



Waldringfield Parish Council

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

Minutes of the Parish Council Meeting held on Tuesday 16 May 2023

In attendance: Cllrs Kay, Gold, Elliot, Quick, Shore and Reid, ESC Cllr Ninnmey and SCC Cllr Mulcahy

Members of the public : 1

Minutes: Jennifer Shone-Tribley – Clerk

Meeting opened: 19:32pm

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1. To **RECEIVE** apologies for absence – Received from Cllr Couchman
Cllrs Gold, Shore and Quick signed Acceptance of Office.

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

To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE**
non-delegated DPI dispensations requested by a councillor.
None

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 present – with exception of Item 3 speaker.

3. To **RECEIVE** updates from Save the Deben campaign on the bathing water status (Speaker Ruth Leach)

Ruth thanked the Council for their assistance in achieving Bathing Water Status and outlined what happens now status granted. The water is now due for testing. This is not yet on the website, but is expected shortly. Signage should also be forthcoming – including water status – and she advised that in some cases, the signage can recommend no bathing. Ruth advised this signage is updated by the Environment Agency. Cllr Kay noted that the tides are important in terms of testing. Ruth concurred an outgoing tide could be very different than incoming tide.

4. To **RECEIVE** reports from County and District Councillors and Suffolk Police.

SCC Councillor Patti Mulcahy apologised for not providing a written report, but highlighted some SCC news – she advised that one of the largest emergency services response hubs was established in Ipswich; noted that Library services are going to be maintained until the contract terminates in 2024. Also advised a very high percentage of students received their 1-3rd choice for school placements.

Cllr Mulcahy updated on Old Post Office – She advised that Highways enforcement has been pursuing this. When requested of the council if any changes had occurred, Cllr Elliot advises that the cliff road fence has been moved to have the BT pole outside the garden fencing now.

She also updated on the issue of salt spraying and the infringement on the verge causing damage to the vegetation. The Highways agency outlined that their spreaders are controlled and drop salt on the tarmac underneath the spreaders and not a spray as it used to be. It is possible that there wasn't sufficient rain to dissolve it, and therefore cars passing may have been dispersing this onto the verges. However they will look at the volumes of salt spread in Waldringfield and assess whether this was correct.

ESC Councillor Mike Ninnmey introduced himself to Council. He advised that he and his colleague would be dividing responsibilities for the ward, and so both would be attending meetings throughout the year. He further advised that the ESC no longer has a majority

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2007

political party– but coalitions are being discussed and leadership of the council and administration will be formalised shortly.

Cllrs noted crime map data

5. To **APPROVE** the minutes of Parish Council meeting held on **14 March 2023**. Approval of minutes proposed by Cllr Kay; Seconded Cllr Gold – all in favour
6. **MATTERS for REPORT** from minutes of previous meetings and to **REVIEW ACTION POINTS** from the minutes of the Parish Council meeting held on **14 March 2023** - See separate list
Old Post Office – Clerk to forward the complaint ref: Old Post Office to Cllr Mulcahy - **DONE**;
Clerk to report this through the highways reporting tool - **DONE**.
Planning– Clerk to send agreed responses by deadlines indicated - **DONE**;
Policies –Clerk to publish approved policies to web site - **DONE**;
Emergency Plan – Clerk to circulate copy of the emergency plan to review in respect of high wind – **DONE**; **All Cllrs** to provide comments on the draft – to follow - **DONE**, **Cllr Kay** to circulate current guidance on trees falling in the roadway – **in process**.
Warm Room/Village Hall – Cllr Shore to discuss with WVHT whether there is interest in a joint venture to continue the Wednesday afternoon “warm Room” – **in process**
Playing Fields (Inspection Report) – **Cllr Archer** to contact local Tree Surgeon to assess unstable stump - **DONE**; **Clerk and Cllr Archer** to secure quote for recommended work – **not required**; **Cllr Reid** to tape of area until made safe – **not required, made safe**.
Annual Parish Meeting – **Clerk** to set agenda and arrangements for APM as agreed.-**DONE**
Verges – **Clerk** to write to Highways to complain regarding the salt spreading which has damaged a number of verges **Update provided by Cllr Mulcahy**.
Coronation event – Cllr Elliot to send a save the date email on Waldringfielders - **DONE**. Cllr Kay to note date at APM.-**DONE**

7. To **CONSIDER** Planning Applications for **COMMENTS**:
None received

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

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

To **RECEIVE** updates on Brightwell Lakes

Taylor Wimpey (TW) are in discussions with the District Council (ESC) regarding retaining the existing bund which runs along the A12. Original plans to decrease its size. TW want to create a more natural boundary by leaving it as it is and allow tiered planting the other side.

SANGs - revised plans for the SANGS, (open green space including the lake), to be presented shortly. TW believe that they have enhanced the original application including the areas of play-space so the Brightwell Lakes Community Forum are looking forward to reviewing these.

Names have been agreed for 15 roads (in the western section). Names for this section are all associated with the site’s previous links to science, technology and flying. The main spine road will be named Auster. Roads in the central and eastern section will reflect the original nature of the “lost” heathland and the lake. The Wildlife Trust have provided some suggestions for when they seek input for the central and eastern names.

Expected that E1 & W1, will start to be occupied from the summer of 2024. The total of 317 to

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be delivered by 2028.

Planning applications for the next three parcels of land, to the west of the site are expected in 2024. These are for a total of 390 dwellings which would be delivered by 2032.

The whole site completion date has been pushed back to 2044.

No decision yet ref school. Suffolk County Council is the decision-making body on size and scope of school. They are currently in discussions with potential Academies. Plans are for TW to hand over land for school when 350 dwellings occupied and the sports fields when 600 dwellings occupied.

Allotments in the south western section of the site are planned to include raised beds plus communal sheds & possibly greenhouses. The area allocated to allotments on the eastern boundary will include a community orchard.

To **RECEIVE** any other planning information.

East Suffolk Planning alliance – Cllr Elliot discussed the email forwarded to Councillors. SALC formed a group to discuss issues raised by its survey of the planning process some months ago. SALC continues to engage with ESC on that basis. It was recommended that the council continue to work with SALC on the issues with ESC Planning.

8. To **REVIEW** and **UPDATE**, as appropriate, the policies of the Parish Council:

a. WPC Grants Awarding Policy 2023

No amendments were suggested to the draft.

b. WPC Climate & Ecological Emergency Statement – Review 2023

No amendments were proposed to the draft

Cllr Kay proposed acceptance of the policies without amendment; seconded Cllr Elliot – all in favour

9. To **RECEIVE** updates from the Felixstowe Partnership and updates on Ease the Squeeze projects

Cllr Elliot outlined the outcome of the warm rooms initiative. The Pantry appeared to be unsuccessful. It was not being accessed while the warm room was open. With it being open by itself on a Tuesday evening (to have open while not “supervised” by the room)– a maximum 10 items were taken across 15 weeks. Cllrs commended that the effort was made, even if it was not used.

The Warm room provision was more successful. 10-12 was the average attendance - with attendance being 1- 2 hours on average. No-one arrived at 1pm on any of the dates.

The funding received is tied to a provision that is a minimum of 5 hours in length and open for a period of at least 16 weeks, once a week.

To **DISCUSS** continuation of warm room provision

Cllr Elliot, following discussion with volunteers and users found the provision is well received and supported vulnerable members of the community. With suggestions, she is proposing that the provision be continued – for a 2.5 hour period instead of the longer 5 hour time frame, appreciating the funding from ESC may not be available. The costs of providing the room are the rental itself and tea/coffee and occasional cake. It is hoped to offer the provision October to March. Timing of the opening was discussed but not agreed – can be finalised at a later date.

Clerk will approach ESC regarding funding this kind of provision.

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

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Cllr Reid – matting being installed for the slide. Goal posts movement is being re-considered as grass is recovering and alternate location is not necessarily viable due to its proximity to other play equipment.

Roundabout is due for servicing and Clerk was asked to follow up with Playquip regarding access solutions to allow the WPC to service it themselves.

To **DISCUSS** inspection regime for this year
Deferred to next meeting

11. To **CONSIDER** letter of support for the Village Hall improvements
Cllr Kay advised that Village Hall Chair requested a letter of support from the WPC to support the improvements they wish to make. Cllrs discussed the improvements which included Stage lighting, solar panels and lights. Its goal is to make the hall more attractive in the community, which is the grant funding they are pursuing.

Cllr Gold proposed that the WPC support the Village Hall by sending a letter of support -seconded Cllr Reid – all in favour.

Clerk to draft and circulate.

12. To **RECEIVE** updates on Green Infrastructure Workshop
Cllr Kay updated Council on the meeting he attended for the Green Infrastructure Workshops. He outlined the aims of the workshops and there was a presentation from Peter Hobson made at that meeting. He outlined that there is funding received from WPC and other Parishes and fundraising would continue.

30th August would be the date of the workshop, and Cllr Kay will update again following the next meeting.

13. **CLERK AND RFO REPORT**

To **CONSIDER and APPROVE** Community Grant requests – PPC - £775.00

Proposed Cllr Elliot; Seconded Cllr Quick – all in favour

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

Motion to **APPROVE** items of expenditure– Proposed by Cllr Elliott, Seconded by Cllr Reid - all in favour

BACS payments to be approved on line by Cllr Elliot and Cllr Kay

Cllr Gold Reviewed and signed invoices and receipts.

To **APPROVE** agreed increase to Clerk’s salary to £13.12 ph from 15 January 2023.

Motion to **APPROVE** annual salary increase for Clerk as above– Proposed by Cllr Kay, Seconded by Cllr Reid - all in favour

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

Cllr Elliot Reviewed and signed the bank reconciliation

To **APPROVE** Co-option Advert and review Co-Option process.

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Cllrs discussed that as the newsletter was being released on 01 June and applications are due shortly after, that the process be moved back a month – with applications due in July and co-opting in August.

To **NOTE** Clerks Annual Leave dates
Cllrs noted.

- 14.** To **RECEIVE** updates/reports on public rights of way, verges and road safety matters. – see separate list
Footpath cutting was discussed. Ideally a third cut would be better. Clerk to request the June cut be brought forward and will investigate costs of third cut.

Cllr Reid advised that the SID battery has failed and required to get a new one. Online review shows these cost between £45 and £50 plus delivery.

Cllr Kay proposed authorising the Clerk to purchase a new battery (to £60.00)– seconded Cllr Quick – all in favour.

- 15.** To **CONSIDER** any correspondence received before the meeting – see separate list
Cllrs discussed the locations suggested by Norse for the posting of Bathing Water Status signage. 2 locations were agreed. Clerk to advise recommendations from the Council to Norse. .

Letter from Greener Waldringfield regarding the verge at the Old Post Office was discussed.
Clerk to send a response regarding the WPCs actions on the matter of the boundary. Cllr Quick also suggested as this email was a result of actions from the GW meeting, that she could circulate the minutes to Cllrs so they were aware of such items in future. This was agreed.

- 16. PARISH MATTERS** for the next meeting
Appointment of Councillor roles.
Bank Account signatories.
Playing Field Inspections – frequency and role of Cllrs

Meeting closed 9.40 pm

ACTION POINTS

Bathing status signage locations – Clerk to respond to Norse regarding signage locations

Policies – Clerk to add approved policies to website

Warm Room Provision – Clerk to contact ESC regarding funding

Correspondence – Clerk to draft and circulate letter for Village Hall

SID Battery – Clerk to order replacement.

Footpaths – Clerk to enquire as to cost of a third cut; Clerk to request first cut be undertaken in May.

Co-option – Clerk to amend advert to July/August; Clerk to advertise vacancy.

Playing Fields – Clerk to contact PlayQuip regarding the servicing of the Roundabout

Greener Waldringfield email – Clerk to respond to enquiry as discussed

SUPPORTING DOCUMENTS MAY 2023

ITEM 3

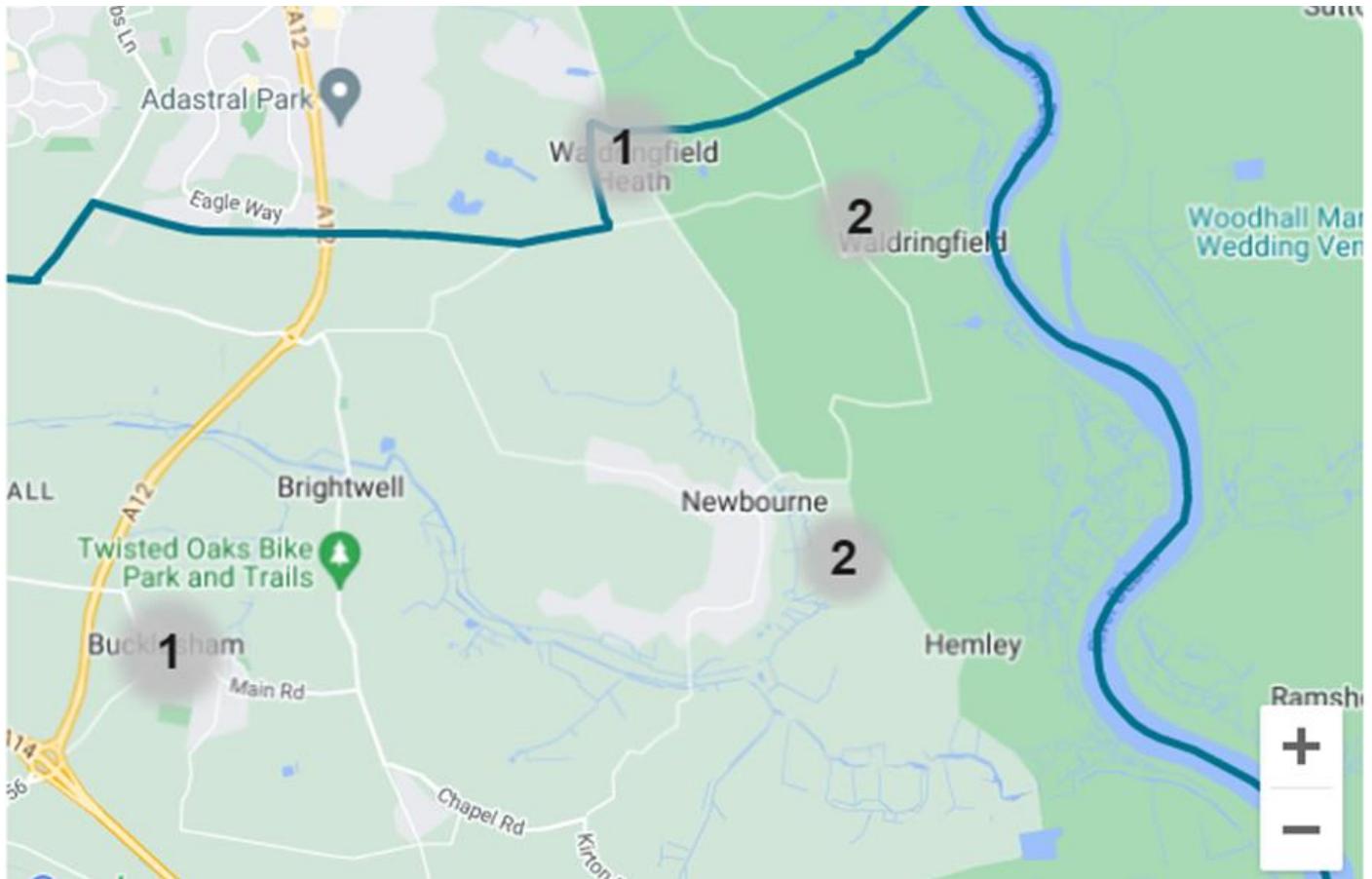
3. To **RECEIVE** reports from SCC Cllr Patti Mulcahy, ESC Cllrs Ninnmy and Reeves and Suffolk Police.

Due to elections – nothing was received since the March reports submitted.

As of writing – the Clerk has not been contacted by our new Cllrs Ninnmey and Reeves.

Suffolk Police and Crime Data

Latest data –February 2023



Waldringfield Heath

1 x other theft

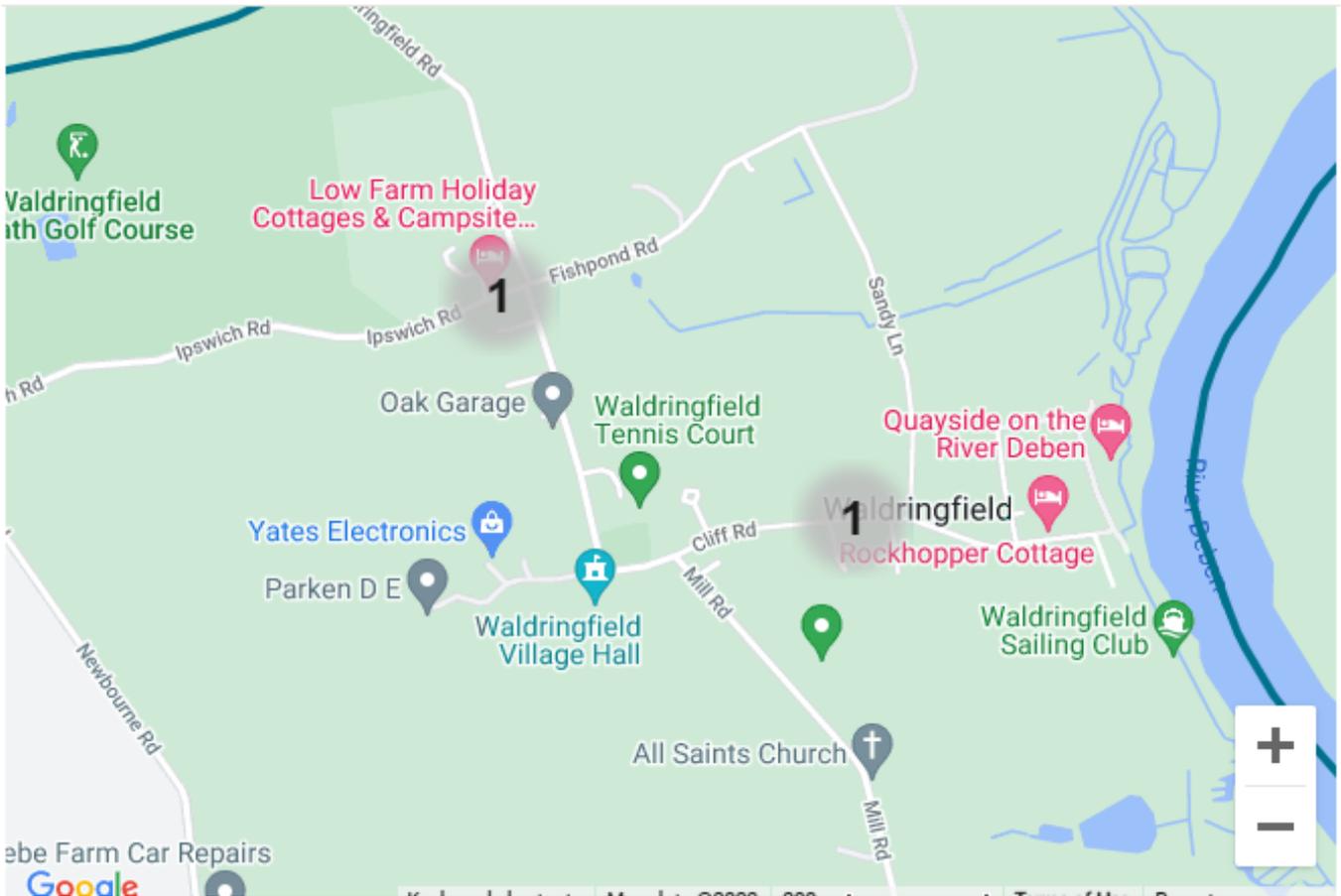
Bucklesham

1 x violence and sexual offences

Newbourne and Hemley

2 x violence and sexual offences

Waldringfield Parish Council



Waldringfield

- 1 x violence and sexual offences (opposite Low Farm)
- 1 x violence and sexual offences (Cliff Road near Sandy Lane)

ITEM 5

5. To **APPROVE** the minutes of the WPC Meeting held on **14 March 2023**
Draft minutes were circulated to Councillors with the Agenda and are available on the website.

ITEM 6

6. **MATTERS for REPORT** from minutes of previous meetings and to **REVIEW ACTION POINTS** from the minutes of the Parish Council Meeting held on **14 March 2023**

- Old Post Office** – Clerk to forward the complaint ref: Old Post Office to Cllr Mulcahy - **DONE**;
Clerk to report this through the highways reporting tool - **DONE**.
- Planning**– Clerk to send agreed responses by deadlines indicated - **DONE**;
- Policies** –Clerk to publish approved policies to web site - **DONE**;
- Emergency Plan** – Clerk to circulate copy of the emergency plan to review in respect of high wind – in process; **All Cllrs** to provide comments on the draft – to follow, **Cllr Kay** to circulate current guidance on trees falling in the roadway.
- Warm Room/Village Hall** – Cllr Shore to discuss with WVHT whether there is interest in a joint venture to continue the Wednesday afternoon “warm Room”
- Playing Fields (Inspection Report)** – **Cllr Archer** to contact local Tree Surgeon to assess unstable stump - **DONE**; **Clerk and Cllr Archer** to secure quote for recommended work – **not required**; **Cllr Reid** to tape of area until made safe – **not required, made safe**.
- Annual Parish Meeting** – **Clerk** to set agenda and arrangements for APM as agreed.-**DONE**
- Verges** – **Clerk** to write to Highways to complain regarding the salt spreading which has damaged a number of verges – in process.

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Coronation event – Cllr Elliot to send a save the date email on Waldringfielders - **DONE**. Cllr Kay to note date at APM.-**DONE**

ITEM 7

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

None

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

Ref. No: DC/23/0072/TPO | Received date: Mon 09 Jan 2023 | Status: **Application Permitted** | Case Type: Planning Application

TPO No. 172 / 2003 1no. Sycamore (T1 on plan, T2 on Order) - Remove two lowest limbs back to the main stem 1no. Oak (T5 on plan, T3 on Order) - Crown reduce by up to 3.5 metres - Waterside The Quay Waldringfield Woodbridge Suffolk IP12 4QN

Ref. No: DC/22/3703/FUL | Received date: Tue 20 Sep 2022 | Status: **Application Permitted** | Case Type: Planning Application

Erection of dwellinghouse with associated highways access & landscaping (relating to extant outline permission DC/19/2695/OUT - permitted 6 September 2019) - Land Rear Of Japonica Cottage Deben Lane Waldringfield Suffolk IP12 4QN

Ref. No: DC/21/2391/FUL | Status: **Application Refused** | Case Type: Planning Application

Change of use of land for siting of 31 no. static units and 12 touring pitches and ancillary facilities - re-submission DC/20/5102/FUL. - Land Off Ipswich Road Brightwell Ipswich Suffolk IP10 0BJ

Ref. No: DC/23/0606/FUL | Received date: Wed 15 Feb 2023 | Status: **Application Permitted** | Case Type: Planning Application

Porch extension and rear infill extensions. - Paddock Barn Cliff Road Waldringfield Woodbridge Suffolk IP12 4QL

Ref. No: DC/23/0428/FUL | Received date: Thu 02 Feb 2023 | Status: **Application Permitted** | Case Type: Planning Application

Front extension and retention of works - The Heronry Cliff Road Waldringfield Woodbridge Suffolk IP12 4QL

Ref. No: DC/23/1471/DRC | Received date: Tue 11 Apr 2023 | Status: **Application Permitted** | Case Type: Planning Application

Discharge of Conditions 6 & 11 of 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

To **RECEIVE** any other planning information

Clerk circulated email from East Suffolk Planning Alliance for consideration

ITEM 8

Waldringfield Parish Council

- 8.** To **REVIEW** and **UPDATE**, as appropriate, the policies of the Parish Council:
- a. WPC Grants Awarding Policy 2023
 - b. WPC Climate & Ecological Emergency Statement – Review 2023

The above noted Policies are due for review. Drafts were circulated to Councillors on 10.05.23.

ITEM 9

The Warm Room provision has concluded.

Not all receipts are received – but the following is a summary of those expenses processed against the provision.

WPC Warm Room Provision			
Costs			
Date	Number	Amount	Details
01/02/2023	85	£28.00	printing
06/02/2023	88	£13.50	Milk (Jan-Feb)
03/03/2023	91	£225.00	Room rental
03/03/2023	92	£27.00	printing
03/03/2023	95	£62.24	pantry items
03/03/2023	96	£3.99	storage boxes
03/03/2023	97	£56.00	printing
02/05/2023	16	£4.70	
		£420.43	
Funding			
12/02/2023	15	£2,455.00	Community Grant
Balance		£2,034.57	

ITEM 10

To **RECEIVE** the monthly playing field inspection report
Report will be circulated to Councillors prior to the meeting.

To **DISCUSS** playing field inspections

Brokers are recommending a weekly inspection. Attached is an extract from their guidance document on playing fields and equipment:

Playgrounds

In respect of all playground equipment and other amusement devises the Insured must

- a) Inspect all playground and amusement devises at least every seven days. Any damage or defect must be rectified as soon as possible. Defective equipment which is a risk to health and safety must be taken out of use immediately and repaired as soon as possible.
- b) Erect suitable signs detailing any information that is necessary for the safe use of the equipment device or facility and clearly stating any restrictions on its use.
- c) Determine where supervision is necessary and ensure that it is provided whenever the play equipment device or facilities are in use.

The Clerk sought clarification from the Broker regarding the applicability/requirement. Below is the response from the broker:

Good Afternoon Jennifer

Waldringfield Parish Council

The inspections of the playground although not specifically mentioned in the policy wording are advisory, please refer to the special events & activities guidelines which mentions playgrounds and the inspections of them. As your insurance broker we advise these are done every week to avoid anything being missed that could result in a claim being made. The inspection can be undertaken by any member of the council and they do not need to be qualified, it is simply a sweep of the area to establish if anything could be hazardous and if the need for maintenance going forward is required.

ITEM 11

At the Annual Parish Meeting, Philip Hall requested of local residents and the PC, letters of support to include with their grant applications for the improvements they are seeking to make to the Village Hall. These include stage lighting, and solar panels and batteries and new, efficient lightbulbs throughout.

ITEM 13

CLERK AND RFO REPORT

To **CONSIDER and APPROVE** Community Grant requests – PCC - £775.00

The PCC's application was circulated 10.05.23 for Councillor's consideration.

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

Financial Items from March and April 2023

Waldringfield Parish Council RECEIPTS LIST

Voucher	Code	Date	Bank	Description	Supplier	VAT Type	Net	Total
16	Repairs/Maintenance	23/03/2023	Unity Trust Bank	Insurance Claim	Parcel2Go.com Ltd	X	380.00	380.00
Total							380.00	380.00

Waldringfield Parish Council PAYMENTS LIST

Voucher	Code	Date	Bank	Description	Supplier	VAT Type	Net	VAT	Total
103	Repairs/Maintenance	22/03/2023	Unity Trust Bank	Play Equipment Repairs	PlayQuip Leisure	S	1,690.00	338.00	2,028.00
Total							1,690.00	338.00	2,028.00

Payment processed 22/03/23 – Cllrs Reid and Kay authorised

Waldringfield Parish Council PAYMENTS LIST

Voucher	Code	Date	Bank	Description	Supplier	VAT Type	Net	VAT	Total
1	Accounting, Website	30/04/2023	Unity Trust Bank	Accounting Software Lic	Scribe 2000 Ltd	S	345.60	69.12	414.72
2	Clerk/Office Expense	13/04/2023	Unity Trust Bank	Office Supplies	Amazon (via Jennifer S	S	2.16	0.43	2.59
3	Village Hall hire	13/04/2023	Unity Trust Bank	Village Hall Hire	Waldringfield Village Ha	Z	195.00		195.00
4	Repairs/Maintenance	13/04/2023	Unity Trust Bank	Play Equipment Repairs	The Garden Range (via	S	16.66	3.34	20.00
5	Accounting, Website	13/04/2023	Unity Trust Bank	Google Storage	Google Commerce (via	S	1.33	0.26	1.59
6	Salaries	13/04/2023	Unity Trust Bank	Salary	Jennifer Shone-Tribley	X	568.75		568.75
Total							1,129.50	73.15	1,202.65

Payment processed 15/04/23 – Cllrs Elliot and Kay authorised

Waldringfield Parish Council

PAYMENTS LIST – Current Month – May 2023

Waldringfield Parish Council

PAYMENTS LIST

Voucher	Code	Date	Bank	Description	Supplier	VAT Type	Net	VAT	Total
7	Accounting, Website	02/05/2023	Unity Trust Bank	Google Storage	Google Commerce (via	S	1.33	0.26	1.59
8	Salaries	02/05/2023	Unity Trust Bank	Salary	Jennifer Shone-Tribley	X	596.96		596.96
9	Salaries	02/05/2023	Unity Trust Bank	Salary - back pay	Jennifer Shone-Tribley	X	98.74		98.74
10	Coronation Events	02/05/2023	Unity Trust Bank	TEN Licence	East Suffolk Council	X	21.00		21.00
11	Coronation Events	02/05/2023	Unity Trust Bank	Printing costs	Waldringfield Primary S	X	4.80		4.80
12	Professional Member:	02/05/2023	Unity Trust Bank	Annual Subscription	Suffolk Association of L	X	247.53		247.53
13	Coronation Events	02/05/2023	Unity Trust Bank	Coronation Cake	Merril, H	X	100.00		100.00
14	Coronation Events	02/05/2023	Unity Trust Bank	Gifts	Coffee Morning	X	16.50		16.50
15	Clerk/Office Expense	02/05/2023	Unity Trust Bank	Mileage	Jennifer Shone-Tribley	X	20.70		20.70
16	Warm Room / Pantry	02/05/2023	Unity Trust Bank	Warm Room/Pantry supj	East of England Co-op	X	4.70		4.70
17	Audit	02/05/2023	Unity Trust Bank	Audit Fee	Heelis and Lodge	Z	220.00		220.00
18	Grass cutting (field)	10/05/2023	Unity Trust Bank	Grass-cutting -field	SCL Landscape Manag	S	120.00	24.00	144.00
Total							1,452.26	24.26	1,476.52

RECEIPTS LIST – Current Month – May 2023

Waldringfield Parish Council

RECEIPTS LIST

Voucher	Code	Date	Bank	Description	Supplier	VAT Type	Net	VAT	Total
1	VAT Refund	12/04/2023	Unity Trust Bank	VAT Refund	HMRC	R		672.78	672.78
2	Precept	28/04/2023	Unity Trust Bank	Precept payment	East Suffolk Council	X	8,161.00		8,161.00
Total							8,161.00	672.78	8,833.78

Waldringfield Parish Council

COST CENTER TO BUDGET

Summary of Receipts and Payments

All Cost Centres and Codes

A - Receipts

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28 Precept	16,322.00	8,161.00	-8,161.00				-8,161.00 (-50%)
31 SCC Footpaths Grant	275.00		-275.00				-275.00 (-100%)
36 Bank Interest	50.00		-50.00				-50.00 (-100%)
37 Grants and Donations							(N/A)
38 Advertising income	35.00		-35.00				-35.00 (-100%)
44 CIL Funds	300.00		-300.00				-300.00 (-100%)
49 VAT Refund							(N/A)
SUB TOTAL	16,982.00	8,161.00	-8,821.00				-8,821.00 (-51%)

B - Administration

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Salaries				6,860.00	1,264.45	5,595.55	5,595.55 (81%)
2 PAYE/NI							(N/A)
3 Clerk/Office Expenses				50.00	22.86	27.14	27.14 (54%)
4 Post and telephone				25.00		25.00	25.00 (100%)
5 Newsletter re 1972 LGA s14:				875.00		875.00	875.00 (100%)
6 Village Hall hire				335.00	195.00	140.00	140.00 (41%)
7 Insurance				415.11		415.11	415.11 (100%)
8 Professional Memberships (L				530.00	247.53	282.47	282.47 (53%)
9 Audit				425.00	220.00	205.00	205.00 (48%)
10 Chairman's Expenses				50.00		50.00	50.00 (100%)
11 Training				960.00		960.00	960.00 (100%)
12 Election Costs				1,000.00		1,000.00	1,000.00 (100%)
40 Accounting, Website & Comp				575.00	348.26	226.74	226.74 (39%)
46 Coronation Events				500.00	142.30	357.70	357.70 (71%)
48 Warm Room / Pantry				2,038.27	4.70	2,033.57	2,033.57 (99%)
SUB TOTAL				14,638.38	2,445.10	12,193.28	12,193.28 (83%)

C - Playing Field/Recreational

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14 Grass cutting (field)				900.00		900.00	900.00 (100%)
16 Repairs/Maintenance				3,500.00	16.66	3,483.34	3,483.34 (99%)
17 Footpath Maintenance				375.00		375.00	375.00 (100%)
SUB TOTAL				4,775.00	16.66	4,758.34	4,758.34 (99%)

D - Grants - s137/72 & s19

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21 Community Grants Fund				1,875.00		1,875.00	1,875.00 (100%)
SUB TOTAL				1,875.00		1,875.00	1,875.00 (100%)

Summary

NET TOTAL	16,982.00	8,161.00	-8,821.00	21,288.38	2,461.76	18,826.62	10,005.62 (26%)
V.A.T.		672.78			73.41		
GROSS TOTAL		8,833.78			2,535.17		

Waldringfield Parish Council

Waldringfield Parish Council			<u>CASH FLOW STATEMENT</u>			
		31.03.23			30.04.23	31.05.23
OPERATING ACCOUNT	APRIL		MAY		JUNE	
Unity Trust	EXPECTED	ACTUAL	EXPECTED	ACTUAL	EXPECTED	ACTUAL
CASH ON HAND (beginning of month)	£13,916.09	£13,916.09	£21,547.22		£20,214.70	
CASH RECEIPTS						
Grants						
ESC Grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
SCC Locality Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Other						
Precept	£8,161.00	£8,161.00	£0.00	£0.00	£0.00	£0.00
CIL	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Advertising	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
ESC Footpath Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
VAT Refund	£672.78	£672.78	£0.00	£0.00	£0.00	£0.00
TOTAL CASH RECEIPTS	£8,833.78	£8,833.78	£0.00	£0.00	£0.00	£0.00
AVAILABLE (before cash out)	£22,749.87	£22,749.87	£21,547.22	£0.00	£20,214.70	£0.00
CASH PAID OUT						
Administration						
Salaries	£568.75	£568.75	£695.70	£0.00	£596.96	£0.00
Newsletter	£0.00	£0.00	£0.00	£0.00	£222.00	£0.00
Insurance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Hall Hire	£195.00	£195.00	£0.00	£0.00	£0.00	£0.00
Training	£0.00	£0.00	£0.00	£0.00	£40.00	£0.00
Post/Telephone	£2.16	£2.16	£0.00	£0.00	£0.00	£0.00
Memberships	£0.00	£0.00	£247.53	£0.00	£0.00	£0.00
Other	£0.00	£0.00	£20.70	£0.00	£0.00	£0.00
Website/Accounting	£346.93	£346.93	£221.33	£0.00	£19.33	£0.00
Playing Fields and maintenance						
Grass Cutting	£0.00	£0.00	£0.00	£0.00	£120.00	£0.00
Repairs and maint'ce	£16.66	£16.66	£0.00	£0.00	£570.00	£0.00
Footpath cutting	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Grants						
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	£775.00	£0.00
Wildlife Group	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Projects expenses						
Other	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Warm Rooms	£0.00	£0.00	£4.70	£0.00	£1,800.00	£0.00
Coronation Expenses	£0.00	£0.00	£142.30	£0.00	£0.00	£0.00
VAT	£73.15	£73.15	£0.26	£0.00	£0.00	£0.00
SUBTOTAL	£1,202.65	£1,202.65	£1,332.52	£0.00	£4,143.29	£0.00
TOTAL CASH PAID OUT	£1,202.65	£1,202.65	£1,332.52	£0.00	£4,143.29	£0.00
CASH POSITION (end of month)	£21,547.22	£21,547.22	£20,214.70	£0.00	£16,071.41	£0.00
SUMMARY of ALL CASH						
Unity	£21,547.22	£21,547.22	£20,214.70	£0.00	£16,071.41	£0.00
IBS	£8,088.27	£8,088.27	£8,088.27	£8,088.27	£8,088.27	£8,088.27
Total cash position	£29,635.49	£29,635.49	£28,302.97	£8,088.27	£24,159.68	£8,088.27

Waldringfield Parish Council

To **APPROVE** Co-option Advert and review Co-Option process.

The proposed advert was circulated to councillors separately with these documents.

The Clerk reminds councillors of the following from the WPC Co-option Policy:

ADVERTISING

Waldringfield Parish Council believes the process of co-option should be open, transparent and inclusive. The Clerk will advertise a vacancy to residents of the village, endeavouring to ensure maximum exposure, for example, adverts may be posted on notice boards, using 'Waldringfielders' (email group), placed in the next edition of the Parish Newsletter, printed on leaflets or posted on the news section of the village website. There shall be a published closing date for applications.

APPLICATIONS

All potential candidates will be directed to contact the Clerk, who will request that they:

**Attend at least one Waldringfield Parish Council meeting as an observer.*

**Submit information about themselves, by way of compiling a short statement. This may include reasons for wishing to be a councillor, previous community/council work, or other skills they can bring to the council. A condition of providing a statement will be that a candidate permits the statement to be shared with the existing councillors.*

**Confirm their eligibility for the position of parish councillor within the statutory rules.*

*At the meeting at which a candidate attends as an observer, an agenda item will be 'To RECEIVE and CONSIDER statements of interest from parties wishing to be co-opted as a new councillor' (or words to that effect). Copies of the candidates' statements will be circulated to all parish councillors by the Clerk in advance of the meeting. **All such documents will be treated by the Clerk and all parish councillors as strictly private and confidential.** At the relevant point on the agenda, interested parties (ie potential candidates) will be invited to speak for a maximum of 5 minutes, to introduce themselves to the parish councillors and provide any further information or highlight points from their statement of interest. The process will be carried out in public.*

AT THE CO-OPTION MEETING

Following attendance at a meeting as an observer, should a candidate wish to pursue their co-option on to the council, at the next regular meeting of the Parish Council an item will appear on the agenda 'To CO-OPT candidate(s) on to Waldringfield Parish Council' (or words to that effect).

The process will be carried out in the public session and there will be no private discussions between members outside of a Parish Council meeting prior to a vote being taken. However, where the Parish Council decides to discuss as a council the merits of candidates and inevitably their personal attributes, this could be prejudicial, and the Parish Council should resolve to exclude the members of the press and public.

Proposed Advert for Newsletter/Noticeboards/Resident email list/Website:



Waldringfield Parish Council

Parish Clerk: Jennifer Shone-Tribley
Low Farm, Ipswich Road, Waldringfield,
Woodbridge, Suffolk IP12 4QU
E: pc.waldringfield@googlemail.com
T: 01473 736475
www.waldringfield.onesuffolk.net/parishcoun

Councillor Vacancy (2)

Waldringfield Parish Council

Following the elections in May 2023, Waldringfield Parish Council has two vacancies for a Councillor, for which all members of the community are welcome to apply. When vacancies arise, Parish Councils may fill the vacancy through the process called of Co-option. We are seeking to fill our two vacancies through this process.

The role of Councillor does not attract any remuneration. Councillors are expected to attend the monthly meetings of Council. The role is varied and enables local people to use their skills and experience to enhance the work undertaken by the Council for the benefit of the community.

The Council wishes to invite interested people to contact the Clerk for an information pack, which details eligibility and application requirements. We also encourage applicants to visit www.beacouncillor.org.uk for more information.

Additional Note: Successful candidates if co-opted, would serve a term of 4 years.

The Council is committed to achieving a balanced composition of Councillors that reflects the Waldringfield community.

Closing date: Monday 06 June 2023

Applications considered at the WPC meeting on: Tuesday 14 June 2023

Co-option meeting: Tuesday 11 July 2023

If you are interested – please contact the Clerk:

Jennifer Shone-Tribley - Clerk

Post: Low Farm, Ipswich Road, Waldringfield, Woodbridge IP12 4QU

e-mail – pc.waldringfield@googlemail.com

phone: 01473 736475

To **NOTE** Clerks Annual Leave dates
19-23 June 2023 Inclusive (10.5 hours AL)

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

Waldringfield Parish Council

04 – 20 October 2023 inclusive (25.4 hour AL) – this impacts minute-taking at the October meeting
25-29 December 2023 inclusive (10.5 hours AL)

Note: Clerk does not work bank holidays or weekends (normally), and tries not to work Fridays.

ITEM 15

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

*Correspondence received from **Shayne Plant** FM Operations Manager - **Waveney Norse | Suffolk Coastal Norse** on 10 May 2023 and circulated to Councillors*

As you are aware; a section of the River Deben at Waldringfield has been given bathing water status.

As part of this the District Council is obligated to install some signage referring to water quality etc.

On this basis I wanted to reach out to the Parish Council for assistance please, as I run the Building and Maintenance Team of the Operations arm of ESC, I have been tasked with installing such signage.

I am very familiar with Waldringfield and was conscious that Waldringfield wasn't like some other outstandingly beautiful areas that have been spoilt by signage overkill, I believe less is more when it comes to signage.

I met with the Environment Agency, ESC Environmental Health Team and ESC Head of Operations at Waldringfield, to review what was needed and some possible sites for signage. The approximate size of the sign would be 600mm x 450mm and would incorporate an A4 Clip frame (the clip frame is for updated water quality information as this can and will change throughout the season).

The first site I identified is the gateway from the Yacht club car park as lots of swimmers and bathers access the River from the public car park and walk down the steps and use the benches at the bottom of the steps to assist with changing and to leave their belongings, so image one shows a dog bin to the R/H side of the gate, my suggestion would be to remove the existing post and install a full length post, re-attach the dog bin and install the water quality sign above the bin.



Waldringfield Parish Council

The second site I identified was on the beach area near the bin compound, again (as image two) removing the dog bin and possibly the adjacent post with the dog sign on and installing a new full length post, re-attaching the dog bin, re-attaching the dog sign (could replace with a new sign at our cost) and attaching the water quality sign above the dog bin and dog sign.



Third site identified (although close to the bin compound) is adjacent the floodgate, there is what appears to be a redundant post to the R/H of the Deben Cruises sign that would ideally suit the water quality sign, not sure who's post this is however.



Your assistance on this and any feedback you can give would be greatly received.

The Clerk requested 2 clarifications: How many signs did he want to install – and what would the sign be.

Waldringfield Parish Council

His response is as follows:

Definitely 2 signs in separate locations please and possibly all three as my previous emailed pics, so we can cover all approaches to the beach area, ideally we want everyone intending to bath to have to pass by one of the signs, however always happy to receive suggestions that might work better.

I have attached a copy of a standard type of sign insert for Southwold. The sign we would want to install would have this information in the clip frame, so it could be changed easily if the water quality level changes. The other wording around the sign would be a heading; River Deben Estuary, Waldringfield, location information such as What3Words and grid reference, confirmation of bathing water status and emergency contact information such as 999 for the Coastguard, once I have received a proof I will email it through to you.

Below is the example sign he provided

Southwold The Pier

A designated bathing water where water quality is monitored from May to September by the Environment Agency

Classifications were not made for the 2020 season due to the impact of the COVID-19 pandemic on the sampling programme

Latest Annual Classification: 2021



Excellent
bathing water quality
★★★★ excellent
★★★ good
★★ sufficient
★ poor
—

Water quality at Southwold The Pier

Occasionally, faeces from birds roosting on piers can affect bathing water quality.

Another potential source of pollution is thought to be occasional phytoplankton blooms. The risks to human health from contact, ingestion or inhalation with marine algae that currently occur in UK coastal waters are considered to be low. However, some individuals may be more sensitive and display some reactions. A common marine algae found in UK coastal waters is Phaeocystis, which is often mistaken for sewage as it forms foam and a brown scum, but it is non-toxic.

For more information

The full details for this bathing water, its catchment, information on all potential pollution sources and how they are managed can be viewed on the Environment Agency website:

<https://environment.data.gov.uk/bwq/profiles>



Correspondence circulated to Councillors

National Association of Local Councils NALC NEWSLETTER 08 March 2023

Mick Richardson -News from East Suffolk: Love East Suffolk this spring

Mick Richardson News from East Suffolk: Climate action blueprint bolsters environmental ambition

Suffolk Association of Local Councils NEWS BULLETIN - 13th March 2023

East of England Local Government Association - EELGA Spring Newsletter 2023

Rural Services Network The Rural Bulletin - 14 March 2023

National Association of Local Councils NALC EVENTS 14.03.23

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

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Margaret Morris - Suffolk Coastal Disability Forum
National Association of Local Councils NALC EVENTS 15.03.23
Society of Local Council Clerks - News Bulletin - 16 March 2023
Sally Longmate Suffolk Association of Local Councils - East Suffolk Local Council Network news - March 2023
National Association of Local Councils NALC NEWSLETTER 22.03.23
Suffolk Association of Local Councils SALC training bulletin 14th March 2023 (21.03.23)
Rural Services Network The Rural Bulletin - 21 March 2023
Suffolk Association of Local Councils NEWS BULLETIN - 20th March 2023
Charlie Lovett - Brightwell Lakes Community Forum Update
Coast & Heaths - Greetings from your Area of Outstanding Natural Beauty 🙌
Suffolk Association of Local Councils SALC e-newsletter latest edition published 22.03.23
National Association of Local Councils CHIEF EXECUTIVE'S BULLETIN 24.03.23
Community Action Suffolk - CAS Newsletter 27/03/2023
Suffolk Association of Local Councils NEWS BULLETIN - 27th March 2023
Rural Services Network The Rural Bulletin - 28 March 2023
National Association of Local Councils NALC EVENTS 28 March 2023
National Association of Local Councils NALC NEWSLETTER 29.03.23
International Institute of Municipal Clerks-IIMC E-Briefing - March 29, 2023
Simon Amstutz News from the AONBs - 30.03.23
Suffolk Association of Local Councils SALC training bulletin 28th March 2023
Society of Local Council Clerks News Bulletin - 31 March 2023
andy@the-porch.org.uk - Draft Coastal Adaptation Supplementary Planning Document
Suffolk Association of Local Councils NEWS BULLETIN - 3rd April 2023
Rural Services Network The Rural Bulletin - 4 April 2023
Suffolk Association of Local Councils SALC training bulletin 4th April 2023
National Association of Local Councils NALC NEWSLETTER 05 April 2023
Rural Services Network RSN Rural Funding Digest - April 2023 Edition
Community Action Suffolk - CAS Newsletter 06/04/2023
Suffolk Association of Local Councils -FW: Planning - Joint Statement from SALC and East Suffolk Council 12 April 2023
Suffolk Association of Local Councils -NEWS BULLETIN - 11th April 2023
Rural Services Network The Rural Bulletin - 12 April 2023
National Association of Local Councils NALC NEWSLETTER 12 April 2023
Citizens Advice East Suffolk - Citizens Advice East Suffolk Quarterly Report – 13 April 2023
National Association of Local Councils CHIEF EXECUTIVE'S BULLETIN 14 April 2023
Waldringfield Wildlife Group - Save Our Swift SOS
National Association of Local Councils NALC EVENTS 18 April 2023
Rural Services Network The Rural Bulletin - 18 April 2023
Suffolk Association of Local Councils NEWS BULLETIN - 17th April 2023
ESPA 2023 :FW: East Suffolk Planning Alliance (ESPA) – Introduction
National Association of Local Councils NALC NEWSLETTER 19.04.23
Community Action Suffolk CAS Newsletter 21/04/2023
CIL - Community Infrastructure Levy - Examiner's Report Received
National Association of Local Councils CHIEF EXECUTIVE'S BULLETIN 21.04.23
Rural Services Network The Rural Bulletin - 25 April 2023
Tom Fairbrother :44,000 of grant funding available across Essex and Suffolk
National Association of Local Councils NALC NEWSLETTER 26.04.23
Simon Amstutz News from the AONBs 02.05.23
EA3 - East Anglia THREE Project Activity Map launched 02.05.23
Suffolk Association of Local Councils NEWS BULLETIN - 1st May 2023
Society of Local Council Clerks News Bulletin - 3 May 2023
National Association of Local Councils NALC NEWSLETTER 03.05.23
Rural Services Network The Rural Bulletin - 3 May 2023
Suffolk Police Suffolk Police Rural & Wildlife Newsletter
Citizens Advice East Suffolk -CAES Quarterly Report
Rural Services Network RSN Rural Funding Digest - May 2023 Edition
Sizewell -Sizewell C Update - May 2023

Waldringfield Parish Council

Suffolk Association of Local Councils Suffolk celebrates the coronation of King Charles III

National Association of Local Councils CHIEF EXECUTIVE'S BULLETIN

Community Action Suffolk CAS Newsletter 04/05/2023

Suffolk Association of Local Councils SALC training bulletin - councillor post election

Suffolk Association of Local Councils NEWS BULLETIN - urgent consultation

Suffolk Association of Local Councils SALC training bulletin 9th May 2023

Rural Services Network The Rural Bulletin - 10 May 2023

Coast & Heaths Greetings from your Area of Outstanding Natural Beauty 10.05.23

Transition Woodbridge -Revised information about Suffolk Wildlife Trust Community Wildlife Courses

Suffolk Association of Local Councils NEWS BULLETIN - 8th May 2023