



## Minutes of the Parish Council Meeting held on Tuesday 09 January 2024

**In attendance:** Cllrs Kay, Elliot, Quick and Couchman.

ESC Councillors Reeves and Ninnmey

**Members of the public :** 0

**Minutes:** Clerk

**Meeting opened:** 19:31pm

2051

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

Cllr Forsdike – illness; Cllr Shore –work commitments; Cllr Gold – planned holidays; Cllr Reid – planned holidays

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

**2. To RECEIVE declarations of interest**

Non-pecuniary interest declared by Cllr Kay for Item 8.a.i and 8.a.ii.

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

None received

**3. To RECEIVE and CONSIDER any statements of interest from parties wishing to be co-opted as a new councillor**

None to consider

**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.**

No members of the public present

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

Cllrs Reeves and Ninnmey forwarded their December report on 30 December.

Cllr Reeves updated on the Pitstop Outreach programme - a new initiative, partly funded by the Felixstowe Peninsula Community Partnership, the plan is to provide a visiting food bank, clothing / toy bank, and advice service to residents across the peninsula. This was approved on 19 December and Will begin their launch in Kirton end of January and hope to make regular visits to all Ward. More information for publication will follow.

The triple lock for planning is coming to next full council on 24<sup>th</sup> Jan and is expected to be approved. This would allow that if a parish council should object to a planning application and that objection has the support of a ward councillor and a member of the Planning Committee then the application will be heard by the Planning Committee rather than being delegated to an officer. It is noted that the approval would be limited to 6 month trial period as there is a concern about the planning committees being overwhelmed.

Severe weather protocol for homelessness is being implemented. Emergency number to call 08004402516 if homeless persons are identified (street homeless). Street Link is the govt website where you can also report people you may have seen.

# Waldringfield Parish Council

2052

Cllr Nimmney updated on planning, which held their meeting this week. National planning guidelines were updated by Gove in December. It appears the national drive is to ensure “beautiful” neighbourhoods. Heritage has been tasked with making recommendations on what this may look like in terms of planning design for developments, and will be applied nationally. Cllr Elliot referred to the recent SALC Forum and the presentation on the Levelling Up & Regeneration Act 2023 (LURA) available via video. Cllrs also discussed Neighbourhood and Parish Plans.

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

Clerk noted that Suffolk Police have re-drawn community areas – Waldringfield is now in Martlesham and Orwell.

Cllrs noted crime data.

**5. To APPROVE the minutes of the Parish Council meeting held on **12 December 2023****

Motion to **APPROVE** the Minutes of 12 December 2023 – Proposed: Cllr Kay; Seconded Cllr Elliot – all in favour of those who were present.

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

## ACTION POINTS

**Planning:** Cllr Elliot and Clerk to arrange meeting with ESC planners and ESC ward councillor(s) – see **Item 8.d.**; Clerk to follow up on ENF/23/0292/COND – **Done 22.12.23.**

**Budget:** Clerk prepare final budget and precept request for approval – **Done see Item 7a.**

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

**Policies:** Policy Working Group to meet to review HR Suite of policies – **Done – Scheduled 06.02.24**

**Playing Field:** The Tree warden and Cllr Forsdike to investigate trees issues on playing fields – **in process – update next meeting.**

**Litter Walks:** Clerk and Cllr Reid to meet February to develop budget and documents – **in process**; Clerk to contact ESC ref: PPE – **Done – some items can be loaned out via a form. Must be collected and returned to ESC Melton.**

**Warm Rooms:** Clerk to contact East Suffolk Council Press office regarding Warm Welcome is available in Waldringfield – **in process – Cllr Reeves to provide.**

**Meeting Dates:** Clerk to ensure these are posted – **Done – website 13.12.23/noticeboards 03.01.24;**

Clerk to book rooms for meeting dates – **Done 13.12.23**

**Emergency Plan:** Cllrs Kay and Quick to arrange draft review with resident – **see Item 13**

**School Road speed limit:** Clerk to contact Easton Parish Clerk; Clerk to contact Bucklesham Clerk – **Done 02.01.24 – Update under Item 15a.**; Clerk to contact community policing – **in process**; Cllr Kay and Reid will look at the data from SID on School Road – **in process.**

**Felixstowe Community Partnership:** Cllr Reid to circulate Suffolk Observatory data – **in process**

**7. a. To APPROVE 2024-25 budget**

Motion to **APPROVE** the 2024-25 budget proposed by Cllr Kay; seconded Cllr Elliot – all in favour

**b. To APPROVE the Parish Council precept request for 2024-2025 of £17,404.24**

Motion to **APPROVE** the Precept request of £17,404.24 – Proposed Cllr Elliot; Seconded by Cllr Elliot – all in favour

# Waldringfield Parish Council

Clerk to send Precept request by due date of 26 January 2024.

2053

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

**a.i) DC/23/4582/FUL** | Refurbishment and minor extension to the existing timber, single storey Youth Hall at Waldringfield Baptist Church. The works include adding a 45m<sup>2</sup> floor area extension and replacement of existing wall and roof cladding, windows and doors. The works also plan to include access and internal modifications and adoption of better fire-proofing and insulation materials. The building is used for several meetings organised by the church such as toddler groups, youth club, prayer meetings and community meals. | Baptist Chapel Newbourne Road Waldringfield Suffolk  
**Planning Officer – E Attwood; Deadline 10 January 2024.**

**NOTE:** the Areas of Outstanding National Beauty (AONB) have been changed to Suffolk & Essex Coast & Heaths National Landscapes. For the purposes of these notes AONB will continue to be used.

The property is within the AONB and forms part of the Baptist church complex, with other buildings. The application is for a single storey extension to the front of the existing hall and is set back from the road, with good screening from existing trees and hedging.

Cllrs discussed at length the design details and continue to have the following concerns:

**Materials:** In order to present a cohesive structure, the materials, cladding, roof, windows & doors on the extension should colour match those of the existing building and not as proposed in the application which are very different to the existing building. It is noted that the application does not consider a change to the existing structure.

**Lighting:** Given the location we ask that a detailed external lighting plan be submitted and approved by ESC before any external lighting is installed.

Motion to respond that Subject to the above amendments we would **NOT OBJECT** to a **revised** application - Proposed Cllr Elliot, Seconded Cllr Quick – all in favour.

**a.ii) DC/23/4619/FUL** | Change of use of part land of former golf Clubhouse to form car sales area & detached portakabin | The Clubhouse Waldringfield Golf Club Newbourne Road Waldringfield Suffolk  
**Planning Officer N. Webb; Deadline 11 January 2024**

Cllr Elliot noted this is a retrospective application as this development is currently situated and operational at present.

Cllrs noted this is within the AONB boundary. Cllrs discussed whether a used car lot is an appropriate business to be located in the AONB. However, should planning be minded to approve the application, Cllrs noted the following should be included in the permission as enforceable conditions:

- 1) The used car sales business continues to be shielded by the 2m high close boarded fence & gate. It is currently hidden from view and would be desirable to maintain this.
- 2) That the portakabin, clearly visible over the fence, is painted in a colour more sympathetic to the AONB location.
- 3) That the display of used cars does not extend onto the Club House carpark.
- 4) That the business remains as a “sales” only operation and no car maintenance or repairs are carried out.

Motion to respond that Subject to the above conditions being applied we would **NOT OBJECT** to a **revised** application - Proposed Cllr Kay; Cllr Quick – all in favour

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**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 received planning decisions

**d. To RECEIVE UPDATE** on ENF/22/0187/COND

Cllr Elliot updated council on progress on this issue. ESC have elected to not enforce this particular condition involving the highway improvements at Eureka. ESC planning however, following discussions with Cllr Elliot, have offered to liaise with Highways in terms of design for finishing. Then with that design and quote from Highways, the WPC could make a CIL application for implementation by Highways to make right the situation. Cllrs Reeves and Nimmney have indicated their support and the Clerk will update Cllr Mulcahy to engage her support.

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

Cllrs noted that large scale signage has appeared at the corner of the cross roads – there are now a number of them and this is within the AONB. Clerk to contact ESC planning (enforcement) to determine if this requires consent.

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

Cllr Kay updated Council – The Green infrastructure (AAPCCNR) group met in November to discuss outcomes and next steps following the workshop in August. They discussed the feedback received and the assembled a summary of the workshop and reviewed some implementation. There was agreement on some key issues/actions: mapping of watercourse, development of “shady ways” and examination of hedgerow data. Agreed more discussion on the development of an action plan for the local parishes that can be implemented together. Seeking also to gather support of ESC/SCC and other partners to assist the parishes to implement the agreed actions.

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

Cllrs received the report from Cllr Forsdike. Cllrs reviewed the report and noted no immediate actions. A full update will be provided next meeting including Fort replacement update.

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

Christmas was very well attended. And there was a closed period and re-opens tomorrow. Cllr Elliot is expecting a smaller turnout, but hoping for it to return to strength with the cold weather.

**12. CLERK AND RFO REPORT**

**a. To CONSIDER and APPROVE** new defibrillator battery for Village Hall - £210.00 + £12.50 delivery

Clerk advised that this is being recommended to be replaced earlier than April.

Motion to **APPROVE** purchase of replacement battery – Proposed Cllr Kay; Seconded Cllr Quick – all in favour

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

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

Cllrs Elliot and Kay to approve BACs payments

# Waldringfield Parish Council

Cllr Elliot reviewed and approved invoices and receipts.

2055

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

Motion to **APPROVE** bank reconciliation and financial reports – Proposed: Cllr Elliott; Seconded – Cllr Couchman – all in favour

Cllr Elliot reviewed and signed bank reconciliation.

**d. To MAKE ARRANGEMENTS for the Internal Controls and Management Review**

Cllr Elliot agreed to attend. Clerk to ask new councillors not in attendance if they would like to attend. Clerk to organise.

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

**a. To APPROVE the Revised Emergency Plan**

Cllr Kay advised that they contacted emergency planning (ESC) and were advised the existing format was appropriate.

Cllrs Quick and Kay have reviewed and checked all names, contacts, websites and phone numbers. Some typos identified and broader concerns raised. Cllrs Kay and Quick to make amendments requested to ensure clarity. Revised draft to be discussed at the next meeting.

**14. To CONSIDER responding to public consultations – see separate list  
Litter and Dog waste bin Policy – (closes 31 January 2024)**

Cllrs discussed a variety of issues – specified concerns are costs of collection if required, bins more than 50m from the road would not be collected, and seasonality would be considered with no agreed framework for this discussion. Its unclear when/how they will work with Parishes to implement this. Clerk to draft response and send to Cllrs for review for submission by 31 Jan 2024.

**Local Validation List - Consultation on draft document – (closes 02 February 2024)**

Cllr Elliot noted it was disappointing that this continues to be difficult for the lay person to understand. While the descriptions of documents are excellent – there is nothing that outlines what from this list needs to be submitted for each planning application. A cross reference chart – linking the types of documents required for the application type would be helpful. Cllrs Elliot and Kay will respond to the on-line survey as discussed.

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

**a. To RECEIVE UPDATES on 20mph speed limit on School Road**

Cllrs Nimmney and Reeves commented they would support efforts to achieve this. Clerk summarised Bucklesham Clerk's experience. It was agreed that data is required to take next steps – Cllrs Reid and Kay will submit next meeting.

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

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

Fort refurbishment project proposals

HR Policies and Emergency Plan review

Clerks Annual PR

Update from the Deben Estuary Partnership.

Meeting Closed 21:36pm

## ACTION POINTS

**Planning:** Clerk to submit responses as agreed above; Clerk to contact planning enforcement ref: signage at crossroads; Clerk to update Cllr Mulcahy ref: Eureka.

**Budget:** Clerk to send precept request by 26 January; Clerk to post Budget on Website.

**Finance:** Cllrs Elliot and Kay to approve BACS payments; Clerk to order and arrange delivery and installation of the new Defib battery; Clerk to organise Internal Controls and Management Review

**Policies:** Cllrs Kay and Quick to prepare Emergency Plan second draft

**Playing Field:** Cllr Forsdike to prepare fort replacement plan

**Consultations:** Clerk to prepare and circulate Litter bin response; Cllr Elliot (and Kay if required) will respond to the on-line consultation response by 02 February

**School Road speed limit:** Cllrs Kay and Reid to prepare School Road SID data.

# Waldringfield Parish Council

## SUPPORTING DOCUMENTS JANUARY

### ITEM 3

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

### ITEM 4

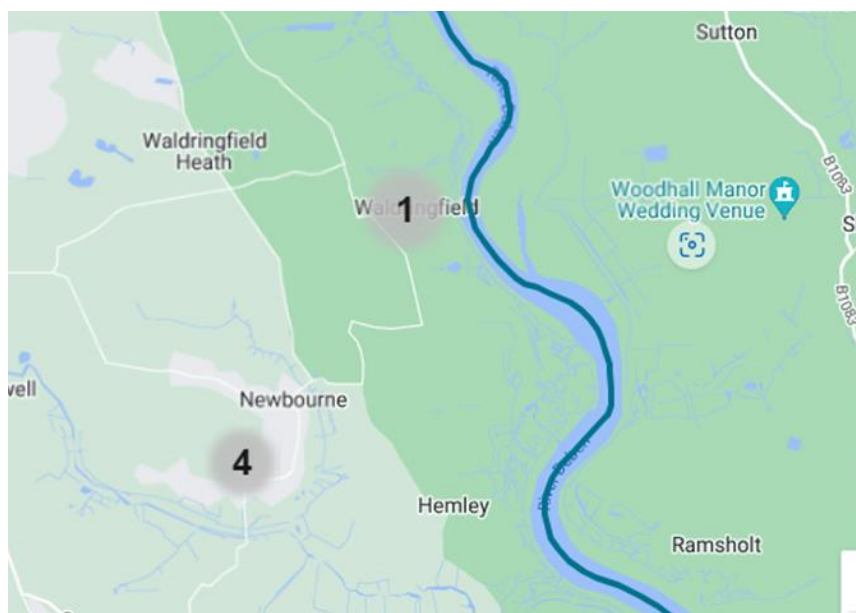
4. **b.** To **RECEIVE** reports County and District Councillors  
ESC Cllrs report was circulated to Cllrs on 31.12.23 and is available on the website.

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

Of note: When looking up the Crime data – it is now clear we are in a new community policing area – **Martlesham and Orwell**.



Suffolk Police and Crime Data – October 2023



**Waldringfield:**

1 x other theft

**Newbourne**

2 x burglary

1 x shoplifting

1 x violence and sexual offences



# Waldringfield Parish Council

## ITEM 5

5. To **APPROVE** the minutes of the WPC Meeting held on 12 December 2023  
Draft minutes were circulated to Councillors with the Agenda and are available on the website.

## ITEM 6

6. **MATTERS for REPORT** from minutes of previous meetings and to **REVIEW ACTION POINTS** from the minutes of the Parish Council Meeting held on 12 December 2023

### ACTION POINTS

**Planning:** Cllr Elliot and Clerk to arrange meeting with ESC planners and ESC ward councillor(s) - see **Item 8.d.**; Clerk to follow up on ENF/23/0292/COND – **Done 22.12.23.**

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**Meeting Dates:** Clerk to ensure these are posted – **Done – website 13.12.23/noticeboards 03.01.24;**

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**School Road speed limit:** Clerk to contact Easton Parish Clerk; Clerk to contact Bucklesham Clerk – **Done 02.01.24 – Update under Item 15a.**; Clerk to contact community policing – **in process**; Cllr Kay and Reid will look at the data from SID on School Road – **in process.**

**Felixstowe Community Partnership:** Cllr Reid to circulate Suffolk Observatory data – **in process**



# Waldringfield Parish Council

## ITEM 7

### 7. a. To APPROVE 2024-25 budget

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

# Waldringfield Parish Council

## ITEM 8

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

a.i) DC/23/4582/FUL | Refurbishment and minor extension to the existing timber, single storey Youth Hall at Waldringfield Baptist Church. The works include adding a 45m<sup>2</sup> floor area extension and replacement of existing wall and roof cladding, windows and doors. The works also plan to include access and internal modifications and adoption of better fire-proofing and insulation materials. The building is used for several meetings organised by the church such as toddler groups, youth club, prayer meetings and community meals. | Baptist Chapel Newbourne Road Waldringfield Suffolk  
**Planning Officer – E Attwood; Deadline 10 January 2024.**

a.ii) DC/23/4619/FUL | Change of use of part land of former golf Clubhouse to form car sales area & detached portakabin | The Clubhouse Waldringfield Golf Club Newbourne Road Waldringfield Suffolk  
**Planning Officer N. Webb; Deadline 11 January 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

Ref. No: DC/23/4013/LBC | Received date: Wed 18 Oct 2023 | Status: **Application Permitted** | Case Type: Planning Application

Listed Building Consent - Removal of modern internal partition wall - The Barn Fishpond Road Waldringfield Woodbridge Suffolk IP12 4QX

Ref. No: DC/23/4271/DRC | Received date: Mon 06 Nov 2023 | Status: **Application Permitted** | Case Type: Planning Application

Discharge of Condition No. 3 of DC/23/2867/FUL - Verandah Extension (existing bay to be removed) -  
(i) Details of the materials; (ii) Details to be provided of all new windows to include: appearance; position within opening; method of opening; materials and finish; heads and cills; type of glazing; glazing bar profiles; and ironmongery and (iii) Details of all new external doors to include: appearance; materials and finish; frame and architrave; type of glazing; panel profiles; and ironmongery. - Whitehall Mill Road Waldringfield Woodbridge Suffolk IP12 4PY

Ref. No: DC/23/4118/TPO | Received date: Tue 24 Oct 2023 | Status: **Application Permitted** | Case Type: Planning Application

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

d. To **RECEIVE** any other planning information.  
Nothing to circulate.

## ITEM 9

9. To **RECEIVE** updates from Greener Waldringfield  
Nothing to circulate

## ITEM 10

10. a. To **RECEIVE** the Monthly playing field inspection report  
Report circulated separately to these documents

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

# Waldringfield Parish Council

b. To **RECEIVE** update on Fort replacement project  
Nothing to circulate

## ITEM 11

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

## ITEM 12

12. **CLERK AND RFO REPORT**

a. To **CONSIDER** and **APPROVE** new defibrillator battery for Village Hall - £210.00 + £12.50 delivery  
This battery is due for replacement in 30/04/24. During recent monthly check – this was very low and is recommended to replace ahead of schedule.

For information: Future expected replacement costs:

- Replacement main pads – VH – March 2024 (approx £52.00)
- Replacement spare pads – VH – August 2024 (approx £52.00)
- Replacement main pads – Maybush – November 2024 (approx £52.00)
- 

b. 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
99	Warm Room / Pantry	02/01/2024	Unity Trust Bank	Warm Room/Pantry sup	Tescos (via Cllr Couchman)	X	9.75		9.75
100	Clerk/Office Expense	02/01/2024	Unity Trust Bank	Mileage	J Elliot	X	13.60		13.60
101	Warm Room / Pantry	02/01/2024	Unity Trust Bank	Warm Room/Pantry sup	J Elliot	X	51.58		51.58
102	Accounting, Website	05/01/2024	Unity Trust Bank	MS Office Subscription	Microsoft Office (via J Shone- S		49.99	10.00	59.99
103	Accounting, Website	02/01/2024	Unity Trust Bank	Google Storage	Google Commerce (via J Shon S		1.33	0.26	1.59
104	Salaries	02/01/2024	Unity Trust Bank	Salary	Jennifer Shone-Tribley	X	596.96		596.96
<b>Total</b>							<b>723.21</b>	<b>10.26</b>	<b>733.47</b>

## RECEIPTS LIST

### Waldringfield Parish Council RECEIPTS LIST

Voucher	Code	Date	Bank	Description	Supplier	VAT Type	Net	Total
10	Advertising income	06/12/2023	Unity Trust Bank	Advertising Incom	Low Farm Cottages and Campir	Z	18.00	18.00
<b>Total</b>							<b>18.00</b>	<b>18.00</b>

### Waldringfield Parish Council RECEIPTS LIST

Voucher	Code	Date	Bank	Description	Supplier	VAT Type	Net	Total
11	Bank Interest	30/11/2023	Suffolk Building Society	Bank Interest	Ipswich Building Society	X	228.31	228.31
<b>Total</b>							<b>228.31</b>	<b>228.31</b>

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

# Waldringfield Parish Council

## Waldringfield Parish Council

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

<b>A</b>	<b>Bank Reconciliation at 31/12/2023</b>		
	Cash in Hand 01/04/2023		22,004.36
	<b>ADD</b> Receipts 01/04/2023 - 31/12/2023		19,300.96
	<b>SUBTRACT</b> Payments 01/04/2023 - 31/12/2023		14,651.57
	<b>Cash in Hand 31/12/2023</b> (per Cash Book)		<b>26,653.75</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 31/12/2023	0.00	
	Unity Trust Bank 31/12/2023	18,337.17	
	Suffolk Building Society 31/12/2023	8,316.58	
			<b>26,653.75</b>
	Less unrepresented payments		26,653.75
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>26,653.75</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	<u>Receipts</u>			<u>Payments</u>			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
28 Precept	16,322.00	16,322.00					(0%)
31 SCC Footpaths Grant	328.80	328.80					(0%)
36 Bank Interest	50.00	228.31	178.31				178.31 (356%)
37 Grants and Donations							(N/A)
38 Advertising income	35.00	42.00	7.00				7.00 (20%)
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>18,122.03</b>	<b>1,086.23</b>				<b>1,086.23 (6%)</b>

#### B - Administration

Code Title	<u>Receipts</u>			<u>Payments</u>			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1 Salaries				6,860.00	6,040.13	819.87	819.87 (11%)
2 PAYE/NI							(N/A)
3 Clerk/Office Expenses				50.00	70.16	-20.16	-20.16 (-40%)
4 Post and telephone				25.00		25.00	25.00 (100%)
5 Newsletter re 1972 LGA s'				875.00	549.00	326.00	326.00 (37%)
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		24.00	24.00	530.00	446.53	83.47	107.47 (20%)
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 & Cor				575.00	512.89	62.11	62.11 (10%)
46 Coronation Events				500.00	386.80	113.20	113.20 (22%)
48 Warm Room / Pantry				2,038.27	260.32	1,777.95	1,777.95 (87%)
50 Professional Services					500.00	-500.00	-500.00 (N/A)
<b>SUB TOTAL</b>		<b>24.00</b>	<b>24.00</b>	<b>14,638.38</b>	<b>10,742.61</b>	<b>3,895.77</b>	<b>3,919.77 (26%)</b>

#### C - Playing Field/Recreational

Code Title	<u>Receipts</u>			<u>Payments</u>			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
14 Grass cutting (field)				900.00	840.00	60.00	60.00 (6%)
16 Repairs/Maintenance				3,500.00	1,086.51	2,413.49	2,413.49 (68%)
17 Footpath Maintenance				375.00	241.50	133.50	133.50 (35%)
<b>SUB TOTAL</b>				<b>4,775.00</b>	<b>2,168.01</b>	<b>2,606.99</b>	<b>2,606.99 (54%)</b>

#### D - Grants - s137/72 & s19 MPA76

Code Title	<u>Receipts</u>			<u>Payments</u>			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
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>18,146.03</b>	<b>1,110.23</b>	<b>21,288.38</b>	<b>14,735.62</b>	<b>6,552.76</b>	<b>7,662.99 (20%)</b>
<b>V.A.T.</b>		<b>1,154.93</b>			<b>649.42</b>		
<b>GROSS TOTAL</b>		<b>19,300.96</b>			<b>15,385.04</b>		

# Waldringfield Parish Council

Waldringfield Parish Council			CASH FLOW STATEMENT			
		30.11.23		31.12.23		31.01.24
OPERATING ACCOUNT Unity Trust	DECEMBER		JANUARY		FEBRUARY	
	EXPECTED	ACTUAL	EXPECTED	ACTUAL	EXPECTED	ACTUAL
CASH ON HAND (beginning of month)	£20,200.72	£20,200.72	£18,337.17	£18,337.17	£17,603.70	
CASH RECEIPTS						
Grants						
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
Other						
Precept	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
CIL	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Interest	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Advertising	£18.00	£18.00	£0.00	£0.00	£0.00	£0.00
SCC Footpath Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
VAT Refund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL CASH RECEIPTS	£18.00	£18.00	£0.00	£0.00	£0.00	£0.00
AVAILABLE (before cash out)	£20,218.72	£20,218.72	£18,337.17	£18,337.17	£17,603.70	£0.00
CASH PAID OUT						
Administration						
Salaries	£596.96	£596.96	£596.96	£0.00	£596.96	£0.00
Newsletter	£175.00	£175.00	£0.00	£0.00	£0.00	£0.00
Insurance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Hall Hire	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Training	£0.00	£0.00	£0.00	£0.00	£30.00	£0.00
Post/Telephone/exp	£11.65	£11.65	£13.60	£0.00	£0.00	£0.00
Memberships	£0.00	£0.00	£0.00	£0.00	£35.00	£0.00
Other	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Website/Accounting	£19.33	£19.33	£51.32	£0.00	£1.33	£0.00
Playing Fields and maintenance						
Grass Cutting	£60.00	£60.00	£0.00	£0.00	£0.00	£0.00
Repairs and maint'ce	£570.00	£570.00	£0.00	£0.00	£340.00	£0.00
Footpath cutting	£241.50	£241.50	£0.00	£0.00	£0.00	£0.00
Grants						
Church Field Trust	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Village Hall	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
General Grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
WPCC	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Wildlife Group	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Projects expenses						
Other	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Warm Rooms	£144.22	£144.22	£61.33	£0.00	£45.00	£0.00
Coronation Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
VAT	£62.89	£62.89	£10.26	£0.00	£0.00	£0.00
SUBTOTAL	£1,881.55	£1,881.55	£733.47	£0.00	£1,048.29	£0.00
TOTAL CASH PAID OUT	£1,881.55	£1,881.55	£733.47	£0.00	£1,048.29	£0.00
CASH POSITION (end of month)	£18,337.17	£18,337.17	£17,603.70	£18,337.17	£16,555.41	£0.00
SUMMARY of ALL CASH						
Unity	£18,337.17	£18,337.17	£17,603.70	£18,337.17	£16,555.41	£0.00
IBS	£8,316.58	£8,316.58	£8,316.58	£8,316.58	£8,316.58	£8,316.58
Total cash position	£26,653.75	£26,653.75	£25,920.28	£26,653.75	£24,871.99	£8,316.58



# Waldringfield Parish Council

## **d. To MAKE ARRANGEMENTS for the Internal Controls and Management Review**

The internal controls and management review occurs annually prior to the audit to ensure that Councillors are assured that proper internal controls are being followed.

The Clerk requires 2 Councillors to attend a review with the Clerk to audit processes and procedures. These Councillors will then report to Council their findings in March.

## **ITEM 13**

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

#### **a. To APPROVE the Revised Emergency Plan**

Revised plan Will be circulated under separate cover

## **ITEM 14**

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

#### **a. Litter and Dog waste bin Policy – (closes 31 January 2024)**

Circulated to Cllrs with these documents as discussed last meeting

#### **b. Local Validation List - Consultation on draft document – (closes 02 February 2024)**

Circulated to Councillors 02.01.24

## **ITEM 15**

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

#### **a. To RECEIVE UPDATES on 20mph speed limit on School Road**

Nothing to circulate

## **ITEM 16**

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

#### **General Correspondence circulated to Councillors**

**International Institute of Municipal Clerks** - IIMC E-Briefing - December 6, 2023

**National Association of Local Councils** CHIEF EXECUTIVE'S BULLETIN 07.12.23

**East Suffolk Planning Policy Team** - Wickham Market Neighbourhood Plan 07.12.23

**Suffolk Association of Local Councils** NEWS BULLETIN - 11th December 2023

**AEPA** - T&PCS' RESPONSES TO NATIONAL GRID SEALINK CONSULTATION

**Rural Services Network** The Rural Bulletin - 12 December 2023

**National Association of Local Councils** NALC EVENTS 13.12.23

**East of England Local Government Association** - EELGA Christmas Newsletter 12.12.23

**Suffolk Association of Local Councils** SALC training bulletin 12th December 2023

**National Association of Local Councils** NALC NEWSLETTER 13.12.23

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

**Society of Local Council Clerks** News Bulletin - 13 December 2023

**Suffolk & Essex Coast & Heaths National Landscape** - All the latest from your National Landscape 13.12.23

**National Association of Local** CHIEF EXECUTIVE'S BULLETIN 13.12.24

**Community Action Suffolk** CAS Newsletter 14/12/2023

**Deben Estuary Partnership** - Deben Estuary Partnership Winter 2023 Newsletter 15.12.23

**Simon Amstutz** News from the National Landscapes 15.12.23

**Kevin Wagg (ESC)** - VCSE Funding Opportunities 15.12.23

**Dr Specia, Chair of East Suffolk Council** -Merry Christmas and Happy New Year from the Chair and Vice Chair of East Suffolk Council 15.12.23

# Waldringfield Parish Council

**Kevin Wagg (ESC)** - VCSE Funding Opportunities 19.12.23  
**Therese Coffee** - Merry Christmas 19.12.23  
**Rural Services Network** - The Rural Bulletin - 19 December 2023  
**National Association of Local Councils** - NALC EVENTS 19.12.23  
**East Suffolk Planning Team** - Planning, Building Control & Coastal Management Newsletter 19.12.23  
**Suffolk Association of Local Councils** SALC training bulletin 19th December 2023  
**National Association of Local Councils** NALC NEWSLETTER 20.12.23  
**Sizewell C** - December Community Newsletter 20.12.23  
**AEPA** - Aepa Newsletter to T&PCs 2023 20.12.23  
**National Association of Local Councils** CHIEF EXECUTIVE'S BULLETIN 21.12.23  
**Suffolk Association of Local Councils** NSIPs Bulletin - 21st December 2023  
**East Suffolk Planning Team** Planning Forum for Town and Parish Councils 21.12.23  
**Kevin Wegg** - VCSE Funding Opportunities 29.12.23  
**National Association of Local Councils** - NALC EVENTS 02.01.24  
**Suffolk Association of Local Councils** SALC training bulletin 2nd January 2024  
**Suffolk Association of Local Councils** NEWS BULLETIN - 2nd January 2024  
**Suffolk Association of Local** NEWS BULLETIN - 2nd January 2024 (corrected link to NALC legal briefing L02-23) 03.01.24