



Minutes of the Parish Council Extraordinary Meeting held on Wednesday 17 April 2024

In attendance: Cllrs Kay, Gold, Forsdike, Quick and Reid; ESC Cllrs Nimmney and Reeves

Members of the public : 2

Minutes: Clerk

Meeting opened: 18:05pm

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1. To RECEIVE and APPROVE apologies for absence

Cllr Elliot - Illness

Cllr Shore – Work commitments

Motion to **APPROVE** absences above – Proposed Cllr Kay; Seconded Cllr Gold – all in favour

2. To RECEIVE declarations of interest

Cllr Forsdike – non-pecuniary interest 5.b.

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

None received

3. a. Public Participation – 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.

2 members of the public in attendance – attending re the planning application in Item 5 – Chair will call upon them at that time.

4. To APPROVE the minutes of the Parish Council meeting held on **12 March 2024.**

Motion to **APPROVE** the Minutes of 12 March 2024 – Proposed Cllr Reid; Seconded Cllr Quick – all in favour, of those who were in attendance.

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

a. DC/24/1050/FUL | Construction of first floor extension, rear kitchen extension to replace existing and creation of 2 bay cart lodge with lean to structures | Sansarbres Cliff Road Waldringfield Woodbridge Suffolk IP12 4QL – **Planning Officer – I Taylor; comments deadline 18 April 2024**

Cllr Gold presented on behalf of the planning working group. The site plan and location plan were posted on screen to review. Cllr Gold reviewed some concerns the planning group noted:

Design concerns were discussed. Cllrs noted that the positioning of the cart lodge was positive in terms of a turning circle to allow entrance and egress from the property to Cliff Road safely. The existing planting, trees and hedging mitigate the street scene impact.

Cllrs discussed that there were no materials specified for the application. The applicant advised Council of various materials anticipated to be used including describing the windows as panes and wooden surrounds, wooden front door, and others would remain in keeping with the street scene. They further advised Council they would be using a gravel treatment (porous) for the drive.

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Waldringfield Parish Council

Councillors also discussed concerns for the existing trees and that plans indicate the removal of a tree (drawings 2 and 7 were displayed on screen and discussed). The applicant advised Council that one tree had already been removed, but that the existing trees would not be altered with the proposed plans, retaining the exiting trees as in Drawing 7.

Cllrs noted that intended materials discussed should be specified in the application.

Motion to **SUPPORT** the application, on the basis that materials are specified - proposed Cllr Gold; seconded Cllr Reid – all in favour.

To **RECEIVE** any other planning information.

Cllr Kay advised this is a pre-application and the Council was not a statutory consultee. The Tree Warden submitted her comments as the Tree Warden. The comments can be ratified by the Parish Council.

Cllrs discussed the merits of the response, discussing the screening and the elevation of the proposal. There was a note that the location of the reservoir is related to the access to electricity for the submersible pumps (which should not cause noise pollution). Cllr Gold sought to clarify the distance from the footpath and the impact on the vista from the footpath. Cllrs reviewed this is proposed to be 12 m into the field. This will have an elevation (bank), however the slope of the land will assist in the view from the footpath.

Motion to **APPROVE** response to DC/24/1006/AGO | Prior Notification (Agricultural) – Proposed: Cllr Forsdike; seconded Cllr Quick – all in favour

6. **CLERK AND RFO REPORT**

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

Motion to **APPROVE** the payments as listed – Proposed Cllr Gold; Seconded Cllr Reid – all in favour

Cllrs Cllr Kay and Cllr Reid to approve BACS payments.

Motion to **APPROVE** the financial reports - Cllr Reid, Cllr Kay – all in favour

Meeting Closed 18.46 pm

ACTION POINTS

Planning: Clerk to submit response as agreed above by the deadline

Waldringfield Parish Council

SUPPORTING DOCUMENTS April Extraordinary Meeting

ITEM 4

4. To **APPROVE** the minutes of the WPC Meeting held on 12 March 2024
Draft minutes were circulated to Councillors with the Agenda and are available on the website.

ITEM 5

5. a. To **CONSIDER** Planning Applications for COMMENTS:
- ai) **DC/24/1050/FUL** | Construction of first floor extension, rear kitchen extension to replace existing and creation of 2 bay cart lodge with lean to structures | Sansarbres Cliff Road Waldringfield Woodbridge Suffolk IP12 4QL – **Planning Officer – I Taylor; comments deadline 18 April 2024**

ITEM 6

6. 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									
No	Code	Date	Bank	Description	Supplier		Net	VAT	Total
8	Post and telephone	09/04/2024	Unity Trust Bank	Land Registry records	HM Land Registry	X	27.00		27.00
2	Professional Memberships (I	09/04/2024	Unity Trust Bank	SALC Annual Membership	Suffolk Association o	E	260.71		260.71
3	Grass cutting (field)	09/04/2024	Unity Trust Bank	Grass-cutting -field	SCL Landscape Man	S	60.00	12.00	72.00
6	Chairman's Allowance	09/04/2024	Unity Trust Bank	Gifts	Tesco (via Cllr Kay)	X	24.00		24.00
7	Repairs/Maintenance	09/04/2024	Unity Trust Bank	Defibrillator AED pads	Community Heartbe	S	56.95	11.39	68.34
4	Warm Room / Pantry	09/04/2024	Unity Trust Bank	Warm Room/Pantry supplies	J Elliot	X	14.95		14.95
5	Warm Room / Pantry	09/04/2024	Unity Trust Bank	Warm Room/Pantry supplies	J Elliot	X	23.10		23.10
9	Accounting, Website & Com	09/04/2024	Unity Trust Bank	Google Storage	Google Commerce (v	S	1.33	0.26	1.59
10	Accounting, Website & Com	09/04/2024	Unity Trust Bank	External hard drive	Amazon Sarl (via J St	S	37.32	7.47	44.79
1	Salaries	26/04/2024	Unity Trust Bank	Salary	Jennifer Shone-Tribl	X	655.50		655.50
Total							1,160.86		1,191.98

Waldringfield Parish Council

Waldringfield Parish Council				
		31.03.24		30.04.24
OPERATING ACCOUNT	APRIL		MAY	
Unity Trust	EXPECTED	ACTUAL	EXPECTED	ACTUAL
CASH ON HAND (beginning of month)	£15,008.99		£14,156.82	
CASH RECEIPTS				
Grants				
ESC Grants	£0.00	£0.00	£0.00	£0.00
SCC Locality Grant	£0.00	£0.00	£0.00	£0.00
Other				
Precept	£0.00	£8,702.12	£0.00	£0.00
CIL	£0.00	£582.36	£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	£339.81	£0.00	£0.00	£0.00
TOTAL CASH RECEIPTS	£339.81	£9,284.48	£0.00	£0.00
AVAILABLE (before cash out)	£15,348.80	£9,284.48	£14,156.82	£0.00
CASH PAID OUT				
Administration				
Salaries	£655.50	£0.00	£655.50	£0.00
Newsletter	£0.00	£0.00	£0.00	£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	£27.00	£0.00	£0.00	£0.00
Memberships	£260.71	£0.00	£255.00	£0.00
Other	£24.00	£0.00	£20.70	£0.00
Website/Accounting	£38.65	£0.00	£635.60	£0.00
Playing Fields and maintenance				
Grass Cutting	£60.00	£0.00	£120.00	£0.00
Repairs and maint'ce	£56.95	£0.00	£0.00	£0.00
Footpath cutting	£0.00	£0.00	£0.00	£0.00
Grants				
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				
Other	£0.00	£0.00	£0.00	£0.00
Warm Rooms	£38.05	£0.00	£0.00	£0.00
VAT	£31.12	£0.00	£0.00	£0.00
SUBTOTAL	£1,191.98	£0.00	£1,686.80	£0.00
TOTAL CASH PAID OUT	£1,191.98	£0.00	£1,686.80	£0.00
POSITION (end of month)	£14,156.82	£9,284.48	£12,470.02	£0.00
SUMMARY of ALL CASH				
Unity	£14,156.82	£9,284.48	£12,470.02	£0.00
IBS	£8,316.58	£8,316.58	£8,316.58	£8,316.58
Total cash position	£22,473.40	£17,601.06	£20,786.60	£8,316.58

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Waldringfield Parish Council

Waldringfield Parish Council Summary of Receipts and Payments

All Cost Centres and Codes

A - Receipts

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
28 Precept	17,404.24		-17,404.24				-17,404.24 (-100%)
31 SCC Footpaths Grant	328.80		-328.80				-328.80 (-100%)
36 Bank Interest	50.00		-50.00				-50.00 (-100%)
37 Grants and Donations							(N/A)
38 Advertising income	50.00		-50.00				-50.00 (-100%)
44 CIL Funds	300.00		-300.00				-300.00 (-100%)
49 VAT Refund							(N/A)
SUB TOTAL	18,133.04		-18,133.04				-18,133.04 (-100%)

B - Administration

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1 Salaries				7,675.00	655.50	7,019.50	7,019.50 (91%)
2 PAYE/NI							(N/A)
3 Clerk/Office Expenses				75.00		75.00	75.00 (100%)
4 Post and telephone				25.00	27.00	-2.00	-2.00 (-8%)
5 Newsletter re 1972 LG				920.00		920.00	920.00 (100%)
6 Village Hall hire				350.00		350.00	350.00 (100%)
7 Insurance				450.00		450.00	450.00 (100%)
8 Professional Members				590.00	260.71	329.29	329.29 (55%)
9 Audit				250.00		250.00	250.00 (100%)
10 Chairman's Allowance				50.00	24.00	26.00	26.00 (52%)
11 Training				450.00		450.00	450.00 (100%)
40 Accounting, Website &				600.00	38.65	561.35	561.35 (93%)
48 Warm Welcome				1,704.54	38.05	1,666.49	1,666.49 (97%)
50 Professional Services							(N/A)
SUB TOTAL				13,139.54	1,043.91	12,095.63	12,095.63 (92%)

C - Playing Field/Recreational

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
14 Grass cutting (field)				960.00	60.00	900.00	900.00 (93%)
16 Repairs/Maintenance				2,500.00	56.95	2,443.05	2,443.05 (97%)
17 Footpath Maintenance				375.00		375.00	375.00 (100%)
SUB TOTAL				3,835.00	116.95	3,718.05	3,718.05 (96%)

D - Grants - s137/72 & s19 MPA7

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
21 Community Grants Fur				2,125.00		2,125.00	2,125.00 (100%)
SUB TOTAL				2,125.00		2,125.00	2,125.00 (100%)
Summary							
NET TOTAL	18,133.04		-18,133.04	19,099.54	1,160.86	17,938.68	-194.36 (-0%)
V.A.T.					31.12		
GROSS TOTAL					1,191.98		