



# Waldringfield Parish Council

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## Minutes of the Parish Council Meeting held on Tuesday 12 December 2023

**In attendance:** Cllrs Kay, Elliot, Quick, Forsdike, Shore, and Reid  
ESC Councillors Reeves and Ninnmey

**Members of the public :** 0

**Minutes:** Clerk

**Meeting opened:** 19:32pm

2045

1. **a. To RECEIVE** apologies for absence  
Cllr Couchman – (family commitment)  
Cllr Gold (planned holiday)

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

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

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

No members of the public in attendance

3. **To RECEIVE** and **CONSIDER** any statements of interest from parties wishing to be co-opted as a new councillor  
None to consider

4. **To RECEIVE** reports County and District Councillors and Suffolk Police.  
No formal reports were received this month.

Cllrs Reeves offered apologies for the absence of a report. He noted that the Audit and Governance Committee approved the new referral process for planning. This will allow the Parish Council to request of the Ward Councillors that a planning application go to full committee. This is in place only for a 6 month trial period and will then be reviewed.

Cllr Ninnmey advised the ESC 4 year strategic plan has been approved and will run through 2028. The 4 themes are environmental impact, sustainable housing, tackling inequalities and thriving economy.

Cllrs reviewed and noted the most recent police data.

5. **To APPROVE** the minutes of the Parish Council meeting held on **14 November 2023**

Motion to **APPROVE** the Minutes of 14 November 2023 – Proposed: Cllr Kay; Seconded Cllr Forsdike – all in favour of those who were present.

6. **MATTERS for REPORT** from minutes of previous meetings and to **REVIEW ACTION POINTS** from the minutes of previous meetings – See separate list

### ACTION POINTS

# Waldringfield Parish Council

**Planning:** Clerk to respond to applications by stated deadlines – Done; Clerk and Cllr Elliot to write to Planning regarding Brightwell Lakes signage – update to be provided under Item 8d; Clerk to request update on planning complaints – Done 20.11.23 – update provided under Item 8f.

**Budget:** Clerk to add to next agenda for further discussion – see Item 7

**Finance:** Cllrs Kay and Elliot to approve BACS payments – Done

**Policies:** Clerk to correct Grammatical error in Biodiversity Policy – Done; Clerk to ensure adopted policies are posted on the website – Done

**High Gate to Golf Course fronting Woodbridge Rd:** Cllr Kay to write to Landowner – Update: Cllr Kay updated that the landowner (who confirmed his ownership) advised that the gate was installed to provide access for his personal use and admitted being surprised about the size when installed by a third party. Compliance with planning is understood and he will pursue either seeking permission or replace with a complaint height/size.

**Playing Field:** Clerk to contract Playquip to undertake repairs – Done 16.11.23 – update provided under Item 10.

7. To **DISCUSS** second draft of the 2024-25 Budget

Cllrs discussed the importance of a balance budget.

Motion to **APPROVE** setting the budget to Option 2. Proposed Cllr Reid; Seconded Cllr Kay – all in favour.

8. a. To **CONSIDER** Planning Applications for **COMMENTS:**

None to consider

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

None received

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

Clerk advised one received which will be noted at next meeting.

d. To **RECIEVE** update on Brightwell Lakes

Cllrs Reeves, Elliot and Kay attended the forum on 05 December 2023. Cllr Reeves noted it was his first attendance. He noted at the forum that there was a lack of public facilities offered despite the provision of public services – such as green spaces, children’s play area, the SANG and playing fields. Developer stated that these spaces are for residents’ use, and public facilities are not required. It was also noted no parking will be provided at the SANG area.

Cllr Elliot advised the issue of the new signage was raised. TW advised it was temporary – specifically for the show homes that are there now – but it will move once those homes are sold.

Cllr Reid asked about Barracks Square footpath. Cllr Elliot outlined that the WPC objected to the delay as we did not accept their view that negotiation with BT was a valid reason to delay given the amount of time they have had to undertake this work. She opined that it appeared that ESC was going to approve the delay.

School is still yet to be determined. Medical provision also remains undetermined – still unknown if there will be expanding the existing surgeries, this is the likely outcome rather than on-site facilities. Cllr Ninnmey commented that CIL was being engaged to expand surgeries in Felixstowe and could potentially be accessed in this case.

Cllr Elliot updated that affordable housing is in negotiation to be purchased by a housing provider. Parcel W5 is next to be built. RAMS provision will employ a delivery manager and 2 rangers/wardens.

Cllrs asked for views on the role of Concilio – Cllr Elliot’s view is they are efficient and helpful. As a facilitator – they seem to be performing well. While not necessarily pro-active – they are efficiently reactive. Next steps/meeting is a site visit for Feb / March to be arranged.

# Waldringfield Parish Council

**e. To CONSIDER a response regarding ENF/22/0187/COND**

A summary was sent to Cllrs in advance of the meeting, and viewed on screen. Cllr Elliot reviewed Mr. Ridley's response and how it differs from the WPC view and legal advice. Mr Ridley concluded that ESC would not be pursuing enforcement action. Cllr Elliot reviewed options for proceeding from the response received and the possible remedies we could achieve.

After discussion, Cllrs agreed to arrange a meeting with senior ESC planners and the ESC ward councillor(s) to discuss what options outside of the enforcement process could be pursued to have the work undertaken. During this period, WPC would stay a decision on pursuing alternative enforcement process options.

**f. To RECEIVE any other planning information.**

Cllr Elliot provided an update on ENF/23/0040/DEV - The Old Post Office – the Enforcement Officer advises that a letter has now been sent to both the land registry owner and the occupant. A further site visit will occur and if the fence is still in situ, formal enforcement action will be discussed with senior ESC officers. Cllr Elliot noted that the property is now for sale and a listing description stated “benefits from a very high fence”.

Cllr Elliot further updated Council on ENF/23/0292/COND - Chapel Works – This case is still currently under review following a site visit. Clerk to follow up before the next meeting.

**9. a. To RECEIVE updates from Greener Waldringfield**

Cllr Quick reported GW met with Martlesham and Newbourne to discuss projects that could be jointly pursued following the workshop in August. Tree Wardens also attended the meeting which was helpful. This group want to undertake mapping to show connectivity between parishes. She advised there are also plans for a larger meeting with the attendees of the first workshop for later in 2024.

Cllrs Quick and Kay advised GW wants to investigate mapping of the area for green infrastructure including watercourses, vegetation, footpaths etc. Cllr Kay advised that there is a Hedgerow survey – but it is only on paper – so ideally are looking for an on-line mapping tool. Looking to map Martlesham, Newbourne, Hemley, Waldringfield and want to include Brightwell.

GW will begin looking at biodiversity action plan – creating draft plan for 5 parishes and others from the workshop. Cllr Reeves advised that the Trimleys, Levington and Nacton are undertaking the same type of exercise and encouraged GW to speak to them about joining the plan once completed.

**b. To DISCUSS litter walks organisation**

Cllr Reid indicated that GW is in discussion with Martelsham repair hub will adopt the Waldringfield repair hubs.

Cllrs agreed that Cllr Reid and Quick will join the Clerk in developing the appropriate paper work/processes and budget.

Cllr Reeves offered that ESC may be able to assist with equipment and PPE. Clerk to contact them. Also advised to ensure collection via [Operations@eastsoffolk.gov.uk](mailto:Operations@eastsoffolk.gov.uk).

Clerk to arrange meeting in February, with a view to approving at March meeting.

**10. a. To RECEIVE the Monthly playing field inspection report**

Cllrs received the report and accompanying photos from Cllr Forsdike.

He advised the following:

- that Signs have been cleaned and polish added so won't turn green in future.

# Waldringfield Parish Council

- #2 bolt on a bench is sheered – Cllr Forsdike will fix this in April as it requires drilling and replacement
- Discussed replacement of the mound and that area of wooden items. Cllr Forsdike discussed ideas and will put together a proposal for next meeting about community engagement.
- There are 3 areas where there is damage to the fencing – appears to be animal (badger).
- One of the securing bolts in the safety surface of the climbing frame has risen and is slightly higher than the others. This will be monitored.
- Some trees on site are potentially in need of removal. There are also dead limbs that require attention, and a fissure that may cause a branch to fall. Trimming of a verge tree may also be required. The Tree warden will investigate with Cllr Forsdike the issues raised and make recommendations to council.

Cllr Forsdike will undertake cleaning surfaces with a pressure washer in spring.

Clerk advised that Playquip attended the roundabout to undertake repair. They provided a temporary repair and will order a part for installation as a permanent repair. There is no change to charge agreed.

## 11. To RECEIVE updates on the Warm Rooms Provision

Cllr Elliot noted that while a slow start – attendance numbers have increased. The Warm Room hosted 16 last week. Special Christmas edition tomorrow for last offering in 2023. The provision will re-open 10 January 2024.

Cllr Shore asked how uptake was compared to last year – Cllr Elliot advised it is stronger than last year.

Cllr Reid – offered that he attended the Felixstowe Community Partnership meeting – noting the big theme of the meeting was using its resources to combat the cost of living pressures for residents. They noted an increase in homelessness, loneliness and food shortages in the community. The Partnership looking to make a leaflet to provide information about services provided. Suffolk Observatory information provided was interesting and Cllr Reid will circulate this to Cllrs. Noted that rural poverty is even more challenging in terms of providing support.

Cllr Reeves noted a press release regarding the Warm Welcomes noted only 2 available. Suggested the Clerk to contact the East Suffolk Council Press office and note that Warm Welcome is available in Waldringfield.

## 12. **CLERK AND RFO REPORT**

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

Motion to **APPROVE** payments list for December – Proposed: Cllr Elliot; Seconded: Cllr Reid – all in favour

Cllrs Reid and Kay to approve BACs payments

Cllr Reid approved invoices and receipts.

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

Motion to **APPROVE** bank reconciliation and financial reports – Proposed: Cllr Reid; Seconded – Cllr Elliot - all in favour

Cllr Reid reviewed and signed bank reconciliation.

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c. To **APPROVE** 2024 Parish Council meeting, Annual Parish Meeting and Annual Parish Council meeting dates.

Clerk reviewed the meeting dates and these were agreed. Cllrs also agreed that in January 2025 – the meeting should be moved to the third week, if required, due to bank holidays.

Motion to **APPROVE** 2024 meeting dates – proposed Cllr Kay; Seconded Cllr Elliot - all in favour

Clerk to ensure these are posted on the website and noticeboards. Clerk to ensure rooms are appropriately booked.

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

a. To **APPOINT** a working group to review and recommend updates to HR policies

Due to the number of policies that need review, Cllrs agreed a working group would be the most efficient way to approach this. Cllrs Elliot and Kay volunteered for the working group.

Motion to **APPROVE** working group of Cllrs Elliot and Kay to review and report on draft documents – Proposed Cllr Reid, Seconded Cllr Shore – all in favour.

b. To **RECEIVE** updates on the revised/updated Emergency Plan

Cllrs Kay and Quick have been investigating and revising the Emergency plan and putting a draft together. There remain some final investigations to complete – but anticipate a draft will be available at the January meeting.

Cllr Elliot advised that a local resident offered to contribute his time and effort to the issue if needed. Cllrs Kay and Quick to arrange with resident.

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

a. **DISCUSS** 20mph speed limit on School Road

Cllrs discussed the challenges to obtaining a change in limit for this road. Cllrs further agreed that steps should be taken to proactively work towards putting a case to Highways for the change.

Cllr Reid opined that he understood there was a need to have traffic calming measures should there be such a change. It was discussed that other local parishes have installed such measures.

Further actions:

Clerk to contact Easton regarding their recent installation of chicanes; Clerk to contact Bucklesham Clerk regarding their process for change of speed on road in front of school.

Clerk to contact community policing to determine what evidence may be required to make a case for public safety.

Cllr Kay and Reid will look at the data from SID on School Road.

**15. To **CONSIDER** responding to public consultations – see separate list**

a. *Litter and Fido Bin collections – East Suffolk Council (deadline 31 January 2024)*

Clerk noted some concerns in this draft – notably charging for collection of bins not provided by ESC; locations of bins (our bins on the beach are more than 50M from a road); lack of time scale or process for assessing seasonality and no charging schedule provided. Cllrs agreed to review in more detail and a response will be discussed at January's meeting.

b. *Draft Rural Development SPD – East Suffolk Council (deadline 10 January 2024)*

Cllr Elliot advised she attended a briefing on these SPDs. This SPD discusses changes to conditions for rural development and there is a specific comment on rural annexes. Also comments on permitted development rights for buildings in the countryside and defines existing understandings. Cllrs agreed there is no comment on this draft.

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**c. Draft Healthy Environments SPD – East Suffolk Council (deadline 10 January 2024)**

This SPD is mainly about design of developments – cycling and pedestrian pathways – taking into account the disabled. Cllrs agreed that there is no need to comment on this draft.

**16. To RECEIVE update from the SALC Conference**

Cllr Elliot sent a summary prior to the meeting. Cllr Elliot provided an overview and summary of the different sessions, including presentations from Birketts' Head of Planning & Environment; the Suffolk Office for Data & Analytics – SODA and the Suffolk Knowledge & Intelligence Team; Scribe on AI; SALC, Suffolk Highways & the new delivery partner Milestone and an impromptu presentation from Joolz Thompson, Community Climate Action UK.

Cllr Elliot suggested to GW to investigate mapping that may be available through some of the sources listed.

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

Nothing raised to discuss.

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

Emergency plan draft  
Budget and Precept Request  
Litter and dog waste bins consultation

**Meeting Closed 22.02 pm**

## ACTION POINTS

- Planning:** Cllr Elliot and Clerk to arrange meeting with ESC planners and ESC ward councillor(s); Clerk to follow up before the next meeting
- Budget:** Clerk prepare final budget and precept request for approval
- Finance:** Cllrs Reid and Kay to approve BACS payments
- Policies:** Policy Working Group to meet to review HR Suite of policies
- Playing Field:** The Tree warden and Cllr Forsdike to investigate trees issues on playing fields
- Litter Walks:** Clerk and Cllr Reid to meet February to develop budget and documents; Clerk to contact ESC ref: PPE
- Warm Rooms:** Clerk to contact East Suffolk Council Press office regarding Warm Welcome is available in Waldringfield.
- Meeting Dates:** Clerk to ensure these are posted; Clerk to book rooms for meeting dates
- Emergency Plan:** Cllrs Kay and Quick to arrange draft review with resident.
- School Road speed limit:** Clerk to contact Easton Parish Clerk; Clerk to contact Bucklesham Clerk; Clerk to contact community policing; Cllr Kay and Reid will look at the data from SID on School Road.
- Felixstowe Community Partnership:** Cllr Reid to circulate Suffolk Observatory data

# Waldringfield Parish Council

## SUPPORTING DOCUMENTS DECEMBER

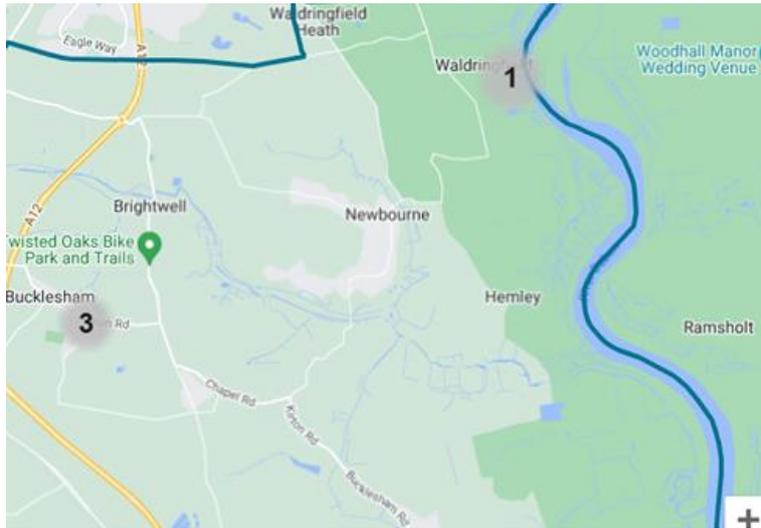
### ITEM 3

3. To **RECEIVE** and **CONSIDER** any statements of interest from parties wishing to be co-opted as a new councillor  
None received at time of publication

### ITEM 4

4. To **RECEIVE** reports from SCC Cllr Patti Mulcahy, ESC Cllrs Ninnmey and Reeves and Suffolk Police. No councillors reports were received in time for publication of these documents, and will be circulated and posted to the website should they be received in advance of the meeting.

Suffolk Police and Crime Data  
Latest data – September 2023



#### **Waldringfield:**

1 x vehicle crime (Maybush Car park)

#### **Bucklesham**

1 x bicycle theft

2 x violence and sexual offences

### ITEM 5

5. To **APPROVE** the minutes of the WPC Meeting held on 14 November 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 November 2023

#### **ACTION POINTS**

**Planning:** Clerk to respond to applications by stated deadlines - Done; Clerk and Cllr Elliot to write to Planning regarding Brightwell Lakes signage – update to be provided under Item 8d; Clerk to request update on planning complaints – Done 20.11.23

**Budget:** Clerk to add to next agenda for further discussion – see Item 7

**Finance:** Cllrs Kay and Elliot to approve BACS payments - Done

**Policies:** Clerk to correct Grammatical error in Biodiversity Policy - Done; Clerk to ensure adopted policies are posted on the website - Done

**High Gate to Golf Course fronting Woodbridge Rd:** Cllr Kay to write to Landowner – in process

**Playing Field:** Clerk to contract Playquip to undertake repairs – Done 16.11.23

# Waldringfield Parish Council

## ITEM 7

### 7. a. To DISCUSS Second Draft of the 2024-25 Budget

WALDRINGFIELD PARISH COUNCIL					
BUDGET FY 2024-25 v1					
	Notes	Budget YE 2024	Variance	Budget YE 2025	Budget YE 2025
				Option 1 (5% increase)	Option 2 - balanced
<b>EXPENDITURE</b>					
<b>Annual General</b>					
<b>1. Administration</b>					
Clerk Salary inc on-costs	A	£6,860.00	-£448.66	£7,675.00	£7,675.00
Clerks expenses including office	B	£50.00	£5.09	£75.00	£75.00
Post and telephone	C	£25.00	£25.00	£25.00	£25.00
Newsletter printing	D	£875.00	£57.00	£920.00	£920.00
Village Hall Hire (Meetings)	E	£335.00	£140.00	£350.00	£350.00
Insurance	F	£415.11	-£7.13	£450.00	£450.00
Coronation event	G	£500.00	£113.20	£0.00	£0.00
Professional memberships	H	£530.00	£72.47	£590.00	£590.00
Audit costs	I	£425.00	-£5.00	£250.00	£250.00
Chairman's expenses	J	£50.00	£50.00	£50.00	£50.00
Training	K	£960.00	£108.00	£450.00	£450.00
Election costs	L	£1,000.00	£921.46	£0.00	£0.00
Accounting / Website etc	M	£575.00	£31.44	£600.00	£600.00
Warm Rooms	N	£2,038.27	£853.73	£1,704.54	£1,704.54
Professional services	O	£0.00	-£500.00	£0.00	£0.00
		<b>£14,638.38</b>	<b>£1,416.60</b>	<b>£13,139.54</b>	<b>£13,139.54</b>
<b>2. Playing Fields</b>					
Grass cutting (field)	P	£900.00	£0.00	£960.00	£960.00
Repairs and maintenance	Q	£3,500.00	£983.49	£2,500.00	£2,500.00
Footpath maintenance	R	£375.00	£0.00	£375.00	£375.00
		<b>£4,775.00</b>	<b>£983.49</b>	<b>£3,835.00</b>	<b>£3,835.00</b>
<b>3. Grants Fund</b>					
General Grants	S	£0.00	£0.00	£250.00	£250.00
Community Grants	S	£1,875.00	£50.00	£1,875.00	£1,875.00
		<b>£1,875.00</b>	<b>£50.00</b>	<b>£2,125.00</b>	<b>£2,125.00</b>
<b>Total Expenditure</b>		<b>£21,288.38</b>	<b>£2,243.10</b>	<b>£19,099.54</b>	<b>£19,099.54</b>
<b>INCOME</b>					
Precept		<b>£16,322.00</b>	£0.00	<b>£17,138.10</b>	<b>£17,404.24</b>
PROW SCC Grant	T	£275.00	£53.80	£328.80	£328.80
Reserved funds (Warm Room)	U	£2,038.27	£0.00	£883.50	£883.50
Reserve funds (election / tax grant)	V	£1,000.00	£0.00	£98.00	£98.00
CIL Funds	W	£300.00	£900.92	£300.00	£300.00
Advertising	X	£35.00	-£11.00	£35.00	£35.00
Interest	Y	£50.00	£0.00	£50.00	£50.00
<b>Total Income</b>		<b>£20,020.27</b>	<b>£943.72</b>	<b>£18,833.40</b>	<b>£19,099.54</b>
<b>Projected budget surplus/deficit</b>				<b>-£266.14</b>	<b>£0.00</b>
<b>RESERVES</b>					
Cash Balance at YE				£22,086.45	£22,086.45
Less projected deficit/plus surplus				-£266.14	£0.00
Less unspent grants (specified)				£0.00	£0.00
Less earmarked reserves				£15,527.60	£15,527.60
<b>Reserves (General) for FYE 23/24</b>		<b>£5,101.86</b>	<b>FYE 24/25</b>	<b>£6,558.85</b>	<b>£6,558.85</b>
As % of Precept		32.82%		38.27%	37.69%
<b>EFFECT ON BAND D EQUIVALENT</b>	Band D equiv 2023	<b>£16,322.00</b>		<b>£17,138.00</b>	<b>£17,404.24</b>
£ per Band Equivalent household	255.28	£63.94		£66.03	£67.05
Increase (percentage)				<b>3.27%</b>	<b>4.87%</b>
Increase (in pounds)				£2.09	£3.12

## ITEM 8

# Waldringfield Parish Council

8. a. To **CONSIDER** Planning Applications for COMMENTS:  
None at time of publication
- b. To **MAKE ARRANGEMENTS** to deal with applications received after publication of this agenda.  
None at the time of publication
- c. To **NOTE** any application decisions received – see separate list  
Ref. No: DC/23/4013/LBC | Received date: Wed 18 Oct 2023 | Status: **Application Permitted** | Case Type: Planning Application
- Listed Building Consent - Removal of modern internal partition wall - The Barn Fishpond Road  
Waldringfield Woodbridge Suffolk IP12 4QX
- d. To **RECIEVE** update on Brightwell Lakes  
Nothing to circulate
- e. To **CONSIDER** a response regarding ENF/22/0187/COND  
Attachment – Planning Enforcement – Local Government and Social Care Ombudsman PDF circulated to Councillors with these documents
- f. To **CONSIDER** any other planning information  
Nothing to circulate

## ITEM 9

9. a. To **RECEIVE** updates from Greener Waldringfield  
Nothing to circulate
- b. To **DISCUSS and AGREE** litter walks organisation

The following is an excerpt from the Clerk’s report to Council in November:

*Further considerations if Council agrees to undertake this initiative:*

- *Production of the required documents*
- *Determination of requirements and costs of purchasing PPE*
- *Maintenance and storage of PPE*
- *Recruitment and training of volunteers*
- *Planning and promotion of the event.*

## ITEM 10

10. To **RECEIVE** the Monthly playing field inspection report  
Report will be circulated to Councillors in advance of the meeting.

## ITEM 11

11. To **RECIEVE** updates on the Warm Rooms Provision  
Nothing to circulate

## ITEM 12

12. **CLERK AND RFO REPORT**

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

# Waldringfield Parish Council

## PAYMENTS LIST

### Waldringfield Parish Council PAYMENTS LIST

Voucher Code	Date	Bank	Description	Supplier	VAT Type	Net	VAT	Total
89	01/12/2023	Unity Trust Bank	Warm Room/Pantry sup	Waldringfield Village Ha	Z	120.00		120.00
90	01/12/2023	Unity Trust Bank	Signage	Suffolk C C	Z	570.00		570.00
91	01/12/2023	Unity Trust Bank	Office Supplies	Amazon (via Jennifer S	S	11.65	2.33	13.98
92	01/12/2023	Unity Trust Bank	Footpath cutting	Impact Landscaping	S	241.50	48.30	289.80
93	01/12/2023	Unity Trust Bank	Warm Room/Pantry sup	Tescos (via Cllr Couchn	X	24.22		24.22
94	01/12/2023	Unity Trust Bank	Google Storage	Google Commerce (via	S	1.33	0.26	1.59
95	01/12/2023	Unity Trust Bank	Banking service charge	Unity Trust Bank	X	18.00		18.00
96	28/12/2023	Unity Trust Bank	Salary	Jennifer Shone-Tribley	X	596.96		596.96
97	01/12/2023	Unity Trust Bank	Grass-cutting -field	SCL Landscape Manag	S	60.00	12.00	72.00
98	01/12/2023	Unity Trust Bank	Newsletter	Spingold Design & Print	Z	175.00		175.00
<b>Total</b>						<b>1,818.66</b>	<b>62.89</b>	<b>1,881.55</b>

## RECEIPTS LIST

### Waldringfield Parish Council RECEIPTS LIST

Voucher Code	Date	Bank	Description	Supplier	VAT Type	Net	VAT	Total
9	10/11/2023	Unity Trust Bank	Annual Subscription	CPRE	X	24.00		24.00
<b>Total</b>						<b>24.00</b>		<b>24.00</b>



# Waldringfield Parish Council

## COST CENTER TO BUDGET

### Summary of Receipts and Payments

#### All Cost Centres and Codes

<b>A - Receipts</b>		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
28	Precept	16,322.00	16,322.00					█	(0%)
31	SCC Footpaths Grant	328.80	328.80					█	(0%)
36	Bank Interest	50.00		-50.00				-	(-100%)
37	Grants and Donations								(N/A)
38	Advertising income	35.00	24.00	-11.00				-	(-31%)
44	CIL Funds	300.00	1,200.92	900.92				█	(300%)
49	VAT Refund								(N/A)
<b>SUB TOTAL</b>		<b>17,035.80</b>	<b>17,875.72</b>	<b>839.92</b>				<b>█</b>	<b>(4%)</b>
<b>B - Administration</b>		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
1	Salaries				6,860.00	5,443.17	1,416.83	█	(20%)
2	PAYE/NI								(N/A)
3	Clerk/Office Expenses				50.00	56.56	-6.56	-	(-13%)
4	Post and telephone				25.00		25.00	-	(100%)
5	Newsletter re 1972 LGA s				875.00	549.00	326.00	-	(37%)
6	Village Hall hire				335.00	195.00	140.00	-	(41%)
7	Insurance				415.11	422.24	-7.13	-	(-1%)
8	Professional Memberships		24.00	24.00	530.00	446.53	83.47	-	(20%)
9	Audit				425.00	430.00	-5.00	-	(-1%)
10	Chairman's Expenses				50.00		50.00	-	(100%)
11	Training				960.00	851.00	109.00	-	(11%)
12	Election Costs				1,000.00	78.54	921.46	-	(92%)
40	Accounting, Website & Co				575.00	461.57	113.43	-	(19%)
46	Coronation Events				500.00	386.80	113.20	-	(22%)
48	Warm Room / Pantry				2,038.27	198.99	1,839.28	-	(90%)
50	Professional Services					500.00	-500.00	-	(N/A)
<b>SUB TOTAL</b>			<b>24.00</b>	<b>24.00</b>	<b>14,638.38</b>	<b>10,019.40</b>	<b>4,618.98</b>	<b>█</b>	<b>(31%)</b>
<b>C - Playing Field/Reci</b>		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
14	Grass cutting (field)				900.00	840.00	60.00	-	(6%)
16	Repairs/Maintenance				3,500.00	1,086.51	2,413.49	-	(68%)
17	Footpath Maintenance				375.00	241.50	133.50	-	(35%)
<b>SUB TOTAL</b>					<b>4,775.00</b>	<b>2,168.01</b>	<b>2,606.99</b>	<b>█</b>	<b>(54%)</b>
<b>D - Grants - s137/72 8</b>		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
21	Community Grants Fund				1,875.00		1,875.00	-	(100%)
22	Church Field					450.00	-450.00	-	(N/A)
23	Village Hall LGA					500.00	-500.00	-	(N/A)
24	All Saints Church					775.00	-775.00	-	(N/A)
25	WildlifeGroup					100.00	-100.00	-	(N/A)
<b>SUB TOTAL</b>					<b>1,875.00</b>	<b>1,825.00</b>	<b>50.00</b>	<b>█</b>	<b>(2%)</b>
<b>Summary</b>									
<b>NET TOTAL</b>		<b>17,035.80</b>	<b>17,899.72</b>	<b>863.92</b>	<b>21,288.38</b>	<b>14,012.41</b>	<b>7,275.97</b>	<b>█</b>	<b>(21%)</b>
<b>V.A.T.</b>			1,154.93			639.16			
<b>GROSS TOTAL</b>			<b>19,054.65</b>			<b>14,651.57</b>			

# Waldringfield Parish Council

## CASH FLOW STATEMENT

Waldringfield Parish Council						
	31.10.23		30.11.23		31.12.23	
OPERATING ACCOUNT Unity Trust	NOVEMBER		DECEMBER		JANUARY	
	EXPECTED	ACTUAL	EXPECTED	ACTUAL	EXPECTED	ACTUAL
<b>CASH ON HAND (beginning of month)</b>	£21,546.87	£21,546.87	£20,200.72		£18,319.17	
<b>CASH RECEIPTS</b>						
<b>Grants</b>						
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
<b>Other</b>						
Precept	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
CIL	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Interest	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Advertising	£0.00	£0.00	£0.00	£0.00	£18.00	£0.00
SCC Footpath Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
VAT Refund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>TOTAL CASH RECEIPTS</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£18.00</b>	<b>£0.00</b>
<b>AVAILABLE (before cash out)</b>	<b>£21,546.87</b>	<b>£21,546.87</b>	<b>£20,200.72</b>	<b>£0.00</b>	<b>£18,337.17</b>	<b>£0.00</b>
<b>CASH PAID OUT</b>						
<b>Administration</b>						
Salaries	£596.96	£596.96	£596.96	£0.00	£596.96	£0.00
Newsletter	£0.00	£0.00	£175.00	£0.00	£0.00	£0.00
Insurance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Hall Hire	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Training	£495.00	£495.00	£0.00	£0.00	£30.00	£0.00
Post/Telephone/exp	£0.00	£0.00	£11.65	£0.00	£0.00	£0.00
Memberships	-£24.00	-£24.00	£0.00	£0.00	£0.00	£0.00
Other	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Website/Accounting	£1.33	£1.33	£19.33	£0.00	£51.32	£0.00
<b>Playing Fields and maintenance</b>						
Grass Cutting	£120.00	£120.00	£60.00	£0.00	£0.00	£0.00
Repairs and maint'ce	£103.00	£103.00	£570.00	£0.00	£0.00	£0.00
Footpath cutting	£0.00	£0.00	£241.50	£0.00	£0.00	£0.00
<b>Grants</b>						
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
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>						
Other	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Warm Rooms	£0.00	£0.00	£144.22	£0.00	£45.00	£0.00
Coronation Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
VAT	£53.86	£53.86	£62.89	£0.00	£0.00	£0.00
<b>SUBTOTAL</b>	<b>£1,346.15</b>	<b>£1,346.15</b>	<b>£1,881.55</b>	<b>£0.00</b>	<b>£723.28</b>	<b>£0.00</b>
<b>TOTAL CASH PAID OUT</b>	<b>£1,346.15</b>	<b>£1,346.15</b>	<b>£1,881.55</b>	<b>£0.00</b>	<b>£723.28</b>	<b>£0.00</b>
<b>CASH POSITION (end of month)</b>	<b>£20,200.72</b>	<b>£20,200.72</b>	<b>£18,319.17</b>	<b>£0.00</b>	<b>£17,613.89</b>	<b>£0.00</b>
<b>SUMMARY of ALL CASH</b>						
Unity	£20,200.72	£20,200.72	£18,319.17	£0.00	£17,613.89	£0.00
IBS	£8,088.27	£8,088.27	£8,088.27	£8,088.27	£8,088.27	£8,088.27
<b>Total cash position</b>	<b>£28,288.99</b>	<b>£28,288.99</b>	<b>£26,407.44</b>	<b>£8,088.27</b>	<b>£25,702.16</b>	<b>£8,088.27</b>

# Waldringfield Parish Council

c. To **APPROVE** 2024 Parish Council meeting, Annual Parish Meeting and Annual Parish Council meeting dates.

09 January 2024 \*

13 February 2024

12 March 2024

**Annual Parish Meeting** Wednesday 17 April 2024 – 7:30pm (Deben Hall)

14 May 2024 – **Annual PC Meeting 6.30pm followed by Regular meeting 7.30pm**

11 June 2024

09 July 2024

13 August 2024

10 September 2024

08 October 2024

12 November 2024

10 December 2024

\*Next year – consider moving January meeting to the 3<sup>rd</sup> week of month due to holidays and bank holidays.

## ITEM 13

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

a. To **APPOINT** a working group to review and recommend updates to HR policies

Nothing to circulate – for discussion

b. To **RECEIVE** updates on the revised/updated Emergency Plan

Nothing to circulate

## ITEM 14

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

Nothing to circulate

a. **DISCUSS** 20mph speed limit on School Road

Nothing to circulate

## ITEM 15

15. To **CONSIDER** responding to public consultations – see separate list

*Litter and Fido Bin collections – East Suffolk Council* (circulated to Cllrs 06.11.23)

*Draft Rural Development SPD – East Suffolk Council* (circulated to Cllrs 17.11.23)

*Draft Healthy Environments SPD – East Suffolk Council* (circulated to Cllrs 17.11.23)

## ITEM 16

16. To **RECEIVE** update from the SALC Conference

Nothing to circulate

## ITEM 17

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

### General Correspondence circulated to Councillors

**Caroline Topping East Suffolk Council** - INVITATION: "Bringing Ideas to Life" The East Suffolk Community Partnership Annual 10.11.23

**Suffolk Association of Local Councils** Neighbourhood Planning event for town and parish councils 10.11.23

**National Association of Local Councils** NALC EVENTS 14.11.23

**National Association of Local Councils** CHIEF EXECUTIVE'S BULLETIN 09.11.23

**Rural Services Network** The Rural Bulletin - 14 November 2023

**Sue Groom, SARS** - Grants to community organisations 14.11.23

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

# Waldringfield Parish Council

**Greenprint Forum:** FREE Energy Champion training; daffodil planting in Wickham Market; and school decarbonisation webinar

**Green Issues:** Hedgehogs, litter action, regenerative farming, CP Annual Forum, fruit tree upskilling, and other Environmental dates of interest coming up

**Society of Local Council Clerks** News Bulletin - 15 November 2023

**Suffolk Association of Local Councils** NEWS BULLETIN - 13th November 2023

**Suffolk Association of Local Councils** SALC training bulletin 14th November 2023

**Community Action Suffolk** CAS Newsletter 16/11/2023

**National Association of Local Councils** CHIEF EXECUTIVE'S BULLETIN 17.11.23

**Rural Services Network** The Rural Bulletin - 21 November 2023

**Tom Fairbrother** - Areas of Outstanding Natural Beauty renamed National Landscapes 22.11.23

**International Institute of Municipal Clerks** - IIMC E-Briefing - November 22, 2023

**National Association of Local Councils** - NALC NEWSLETTER 22.11.23

**National Association of Local Councils** CHIEF EXECUTIVE'S BULLETIN 25.11.23

**Helenm Fairweather** - Headway Suffolk 25.11.23

**Suffolk Association of Local Councils** SALC training bulletin 21st November 2023

**Suffolk Association of Local Councils** NEWS BULLETIN - 20th November 2023

**National Association of Local Councils** NALC EVENTS 24.11.23

**East Suffolk Planning Policy** - Virtual Briefing on Draft Healthy Environments and Draft Rural Development Supplementary Planning Documents 27.11.23

**Rural Services Network** The Rural Bulletin - 28 November 2023

**Simon Amstutz** - News from the National Landscapes 28.11.23

**National Association of Local Councils** NALC EVENTS 28.11.23

**EA3 Windfarm** - East Angle Newsletter Winter 2023

**Wegg, Kevin** - Latest VCSE Funding Opportunities 28.11.23

**National Association of Local Councils** NALC NEWSLETTER 29.11.23

**Society of Local Council Clerks** News Bulletin - 29 November 2023

**National Association of Local Councils** CHIEF EXECUTIVE'S BULLETIN 30.11.23

**St Elizabeth Hospice** - Fundraise for St Elizabeth Hospice this Christmas! 30.11.23

**Community Action Suffolk** CAS Newsletter 30/11/2023

**National Association of Local Councils** NALC EVENTS 05.12.23

**Rural Services Network** The Rural Bulletin - 5 December 2023

**Suffolk Association of Local Councils** NEWS BULLETIN - 4th December 2023

**Suffolk Association of Local Councils** SALC training bulletin 5th December 2023

**Society of Local Council Clerks** Calling all Clerks & Councillors: Exclusive Invitation 05.12.23

**Suffolk Association of Local Councils** SALC Conference 29 November 2023

**National Association of Local Councils** NALC NEWSLETTER 06.12.23

**Rural Services Network** RSN Rural Funding Digest - December 2023 Edition