



Waldringfield Parish Council

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Minutes of the Parish Council Meeting held on Tuesday 12 March 2024

In attendance: Cllrs Kay, Elliot, Gold, Shore, Forsdike and Couchman.
ESC Councillor Reeves

Members of the public : 0

Minutes: Clerk

Meeting opened: 19:33pm

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

Cllr Reid – Away on planned holidays

Cllr Quick – Illness

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

Cllrs Ninnmey and Mulcahy also sent their apologies.

2. To **RECEIVE** declarations of interest

None declared

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 in attendance

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

Cllrs Reeves and Ninnmey forwarded their February report on 05 March 2024.

Cllr Reeves spoke to his report, the main focus being the difficulties of both ESC and SCC in terms of this years' budgets and implications for services.

Cllr Mulcahy circulated her report on 08 March. No comments on her report.

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

Cllrs noted no crimes reported in January.

5. To **APPROVE** the minutes of the Parish Council meeting held on **13 February 2024**

Motion to **APPROVE** the Minutes of 13 February 2024 – Proposed: Cllr Kay; Seconded Cllr Couchman – all in favour of those who were present.

Waldringfield Parish Council

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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: Clerk to submit responses as agreed above - Done; Cllr Elliot and Clerk to contact ESC regarding highway amendment at Eureka – Done – 28.02.24

Finance: Cllrs Elliot and Kay to approve BACS payments – Done 14.02.24; Clerk to order Litter Walk signage – Done – See update item 8.b

Policies: Cllrs Kay and Quick to prepare Emergency Plan second draft – not yet updated due to illness. Cllr Quick did attend emergency planning training regarding rest centres; Clerk to post agreed policies to website – Done 23.02.24

Litter Walks: Cllr Quick to liaise with Greener Waldringfield regarding a Litter Walk Leader – in process

Playing Field: Cllr Forsdike to prepare fort replacement plan – Update to be received under Item 9b; Cllr Kay to request the Tree Warden arrange a review meeting with Cllr Forsdike of the tree on the playing fields – done – report submitted. Cllr Forsdike will comment further in item 9.

School Road speed limit: Cllrs Kay and Reid to prepare School Road SID data for consideration – Cllr Kay will discuss further in Item 16.

PROW: Cllr Forsdike to clear some of the tree litter on the footpaths (noted above) – Done – Cllrs thanked Cllr Forsdike for his work.

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

Cllr Elliot presented a report on behalf of the planning group. As three of the applications are on one site, they met with the applicant, his agent and his son at the site. Cllr Elliot also reviewed the planning history of the site. A full site plan was reviewed on screen to understand where the three applications are proposed.

a.i) DC/24/0448/FUL | Change of use of land for use as caravan storage (associated with Oaks Caravans) | Part Land At Foxburrow Farm Waldringfield Road Brightwell Ipswich Suffolk IP10 0BZ – **Planning Officer N Webb; Consultation deadline 15 March 2024**

The planning group outlined that this will be an all-year round storage facility. This will be somewhere people can leave caravans while not in use – but can be taken in and out at any time throughout the year. Noted was a previously refused application on this site for 200 caravan storage.

Cllrs discussed the available screening (deciduous trees) which are in leaf for only part of the year. Cllrs raised concerns regarding more large vehicles on the narrow Ipswich Road and the seasonal screening. Noted also were the locations of the proposals under other applications.

Motion to **OBJECT** to the application for the reason noted above – Proposed Cllr Kay; Seconded Cllr Shore – all in favour

a.ii) DC/24/0449/FUL | Change of use of land for the storage of containers (associated with Port of Felixstowe), including erection of associated fencing. | Part Land At Foxburrow Farm Waldringfield Road Brightwell Ipswich Suffolk IP10 0BZ – **Planning Officer N Webb – Consultation deadline 27 Mar 2024**

The Planning group reports this area was previously subject to a self-storage area application which was refused.

Cllrs discussed a number of concerns such as screening – noting from the Newbourne side and the crossroads that it would be visible and noted the height of the stacking is not defined. Its proximity

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to area subject to the appeal was also noted. Cllr discussed serious concerns with the access/highways leading to the site noting in particular the sharp corner at Sheep drift Farm/Brightwell Barns and the increase in large vehicle traffic on a narrow lane (Ipswich Road). Additional serious concerns were regarding the heavy plant that may be required to move the containers, and the resulting noise (reversing sirens and noise associated with moving and stacking containers).

Following discussion, it was agreed that traffic movements and the industrial noise it would generate given the proximity to new housing were of serious concern.

Motion to **OBJECT** to the application for the reason noted above – Proposed Cllr Gold; Seconded Cllr Shore– all in favour

Action: Clerk to respond as agreed by deadline

a.iii) AP/23/0074/REFUSE - DC/21/2391/FUL | Change of use of land for siting of 31 static units and 12 touring pitches and ancillary facilities - re-submission of DC/20/5102/FUL. | Land Off Ipswich Road Brightwell Ipswich Suffolk IP10 0BJ – **Appeal; comments deadline 2 April 2024**

Cllrs discussed that they provided a comprehensive objection to the application at the time. As nothing has changed, it was agreed to underline the response already provided, as all objections remain.

Motion to **APPROVE** response as outlined above – Proposed Cllr Elliot; Seconded Cllr Couchman– all in favour

a. iv) TPO/168/2024 - Land Rear of Japonica Cottage, Deben Lane, Waldringfield – **Officer - F Saunders; Comments deadline 01 April 2024**

The Council recommended this protection for this tree. Cllrs agreed the WPC provide the officer with the reasons in support of the application sent previously.

Motion to **APPROVE** response as outlined above – Proposed Cllr Kay; Seconded Cllr Gold– all in favour

b. To APPROVE planning response to (Re-Consultation) DC/23/4582/FUL

Cllr Elliot reviewed the submission with councillors and noted the circulation by email was agreed.

Motion to **APPROVE** response as noted in supporting documents – Proposed Cllr Kay; Seconded Cllr Elliot– all in favour

c. To MAKE ARRANGEMENTS to deal with applications received after publication of this agenda
None to discuss

d. To NOTE any application decisions received – see separate list
Cllrs noted received planning decisions.

d. To RECEIVE any other planning information.

Cllr Kay noted that a site visit has been arranged for the Brightwell Lakes Forum later in March. They will be attending and will report this to council following this visit.

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

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Cllrs received the report from Greener Waldringfield. Noted was discussion of a neighbourhood plan, which was noted by Cllrs to have a requirement for new housing.

b. To RECEIVE update on Litter Walks

Clerk updated Council - date scheduled was delayed pending receipt of the signage agreed at last meeting. Clerk has ordered and received signage. New date will be set once received. Clerk to register the Walk with ESC once date agreed.

Action: Clerk to liaise with Cllr Reid.

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

Cllrs noted receipt of the monthly inspection report from Cllr Forsdike, and the Tree Warden's report regarding trees on the playing fields.

Cllr Forsdike, reports there are no urgent issues that require immediate attention but there are issues to be addressed going forward. Examples are:

- replace and remove fort
- trees need removing and re-planting
- fencing repairs will be needed
- some play equipment will need attention in next several months

Cllr Forsdike is now developing a comprehensive plan with various stages – including immediate and future year refurbishment and replacement to allow for budgeting and project development (eg replacement of the Fort area with new equipment).

Action: Cllr Forsdike to submit first draft of report to next meeting

b. To RECEIVE update on the fort redevelopment project

This was addressed above. Cllr Kay shared a tunnel play area he noted.

10. To RECIEVE updates on the Warm Rooms Provision

Cllr Elliot advised that the last event is tomorrow. Cllr Elliot updated she circulated a questionnaire regarding the provision. Volunteers report several residents attending with carers, suggesting that support of well-being for the vulnerable members of the community is an important aspect of the service offering. This questionnaire is seeking views on continuing this provision for the summer months in order to keep engagement high and continue to provide the community with the valuable service – perhaps once a month. The questionnaire also sought opinion on “themes” (poetry/sing-alongs/quizzes).

Clerk advised that a report is now due to ESC (a monitoring Form). Information from the questionnaires will aid in providing that response. Cllr Elliot also suggested that future notices should be using “warm welcome” eliminating “warm room”.

Action: Clerk and Cllr Elliot to draft monitoring form following receipt of the questionnaire data.

11. To DISCUSS the Annual Parish Meeting

Cllr Kay advised this is scheduled Wed 17 April 2024. Shared proposed format with Councillors.

Format options were considered and discussed – it was agreed the proposed format was the most effective, and agreed to have a similar format this year. Welcoming new residents was also discussed.

Action: Cllr Kay will provide a draft of an invite for review by Councillors.

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Action: Clerk to investigate Annual Parish Meeting requirements; Clerk to invite the local community to speak at the event.

12. CLERK AND RFO REPORT

a. To **APPROVE** purchase of replacement Defib pads (VH) - £56.50

As discussed at previous meetings, these are due for renewal on 31 March 2024.

Motion to **APPROVE** purchase of Defib pads – Proposed Cllr Kay; Seconded Cllr Forsdike– all in favour
Action: Clerk to order.

b. To **DISCUSS** replacement of the Clerk's laptop

Clerk circulated a report with these documents for consideration

Following discussion of the issues and requirements, Council agreed a replacement device was required and that £500 was an agreed budget to work to. Clerk will investigate and report back to council with options.

Cllr Kay advised he would like to thank the resident who assisted the Clerk in securing the data from the laptop following its failure with the purchase of a gift from the Chairman's allowance – All councillors agreed.

Action: Clerk to submit purchase proposal for new device at next meeting.

b.i) To **APPROVE** purchase of new hard drive (Council laptop) £28.29

This was bought on an emergency basis by the Clerk on 16 February 2024.

Motion to **APPROVE** purchase of an External Hard Drive Proposed Cllr Kay; Seconded Cllr Forsdike – all in favour

c. To **APPROVE** the Clerk's new rate of pay

This was discussed at last month's in camera session. The Chair and VC have met and conducted the review.

Motion to **APPROVE** new rate of pay and back dated pay to 15th January 2024 - Proposed Cllr Kay; Seconded Cllr Shore – all in favour

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

Motion to **APPROVE** items of expenditure for March and April salary payment – Proposed Cllr Gold; Seconded Cllr Couchman – all in favour

Cllrs Elliot and Kay to approve BACs payments

Cllr Gold reviewed and approved invoices.

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

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

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Cllr Gold reviewed and signed bank reconciliation.

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

a. To **APPROVE** updates to the following policies

- ***Annual Risk Assessment and Management Review v2024***
- ***Newsletter Publication and Advertising Fees Policy v2024***

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

b. To **RECEIVE** and **APPROVE** the Internal Controls Statement 2024

Cllrs noted receipt of the report. No questions were raised.

Motion to **APPROVE** the Internal Controls Statement 2024 – Proposed Cllr Kay; Seconded Cllr Couchman – all in favour

Cllrs and Clerk signed the statement in the relevant places during the meeting.

14. To **CONSIDER** response to public consultations:

Rural and Remote Areas on Postal Service Modernisation:

Cllrs discussed broadly. Cllrs agreed the Council does not need to respond.

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

a. To **DISCUSS** and **APPROVE** the Footpath cutting schedule.

Cllrs discussed the issue of footpath 17.

Motion to **APPROVE** footpath cutting schedule, including footpath 17 – Proposed Cllr Gold; Seconded Cllr Forsdike – all in favour

b. To **CONSIDER** making a request to Highways for a 20mph speed limit on School Road

Cllr Kay circulated SID data from School Road in advance of the meeting - and reviewed it with Councillors on screen in the meeting. Of note was that most speeding in the area occurred outside of school hours and with only a small percentage of road users

Cllrs also reviewed the guidance from Highways on making an application for a 20mph zone. There are 4 criterion and 3 of 4 must be present to make the application.

Action: Cllr Kay to refine data with the criterion in mind for the next meeting.

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

No discussion.

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

None specifically discussed

Meeting Closed 10.00 pm

ACTION POINTS

Planning: Clerk to submit responses as agreed above;

Finance: Cllrs Elliot and Kay to approve BACS payments;

Warm welcome provision: Clerk and Cllr Elliot to draft monitoring form following receipt of the questionnaire data

Policies: Clerk to post agreed policies to website

Annual Parish Meeting: Cllr Kay will provide a draft of an invite for review by Councillors.

Clerk to investigate Annual Parish Meeting specific requirements; Clerk to invite the local community to speak at the event.

Litter Walks: Clerk to liaise with Cllr Reid on setting date

Playing Field: Cllr Forsdike to submit first draft of maintenance plan to next meeting

PROW: Clerk to contact SCC and contractor as agreed.

SID Data: Cllr Kay to refine data with the criterion in mind for the next meeting.

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SUPPORTING DOCUMENTS MARCH

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. **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.

b. To RECEIVE reports County and District Councillors

East Suffolk Councillors' February report circulated to Councillors 29 February 2024 and available on the website.

Suffolk County Councillor Mulcahy circulated her February report on 08 March 2024 and is also available on the website.

c. The RECEIVE updates on crime data from Suffolk Police.
Suffolk Police and Crime Data – January 2024

No crimes reported in Waldringfield, Newbourne, Brightwell or Bucklesham in January

ITEM 5

5. To **APPROVE** the minutes of the WPC Meeting held on 13 February 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 13 February 2024

ACTION POINTS

Planning: Clerk to submit responses as agreed above - **Done**; Cllr Elliot and Clerk to contact ESC regarding highway amendment at Eureka - **Done – 28.02.24**

Finance: Cllrs Elliot and Kay to approve BACS payments - **Done 14.02.24**; Clerk to order Litter Walk signage - **Done – See update item 8.b**

Policies: Cllrs Kay and Quick to prepare Emergency Plan second draft; Clerk to post agreed policies to website - **Done 23.02.24**

Litter Walks: Cllr Quick to liaise with Greener Waldringfield regarding a Litter Walk Leader - **in process**

Playing Field: Cllr Forsdike to prepare fort replacement plan - **Update to be received under Item 9b**; Cllr Kay to request the Tree Warden arrange a review meeting with Cllr Forsdike of the tree on the playing fields - **in process**

School Road speed limit: Cllrs Kay and Reid to prepare School Road SID data for consideration - **Updated in Item 16.**

PROW: Cllr Forsdike to clear some of the tree litter on the footpaths (noted above) - **Done**

ITEM 7

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

a.i) DC/24/0448/FUL | Change of use of land for use as caravan storage (associated with Oaks Caravans) | Part Land At Foxburrow Farm Waldringfield Road Brightwell Ipswich Suffolk IP10 0BZ – **Planning Officer N Webb; Consultation deadline 15 March 2024**

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a.ii) DC/24/0449/FUL | Change of use of land for the storage of containers (associated with Port of Felixstowe), including erection of associated fencing. | Part Land At Foxburrow Farm Waldringfield Road Brightwell Ipswich Suffolk IP10 0BZ – **Planning Officer N Webb - Consultation deadline 27 Mar 2024**

For additional information – the following news article speaks to container storage – [BBC News Article](#)

a.iii) AP/23/0074/REFUSE - DC/21/2391/FUL | Change of use of land for siting of 31 static units and 12 touring pitches and ancillary facilities - re-submission of DC/20/5102/FUL. | Land Off Ipswich Road Brightwell Ipswich Suffolk IP10 0BJ – **Appeal; comments deadline 2 April 2024**

a. iv) TPO/168/2024 - Land Rear of Japonica Cottage, Deben Lane, Waldringfield – Officer - F Saunders; Comments deadline 01 April 2024

b. To APPROVE planning response to (Re-Consultation) 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 45m² 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 Atwood; Deadline 28 Feb 2024**

The following response was sent to Planning following e-mail agreement due to the deadline falling outside of the meetings schedule.

Thank you for the opportunity to comment on the amended drawings.

We are pleased to see that the materials used on the existing building and the proposed extension will be of a darker, more recessive colour finish than originally proposed.

We understand that the external lighting will be covered by condition.

WPC therefore has NO OBJECTION to this application in its amended form.

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

d. To NOTE any application decisions received – see separate list

DC/24/0375/AME | Received date: Thu 01 Feb 2024 | Status: **Application Permitted** | Case Type: Planning Application **NOTE:** The Council is not consulted on AME applications and did not comment on this.

Non Material Amendment of DC/20/2355/FUL - The proposal is to demolish the existing part two storey and part single storey house and construct a new house which is also part two storey and part single storey but with a larger two storey element. The footprint of the new house is predominantly within the footprint of the existing dwelling - This application seeks to amend the type and position of the Swift Boxes requested by Planning Condition 8. - Quayside The Quay Waldringfield Suffolk

Ref. No: DC/23/3753/CLE | Received date: Fri 29 Sep 2023 | Status: **Application Permitted** | Case Type: Planning Application

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Lawful development certificate for the siting of a mobile home and associated structures for residential occupation - Mobile Home At Clappits Pit Newbourne Road Waldringfield Woodbridge Suffolk IP12 4PA

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

ITEM 8

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

b. To **RECEIVE** update on Litter Walks

Date scheduled was delayed pending receipt of the signage agreed at last meeting. Clerk has ordered signage. New date will be set once received. Clerk to register the Walk with ESC once date agreed. The following is the proof of the signs ordered:



ITEM 9

9. **a.** To **RECEIVE** the Monthly playing field inspection report
Will be circulated to Councillors under separate cover.

b. To **RECEIVE** update on the fort redevelopment project
Nothing to circulate

ITEM 10

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

ITEM 11

11. To **DISCUSS** the Annual Parish Meeting
This is scheduled for Wednesday 17 April at 7.30pm.

ITEM 12

12. **CLERK AND RFO REPORT**

a. To **APPROVE** purchase of replacement Defib pads (VH) - £56.50
As discussed at previous meetings, these are due for renewal on 31 March 2024.

b. To **DISCUSS** replacement of the Clerk's laptop
Clerk circulated a report with these documents for consideration

b.i) To **APPROVE** purchase of new hard drive (Council laptop) £28.29
This was bought on an emergency basis by the Clerk on 16 February 2024.

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c. To **APPROVE** the Clerk's new rate of pay

Discussed at the previous meeting - £14.25 per hour was presented and agreed by the Clerk.

d. 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	Descript	Supplier	VAT T	Net	VAT	Total
110	Newsletter re 1972 LGA s:	04/03/2024	Unity Trust Bank	Newsletter	Spingold Design & Print	Z	175.00		175.00
111	Accounting, Website & Co	04/03/2024	Unity Trust Bank	Laptop	Amazon (via Jennifer Sh	S	23.57	4.72	28.29
113	Training	04/03/2024	Unity Trust Bank	Training	SALC	S	35.00	7.00	42.00
114	Training	04/03/2024	Unity Trust Bank	Training	SALC	S	30.00	6.00	36.00
112	Accounting, Website & Co	04/03/2024	Unity Trust Bank	Google Storage	Google Commerce (via J	S	1.33	0.26	1.59
116	Warm Room / Pantry	04/03/2024	Unity Trust Bank	Printing costs	Waldringfield Primary Sc	X	6.00		6.00
115	Repairs/Maintenance	04/03/2024	Unity Trust Bank	Litter Walk Signs	Start Traffic Ltd (via J Sl	S	121.01	24.20	145.21
117	Salaries	06/03/2024	Unity Trust Bank	Salary - back pay	Jennifer Shone-Tribley	X	77.97		77.97
119	Post and telephone	06/03/2024	Unity Trust Bank	Printing costs	Waldringfield Primary Sc	X	1.60		1.60
120	Accounting, Website & Co	07/03/2024	Unity Trust Bank	Banking service charge	Unity Trust Bank	X	18.00		18.00
121	Village Hall hire	08/03/2024	Unity Trust Bank	Village Hall Hire	Waldringfield Village Hall	Z	225.00		225.00
122	Warm Room / Pantry	08/03/2024	Unity Trust Bank	Warm Room/Pantry supp	Waldringfield Village Hall	X	150.00		150.00
118	Salaries	28/03/2024	Unity Trust Bank	Salary	Jennifer Shone-Tribley	X	655.50		655.50
Total							1,519.98	42.18	1,562.16

PAYMENTS LIST APRIL

Clerk has added this to payments (appropriately dated 28.04.24) to be approved, as we have no meeting in April to authorise it. Any other payments that need to be raised during April will be done so under Section 5.5 a) of our Financial Regulations and will require the authorisation of 2 signatories and approved in May.

PAYMENTS LIST

Vouch	Cost Code	Date	Bank	Description	Supplier	Net	VAT	total
e								
1	Salaries	28/04/2024	Unity Trust Bank	Salary	Jennifer Shone-Trib	X	655.50	655.50
Total							655.50	655.50

RECEIPTS LIST

RECEIPTS LIST								
Vouch	Code	Date	Bank	Descript	Supplier	Net	Total	
e								
12	Advertising income	28/02/2024	Unity Trust Bank	Advertising Income	Low Farm Cottages	X	18.00	18.00
13	Advertising income	07/03/2024	Unity Trust Bank	Advertising Income	Waldringfield Sessic	X	18.00	18.00
Total							36.00	36.00

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

COST CENTER TO BUDGET

Waldringfield Parish Council

8 March 2024 (2023-2024)

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	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	78.00	43.00				43.00 (122%)
44 CIL Funds	300.00	1,200.92	900.92				900.92 (300%)
49 VAT Refund							(N/A)
SUB TOTAL	17,035.80	18,158.03	1,122.23				1,122.23 (6%)

B - Administration

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1 Salaries				6,860.00	7,370.56	-510.56	-510.56 (-7%)
2 PAYE/NI							(N/A)
3 Clerk/Office Expenses				50.00	70.16	-20.16	-20.16 (-40%)
4 Post and telephone				25.00	1.60	23.40	23.40 (93%)
5 Newsletter re 1972 LGA s				875.00	724.00	151.00	151.00 (17%)
6 Village Hall hire				335.00	420.00	-85.00	-85.00 (-25%)
7 Insurance				415.11	422.24	-7.13	-7.13 (-1%)
8 Professional Memberships		24.00	24.00	530.00	481.53	48.47	72.47 (13%)
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	916.00	44.00	44.00 (4%)
12 Election Costs				1,000.00	78.54	921.46	921.46 (92%)
40 Accounting, Website & Co				575.00	557.12	17.88	17.88 (3%)
46 Coronation Events				500.00	386.80	113.20	113.20 (22%)
48 Warm Room / Pantry				2,038.27	416.32	1,621.95	1,621.95 (79%)
50 Professional Services					500.00	-500.00	-500.00 (N/A)
SUB TOTAL		24.00	24.00	14,638.38	12,774.87	1,863.51	1,887.51 (12%)

C - Playing Field/Reci

Code Title	Receipts			Payments			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	1,570.02	1,929.98	1,929.98 (55%)
17 Footpath Maintenance				375.00	241.50	133.50	133.50 (35%)
SUB TOTAL				4,775.00	2,651.52	2,123.48	2,123.48 (44%)

D - Grants - s137/72 &

Code Title	Receipts			Payments			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)
SUB TOTAL				1,875.00	1,825.00	50.00	50.00 (2%)

Summary

NET TOTAL	17,035.80	18,182.03	1,146.23	21,288.38	17,251.39	4,036.99	5,183.22 (13%)
V.A.T.		1,154.93			764.36		
GROSS TOTAL		19,336.96			18,015.75		

Waldringfield Parish Council

Waldringfield Parish Council			CASH FLOW STATEMENT	
		29.02.24		
OPERATING ACCOUNT	MARCH		YEARLY TOTALS	
Unity Trust	EXPECTED	ACTUAL	EXPECTED	ACTUAL
CASH ON HAND (beginning of month)	£16,553.15	£16,553.15	£15,008.99	
CASH RECEIPTS				
Grants				
ESC Grants	£0.00	£0.00	£0.00	£0.00
SCC Locality Grant	£0.00	£0.00	£0.00	£0.00
Other				
Precept	£0.00	£0.00	£16,322.00	£16,322.00
CIL	£0.00	£0.00	£1,200.92	£1,200.92
Interest	£0.00	£0.00	£0.00	£0.00
Advertising	£18.00	£0.00	£78.00	£60.00
SCC Footpath Grant	£0.00	£0.00	£328.80	£328.80
VAT Refund	£0.00	£0.00	£1,154.93	£1,154.93
TOTAL CASH RECEIPTS	£18.00	£0.00	£19,084.65	£19,066.65
AVAILABLE (before cash out)	£16,571.15	£16,553.15		
CASH PAID OUT				
Administration				
Salaries	£733.47	£0.00	£7,370.56	£6,637.09
Newsletter	£175.00	£0.00	£724.00	£549.00
Insurance	£0.00	£0.00	£422.24	£422.24
Hall Hire	£225.00	£0.00	£420.00	£195.00
Training	£65.00	£0.00	£916.00	£851.00
Post/Telephone/exp	£1.60	£0.00	£29.01	£27.41
Memberships	£0.00	£0.00	£457.53	£457.53
Other	£0.00	£0.00	£621.29	£621.29
Website/Accounting	£42.90	£0.00	£987.12	£944.22
Playing Fields and maintenance			£11,947.75	£10,704.78
Grass Cutting	£0.00	£0.00	£840.00	£840.00
Repairs and maint'ce	£121.01	£0.00	£1,570.02	£1,449.01
Footpath cutting	£0.00	£0.00	£241.50	£241.50
Grants			£2,651.52	£2,530.51
Church Field Trust	£0.00	£0.00	£450.00	£450.00
Village Hall	£0.00	£0.00	£500.00	£500.00
General Grants	£0.00	£0.00	£0.00	£0.00
WPCC	£0.00	£0.00	£775.00	£775.00
Wildlife Group	£0.00	£0.00	£100.00	£100.00
Projects expenses			£1,825.00	£1,825.00
Other	£0.00	£0.00	£0.00	£0.00
Warm Rooms	£156.00	£0.00	£416.32	£260.32
Coronation Expenses	£0.00	£0.00	£386.80	£386.80
VAT	£42.18	£0.00	£764.36	£722.18
SUBTOTAL	£1,562.16	£0.00	£1,567.48	£1,369.30
TOTAL CASH PAID OUT	£1,562.16	£0.00	£17,991.75	£16,429.59
CASH POSITION (end of month)	£15,008.99	£16,553.15		£0.00
SUMMARY of ALL CASH				
Unity	£15,008.99	£0.00	Closing Balance (expected)	
IBS	£8,316.58	£8,316.58	£8,316.58	
Total cash position	£23,325.57	£8,316.58	£23,325.57	

Draft until signed.....

ITEM 13

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

a. To APPROVE updates to the following policies

The following policies were circulated to Councillors with these documents.

- **Annual Risk Assessment and Management Review v2024**

This policy is reviewed annually and links to the Internal controls statement. It is generally reviewed at this time of year. This has been formatted, with few changes, but Councillors are encouraged to review the document.

- **Newsletter Publication and Advertising Fees Policy v2024**

The previous document was published in 2020 and a simple page. It has not been formally reviewed. It has been formatted into a policy.

b. To RECEIVE and APPROVE the Internal Controls Statement 2024

This was circulated with these documents. This is done annually as part of the audit processes of Council. Cllrs Elliot and Forsdike conducted the review and submit their report to council for consideration.

ITEM 14

14. To **CONSIDER** response to public consultations:

Rural and Remote Areas on Postal Service Modernisation:

The following is the outline of the consultation

In an era where digital communication has significantly reduced the volume of letters, yet the demand for parcel delivery continues to soar, Ofcom has initiated a discussion on the future of the United Kingdom's universal postal service. Recognising the changing needs and preferences of consumers, Ofcom is advocating for a modernisation of postal services to ensure sustainability and efficiency in this new landscape.

Ofcom's recent announcement highlights a comprehensive analysis of the current state of the postal service, revealing a pressing need for reform to adapt to the decreasing volumes of letters and the increasing trend towards parcel delivery. In response, Ofcom is considering several reform options that aim to strike a balance between operational efficiency and the service's core objectives.

A Special Emphasis on Rural and Remote Communities

Ofcom is particularly keen on gathering insights from those residing in rural and remote areas across the UK's nations. The regulator is aware of the unique challenges and reliance on postal services that these communities face and is seeking to understand the potential impact of proposed reforms on these vulnerable groups. Additionally, the views of large organisations that operate bulk mail services are also being sought, given their significant role in the postal ecosystem.

Invitation for Input

Ofcom has opened the floor for comments and perspectives from all interested parties until 3 April 2024. This is a critical opportunity for individuals, businesses, and community leaders from rural and remote areas to voice their needs, concerns, and suggestions regarding the modernisation proposals. The aim is to gather a wide range of views to ensure that any changes to the postal service will consider the needs of all stakeholders, particularly those who might be most affected by these changes.

Waldringfield Parish Council

Key Proposals Under Consideration

Among the proposals being considered, Ofcom has suggested potential changes such as adjusting the speed of delivery for certain items, and altering the number of days letters are delivered, while maintaining a steadfast commitment to not downgrade overall delivery targets. These adjustments are projected to generate significant cost savings, thereby contributing to the sustainability of the postal service in the long term.

Your Voice Matters

The Rural Services Network encourages members to participate in this consultation process. Your feedback is invaluable in shaping a postal service that remains accessible, reliable, and tailored to the needs of all UK residents, regardless of their geographical location.

ITEM 15

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

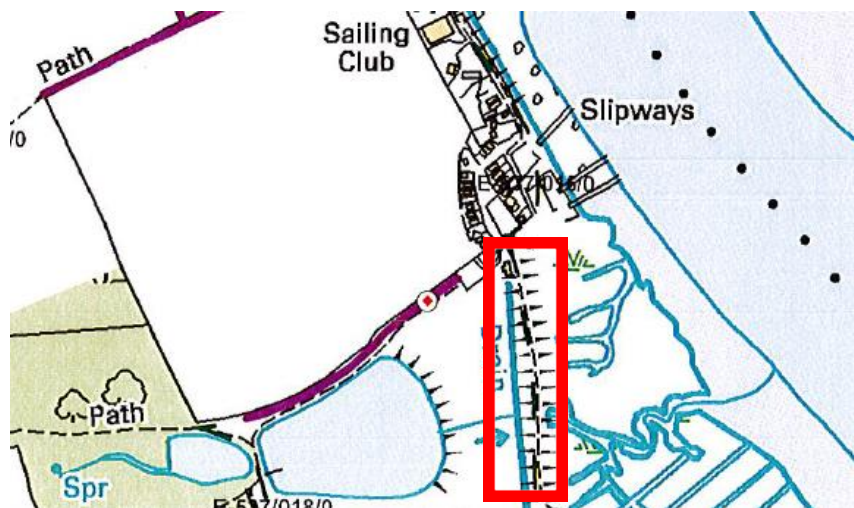
a. To **DISCUSS and **APPROVE** the Footpath cutting schedule.**

The proposed Schedule and Map were circulated with these documents.

CLlr Gold and the Clerk met to review the proposed schedule and map. No changes are proposed by SCC.

Of note was footpath 17. As this does become overgrown on occasion, we investigated if this should be added. PROW have advised, that as it is a cul-de-sac path due to erosion that they will not be adding it. Council can consider adding this to be contracted to our contractor at WPC expense.

It is approximately 160 M at £0.06 per meter (£9.60 per cut x 2 = £19.20 per year).



Cutting (2 x year) is proposed to be scheduled late May and Early August. This can be amended should growth require it to earlier or later as advised by CLlr Gold.

As last year – an additional cut (a third cut) should it be required would be in the region of £159.00

a. To **CONSIDER making a request to Highways for a 20mph speed limit on School Road**

ITEM 16

Waldringfield Parish Council

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

General Correspondence circulated to Councillors

Suffolk Association of Local Councils Buckingham Palace Garden Party 2024 08.02.24

Community Action Suffolk CAS Newsletter 08/02/2024

Suffolk Association of Local Councils NEWS BULLETIN - 5th February 2024

Suffolk Association of Local Councils Suffolk Devolution events - book now 09.02.24

Society of Local Council Clerks January newsletter - Essex Branch 09.02.24

Green Issues - Loft insulation offer, relaunch of community match funder, and National Landscape grants 09.02.24

Green Issues- Some events coming up 09.02.24

Wegg, Kevin - VCSE Funding Opportunities 12.2.24

Suffolk Association of Local Councils - SALC East Suffolk area forum - 20th March 2024 - Speaker confirmed 12.02.24

National Association of Local Councils NALC EVENTS 13.02.24

Suffolk Association of Local Councils - NEWS BULLETIN - 12th February 2024

Rural Services Network The Rural Bulletin - 13 February 2024

Society of Local Council Clerks News Bulletin - 14 February 2024

Suffolk Association of Local Councils SALC training bulletin 13 February 2024

National Association of Local Councils NALC NEWSLETTER 14.02.24

National Association of Local Councils CHIEF EXECUTIVE'S BULLETIN 15.02.24

AEPA - INVITATION TO ZOOM MEETING, THURSDAY 7 MARCH RE T&P COUNCIL'S DIRECT ENGAGEMENT WITH GOVERNMENT 15.02.24

Wegg, Kevin VCSE Funding Opportunities 16.2.24

Suffolk Association of Local Councils Buckingham Palace Garden Party 2024 - deadline for nominations approaching! 16.02.24

National Association of Local Councils NALC EVENTS 19.02.24

Suffolk Association of Local Councils NEWS BULLETIN - 19th February 2024

Rural Services Network The Rural Bulletin - 20 February 2024

Suffolk & Essex Coast & Heaths National Landscape All the latest from your National Landscape 20.02.24

Suffolk Association of Local Councils SALC training bulletin 20 February 2024

National Association of Local Councils NALC NEWSLETTER 21.02.24

National Association of Local Councils CHIEF EXECUTIVE'S BULLETIN 22.02.24

Suffolk Association of Local Councils SALC East Suffolk area forum - 20th March 2024 - Speaker confirmed 22.02.24

Simon Amstutz News from the National Landscapes 22.02.24

Wegg, Kevin VCSE Funding Opportunities 22.2.24

Community Action Suffolk CAS Newsletter: Funding Opportunities | News | Vacancies 22.02.24

Burningham, Helene -Championing Coastal Communities -10th March 2024 - Ground Truths 22.02.24

Deben Estuary Partnership DEP Newsletter - Spring 2024 23.02.24

Waring, Daniel - Some environmentally themed events and activities coming up 23.02.24

Suffolk Association of Local Councils NEWS BULLETIN - 26th February 2024

Suffolk Association of Local Councils The Local Councillor Magazine from SALC - February 2024 26.02.24

National Association of Local Councils NALC EVENTS 26.02.24

Rural Services Network The Rural Bulletin - 27 February 2024

Suffolk Association of Local Councils SALC training bulletin 27 February 2024

Last, Oka - Apply by this Sunday - National Landscape grants update 27.02.24

National Association of Local Councils NALC NEWSLETTER 28.02.24

Society of Local Council Clerks News Bulletin - 28 February 2024

Makin, Matt - Felixstowe Peninsula Community Partnership 29.02.24

National Association of Local Councils CHIEF EXECUTIVE'S BULLETIN 29.02.24

Thomas Yeung Reminder - 'Ground Truths' takes place on Sunday 10 March 2024 01.03.24

Wegg, Kevin - VCSE Funding Opportunities 1.3.24

Suffolk Association of Local Councils- NEWS BULLETIN - 4th March 2024

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Waldringfield Parish Council

National Association of Local Councils - NALC EVENTS 05.03.24

Rural Services Network-The Rural Bulletin - 5 March 2024

Sizewell C - Sizewell C Parish Update - February 2024

National Association of Local Councils - NALC NEWSLETTER 06.03.24

Rural Services Network - RSN Rural Funding Digest - March 2024 Edition

Suffolk Wildlife Trust - Community Wildlife Courses for 2024 06.03.24