that all new houses, commercial buildings and 'substantial refurbishments' must have an EV charger added to those properties which will help as we move forward, but it doesn't assist existing home owners in established properties.*

*This then still leaves a large 'gap of opportunity' for communities to charge an electric vehicle without having to travel to 'away' destinations to charge up.*

*I have been in contact with Peter Frost at SCC who is leading the drive to change all that.*

*Please see the email trail below where Peter sets out how a parish council could potentially obtain a grant in order to provide one (or more?) public EV charging points for the benefit of the local community.*

*I appreciate that some pc's may not formally own any public space into with an EV point could be installed, but on the other hand, may be able to work in conjunction with community partner(s) to facilitate one or more.*

*Can I please ask that consideration be given to making contact with Peter in order to explore any options that may be available?*

*Kind regards*

*Mick*

Email to Cllr Richardson, from Peter Frost:

*Good afternoon Mick,*

*Many thanks for your Email and I am indeed the right person at the Council to speak to about this as their de-facto Electric Vehicle advocate.*

*The Plug In Suffolk Project is designed to accelerate the rollout of publicly accessible EV charging across the County.*

*This morning I was at Stutton, on the Shotley peninsular, checking the operation of the latest 'Community Charging Hub' to go live at their Village Hall.*

*Plug In Suffolk is divided into two parts. The first is aimed at commercial locations who can have chargers fitted and pay the installation costs back over time hopefully covered by the revenue from users paying to charge there.*

*The second part, which I am most involved with, is the Community Grant which is aimed at Parish Councils in rural locations where there is little chance of them getting any chargers without support.*

*Once grant support has been agreed, the installation costs are covered by the grant and, once working, The Community Charging Hubs are an asset for the local site holder so any profit (over and above the operational costs that they pay) are an extra revenue stream for them to use.*

*Some examples of locations already up and running are the already mentioned Stutton, Coddendam about halfway between Claydon and Needham Market, Long Melford, Beccles, Bungay and West Row (a*

# Waldringfield Parish Council

small village the other side of Mildenhall). If you have any locations that would fit a similar profile please ask them to get in touch.

More information can be seen here... <https://www.greensuffolk.org/answering-your-questions-about-plug-in-suffolk/>

The important aspect is that the chargers are open access in that there is 24/7 parking and a user does not have to join an exclusive club, download an app or have a specific key fob but simply pays using their contactless credit or debit card.

As part of encouraging more people to switch to driving electric, those who can't charge their EV at home (approximately 40% of householders) can use the Community Charging Hubs to keep topped up thus removing the need for the prohibitively expensive idea of roadside chargers built into streetlamps.

As far as is known, this concept is the first in the UK and looks set to transform the switch to electric motoring across Suffolk.

I trust that is helpful and please let me know if I can be of any further assistance.

Kindest regards

Peter

Peter Frost  
Environment Strategy Officer  
Suffolk County Council  
Tel: 01473 260710

Information from the link in Peter's email:

## **How can Plug in Suffolk help with the costs of installing?**

With an increasing requirement for electric car charging infrastructure, many smaller communities would like chargers in their locality but do not have the initial outlay available to purchase and install the equipment.

This can sometimes be overcome by a 'profit share' model but these are only suitable for areas with high volumes of traffic and many communities do not like the idea of being tied into a long term contract with one specific network operator. The idea of Plug In Suffolk is that any visitor can use the charger and just pay using the built in contactless payment system. The locations will be where someone is likely to be parked there for an hour or two anyway.

A Plug In Suffolk Community Grant is to contribute to the initial purchase costs of an EV charge point.

## **Who pays for the electricity?**

The person using the charger pays for the electricity and, depending on the circumstances, there should be a small profit for the community as well.

## **What can we do with the revenue?**

Any profit over and above the operation costs will be a revenue stream for the site holder to be used as required. This extra revenue stream could be used to publicise the facilities. This should encourage more people to visit and local residents to consider the switch to electric motoring sooner, with the subsequent improvements to the local environment and economy as added benefits.

## **What does the grant cover?**

So the Grant would be intended to cover the initial purchase and installation of the chargers. If there is some reason that the grant cannot cover the full amount (perhaps the suggested location is in an awkward position) then discussions will take place for an alternative way forward. Once up and running, the site holder or Parish Council will own the hardware and therefore be responsible for the operation and maintenance of the equipment.

## **Do we need an accessible electricity socket?**

The suitability of the electricity supply would be clarified at the point of initial survey. That being said, it would be helpful if the practicality could be taken into account when considering a particular location. Perhaps the chargers could be as near to the power supply you mention as feasible which would help to ensure as short a cable buried as possible.

# Waldringfield Parish Council

## Who owns the equipment once its installed?

Once the equipment is up and running then it becomes the property of the site holder or Parish Council and they operate it like any other asset. As the site holder or Parish Council will own the chargers, they will therefore be responsible for the cost of the electricity, operation and maintenance of the equipment, the supervision of the parking spaces and the insurance of the equipment the same as any other asset they own.

## Do I need a maintenance agreement?

A maintenance agreement can be taken out with the installer or an alternative organisation but that is entirely optional for the site holder. The experience gained by the Parish in having this asset will help to guide any future decisions as EV ownership becomes more ubiquitous and the requirement for public charging facilities increases.

## Who do I contact for more information?

Any further queries and to request an initial Expression of Interest application form please contact Peter Frost, Environment Strategy Officer at Suffolk County Council via Email at [peter.frost2@suffolk.gov.uk](mailto:peter.frost2@suffolk.gov.uk)

## ITEM 14

14. To **REVIEW** and **UPDATE**, as appropriate, the policies of the Parish Council and the Parish Plan. **WPC Climate & Ecological Emergency Statement** review due January 2022 –

Sent as attachment to Councillors with agenda– This document can be found on the WPC website.

## ITEM 15

15. **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

#### Waldringfield Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
69 Accounting, Website & Comp	29/01/2022		Unity Trust Bank		Google Storage	Google Commerce (via J Sho	S	1.33	0.26	1.59
70 Repairs/Maintenance	29/01/2022		Unity Trust Bank		Defibrillator AED pads	Community Heartbeat Trust	S	46.00	9.20	55.20
71 Salaries	29/01/2022		Unity Trust Bank		Salary	Jennifer Shone-Tribley	X	489.90		489.90
<b>Total</b>								<b>537.23</b>	<b>9.46</b>	<b>546.69</b>

### RECEIPTS LIST

#### Waldringfield Parish Council SUMMARY OF TRANSFERS

Description	Amount
Barclays Community Account to Unity Trust Bank	1,210.63

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

# Waldringfield Parish Council

## COST CENTER TO BUDGET

### Summary of Receipts and Payments

All Cost Centres and Codes

#### 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	276.30	76.30				76.30 (38%)
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%)
45	New Equipment Grants		11,000.00	11,000.00				11,000.00 (N/A)
<b>SUB TOTAL</b>		<b>19,052.72</b>	<b>40,666.77</b>	<b>21,614.05</b>				<b>21,614.05 (113%)</b>

#### B - Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Salaries				5,994.72	5,639.37	355.35	355.35 (5%)
2	PAYE/NI							(N/A)
3	Stationery/Mileage/Etc.				125.00	93.99	31.01	31.01 (24%)
4	Post and telephone				50.00	2.94	47.06	47.06 (94%)
5	Newsletter re 1972 LGA s142				400.00	446.00	-46.00	-46.00 (-11%)
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	204.61	355.39	355.39 (63%)
42	Professional Services				200.00	674.00	-474.00	-474.00 (-237%)
<b>SUB TOTAL</b>					<b>8,968.85</b>	<b>8,813.22</b>	<b>155.63</b>	<b>155.63 (1%)</b>

#### 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	15,522.35	-13,272.35	-13,272.35 (-589%)
17	Footpath Maintenance				400.00	325.80	74.20	74.20 (18%)
41	AONB Grant Payments							(N/A)
<b>SUB TOTAL</b>					<b>3,530.00</b>	<b>16,568.15</b>	<b>-13,038.15</b>	<b>-13,038.15 (-369%)</b>

# 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%)
<b>SUB TOTAL</b>					<b>2,150.00</b>	<b>1,899.00</b>	<b>251.00</b>	<b>251.00 (11%)</b>

## F - Miscellaneous

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

## Summary

<b>NET TOTAL</b>	<b>19,052.72</b>	<b>40,666.77</b>	<b>21,614.05</b>	<b>14,648.85</b>	<b>27,280.37</b>	<b>-12,631.52</b>	<b>8,982.53 (26%)</b>
<b>V.A.T.</b>		<b>4,237.98</b>			<b>3,532.69</b>		
<b>GROSS TOTAL</b>		<b>44,904.75</b>			<b>30,813.06</b>		

# Waldringfield Parish Council

BANK RECONCILIATION

**Waldringfield Parish Council**

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

	<b>Bank Reconciliation at 31/01/2022</b>		
	Cash in Hand 01/04/2021		16,657.51
	<b>ADD</b> Receipts 01/04/2021 - 31/01/2022		44,904.75
			61,562.26
	<b>SUBTRACT</b> Payments 01/04/2021 - 31/01/2022		30,266.37
<b>A</b>	<b>Cash in Hand 31/01/2022</b> (per Cash Book)		<b>31,295.89</b>
	Cash in hand per Bank Statements		
	Cash	31/01/2022	0.00
	Unity Trust Bank	31/01/2022	23,334.71
	Ipswich Building Society	31/01/2022	7,961.18
	Barclays Community Account	31/01/2022	0.00
			<b>31,295.89</b>
	Less unrepresented payments		
			31,295.89
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>31,295.89</b>
	<b>A = B Checks out OK</b>		

# Waldringfield Parish Council

## CASH FLOW STATEMENT

### Waldringfield Parish Council

OPERATING ACCOUNT Unity Trust	31.12.21		31.01.22		28.02.22	
	JANUARY		FEBRUARY		MARCH	
	EXPECTED	ACTUAL	EXPECTED	ACTUAL	EXPECTED	ACTUAL
<b>CASH ON HAND (beginning of month)</b>	£22,736.48	£22,736.48	£23,336.03	£23,334.71	£22,748.02	£0.00
<b>CASH RECEIPTS</b>						
<b>Grants</b>						
Playing Fields	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Locality Grant (Photopost)	£0.00	£0.00	£0.00	£0.00	£50.00	£0.00
<b>Other</b>						
Precept	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
CIL	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Advertising	£0.00	£0.00	£0.00	£0.00	£62.40	£0.00
Bank Transfer	£1,210.63	£1,210.63	£0.00	£0.00	£0.00	£0.00
ESC Footpath Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
VAT Refund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>TOTAL CASH RECEIPTS</b>	<b>£1,210.63</b>	<b>£1,210.63</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£112.40</b>	<b>£0.00</b>
<b>CASH AVAILABLE (before cash out)</b>	<b>£23,947.11</b>	<b>£23,947.11</b>	<b>£23,336.03</b>	<b>£23,334.71</b>	<b>£22,860.42</b>	<b>£0.00</b>
<b>CASH PAID OUT</b>						
<b>Administration</b>						
Salaries	£489.90	£489.90	£489.90	£489.90	£498.22	£0.00
Newsletter	£0.00	£0.00	£0.00	£0.00	£145.00	£0.00
Insurance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Hall Hire	£0.00	£0.00	£0.00	£0.00	£300.00	£0.00
Training	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Post/Telephone	£0.00	£1.32	£0.00	£0.00	£0.00	£0.00
Memberships	£0.00	£0.00	£40.00	£40.00	£0.00	£0.00
Other	£2.00	£2.00	£0.00	£0.00	£0.00	£0.00
Website/Accounting	£49.26	£49.26	£1.33	£1.33	£307.33	£0.00
<b>Playing Fields and maintenance</b>						
Grass Cutting	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Repairs and maintenance	£46.08	£46.08	£46.00	£46.00	£35.00	£0.00
Footpath cutting	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Grants</b>						
AONB Repayment	£0.00	£0.00	£0.00	£0.00	£1,382.00	£0.00
Wildlife Group	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Projects expenses</b>						
PlayQuip	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Other Invoices	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>VAT</b>	<b>£23.84</b>	<b>£23.84</b>	<b>£10.00</b>	<b>£9.46</b>	<b>£57.86</b>	<b>£0.00</b>
<b>SUBTOTAL</b>	<b>£611.08</b>	<b>£612.40</b>	<b>£587.23</b>	<b>£586.69</b>	<b>£2,725.41</b>	<b>£0.00</b>
<b>TOTAL CASH PAID OUT</b>	<b>£611.08</b>	<b>£612.40</b>	<b>£587.23</b>	<b>£586.69</b>	<b>£2,725.41</b>	<b>£0.00</b>
<b>CASH POSITION (end of month)</b>	<b>£23,336.03</b>	<b>£23,334.71</b>	<b>£22,748.80</b>	<b>£22,748.02</b>	<b>£20,135.01</b>	<b>£0.00</b>
<b>SUMMARY of ALL CASH</b>						
Unity	£23,336.03	£23,334.71	£22,748.80	£22,748.02	£20,135.01	£0.00
Barclays	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
IBS	£7,961.18	£7,961.18	£7,961.18	£7,961.18	£7,961.18	£7,961.18
<b>Total cash position</b>	<b>£31,297.21</b>	<b>£31,295.89</b>	<b>£30,709.98</b>	<b>£30,709.20</b>	<b>£28,096.19</b>	

## ITEM 16

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

Highways matters:

Reported 12 January 2022

**Your report reference number is:** 00347308  
**WALDRINGFIELD FOOTPATH 010, WALDRINGFIELD**  
**Date reported:** 12/01/2022

Should commence just to the side of Manor House outbuilding. This is obstructed by both cuttings and being overgrown so it is impassable. Nearby signage makes no indication of the footpath - signage missing

**Reply received 26 January 2022**

**Your report reference number is:** 00347308  
**WALDRINGFIELD FOOTPATH 010, WALDRINGFIELD**  
**Date reported:** 12/01/2022

Thank you for your report. We acknowledge that there may be a problem with this public right of way. However, we receive many reports about the path network and it isn't possible to deal with all of them.

We have to prioritise reports depending on matters such as public safety and the relative importance of the route to the overall network.

This path is a low priority and it is not possible to give a timescale within which your report will be dealt with.

Received 19 January 2022

**Your report reference number is:** 00346675  
**CLIFF ROAD, WALDRINGFIELD**  
**Date reported:** 06/01/2022

**Description:** There remains a broken overhanging branch outside Spinnakers on Cliff Road. This was investigated by the power company but as it did not interfere with power lines, they did not remove it. It is still posing a danger to road users and pedestrians.

We are pleased to confirm that work has been ordered to address this issue.

Sent 19 January 2022

Application for the re-positioning of the Myrtles Sign and request for new sign.

## ITEM 16

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

**Email from member of the public:** FWD: Breach of condition, flying outside designated area and exceeding noise limit (forwarded to Councillors under separate cover)

**Correspondence circulated to Councillors:**  
**Society of Local Council Clerks (SLCC)** - News Bulletin - 7 January 2022  
**Reclaim the Rain** - Innovative Resilience Fund Brief - Reclaim the Rain  
**Suffolk Association of Local Councils** - SALC news e-bulletin 10 January 2022

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

# Waldringfield Parish Council

**The Rural Network** - The Rural Bulletin - 11 January 2022  
**Tom Fairbrother** -Nominate local heroes for the David Wood National Landscape Award!  
**info.aepasuffolk@gmail.com**-SIZEWELL C/BEIS MEETING AND SZC, SPR & NATIONAL GRID UPDATE  
**PlanningPolicy** -Monitoring and Open Data Update  
**Information Commissioner's Office** - Latest news from ICO  
**Community Action Suffolk** - CAS News | Happy New Year from CAS!  
**Nicola Wotton**- INVITATION: "Bringing Ideas to Life" The East Suffolk Community Partnership Annual Forum 25 March 2022  
**Suffolk Association of Local Councils** -SALC business survey - request to take part  
**Deben Soundings** -Deben Soundings event at Waldringfield  
**The Rural Network** - The Rural Bulletin - 18 January 2022  
**Highways Communications** -Platinum Jubilee events - Sunday 5 June 2022  
**Laura Hack** - Treebilee Update  
**Suffolk Association of Local Councils** -SALC training and network e-bulletin 18 January 2022  
**Suffolk Association of Local Councils** - SALC news e-bulletin 17 January 2022  
**Society of Local Council Clerks (SLCC)** - News Bulletin - 21 January 2022  
**Melanie Seabrook** - FW: SAFE THE DATE - Community Led Housing event 27th April, 2022. 9:30-12 NP groups  
**Sue Groom, SARS** - Grants to community organisations  
**Charlie Middleton** -Felixstowe & District ASB Meeting at 2pm on Tuesday 25th January 2022  
**Suffolk Association of Local Councils** -SALC news e-bulletin 24 January 2022  
**The Rural Network** - The Rural Bulletin - 25 January 2022  
**Public Sector Executive** -The Guide to Public Sector Decarbonisation Through EV Adoption  
**Oka Last** - Grants Open - Area of Outstanding Natural Beauty  
**Community Action Suffolk** - CAS News | There's lots to look forward to...  
**Lisa Mills** -Planning and Building Control Newsletter January 2022  
**Community Governance Review** -Community Governance Review in East Suffolk  
**The Rural Network** - RSN Bulletin Special - Compelling Rural Health and Care Evidence Released  
**Suffolk Association of Local Councils** - SALC news e-bulletin 31 January 2022  
**Andy Cotter** -Welcome back to the Gallagher Communities Newsletter  
**The Rural Services Network** -RSN Rural Funding Digest - February 2022 Edition