



Waldringfield Parish Council

Parish Clerk: Jennifer Shone-Tribley
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Minutes of the Parish Council Meeting held on Tuesday 27 September 2022

In attendance: Councillors Kay, Archer, Elliot, Quick, Shore, Couchman; ESC Cllr Richardson, SCC Cllr Mulcahy

Members of the public : 1
Clerk: Jennifer Shone-Tribley
Meeting opened 19:33 pm

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1. To **RECEIVE** apologies for absence – Cllrs Reid, Beaumont and Gold

2. To **RECEIVE** declarations of interest

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

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.

Chair recognised member of the public who was present to present to the Council under Item 7. Chair advised agenda item would be moved up to after Item 4.

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

Cllr Mulcahy circulated a report in advance of the meeting. The energy crisis was a topic she wanted to highlight as Suffolk County Council has a number of support systems in place. She asked that any vulnerable residents be directed to available services which can be found on the Financial hardship page of the SCC website.

Cllrs asked about the take up on the Solar Together initiative. Cllr Mulcahy didn't have take up rates to hand but it was popular last time it launched. She also advised that providing EV charging points to communities have received some new funding, and she is working on providing these to the more rural areas.

Cllr Richardson – advised that the East Suffolk Council has launched the Ease the Squeeze programme to provide support with energy costs. Details of this assistance is available on the website.

4. To **APPROVE** the minutes of the WPC Meeting held on **09 August 2022.**

Motion to approve minutes: Proposed: Cllr Kay; Seconded: Cllr Elliot - all in favour of those present at the meeting.

7. To **DISCUSS** Submission for Designated Bathing Water Status Woodbridge/Waldringfield

Ruth Leach attended the meeting to make a presentation to Council requesting support for her campaign to achieve designated bathing status for the Deben. She advised she is one of the founders of the Save the Deben campaign which is spearheading the initiative and resides in Woodbridge.

She noted water quality issues in the Deben were identified by citizen scientist testing, noting higher than acceptable levels of E-coli. She advised that improvement to water quality can be achieved by securing designated bathing status. This status would require weekly testing, with results being public, and provide requirements for better water management by the water company – Anglia Water (for which they would receive funding from DEFRA) and monitoring

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would be done by the Environment Agency. She highlighted engagement and support from Anglia Water, community groups and other local Parish Councils.

The application needs to be submitted in October. This also requires evidence of regular bathers and river users. She advised there will be a Facebook poll launched for residents to complete retrospectively, in addition to speaking to the Sailing Club about their figures on usage.

In her pursuit of the application Ruth requested that the WPC formally supports the application.

Motion to support the application for Designating Bathing Status for the Deben– Proposed Cllr Kay, seconded Cllr Quick – 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 **09 August 2022** - See separate list

ACTION ITEMS

Planning – Clerk to respond to Planning application by deadline-**DONE**

Playing Field – Clerk to contact Norse again regarding bin on field – **Done** – Cllr Archer reports **these are not being emptied**; Cllr Archer to attempt remedial action on the tennis court gate – **Completed**; Cllr Reid to purchase and apply weed killer to bonded mulch – **purchased**.

Photo-post- Clerk to add post to the Asset Register-**DONE**

Fly-Tipping- Clerk to follow up with ESC as reported issue not resolved -**Response circulated – ESC advised they are not responsible for collection. No further action to be taken.**

Consultations: Clerk to respond to consultations as agreed by deadlines - **DONE**

BACS payment – Cllrs Reid and Archer to authorise BACS payments approved- **DONE**

New appointments - Clerk and Cllr Couchman to create map of benches and street furniture in the village – **in process**; Clerk to introduce Cllr Shore to the website manager-**DONE** Clerk to write to the Chair of the Village Hall Trust regarding the new nominee – **DONE** – Cllr Elliot sought clarification of the role in terms of being a Trustee or not – Cllr Shore advised he is going to be made a Trustee at the AGM; Clerk to introduce Cllr Couchman to Felixstowe Partnership - **DONE**; Cllr Kay to organise training for two new councillors – **Updated – now available through SALC in September.**

6. To **CONSIDER** Planning Applications for **COMMENTS**:
None

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

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

Cllrs noted the applications that have received approval and those withdrawn

Cllrs noted that Widelands is now on the market.

Cllr Elliot noted the withdrawal of the Craggs application.

To **RECEIVE** any other planning information.

Breach of conditions - Eureka – Cllrs noted the compliance complaint made in respect of this development. 3 of the 4 properties are now occupied. Cllr Kay noted that there is now further damage to the Oak tree at Eureka.

Cllr Elliot noted that the WPC has requested a TPO for the boundary tree T1 at Widelands and this is being considered.

Cllr Kay advised that Brightwell Lakes forum Monday 3rd of October in Melton, which Cllrs Kay and Elliot are planning to attend. They will report back to the next meeting.

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8. To **RECEIVE** updates on allotments
Cllr Kay sent an approach to a potential landowner, who has declined.

This exhausts the list of suitable land available in the village to pursue.

Less suitable options (those that are either outside or on the outer limit of the village) can be considered – although this is not optimal as this would require a vehicle to attend the site.

9. To **RECEIVE** playing field monthly inspection report and Annual external Inspection report
Annual inspection report was circulated to Councillors. Cllrs Archer and Reid reviewed the report's findings and submitted to Council an assessment of the issues identified.

Cllr Archer and Reid will progress issues identified in their report that are achievable with regular or minor maintenance of low to medium risk.

A concern as to a medium risk is the gap in the roundabout. Agreed Clerk to contact PlayQuip for there assessment of the risk.

The tiles under seesaw have come apart as the wood has rotted and was identified as a medium risk. Cllr Archer suggest we seek a quote from Playquip to re-lay the tiles under the seesaw.

Propose Playquip is contacted to address the risks identified with the roundabout and to request quote to re-lay tiles under seesaw - Proposed Cllr Archer, seconded Cllr Elliot – all in favour

10. To **DISCUSS** and **APPROVE** security certificate for the website - £36.00
Cllr Shore investigated a security certificate for the Council web site.

The WPC website does not have a security certificate. The certificate ensures that information from the website to a computer is encrypted. This practice began as e-commerce, and expanded to form filling and is now standard practice. Cllr Shore advises that in some cases – access to the site would be declined by security software on laptops and devices as it lacks this certificate.

Cllr Shore advises this is one off cost is £36.00 – to apply the certificate with no further on-costs.

Motion to purchase the security certificate for the website: Proposed: Cllr Archer, seconded Cllr Elliot – all in favour

11. **CLERK AND RFO REPORT**

To **CONSIDER** and **APPROVE** applications for community grants - £500 Village Hall Trust; Waldringfield Wildlife Group £100.00

Cllrs discussed and agreed to approve their requests.

Motion to approve grants of £500 for WVHT and £100 for WWG – Proposed: Cllr Kay, Seconded Cllr Elliot - all in favour.

To **APPROVE** expenditure to repair light on the defibrillator (£15-£20).

Expenditure to be considered at October meeting.

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

Motion to approved list of expenditures with agreed amendments – Proposed Cllr Kay, Seconded Cllr Elliot - all in favour

BACs payment to be authorised by Cllrs Kay and Archer

Invoices/receipts reviewed and signed in the meeting by Cllr Elliot

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

Bank reconciliation and reports reviewed and signed by Cllr Elliot

To **CONSIDER** and **APPROVE** external audit procurement response

Motion to accept appointed auditor – Proposed Cllr Archer, seconded Cllr Shore – all in favour

To **RECEIVE** updates on the Insurance Renewal

Clerk advised that WPC is in receipt of 3 quotes – a summary document was circulated. Requires a working group to review the quotes and make a recommendation for approval at the next meeting. Cllrs Shore and Couchman agreed to review the quotations and make a recommendation to next Council meeting. Clerk to arrange meeting to review.

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

To **DISCUSS** speed limit on school road and road safety issues.

Cllrs agreed to defer this item to next meeting

To **DISCUSS** repositioning of the SID pole outside Myrtles

Cllrs agreed to defer this item to next meeting

To **RECEIVE** updates on bollards applications on verge outside playing fields

There is nothing further to report at this meeting

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

No further comments

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

Speed limit on School Road

SID pole relocation

Greener Waldringfield update

Dates for meetings/APM

Update from monthly Felixstowe partnership meeting

Update from Brightwell Lakes Forum

The Conveyance documents for the playing fields have been provided to the Council and also conveyance documents for the Tennis Court – Cllr Archer will have these copied for the Council to retain. History group is seeking copies. Cllrs agreed to pay for copying costs for its records.

Meeting closed 21:11 pm

ACTION POINTS

Bin collections – Clerk to contact Norse to advise that Playing Field bins are not being emptied.

Playing Field Annual Inspection - Clerk to contact PlayQuip for comments on the finding of the annual inspection report ; Clerk to seek quote for re-laying of tiles under the seesaw from PlayQuip

Website security certificate: Clerk to secure certificate

Insurance Renewal: Clerk to arrange review meeting with Cllrs Shore and Couchman

BACS payments – Cllrs Kay and Archer to authorise payments

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SUPPORTING DOCUMENTS SEPTEMBER

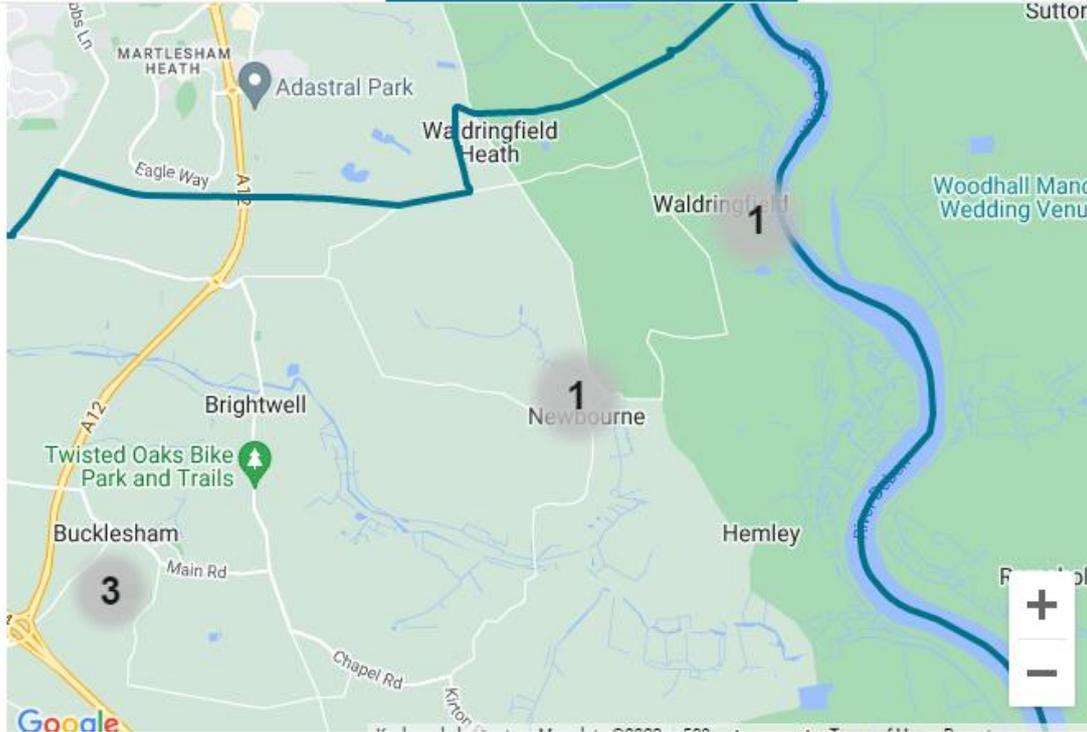
ITEM 3

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

East Suffolk Cllrs Kerry and Richardson’s report was circulated to Cllrs and is available on the website.

Suffolk Police –Crime Data

Latest data – June 2022



Waldringfield

1 x violence and sexual offences – Maybush Car Park.

Newbourne

1 x violence and sexual offences – The Fox Inn car park

Bucklesham

2 x violence and sexual offences – place of business and on the A12

1 x criminal damage and arson- place of business (as above)

Kirton has 7 reported offences this month.

ITEM 4

4. To **APPROVE** the minutes of the WPC Meeting held on **09 August 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 09 August 2022

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ACTION ITEMS

Planning – Clerk to respond to Planning application by deadline-**DONE**

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ITEM 6

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

No new planning applications consultations were received for comment at the time of writing.

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

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). - Elm Cottage Sandy Lane Waldringfield Woodbridge Suffolk IP12 4QY

Ref. No: DC/22/0223/VOC | Received date: Wed 19 Jan 2022 | Status: **Application Permitted** | Case Type: Planning Application

DC/22/0670/FUL Proposed Extension and Internal Alterations - Widelands Cliff Road Waldringfield Suffolk IP12 4QL

Ref. No: DC/22/0670/FUL | Received date: Fri 18 Feb 2022 | Status: **Application Permitted** | Case Type: Planning Application

To **RECEIVE** any other planning information.

ENF/22/0187/COND

The outcome of the investigation into the possible breach of conditions at Eureka has been circulated to Councillors. New information prompted a response from Council to the Enforcement team on 04 September 2022 as follows:

Ref *ENF/22/0187/COND*

Thank you for your update regarding the above breach of conditions. Additional information has now been given to the parish council.

Three of the dwellings are now fully occupied and the builders are now fully off the site. The works included in condition 5 are not underway.

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Concerned residents have informed the Parish Council that the builder is not anticipating carrying out any further works related to the site, specifically the works relating to the breach of condition 5 of the planning application as this is considered to be a "matter for Highways, not the builder".

In our view this presents a major pedestrian (child) safety issue as well as a breach of planning conditions. We would ask you please to investigate further this serious development in the long and eventful history of this site. We would also appreciate it if you could furnish us with the date specified in the enforcement notice by which the works relating to condition 5 are to be completed.

Many thanks for your ongoing support.

Response was received from the Enforcement Officer 07.09.22 and circulated to Councillors.

Applications that were not invited for comment : The Clerk was made aware of the following:

DC/22/3349/AME | Non Material Amendment of DC/21/4267/FUL - Replacement Dwelling, Cart Lodge And Studio - 1/ Colour of studio to be black 2/ porch to be hipped with posts 3/ Ensuite bath window W21 to be moved 713mm to north on east elevation. | Elm Cottage Sandy Lane Waldringfield Woodbridge Suffolk IP12 4QY

DC/22/3371/AME | Non Material Amendment of DC/21/3030/FUL Proposed general refurbishment and extension of the property. Works related include a single story side extension, replacement of existing roof with an extended gable roof (with front and rear glazing), proposed new facade treatment and new front timber fence. Proposed new entrance and removal of the front bay windows - Proposed changes include: Proposed new design to the rear garden, Proposed increase nr. of PV panels on the roof, Proposed full length juliette balconies (to the front and rear elevation) | Gin Gin Slouva Deben Lane Waldringfield Suffolk IP12 4QN

DC/22/0670/FUL

Proposed Extension and Internal Alterations - Widelands Cliff Road Waldringfield Suffolk IP12 4QL

An application for a Provisional TPO on tree T1 was submitted 07.09.22 to the Arboricultural and Landscape Officer and copied to the Planning Officer in relation to this application. This was circulated to Cllrs for comment.

ITEM 7

7. To DISCUSS Submission for Designated Bathing Water Status Woodbridge/Waldringfield

The following emails was forwarded to councillors on 30 August 2022 for their consideration:

Dear Clerk,

My name is Ruth Leach and together with County Councillor Caroline Page we have founded a Facebook campaign group called 'Save The Deben'.

We have started to campaign to improve water quality as one of our goals and following a meeting with Anglian Water approx 10 days ago the whole campaign has taken on an unexpected momentum.

One of the actions we are taking is to submit an application for designated bathing water status for the Deben to Waldringfield stretch of river.

Due to it being Summer holidays we are only now able to make appointments to put forward our case to the local parishes along the river.

I am presenting to the Woodbridge Town Council and to the Woodbridge Climate and environmental emergency committee in the first week of schools going back, may I please have the opportunity to do the same for Waldringfield?

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Please could you let me know how much information you would need in advance.

Many Thanks

A Further communication followed with further information:

Dear Parish Clerk,

Please find details of our plan to submit the above application to include the strip of river from Woodbridge to Waldringfield.

In the first instance we are advised that we have to show that there is a problem in the area which the increased investment and monitoring of water quality by the Environment Agency and the financial investment in improving existing infrastructure will improve (DEFRA)

Clearly there is a problem; The Water Quality in Rivers Report of 5/1/22 published by The House of Commons Environmental Adit Committee found the state of our rivers 'to be in a mess' and all UK rivers are affected. Locally citizen science testing has shown elevated levels of E.Coli which according to the Rivers Trust is only a marker for elevated levels of other contaminants such as nitrates and phosphates, micro plastics, rubber and brake pad contamination in run off from our roads, chemicals that don't disappear and the list can continue.

All of this in the Deben Estuary in an area which is a Ramsar site, SSSI and an AONB which we find outrageous and a threat to ecology.

In a meeting with Anglian Water we (Save The Deben Campaign, founded by myself and Count Councillor Caroline Page) discussed the positive return on a successful des bathing water status application which include increased monitoring frequency by the EA, investment in identifying leaks and improvement to infrastructure and an investment in collaborative partnership programmes with local landowners and farmers to decrease farmland run off. It is also suggested to the water companies that level 3 treatment of sewage is desirable in these areas which would include the 'treatment' of bacteria which is currently not a requirement at the routine level 2 sewage treatment.

So we have decided to go ahead with the application, to put it in context; France has approx 500 strips of inland water which are recognised with this status, the UK Govt has advised water companies to identify 2 potential areas within their territory and support the applications, Surfers Against Sewage have called for 200 areas to be granted the status by DEFRA and at present there are only 2 areas, at Ilkley on the River Wharfe and in Oxford at Wolvercote Will.

The application process is detailed clearly and we have started the process. It includes user counts, consultations with local authorities, public, businesses and landowners and facility evaluation and has to be submitted by the 31st October and we will receive the decision Q1 next year.

The submission is complex and I am happy to describe what we have to do and to answer any questions that the Council may have. It would be desirable to have the agreement of the council and their support if possible.

We have had a positive response from Anglian Water in this regard and they have been very helpful in advising us on the preparation of the application.

We have had to start this whole process independently because it is so time sensitive and it has been over the Summer break but there are some areas in which the local expertise and practical help would be greatly appreciated.

I look forward to hearing from you and answering any questions that you may have.

*Kind Regards
Ruth Leach*

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Cllr Kay circulated an email with the following link to a [BBC Article](https://www.bbc.co.uk/news/uk-england-suffolk-62768080): [https://www.bbc.co.uk/news/uk-england-suffolk-62768080]

ITEM 11

CLERK AND RFO REPORT

To **CONSIDER** and **APPROVE** applications for community grants - £500.00 Village Hall Trust and £100.00 Waldringfield Wildlife Group

Grant applications forwarded to Councillors with Supporting Documents. *Note: the grants approved under the 2022-23 budget reflected increased grant budget to reflect inflationary increases -£525 approved for WVHT and £125.00 approved for WWG.*

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	Bank	Description	Supplier	VAT Type	Net	VAT	Total
47	Newsletter re 1972 L	05/09/2022	Unity Trust Bank	Newsletter	Spingold Design & Print	Z	199.00		199.00
48	Accounting, Website	05/09/2022	Unity Trust Bank	Google Storage	Google Commerce (via	S	1.33	0.26	1.59
49	Training	05/09/2022	Unity Trust Bank	Training	Suffolk Association of L	S	156.00	31.20	187.20
50	Repairs/Maintenance	05/09/2022	Unity Trust Bank	Defibrillator AED pads	Community Heartbeat	S	46.00	9.20	55.20
51	Salaries	05/09/2022	Unity Trust Bank	Salary	Jennifer Shone-Tribley	X	523.25		523.25
52	Grass cutting (field)	06/09/2022	Unity Trust Bank	Grass-cutting -field	SCL Landscape Manag	S	60.00	12.00	72.00
53	Village Hall LGA	06/09/2022	Unity Trust Bank	Grant s137/72 or s19 M	Waldringfield Village Ha	X	525.00		525.00
54	WildlifeGroup	07/09/2022	Unity Trust Bank	Grant s137/72 or s19 M	Waldringfield Wildlife G	X	125.00		125.00
Total							1,635.58	52.66	1,688.24

RECEIPTS LIST

VAT refund received.

Waldringfield Parish Council RECEIPTS LIST

Voucher	Code	Date	Bank	Description	Supplier	VAT Type	VAT	Total
7	VAT Refund	05/09/2022	Unity Trust Bank	VAT Refund	HMRC	R	180.00	180.00
Total							180.00	180.00

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

Waldringfield Parish Council

COST CENTER TO BUDGET

Waldringfield Parish Council 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	7,772.38	-7,772.37				-7,772.37	(-50%)
30 SCC Locality Grant								(N/A)
31 SCC Footpaths Grant	275.00		-275.00				-275.00	(-100%)
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	20.40	-24.60				-24.60	(-54%)
39 VAT Refund	3,800.00		-3,800.00				-3,800.00	(-100%)
44 CIL Funds		1,480.47	1,480.47				1,480.47	(N/A)
45 New Equipment Grants	6,500.00	6,500.00						(0%)
SUB TOTAL	26,214.75	15,821.02	-10,393.73	1,382.00	1,382.00		-10,393.73	(-37%)

B - Administration

Code Title	Receipts			Payments			Net Position	
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
1 Salaries				6,100.00	3,139.50	2,960.50	2,960.50	(48%)
2 PAYE/NI								(N/A)
3 Stationery/Mileage/Etc.				150.00	10.35	139.65	139.65	(93%)
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		650.00	650.00	(100%)
8 Membership Subs re LGA s1				450.00	266.04	183.96	183.96	(40%)
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	24.65	600.35	600.35	(96%)
42 Professional Services				200.00		200.00	200.00	(100%)
46 Jubilee Events				1,500.00	1,183.81	316.19	316.19	(21%)
SUB TOTAL				11,239.00	6,046.35	5,192.65	5,192.65	(46%)

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	480.00	400.00	400.00	(45%)
15 Mole catching (field)				150.00		150.00	150.00	(100%)
16 Repairs/Maintenance				3,230.00	324.88	2,905.12	2,905.12	(89%)
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%)
SUB TOTAL				23,015.75	15,844.38	7,171.37	7,171.37	(31%)

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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	525.00		(0%)
24 All Saints Church				775.00	775.00		(0%)
25 WildlifeGroup				125.00	125.00		(0%)
SUB TOTAL				2,175.00	1,875.00	300.00	300.00 (13%)

F - Miscellaneous

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26 Miscellaneous							(N/A)
SUB TOTAL							(N/A)
Summary							
NET TOTAL	26,214.75	15,821.02	-10,393.73	37,811.75	25,147.73	12,664.02	2,270.29 (3%)
V.A.T.		3,207.78			3,314.53		
GROSS TOTAL		19,028.80			28,462.26		

Waldringfield Parish Council

BANK RECONCILIATION

Waldringfield Parish Council

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

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

	Bank Reconciliation at 31/08/2022		
	Cash in Hand 01/04/2022		29,522.71
	ADD Receipts 01/04/2022 - 31/08/2022		18,848.80
			48,371.51
	SUBTRACT Payments 01/04/2022 - 31/08/2022		26,774.02
A	Cash in Hand 31/08/2022 (per Cash Book)		21,597.49
	Cash in hand per Bank Statements		
	Petty Cash	31/08/2022	0.00
	Cash	31/08/2022	0.00
	Unity Trust Bank	31/08/2022	13,588.54
	Ipswich Building Society	31/08/2022	8,008.95
			21,597.49
	Less unrepresented payments		
			21,597.49
	Plus unrepresented receipts		
B	Adjusted Bank Balance		21,597.49
	A = B Checks out OK		

Waldringfield Parish Council

Waldringfield Parish Council				CASH FLOW STATEMENT		
		31.07.22			31.08.22	30.09.22
OPERATING ACCOUNT	AUGUST		SEPTEMBER		OCTOBER	
Unity Trust	EXPECTED	ACTUAL	EXPECTED	ACTUAL	EXPECTED	ACTUAL
CASH ON HAND (beginning of month)	£14,457.39	£14,457.13	£13,588.80	£13,588.54	£19,822.94	
CASH RECEIPTS						
Grants						
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
Other						
Precept	£0.00	£0.00	£7,772.38	£0.00	£0.00	£0.00
CIL	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Advertising	£0.00	£0.00	£24.00	£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	£180.00	£180.00	£0.00	£0.00
TOTAL CASH RECEIPTS	£0.00	£0.00	£7,976.38	£180.00	£0.00	£0.00
AVAILABLE (before cash out)	£14,457.39	£14,457.13	£21,565.18	£13,768.54	£19,822.94	£0.00
CASH PAID OUT						
Administration						
Salaries	£523.25	£523.25	£523.25	£0.00	£523.25	£0.00
Newsletter	£0.00	£0.00	£199.00	£0.00	£0.00	£0.00
Insurance	£0.00	£0.00	£0.00	£0.00	£650.00	£0.00
Hall Hire	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Training	£0.00	£0.00	£156.00	£0.00	£0.00	£0.00
Post/Telephone	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Memberships	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Other	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Website/Accounting	£201.33	£201.33	£55.33	£0.00	£19.33	£0.00
Playing Fields and maintenance						
Grass Cutting	£60.00	£60.00	£60.00	£0.00	£150.00	£0.00
Repairs and maint'ce	£26.46	£26.46	£46.00	£0.00	£1,123.53	£0.00
Footpath cutting	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Grants						
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 Hill	£0.00	£0.00	£525.00	£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	£125.00	£0.00	£125.00	£0.00
Projects expenses						
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
VAT	£57.55	£57.55	£52.66	£0.00	£224.72	£0.00
SUBTOTAL	£868.59	£868.59	£1,742.24	£0.00	£2,815.83	£0.00
TOTAL CASH PAID OUT	£868.59	£868.59	£1,742.24	£0.00	£2,815.83	£0.00
CASH POSITION (end of month)	£13,588.80	£13,588.54	£19,822.94	£13,768.54	£17,007.11	£0.00
SUMMARY of ALL CASH						
Unity	£13,588.80	£13,588.54	£19,822.94		£17,007.11	
IBS	£8,008.95	£8,008.95	£8,008.95		£8,008.95	
Total cash position	£21,597.75	£21,597.49	£27,831.89	£0.00	£25,016.06	£0.00

Waldringfield Parish Council

Note: payment for Security Certificate expected to be made (£36.00) and £18.00 bank fees charged 30.09.22 included in cash flow.

Note 2: The Precept payment is due for deposit on 30.09.22 – the bank balance following payments will be £12,050.56 for 2 days prior to that deposit.

To **CONSIDER** External Audit procurement.

Option to opt out of the SAAA central external auditor appointment arrangements

Dear Clerk/RFO/Chairman, Waldringfield Parish Council,

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This is communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to admin@saaa.co.uk.

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

Opting-out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**

To **RECEIVE** updates on the Insurance Renewal

Renewal quote sent through by Gallaghers has been received and circulated to Councillors under separate cover.

Waldringfield Parish Council

Inquiries to the Broker regarding comparative quotes received the following response from Gallaghers:
Why are you no longer able to offer 3 quotes?

Thank you for your recent query regarding the provision of a single quote at renewal this year.

Gallagher's Community business is now part of the multi-award winning Public Sector and Education niche team within Gallagher. We have moved the Communities business from a multi-insurer solution to a single insurer approach. This creates increased volume for a dedicated and flexible insurer partner in this space. Due to the hard market we need to ensure sustainability of provision and longevity for our client service proposition and scale with a single Insurance company allows this to progress.

We continue to focus on the bespoke needs of the local council and not-for-profit sectors and we are now one of the longest established brokers in this sector, with a market-leading reputation for quality of service and cover. We have built this reputation around a long term strategy, which now develops into a single market solution.

(circulated to Councillors)

They further re-confirmed they could not provide assistance with additional comparative quotes on 06 September 2022.

Clerk at the time of publication sought alternative quotations from BHIB (NALC Recommended) and Zurich which was received and circulated to Cllrs.

ITEM 12

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

To DISCUSS speed limit on school road and road safety issues.

11 residents have emailed the Council with concerns regarding the speed limit and safety on School Road. These have been circulated to Councillors as they were received.

ITEM 13

Correspondence sent to Councillors before the meeting:

Other correspondence circulated to Councillors

Neil Lister -Coast & Heaths AONB - Volunteer Work Parties

Suffolk Association of Local Councils -SALC news e-bulletin 8 August 2022

National Association of Local Councils CHIEF EXECUTIVE'S BULLETIN

Tom Fairbrother -Funding for community projects to introduce more people to nature

National Association of Local Councils NALC NEWSLETTER

Rural Services Network The Rural Bulletin - 9 August 2022

Suffolk Association of Local Councils SALC training and network e-bulletin 9 August 2022

Coast & Heaths AONB -Greetings from your Area of Outstanding Natural Beauty

Taylor-Poole, Julie - EELGA Newsletter Summer 2022

Community Action Suffolk Network CAS News | Funding, youth conference and Suffolk Action Week!

National Association of Local Councils CHIEF EXECUTIVE'S BULLETIN

Suffolk Association of Local Councils SALC news e-bulletin 15 August 2022

Rural Services Network The Rural Bulletin - 16 August 2022

National Association of Local Councils NALC EVENTS

National Association of Local Councils NALC NEWSLETTER

Suffolk Association of Local Councils SALC news e-bulletin 22 August 2022

Ruth Leach -Further information on proposed application for designated bathing water status

Ruth Leach -Submission for Designated Bathing Water Status Woodbridge/Waldringfield

Suffolk Association of Local Councils SALC area forums - September 2022

Community Action Suffolk Network CAS News | Suffolk Action Week, energy audits and solar panels

Suffolk Association of Local Councils NEWS BULLETIN - 24 August 2022

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

Waldringfield Parish Council

National Association of Local Councils NALC NEWSLETTER

Charlie Lovett -Brightwell Lakes - coming soon sign

Suffolk Association of Local Councils - FW: INVITATION to Cycling UK Networking **Suffolk**

Association of Local Councils - Lunch in Lowestoft 01 September. Learn about the funding you can apply for.

Suffolk Association of Local Councils Ease the squeeze

Suffolk Association of Local Councils NEWS BULLETIN - 1 September 2022

National Association of Local Councils CHIEF EXECUTIVE'S BULLETIN

Sizewell C Project Team - Government confirms support for Sizewell C

Simon Amstutz - News from the AONBs

Rural Services Network The Rural Bulletin - 31 August 2022

National Association of Local Councils NALC NEWSLETTER

Rural Services Network RSN Rural Funding Digest - September 2022 Edition

National Association of Local Councils NALC EVENTS

Suffolk Association of Local Councils NEWS BULLETIN - 5th September 2022

Suffolk Association of Local Councils - TRAINING BULLETIN - 7th September 2022

Rupert Meadows <rupert.meadows@powerforpeople.org.uk> Your campaign questions, answered.

Suffolk Association of Local Councils Her Majesty The Queen Elizabeth III - guidance and information for parishes - Operation London Bridge