



Minutes of the Parish Council Meeting held on Tuesday 10 December 2024

In attendance: Cllrs Kay, Elliot, Reid, Quick, Ramsay, Forsdike, Shore, Gold.
SCC Councillor Mulcahy, ESC Councillors Reeves and Ninnmey

Members of the public : 3

Minutes: Clerk

Meeting opened: 19.29pm

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1. **a. To RECEIVE and APPROVE apologies for absence**
None

2. **a. To RECEIVE declarations of interest**
None received

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.**
No members of the public wished to speak

b. To RECEIVE a presentation regarding DC/24/2645/FUL Swans Nest
The applicant and representatives circulated two documents to councillors before the meeting. They prepared and displayed a presentation at the meeting.

Discussed were some of the additional documents to be submitted in response to the WPC comments on the initial application, primarily addressing concerns regarding the visual impact and lighting and light spill.

Drawings and photographs were displayed in slides, and they outlined the street scene from the river, including neighbouring properties. It also outlined the street scene with the old and the new as a comparison. They also reviewed the considerations of flooding, and emphasised sustainability considerations including design materials and the methods of heating and cooling and energy considerations. Light mitigation was discussed and presented to councillors.

Cllrs asked questions about the lighting plans and mitigation, and brought to their attention the National Landscape design guide in respect of lighting design. Cllrs questioned the purpose of the boathouse and how boats will access the river. Cllrs also asked for clarification of the boundary treatment, requesting this is confirmed in revised proposals. Cllrs also raised concerns about construction access, which is very limited. The applicant advised this has been part of their planning. Cllrs noted the absence of a landscaping plan and planting screening, and requested this form part of the application.

The Chair thanked them for their time and attendance. It was appreciated by the Council.

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c. To RECEIVE reports County and District Councillors

Cllr Mulcahy – Apologised for the absence of a report. She brought to attention of Council that SCC is in the midst of budget planning and a consultation is available to 16 December. Cllr Mulcahy will send a link to Clerk. Locality budget has been allocated for the new footpath by the Primary School and planning for this is being undertaken. SCC is waiting on central government to advise any changes associated with local government reform.

Cllrs Reeves and Ninnmey – 16 December is when central government is releasing its white paper on local government reform. Planning is also a concern as there are extremely large targets being imposed. In addition, providing an application complies with an up to date Local Plan, the application would not be referred to the Planning Committee which is made up of councillors.

Discussions are ongoing regarding the location of the new sports facility and leisure centre in Felixstowe. Outline planning application is not yet submitted. Cllr Reeves noted 376 representations were received on the Jet Ski Consultation which will be considered by full council.

d. The RECEIVE updates on crime data from Suffolk Police.

Cllrs noted crime data.

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

No amendments advised.

Motion to **APPROVE** minutes of the meeting held 12 November 2024 – Proposed Cllr Kay ; Seconded Cllr Forsdike – all in favour of those that were present

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

ACTION POINTS

Village Hall request: Clerk to draft and provide letter of support. – Done – WVHT sends their thanks.

Public Consultations: Cllr Kay will respond to the consultation, and draft responses for the additional questions – Done Clerk to send response by 26 November 2024 – Done

Councillor Responsibilities: Clerk to amend responsibilities list and add this agenda item to the December Agenda – Done – deferred to January due to size of agenda.

BACS payments: Cllrs Elliot and Kay to authorise BACs payments – Done

Playing Fields: Cllr Forsdike to submit ROSPA report – Done – see Item 8a; and to submit proposal for grass cutting on the playing fields for 2025 – Done – See Item 8b.

Fort Redevelopment project: Cllr Ramsay to circulate proposed community survey to council in December – done – see Item 8c.i

Community Grants: Clerk to add to payment for December – done

Emergency Volunteers training: Clerk to contact the WVHT and invite members of the volunteer team and register those interested – Done – Cllr Quick and Clerk attended

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

a.i) DC/24/3930/FUL – Replacement conservatory to rear elevation and painted render to existing front and side elevations: Halyards, 2 Woodbridge Road, Waldringfield, Woodbridge, Suffolk IP12 4PW – **Planning Officer N Clow - consultation deadline 11 December 2024**

Cllr Elliot present to council on behalf of the Planning group. She outlined the history of the application: a previous application was supported by the council – subject to a lighting plan being submitted (Condition 4 of the approved application). A non-material amendment was proposed to amend the exterior finishes which the Council did not comment on. A further non-material amendment was submitted – but subsequently withdrawn. The Planning Group has reviewed this application in

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that context and advises that the changes in this application relate to the roof of the new conservatory – which is proposed to be a tile effect pitched roof instead of the previously approved flat roof with a large roof lantern. The planning group suggests that this change was an improvement as it would reduce light spill so recommended supporting the application provided the previous Condition 4

Motion to **SUPPORT** the application, subject to the inclusion of Condition 4 for the reasons above – Proposed Cllr Kay; Seconded Cllr Gold – all in favour

a.ii) DC/24/0448/FUL - Change of use of agricultural land for the storage of up to 49 caravans/motorhomes and associated permeable surfacing, 2x CCTV cameras, and erection of boundary fencing: Part Land At, Foxburrow Farm, Waldringfield Road, Brightwell, Ipswich Suffolk – **Planning Officer N Levett; Consultation deadline 13 December 2024**

Cllr Elliot present to council on behalf of the Planning Group. She outlined the history of the application – which was submitted in February for up to 75 caravans. The council objected to the application on the basis of the change of use element in particular. This application was also subject to the ESC Ecology response which outlined a number of issues with the proposals. Cllr Elliot outlined that in July the applicant submitted an Ecology Appraisal which responded to the concerns outlined.

This application proposes to reduce the number of caravans to store, in addition to their new Ecology Appraisal – which ESC had no further comments on. The application also points out that the site can be returned to its original state.

The planning group opined there are no further grounds to object as the new documents submitted address the concerns raised in the first consultation. It was recommended to council that it be made clear in any planning consent to include a temporary change of use basis and that it be allowed for a limited number of years only – as per Condition 3 of DC/13/2252/FUL; in addition – ensuring conditions regarding adhering to the lighting specifications and other measures specifically specified in the Ecological Appraisal.

Motion to **NOT OBJECT** the application, subject to the provision of the conditions noted above – Proposed Cllr Elliot; Seconded Cllr Quick – all in favour

a.iii) DC/24/2810/VOC – Variation of Condition 1 of DC/20/1234/VOC in relation to Phase W1 only (amended scheme to that approved under Outline DC/17/1435/OUT) and conditions 1, 4 of DC/21/4002/ARM to amend the approved plans (to allow for changes to the layout and proposed house types to better accommodate a suitable mix of affordable housing – **Planning Officer D. Miller; Consultation deadline 11 December 2024**

Cllr Elliot outlined the history of the application: this application seeks to vary Condition 1 of DC/20/1234/VOC (this is regarding the area of a proposed access road through the Northern Quadrant) and Conditions 1 & 4 of DC/21/4002/ARM (Condition 1 relates to the housing mix and Condition 4 relates to window details.)

Cllr Elliot reminded council this VOC had been discussed at the November meeting. Based on the documents available on the ESC portal (the official planning application documents) the PC had agreed “no further action”, which in effect meant that the PC maintained its existing objection regarding the affordable housing provision.

Cllr Elliot noted that the variation of condition 1 of the VOC was not raised as an issue by the council in their initial response, and she does not recommend a new response.

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Conditions 1 and 4 of the ARM addresses the affordable housing mix. Following the 12 November meeting, the TW letter to WPC was included as part of the application, but was not at the time of the meeting.

Cllr Elliot therefore recommends council re-consider their previous decision, as the application now complies with S106 requirements. Cllr further opined the objection position is no longer defensible, however recommended a note be added that WPC will be monitoring future applications, and the mix of affordable housing.

Motion to **WITHDRAW OUR PREVIOUS OBJECTION** due to new document provided on affordable housing mix – Proposed Cllr Kay; Seconded Cllr Elliot – all in favour

Cllr Elliot noted additional documents also added to the application – including revised landscape plans. It was clarified that the subject of this consultation is the revised document “..Rev L”, and that comment on the “...Rev J” document has already gone through council.

The Landscape Officer provided comments on the original design in August. These comments included reduction of planting areas, and loss of trees in specified areas – recommending overall that there would be negative impacts. Cllr Elliot clarified that Rev L are the new landscape documents responding to this.

There was much discussion regarding raising the issues regarding the prevalence of British non-native species that continue to persist. Cllrs agreed they are disappointed that this continues to be part of the landscaping plan. The Tree Warden is also reviewing the changes made and will draft specified comments to submit as Tree Warden.

Motion to **OBJECT** to the Landscape Rev L due to the lack of native species – Proposed Cllr Quick; Seconded Cllr Ramsay – all in favour

a.iv) DC/24/4153/VOC – Variation of Condition Nos. 2, 3 & 8 of DC/22/0670/FUL – Proposed Extension and Internal Alterations – The overall footprint of development is reduced through amending the following extensions: The north single storey extension with a mono-pitch roof is no longer proposed, The existing store to the east is no longer retained, The two-storey extension to the south of the dwelling is no longer proposed, The existing garage is now retained and no longer enlarged, The southern, single-storey extension is reduced in extent – The various external wall materials are amended to replace “masonry, boarding and render” with horizontal timber boarding – The access, driveway remains the same and the parking area has reduced to slightly to the width of the existing garage. Widelands, Cliff Road, Waldringfield, Woodbridge, Suffolk IP12 4QL – **Planning Office G Heal; Comments deadline 19 Dec 24**

Cllr Elliot present to council on behalf of the Planning Group. She outlined the history of the application – the original & permitted application DC/22/0670/FUL – to which WPC had objected strongly on the basis of design, was subject to a non-material amendment DC/24/3020/AME (yet to be determined) WPC was not invited to comment on this non-material amendment but nonetheless sent a letter supporting the proposed changes/amendments it outlined. The new application DC/24/4153/VOC reflects the amendments proposed in DC/24/3020/AME & therefore the planning group recommends WPC supports the application for the reasons expressed in the previous letter.

Motion to **SUPPORT** the application for the reasons above – Proposed Cllr Kay; Seconded Cllr Elliot – 7 in favour, 1 abstention.

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b. To MAKE ARRANGEMENTS to deal with applications received after publication of this agenda.
DC/24/4339/FUL – was received on 10 December 2024. And extension to responses was agreed to 15 January 25 – will be placed on the January agenda.

c. To NOTE any application decisions received – see separate list:
None received

d. To RECEIVE any other planning information
Nothing raised

7. To RECEIVE updates from Greener Waldringfield

Cllr Quick advised that the launch of the website was warmly welcomed by the community. 10 residents and GW members attended. GW advised they wish to formalise their meetings and are looking at future funding. Cllrs recommended a membership charge, or donations. Clerk opined that various green grants were available also.

Clerk to forward appropriate grant information as received.

8. a. To RECEIVE the playing field inspection report

Discussion of the report detail was deferred to January, as there are no serious safety concerns.

b. To DISCUSS playing field cutting regime for 2025

Due to its non-urgency, this was deferred to January agenda

c. To DISCUSS and RECEIVE UPDATES on the Fort redevelopment project

Funding – Clerk advises Council of the deadline to apply for the Locality funding from Cllr Mulcahy would be 01 March 2025. Discussion of the reasonable ability to meet this deadline was discussed and agreed this could be accomplished.

ACTIONS: Clerk to advise Cllr Mulcahy

c.i) To APPROVE the Waldringfield Play Survey

Cllr Ramsay circulated a proposed survey to councillors and received feedback, resulting in a final draft. Clerk suggested the use of more encompassing language such as family to capture all users of the area. Cllrs also recommended removal of Option 1 – do nothing – as this is not feasible. Cllrs then agreed the questions and Information sought was encompassing.

Cllrs discussed how to disseminate and to whom. It was agreed that paper form distribution would not be desirable and that the development of a google form to electronically capture response would be ideal, and therefore there was no need of a paper distribution. Clerk to draft and circulate.

Consideration of canvassing school children who may not be residents was discussed. Distribution agreed as the village, and school children families.

Cllrs agreed that ideally this is distributed as soon as possible to ensure planning meets funding deadlines.

ACTIONS: Clerk to discuss with school on circulation options; Clerk to develop the Google Form to be undertaken to get this on Waldringfielders/Residents.

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9. To **RECEIVE** updates on the Warm Welcome provision

Cllr Elliot advised that this week is the last session before the Xmas break. The sessions have been very well attended and it has been necessary to increase the number of volunteers for each session. Cllr Elliot was aware that someone had suggested widening the offering to include toasted teacakes and crumpets etc. Cllrs agreed that it would be a big challenge to deliver this successfully, particularly given the limitations of the shared kitchen space and the current workload of the volunteers. Cllrs agreed this was not a viable option. The Council's sincere thanks were extended to Cllr Forsdike and the Village Hall team for their support of the programme.

10. **CLERK AND RFO REPORT**

a. To **APPROVE** 2025-26 budget

Final budget was presented by the Clerk.

Motion to **APPROVE** the 2025-26 budget - Proposed Cllr Kay ; Seconded Cllr Gold – all in favour

ACTION: Clerk to post approved budget on the website.

b. To **APPROVE** the Parish Council precept request for 2025-2026 of £19,683.45

Motion to **APPROVE** the 2025-26 Precept request of £19,683.45 - Proposed Cllr Kay; Seconded Cllr Reid – all in favour

ACTION: Clerk to send Precept request to ESC by deadline (29 January 25)

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

Motion to **APPROVE** items of expenditure items for November – Proposed Cllr Reid; Seconded Cllr Elliot – all in favour

Cllr Gold reviewed and approved invoices.

ACTION: Cllrs Kay and Reid to authorise BACS payments

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

Motion to **APPROVE** financial reports and bank reconciliation – Proposed Cllr Gold ; Seconded Cllr Kay – all in favour

Cllr Gold approved the bank reconciliation

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

Clerk raised issue of crossroads line markings. Cllrs agreed this should be reported as requiring repainting as does the corner of Ipswich Road (to School Road) at Fishpond Road. The centre line is very faded.

ACTION: Clerk to report issues to Highways

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

Resident communication received regarding an environmental protection complaint and discussed with Councillors. The resident to be advised on how to approach the appropriate authorities.

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ACTION: Clerk to respond to the resident.

13. PARISH MATTERS for the next meeting.
Councillor responsibilities
ROSPA report Review
2025 Grass Cutting – Field

Meeting Closed 22.01 pm

ACTION POINTS

Planning: Cllr Elliot and Clerk to submit responses by deadlines

BACS payments: Cllrs Reid and Kay to authorise BACs payments

Budget: Clerk to post approved budget to the website and send Precept request to ESC.

Fort Redevelopment project: Clerk to contact Cllr Mulcahy; Clerk to discuss with school on circulation options; Clerk to develop the Google Form to be undertaken to get this on Waldringfielders/Residents.

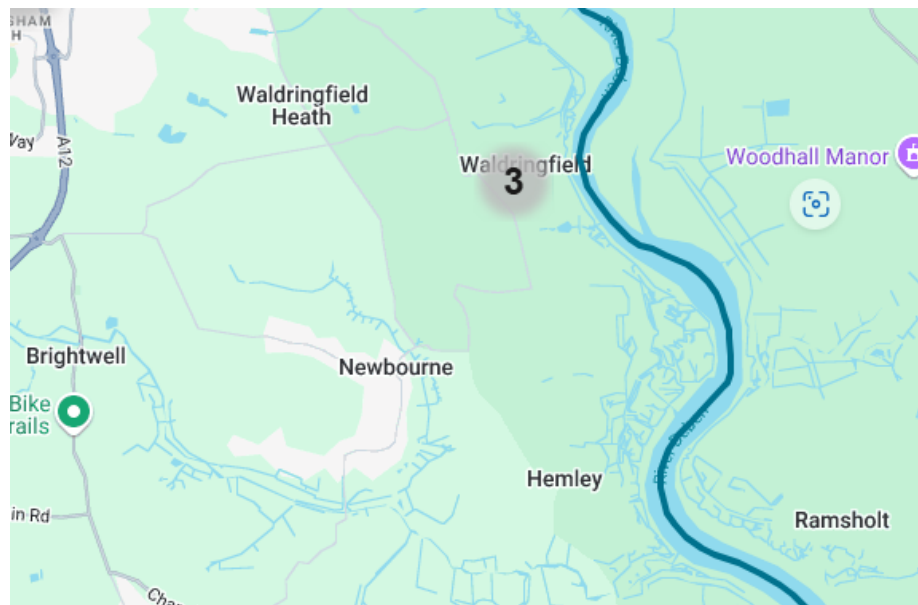
Highways matters: Clerk to report line markings at crossroads and Fishpond Road corner to Highways

Waldringfield Parish Council

SUPPORTING DOCUMENTS DECEMBER

ITEM 3

3. **b. To RECEIVE a presentation from Swans Nest consultants on revised documents**
Two attachments provided by the applicant and their agent have been circulated with these documents:
- a. Waldringfield draft Landscape Rev
 - b. Village Context drawings
- c. To RECEIVE reports County and District Councillors**
District Councillors' report was circulated to Councillors on 02 December and available on the website.
- d. The RECEIVE updates on crime data from Suffolk Police – October 2024**



Waldringfield
2 x other theft
1 x violence and sexual offences

ITEM 4

4. **To APPROVE the minutes of the Parish Council Meeting held on 12 November 2024**
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 12 November 2024**

ACTION POINTS

Village Hall request: Clerk to draft and provide letter of support. – Done – WVHT sends their thanks.
Public Consultations: Cllr Kay will respond to the consultation, and draft responses for the additional questions – Done Clerk to send response by 26 November 2024 – Done
Councillor Responsibilities: Clerk to amend responsibilities list and add this agenda item to the December Agenda – Done – deferred to January due to size of agenda.
BACS payments: Cllrs Elliot and Kay to authorise BACs payments – Done
Playing Fields: Cllr Forsdike to submit ROSPA report – Done - see Item 8a; and to submit proposal for grass cutting on the playing fields for 2025 – Done - See Item 8b.

Waldringfield Parish Council

Fort Redevelopment project: Cllr Ramsay to circulate proposed community survey to council in December - **done - see Item 8c.i**

Community Grants: Clerk to add to payment for December - **done**

Emergency Volunteers training: Clerk to contact the WVHT and invite members of the volunteer team and register those interested - **Done - Cllr Quick and Clerk attended**

ITEM 6

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

a.i) DC/24/3930/FUL - Replacement conservatory to rear elevation and painted render to existing front and side elevations: Halyards, 2 Woodbridge Road, Waldringfield, Woodbridge, Suffolk IP12 4PW – **Planning Officer N Clow - consultation deadline 11 December 2024**

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a.iii) DC/24/2810/VOC - Variation of Condition 1 of DC/20/1234/VOC in relation to Phase W1 only (amended scheme to that approved under Outline DC/17/1435/OUT) and conditions 1, 4 of DC/21/4002/ARM to amend the approved plans (to allow for changes to the layout and proposed house types to better accommodate a suitable mix of affordable housing – **Planning Officer D. Miller; Consultation deadline 11 December 2024**

Cllr Ramsay has reviewed the soft landscaping changes submitted and provides the following comments for consideration of Cllrs in respect of this application:

We have observed that the revised landscape proposals set out on 'JBA18_163-03-06 REV L, JBA18_163-03-04 REV L, JBA18_163-03-03 REV L' disregard the local character requirements as set out by the [Suffolk Coastal Character Assessment](#). The character assessment states under section 10.39 that "Proposals for development should be informed by, and be sympathetic to, the special qualities and features, strategy objectives and considerations identified in the Suffolk Coastal Landscape Character Assessment (2018) and Settlement Sensitivity Assessment (2018)."

The landscape proposals show predominantly non-native species and amenity grassland with no local distinctiveness. Where native species are proposed these do not fully reflect the Estate Sandlands local character type. We suggest that the planting and seeding mixes are scrutinised and more appropriate species incorporated following the planning authority's documents or any superseded documents published at the date of the outline application.'

a.iv) DC/24/4153/VOC - Variation of Condition Nos. 2, 3 & 8 of DC/22/0670/FUL - Proposed Extension and Internal Alterations - The overall footprint of development is reduced through amending the following extensions: The north singlestorey extension with a mono-pitch roof is no longer proposed, The existing store to the east is no longer retained, The two-storey extension to the south of the dwelling is no longer proposed, The existing garage is now retained and no longer enlarged, The southern, single-storey extension is reduced in extent - The various external wall materials are amended to replace "masonry, boarding and render" with horizontal timber boarding - The access, driveway remains the same and the parking area has reduced to slightly to the width of the existing garage. Widelands, Cliff Road, Waldringfield, Woodbridge, Suffolk IP12 4QL – **Planning Office G Heal; Comments deadline 19 Dec 24**

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

Waldringfield Parish Council

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

None at time of publication

d. To RECEIVE any other planning information

Nothing to circulate

ITEM 7

7. a. To RECEIVE updates from Greener Waldringfield

Nothing to circulate

ITEM 8

8. a. To RECEIVE the Monthly playing field inspection report

Cllr Forsdike submitted a report to council (which is circulated with these documents) for its consideration in response to the ROSPA Annual Inspection.

b. To DISCUSS playing field cutting regime for 2025

Cllr Forsdike submits the following for consideration:

As a starting point for a discussion, I have listed below some alternatives for how we might approach the grass cutting regime in 2025.

- 1. Carry out complete programme of grass cutting covering the full area, so allowing full access to and use of the site and assisting in limiting the blind spots for parents/carers observation of children.*
- 2. A very limited wilding of the rear area adjacent the adjoining gardens (north side) with the rest of the field cut.*
- 3. A continuation of this year's regime, where a strip of the playing field approximately four metres wide covering both the south and west fence lines were not mown and the grass was allowed to grow and seed.*

No doubt there are other ideas which could be brought forward for consideration.

c. To DISCUSS and RECEIVE UPDATES on the Fort redevelopment project

Clerk advises Council: Cllr Mulcahy has reminded the Clerk that there is funding available (£3,000) in this year's budget for the play equipment. This is available for this financial year only (to 31 March 2025). In order to access funding - firm quotes of preferred equipment and a project budget needs to have been agreed by 01 March.

Clerk further reports she is awaiting updates from the CIL team on the new CIL Play fund – its application requirements and application form have yet to be released.

c.i) To APPROVE the Waldringfield Play Survey proposed

Play Area Survey draft was circulated by Cllr Ramsay for consideration on 02 December.

ITEM 9

9. a. To RECEIVE UPDATE on the Warm Welcome provision

Nothing to circulate

Waldringfield Parish Council

ITEM 10

10. CLERK AND RFO REPORT

a. To APPROVE 2025-26 budget

WALDRINGFIELD PARISH COUNCIL					
BUDGET FY 2025-26					
	Notes	Budget YE 2025	Notes	Budget YE 2026 Option 1	Budget YE 2027 5% assumed increase in costs
EXPENDITURE					
Annual General					
1. Administration					
Clerk Salary inc on-costs	A	£7,675.00		£8,795.00	£9,498.60
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
		£13,339.54		£13,352.50	£14,243.98
2. Playing Fields					
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
Additional Reserves		£0.00		£1,000.00	£1,000.00
Footpath maintenance	R	£375.00		£393.75	£413.44
		£3,835.00		£4,893.75	£5,088.44
3. Grants Fund					
General Grants	S	£250.00		£250.00	£250.00
Community Grants	S	£1,875.00		£1,875.00	£1,875.00
		£2,125.00		£2,125.00	£2,125.00
Total Expenditure		£19,299.54		£20,371.25	£21,457.41
INCOME					
Precept		£17,404.24		£19,683.45	£20,667.62
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		£200.00	£200.00
Total Income		£19,099.54		£20,371.25	£21,246.42
Projected budget surplus/defecit	Z	£2,071.35		£0.00	-£210.99
RESERVES					
Cash Balance at YE			(projected)	£27,068.71	NA
Less projected deficit/plus surplus				£0.00	
Less unspent grants (specified)				£0.00	
Less earmarked reserves			Res	£19,126.67	
Reserves (General) for FYE 24/25		£5,101.86		£7,942.04	£0.00
As % of Precept		32.82%		40.35%	0.00%
EFFECT ON BAND D EQUIVALENT	Band D equiv 2024	£17,404.24	Band D equiv 2025	£19,683.45	£20,667.62
£ per Band Equivalent household	259.56	£67.05	285.8	£68.88	£72.33
Increase (percentage)			% incr	2.73%	5.00%
Increase (in pounds)			££ Incr	£1.83	£3.44

Waldringfield Parish Council

b. To APPROVE the Parish Council Precept request for 2025-2026 of £19,683.45

This is the precept request per the above budget.

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

PAYMENTS LIST

Waldringfield Parish Council									
PAYMENTS LIST									
Vouch	Code	Date	Bank	Description	Supplier		Net	VAT	Total
64	Repairs/Maintenance	02/12/2024	Unity Trust Ba	Defibrillator AED pad	Community Heal	S	63.95	12.79	76.74
65	Accounting, Website & Comp	02/12/2024	Unity Trust Ba	Google Storage	Google Commer	S	1.33	0.26	1.59
66	Accounting, Website & Comp	30/11/2024	Unity Trust Ba	Banking service charg	Unity Trust Bank	X	6.00		6.00
67	Community Grants Fund	02/12/2024	Unity Trust Bank	Grant s137/72 or s19	Greener Waldring	X	100.00		100.00
68	Salaries	28/12/2024	Unity Trust Ba	Salary	Jennifer Shone-T	X	655.50		655.50
69	Newsletter re 1972 LGA s142	02/12/2024	Unity Trust Ba	Newsletter	Spingold Design	Z	175.00		175.00
Total							1,001.78	13.05	1,014.83

RECEIPTS LIST

Waldringfield Parish Council								
RECEIPTS LIST								
Vouch	Code	Date	Bank	Description	Supplier		Net	Total
14	Advertising income	02/12/2024	Unity Trust Bank	Advertising Income	The Gas Shop	Z	40.80	40.80
Total							40.80	40.80

Waldringfield Parish Council

d. 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)

A	Bank Reconciliation at 30/11/2024		
	Cash in Hand 01/04/2024		23,325.57
	ADD Receipts 01/04/2024 - 30/11/2024		20,784.96
	SUBTRACT Payments 01/04/2024 - 30/11/2024		44,110.53 12,567.56
	Cash in Hand 30/11/2024 (per Cash Book)		31,542.97
B	Cash in hand per Bank Statements		
	Petty Cash 30/11/2024	0.00	
	Suffolk Building Society 30/11/2024	8,316.58	
	Unity Trust Bank 30/11/2024	23,226.39	
			31,542.97
	Less unrepresented payments		
			31,542.97
	Plus unrepresented receipts		
	Adjusted Bank Balance		31,542.97
	A = B Checks out OK		

Waldringfield Parish Council

COST CENTER TO BUDGET

Waldringfield Parish Council 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					(0%)
36 Bank Interest	50.00		-50.00				-50.00 (-100%)
37 Grants and Donations		524.00	524.00				524.00 (N/A)
38 Advertising income	50.00	141.60	91.60				91.60 (183%)
44 CIL Funds	300.00	1,848.27	1,548.27				1,548.27 (516%)
49 VAT Refund							(N/A)
SUB TOTAL	18,133.04	20,246.91	2,113.87				2,113.87 (11%)

B - Administration

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1 Salaries				7,675.00	5,899.50	1,775.50	1,775.50 (23%)
2 PAYE/NI							(N/A)
3 Clerk/Office Expenses		2.80	2.80	75.00	38.02	36.98	39.78 (53%)
4 Post and telephone				25.00	27.00	-2.00	-2.00 (-8%)
5 Newsletter re 1972 LGA s142				920.00	525.00	395.00	395.00 (42%)
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	656.29	-56.29	-56.29 (-9%)
48 Warm Welcome				2,428.54	1,644.50	784.04	784.04 (32%)
50 Professional Services							(N/A)
SUB TOTAL		2.80	2.80	13,863.54	9,898.23	3,965.31	3,968.11 (28%)

C - Playing Field/Recreation

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
14 Grass cutting (field)				960.00	840.00	120.00	120.00 (12%)
16 Repairs/Maintenance				2,500.00	973.35	1,526.65	1,526.65 (61%)
17 Footpath Maintenance				375.00		375.00	375.00 (100%)
SUB TOTAL				3,835.00	1,813.35	2,021.65	2,021.65 (52%)

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	1,425.00	700.00	700.00 (32%)
SUB TOTAL				2,125.00	1,425.00	700.00	700.00 (32%)

Summary

NET TOTAL	18,133.04	20,249.71	2,116.67	19,823.54	13,136.58	6,686.96	8,803.63 (23%)
V.A.T.		576.05			439.81		
GROSS TOTAL		20,825.76			13,576.39		

Waldringfield Parish Council

Waldringfield Parish Council			CASH FLOW STATEMENT			
	31.10.24		30.11.24		31.12.24	
OPERATING ACCOUNT Unity Trust	NOVEMBER		DECEMBER		JANUARY	
	EXPECTED	ACTUAL	EXPECTED	ACTUAL	EXPECTED	ACTUAL
CASH ON HAND (beginning of month)	£24,912.43	£24,912.43	£23,226.39	£23,226.39	£21,984.36	
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
Advertising	£0.00	£0.00	£112.80	£0.00	£0.00	£0.00
ESC 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
Invoicing						
TOTAL CASH RECEIPTS	£0.00	£0.00	£112.80	£0.00	£0.00	£0.00
AVAILABLE (before cash out)	£24,912.43	£24,912.43	£23,339.19	£23,226.39	£21,984.36	£0.00
CASH PAID OUT						
Administration						
Salaries	£655.50	£655.50	£655.50	£0.00	£655.50	£0.00
Newsletter	£0.00	£0.00	£175.00	£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	£0.00	£0.00
Post/Telephone	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Memberships	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Other / Office	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Website/Accounting	£7.33	£7.33	£7.33	£0.00	£57.32	£0.00
Playing Fields and maintenance						
Grass Cutting	£120.00	£120.00	£0.00	£0.00	£60.00	£0.00
Repairs and maint'ce	£653.95	£653.95	£63.95	£0.00	£0.00	£0.00
Footpath cutting	£0.00	£0.00	£340.00	£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	£100.00	£0.00	£0.00	£0.00
WWG Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
WPCC	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Wildlife Group	£100.00	£100.00	£0.00	£0.00	£0.00	£0.00
Projects expenses						
Other	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Warm Rooms	£5.00	£5.00	£0.00	£0.00	£45.00	£0.00
VAT	£144.26	£144.26	£13.05	£0.00	£0.00	£0.00
SUBTOTAL	£1,686.04	£1,686.04	£1,354.83	£0.00	£817.82	£0.00
TOTAL CASH PAID OUT	£1,686.04	£1,686.04	£1,354.83	£0.00	£817.82	£0.00
POSITION (end of month)	£23,226.39	£23,226.39	£21,984.36	£23,226.39	£21,166.54	£0.00
SUMMARY of ALL CASH						
Unity	£23,226.39	£23,226.39	£21,984.36	£23,226.39	£21,166.54	£0.00
IBS	£8,316.58	£8,316.58	£8,316.58	£8,316.58	£8,316.58	£8,316.58
Total cash position	£31,542.97	£31,542.97	£30,300.94	£31,542.97	£29,483.12	£8,316.58

ITEM 11

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

ITEM 12

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

General Correspondence circulated to Councillors

Helen Fairweather - Headway Suffolk 13.11.24

National Association of Local Councils Chief executive's bulletin - 7 November 2024

Hambley, V - East Suffolk Energy Projects Traffic Monitoring + district, county & national transport consultations 07.11.24

East Suffolk Community Safety Partnership Community Safety Survey 11.11.24

Society of Local Council Clerks SLCC Weekly News Digest - 11/11/2024

Rural Services Network The Rural Bulletin - 12 November 2024

National Association of Local Councils Events newsletter 12.11.24

Suffolk & Essex Coast & Heaths National Landscape All the latest from your National Landscape 12.11.24

Suffolk Association of Local Councils NEWS BULLETIN - 11th November 2024

Suffolk Association of Local Councils SALC training bulletin 12th November 2024

Suffolk Association of Local Councils NSIPs Bulletin - 30 October 2024

Suffolk Association of Local Councils NEWS BULLETIN - 18th November 2024

Society of Local Council Clerks SLCC Weekly News Digest - 18/11/2024

National Association of Local Councils Events newsletter 19.11.24

Rural Services Network The Rural Bulletin - 19 November 2024

Suffolk Association of Local Councils SALC training bulletin 19th November 2024

Suffolk Association of Local Councils NEWS BULLETIN - 18th November 2024 ** corrected link to NALC legal bulletin**

Suffolk Association of Local Councils News Bulletin - 20 November 2024

AEPA - Friday Street Junction - Sizewell C and Scottish Power Bottleneck 20.11.24

Cllrs Reeves and Ninnmey - North Felixstowe Garden Neighbourhood Exhibition at Trimley St Martin Memorial Hall Friday 29th November 2-8 pm

Wegg, Kevin - Funding Opportunities 21.11.24

Suffolk Association of Local Councils SALC training bulletin 26th November 2024

Suffolk & Essex Coast & Heaths National Landscape News from the National Landscapes 27.11.24

National Association of Local Councils Chief executive's bulletin - 28 November 2024

Suffolk Community Foundation - November news from Suffolk Community Foundation 28.11.24

Community Action Suffolk - CAS Newsletter 28/11/2024

Suffolk Association of Local Councils Summary notes from the SALC East Suffolk Area Forum held on 28th November 2024

Suffolk Association of Local Councils NEWS BULLETIN - 2nd December 2024

Society of Local Council Clerks SLCC Weekly News Digest - 02/12/2024

Rural Services Network The Rural Bulletin - 3 December 2024

National Association of Local Councils Events newsletter 03.12.24

Sizewell C - November Community Newsletter 03.12.24