



# Waldringfield Parish Council

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## Minutes of the Parish Council Meeting held on Tuesday 8 November 2022

**In attendance:** Councillors Kay, Elliot, Gold, Archer, Beaumont, Reid, Quick, Shore; ESC Cllr Mick Richardson

**Members of the Public:** None

**Meeting opened:** 7.30 pm

### 1975

1. To **RECEIVE** apologies for absence: Cllr Couchman. The Clerk was absent on annual leave
2. To **RECEIVE** declarations of interest  
To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** non-delegated DPI dispensations requested by a Councillor.

Cllr Gold declared a non-pecuniary interest regarding item 6: DC/22/4216/FUL Mayfields School Road Waldringfield Woodbridge Suffolk IP12 4QR

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

No members of the public were present.

3. To **RECEIVE** reports from SCC Cllr Patti Mulcahy, ESC Cllrs Richard Kerry and Mick Richardson and Suffolk Police.  
Cllr Richardson spoke to the ESC Councillors' report and in particular to draw attention to the help, for example with publicity, that ESC was offering to micro-businesses including the self-employed.  
  
The SCC Councillor's report was circulated to Cllrs in advance of the meeting. No comments on this were made.  
  
Cllrs noted the Crime data information in the Police report.
4. To **APPROVE** the minutes of the WPC Meeting held on **11 October 2022.**  
With the last sentence of item 7 amended to read "This requires the purchase of available land"  
A motion was proposed to approve minutes: Proposed: Cllr Kay; Seconded: Cllr Elliot – all present at the meeting 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 11 October 2022

### **ACTION POINTS**

**Planning applications** – Cllr Elliot and Tree Warden to seek TPO on Oak Tree identified in DC/22/3703/FUL; Clerk to follow up with Tree Officer regarding Wideland's temporary TPO - Done; Clerk to respond to applications by deadlines-Done

**Brightwell Lakes:** Cllrs to provide Cllr Elliot with suggestions of themes/road names or suggestions-In process with deadline for onward submission two days after the meeting.

**Felixstowe Partnership:** Cllr Couchman to provide some wording to Cllr Kay for publication in the newsletter to publish the helpline- Done Cllr Shore to investigate possibility of providing a warm room with Village Hall – Done. See item 8 below; Cllrs Gold and Couchman to contact Church regarding the establishment of a pantry- in process, the School has offered to trial.

**Tree Survey:** Cllr Elliot to liaise with GW on prioritising TPO candidate trees in the survey-in

process; Cllr Elliot and Tree Warden to draft communication to Residents requesting assistance in identifying high value trees-**Done**; and to draft a piece for the newsletter-**Done**.  
**Playing Fields:** Clerk to purchase new chains for Junior Swing – **Delivered and billing to follow** ; Clerk to request additional options and/or quotations for the surfaces that need repair; **Done 17.10.22 - circulated** Clerk to confirm to the grass cutting contractor that the wildflower border is to be cut on the final cut and trimmings collected – **Done 12.10.22 – trimming collection at additional charge**.  
**BACs Payments:** Cllrs Kay and Reid to approve payments - **Done**  
**Insurance:** Clerk to secure Insurance renewal from BHIB - **Done**  
**Relocation of the SID Pole:** Clerk to submit new location and permission for the installation **Done and Cllr Mulcahy called to ensure this is processed quickly**.  
**Footpaths:** Cllr Gold to contact resident regarding the trees overhanging the footpath by the Village Hall-**in process**

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

DC/22/3838/FUL | Construction of 1 no. dwelling | Widelands Cliff Road Waldringfield Suffolk IP12 4QL – Planning Officer Danielle Miller; Comments deadline 09 November 2022

Cllr Archer declared a non-pecuniary interest.

The Planning Group reported that the application suffered from the same weaknesses as the previous application for an additional house on the Widelands site, with a cramped layout against the shared access leaving the existing house as effectively a back development.

Motion that the WPC strongly object – proposed Cllr Quick, Seconded Cllr Reid – all in favour

DC/22/3669/FUL | Single storey rear extension, alterations to existing dwelling and alterations to vehicle access. Changes to approved scheme DC/22/1658/FUL. | The Crags School Road Waldringfield Woodbridge Suffolk IP12 4QR - Planning Officer Eleanor Attwood; Comments deadline 09 November 2022

The Council agreed to support this amended application with a suggestion that the applicant consider adopting details for the window over the garage to match those on the existing building.

Motion to support the amended application was proposed by Cllr Reid and seconded by Cllr Archer. All in favour.

DC/22/4242/VOC | Variation of Condition No. 8 of DC/22/0223/VOC - Variation of Condition No. 2 of DC/21/4267/FUL (Replacement Dwelling, Cart Lodge And Studio). Variations to include change of footprint of dwelling and amended fenestration arrangement on all elevations, amended vehicular access arrangements and alterations to the outbuilding in front garden amended in terms of size, appearance, position and indicated use (formerly cart lodge, now boathouse) - Construction Management Plan | Elm Cottage Sandy Lane Waldringfield Woodbridge Suffolk IP12 4QY Planning Officer Grant Heal; Comments deadline 23 November 2022

The Planning Group reported that this was essentially the same as the previous application but with a new construction plan necessitated by the appointment of a new contractor.

A motion that no comment was necessary was proposed by Cllr Kay and seconded by Cllr Quick. All in favour.

DC/22/4216/FUL | Proposed First Floor Extension & Alterations Together With A Detached Home Office/Garden Room | Mayfields School Road Waldringfield Woodbridge Suffolk IP12 4QR Planning Officer Nick Clow; Comments deadline 23 November 2022

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The Planning Group recommended objection to the submitted plans because of the awkward roof alignments of the proposed extension. They reported that the applicant was now submitting revised plans to ESC; these had been shared with the PC and were considered in the meeting. It was agreed to support these amended plans (shown on the architect's Scheme

Drawing 4) provided they had been registered on the ESC planning site in time for the PC to respond. If not, then the PC would have to object.

Proposed by Cllr Kay, seconded by Cllr Quick. All in favour with Cllr Gold abstaining.

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

To **NOTE** any application decisions received

DC/22/1117/FUL | Continuation of use of land as a caravan and camping site for up to 70 pitches together with the creation of a new access off Ipswich Road. | Low Farm Ipswich Road Waldringfield Suffolk IP12 4QU

Ref. No: DC/22/1117/FUL | Received date: Tue 22 Mar 2022 | Status: **Application Permitted**  
|

7. To **RECEIVE** updates on facilities proximate to the waterfront. The circulated draft letter to ESC was approved. Proposed by Cllr Gold, seconded by Cllr Quick. All in favour.

8. To **RECEIVE** Updates on Felixstowe Partnership projects – Ease the Squeeze  
A report from Cllr Couchman was received and discussed. The Primary School had agreed to trial a food collection pantry to operate in its porch. Cllr Shore reported that the Village Hall had agreed to offer the Kennedy Room to the PC for use as a "warm room", with the PC needing to book this and arrange the necessary staffing. The Kennedy Room was reported currently to be regularly free on Wednesdays throughout the day and in the evening. The provision would need to be arranged and advertised in a way that appealed to all, to avoid any sense of stigma for any of those attending. £2,000 was available from ESC to help cover the cost of such provision<sup>1</sup>. It was then suggested that The Maybush also be approached to provide such a facility and Cllr Shore undertook to do this on the Council's behalf. It was thought that the Maybush would be a very satisfactory venue on many counts and that this option should be pursued in the first instance. Cllr Quick raised the problems that might arise for vulnerable people if load-shedding power cuts proved necessary during the winter. It was agreed that community awareness of this issue should be encouraged.

9. To **RECEIVE** updates from Greener Waldringfield  
Cllr Quick reported that since the last meeting there had been a Repair Café and also a rubbish-clearing walk. A Village Hall talk on Fairtrade had prompted GW members to urge village organisations to adopt a Fairtrade policy. GW greatly welcomed Suffolk Wildlife Trust's acquisition of the planned Martlesham Wilds Reserve site on farmland and saltings in the neighbouring parish. It was suggested that the developers of the Brightwell Lakes site be asked, via the BLCF to make a contribution to the £1 million being sought to cover the balance of the purchase cost of the land.

To **RECEIVE** updates on proposals for a Tree survey  
Cllr Elliot reported this is in process.

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<sup>1</sup> It has subsequently been confirmed that this funding requires such provision to be provided at least twice a week, but alternative funding is available for those that don't meet this level of provision.

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**10. To RECEIVE playing field monthly inspection report**

The report was discussed. The breach in the fence been repaired; the new chains for the Junior swings have been received and would be fitted shortly. Some of the play logs are rotten and will have to be removed.

To CONSIDER repairs to surfaces on the playing fields. It was agreed that, as the recent ROSPA inspection deemed that the gaps in the landing surface around the see-saw constituted a moderate risk, the Council should accept PlayQuip's quotation to relay these for £1,690 plus VAT. It was agreed not to relay the surfaces beneath the swings for the time being as the risk level there had been deemed low. Proposed by Cllr Elliot, seconded by Cllr Shore. All in favour.

**11. CLERK AND RFO REPORT**

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

Motion to approved list of expenditures– Proposed Cllr Kay, Seconded Cllr Elliot – all in favour.

BACs payment to be authorised by Cllrs Archer and Kay

Invoices/receipts reviewed and signed in the meeting by Cllr Archer.

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

Bank reconciliation and reports reviewed and signed by Cllr Elliot.

To RECEIVE and CONSIDER first draft of 2023-24 budget

Having reviewed the draft budget, there was discussion of the three options suggested by the RFO for increases in the precept. The Council was minded to opt for a 5% precept increase which would make for an increase of less than 3% for Grade D council taxpayers once the increased number of households in the parish was taken into account. Cllrs agreed that a sum of £500.00 should be allocated to the budget for the King's Coronation. The RFO was asked to continue working on the budget with this preference in mind. The increase in the number of households and the pay settlement for local authority staff had been reached after this first budget draft had been completed.

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

To RECEIVE UPDATES on repositioning of the SID pole outside Myrtles

Since the last meeting and at the request of the PC the pole and bend sign outside the Myrtles in School Rd had been removed and a new pole with a smaller bend sign had been installed on the verge outside Red Bricks, with the aim that this would also from time to time be a mounting site for the Speed Indicator Device (SID). The residents of Red Bricks had complained, saying that they had been misled about the size and height of the sign, and asked for it to be removed, at the same time revoking their permission for the installation from time to time of a SID.

The use of a bend sign on a yellow backing board had been decided on by a visiting Highways officer in 2018 to replace the previous crossroads sign which he had deemed inappropriate. The PC chair had now been in touch with Highways who stated that the bend sign would have to stay in one location or another. The PC decided to write to the residents of Red Bricks to say that they would be ready to ask Highways to lower the sign and to urge Red Bricks residents to accept this, at the same time recognizing that Highways would no longer approve the pole for occasional siting of the SID at a reduced height in this location. The PC might then seek an alternative location for the SID, bearing in mind that it had recently received 13 letters asking for action to be taken about the speed of vehicles in School Rd. Proposed by Cllr Gold, seconded by Cllr Kay. All in favour.

To RECIEVE updates on bollards applications on verge outside playing fields

A draft application to Highways was approved with a modification to the first paragraph to make clear that the PC had notified Highways in 2018 that it would go ahead with the installation of

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the School Rd bollards unless Highways instructed them to the contrary.

13. To **CONSIDER** any correspondence received before the meeting – see separate list. No further comments.
14. **PARISH MATTERS** for the next meeting. None listed.

**Meeting closed at 10 pm**

## ACTION POINTS

**Felixstowe Partnership** Cllr Shore to investigate possibility of providing a warm room in The Maybush;

**Brightwell Lakes:** Cllrs to provide Cllr Elliot with suggestions of themes/road names or suggestions within two days.

**Response to Planning Applications:** Clerk/Chair to send responses for DC/22/3838/FUL and DC/22/3669/FUL to ESC by 9/11/22

**Facilities at the Waterfront:** Clerk/Chair: Letter to be sent to ESC.

**Tree Survey:** Cllr Elliot to liaise with GW on prioritising TPO candidate trees in the survey. Cllr Elliot and Tree Warden to draft communication to Residents requesting assistance in identifying high value trees; and to draft a piece for the newsletter.

**Playing Fields:** Cllrs Archer and Reid to fit new chains for Junior Swing to be fitted. Clerk to notify PlayQuip of acceptance of their quote to reinstall the safety surface around the see-saw.

**BACs Payments:** Cllrs Kay and Archer to approve payments

**Relocation of the SID Pole:** Chair to write to Red Bricks residents about reducing the height of the Bend sign.

**Bollards:** Amended letter to Highways to be sent by Clerk/Chair.

**Footpaths:** Cllr Gold to contact resident regarding the trees overhanging the footpath by the Village Hall.

## SUPPORTING DOCUMENTS NOVEMBER

### ITEM 3

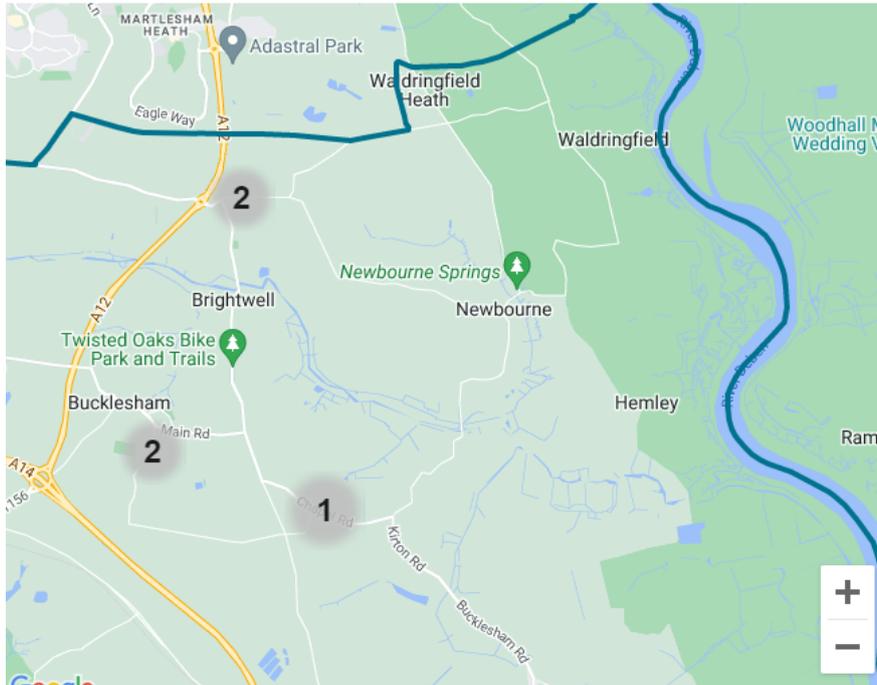
3. To **RECEIVE** reports from SCC Cllr Patti Mulcahy, ESC Cllrs Richard Kerry and Mick Richardson and Suffolk Police.

Monthly report for ESC Councillors as been circulated and is available on the web site

### Suffolk Police –Crime Data

Latest data –August 2022

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## **Waldringfield**

none

## **Newbourne**

none

## **Brightwell**

1 x drugs offences

1 x criminal damage and arson

## **Bucklesham**

2 x violence and sexual offences

## **ITEM 4**

**4.** To **APPROVE** the minutes of the WPC Meeting held on **11 October 2022**.

Draft minutes were circulated to Councillors with the Agenda and are available on the website.

## **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 11 October 2022

### **ACTION POINTS**

**Planning applications** – Cllr Elliot and Tree Warden to seek TPO on Oak Tree identified in DC/22/3703/FUL; Clerk to follow up with Tree Officer regarding Wideland's temporary TPO - Done; Clerk to respond to applications by deadlines-Done

**Brightwell Lakes:** Cllrs to provide Cllr Elliot with suggestions of themes/road names-in process. Cllr Kay to contact the History Group for suggestions-Done.

**Felixstowe Partnership:** Cllr Couchman to provide some wording to Cllr Kay for publication in the newsletter to publish the helpline-in process. Cllr Shore to investigate possibility of providing a warm room with Village Hall – in Process; Cllrs Gold and Couchman to contact Church regarding the establishment of a pantry-in process

**Tree Survey:** Cllr Elliot to liaise with GW on prioritising TPO candidate trees in the survey-in process; Cllr Elliot and Tree Warden to draft communication to Residents requesting assistance in identifying high value trees-in process; and to draft a piece for the newsletter-in process.

**Playing Fields:** Clerk to purchase new chains for Junior Swing – Done/ordered – due for receipt 07/11/22 billing to follow ; Clerk to request additional options and/or quotations for the surfaces that need repair; Done 17.10.22 - circulated Clerk to confirm to the grass cutting

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contractor that the wildflower border is to be cut on the final cut and trimmings collected – Done 12.10.22 – trimming collection at additional charge.

**BACs Payments:** Cllrs Kay and Reid to approve payments - Done

**Insurance:** Clerk to secure Insurance renewal from BHIB - Done

**Relocation of the SID Pole:** Clerk to submit new location and permission for the installation – Done and Cllr Mulcahy called to ensure this is processed quickly.

**Footpaths:** Cllr Gold to contact resident regarding the trees overhanging the footpath by the Village Hall-in process

## ITEM 6

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

DC/22/3838/FUL | Construction of 1 no. dwelling | Widelands Cliff Road Waldringfield Suffolk IP12 4QL  
– **Planning Officer Danielle Miller ; Comments deadline 09 November 2022**

DC/22/3669/FUL | Minor changes to cladding, windows size and first floor roof overhang of rear approved extension. | The Craggs School Road Waldringfield Woodbridge Suffolk IP12 4QR - **Planning Officer Eleanor Attwood – Comments deadline 09 November 2022**

DC/22/4242/VOC | Variation of Condition No. 8 of DC/22/0223/VOC - Variation of Condition No. 2 of DC/21/4267/FUL (Replacement Dwelling, Cart Lodge And Studio). Variations to include change of footprint of dwelling and amended fenestration arrangement on all elevations, amended vehicular access arrangements and alterations to the outbuilding in front garden amended in terms of size, appearance, position and indicated use (formerly cart lodge, now boathouse) - Construction Management Plan | Elm Cottage Sandy Lane Waldringfield Woodbridge Suffolk IP12 4QY **Planning Officer Grant Heal; Comments deadline 23 November 2022**

DC/22/4216/FUL | Proposed First Floor Extension & Alterations Together With A Detached Home Office/Garden Room | Mayfields School Road Waldringfield Woodbridge Suffolk IP12 4QR **Planning Officer Nick Clow; Comments deadline 23 November 2022**

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

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

DC/22/1117/FUL | Continuation of use of land as a caravan and camping site for up to 70 pitches together with the creation of a new access off Ipswich Road. | Low Farm Ipswich Road Waldringfield Suffolk IP12 4QU

Ref. No: DC/22/1117/FUL | Received date: Tue 22 Mar 2022 | Status: **Application Permitted** | Case Type: Planning Application

## ITEM 7

To **RECEIVE** updates on facilities proximate to the waterfront  
Draft submission circulated to Cllrs for comment 30 .10.22; also circulated with the agenda.

## ITEM 10

To **RECEIVE** playing field monthly inspection report  
To be circulated to Councillors in advance of the meeting.

Conform new chains have been ordered – total cost £406.01

To **CONSIDER** additional quotation from PlayQuip regarding surfaces under play equipment  
Quotations circulated to Councillors under separate cover 26.10.22 and with the agenda for consideration.

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## ITEM 11

### 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

**NOTE:** CPRE and Insurance payment wen out in October (CPRE is a direct debit and Insurance needed to be paid in advance of the renewal date)

#### PAYMENTS LIST

| Voucher  | Code                   | Date       | Bank             | Description                | Supplier                   | VAT Type | Net             | VAT          | Total           |
|----------|------------------------|------------|------------------|----------------------------|----------------------------|----------|-----------------|--------------|-----------------|
| 64       | Membership Subs re LG  | 21/10/2022 | Unity Trust Bank | Annual Subscription        | CPRE                       | X        | 36.00           |              | 36.00           |
| 65       | Stationery/Mileage/Etc | 01/11/2022 | Unity Trust Bank | Expenses                   | Amazon (via Jennifer Shon  | S        | 30.16           | 6.04         | 36.20           |
| 66       | Accounting, Website &  | 01/11/2022 | Unity Trust Bank | Website Security Certifica | Community Action Suffolk   | S        | 30.00           | 6.00         | 36.00           |
| 67       | Accounting, Website &  | 25/10/2022 | Unity Trust Bank | Google Storage             | Google Commerce (via J St  | S        | 1.33            | 0.26         | 1.59            |
| 68       | Insurance              | 12/10/2022 | Unity Trust Bank | Insurance                  | BHIB Councils Insurance Br | X        | 415.11          |              | 415.11          |
| 69       | Membership Subs re LG  | 01/11/2022 | Unity Trust Bank | SLCC Membership            | SLCC                       | X        | 134.00          |              | 134.00          |
| 70       | Salaries               | 01/11/2022 | Unity Trust Bank | Salary                     | Jennifer Shone-Tribley     | X        | 523.25          |              | 523.25          |
| 71       | Footpath Maintenance   | 02/11/2022 | Unity Trust Bank | Footpath cutting           | Impact Landscaping         | S        | 241.50          | 48.30        | 289.80          |
| <b>T</b> |                        |            |                  |                            |                            |          | <b>1,411.35</b> | <b>60.60</b> | <b>1,471.95</b> |

#### RECEIPTS LIST

Note: £304.66 CIL funding from DC/21/5409/FUL- The Old Post Office

#### RECEIPTS LIST

| Voucher      | Code                | Date       | Bank             | Description   | Supplier             | VAT Type | Net           | VAT | Total         |
|--------------|---------------------|------------|------------------|---------------|----------------------|----------|---------------|-----|---------------|
| 10           | CIL Funds           | 21/10/2022 | Unity Trust Bank | CIL Funds     | East Suffolk Council | X        | 304.66        |     | 304.66        |
| 11           | SCC Footpaths Grant | 28/10/2022 | Unity Trust Bank | Footpath cutt | Suffolk C C          | X        | 276.30        |     | 276.30        |
| <b>Total</b> |                     |            |                  |               |                      |          | <b>580.96</b> |     | <b>580.96</b> |

# Waldringfield Parish Council

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

COST CENTER TO BUDGET

## Waldringfield Parish Council

31 October 2022 (2022-2023)

### 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                     | 15,544.75        | 15,544.75        |                 |                 |                 |          | (0%)                 |
| 30 SCC Locality Grant          |                  |                  |                 |                 |                 |          | (N/A)                |
| 31 SCC Footpaths Grant         | 275.00           | 276.30           | 1.30            |                 |                 |          | 1.30 (0%)            |
| 35 ES Enabling Communities Gra |                  |                  |                 |                 |                 |          | (N/A)                |
| 36 Bank Interest               | 50.00            | 47.77            | -2.23           |                 |                 |          | -2.23 (-4%)          |
| 37 Grants and Donations        |                  |                  |                 | 1,382.00        | 1,382.00        |          | (0%)                 |
| 38 Advertising income          | 45.00            | 44.40            | -0.60           |                 |                 |          | -0.60 (-1%)          |
| 39 VAT Refund                  |                  |                  |                 |                 |                 |          | (N/A)                |
| 44 CIL Funds                   |                  | 1,785.13         | 1,785.13        |                 |                 |          | 1,785.13 (N/A)       |
| 45 New Equipment Grants        | 6,500.00         | 6,500.00         |                 |                 |                 |          | (0%)                 |
| <b>SUB TOTAL</b>               | <b>22,414.75</b> | <b>24,198.35</b> | <b>1,783.60</b> | <b>1,382.00</b> | <b>1,382.00</b> |          | <b>1,783.60 (7%)</b> |

#### B - Administration

| Code Title                    | Receipts |        |          | Payments         |                 |                 | Net Position          |
|-------------------------------|----------|--------|----------|------------------|-----------------|-----------------|-----------------------|
|                               | Budgeted | Actual | Variance | Budgeted         | Actual          | Variance        | +/- Under/over spend  |
| 1 Salaries                    |          |        |          | 6,100.00         | 4,186.00        | 1,914.00        | 1,914.00 (31%)        |
| 2 PAYE/NI                     |          |        |          |                  |                 |                 | (N/A)                 |
| 3 Stationery/Mileage/Etc.     |          |        |          | 150.00           | 40.51           | 109.49          | 109.49 (72%)          |
| 4 Post and telephone          |          |        |          | 40.00            |                 | 40.00           | 40.00 (100%)          |
| 5 Newsletter re 1972 LGA s14  |          |        |          | 649.00           | 566.00          | 83.00           | 83.00 (12%)           |
| 6 Village Hall hire           |          |        |          | 325.00           | 265.00          | 60.00           | 60.00 (18%)           |
| 7 Insurance                   |          |        |          | 650.00           | 415.11          | 234.89          | 234.89 (36%)          |
| 8 Membership Subs re LGA s1   |          |        |          | 450.00           | 436.04          | 13.96           | 13.96 (3%)            |
| 9 Audit                       |          |        |          | 200.00           | 395.00          | -195.00         | -195.00 (-97%)        |
| 10 Chairman's Expenses        |          |        |          | 50.00            |                 | 50.00           | 50.00 (100%)          |
| 11 Training                   |          |        |          | 300.00           | 196.00          | 104.00          | 104.00 (34%)          |
| 12 Election Costs             |          |        |          |                  |                 |                 | (N/A)                 |
| 40 Accounting, Website & Comp |          |        |          | 625.00           | 125.31          | 499.69          | 499.69 (79%)          |
| 42 Professional Services      |          |        |          | 200.00           |                 | 200.00          | 200.00 (100%)         |
| 46 Jubilee Events             |          |        |          | 1,500.00         | 1,183.81        | 316.19          | 316.19 (21%)          |
| <b>SUB TOTAL</b>              |          |        |          | <b>11,239.00</b> | <b>7,808.78</b> | <b>3,430.22</b> | <b>3,430.22 (30%)</b> |

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## C - Playing Field/Recreatic

| Code Title               | Receipts |        |          | Payments         |                  |                 | Net Position          |
|--------------------------|----------|--------|----------|------------------|------------------|-----------------|-----------------------|
|                          | Budgeted | Actual | Variance | Budgeted         | Actual           | Variance        | +/- Under/over spend  |
| 14 Grass cutting (field) |          |        |          | 880.00           | 540.00           | 340.00          | 340.00 (38%)          |
| 15 Mole catching (field) |          |        |          | 150.00           |                  | 150.00          | 150.00 (100%)         |
| 16 Repairs/Maintenance   |          |        |          | 3,230.00         | 514.12           | 2,715.88        | 2,715.88 (84%)        |
| 17 Footpath Maintenance  |          |        |          | 450.00           |                  | 450.00          | 450.00 (100%)         |
| 41 AONB Grant Payments   |          |        |          |                  |                  |                 | (N/A)                 |
| 47 New Equipment Budget  |          |        |          | 18,305.75        | 15,039.50        | 3,266.25        | 3,266.25 (17%)        |
| <b>SUB TOTAL</b>         |          |        |          | <b>23,015.75</b> | <b>16,093.62</b> | <b>6,922.13</b> | <b>6,922.13 (30%)</b> |

## D - Grants - s137/72 & s19

| Code Title           | Receipts |        |          | Payments        |                 |               | Net Position         |
|----------------------|----------|--------|----------|-----------------|-----------------|---------------|----------------------|
|                      | Budgeted | Actual | Variance | Budgeted        | Actual          | Variance      | +/- Under/over spend |
| 21 General Grants    |          |        |          | 300.00          |                 | 300.00        | 300.00 (100%)        |
| 22 Church Field      |          |        |          | 450.00          | 450.00          |               | (0%)                 |
| 23 Village Hall LGA  |          |        |          | 525.00          | 500.00          | 25.00         | 25.00 (4%)           |
| 24 All Saints Church |          |        |          | 775.00          | 775.00          |               | (0%)                 |
| 25 WildlifeGroup     |          |        |          | 125.00          | 100.00          | 25.00         | 25.00 (20%)          |
| <b>SUB TOTAL</b>     |          |        |          | <b>2,175.00</b> | <b>1,825.00</b> | <b>350.00</b> | <b>350.00 (16%)</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>22,414.75</b> | <b>24,198.35</b> | <b>1,783.60</b> | <b>37,811.75</b> | <b>27,109.40</b> | <b>10,702.35</b> | <b>12,485.95 (20%)</b> |
| <b>V.A.T.</b>      |                  | <b>3,207.78</b>  |                 |                  | <b>3,383.94</b>  |                  |                        |
| <b>GROSS TOTAL</b> |                  | <b>27,406.13</b> |                 |                  | <b>30,493.34</b> |                  |                        |



# Waldringfield Parish Council

| Waldringfield Parish Council                 |                   | <u>CASH FLOW STATEMENT</u> |                   |                   |                   |              |
|--|-------------------|----------------------------|-------------------|-------------------|-------------------|--------------|
|  |                   | 30.09.22                   |                   | 31.10.22          |                   | 30.11.22     |
| OPERATING ACCOUNT<br>Unity Trust             | OCTOBER           |                            | NOVEMBER          |                   | DECEMBER          |              |
|  | EXPECTED          | ACTUAL                     | EXPECTED          | ACTUAL            | EXPECTED          | ACTUAL       |
| <b>CASH ON HAND<br/>(beginning of month)</b> | £19,765.86        | £19,815.59                 | £19,157.59        | £19,157.59        | £18,136.75        |              |
| <b>CASH RECEIPTS</b>                         |                   |                            |                   |                   |                   |              |
| <b>Grants</b>                                |                   |                            |                   |                   |                   |              |
| Playspace grant                              | £0.00             | £0.00                      | £0.00             | £0.00             | £0.00             | £0.00        |
|  | £0.00             | £0.00                      | £0.00             | £0.00             | £0.00             | £0.00        |
| <b>Other</b>                                 |                   |                            |                   |                   |                   |              |
| Precept                                      | £0.00             | £0.00                      | £0.00             | £0.00             | £0.00             | £0.00        |
| CIL  | £0.00             | £304.66                    | £0.00             | £0.00             | £0.00             | £0.00        |
| Advertising                                  | £0.00             | £0.00                      | £0.00             | £0.00             | £0.00             | £0.00        |
| ESC Footpath Grant                           | £276.30           | £276.30                    | £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>£276.30</b>    | <b>£580.96</b>             | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b> |
|  |                   |                            |                   |                   |                   |              |
| <b>AVAILABLE (before cash out)</b>           | <b>£20,042.16</b> | <b>£20,396.55</b>          | <b>£19,157.59</b> | <b>£19,157.59</b> | <b>£18,136.75</b> | <b>£0.00</b> |
| <b>CASH PAID OUT</b>                         |                   |                            |                   |                   |                   |              |
| <b>Administration</b>                        |                   |                            |                   |                   |                   |              |
| Salaries                                     | £523.25           | £523.25                    | £523.25           | £0.00             | £523.25           | £0.00        |
| Newsletter                                   | £0.00             | £0.00                      | £0.00             | £0.00             | £235.00           | £0.00        |
| Insurance                                    | £650.00           | £415.11                    | £0.00             | £0.00             | £0.00             | £0.00        |
| Hall Hire                                    | £0.00             | £0.00                      | £0.00             | £0.00             | £0.00             | £0.00        |
| Training                                     | £0.00             | £0.00                      | £0.00             | £0.00             | £0.00             | £0.00        |
| Post/Telephone                               | £0.00             | £0.00                      | £30.16            | £0.00             | £0.00             | £0.00        |
| Memberships                                  | £36.00            | £36.00                     | £134.00           | £0.00             | £0.00             | £0.00        |
| Other  | £0.00             | £0.00                      | £0.00             | £0.00             | £0.00             | £0.00        |
| Website/Accounting                           | £50.00            | £50.00                     | £31.33            | £0.00             | £1.33             | £0.00        |
| <b>Playing Fields and maintenance</b>        |                   |                            |                   |                   |                   |              |
| Grass Cutting                                | £60.00            | £60.00                     | £0.00             | £0.00             | £120.00           | £0.00        |
| Repairs and maint'ce                         | £113.00           | £113.00                    | £0.00             | £0.00             | £2,816.75         | £0.00        |
| Footpath cutting                             | £0.00             | £0.00                      | £241.50           | £0.00             | £400.00           | £0.00        |
| <b>Grants</b>                                |                   |                            |                   |                   |                   |              |
| AONB Repayment                               | £0.00             | £0.00                      | £0.00             | £0.00             | £0.00             | £0.00        |
| Church Field Trust                           | £0.00             | £0.00                      | £0.00             | £0.00             | £0.00             | £0.00        |
| Village Hall                                 | £0.00             | £0.00                      | £0.00             | £0.00             | £0.00             | £0.00        |
| General Grants                               | £0.00             | £0.00                      | £0.00             | £0.00             | £0.00             | £0.00        |
| WWG Grant                                    | £0.00             | £0.00                      | £0.00             | £0.00             | £0.00             | £0.00        |
| WPCC   | £0.00             | £0.00                      | £0.00             | £0.00             | £0.00             | £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        |
| Jubilee Expenses                             | £0.00             | £0.00                      | £0.00             | £0.00             | £0.00             | £0.00        |
| <b>VAT</b>                                   | <b>£41.60</b>     | <b>£41.60</b>              | <b>£60.60</b>     | <b>£0.00</b>      | <b>£563.35</b>    | <b>£0.00</b> |
| <b>SUBTOTAL</b>                              | <b>£1,473.85</b>  | <b>£1,238.96</b>           | <b>£1,020.84</b>  | <b>£0.00</b>      | <b>£4,659.68</b>  | <b>£0.00</b> |
|  |                   |                            |                   |                   |                   |              |
| <b>TOTAL CASH PAID OUT</b>                   | <b>£1,473.85</b>  | <b>£1,238.96</b>           | <b>£1,020.84</b>  | <b>£0.00</b>      | <b>£4,659.68</b>  | <b>£0.00</b> |
| <b>CASH POSITION (end of month)</b>          | <b>£18,568.31</b> | <b>£19,157.59</b>          | <b>£18,136.75</b> | <b>£19,157.59</b> | <b>£13,477.07</b> | <b>£0.00</b> |
| <b>SUMMARY of ALL CASH</b>                   |                   |                            |                   |                   |                   |              |
| Unity  | £18,568.31        | £19,157.59                 | £18,136.75        |                   | £13,477.07        | £0.00        |
| IBS  | £8,008.95         | £8,008.95                  | £8,008.95         |                   | £8,008.95         |              |

# Waldringfield Parish Council

**NOTES on cash flow statement:**

Depending on outcome of decisions regarding the surface repairs, there will be also be significant outlays in December: Chains £406.01 +vat; £720.74+vnt for bins; Newsletter invoice; and final grass cutting invoice, added additionally was £1690+vnt for seesaw surface repairs. The repairs of the other surfaces are £2,536.00+vnt

# Waldringfield Parish Council

To **RECEIVE** and **CONSIDER** first draft of 2023-24 budget

Associated budgetary notes and proposed reserves were circulated to councillors under separate cover.

| WALDRINGFIELD PARISH COUNCIL            |                   |                   |                   |                   |                   |                   |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| DRAFT BUDGET FY 2023-24 V1              |                   |                   |                   |                   |                   |                   |
|   | Notes             | Budget            | Notes             | Proposed V1       | Proposed V2       | Proposed V3       |
|   |                   | YE 2023           |                   | Budget            | Budget            | Budget            |
|   |                   |                   |                   | YE 2024           | YE 2024           | YE 2024           |
| <b>EXPENDITURE</b>                      |                   |                   |                   |                   |                   |                   |
| <b>Annual General</b>                   |                   |                   |                   |                   |                   |                   |
| <b>1. Administration</b>                |                   |                   |                   |                   |                   |                   |
| Clerk Salary inc on-costs               | A                 | £6,100.00         | 1                 | £6,450.00         | £6,450.00         | £6,450.00         |
| Clerks expenses including office        | B                 | £150.00           | 2                 | £50.00            | £50.00            | £50.00            |
| Post and telephone                      | C                 | £40.00            | 2                 | £25.00            | £25.00            | £25.00            |
| Newsletter printing                     | D                 | £650.00           | 3                 | £850.00           | £850.00           | £850.00           |
| Village Hall Hire (Meetings)            | E                 | £325.00           | 4                 | £325.00           | £325.00           | £325.00           |
| Insurance                               | F                 | £650.00           | 5                 | £415.11           | £415.11           | £415.11           |
| Celebrations/Fetes                      | G                 | £1,500.00         | 6                 | £0.00             | £0.00             | £0.00             |
| Professional memberships                | H                 | £450.00           | 7                 | £530.00           | £530.00           | £530.00           |
| Audit costs                             | I                 | £200.00           | 8                 | £425.00           | £425.00           | £425.00           |
| Chairman's expenses                     | J                 | £50.00            | 9                 | £50.00            | £50.00            | £50.00            |
| Training                                | K                 | £300.00           | 10                | £300.00           | £300.00           | £300.00           |
| Election costs                          | L                 | £0.00             | 11                | £925.00           | £925.00           | £925.00           |
| Accounting / Website etc                | M                 | £625.00           | 12                | £560.00           | £560.00           | £560.00           |
| Professional services                   | N                 | £200.00           | 13                | £0.00             | £0.00             | £0.00             |
|   |                   | <b>£11,240.00</b> |                   | <b>£10,905.11</b> | <b>£10,905.11</b> | <b>£10,905.11</b> |
| <b>2. Playing Fields</b>                |                   |                   |                   |                   |                   |                   |
| Grass cutting (field)                   | O                 | £880.00           | 14                | £1,050.00         | £1,050.00         | £1,050.00         |
| Mole Catching                           | P                 | £150.00           | 15                | £0.00             | £0.00             | £0.00             |
| Repairs and maintenance                 | Q                 | £3,230.00         | 16                | £3,500.00         | £3,500.00         | £3,500.00         |
| Footpath maintenance                    |                   | £450.00           | 17                | £450.00           | £450.00           | £450.00           |
|   |                   | <b>£4,710.00</b>  |                   | <b>£5,000.00</b>  | <b>£5,000.00</b>  | <b>£5,000.00</b>  |
| <b>Grants Fund</b>                      |                   |                   |                   |                   |                   |                   |
| General Grants                          | R                 | £300.00           | 18                | £300.00           | £300.00           | £300.00           |
| Community Grants                        | R                 | £1,875.00         |                   | £1,875.00         | £1,875.00         | £1,875.00         |
|   |                   | <b>£2,175.00</b>  |                   | <b>£2,175.00</b>  | <b>£2,175.00</b>  | <b>£2,175.00</b>  |
|   |                   |                   |                   |                   |                   |                   |
| <b>Total Expenditure</b>                |                   | <b>£18,125.00</b> |                   | <b>£18,830.11</b> | <b>£18,830.11</b> | <b>£18,830.11</b> |
| VAT to be paid on Exps                  |                   | £750.00           |                   | £750.00           | £750.00           | £750.00           |
| <b>INCOME</b>                           |                   |                   |                   |                   |                   |                   |
| Precept                                 |                   | <b>£15,544.75</b> |                   | <b>£15,743.36</b> | <b>£16,321.99</b> | <b>£16,530.15</b> |
| Grants - General                        |                   | £0.00             |                   | £0.00             | £0.00             | £0.00             |
| Donations                               |                   | £0.00             |                   | £0.00             | £0.00             | £0.00             |
| PROW SCC Grant                          |                   | £275.00           | 19                | £275.00           | £275.00           | £275.00           |
| Reserved funds (Jubilee)                |                   | £1,500.00         | Election          | £925.00           | £925.00           | £925.00           |
| CIL Funds (DC/21/5409/FUL)              |                   | £0.00             | 20                | £500.00           | £500.00           | £500.00           |
| Advertising                             |                   | £45.00            | 21                | £45.00            | £45.00            | £45.00            |
| Interest                                |                   | £50.00            | 22                | £50.00            | £50.00            | £50.00            |
| VAT Refund                              |                   | £750.00           |                   | £750.00           | £750.00           | £750.00           |
| <b>Total Income</b>                     |                   | <b>£18,164.75</b> |                   | <b>£18,288.36</b> | <b>£18,866.99</b> | <b>£19,075.15</b> |
| <b>Projected budget surplus/defecit</b> |                   | <b>£39.75</b>     |                   | <b>£-541.75</b>   | <b>£36.88</b>     | <b>£245.04</b>    |
| <b>RESERVES</b>                         |                   |                   |                   |                   |                   |                   |
| Cash Balance at YE                      |                   |                   | (projected)       | £17,034.34        | £17,034.34        | £17,034.34        |
| Less projected deficit/plus surplus     |                   |                   |                   | <b>£-541.75</b>   | £36.88            | £245.04           |
| Less unspent grants (specified)         |                   |                   |                   | £0.00             | £0.00             | £0.00             |
| Less earmarked reserves                 |                   |                   | Res               | £11,500.00        | £11,500.00        | £11,500.00        |
| Reserves (General) for FYE 31/03/22     |                   | £5,101.86         |                   | £4,992.59         | £5,571.22         | £5,779.38         |
| As % of Precept                         |                   | 32.82%            |                   | 31.71%            | 34.13%            | 34.96%            |
| <b>EFFECT ON BAND D EQUIVALENT</b>      |                   |                   |                   |                   |                   |                   |
|   | Band D equiv 2022 | £15,544.75        | Band D equiv 2022 | <b>£15,743.36</b> | <b>£16,321.99</b> | <b>£16,530.15</b> |
| £ per Band Equivalent household         | 256.72            | £60.55            | <b>256.72</b>     | £61.33            | £63.58            | £64.39            |
| Increase (percentage)                   |                   |                   | % incr            | <b>1.28%</b>      | <b>5.00%</b>      | <b>6.34%</b>      |
| Increase (in pounds)                    |                   |                   | ££ Incr           | £0.77             | £2.25             | £3.06             |
|   |                   |                   | <b>260</b>        | £60.55            | £62.78            | £63.58            |
|   |                   |                   | % incr            | <b>0.00%</b>      | <b>3.68%</b>      | <b>5.00%</b>      |
|   |                   |                   | ££ Incr           | £0.00             | £2.23             | £3.03             |

# Waldringfield Parish Council

## ITEM 13

Correspondence sent to Councillors before the meeting:

### Other correspondence circulated to Councillors

**Tom Fairbrother** -New volunteering opportunities in the Area of Outstanding Natural Beauty  
**Community Action Suffolk** - CAS News | Cost of Living, Suffolk Community Awards, Vacancies and more...

**Suffolk Association of Local Councils** - NEWS BULLETIN - 10th October 2022

**Rural Services Network** The Rural Bulletin - 11 October 2022

**economicdevelopment**-Rural England Prosperity Fund: stakeholder engagement

**Suffolk Association of Local Councils** Ease the Squeeze - financial roadshow hosted by East Suffolk Council

**National Association of Local Councils** CHIEF EXECUTIVE'S BULLETIN 17 October 2022

**Charlie Zakss** <[charlie.zakss@suffolkwildlifetrust.org](mailto:charlie.zakss@suffolkwildlifetrust.org)> An introduction to Suffolk's new nature reserve

**Suffolk Association of Local Councils** SALC area forums - November 2022

**Suffolk Association of Local Councils** SALC training bulletin 18th October 2022

**National Association of Local Councils** NALC EVENTS 18 October 2022

**Rural Services Network** The Rural Bulletin - 18 October 2022

**Suffolk Association of Local Councils** NEWS BULLETIN - 17th October 2022

**James Mallinder** - Cllr Mallinder support of River Deben / bathing water status

**Mick Richardson** - FW: recycling week - 17-23 Oct

**National Association of Local Councils** NALC EVENTS 20 October 2022

**Rural Services Network** RSN Rural Funding Digest - October 2022 Edition

**Communities Team** -Read our Community Matters newsletter

**Suffolk Association of Local Councils** NEWS BULLETIN - 24th October 2022

**National Association of Local Councils** NALC EVENTS 25 October 2022

**Rural Services Network** The Rural Bulletin - 25 October 2022

**Suffolk Association of Local Councils** SALC training bulletin 25th October 2022

**National Association of Local Councils** NEW PUBLICATION (report on the 2022 local (parish and town) council elections)

**helenm fairweather** -Headway Suffolk

**Admin Leiston** -Citizens Advice East Suffolk Quarterly Report

**National Association of Local Councils** CHIEF EXECUTIVE'S BULLETIN 31 October 2022

**Suffolk Association of Local Councils** SALC East Suffolk joint area forum - 8 November 2022

**Suffolk Association of Local Councils:** NEWS BULLETIN - 31st October 2022

**Rural Services Network** The Rural Bulletin - 1 November 2022

**National Association of Local Councils** NALC EVENTS 01 November 2022

**Suffolk Association of Local Councils** SALC training bulletin 1st November 2022

**Andrew Jolliffe** - Asset of Community Value/Right To Bid Presentation