



# Waldringfield Parish Council

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## Minutes of the Parish Council Meeting held on Tuesday 14 November 2023

**In attendance:** Cllrs Kay, Elliot, Quick, Forsdike.  
ESC Councillors Reeves

**Members of the public :** 0

**Minutes:** Clerk

**Meeting opened:** 19:32pm

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1. To **RECEIVE** apologies for absence  
Cllr Couchman – (family); Cllr Gold – (planned holidays); Cllr Shore – (work commitments); Cllr Reid – (Illness); ESC Cllr Nimnney – (family).

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** reports County and District Councillors and Suffolk Police.  
Cllrs received the ESC Councillors Ward Report – circulated to Cllrs 01.11.23

Cllr Reeves drew attention to and discussed the flood support available to affected residents in East Suffolk, and also informed the Council that ESC had imposed a stop order on a local housing development.

Cllrs reviewed and noted the most recent police data.

4. To **APPROVE** the minutes of the Parish Council meeting held on 10 October 2023

Motion to **APPROVE** the Minutes of 10 October 2023 – proposed: Cllr Elliot ; seconded Cllr Kay – all in favour of those who were present

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

### **ACTION POINTS**

**Agenda of Next Meeting:** 20 mph in School Rd to be added - **Done**

**High Gate to Golf Course fronting Woodbridge Rd:** Cllr Kay to contact Landowner. – **Update to be provided under item 13.b.**

**Insurance for Rubbish Walks and Repair Cafes:** Clerk to enquire cost and terms. – **Report submitted to councillors to be discussed under Item 8.b.**

**Playing Field:** Clerk to contact Playquip regarding roundabout perimeter gap and bolt covers – **Done – Quote to be considered under Item 10.b.**

Cllrs Reid and Gold to start on Fort Area redevelopment consultations – **Update to be provided under Item 9.c.**

**Felixstowe Partnership:** Clerk to ask ESC to send meeting details to both Cllrs Couchman and Reid regularly. **Done – sent to Matt Makin 27.10.23.**

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**Road Safety:** Clerk to contact Highways regarding damaged speed hub outside School (Ref number 426529 – 24.10.23) and loose sand (Ref number FT556475221 – 23.10.230) and damaged verges in Sandy Lane. 3 separate reports made already including potholes reported and works planned – Done

6. To **DISCUSS** first draft of the 2024-25 Budget

Clerk presented the budget and budget notes. Cllrs questions were taken. Cllrs reviewed the Band D equivalent and proposed increases to Precept. Cllrs agreed budget item funding was appropriate and not in need of revision.

Cllrs deferred discussion of two options presented to be discussed in December meeting.

Cllrs thanked the Clerk for her efforts in providing the reports.

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

**a. i) DC/23/3984/VOC |** Variation of Condition 34 of DC/20/1234/VOC (original planning permission DC/17/1435/OUT) - Outline planning application for up to 2000 dwellings, an employment area of c0.6ha (use Class B1), primary local centre (comprising use Classes A1, A2, A3, A4, A5, B1, C3, D1 and D2), secondary centre (comprising possible use Classes A1, A3 and A4), a school, green infrastructure (including Suitable Accessible Natural Greenspace (SANGs), outdoor play areas, sports ground and allotments/community orchards), public footpaths and cycleways, vehicle accesses and associated infrastructure) - Alteration to trigger of delivery from 'prior to occupation of the first dwelling' to 'prior to occupation of the first dwelling on parcel W1'. | Land South And East Of Adastral Park Martlesham Heath Martlesham Suffolk – Planning Officer R. Lambert; **Comments deadline 15 Nov 23**

Cllr Elliot presented the planning group's report. Of note at the outset was on this most recent VOC application – none of the relevant documents were attached to the application and required searching all the past applications to locate relevant documents. Cllrs agreed to note this in any response.

Cllr Elliot identified that the variation is a change to the occupation triggers for the delivery of the cycleway and footway connection via Barrack Square – from first occupation, to first occupation of W1. Cllrs discussed the reasons stated for the delay in the application and agreed they did not find the reasons given were substantive enough to justify such a long delay.

Motion to **OBJECT** to the application – Proposed: Cllr Elliot; Seconded: Cllr Forsdike – all in favour

Cllr Elliot added she visited the new show homes and found they appeared to be well constructed and noted the generous ceiling and window heights added to the impression of the interior space.

Cllr Forsdike added that the new main entrance appears to be on Ipswich Road, and that there is new signage and lighting which was unexpected. Cllrs agreed to write to Planning regarding the signage and whether the large sign required planning application.

**a. ii) DC/23/3837/FUL |** Construction of a new dwelling with detached garage with annex above | The Kilns Deben Lane / Kiln Lane Waldringfield Woodbridge Suffolk – **Planning Officer E. Attwood -Comments deadline 15 Nov 23**

Cllrs Elliot and Kay has visited the proposed site and reviewed this application. The report was presented by Cllr Elliot who noted that a resident had provided comments and requested they be considered.

Observations were that it is in a sheltered position, accessed via long driveways at opposite ends of the site via Deben Lane or The Quay/Kiln Lane, both of which are narrow, unadopted lanes. The planning group opines that the site appears to be of sufficient size to take comfortably the

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proposed dwelling and cart lodge/annex and would not result in over development or overcrowding of the site.

They also observed the site is surrounded by mature trees & shrubs which, if preserved would reduce any potential loss of amenity for neighbours, including overlooking of neighbouring properties as well as a significant loss of habitat for wildlife.

Concerns were raised that there is no indication of which trees/shrubs will be retained and it was recommended that an Arboricultural Impact Assessment should be provided.

It was also noted that no exterior lighting plan has been provided and given the proximity to the river and the Dark Skies policy, it was recommended that a lighting plan be submitted and approved by ESC prior to any external lighting installation.

Cllrs further discussed the flood risk issue around the The Quay/Kiln Lane identified by consultees – Cllrs noted that the Deben Lane access is at a higher elevation and is unlikely to be affected by flood water which, providing this entrance remains accessible, reduces the potential risk of harm in exceptional flood occurrence.

Motion to **SUPPORT** the application, subject to the above noted concerns are addressed – Proposed: Cllr Forsdike ; Seconded Kay – all in favour

**a. iii) DC/23/3753/CLE |** Lawful development certificate for the siting of a mobile home and associated structures for residential occupation | Mobile Home At Clappits Pit Newbourne Road Waldringfield Woodbridge Suffolk IP12 4PA – **Planning Officer - G Heal; comments deadline 15 Nov 2023**

Cllr Elliot presented the planning group's comments. She outlined for Council that this is not a planning matter – but a legal matter – and that WPC are not statutory consultees.

The Planning Group note that the proposed site is outside of the settlement boundary and is in the countryside in a location where a residential dwelling might not otherwise be permitted. It may also be considered in the AONB, which would impact a full application.

The application provides no evidence of the duration of the occupation of a mobile home. It was recommended that evidence of such occupation should be provided.

Motion to respond to the application as discussed – Proposed: Cllr Kay; Seconded Cllr Elliot – all in favour

**a. iv) DC/23/4118/TPO |** T2 of TPO No. 163 / 2003 1no. Lime (T2 on Order and plan) - Consent for repetitive pruning works as described in accompanying schedule and photographs | Gorse Cabin Riverside Waldringfield Suffolk IP12 4QZ – **Planning Officer F. Saunders – Comments Deadline 16 Nov 23**

Tree Warden has submitted her report for consideration. After discussion, Cllrs agreed they concur with the report's assessment, and accepted the report.

Motion to respond to the application as outlined in the accepted report – proposed: Cllr Elliot; Seconded Cllr Kay– all in favour

**a. v) DC/23/4013/LBC |** Listed Building Consent - Removal of modern internal partition wall | The Barn Fishpond Road Waldringfield Woodbridge Suffolk IP12 4QX – **Planning Officer N. Clow – Comments deadline 20 Nov 2023**

Cllr Elliot presented the planning group's comments. As this application proposes solely internal modifications and has no impact externally, the planning group recommends deferring to conservation officer as to the appropriateness of the proposed application.

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Motion to respond as outlined above – Proposed: Cllr Elliot; Seconded: Cllr Quick– all in favour

**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  
Cllrs noted decision received

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

Cllr Kay updated that he sent a communication to the Brightwell Lakes Community Forum organiser about the lack of agreed meetings going forward. He advised he received a response – but no firm commitment to hold a meeting was provided.

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

Cllr Elliot updated councillors that the complaint regarding potential change of use at the old gold course clubhouse has resulted in inspection and enforcement letter.

Cllr Elliot also updated that the Clerk requested an update from Mr. Ridley to their letter regarding Eureka, as it has been 2 months since we sent the letter. At the time Mr Ridley was on annual leave – but has since returned. The Clerk has not received an update.

The Clerk will request updates on the progress of two 2 further planning complaints (Old Post Office – fence height and possible breach of Condition 2 - Chapel Works).as the WPC has received no further update as to determinations in those cases.

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

Cllr Quick reported that there was much feedback received from the workshop attendees and this is being collated. There is funding remaining to help parishes to commence work that came from the workshop planning. Feedback suggests that wildlife corridors, surveying wild spaces, considering threats from droughts and fire were key takeaways from the workshops.

The aim is to take these identified issues and work on solutions. Greener Waldringfield has advised they will work with Martlesham and Hemley to work on next steps. The available funding may also be able to fund a larger community green event.

**b. To RECEIVE UPDATES and AGREE ACTIONS** on litter walks and repair cafes

Clerk submitted a report to Council investigated feasibility of WPC insurance of these events should WPC wish to run them. Litter picks would be covered – Repair cafes would not.

Motion to NOT to pursue the provision of repair cafés – Proposed Cllr Elliot; Seconded Cllr Kay – all in favour

Cllrs agreed to defer further discussion and a decision on the litter walks to next meeting.

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

Cllrs received the report. Minor maintenance items to be addressed by Cllr Forsdike.

**b. To APPROVE** Councillor responsibilities for the Playing Fields

Motion to **APPOINT** Cllr Forsdike to Playing Field responsibility – proposed: Cllr Kay; Seconded Cllr Quick – all in favour

**c. To APPROVE** quote of £140.00 to repair roundabout deck

Motion to **APPROVE** repairs and authorise work as discussed – Proposed: Cllr Kay; Seconded Cllr Elliot– all in favour

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**d. To RECIVE UPDATES on the Fort Area redevelopment consultations**

This agenda item was deferred to next meeting

**10. To RECIEVE updates on the Warm Rooms Provision**

Cllr Elliot updated that Cllr Forsdike is generously donating his time each Wednesday setting out the tables and extended her thanks. There have been a smaller number of about 5-6 a session but this is expected to grow, as was the trend last time to service was offered.

**11. CLERK AND RFO REPORT**

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

Clerk advised of two irregularities in payments. Annual inspection invoice to RoSPA did not go through (due to an authorisation issue). CPRE processed an incorrect amount. This is resolved.

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

Cllrs Kay and Elliot to approve BACs payments

*NOTE – additional payment per above needs to be authorised online – while it was approved at October meeting.*

Cllr Elliot 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 Kay; Seconded – Cllr Quick - all in favour

Cllr Elliot reviewed and signed bank reconciliation.

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

**a. To APPROVE updates to the following policies:**

*WPC Publication Scheme v2023*

*WPC Complaints Policy and Procedure v2023*

*WPC Data Protection and Information Management Policy v2023*

*WPC Website Accessibility Statement v2023*

*WPC Biodiversity Policy v2023*

Cllr Elliot proposed an amendment to correct a grammatical error.

Motion to **ADOPT** the above policies (with grammatical error corrected) – Proposed: Cllr Kay; Seconded: Cllr Quick – all in favour

**b. To CONSIDER the review of the Emergency Plan**

Cllr Elliot circulated an email received from a resident prior to the meeting. She outlined they were raising issues of prevention and preparedness for some of the most recent issues such as drought, fire, and flooding as a result of climate change, in addition to loss of services (eg power) during such incidents.

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Cllrs agreed to review the emergency plan. Cllr Quick will begin the review; Cllr Kay will assist in its revision.

13. To **RECEIVE** updates/reports on public rights of way, verges and road safety matters  
**a. DISCUSS** 20mph speed limit on School Road

This agenda item was deferred to December.

**b. RECEIVE UPDATE** on High Gate to Golf Course fronting Woodbridge Rd

Cllr Kay advised he was unable to locate contact information for the landowner. In delivering the newsletter, it appears there is a letter-box for the landowner. Cllr Kay proposes writing to them regarding the gate.

14. To **CONSIDER** responding to public consultations – see separate list  
**East Suffolk - Polling District & Polling Places Review 2023**

Cllr noted there are no proposed changes to Waldringfield's polling place.

**Consultation of East Suffolk Council's Street Trading Policy**

Cllrs agreed that no response to the above consultations was required.

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

Cllr Elliot mentioned that she would be attending the SALC conference on the 29<sup>th</sup> of Nov where Highways will be in attendance – if Councillors have any questions to pose to Highways, please forward them to her attention.

Clerk reminded Councillors that the deadline for newsletter articles was 15 November 2023.

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

Review and adopt policies in need of review  
Discussion of adopting Litter Walks programme  
20mph speed limit on School Road  
Fort Re-development update  
ESC consultation ref litter bin collection

**Meeting Closed 21.43pm**

## ACTION POINTS

**Planning:** Clerk to respond to applications by stated deadlines; Clerk and Cllr Elliot to write to Planning regarding Brightwell Lakes signage; Clerk to request update on planning complaints.

**Budget:** Clerk to add to next agenda for further discussion

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

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

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

**Playing Field:** Clerk to contract Playquip to undertake repairs

# Waldringfield Parish Council

## SUPPORTING DOCUMENTS NOVEMBER

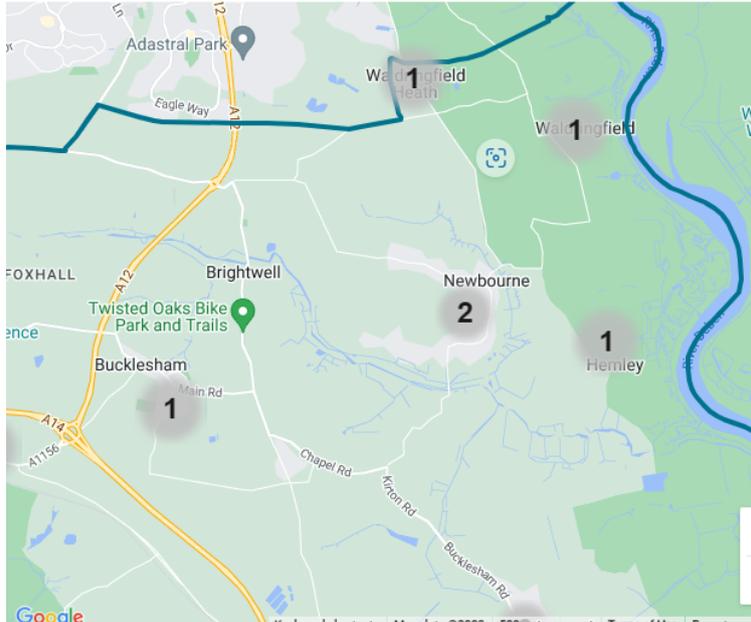
### ITEM 3

**3.** To **RECEIVE** reports from District and County Councillors and Suffolk Police ESC Councillors report was circulated to Councillors on 01 November 2023 and posted to the website

SCC Councillor's report was not received at the time of circulation of these documents, but will be circulated to Councillors and posted on the website when available.

#### **Suffolk Police and Crime Data**

Latest data –August 2023



#### **Waldringfield:**

1 x Violence and sexual offences

1 x Anti-social behaviour

#### **Newbourne:**

2 x shoplifting

#### **Hemley**

1 x Anti-social behaviour

#### **Bucklesham**

1 x Anti-social behaviour

### ITEM 4

**5.** To **APPROVE** the minutes of the WPC Meeting held on **10 October 2023**  
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 Meetings held on **10 October 2023**

#### **ACTION POINTS**

**Agenda of Next Meeting:** 20 mph in School Rd to be added - **Done**

**High Gate to Golf Course fronting Woodbridge Rd:** Cllr Kay to contact Landowner. – **Update to be provided under item 13.b**

**Insurance for Rubbish Walks and Repair Cafes:** Clerk to enquire cost and terms. – **Report submitted to councillors to be discussed under Item 8.b.**

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

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**Playing Field:** Clerk to contact Playquip regarding roundabout perimeter gap and bolt covers – Done – Quote to be considered un **Item 10.b.**

Cllrs Reid and Gold to start on Fort Area redevelopment consultations – Update to be provided under **Item 9.c.**

**Felixstowe Partnership:** Clerk to ask ESC to send meeting details to both Cllrs Couchman and Reid regularly. Done – sent to Matt Makin 27.10.23.

**Road Safety:** Clerk to contact Highways regarding damaged speed hub outside School (Ref number 426529 – 24.10.23) and loose sand (Ref number FT556475221 – 23.10.230) and damaged verges in Sandy Lane. (3 separate reports made already including potholes reported and works planned) – Done

## ITEM 6

6. To **DISCUSS** first draft of the 2024-25 Budget  
Budget Notes were circulated to Councillors with these documents.

# Waldringfield Parish Council

## Budget First Draft

WALDRINGFIELD PARISH COUNCIL					
BUDGET FY 2024-25 v1					
	Notes	Budget YE 2024	Variance	Budget YE 2025 Option 1 (5% increase)	Budget YE 2025 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/defecit</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

### Details of increases proposed

# Waldringfield Parish Council

This year, our Band D equivalent is 259.56.

This is increased from 255.28 last year (where we saw a reduction from the previous year).

Increase data								
Option 1								
	2023-24	2024-25						
Percentage increase in Precept	£16,322.00	£17,138.00	5.00%					
Increase to Band D	£63.94	£66.03	3.27%					
Bands	A	B	C	D	E	F	G	H
	£44.02	£51.36	£58.69	£66.03	£80.70	£95.38	£110.05	£132.06
Option 2								
	2023-24	2024-25						
Percentage increase in Precept	£16,322.00	£17,404.24	6.63%					
Increase to Band D	£63.94	£67.05	4.86%					
Bands	A	B	C	D	E	F	G	H
	£44.70	£52.15	£59.60	£67.05	£81.95	£96.85	£111.75	£134.10

## Proposed Reserves

Reserves 2024-25		
<b>PROPOSED RESERVES 2024-25</b>		
	<b>Option 1</b>	<b>Option 2</b>
predicted balance 31/03/2024	£22,086.45	£22,086.45
Less Defecit/plus surplus	-£266.14	£0.00
	£21,820.31	£22,086.45
<b>LESS EARMARKED (UNCOMMITTED)</b>		
Contingency	£6,000.00	£6,000.00
Asset Repairs/maintenance/refurbishment	£7,000.00	£7,250.00
<b>RINGFENCED</b>		
Tax grant to defer increase in precept	£98.00	£98.00
Warm Room Service offering	£883.50	£883.50
CIL funds	£1,296.10	£1,296.10
<b>Total of EARMARKED and RINGFENCED</b>	£15,277.60	£15,527.60
<b>General Reserve</b>	<b>£6,542.71</b>	<b>£6,558.85</b>
IBS	£8,088.27	£8,088.27
Unity (operating account)	£13,732.04	£13,998.18

## ITEM 7

# Waldringfield Parish Council

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

**a. i) DC/23/3984/VOC |** Variation of Condition 34 of DC/20/1234/VOC (original planning permission DC/17/1435/OUT) - Outline planning application for up to 2000 dwellings, an employment area of c0.6ha (use Class B1), primary local centre (comprising use Classes A1, A2, A3, A4, A5, B1, C3, D1 and D2), secondary centre (comprising possible use Classes A1, A3 and A4), a school, green infrastructure (including Suitable Accessible Natural Greenspace (SANGs), outdoor play areas, sports ground and allotments/community orchards), public footpaths and cycleways, vehicle accesses and associated infrastructure) - Alteration to trigger of delivery from 'prior to occupation of the first dwelling' to 'prior to occupation of the first dwelling on parcel W1'. | Land South And East Of Adastral Park Martlesham Heath Martlesham Suffolk – Planning Officer R. Lambert; **Comments deadline 15 Nov 23**

**a. ii) DC/23/3837/FUL |** Construction of a new dwelling with detached garage with annex above | The Kilns Deben Lane / Kiln Lane Waldringfield Woodbridge Suffolk – **Planning Officer E. Attwood -Comments deadline 15 Nov 23**

**a. iii) DC/23/3753/CLE |** Lawful development certificate for the siting of a mobile home and associated structures for residential occupation | Mobile Home At Clappits Pit Newbourne Road Waldringfield Woodbridge Suffolk IP12 4PA – **Planning Officer- G Heal; comments deadline 15 Nov 2023**

*Note: This is not a statutory consultation.*

**a. iv) DC/23/4118/TPO |** T2 of TPO No. 163 / 2003 1no. Lime (T2 on Order and plan) - Consent for repetitive pruning works as described in accompanying schedule and photographs | Gorse Cabin Riverside Waldringfield Suffolk IP12 4QZ – **Planning Officer F. Saunders – Comments Deadline 16 Nov 23**

**a. v) DC/23/4013/LBC |** Listed Building Consent - Removal of modern internal partition wall | The Barn Fishpond Road Waldringfield Woodbridge Suffolk IP12 4QX – **Planning Officer N. Clow – Comments deadline 20 Nov 2023**

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

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

Ref. No: DC/23/3069/FUL | Received date: Fri 04 Aug 2023 | Status: **Application Permitted** | Case Type: Planning Application

Removal of the existing metal oil storage tank behind garage which has deteriorated with age. Construction of a new Concrete flagstone base, laid upon a compacted crushed concrete sub base. Supply & Installation of a new Kingspan Eco-Safe 2000 Litre Bunded Oil Tank. Installation of a new trenched section of 10mm plastic coated copper feed pipe, within an outer 25mm MDPE Pipe, plus marker warning tape upon backfilling. Due to building regulations the new tank needed to be relocated as the original tank was too close to the garage. - The Barn Fishpond Road Waldringfield Woodbridge Suffolk IP12 4QX

**e. To RECIEVE** update on Brightwell Lakes  
Nothing to circulate at time of publication

**f. To RECEIVE** any other planning information  
Nothing to circulate at time of publication

## ITEM 8

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

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

# Waldringfield Parish Council

Nothing to circulate at the time of publication

**b. To RECEIVE UPDATES and AGREE ACTIONS** on litter walks and repair cafes  
Report to Council regarding these proposed events circulated to Councillors with these documents.

## ITEM 9

9. **a. To RECEIVE** the Monthly playing field inspection report  
Inspection Report will be circulated in advance of the meeting

**b. To APPROVE** Councillor responsibilities for the Playing Fields  
Cllr Reid would like to step back from this responsibility

**c. To APPROVE** quote of £140.00 to repair roundabout deck  
The following was received from Playquip following a request for remedies to the deck of the roundabout identified in the Annual Inspection Report

*... realigning the deck plates will resolve the problem of the finger entrapment, sometimes as children jump on and off it moves the deck plates slightly, we can loosen the bolts and recentralise the decks. We can also supply and fit a replacement bolt cover cap during the visit.*

...

*The cost of the work would be £140.00 + Vat.*

**d. To RECEIVE UPDATES** on the Fort Area redevelopment consultations  
Nothing to circulate at time of publication

## ITEM 10

10. **To RECIEVE** updates on the Warm Rooms Provision  
Nothing to circulate at the time of publication

## ITEM 11

11. **CLERK AND RFO REPORT**  
**a. To CONSIDER and APPROVE** items of expenditure, 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
83	Accounting, Website	01/11/2023	Unity Trust Bank	Google Storage	Google Commerce (via	S	1.33	0.26	1.59
84	Training	01/11/2023	Unity Trust Bank	Training	SALC	S	15.00	3.00	18.00
85	Training	01/11/2023	Unity Trust Bank	Training	SLCC	X	450.00		450.00
86	Salaries	28/11/2023	Unity Trust Bank	Salary	Jennifer Shone-Tribley	X	596.96		596.96
87	Grass cutting (field)	01/11/2023	Unity Trust Bank	Grass-cutting	SCL Landscape Manage	S	120.00	24.00	144.00
88	Training	01/11/2023	Unity Trust Bank	Training	SALC	S	30.00	6.00	36.00
<b>Total</b>							<b>1,213.29</b>	<b>33.26</b>	<b>1,246.55</b>

### RECEIPTS LIST

# Waldringfield Parish Council

## Waldringfield Parish Council

### RECEIPTS LIST

Voucher	Code	Date	Bank	Description	Supplier	VAT Type	Net	VAT	Total
6	SCC Footpaths Grant	03/10/2023	Unity Trust Bank	PROW Footpath Cutting	Suffolk C C	X	328.80		328.80
7	CIL Funds	27/10/2023	Unity Trust Bank	CIL Funds	East Suffolk Council	X	1,200.92		1,200.92
8	VAT Refund	31/10/2023	Unity Trust Bank	VAT Refund	HMRC	R		351.78	351.78
<b>Total</b>							<b>1,529.72</b>	<b>351.78</b>	<b>1,881.50</b>

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

#### Bank Reconciliation

RFO Notes:

One of the payments was not correctly authorised so did not get processed. This was not noted until end of month. This will go through the bank in November, but was approved as a payment in October. This appears as an unresented payment on the reconciliation. Clerk has contacted the supplier. Authorising councillors will need to approve this payment.

### PAYMENTS LIST

Voucher	Code	Date	Bank	Description	Supplier	VAT Type	Net	VAT	Total
75	Repairs/Maintenance	01/10/2023	Unity Trust Bank	Playing Field Inspection	Playsafety Ltd	S	103.00	20.60	123.60
<b>Total</b>							<b>103.00</b>	<b>20.60</b>	<b>123.60</b>

The second, was that CPRE did **not** process our request for our contributions to remain the same. A direct debit for £60.00 (what they were suggesting in their letter) went through on 27 October 2023. The Clerk has spoken to them and they are processing a refund very early in November, but it will not remedy the bank reconciliation for this month. I have had to amend the payment in order to undertake the bank reconciliation.

### PAYMENTS LIST

Voucher	Code	Date	Bank	Description	Supplie	VAT Type	Net	Total
77	Professional Member:	27/10/2023	Unity Trust Bank	Annual Subscription	CPRE	X	60.00	60.00
<b>Tota</b>							<b>60.00</b>	<b>60.00</b>

As such, reports are amended to reflect the £60 debit and an expected £24 refund from CPRE in November.



# 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	16,322.00					(0%)
31 SCC Footpaths Grant	328.80	328.80					(0%)
36 Bank Interest	50.00		-50.00				-50.00 (-100%)
37 Grants and Donations							(N/A)
38 Advertising income	35.00	24.00	-11.00				-11.00 (-31%)
44 CIL Funds	300.00	1,200.92	900.92				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>839.92 (4%)</b>

#### B - Administration

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Salaries				6,860.00	4,846.21	2,013.79	2,013.79 (29%)
2 PAYE/NI							(N/A)
3 Clerk/Office Expenses				50.00	44.91	5.09	5.09 (10%)
4 Post and telephone				25.00		25.00	25.00 (100%)
5 Newsletter re 1972 LGA s14:				875.00	374.00	501.00	501.00 (57%)
6 Village Hall hire				335.00	195.00	140.00	140.00 (41%)
7 Insurance				415.11	422.24	-7.13	-7.13 (-1%)
8 Professional Memberships (L				530.00	446.53	83.47	83.47 (15%)
9 Audit				425.00	430.00	-5.00	-5.00 (-1%)
10 Chairman's Expenses				50.00		50.00	50.00 (100%)
11 Training				960.00	851.00	109.00	109.00 (11%)
12 Election Costs				1,000.00	78.54	921.46	921.46 (92%)
40 Accounting, Website & Comp				575.00	442.24	132.76	132.76 (23%)
46 Coronation Events				500.00	386.80	113.20	113.20 (22%)
48 Warm Room / Pantry				2,038.27	54.77	1,983.50	1,983.50 (97%)
50 Professional Services					500.00	-500.00	-500.00 (N/A)
<b>SUB TOTAL</b>				<b>14,638.38</b>	<b>9,072.24</b>	<b>5,566.14</b>	<b>5,566.14 (38%)</b>

#### C - Playing Field/Recre

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14 Grass cutting (field)				900.00	780.00	120.00	120.00 (13%)
16 Repairs/Maintenance				3,500.00	516.51	2,983.49	2,983.49 (85%)
17 Footpath Maintenance				375.00		375.00	375.00 (100%)
<b>SUB TOTAL</b>				<b>4,775.00</b>	<b>1,296.51</b>	<b>3,478.49</b>	<b>3,478.49 (72%)</b>

#### D - Grants - s137/72 & s

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%)
22 Church Field					450.00	-450.00	-450.00 (N/A)
23 Village Hall LGA					500.00	-500.00	-500.00 (N/A)
24 All Saints Church					775.00	-775.00	-775.00 (N/A)
25 WildlifeGroup					100.00	-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>50.00 (2%)</b>

#### Summary

<b>NET TOTAL</b>	<b>17,035.80</b>	<b>17,875.72</b>	<b>839.92</b>	<b>21,288.38</b>	<b>12,193.75</b>	<b>9,094.63</b>	<b>9,934.55 (25%)</b>
<b>V.A.T.</b>		<b>1,154.93</b>			<b>576.27</b>		
<b>GROSS TOTAL</b>		<b>19,030.65</b>			<b>12,770.02</b>		

# Waldringfield Parish Council

Waldringfield Parish Council			CASH FLOW STATEMENT			
	30.09.23		31.10.23		30.11.23	
OPERATING ACCOUNT Unity Trust	OCTOBER		NOVEMBER		DECEMBER	
	EXPECTED	ACTUAL	EXPECTED	ACTUAL	EXPECTED	ACTUAL
<b>CASH ON HAND (beginning of month)</b>	£21,262.10	£21,262.10	£21,546.87	£21,546.87	£20,176.72	
<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	£1,200.92	£1,200.92	£0.00	£0.00	£0.00	£0.00
Interest	£0.00	£0.00	£0.00	£0.00	£50.00	£0.00
Advertising	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
SCC Footpath Grant	£328.80	£328.80	£0.00	£0.00	£0.00	£0.00
VAT Refund	£351.78	£351.78	£0.00	£0.00	£0.00	£0.00
<b>TOTAL CASH RECEIPTS</b>	<b>£1,881.50</b>	<b>£1,881.50</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£50.00</b>	<b>£0.00</b>
<b>AVAILABLE (before cash out)</b>	<b>£23,143.60</b>	<b>£23,143.60</b>	<b>£21,546.87</b>	<b>£21,546.87</b>	<b>£20,226.72</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	£0.00	£0.00	£0.00	£0.00
Insurance	£422.24	£422.24	£0.00	£0.00	£0.00	£0.00
Hall Hire	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Training	£30.00	£30.00	£495.00	£0.00	£0.00	£0.00
Post/Telephone	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Memberships	£199.00	£199.00	£0.00	£0.00	-£24.00	£0.00
Other	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Website/Accounting	£51.33	£51.33	£1.33	£0.00	£19.33	£0.00
<b>Playing Fields and maintenance</b>						
Grass Cutting	£120.00	£120.00	£120.00	£0.00	£60.00	£0.00
Repairs and maint'ce	£36.94	£36.94	£103.00	£0.00	£570.00	£0.00
Footpath cutting	£0.00	£0.00	£0.00	£0.00	£350.00	£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
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	£100.00	£100.00	£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	£0.00	£0.00	£90.00	£0.00
Coronation Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>VAT</b>	<b>£40.26</b>	<b>£40.26</b>	<b>£53.86</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>SUBTOTAL</b>	<b>£1,596.73</b>	<b>£1,596.73</b>	<b>£1,370.15</b>	<b>£0.00</b>	<b>£1,662.29</b>	<b>£0.00</b>
<b>TOTAL CASH PAID OUT</b>	<b>£1,596.73</b>	<b>£1,596.73</b>	<b>£1,370.15</b>	<b>£0.00</b>	<b>£1,662.29</b>	<b>£0.00</b>
<b>CASH POSITION (end of month)</b>	<b>£21,546.87</b>	<b>£21,546.87</b>	<b>£20,176.72</b>	<b>£21,546.87</b>	<b>£18,564.43</b>	<b>£0.00</b>
<b>SUMMARY of ALL CASH</b>						
Unity	£21,546.87	£21,546.87	£20,176.72	£21,546.87	£18,564.43	£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>£29,635.14</b>	<b>£29,635.14</b>	<b>£28,264.99</b>	<b>£29,635.14</b>	<b>£26,652.70</b>	<b>£8,088.27</b>

## ITEM 12

- 12 a. To **APPROVE** updates to the following policies:

The following Draft policies were circulated to Councillors under separate cover in advance of these documents.

**DRAFT WPC Publication Scheme v2023**

**DRAFT WPC Data Protection and Information Management Policy v2023**

**DRAFT WPC Website Accessibility Statement v2023**

**DRAFT WPC Complaints Policy and Procedure v2023**

**DRAFT WPC Biodiversity Policy v2023**

## ITEM 13

13. To **RECEIVE** updates/reports on public rights of way, verges and road safety matters  
Nothing to circulate at time of publication

a. **DISCUSS** 20mph speed limit on School Road  
Nothing to circulate at time of publication

b. **RECEIVE UPDATE** on High Gate to Golf Course fronting Woodbridge Rd  
Nothing to circulate at time of publication

## ITEM 14

14. To **CONSIDER** responding to public consultations – see separate list  
**East Suffolk - Polling District & Polling Places Review 2023**  
Email circulated to Cllrs on 03.10.23 – Deadline 30 Nov 23

**Consultation of East Suffolk Council's Street Trading Policy**  
Email circulated to Cllrs on 06.11.23 – deadline 01.12.23

## ITEM 15

15. To **CONSIDER** any correspondence received before the meeting – see separate list  
**General Correspondence circulated to Councillors**

**Society of Local Council Clerks** -Biodiversity Guidance 20.10.23

**Suffolk Coasts and Heaths** - Landscapes for All Events Programme - Coast & Heaths 20.10.23

**Rural Services Network** -The Rural Bulletin - 3 October 2023

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

**National Association of Local Councils** NALC NEWSLETTER

**National Association of Local Councils** NALC EVENTS 22.10.23

**Suffolk Association of Local Councils** NEWS BULLETIN - 4 October 2023

**Society of Local Council Clerks** News Bulletin - 5 October 2023

**National Association of Local Councils** CHIEF EXECUTIVE'S BULLETIN 05.10.23

**Community Action Suffolk** CAS Newsletter: Hello from our new Chief Executive | Funding Opportunities | Job Vacancies 23.10.23

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

**Suffolk Association of Local Councils** SALC training bulletin 10th October 2023

**Rural Services Network**- The Rural Bulletin - 10 October 2023

**National Association of Local Councils** NALC NEWSLETTER 10.10.23

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

**National Association of Local Councils** CHIEF EXECUTIVE'S BULLETIN 12.10.23

**Rural Services Network**- The Rural Bulletin - 17 October 2023

**Green Issues** - Current consultations, and a survey, of potential interest

**National Association of Local Councils** NALC NEWSLETTER 18.10.23

**National Association of Local Councils** CHIEF EXECUTIVE'S BULLETIN 19.10.23

# Waldringfield Parish Council

**Community Action Suffolk** CAS Newsletter: Early Years Showcase | Funding Opportunities | News  
**Society of Local Council Clerks** News Bulletin - 19 October 2023  
**Suffolk Association of Local Councils** NEWS BULLETIN - 23 October 2023  
**Suffolk Association of Local Councils** SALC training bulletin 24th October 2023  
**National Association of Local Councils** NALC NEWSLETTER 25 10.23  
**National Association of Local Councils** CHIEF EXECUTIVE'S BULLETIN 26.10.23  
**Rural Services Network** The Rural Bulletin - 24 October 2023  
**Suffolk Association of Local Councils** Storm Babet - communication from Suffolk County Council  
**Suffolk Association of Local Councils** NEWS BULLETIN - 30 October 2023  
**Rural Services Network** The Rural Bulletin - 31 October 2023  
**Suffolk Association of Local Councils** SALC training bulletin 31st October 2023  
**CPRE** - CPRE Cambridgeshire and Peterborough - newsletter  
**East Suffolk Planning Team** Neighbourhood planning event for Town and Parish Councils  
**Suffolk Association of Local Councils** The Local Councillor Magazine from SALC - Autumn 2023  
**Rural Services Network** RSN Rural Funding Digest - November 2023 Edition  
**Society of Local Council Clerks** News Bulletin - 1 November 2023  
**Suffolk Association of Local Councils** Do you have a question or issue to raise with Suffolk Highway? 06.11.23  
**Community Action Suffolk** CAS Newsletter: Funding Opportunities | Vacancies | Networking Events 06.11.23  
**National Association of Local Councils** CHIEF EXECUTIVE'S BULLETIN 02.11.23  
**Operations** <Operations@eastsoffolk.gov.uk> -Litter and Fido Waste Bin policy from East Suffolk Council  
**Suffolk Association of Local Councils** NEWS BULLETIN - 6th November 2023  
**Rural Services Network** The Rural Bulletin - 7 November 2023  
**Suffolk Association of Local Councils** SALC training bulletin 7th November 2023  
**National Association of Local Councils** NALC NEWSLETTER 08.11.23