



# Waldringfield Parish Council

Parish Clerk: Jennifer Shone-Tribley  
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## Minutes of the Parish Council Meeting held on Tuesday 08 October 2024

**In attendance:** Cllrs Kay, Elliot, Forsdike and Gold.

1 member of the public

**Minutes:** Cllr Gold agreed to act as Clerk

**Meeting opened:** 19:34

**2106**

1. a. To **RECEIVE** and **APPROVE** apologies for absence.

Cllrs Quick and Reid – Planned holidays; Cllr Ramsey – illness; Cllr Shore – work

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

2. a. To **RECEIVE** declarations of interest

None declared

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

None declared

3. To **RECEIVE** and **CONSIDER** any statements of interest

None received

4. 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. A member of the public, Sam Webber, described his voluntary activities in a previous parish and offered to contribute to WPC's activities in practical ways. He now lives in Newbourne.

b. To **RECEIVE** reports from the County and District Councillors

Reports from the County and District Councillors were considered, there was nothing to add.

c. To **RECEIVE** updates on crime data from Suffolk Police.

Crime data was viewed and noted, there was nothing to add.

5. To **APPROVE** the minutes of the Parish Council meeting held on **10 September 2024**

Motion to **APPROVE** the Minutes of the Parish Council Meeting held on 10 September 2024, with change of "SALC" to "ESC" (2 occurrences) – Proposed: Cllr Kay; Seconded Cllr Elliot – all, of those who were present, in favour.

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

The Action Points were reviewed and accepted, with change of "SALC" to "ESC" in last item.

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

**2107**

**a.i) DC/24/1952/FUL** Construction of 6 scrapes; 4 ponds; 5 invertebrate banks; 5 water level control structures; 2 viewing platforms; creation of a new ditch; raising of part of existing public footpath by 300mm; creation of spoil areas from earth to create wildlife habitats and associated works on former organic arable land and grazing marsh being restored for nature - Martlesham Wilds Church Lane Martlesham Woodbridge Suffolk IP12 4PQ – **Planning Officer N Levett; deadline 09 October 2024**

Cllr Elliot presented on behalf of the planning group and recommended that no further action is required. Proposed: Cllr Elliot; seconded: Cllr Forsdike; all in favour

**a.ii) AP/24/0049/REFUSE** – Appeal of DC/24/0449/FUL Change of use of land for the storage of containers (associated with Port of Felixstowe), including erection of associated fencing.  
**Deadline 30 October 2024**

Cllr Elliot presented on behalf of the planning group and recommended that a response to the Planning Inspector is required, reiterating the points made in our response to the initial application, and pointing out the flaws in the appeal. Cllr Elliot agreed to write the response. Proposed: Cllr Elliot; seconded: Cllr Kay; 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

Listed building consent given to Whitehall, replacement of front door. Decision noted

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

**d.i) To AGREE** comment to **DC/24/3020/AME** - Non Material Amendment of DC/22/0670/FUL - Proposed Extension and Internal Alterations - Reducing footprint. - Widelands Cliff Road Waldringfield Woodbridge Suffolk IP12 4QL

Cllr Elliot proposed sending a letter to ESC stating that WPC is very pleased to see that the applicant has acknowledged our concerns and amended the proposed design and materials accordingly.

Proposed: Cllr Elliot; seconded: Cllr Kay; all in favour

Cllr Elliot also described the current situation regarding the project to provide paving in Cliff Rd next to the school.

Cllr Elliot also outlined Taylor Wimpey's proposals to cut the number, and alter the proportion of the types, of affordable housing at Brightwell Lakes. Cllr Elliot volunteered to represent WPC at the ESC Planning Committee meeting on 22/10/2024, to put these points to ESC.

Proposed: Cllr Elliot; seconded: Cllr Forsdike; all in favour

Cllr Elliot reported on the progress of the TPO application for the Woodbridge Rd Oak - it has been confirmed that a TPO in this location would not be enforceable as it is within the area covered by Development Consent Order relating to the East Anglia Three NSIP.

**8. To RECEIVE** updates from Greener Waldringfield  
No update received as Cllr Quick was absent.

**9. a. To RECEIVE** the Annual playing field inspection report  
**2108**

# Waldringfield Parish Council

Cllr Forsdike summed up the ROSPA Annual Playing Field Inspection Report. Cllr Forsdike disagreed with some of the points made in the report, and will rectify the ones that are correct and need attention. He will produce a report detailing this.

**b. to CONSIDER and APPROVE** quote for tree work on playing fields

Two quotes were considered. It was agreed to ask *Rosewood Trees and Gardens* to go ahead and cut down Cherry Tree T2, at a cost of £600, as in their quote. This tree is in a dangerous state so need attention asap. It was agreed that we will wait for the third quote before deciding on the rest

of the work. Cllr Kay agreed to phone *Rosewood* to this effect. Proposed: Cllr Gold; seconded: Cllr Elliot; all in favour

**c. To RECEIVE UPDATES** on the Fort redevelopment project

Cllr Forsdike proposed that we defer any decisions until the next meeting

**10. a. To RECEIVE** updates on the Warm Rooms provision

Cllr Elliot pointed out that this is now called the Warm Welcome project. She reported that the rota has now been filled and new volunteers have come forward. All is in order.

**b. To APPROVE** the *Warm Welcome Management Plan and Risk Assessment v2024*

Motion to **APPROVE** – proposed: Cllr Kay; seconded: Cllr Gold; all in favour

**11. CLERK AND RFO REPORT**

**a. To NOTE** receipt of the Precept (second payment)- £8,702.12

Receipt noted

**b. To CONSIDER** first draft of 2025-26 budget

Deferred. Cllr Kay reminded councillors to look at the document before the next meeting

**c. To APPROVE** Annual Insurance Renewal – £423.21

Motion to **APPROVE** – proposed: Cllr Kay; seconded: Cllr Gold; all in favour

**d. To APPROVE** purchase of refurbished Laptop for Clerk – £160.00

Motion to **APPROVE** – proposed: Cllr Forsdike; seconded: Cllr Gold; all in favour

**e. To CONSIDER and APPROVE** Community Grant applications – WWG £100.00

Motion to **APPROVE** – proposed: Cllr Kay; seconded: Cllr Gold; all in favour

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

Cllrs Kay and Elliot to authorise BACS payments. Motion to **APPROVE** – proposed: Cllr Kay; seconded: Cllr Forsdike; all in favour

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

2109

# Waldringfield Parish Council

Cllr Elliot checked and **APPROVED** bank reconciliation. Proposed: Cllr Gold; seconded: Cllr Kay; all in favour

12. To **DISCUSS and APPOINT** Councillors to responsibilities  
Deferred due to lack of numbers
13. To **RECEIVE UPDATES** on National Landscapes signage  
Cllr Kay reported that he and Cllr Reid will meet Eloise Markwick of National Landscapes at the crossroads on 24/10/2024 to discuss the siting of the sign and other issues.
14. To **RECEIVE** updates/reports on public rights of way, verges and road safety matters  
No issues identified
15. **a.** To **CONSIDER** letter from Waldringfield Gardeners  
The letter was considered, but deemed not a matter for WPC  
  
**b.** To **CONSIDER** any correspondence received before the meeting – see separate list  
The list was considered and no issues identified
16. **PARISH MATTERS** for the next meeting.  
The budget, the fort and councillors' responsibilities (all deferred).

**The meeting closed at 21:10**

## **ACTION POINTS**

- Planning:** Cllr Elliot to write response to **AP/24/0049/REFUSE**  
Cllr Elliot to write letter in response to **DC/24/3020/AME**. Cllr Kay to format it and send to ESC Planning  
Cllr Elliot to attend ESC Planning Committee on 22/10/2024
- Playing Field:** Cllr Forsdike to rectify problems and produce a report in response to the ROSPA report  
Cllr Kay to ask *Rosewood Trees and Gardens* to cut down Cherry Tree T2 as described in their quote, as a matter of urgency
- BACS payments:** Cllrs Kay and Elliot to authorise payment
- National Landscapes Sign:** Cllrs Kay and Reid to meet Eloise Markwick of National Landscapes to discuss the siting of the sign and other issues

## SUPPORTING DOCUMENTS OCTOBER

### ITEM 3

3. To **RECEIVE** and **CONSIDER** any statements of interest  
None received at time of circulation of these documents

### ITEM 4

4. **b.** To **RECEIVE** reports County and District Councillors  
Reports not available at time of circulation of these documents.
- c.** The **RECEIVE** updates on crime data from Suffolk Police.  
No updated data available at time of circulation of these documents; Cllr Kay will update Councillors at the meeting.

### ITEM 5

5. To **APPROVE** the minutes of the Parish Council Meeting held on 10 September 2024  
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 10 September 2024

#### ACTION POINTS

**Planning:** Clerk to submit responses by deadlines - **done**  
**National Planning Policy Framework:** Cllr Kay to respond by deadline - **Done**  
**Playing Fields:** Clerk to secure quotes for tree work – **requests sent**  
**BACS payments:** Cllrs Kay and Elliot to approve - **Done**  
**Gov.uk website:** Clerk to contact supplier to initiate change to agreed domain name – **This is now live**  
**TPO:** Clerk to submit application for a TPO on the mature oak tree on Woodbridge Road - **Done**  
**Pre-Application Advice consultation (SALC)** – Cllr Elliot to circulate draft and respond by deadline - **Done**

### ITEM 7

7. **a.** To **CONSIDER** Planning Applications for COMMENTS:
- a.i) DC/24/1952/FUL** Construction of 6 scrapes; 4 ponds; 5 invertebrate banks; 5 water level control structures; 2 viewing platforms; creation of a new ditch; raising of part of existing public footpath by 300mm; creation of spoil areas from earth to create wildlife habitats and associated works on former organic arable land and grazing marsh being restored for nature - Martlesham Wilds Church Lane Martlesham Woodbridge Suffolk IP12 4PQ – **Planning Officer N Levett; deadline 09 October 2024**
- a.ii) AP/24/0049/REFUSE** – Appeal of DC/24/0449/FUL Change of use of land for the storage of containers (associated with Port of Felixstowe), including erection of associated fencing. **Deadline 30 October 2024**
- 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:

# Waldringfield Parish Council

Ref. No: DC/24/1813/LBC | Received date: Thu 16 May 2024 | Status: **Application Permitted** | Case Type: Planning Application

Listed Building Consent - Alterations to front door - Whitehall Mill Road Waldringfield Woodbridge Suffolk IP12 4PY

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

**d.i) To AGREE** comment to **DC/24/3020/AME** - Non Material Amendment of DC/22/0670/FUL - Proposed Extension and Internal Alterations - Reducing footprint. - Widelands Cliff Road Waldringfield Woodbridge Suffolk IP12 4QL

## ITEM 8

8. **a. To RECEIVE** updates from Greener Waldringfield  
Nothing to circulate

## ITEM 9

9. **a. To RECEIVE** the Monthly playing field inspection report  
Annual Inspection Report circulated to Councillors on 17 September 2024 and is available on the website.
- b. To CONSIDER and APPROVE** quote for tree work on playing fields  
Any quotations received prior to the meeting will be circulated separately to these documents, as none were received at the time of circulation.
- c. To RECEIVE UPDATES** on the Fort redevelopment project  
Nothing to circulate

## ITEM 10

10. **a. To RECEIVE UPDATE** on the Warm Welcome provision  
Nothing to circulate
- b. To APPROVE** the *Warm Welcome Management plan and Risk Assessment v2024*  
Draft policy circulated with these documents

## ITEM 11

11. **CLERK AND RFO REPORT**
- a. To NOTE** receipt of the Precept (second payment)- £8,702.12  
Received 27 Sep 24
- b. To CONSIDER** first draft of 2025-26 budget  
The draft budget is outlined below. Notes were circulated to Councillor with these documents. This is a first draft, and the Clerk advises there are some items to be determined (for example – we do not have our figure for Band D equivalents or costs for items currently being tendered).
- Note:** The Fort project will be reflected in a separate budget – and will have a cost centre of its own to reflect any incoming grant funding and any costs attributable to it. All Council funding is from ring-fenced reserves – so should not affect the budget.

# Waldringfield Parish Council

WALDRINGFIELD PARISH COUNCIL					
DRAFT BUDGET FY 2025-26					
	Notes	Budget YE 2025	Notes	Budget YE 2026  Proposed Draft 1	Budget YE 2027  5% assumed increase in costs
<b>EXPENDITURE</b>					
<b>Annual General</b>					
<b>1. Administration</b>					
Clerk Salary inc on-costs	A	£7,675.00		£8,289.00	£8,703.45
Clerks expenses including office	B	£75.00		£78.75	£82.69
Post and telephone	C	£25.00		£26.25	£27.56
Newsletter printing	D	£920.00		£950.00	£975.00
Village Hall Hire (Meetings)	E	£350.00		£370.00	£388.50
Insurance	F	£450.00		£472.50	£496.13
Professional memberships	G	£590.00		£620.00	£651.00
Audit costs	H	£250.00		£440.00	£462.00
Chairman's expenses	I	£50.00		£50.00	£50.00
Training	J	£450.00		£300.00	£300.00
Accounting / Website etc	K	£600.00		£750.00	£787.50
Warm Rooms*	L	£1,904.54		£500.00	£525.00
		<b>£13,339.54</b>		<b>£12,846.50</b>	<b>£13,448.83</b>
<b>2. Playing Fields</b>					
Grass cutting (field)	P	£960.00		£1,000.00	£1,050.00
Repairs and maintenance	Q	£2,500.00		£2,500.00	£2,625.00
Footpath maintenance	R	£375.00		£393.75	£413.44
		<b>£3,835.00</b>		<b>£3,893.75</b>	<b>£4,088.44</b>
<b>3. Grants Fund</b>					
General Grants	S	£250.00		£250.00	£250.00
Community Grants	S	£1,875.00		£1,875.00	£1,875.00
		<b>£2,125.00</b>		<b>£2,125.00</b>	<b>£2,125.00</b>
<b>Total Expenditure</b>					
		<b>£19,299.54</b>		<b>£18,865.25</b>	<b>£19,662.26</b>
<b>INCOME</b>					
Precept		<b>£17,404.24</b>		<b>£18,274.45</b>	<b>£19,713.17</b>
PROW SCC Grant	T	£328.80		£328.80	£328.80
Reserved funds (contributed)	U	£981.50		£0.00	£0.00
CIL Funds	W	£300.00		£0.00	£0.00
Advertising	X	£35.00		£159.00	£50.00
Interest	Y	£50.00		£50.00	£50.00
<b>Total Income</b>		<b>£19,099.54</b>		<b>£18,812.25</b>	<b>£20,141.97</b>
<b>Projected budget surplus/defecit</b>	Z	<b>£2,071.35</b>		<b>-£53.00</b>	<b>£479.71</b>
<b>RESERVES</b>					
Cash Balance at YE			(projected)	£26,586.25	NA
Less projected deficit/plus surplus				-£53.00	
Less unspent grants (specified)				£0.00	
Less earmarked reserves			Res	£19,126.67	
<b>Reserves (General) for FYE 24/25</b>		<b>£5,101.86</b>		<b>£7,959.58</b>	<b>£0.00</b>
<b>As % of Precept</b>		<b>32.82%</b>		<b>43.56%</b>	<b>0.00%</b>
<b>EFFECT ON BAND D EQUIVALENT</b>					
Band D equiv 2024		£17,404.24	Band D equiv 2025	£18,274.45	£19,713.17
£ per Band Equivalent household	259.56	£67.05	259.6	£70.41	£75.95
Increase (percentage)			% incr	5.00%	5.00%
Increase (in pounds)			££ Incr	£3.35	£3.62



**c. To APPROVE Annual Insurance Renewal - £423.21**

The broker had included on their invoice an administration fee that was not paid last year. The Clerk has challenged this charge and this was removed. The renewal itself is £0.87 higher than last year. The Council will need to go to market next year as this is the final year of our 3-year deal and be mindful of administration charges that are now being levied by the broker.

**d. To APPROVE purchase of refurbished Laptop for Clerk - £160.00**

The Clerk has been made aware that Community Action Suffolk (our hosting partner for the website) are offering refurbished laptops. Having reviewed the devices they have available, there is a suitable machine that can serve as the Clerks laptop, with the necessary specifications. Details are below:



*1 x Dell Latitude E5540, 15.6 Inch, Intel Core i5-4200U Processor 1.6Ghz, 8GB DDR3 PC3-12800 798 Mhz, 250GB SSD Hard Drive, Windows 10 Pro.*

*Ports: USB, HDMI, VGA, Ethernet, Headphone, Memory Card Reader, DVD-RW, ExpressCard  
Condition Grading - B (Good working condition, a few minor scratches and blemishes on the exterior)*

*Cost = £150.00*

*Packing & Delivery - £10*

*Package contents include: 1 x laptop & Official Dell Power Adaptor*

As discussed and agreed in March, the Clerk has been looking at refurbished laptops that suit the specifications agreed. This machine has the minimum specs agreed as acceptable, a large enough screen and is a robust, business laptop. This purchase would also be from a reputable organisation we have a relationship with and at a very reasonable rate.

The Clerk would recommend proceeding with the purchase of this device.

**e. To CONSIDER and APPROVE Community Grant applications – WWG £100.00**

Grant application form from Waldringfield Wildlife Group (verge bulb planting) has been sent to Councillors with these documents.



# Waldringfield Parish Council

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

## PAYMENTS LIST

PAYMENTS LIST									
Vouch	Code	Date	Bank	Description	Supplier		Net	VAT	Total
43	Insurance	02/10/2024	Unity Trust Bank	Insurance	Clear Insurance Ma	X	423.21		423.21
44	Accounting, Website & Com	02/10/2024	Unity Trust Bank	Domain name and email	Community Action	Z	42.00		42.00
45	Professional Memberships (	02/10/2024	Unity Trust Bank	Professional Membershi	SLCC	Z	144.00		144.00
46	Repairs/Maintenance	02/10/2024	Unity Trust Bank	Playing Field Inspection	Playsafety Ltd	S	110.00	22.00	132.00
47	Clerk/Office Expenses	02/10/2024	Unity Trust Bank	Printing costs	Waldringfield Prim	X	2.80		2.80
48	Accounting, Website & Com	02/10/2024	Unity Trust Bank	Google Storage	Google Commerce	S	1.33	0.26	1.59
49	Accounting, Website & Com	30/09/2024	Unity Trust Bank	Banking service charge	Unity Trust Bank	X	18.00		18.00
50	Professional Memberships (	02/10/2024	Unity Trust Bank	Annual Subscription	CPRE	X	36.00		36.00
51	Salaries	28/10/2024	Unity Trust Bank	Salary	Jennifer Shone-Trit	X	655.50		655.50
52	Grass cutting (field)	02/10/2024	Unity Trust Bank	Grass-cutting -field	SCL Landscape Ma	S	120.00	24.00	144.00
53	Accounting, Website & Com	02/10/2024	Unity Trust Bank	Laptop	Community Action	Z	160.00		160.00
54	Warm Welcome	02/10/2024	Unity Trust Bank	Printing costs	Waldringfield Prim	X	4.80		4.80
Total							1,717.64	46.26	1,763.90

## RECEIPTS LIST

RECEIPTS LIST									
Vouch	Code	Date	Bank	Description	Supplier		Net	VAT	Total
7	Advertising income	10/09/2024	Unity Trust Bank	Advertising Income	Woodbridge Choral	X	24.00		24.00
8	Precept	27/09/2024	Unity Trust Bank	Precept payment	East Suffolk Council	X	8,702.12		8,702.12
9	VAT Refund	24/09/2024	Unity Trust Bank	VAT Refund	HMRC	R		236.24	236.24
10	Clerk/Office Expenses	30/09/2024	Unity Trust Bank	Printing costs	Greener Waldringfield	Z	2.80		2.80
Total							8,728.92	236.24	8,965.16

# Waldringfield Parish Council

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

## Waldringfield Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 30/09/2024</b>		
	Cash in Hand 01/04/2024		23,325.57
	<b>ADD</b> Receipts 01/04/2024 - 30/09/2024		19,911.71
	<b>SUBTRACT</b> Payments 01/04/2024 - 30/09/2024		43,237.28 9,130.22
	<b>Cash in Hand 30/09/2024</b> (per Cash Book)		<b>34,107.06</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 30/09/2024	0.00	
	Suffolk Building Society 30/09/2024	8,316.58	
	Unity Trust Bank 30/09/2024	25,790.48	
			<b>34,107.06</b>
	Less unrepresented payments		
			34,107.06
	Plus unrepresented receipts		
			34,107.06
	<b>Adjusted Bank Balance</b>		<b>34,107.06</b>
	<b>A = B Checks out OK</b>		

# 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 +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
28	Precept	17,404.24	17,404.24					(0%)
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	100.80	50.80				50.80 (101%)
44	CIL Funds	300.00	1,830.62	1,530.62				1,530.62 (510%)
49	VAT Refund							(N/A)
	<b>SUB TOTAL</b>	<b>18,133.04</b>	<b>19,335.66</b>	<b>1,202.62</b>				<b>1,202.62 (6%)</b>

#### B - Administration

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1	Salaries				7,675.00	4,588.50	3,086.50	3,086.50 (40%)
2	PAYE/NI							(N/A)
3	Clerk/Office Expenses				75.00	38.02	36.98	36.98 (49%)
4	Post and telephone				25.00	27.00	-2.00	-2.00 (-8%)
5	Newsletter re 1972 LGA s142				920.00	350.00	570.00	570.00 (61%)
6	Village Hall hire				350.00		350.00	350.00 (100%)
7	Insurance				450.00	423.21	26.79	26.79 (5%)
8	Professional Memberships (L				590.00	440.71	149.29	149.29 (25%)
9	Audit				250.00	170.00	80.00	80.00 (32%)
10	Chairman's Allowance				50.00	24.00	26.00	26.00 (52%)
11	Training				450.00	50.00	400.00	400.00 (88%)
40	Accounting, Website & Comp				600.00	642.23	-42.23	-42.23 (-7%)
48	Warm Welcome				1,904.54	1,639.50	265.04	265.04 (13%)
50	Professional Services							(N/A)
	<b>SUB TOTAL</b>				<b>13,339.54</b>	<b>8,393.17</b>	<b>4,946.37</b>	<b>4,946.37 (37%)</b>

#### C - Playing Field/Recreation

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
14	Gross cutting (field)				960.00	720.00	240.00	240.00 (25%)
16	Repairs/Maintenance				2,500.00	255.45	2,244.55	2,244.55 (89%)
17	Footpath Maintenance				375.00		375.00	375.00 (100%)
	<b>SUB TOTAL</b>				<b>3,835.00</b>	<b>975.45</b>	<b>2,859.55</b>	<b>2,859.55 (74%)</b>

#### D - Grants - s137/72 & s19 M

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
21	Community Grants Fund				2,125.00	1,225.00	900.00	900.00 (42%)
	<b>SUB TOTAL</b>				<b>2,125.00</b>	<b>1,225.00</b>	<b>900.00</b>	<b>900.00 (42%)</b>
	<b>Summary</b>							
	<b>NET TOTAL</b>	<b>18,133.04</b>	<b>19,335.66</b>	<b>1,202.62</b>	<b>19,299.54</b>	<b>10,593.62</b>	<b>8,705.92</b>	<b>9,908.54 (26%)</b>
	<b>V.A.T.</b>		<b>576.05</b>			<b>282.50</b>		
	<b>GROSS TOTAL</b>		<b>19,911.71</b>			<b>10,876.12</b>		

# Waldringfield Parish Council

Waldringfield Parish Council			CASH FLOW STATEMENT			
		31.08.24		30.09.24		31.10.24
OPERATING ACCOUNT Unity Trust	SEPTEMBER		OCTOBER		NOVEMBER	
	EXPECTED	ACTUAL	EXPECTED	ACTUAL	EXPECTED	ACTUAL
<b>CASH ON HAND (beginning of month)</b>	£17,821.41	£17,821.41	£25,793.28	£25,793.28	£24,393.83	
<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	£8,702.12	£8,702.12	£0.00	£0.00	£0.00	£0.00
CIL	£0.00	£0.00	£17.65	£0.00	£0.00	£0.00
Advertising	£100.80	£100.80	£0.00	£0.00	£0.00	£0.00
ESC Footpath Grant	£0.00	£0.00	£328.80	£0.00	£0.00	£0.00
VAT Refund	£236.24	£236.24	£0.00	£0.00	£0.00	£0.00
Invoicing	£2.80	£2.80				
<b>TOTAL CASH RECEIPTS</b>	<b>£9,041.96</b>	<b>£9,041.96</b>	<b>£346.45</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>AVAILABLE (before cash out)</b>	<b>£26,863.37</b>	<b>£26,863.37</b>	<b>£26,139.73</b>	<b>£25,793.28</b>	<b>£24,393.83</b>	<b>£0.00</b>
<b>CASH PAID OUT</b>						
<b>Administration</b>						
Salaries	£655.50	£655.50	£655.50	£0.00	£655.50	£0.00
Newsletter	£175.00	£175.00	£0.00	£0.00	£0.00	£0.00
Insurance	£0.00	£0.00	£423.21	£0.00	£0.00	£0.00
Hall Hire	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Training	£50.00	£50.00	£0.00	£0.00	£0.00	£0.00
Post/Telephone	£5.00	£5.00	£0.00	£0.00	£30.16	£0.00
Memberships	£12.00	£12.00	£180.00	£0.00	£0.00	£0.00
Other / Office	£0.00	£0.00	£2.80	£0.00	£0.00	£0.00
Website/Accounting	£19.33	£19.33	£203.33	£0.00	£7.33	£0.00
<b>Playing Fields and maintenance</b>						
Grass Cutting	£120.00	£120.00	£120.00	£0.00	£120.00	£0.00
Repairs and maint'ce	£0.00	£0.00	£110.00	£0.00	£56.95	£0.00
Footpath cutting	£0.00	£0.00	£0.00	£0.00	£340.00	£0.00
<b>Grants</b>						
Wildlife Group	£0.00	£0.00	£0.00	£0.00	£100.00	£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	£4.80	£0.00	£45.00	£0.00
VAT	£33.26	£33.26	£46.26	£0.00	£0.00	£0.00
<b>SUBTOTAL</b>	<b>£1,070.09</b>	<b>£1,070.09</b>	<b>£1,745.90</b>	<b>£0.00</b>	<b>£1,354.94</b>	<b>£0.00</b>
<b>TOTAL CASH PAID OUT</b>	<b>£1,070.09</b>	<b>£1,070.09</b>	<b>£1,745.90</b>	<b>£0.00</b>	<b>£1,354.94</b>	<b>£0.00</b>
<b>POSITION (end of month)</b>	<b>£25,793.28</b>	<b>£25,793.28</b>	<b>£24,393.83</b>	<b>£25,793.28</b>	<b>£23,038.89</b>	<b>£0.00</b>
<b>SUMMARY of ALL CASH</b>						
Unity	£25,793.28	£25,793.28	£24,393.83	£25,793.28	£23,038.89	£0.00
IBS	£8,316.58	£8,316.58	£8,316.58	£8,316.58	£8,316.58	£8,316.58
<b>Total cash position</b>	<b>£34,109.86</b>	<b>£34,109.86</b>	<b>£32,710.41</b>	<b>£34,109.86</b>	<b>£31,355.47</b>	<b>£8,316.58</b>

# Waldringfield Parish Council

## ITEM 12

### 12. a. To **DISCUSS** and **APPOINT** Councillors to responsibilities

The following are current responsibility areas for councillors.

Responsibility area	No of Cllrs	Current appointees
SALC	1	Cllr Elliot
Footpaths	1	Cllr Gold
Emergency Planning	1	Cllr Quick
Planning Group	3	Cllrs Elliot, Gold and vacancy
Parish Liaison	1	Cllr Kay
Website Management	2	Cllr Shore and The Clerk
Village Hall	1	Cllr Shore
Tennis Club	2	Cllr Kay
Fairway	2	Cllrs Gold and Reid
Playing Fields	3	Cllrs Forsdike, Reid and Gold
Church Field	2	Cllrs Elliot and Gold
WALGA	1	Cllr Kay
Beach	3	Cllrs Gold and Quick
Notice Boards	2	Cllrs Kay and the Clerk
Village Sign, benches and street furniture	1	vacancy
Climate and Biodiversity Coordinator	1	Cllr Quick
Felixstowe Partnership	1	Cllr Reid, vacancy
SID Coordinator	2	Cllrs Kay and Reid
Deben Estuary Representative	1	Cllr Quick
Brightwell Lakes Forum representatives	2	Cllrs Elliot and Kay

# Waldringfield Parish Council

Safeguarding	2	Clerk and vacancy
Tree Warden	1	Christine Fisher-Kay
Flood Defences	3	J. Smith, T. Lyon and J. Wilkins

## ITEM 13

13. To **RECIEVE UPDATES** on the National Landscapes signage:  
Nothing to circulate

## ITEM 14

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

## ITEM 15

15. a. To **CONSIDER** letter from Waldringfield Gardeners  
Letter circulated to Councillors with these documents
- b. To **CONSIDER** any correspondence received before the meeting – see separate list

### General Correspondence circulated to Councillors

Suffolk Association of Local Councils -NEWS BULLETIN - 9th September 2024  
 Society of Local Council Clerks SLCC Weekly News Digest - 09/09/2024  
 Rural Services Network The Rural Bulletin - 10 September 2024  
 National Association of Local Councils NALC EVENTS 10.09.24  
 National Association of Local Councils NALC WEBSITE 10.09.24  
 Suffolk Association of Local Councils SALC training bulletin 10th September 2024  
 National Association of Local Councils CHIEF EXECUTIVE'S BULLETIN 05.09.24  
 Community Action Suffolk - CAS Newsletter 05/09/2024  
 Suffolk Association of Local Councils SALC East Suffolk area forum - 1st October 2024 - book now!! 06.09.24  
 Sizewell C - Invitation: SZC Community Forum - 9 October 2024 06.09.24  
 Suffolk & Essex Coast & Heaths National Landscape - All the latest from your National Landscape 06.09.24  
 AEPA - ENERGY PROJECTS MEETING 3 SEPTEMBER - MINUTES, RESPONSE FOR SECRETARY OF STATE TO JOINT LETTER, STEERING GROUP TERMS OF REFERENCE 09.09.24  
 National Association of Local Councils NALC NEWSLETTER 11.09.24  
 Suffolk Association of Local Councils SALC training bulletin - speaker for next clerk networking - 3rd October 11.09.24  
 Society of Local Council Clerks News Bulletin - 12 September 2024  
 National Association of Local Councils CHIEF EXECUTIVE'S BULLETIN 12.09.24  
 Police Connect - Chief & PCC host meetings to discuss policing in Suffolk 12.09.24  
 Wegg, Kevin - Funding Opportunities 12.9.24  
 Suffolk Association of Local Councils Rural Coffee Caravan 13.09.24  
 Suffolk Association of Local Councils SALC East Suffolk area forum - 1st October 2024 - another speaker confirmed 14.09.24  
 Suffolk Association of Local Councils NEWS BULLETIN - 16th September 2024  
 Rural Services Network The Rural Bulletin - 17 September 2024  
 National Association of Local Councils NALC EVENTS 17.09.24

# Waldringfield Parish Council

**Suffolk Association of Local Councils** NEWS BULLETIN - 16th September 2024 – Update  
**National Association of Local Councils** NALC WEBSITE 17.09.24  
**Suffolk Association of Local Councils** SALC training bulletin 17th September 2024  
**National Association of Local Councils** NALC NEWSLETTER 18.09.24  
**Suffolk County Council** - A12 MRN Improvements Consultation 18.09.24  
**East Suffolk Council Licencing** - Consultation - Gambling Act 2005 Statement of Principles 21.09.24  
**Community Action Suffolk** CAS Newsletter: Reconditioned Laptops | Full Cost Recovery Training | Safeguarding Governance Training 18.09.24  
**National Association of Local Councils** CHIEF EXECUTIVE'S BULLETIN 19.09.24  
**Wegg, Kevin** - Funding Opportunities 19.9.24  
**Suffolk Association of Local Councils** NEWS BULLETIN - 23rd September 2024  
**National Association of Local Councils** NALC EVENTS 25.09.24  
**Rural Services Network** The Rural Bulletin - 24 September 2024  
**National Association of Local Councils** NALC WEBSITE 24.09.24  
**Suffolk Association of Local Councils** SALC training bulletin 24th September 2024  
**AEPA** - SUPPORT FOR ED MILIBAND LETTER & ENDORSEMENT OF DRAFT CONSTITUTION FOR STEERING GROUP 24.09.24  
**National Association of Local Councils** NALC NEWSLETTER 25.09.24  
**Wegg, Kevin** - Funding Opportunities 26.9.24  
**National Association of Local Councils** CHIEF EXECUTIVE'S BULLETIN 26.09.24  
**Society of Local Council Clerks** News Bulletin - 26 September 2024  
**Suffolk & Essex Coast & Heaths National Landscape** News from the National Landscapes 26.09.24  
**Suffolk Community Foundation** - September news from Suffolk Community Foundation 30.09.24  
**Suffolk Association of Local Councils** NEWS BULLETIN - 30th September 2024  
**Society of Local Council Clerks** - SLCC Weekly News Digest - 30/09/2024