



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 14 March 2023

In attendance: Cllrs Kay, Archer, Gold, Elliot, Quick, Couchman, Shore and Reid, SCC Cllr Mulcahy

Members of the public : 3

Minutes: Jennifer Shone-Tribley – Clerk

Meeting opened: 19:33pm

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1. To **RECEIVE** apologies for absence – Received from Cllr Mick Richardson.
2. To **RECEIVE** declarations of interest

Cllr Reid declared a pecuniary interest in Item 6 – DC/22/3703/FUL

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

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

Ruth Leach from Save the Deben campaign spoke to Council. She advised that there is a public consultation now running to 24 March for Waldringfield’s application for designated bathing water status. She advised following this, Defra will make a decision awarding the status. She advised Council her public campaign will focus on the failure of Woodbridge to be included. They are challenging the assessment of Woodbridge bathing numbers and should this appeal not be successful, she will re-apply in October of this year for Woodbridge . Suffolk Coastal MP Coffey has indicated support for the Woodbridge application. Cllrs offered their thanks and support for her continuing campaign.

Other members of the public agreed to speak at relevant agenda items.

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

Reports received from SCC Cllr Patti Mulcahy, and ESC Cllrs Richard Kerry and Mick Richardson

Cllr Mulcahy was present and updated Cllrs on the progress of the flooding corner on Woodbridge Road (Martlesham Parish). She then asked if there were any issues Cllrs would like to raise. Cllr Elliot outlined the planning complaint the WPC made to ESC regarding the Old Post Office and that the response from ESC offered minor planning control remedies and that Highways would be responsible for the remaining issues. After outlining the issues identified – Cllr Mulcahy requested WPC forward the letter sent from the WPC to highways planning so she can forward to the appropriate SCC department to investigate, most likely by the Speed and Safety group. She also advised Council to raise this on the Highways reporting tool.

Cllr Mulcahy outlined that reporting through the reporting tool provides a basis for her to investigate and encourages use of this system.

4. To **APPROVE** the minutes of the WPC Meeting held on 14 February 2023.
Cllr Elliot noted a missing action point which was that Cllr Elliot was to investigate the feasibility of a low cost event for the Coronation.

Cllr Elliot also noted in planning application [DC/23/0072/TPO | TPO](#) – that WPC agreed response was unclear – she wished to clarify in the minutes: “After reviewing the report by the WPC Tree Warden the parish council agreed with her recommendation that the crowns of the TPO trees

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should not be reduced. It was therefore decided to **OBJECT** to the crown reduction work proposed. Cllrs accepted this amendment as factual.

Motion to **APPROVE** minutes of meeting 14 February 2023 with amendments above – Proposed by Cllr Elliot, seconded by Cllr Kay – all in favour of those who attended.

5. **MATTERS for REPORT from minutes of previous meetings and to REVIEW ACTION POINTS from the minutes of the Parish Council meeting held on 14 February 2023 - See separate list**

Planning applications – Clerk to send agreed responses by deadlines indicated - **DONE**
Grants: Clerk to process grant award of £100 to GW per grant awarding policy - **DONE**; Clerk to apply for ECB funding from Cllr Kerry and Richardson for the re-laying of tiles by PlayQuip – **Clerk updated this was not possible for completed projects and funds no longer available.**

Meeting dates: Clerk to note new date for May meeting on website and noticeboards - **DONE.**

PROW Cutting: Clerk to make arrangements for PROW Cutting grant and engage contractor - **DONE.**

Bank Account: Clerk to make arrangements to change the address on the Suffolk Building Society savings account **Done and confirmed by SBS.**

Highways - Clerk to forward issue of the Kerb on School Road to SCC Highways **DONE.**

Correspondence – Clerk to respond as outlined in Item 14 to member of the public regarding the Newsletter article query. **DONE .**

Clerk Performance Appraisal: Cllrs Elliot and Kay to make arrangements for in-person appraisal meeting – **Arranged for 16.03.23**

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

DC/22/3703/FUL | 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 – **Planning Officer – Grant Heal; Comments Deadline 17 March 2023**

Cllr Reid left the meeting.

Cllr Elliot presented on behalf of the planning group. She outlined that the WPC's most recent response indicated the arboricultural assessment provided at that time contained inaccuracies. The applicants have submitted a revised arboricultural assessment and this is the reason for this new consultation.

The tree warden visited the property and provided a report to Council which was reviewed. The tree warden indicated there were again inaccuracies.

The Planning group recommended responding while they were disappointed with on-going inaccuracies, if ESC is minded to approve the application, the WPC would not object, subject to a condition being applied to require the applicant to seek written approval from ESC before removing or damaging any of the trees/hedges shown as to be retained &/or as new planting in the plan within the arboricultural assessment.

A member of the public commented that the arboricultural assessment was meticulously reviewed to ensure accuracy and is equally disappointed that there remains confusion. They indicated perhaps the new planting and existing planting are being confused.

A second member of the public also outlined that the patio works were to be undertaken as a no dig process as per the tree protection plan.

Cllr agreed to discuss with the Tree Warden the inaccuracies outlined in her notes.

Motion to respond that subject to the condition outlined above, the WPC does not object to the application – Proposed Cllr Kay; Seconded Cllr Shore- 7 in favour, 1 abstention.

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Cllr Reid returned to the meeting.

Discussion of the existing Oak tree and its amenity value was further discussed. An application for a TPO was discussed as a protection for the high value tree. It was noted that the application seeks to protect the tree.

Motion to apply for a TPO on the existing Oak Tree – Proposed Cllr Elliot, Second Cllr Quick – 7 in favour – 1 abstention.

DC/23/0606/FUL | Porch extension and rear infill extensions. | Paddock Barn Cliff Road Waldringfield Woodbridge Suffolk IP12 4QL – **Planning Officer Rebekah Chishaya; Comments Deadline 15 March 2023**

Cllr Elliot presented on behalf of the planning group. Elevation drawings – existing and proposed were reviewed by all councillors. A cantilever extension of the roof to continue over the front extension is proposed. This is a small extension to the front.

It was reviewed that the second part of the extension is an infill of an existing space with the same roof treatment. The third extension area provides a straight roof (due to windows). There are therefore 3 modest extensions proposed.

Cllrs reviewed the submitted floor plans, which were well received.

The tree warden reviewed the property's TPO trees – T1 and T2 have since died and were removed – T3 and T4 remain on site and are not mentioned in the plan. It is recommended by the Tree Warden that the trees that remain should have protection for the extension works and identify them as TPO trees. The Planning group agreed with this recommendation and recommended supporting the application noting the TPO trees.

Motion to **SUPPORT** the application, but noting the presence of TPO trees – Proposed Cllr Elliot; Seconded Cllr Archer – All in favour

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

To **RECEIVE** updates on Brightwell Lakes
Nothing to report

To **MAKE ARRANGEMENTS** for applications received after publication of this agenda
None received

To **RECEIVE** any other planning information.
Nothing further discussed

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

To **CONSIDER** and **APPROVE** the Annual Risk Assessment and Management Review.

The Clerk advised this was circulated and comments received incorporated. It was reviewed on screen in the meeting with no amendments suggested.

Motion to **APPROVE** the Annual Risk Assessment and Management Review -Proposed -Cllr Kay, Seconded Cllr Reid – all in favour

To **CONSIDER** and **APPROVE** the Annual Review of Internal Financial Controls and the Internal Control Statement.

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Cllr Kay presented his report and advised he attended the review and found all areas to be compliant with outlined procedures. Cllrs reviewed the statement and report on screen. There were no suggested amendments to the document.

Motion to **APPROVE** the Annual Review of Internal Financial Controls and Internal Control Statement – Proposed – Cllr Archer, Seconded - Cllr Quick – all in favour.

To **APPROVE** the Asset Register.

Clerk updated Council that Cllr Couchman and Clerk have been locating (What3Words) the street furniture items not on the playing field and have developed an inspection form that is proposed to be use for a quarterly inspection.

Cllrs reviewed the asset register on screen and agreed this was correct.

Motion to **APPROVE** the Asset Register – Proposed – Cllr Reid, Seconded Cllr Elliot - all in favour

Cllr Elliot raised an issue with the Emergency Plan and requested this is reviewed in light of Highway's response to the tree that fell in the wind on Sandy Lane recently. Highways advised that this was a landowner responsibility in that instance.

Cllr Elliot suggested an update to the Emergency Plan needs to reflect this new clarification, as it does not clearly reflect this at the moment.

It was agreed the Clerk would review and circulate the Emergency Plan to Councillors and request revision suggestions. It will be placed for approval on the next agenda (May)

It was agreed that Cllr Kay would also send an email to residents outlining this clarification.

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

Cllr Couchman reports that the warm rooms are being well attended and are well thought of in the community. Cllr Couchman and Elliot manage the "opening and closing" of pantry on Tuesday evenings. Usage has increased slightly with the evening hours.

Cllrs asked if this is a service we should continue. Discussion of the the volunteers team, costs of the hall hire and the length of opening hours were undertaken. It was agreed that next year this would be a valuable service and forward planning could provide the provision for longer should funding be available. Cllr Shore will explore a joint venture with the VH to see if a regular service could be provided jointly.

To **APPROVE** Risk Assessment and management plan for the Pantry

This was reviewed on screen and no amendments were suggested.

Motion to **APPROVE** the Risk Assessment – Proposed – Cllr Reid; Seconded Cllr Quick – all in favour.

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

Cllr Reid presented the inspection, which was displayed on screen.

He advised the main concern remains the re-erected stump. While it has not moved since the last inspection, a remedy needs to be sought. It was further agreed to erect warning tape around it until a remedy is decided. Cllrs Reid and Archer will undertake this on 15.03.23 with donated materials.

Cllr Archer to contact a local tree surgeon for advice. It is expected that the outcomes are three – making safe in existing position; re-positioning it in a more safe position or complete removal.

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Cllr Archer further advised that installing new mesh on the play equipment would require specialised pegs (the mesh is in stock from the last purchase). The estimate is £20.00 to purchase the pegs.

Motion to authorise the Clerk to spend up to £500.00 to remedy the wooden stump – either made safe or removed and up to £25.00 to purchase the pegs be authorise to Cllr Archer - Proposed Cllr Gold, Seconded Cllr Kay; all in favour

Cllr Archer and Reid further advised now that the ground is pliable, they will investigate the location of the other post holes and to move the goals to remedy the wear on the grass.

10. To **DISCUSS arrangements for the annual Parish meeting**

Cllr Kay reviewed last year's agenda on screen and sought thoughts from Council on the format for this year. Cllrs had no objection to this format and recommended acceptance of this format for this year.

11. **CLERK AND RFO REPORT**

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 Kay, Seconded by Cllr Elliot - all in favour

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

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

Cllr Gold undertook the independent bank reconciliation.

Motion to **APPROVE** the financial reports - Proposed by Cllr Kay, seconded by Cllr Archer- with all in favour.

To **APPROVE** the annual renewal of the accounting package Scribe (£345.60 pay 30 April 2022)

Motion to **APPROVE** the Scribe renewal at £345.60 -Proposed Cllr Reid, Seconded Cllr Kay – all in favour.

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

Clerk advised she reported the issue of the kerb on School Road that was circulated to Cllrs.

Cllr Gold reported that verges appeared to have been sprayed with an herbicide or weed killer. Initial investigation has shown that ESC/Norse has not sprayed and thy advised this is not the correct time of year in any event. Norse, having reviewed photos, advised this is salt damage not chemical spraying. Cllrs asked the Clerk to write to SCC to complain about the salt spreading onto verges which have cause significant damage.

Cllr Reid wanted to make the Council aware that there are difficulties in Village Way as there are additional vehicles now routinely parking in Village Way.

Cllr Elliot reported that her Action Point had not been addressed. She sought to update the Council on the low cost Coronation event proposal for 08 May 2023. She has secured the ice cream van from 2pm and has someone to run games and events (including their own staff). Proposal is to open the event at 1pm (bring your own picnic). It is not proposed any large set up is required – no furniture/music or other entertainment will be provided by the WPC; and re-using the bunting

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from last year's event will provide décor. Cllr Elliot advised that the school is not planning an event and has not yet heard from the Sailing Club. Cllr Couchman advised there is a planned event with the church – but she is unsure of dates.

Cllr Elliot will circulate a "save the date" email on Waldringfielders, and will use the balance of the Coronation funds to fund anything that may be needed. Cllr Kay to note at the APM.

13. To **CONSIDER** responding to public consultations:

Proposed Controlled Pedestrian Crossing On The A12, Martlesham

Councillors reviewed the proposal and agreed to not submit a response.

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

No comments raised on circulated items.

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

Emergency plan.

16. Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, to **RESOLVE** that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during the consideration of Item 17 (legal matters).

Motion proposed Cllr Kay; Seconded Cllr Reid – all in favour.

17. To **RECEIVE** updates on swing chains

Cllr Reid and Clerk reviewed the status of the situation involving the return of the swing chains. Legal advice on next steps was reviewed, and a course of action agreed. It was agreed at this time to continue to pursue the insurance claim, and to proceed as agreed following that outcome if required.

Meeting closed 22:10pm

ACTION POINTS

Old Post Office – Clerk to forward the highways part of the complaint ref: Old Post Office to Cllr Mulcahy; Clerk to report this through the highways reporting tool.

Planning – Clerk to send agreed responses by deadlines indicated;

Policies – Clerk to publish approved policies to web site; **Emergency Plan** –

Clerk to circulate copy of the emergency plan to review in respect of high wind;

All Cllrs to provide comments on the draft, 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; Clerk and Cllr Archer to secure quote for recommended work; Cllr Reid to tape off area until made safe.

Annual Parish Meeting – Clerk to set agenda and arrangements for APM as agreed.

Verges – Clerk to write to Highways to complain regarding the salt spreading which has damaged a number of verges.

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

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SUPPORTING DOCUMENTS MARCH

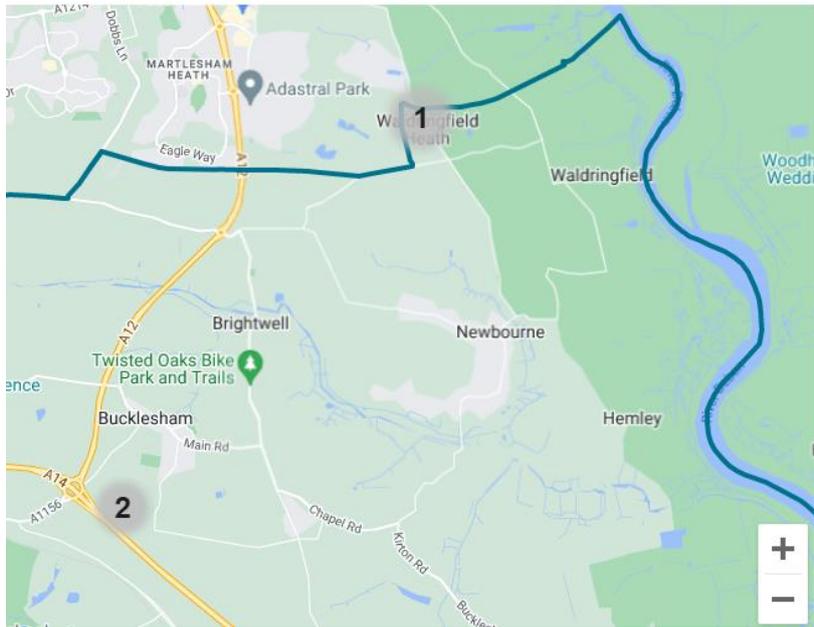
ITEM 3

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

ESC Leader's Bulleting March 2023 was circulated to Councillors on 03/03/23 and is available on the website.

Suffolk Police and Crime Data

Latest data –January 2023



Waldringfield Heath

1 x other theft

Bucklesham (only 1 – other is on other side of A12)

1 x violence and sexual offences

ITEM 4

4. To **APPROVE** the minutes of the WPC Meeting held on **14 February 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 Meeting held on **14 February 2023**

Planning applications – Clerk to send agreed responses by deadlines indicated; **DONE**

Grants: Clerk to process grant award of £100 to GW per grant awarding policy; **DONE** Clerk to apply for ECB funding from Cllr Kerry and Richardson for the re-laying of tiles by PlayQuip. -**Not appropriate for this funding, additionally no further funding available.**

Meeting dates: Clerk to note new date for May meeting on website and noticeboards. **DONE**

PROW Cutting: Clerk to make arrangements for PROW Cutting grant and engage contractor. **DONE**

Bank Account: Clerk to make arrangements to change the address on the Suffolk Building Society savings account. **DONE Submitted forms received by SBS 04.03.23 signed for.**

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Clerk Performance Appraisal: Cllrs Elliot and Kay to make arrangements for in-person appraisal meeting- **in process**.

ITEM 6

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

DC/23/0606/FUL | Porch extension and rear infill extensions. | Paddock Barn Cliff Road Waldringfield Woodbridge Suffolk IP12 4QL – **Planning Officer Rebekah Chishaya; Comments Deadline 15 March 2023**

DC/22/3703/FUL | 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 – **Planning Officer Grant Heal; Comments deadline 17 March 2023**

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/22/4242/VOC | Received date: Wed 26 Oct 2022 | Status: **Application Permitted** | Case Type: Planning Application

Variation of Conditions No. 2 and 8 of DC/22/0223/VOC - Variation of Condition No. 2 of DC/21/4267/FUL (Replacement Dwelling, Cart Lodge And Studio) - Minor changes to window arrangement of dwelling. Minor changes to position of roof lights and length of flue of studio to comply with building regs. and submission of Construction Management Plan required by condition 8 - Elm Cottage Sandy Lane Waldringfield Woodbridge Suffolk IP12 4QY

To **RECEIVE** any other planning information

Updates on ENF/22/0187/COND and ENF/23/0040/DEV were forwarded to Councillors on 08 March 2023.

ITEM 7

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

To **CONSIDER** and **APPROVE** the Annual Risk Assessment and Management Review. DRAFT circulated to Councillors with these documents

To **CONSIDER** and **APPROVE** the Annual Review of Internal Financial Controls and the Internal Control Statement. DRAFT circulated to Councillors with these documents

Waldringfield Parish Council

To **APPROVE** the Asset Register.

Waldringfield Parish Council Fixed Assets Register

Asset Description	Date Acquired	Purchase Value
3 x metal no cycling signs for AONB Noticeboard	August 2020	115.65
Beach signs x 2		78.00
Bike rack		325.00
Defibrillators and cabinets		3,995.00
Fort, slide & sandpit		3,560.00
Gates in play area		2,809.00
Goal posts and sockets		1,860.00
Grit bins x 8		750.00
Laptops x 2		550.00
Log train		1,000.00
Mill Road SID pole		200.00
Noticeboards		750.00
Parallel bars		700.00
Picnic Seat and Bench		1,100.00
Playing Field		1.00
Playing field bollards		87.00
Playing Field Fencing		3,600.00
Projector		350.00
Recycling compound		1,200.00
Safety surfaces		5,152.00
Seat by bus stop (Mill Rd/Clif	October 2020	349.98
Seat on Cliff Road		300.00
Seats on beach x 9		4,122.00
See-saw		1,800.00
Speed indicator device & bits	April 2019	3,125.00
Stepping snake		1,200.00
Swing with cradle seats		2,000.00
Swing with flat seats		2,000.00
Tennis Court		1.00
Tennis court fencing		4,600.00
Tennis court nets and posts		550.00
Village Sign		1,540.00
		49,990.63
 B - Administration		
Jubilee Decor	16/05/2022	102.99
SLOW CHILDREN sign	16/05/2022	113.57
		216.56

Waldringfield Parish Council

C - Playing Field/Recreational

5.0M Space Net	18/05/22	8,435.00
A Frame Nest Swing - EXL seat	18/05/22	3,113.00
Black wet pour Surface around Roundabout	18/05/22	2,835.00
Black wet pour Surface under Nest Swing	18/05/22	2,772.00
Chat Benches x 2	23 February 2022	1.00
Dog Bins x 4	06/03/2023	720.76
Inclusive Roundabout with enclosed seal	18/05/22	7,449.00
Maybush Litter bin replacement	06/03/2023	332.78
No Dog allowed Sign Tennis Court Gate	02/08/2022	26.46
No Dogs Allowed signs x 2	16/12/21	57.00
Photo Post, sign and Bracket	26/07/22	1.00
S I D Brackets	06/06/2022	215.50
Space Net - Bonded Mulch Base	18/05/22	5,475.00
		<hr/>
		31,433.50
Grand Total:		81,640.69

ITEM 8

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

To **APPROVE** Risk Assessment and management plan for the Pantry
Circulated to Councillors with these documents

ITEM 9

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

ITEM 10

To **DISCUSS** arrangements for the annual Parish meeting
Last year's agenda was circulated with these documents for information.

ITEM 11

CLERK AND RFO REPORT

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

Waldringfield Parish Council

PAYMENTS LIST

Waldringfield Parish Council PAYMENTS LIST

Vou.	Code	Date	Bank	Description	Supplier	VAT	Net	VAT	Total
89	Newsletter re 1972 L	03/03/2023	Unity Trust Bank	Newsletter	Spingold Design & Print	Z	175.00		175.00
90	Post and telephone	03/03/2023	Unity Trust Bank	Postage	Royal Mail (via J Shone	E	2.35		2.35
91	Warm Room / Pantry	03/03/2023	Unity Trust Bank	Warm Room Expenses	Waldringfield Village Ha	Z	225.00		225.00
92	Warm Room / Pantry	03/03/2023	Unity Trust Bank	Warm Room Expenses	Waldringfield Primary S	Z	27.00		27.00
93	Repairs/Maintenance	03/03/2023	Unity Trust Bank	Play Equipment Repairs	Sutcliffe Play	S	406.01	81.20	487.21
94	Accounting, Website	03/03/2023	Unity Trust Bank	Google Storage	Google Commerce (via	S	1.33	0.26	1.59
95	Warm Room / Pantry	03/03/2023	Unity Trust Bank	Warm Room Expenses	Councillor	Z	62.24		62.24
96	Warm Room / Pantry	03/03/2023	Unity Trust Bank	Warm Room Expenses	Home Bargains (c/o Cllr	S	4.99	1.00	5.99
97	Warm Room / Pantry	03/03/2023	Unity Trust Bank	Warm Room Expenses	Waldringfield Primary S	X	56.00		56.00
98	Accounting, Website	31/03/2023	Unity Trust Bank	Banking service charge	Unity Trust Bank	X	18.00		18.00
99	Salaries	27/03/2023	Unity Trust Bank	Salary	Jennifer Shone-Tribley	X	568.75		568.75
100	Repairs/Maintenance	06/03/2023	Unity Trust Bank	Litter bin replacement	Suffolk Coastal Norse	S	332.78	66.56	399.34
101	Repairs/Maintenance	06/03/2023	Unity Trust Bank	Litter bin replacement	Suffolk Coastal Norse	S	720.76	144.15	864.91
102	General Grants	06/03/2023	Unity Trust Bank	Grant s137/72 or s19 M	Greener Waldringfield	x	100.00		100.00
Total							2,700.21	293.17	2,993.38

RECEIPTS LIST

Waldringfield Parish Council RECEIPTS LIST

Voucher	Code	Date	Bank	Description	Supplier	VAT Type	Net	VAT	Total
15	Cost of Living Commu	15/02/2023	Unity Trust Bank	Cost of Living Communit	East Suffolk Council	X	2,455.00		2,455.00
Total							2,455.00		2,455.00

To **APPROVE** the annual renewal of the accounting package Scribe (£345.60)
Acknowledged that the costs have increased 20%, but as expected and in budget.

Waldringfield Parish Council

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

Waldringfield Parish Council

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

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

	Bank Reconciliation at 28/02/2023		
	Cash in Hand 01/04/2022		29,522.71
	ADD Receipts 01/04/2022 - 28/02/2023		30,525.12
			60,047.83
	SUBTRACT Payments 01/04/2022 - 28/02/2023		33,402.09
A	Cash in Hand 28/02/2023 (per Cash Book)		26,645.74
	Cash in hand per Bank Statements		
	Petty Cash 31/01/2023	0.00	
	Unity Trust Bank 28/02/2023	18,557.47	
	Suffolk Building Society (for. IBS) 28/02/2023	8,088.27	
			26,645.74
	Less unrepresented payments		
			26,645.74
	Plus unrepresented receipts		
B	Adjusted Bank Balance		26,645.74
	A = B Checks out OK		

Summary of Receipts and Payments

All Cost Centres and Codes

A - Receipts

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28 Precept	15,544.75	15,544.75					(0%)
30 SCC Locality Grant		300.00	300.00				300.00 (N/A)
31 SCC Footpaths Grant	275.00	276.30	1.30				1.30 (0%)
35 ES Enabling Communities Gra							(N/A)
36 Bank Interest	50.00	127.09	77.09				77.09 (154%)
37 Grants and Donations				1,382.00	1,382.00		(0%)
38 Advertising income	45.00	44.40	-0.60				-0.60 (-1%)
39 VAT Refund							(N/A)
44 CIL Funds		1,785.13	1,785.13				1,785.13 (N/A)
45 New Equipment Grants	6,500.00	6,500.00					(0%)
49 Cost of Living Community Gre	2,455.00	2,455.00					(0%)
SUB TOTAL	24,869.75	27,032.67	2,162.92	1,382.00	1,382.00		2,162.92 (8%)

B - Administration

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Salaries				6,100.00	6,825.00	-725.00	-725.00 (-11%)
2 PAYE/NI							(N/A)
3 Stationery/Mileage/Etc.				150.00	45.97	104.03	104.03 (69%)
4 Post and telephone				40.00	6.51	33.49	33.49 (83%)
5 Newsletter re 1972 LGA s14.				649.00	940.00	-291.00	-291.00 (-44%)
6 Village Hall hire				325.00	265.00	60.00	60.00 (18%)
7 Insurance				650.00	415.11	234.89	234.89 (36%)
8 Membership Subs re LGA s1				450.00	471.04	-21.04	-21.04 (-4%)
9 Audit				200.00	395.00	-195.00	-195.00 (-97%)
10 Chairman's Expenses				50.00		50.00	50.00 (100%)
11 Training				300.00	226.00	74.00	74.00 (24%)
12 Election Costs							(N/A)
40 Accounting, Website & Comp				625.00	216.62	408.38	408.38 (65%)
42 Professional Services				200.00		200.00	200.00 (100%)
46 Jubilee Events				1,500.00	1,183.81	316.19	316.19 (21%)
48 Warm Room / Pantry				2,455.00	416.73	2,038.27	2,038.27 (83%)
SUB TOTAL				13,694.00	11,406.79	2,287.21	2,287.21 (16%)

C - Playing Field/Recreatic

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14 Grass cutting (field)				880.00	660.00	220.00	220.00 (25%)
15 Mole catching (field)				150.00		150.00	150.00 (100%)
16 Repairs/Maintenance				3,230.00	1,973.67	1,256.33	1,256.33 (38%)
17 Footpath Maintenance				450.00	241.50	208.50	208.50 (46%)
41 AONB Grant Payments							(N/A)
47 New Equipment Budget				18,305.75	15,039.50	3,266.25	3,266.25 (17%)
SUB TOTAL				23,015.75	17,914.67	5,101.08	5,101.08 (22%)

Waldringfield Parish Council

D - Grants - s137/72 & s19

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21 General Grants				300.00		300.00	300.00 (100%)
22 Church Field				450.00	450.00		(0%)
23 Village Hall LGA				525.00	500.00	25.00	25.00 (4%)
24 All Saints Church				775.00	775.00		(0%)
25 WildlifeGroup				125.00	100.00	25.00	25.00 (20%)
50 General					100.00	-100.00	-100.00 (N/A)
SUB TOTAL				2,175.00	1,925.00	250.00	250.00 (11%)

F - Miscellaneous

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26 Miscellaneous							(N/A)
SUB TOTAL							(N/A)

Summary

NET TOTAL	24,869.75	27,032.67	2,162.92	40,266.75	32,628.46	7,638.29	9,801.21 (15%)
V.A.T.		3,492.45			3,767.01	-274.56	
GROSS TOTAL		30,525.12			36,395.47		

Waldringfield Parish Council

CASH FLOW STATEMENT

Waldringfield Parish Council				
	31.01.23		29.02.23	
OPERATING ACCOUNT Unity Trust	FEBRUARY		MARCH	
	EXPECTED	ACTUAL	EXPECTED	ACTUAL
CASH ON HAND (beginning of month)	£16,754.75	£16,754.75	£18,557.47	£18,557.47
CASH RECEIPTS				
Grants				
Playspace grant	£0.00	£0.00	£0.00	£0.00
SCC Locality Grant	£0.00	£0.00	£0.00	£0.00
Other				
Precept	£0.00	£0.00	£0.00	£0.00
CIL	£0.00	£0.00	£0.00	£0.00
Advertising	£0.00	£0.00	£0.00	£0.00
ESC Footpath Grant	£0.00	£0.00	£0.00	£0.00
VAT Refund	£0.00	£0.00	£0.00	£0.00
CoL Community Fund	£2,455.00	£2,455.00	£0.00	£0.00
TOTAL CASH RECEIPTS	£2,455.00	£2,455.00	£0.00	£0.00
AVAILABLE (before cash out)	£19,209.75	£19,209.75	£18,557.47	£18,557.47
CASH PAID OUT				
Administration				
Salaries	£568.75	£568.75	£568.75	£0.00
Newsletter	£0.00	£0.00	£175.00	£0.00
Insurance	£0.00	£0.00	£0.00	£0.00
Hall Hire	£0.00	£0.00	£0.00	£0.00
Training	£0.00	£0.00	£0.00	£0.00
Post/Telephone	£5.44	£5.44	£2.35	£0.00
Memberships	£35.00	£35.00	£0.00	£0.00
Other	£0.00	£0.00	£0.00	£0.00
Website/Accounting	£1.33	£1.33	£19.33	£0.00
Playing Fields and maintenance				
Grass Cutting	£0.00	£0.00	£0.00	£0.00
Repairs and maint'ce	£0.00	£0.00	£1,459.55	£0.00
Footpath cutting	£0.00	£0.00	£0.00	£0.00
Grants				
Other	£0.00	£0.00	£100.00	£0.00
Church Field Trust	£0.00	£0.00	£0.00	£0.00
Village Hall	£0.00	£0.00	£0.00	£0.00
General Grants	£0.00	£0.00	£0.00	£0.00
WWG Grant	£0.00	£0.00	£0.00	£0.00
WPCC	£0.00	£0.00	£0.00	£0.00
Wildlife Group	£0.00	£0.00	£0.00	£0.00
Projects expenses				
PlayQuip	£0.00	£0.00	£0.00	£0.00
Warm Rooms	£41.50	£41.50	£375.23	£0.00
Jubilee Expenses	£0.00	£0.00	£0.00	£0.00
VAT	£0.26	£0.26	£293.17	£0.00
SUBTOTAL	£652.28	£652.28	£2,993.38	£0.00
TOTAL CASH PAID OUT	£652.28	£652.28	£2,993.38	£0.00
SH POSITION (end of month)	£18,557.47	£18,557.47	£15,564.09	£18,557.47
SUMMARY of ALL CASH				
Unity	£18,557.47	£18,557.47	£15,564.09	£0.00
SBS	£8,088.27	£8,088.27	£8,088.27	£8,088.27
Total cash position	£26,645.74	£26,645.74	£23,652.36	£8,088.27

Waldringfield Parish Council		
	31.03.23	
OPERATING ACCOUNT Unity Trust	APRIL	
	EXPECTED	ACTUAL
CASH ON HAND (beginning of month)	£15,383.42	
CASH RECEIPTS		
Grants		
ESC Grants	£0.00	£0.00
SCC Locality Grant	£0.00	£0.00
Other		
Precept	£8,161.00	£0.00
CIL	£0.00	£0.00
Advertising	£0.00	£0.00
ESC Footpath Grant	£0.00	£0.00
VAT Refund	£0.00	£0.00
TOTAL CASH RECEIPTS	£8,161.00	£0.00
AVAILABLE (before cash out)	£23,544.42	£0.00
CASH PAID OUT		
Administration		
Salaries	£568.75	£0.00
Newsletter	£0.00	£0.00
Insurance	£0.00	£0.00
Hall Hire	£300.00	£0.00
Training	£0.00	£0.00
Post/Telephone	£0.00	£0.00
Memberships	£280.00	£0.00
Other	£15.00	£0.00
Website/Accounting	£345.60	£0.00
Playing Fields and maintenance		
Grass Cutting	£0.00	£0.00
Repairs and maint'ce	£2,260.00	£0.00
Footpath cutting	£0.00	£0.00
Grants		
AONB Repayment	£0.00	£0.00
Church Field Trust	£0.00	£0.00
Village Hall	£0.00	£0.00
General Grants	£0.00	£0.00
WWG Grant	£0.00	£0.00
WPCC	£0.00	£0.00
Wildlife Group	£0.00	£0.00
Projects expenses		
Other	£0.00	£0.00
Warm Rooms	£0.00	£0.00
Coronation Expenses	£0.00	£0.00
VAT	£512.12	£0.00
SUBTOTAL	£4,281.47	£0.00
TOTAL CASH PAID OUT	£4,281.47	£0.00
SH POSITION (end of month)	£19,262.95	£0.00
SUMMARY of ALL CASH		
Unity	£19,262.95	£0.00
IBS	£8,088.27	£8,088.27
Total cash position	£27,351.22	£8,088.27

Waldringfield Parish Council

ITEM 12

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

ITEM 13

To **CONSIDER** responding to public consultations:

Proposed Controlled Pedestrian Crossing On The A12, Martlesham

Proposal documents circulated to Councillors 06 March 2023

ITEM 14

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

Correspondence circulated to Councillors

Tom Fairbrother -Beach clean results show impact of plastic on Suffolk's beaches

Cllr Mick Richardson – Coronation

Cllr Richard Kerry – ECB

National Association of Local Councils CHIEF EXECUTIVE'S BULLETIN 13.02.23

East Suffolk Planning Policy Team - Housing and economy figures for 2021/22 published

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

Rural Services Network The Rural Bulletin - 14 February 2023

National Association of Local Councils NALC EVENTS 15 February 2023

Suffolk Association of Local Councils SALC training bulletin 14th February 2023

Suffolk Association of Local Councils: SALC area forum dates 2023

Mick Richardson -ECB grants

National Association of Local Councils NALC NEWSLETTER 15 February 2023

Suffolk Association of Local Councils NEWS BULLETIN - 20th February 2023

Rural Services Network The Rural Bulletin - 21 February 2023

National Association of Local Councils NALC EVENTS 21 February 2023

Suffolk Association of Local Councils SALC training bulletin 21st February 2023

National Association of Local Councils NALC NEWSLETTER 21 February 2023

National Association of Local Councils NALC EVENTS 27 February 2023

Community Action Suffolk- CAS Newsletter 24 02 2023

Suffolk Association of Local Councils SALC area forum for East Suffolk - 16 March 2023

Rural Services Network -Fantastic Response to Rural Cost of Living Survey 23 February 2023

Claire.Ling@suffolk.gov.uk-New Greenest County Community Network

National Association of Local Councils CHIEF EXECUTIVE'S BULLETIN 27 February 2023

Suffolk Association of Local Councils NEWS BULLETIN - 27th February 2023

Simon Amstutz - News from the AONBs 27.02.23

Rural Services Network The Rural Bulletin - 28 February 2023

Suffolk Association of Local Councils SALC training bulletin 28th February 2023

National Association of Local Councils NALC EVENTS 28.02.23

Rural Services Network RSN Rural Funding Digest - March 2023 Edition

National Association of Local Councils NALC NEWSLETTER 01.03.23

Society of Local Council Clerks - News Bulletin - 1 March 2023

Cllr Mick Richardson - SPSL Leaders' Report

Cllr Mick Richardson Pardon the Weeds launch for 2023

Sarah Shinnie - Potential Funding if you maintain football Pitches

Suffolk Association of Local Councils Important information: Fees waived for communities to celebrate His Majesty the King's Coronation

Sizewell C – Sizewell C Project Update

Suffolk Association of Local Councils Nationally Strategic Infrastructure Projects (NSIPs) - SALC focus group

Suffolk Association of Local Councils NEWS BULLETIN - 6th March 2023

Rural Services Network The Rural Bulletin - 7 March 2023

National Association of Local Councils NALC EVENTS 08 March 2023

Suffolk Association of Local Councils SALC training bulletin 7th March 2023