



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

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

Members of the public : 3

Minutes: Clerk

Meeting opened: 19.29pm

2110

1. a. To RECEIVE and APPROVE apologies for absence

Cllr Shore – work commitments

Cllr Gold - illness

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

2. a. To RECEIVE declarations of interest

13.c – Cllrs Kay, Reid and Quick – are members of Greener Waldringfield – non-pecuniary

b. 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

None received

4. a. Public Participation – Parish Issues – An opportunity for parishioners to bring matters to the attention of the Parish Council and for parishioners to seek guidance from the Council.

Member of the public attended to apprise the council of additional information received that it appears that fibre is not likely to be installed until end of next year. Clerk will liaise with City Fibre. Member of the public also noted some faded road markings - Clerk to report these to highways. Comment was also made regarding traffic on Cliff Road over speed humps.

b. To RECEIVE reports County and District Councillors

Cllr Mulcahy presented her report previously circulated. She drew attention to consultation notices were noted, and the enjoyable process for naming of the 20 new gritters. She further updated on the footpath outside the Eureka development that she is working with highways to contribute from her local highways budget to expedite the project, which has led to the design aspect being now underway.

Cllrs Reeves and Ninnmey – The councillors presented their report which was previously circulated. Cllrs advised that they, together with a Cllr from Martlesham, have made a submission objecting to the appeal regarding Foxborough Farm and container storage. Cllr Reeves noted the licencing of jet ski commercial enterprises consultation. Cllrs also expressed the national budget was disappointing in that that the housing benefit subsidy cap for temporary accommodation will not be increased. They noted ESC was having to look further afield for temporary housing, which would unfortunately remove families from their communities. The Cllrs also attended the last public consultation on 7th Nov for the Garden neighbourhood plans, and reported on the planning that is on-going for that project in Felixstowe.

Waldringfield Parish Council

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

Cllrs noted crime data

5. To **APPROVE** the minutes of the Parish Council meeting held on **08 October 2024**

No amendments advised.

Motion to **APPROVE** minutes of the meeting held 08 October 2024 – Proposed Cllr Kay; Seconded Cllr Elliot – all in favour of those that 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

Planning: Cllr Elliot to write response to **AP/24/0049/REFUSE** – **Done**; Cllr Elliot to write letter in response to **DC/24/3020/AME**. **Done**. Cllr Kay to format it and send to ESC Planning – **Done**; Cllr Elliot to attend ESC Planning Committee on 22/10/2024 – **did not attend as it was not on that agenda**

Playing Field: Cllr Forsdike to rectify problems and produce a report in response to the ROSPA report – **See Item 9a**; Cllr Kay to ask *Rosewood Trees and Gardens* to cut down Cherry Tree T2 as described in their quote, as a matter of urgency – **Done – completed on 20 October**

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

National Landscapes Sign: Cllrs Kay and Reid to meet Eloise Markwick of National Landscapes to discuss the siting of the sign and other issues – **Done – see Item 14**

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

ai) To reconsider **DC/24/2810/VOC** - Variation of Condition No. 1 of DC/21/4002/ARM - the construction of 173 dwellings (including 80 affordable houses) together with associated works, landscaping and infrastructure for Brightwell Lakes (Phase W1) - on DC/20/1234/VOC - to amend this condition to allow for changes to the layout and proposed house types to better accommodate a suitable mix of affordable housing. Land To The South And East Of Adastral Park, Martlesham, Suffolk

The WCP objected to this application based on the large reduction in affordable housing – from 80 to 43/44. Following the objection, Cllrs Kay and Elliot, attended a meeting with TW, along with members of the County and District councils. There was mention that housing associations are generally suffering from funding issues due to retrofitting and further, they were not inclined to take on one bed properties. There was much discussion of the definitions of what is allocated as “affordable” – particularly around “affordable rent” and “intermediate rent”. It remained clear that the reduction would remain and that TW confirmed that they will meet the requirements of the 2018 Outline Permission (DC/17/1435/OUT) to provide 25% “affordable homes” across the site (eg 500 in total). TW has offered to transfer all “intermediate rent” provision to “affordable rent” provision (ie: no higher than 80% of market rents or I higher than the HRA (whichever is lower).

Cllr noted that any planned revised distribution should be monitored by the PC. As this application will now go to the Planning Committee, there is no further action for the Council at this time.

aii) To reconsider **DC/24/2975/ARM** Approval of Reserved Matters of DC/17/1435/OUT - Outline planning application for up to 2000 dwellings, an employment area of c0.6ha (use Class B1), primary local centre (comprising use Classes A1, A2, A3, A4, A5, B1, C3, D1 and D2), secondary centre (comprising possible use Classes A1, A3 and A4), a school, green infrastructure (including Suitable Accessible Natural Greenspace (SANGs), outdoor play areas, sports ground and allotments /community orchards), public footpaths and cycleways, vehicle accesses and associated infrastructure - (Appearance, Landscaping, Layout and Scale) for the erection of up to 93 dwellings (including 23 affordable houses), semi-natural green open space, associated parking and landscaping (Phase W6). This includes details submitted in compliance with conditions 8, 11, 14, 30 and 43 and details submitted to formally discharge conditions 23, 24, 25, 26, 28(a), 41, 48 and 61 of DC/20/1234/VOC.

2111

The WPC had a holding objection to this application due to the large changes in road layout for the access road. The new plans do not have buildouts as was agreed in the Outline planning application. Investigation determined that the drawing WPC were objecting to was approved in a discharge of condition application the PC were not consulted on – in 2022. The change was initiated from SCC highways who would not adopt the road as proposed and S106 requires all roads be adopted. There is no further action the WPC can take in the planning process to effect change on this issue. This will now likely become a main access route.

There is now an option to withdraw the objection. Cllrs discussed that the objection remains, whether or not there is a legal path to resolution. Cllrs did not wish to withdraw the objection.

Motion to **MAINTAIN** holding objection– Proposed Cllr Kay; Seconded Cllr Quick – all in favour

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

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

d. To RECEIVE update from the Brightwell Lakes Forum

Cllrs Kay and Elliot attended the forum on the 5th Nov. The following updates were provided:

- New residents are expected Dec '24 and Jan '25 and are in parcel E1. Of these – 10 were market sales and 10 affordable units sold to housing associations. The WPC welcomes the new residents to their new homes.
- Delivery / completion timetable was discussed and the development is now scheduled for completion in 2038. Parcel W5 – 69 homes is being sold to Denbury Homes (formerly Hopkins).
- It is noted that temporary metal fences have been erected on the adjacent PROWS to keep walkers safe. Much groundwork is being undertaken in the next 9-12 months.

It is expected that this community forum will evolve into a resident-led meeting. A management company is now also being appointed for the site. Cllr Ramsay commented W6 landscaping plans seem to not be in keeping with the ESC local landscaping policies.

ACTION: Cllr Ramsay to circulate to councillors a proposed position on W6.

Cllrs also opined that involving our new MP in housing or planning matters may be of assistance.

ACTION: Cllr Elliot to contact the MP regarding affordable housing at Brightwell site.

e. To RECEIVE any other planning information
None

8. To RECEIVE updates from Greener Waldringfield

Cllr Quick reported on behalf of GW. She noted that a very productive second meeting of the Green Infrastructure group had occurred in September and was deemed a very successful and productive meeting. GW are now working on actions with the “cluster” resulting from this meeting. The cluster includes the parishes of Waldringfield, Newbourne, Hemley, Martlesham, and Brightwell with Foxhall & Purdis Farm. The meeting was also attended by a number of organisations and Trusts as well as parishes. Actions will be undertaken and reported back to the wider group.

GW is also launching a website and has a launch party planned (27th Nov) at the village hall.

9. a. To RECEIVE the playing field inspection report

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

2112

Cllrs reviewed the inspection report. Cllr Forsdike reported no new issues, with the exception of badger incursions through the fencing.

Cllr Forsdike reviewed the ROSPA report along with a site visit. He's identified 3 actions that require remedy, and these have been undertaken. He will formalise his review in a report forthcoming to Councillors by next meeting.

Cllr Forsdike proposes that the high grass border around the playing fields should be reconsidered for 2025 season. A number of considerations were discussed by councillors including safety, safeguarding, available variety of terrain, and policy considerations. Cllr Forsdike will make this proposal to Council at the next meeting.

ACTION: Cllr Forsdike to submit ROSPA report and to submit proposal for grass cutting on the playing fields for 2025.

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

Cllr Ramsay volunteered to undertake a site survey and to draft a community survey/questionnaire regarding needs and priorities. Cllr Ramsay will circulate a draft a proposed survey for the community/primary school. Cllr Reid also offered that in the past they had undertaken "forums" where they attended the playing fields and discussed priorities with the users.

ACTION: Cllr Ramsay to circulate proposed survey to Cllrs.

10. To DISCUSS Community Emergency Volunteers - Rest Centre Training available

The Clerk and Cllr Quick advised that training was available for councillors and emergency volunteers on 26 November in the evening 6-930pm in Woodbridge. Cllrs suggested inviting a village hall trust representative, and members of the emergency volunteers team. Cllr Kay expressed an interest in attending and will confirm to the Clerk.

ACTION: Clerk to contact the WVHT and invite members of the volunteer team and register those interested.

11. To RECEIVE updates on the Warm Welcome provision

Cllr Elliot advised that attendance is excellent (20-22 people per session). Due to the large numbers, it has expanded to 3 volunteers a session. Cllr Elliot reports that new visitors have attended and friendship groups are developing. Many thanks were extended to Cllr Forsdike, who is supporting our volunteers with set up and tear down of the tables which has been invaluable. There are also neighbouring parishes who are interested in our provision as it is so successful.

12. To DISCUSS and APPROVE the joint circulation of Newsletter and Focus

Cllr Kay reported that plans are now finalised for the distribution of the Focus flyer with the newsletter. The Focus flyer will now be distributed with the newsletter and a larger volunteer team have new rounds for delivery. Not discussed with Council was the distribution of the Flyer to Hemley. Cllr Kay noted to council that the 24 properties in Hemley could be included with the provision of a newsletter at a cost of 24 additional newsletters being printed. Cllrs agreed that as this is funded from the Precept – it's distribution should remain Parish households, but could provide link to on-line version to those who reside in Hemley.

Motion to **maintain print run of newsletter** – Proposed Cllr Kay; Seconded Cllr Forsdike – all in favour

13. CLERK AND RFO REPORT

a. To CONSIDER second draft of 2025-26 budget

2113

Clerk reviewed the new information received in October which included the additional new NI costs and the increase of the Band D equivalent value. The Clerk reviewed the two options presented – adding some reserves, or not and offered to Councillors that there was also the option of adding reserves at a different level. Cllrs discussed the rising costs of inflation and the upcoming projects which will tax reserves and confirmed their view that a modest increase in precept would be fiscally prudent.

Motion to **APPROVE** budget Option 1 – Proposed Cllr Kay; Seconded Cllr Forsdike – all in favour

b. To RECEIVE update on theft of SID battery

Clerk advised that the theft had been reported to the police. As the insurance deductible is more than the cost of the battery, a claim will not be pursued under insurance. New battery has been ordered. Cllr Reid and Kay will consider further security measures, but it unlikely there are any other methods of safeguarding the batteries against vandalism.

Cllrs agreed a new battery should be ordered.

c. To CONSIDER community grant requests – GW – £100

GW are establishing a website to enhance information sharing. This request relates to the set up expenses for the website.

Motion to **APPROVE** GW's community grant application of £100.00 – Proposed Cllr Kay; Seconded Cllr Reid – all in favour

ACTION: Clerk to add to payment for December.

d. 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 Elliot; Seconded Cllr Kay – all in favour

Cllr Elliot reviewed and approved invoices.

ACTION: Cllrs Elliot and Kay to authorise BACs payments

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

Councillors reviewed on screen the financial reports and the bank reconciliation.

Cllr Elliot reviewed and approved the bank reconciliation.

14. To DISCUSS and APPOINT Councillors to responsibilities

Cllrs reviewed existing appointments and Cllr Elliot requested that the Warm Welcomes provision be added to the responsibilities list.

Due to time considerations, further review was deferred to the next meeting of Council.

ACTION: Clerk to amend responsibilities list and add this agenda item to the December Agenda

15. To RECEIVE UPDATES on National Landscapes signage

2114

Cllrs Kay and Reid met with them on site and discussed characteristics of the sign and appropriate location. The signage design needs to be agreed by a larger group within the National Landscapes team and highways also needs to agree to the location and installation. National Landscapes are keen to design, provide and have the sign installed – but would like the PC to maintain and insure it.

Designs have been produced for the signage and were reviewed with Councillors. Cllrs discussed the value of having the signage and ownership of the sign.

Cllrs agreed that Cllrs Reid and Kay could proceed with discussing an agreement regarding the ownership and maintenance of the sign.

16. To **RECEIVE** updates/reports on public rights of way, verges and road safety matters
Nothing raised

17. To **CONSIDER** responding to public consultations
East Suffolk Council - Licensing of Jet Ski/water scooter Commercial Operators Closing date 26 November 2024

Cllrs discussed whether this was a relevant consultation for the WPC and Cllrs opined that as the river is a large part of the village, and the proposed use is on the river, it was therefore appropriate to respond.

Much discussion about the nature of the craft (and its optimal use at high speed), the issues of safety – both of other river craft users and bathers, the issue of enforcement of any conditions and the difference between the private users of these craft vs the commercial rental – which is the issue. Private owners are not the subject of the consultation.

Cllrs expressed concern for the safety of other river users, with them travelling at speed. Suggestions of “transponder” type devices that monitor speed and location of the rented vehicles as a monitoring option.

Motion to respond to the consultation that the ESC should not licence jet ski operators – Proposed Cllr Kay, seconded Cllr Reid – all in favour

ACTION: Cllr Kay will respond to the consultation, and draft responses for the additional questions, should they be minded to licence them. Clerk to send response by 26 November 2024.

18. To **CONSIDER** any correspondence received before the meeting – see separate list
WVHT – improvements

Chair of the WVHT outlined the proposed new improvements that the WVHT are seeking to make through grant funding. He is requesting a letter of support from the PC to aid in their application for grant funding.

All councillors agreed the improvements were positive and that a letter of support should be sent.

ACTION: Clerk to draft and provide letter of support.

19. **PARISH MATTERS** for the next meeting.
Final budget
Councillor responsibilities

Meeting Closed 22.01 pm

ACTION POINTS

Village Hall request: Clerk to draft and provide letter of support.

2115

Public Consultations: Cllr Kay will respond to the consultation, and draft responses for the additional questions, should they be minded to licence them. Clerk to send response by 26 November 2024.

Councillor Responsibilities: Clerk to amend responsibilities list and add this agenda item to the December Agenda

BACS payments: Cllrs Elliot and Kay to authorise BACS payments

Playing Fields: Cllr Forsdike to submit ROSPA report and to submit proposal for grass cutting on the playing fields for 2025.

Fort Redevelopment project: Cllr Ramsay to circulate proposed community survey to council in December

Community Grants: Clerk to add to payment for December.

Emergency Volunteers training: Clerk to contact the WVHT and invite members of the volunteer team and register those interested.

Waldringfield Parish Council

SUPPORTING DOCUMENTS NOVEMBER

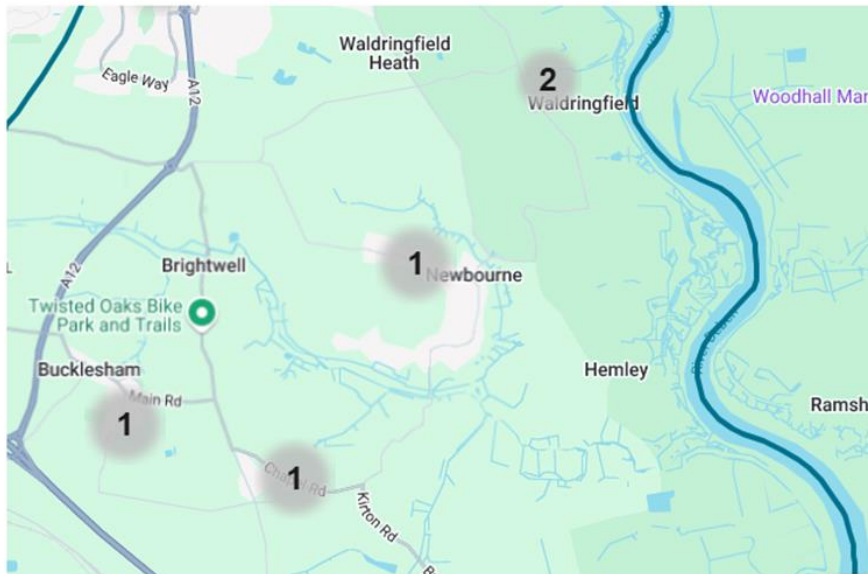
ITEM 3

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

ITEM 4

4. b. To **RECEIVE** reports County and District Councillors
District and County Councillors' reports were circulated to Councillors on 04 November and available on the website.

c. The **RECEIVE** updates on crime data from Suffolk Police – September 2024.



Waldringfield

- 1 x burglary
- 1 x criminal damage and arson

Newbourne

- 1 x burglary

Bucklesham

- 1 x vehicle crime
- 1 x violence and sexual offences

ITEM 5

5. To **APPROVE** the minutes of the Parish Council Meeting held on 08 October 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 08 October 2024

ACTION POINTS

Planning:

- Cllr Elliot to write response to **AP/24/0049/REFUSE** - **Done**
- Cllr Elliot to write letter in response to **DC/24/3020/AME**. **Done** Cllr Kay to format it and send to ESC Planning - **Done**
- Cllr Elliot to attend ESC Planning Committee on 22/10/2024 - **Done**

Waldringfield Parish Council

- Playing Field:** Cllr Forsdike to rectify problems and produce a report in response to the ROSPA report - **TBC**
Cllr Kay to ask *Rosewood Trees and Gardens* to cut down Cherry Tree T2 as described in their quote, as a matter of urgency – **Done – completed on 20 October**
- BACS payments:** Cllrs Kay and Elliot to authorise payments - **Done**
- National Landscapes Sign:** Cllrs Kay and Reid to meet Eloise Markwick of National Landscapes to discuss the siting of the sign and other issues – **Done – see Item 14**

ITEM 7

7. **a. To CONSIDER Planning Applications for COMMENTS:**
ai) To reconsider **DC/24/2810/VOC** - Variation of Condition No. 1 of DC/21/4002/ARM - the construction of 173 dwellings (including 80 affordable houses) together with associated works, landscaping and infrastructure for Brightwell Lakes (Phase W1) - on DC/20/1234/VOC - to amend this condition to allow for changes to the layout and proposed house types to better accommodate a suitable mix of affordable housing. Land To The South And East Of Adastral Park, Martlesham, Suffolk

Council will receive an update from the Planning Group

aii) To reconsider **DC/24/2975/ARM** Approval of Reserved Matters of DC/17/1435/OUT - Outline planning application for up to 2000 dwellings, an employment area of c0.6ha (use Class B1), primary local centre (comprising use Classes A1, A2, A3, A4, A5, B1, C3, D1 and D2), secondary centre (comprising possible use Classes A1, A3 and A4), a school, green infrastructure (including Suitable Accessible Natural Greenspace (SANGs), outdoor play areas, sports ground and allotments /community orchards), public footpaths and cycleways, vehicle accesses and associated infrastructure - (Appearance, Landscaping, Layout and Scale) for the erection of up to 93 dwellings (including 23 affordable houses), semi-natural green open space, associated parking and landscaping (Phase W6). This includes details submitted in compliance with conditions 8, 11, 14, 30 and 43 and details submitted to formally discharge conditions 23, 24, 25, 26, 28(a), 41, 48 and 61 of DC/20/1234/VOC.

Council will receive an update from the Planning Group

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/24/3630/AME | Received date: Thu 10 Oct 2024 | Status: **Application Withdrawn** | Case Type: Planning Application

Non-material Amendment of DC/24/0238/FUL - Proposed two storey rear extension to accommodate new staircase, single storey rear extension to replace existing conservatory, new and replacement windows and internal alterations - Proposed single storey rear extension, replacing existing conservatory, to be changed to new conservatory - Halyards 2 Woodbridge Road Waldringfield Woodbridge Suffolk IP12 4PW

d. To RECEIVE update from the Brightwell Lakes Forum
Councillors Kay and Elliot attended a meeting of the Forum and will update councillors at the meeting

e. To RECEIVE any other planning information

ITEM 8

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

Waldringfield Parish Council

Report from the Green Infrastructure workshop September 2024 was circulated to Councillors on 01 November 2024.

ITEM 9

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

The inspection report will be circulated prior to the meeting.

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

Nothing to circulate

ITEM 10

10. **a. To DISCUSS Community Emergency Volunteers Rest Centre training**

Waldringfield PC is invited to attend the **Community Emergency Volunteers - Rest Centre Training** on Tuesday, **November 26 · 6 - 9pm** at East Suffolk House- Deben Room. The training is being run by Courtney Walsh who did the Joint Emergency Planning Unit (JEPU) presentation at Woodbridge Town Council meeting recently. The event is hosted by Amy Langley - JEPU.

ITEM 11

11. **a. To RECEIVE UPDATE on the Warm Welcome provision**

Nothing to circulate

ITEM 12

12. **To DISCUSS and APPROVE the joint circulation of Newsletter and Focus**

Nothing to circulate – Cllr Kay to update at the meeting

ITEM 13

13. **CLERK AND RFO REPORT**

a. To CONSIDER second draft of 2025-26 budget

There are 2 major amendments to the budget based on information not previously available.

First – ESC released our Band D equivalent figure on 31 October. Our Band D equivalent figure has significantly increased – to 285.75. An increase of 21.88 - more than 10%. This has had a significant (positive) impact on the budget.

Secondly, the Chancellor's budget on 30 October increases the NI contribution rate (to 15%) and reduces the exemption threshold (payable from £5,000 of earnings). SLCC have advised there is no government funding for this increase for Parish Councils. This increased cost is approximately £350.00 per annum and is added to the salaries line.

Given the additional Band D equivalents – the Clerk has added options which would add some reserves to the budget – securing some reserves for future maintenance and projects, considering the possible claim on reserves for the playing fields project.

Option 1 provides for a larger increase in Precept (13.10%) with a small increase (2.73%) in Band D equivalent rate. Option 2 is as previously provided, without additional reserves, but including the potential increase to NI – which provides for a -2.03% **reduction** in the Band D equivalent.

Waldringfield Parish Council

WALDRINGFIELD PARISH COUNCIL						
DRAFT BUDGET FY 2025-26						
	Notes	Budget YE 2025	Notes	Budget YE 2026	Budget YE 2026	Budget YE 2027
EXPENDITURE				Option 1	Option 2	5% assumed increase in costs
Annual General						
1. Administration						
Clerk Salary inc on-costs	A	£7,675.00		£8,795.00	£8,795.00	£9,498.60
Clerks expenses including office	B	£75.00		£78.75	£78.75	£82.69
Post and telephone	C	£25.00		£26.25	£26.25	£27.56
Newsletter printing	D	£920.00		£950.00	£950.00	£975.00
Village Hall Hire (Meetings)	E	£350.00		£370.00	£370.00	£388.50
Insurance	F	£450.00		£472.50	£472.50	£496.13
Professional memberships	G	£590.00		£620.00	£620.00	£651.00
Audit costs	H	£250.00		£440.00	£440.00	£462.00
Chairman's expenses	I	£50.00		£50.00	£50.00	£50.00
Training	J	£450.00		£300.00	£300.00	£300.00
Accounting / Website etc	K	£600.00		£750.00	£750.00	£787.50
Warm Rooms*	L	£1,904.54		£500.00	£500.00	£525.00
		£13,339.54		£13,352.50	£13,352.50	£14,243.98
2. Playing Fields						
Grass cutting (field)	P	£960.00		£1,000.00	£1,000.00	£1,050.00
Repairs and maintenance	Q	£2,500.00		£2,500.00	£2,500.00	£2,625.00
Additional Reserves		£0.00		£1,000.00	£0.00	£1,000.00
Footpath maintenance	R	£375.00		£393.75	£393.75	£413.44
		£3,835.00		£4,893.75	£3,893.75	£5,088.44
3. Grants Fund						
General Grants	S	£250.00		£250.00	£250.00	£250.00
Community Grants	S	£1,875.00		£1,875.00	£1,875.00	£1,875.00
		£2,125.00		£2,125.00	£2,125.00	£2,125.00
Total Expenditure		£19,299.54		£20,371.25	£19,371.25	£21,457.41
INCOME						
Precept		£17,404.24		£19,683.45	£18,774.45	£20,667.62
PROW SCC Grant	T	£328.80		£328.80	£328.80	£328.80
Reserved funds (contributed)	U	£981.50		£0.00	£0.00	£0.00
CIL Funds	W	£300.00		£0.00	£0.00	£0.00
Advertising	X	£35.00		£159.00	£159.00	£50.00
Interest	Y	£50.00		£200.00	£200.00	£200.00
Total Income		£19,099.54		£20,371.25	£19,462.25	£21,246.42
Projected budget surplus/defecit	Z	£2,071.35		£0.00	£91.00	-£210.99
RESERVES						
Cash Balance at YE			(projected)	£27,068.71	£27,068.71	NA
Less projected deficit/plus surplus				£0.00	£91.00	
Less unspent grants (specified)				£0.00	£0.00	
Less earmarked reserves			Res	£19,126.67	£19,126.67	
Reserves (General) for FYE 24/25		£5,101.86		£7,942.04	£8,033.04	£0.00
As % of Precept		32.82%		40.35%	42.79%	0.00%
EFFECT ON BAND D EQUIVALENT	Band D equiv 2024	£17,404.24	Band D equiv 2025	£19,683.45	£18,774.45	£20,667.62
£ per Band Equivalent household	259.56	£67.05	285.8	£68.88	£65.70	£72.33
Increase (percentage)			% incr	2.73%	-2.01%	5.00%
Increase (in pounds)			££ Incr	£1.83	-£1.35	£3.44

Waldringfield Parish Council

b. To RECEIVE update on theft of SID battery

The theft has been reported to police and is now linked with the previous report of vandalism.

In terms of insurance, the Council has a deductible of £125.00 for property damage and theft claims, therefore we will not be pursuing a claim through insurance. The Clerk has ordered a new battery at a cost of £53.95.

c. To CONSIDER and APPROVE community grant applications – GW – £100

The application has been circulated with these documents.

d. 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
55	Accounting, Website & Com	31/10/2024	Unity Trust Bank	Banking service charge	Unity Trust Bank	X	5.40		5.40
56	Warm Welcome	02/11/2024	Unity Trust Bank	Printing costs	Waldringfield Prim	X	2.30		2.30
57	Warm Welcome	02/11/2024	Unity Trust Bank	Printing costs	Waldringfield Prim	X	2.70		2.70
58	Community Grants Fund	02/11/2024	Unity Trust Bank	Grant s137/72 or s19 M	Waldringfield Wildl	X	100.00		100.00
59	Accounting, Website & Com	02/11/2024	Unity Trust Bank	Google Storage	Google Commerce	S	1.33	0.26	1.59
60	Grass cutting (field)	02/11/2024	Unity Trust Bank	Grass-cutting -field	SCL Landscape Ma	S	120.00	24.00	144.00
61	Repairs/Maintenance	02/11/2024	Unity Trust Bank	Tree Surgery	Rosewood Trees ar	S	600.00	120.00	720.00
62	Salaries	02/11/2024	Unity Trust Bank	Salary	Jennifer Shone-Trit	X	655.50		655.50
63	Repairs/Maintenance	03/11/2024	Unity Trust Bank	SID Replacement batter	Mobility Co (via J S	E	53.95		53.95
Total							1,541.18	144.26	1,685.44

RECEIPTS LIST

Waldringfield Parish Council								
RECEIPTS LIST								
Vouch	Code	Date	Bank	Description	Supplier		Net	Total
11	SCC Footpaths Grant	11/10/202	Unity Trust Bank	PROW Footpath Cutt	Suffolk C C	X	328.80	328.80
12	Grants and Donations	11/10/202	Unity Trust Bank	Warm Welcome Gran	East Suffolk Coui	X	524.00	524.00
13	CIL Funds	25/10/202	Unity Trust Bank	CIL Funds	East Suffolk Coui	X	17.65	17.65
Total							870.45	870.45

Waldringfield Parish Council

e. 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 31/10/2024		
	Cash in Hand 01/04/2024		23,325.57
	ADD Receipts 01/04/2024 - 31/10/2024		20,784.96
	SUBTRACT Payments 01/04/2024 - 31/10/2024		44,110.53 10,881.52
	Cash in Hand 31/10/2024 (per Cash Book)		33,229.01
B	Cash in hand per Bank Statements		
	Petty Cash 31/10/2024	0.00	
	Suffolk Building Society 31/10/2024	8,316.58	
	Unity Trust Bank 31/10/2024	24,912.43	
			33,229.01
	Less unrepresented payments		
			33,229.01
	Plus unrepresented receipts		
B	Adjusted Bank Balance		33,229.01
	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

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	- Under/over spend
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	100.80	50.80				50.80 (101%)
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	20,206.11	2,073.07				2,073.07 (11%)

B - Administration

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Salaries				7,675.00	5,244.00	2,431.00	2,431.00 (31%)
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 s1				920.00	350.00	570.00	570.00 (61%)
6	Village Hall hire				350.00		350.00	350.00 (100%)
7	Insurance				450.00	423.21	26.79	26.79 (5%)
8	Professional Memberships				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 & Co				600.00	648.96	-48.96	-48.96 (-8%)
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	9,060.40	4,803.14	4,805.94 (34%)

C - Playing Field/Recre

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Grass cutting (field)				960.00	840.00	120.00	120.00 (12%)
16	Repairs/Maintenance				2,500.00	855.45	1,644.55	1,644.55 (65%)
17	Footpath Maintenance				375.00		375.00	375.00 (100%)
SUB TOTAL					3,835.00	1,695.45	2,139.55	2,139.55 (55%)

D - Grants - s137/72 & :

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Community Grants Fund				2,125.00	1,325.00	800.00	800.00 (37%)
SUB TOTAL					2,125.00	1,325.00	800.00	800.00 (37%)

Summary

NET TOTAL	18,133.04	20,208.91	2,075.87	19,823.54	12,080.85	7,742.69	9,818.56 (25%)
V.A.T.		576.05			426.76		
GROSS TOTAL		20,784.96			12,507.61		

Waldringfield Parish Council

Waldringfield Parish Council			CASH FLOW STATEMENT			
		30.09.24		31.10.24		30.11.24
OPERATING ACCOUNT Unity Trust	OCTOBER		NOVEMBER		DECEMBER	
	EXPECTED	ACTUAL	EXPECTED	ACTUAL	EXPECTED	ACTUAL
CASH ON HAND (beginning of month)	£25,793.28	£25,793.28	£24,912.43	£24,912.43	£23,226.99	
CASH RECEIPTS						
Grants						
ESC Grants	£524.00	£524.00	£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	£17.65	£17.65	£0.00	£0.00	£0.00	£0.00
Advertising	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
ESC Footpath Grant	£328.80	£328.80	£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	£870.45	£870.45	£0.00	£0.00	£0.00	£0.00
AVAILABLE (before cash out)	£26,663.73	£26,663.73	£24,912.43	£24,912.43	£23,226.99	£0.00
CASH PAID OUT						
Administration						
Salaries	£655.50	£655.50	£655.50	£0.00	£655.50	£0.00
Newsletter	£0.00	£0.00	£0.00	£0.00	£222.00	£0.00
Insurance	£423.21	£423.21	£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	£15.00	£0.00
Post/Telephone	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Memberships	£180.00	£180.00	£0.00	£0.00	£0.00	£0.00
Other / Office	£2.80	£2.80	£0.00	£0.00	£0.00	£0.00
Website/Accounting	£208.73	£208.73	£6.73	£0.00	£6.73	£0.00
Playing Fields and maintenance						
Grass Cutting	£120.00	£120.00	£120.00	£0.00	£0.00	£0.00
Repairs and maint'ce	£110.00	£110.00	£653.95	£0.00	£56.00	£0.00
Footpath cutting	£0.00	£0.00	£0.00	£0.00	£340.00	£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	£100.00	£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	£0.00	£0.00	£100.00	£0.00	£0.00	£0.00
Projects expenses						
Other	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Warm Rooms	£4.80	£4.80	£5.00	£0.00	£45.00	£0.00
VAT	£46.26	£46.26	£144.26	£0.00	£0.00	£0.00
SUBTOTAL	£1,751.30	£1,751.30	£1,685.44	£0.00	£1,440.23	£0.00
TOTAL CASH PAID OUT	£1,751.30	£1,751.30	£1,685.44	£0.00	£1,440.23	£0.00
POSITION (end of month)	£24,912.43	£24,912.43	£23,226.99	£24,912.43	£21,786.76	£0.00
SUMMARY of ALL CASH						
Unity	£24,912.43	£24,912.43	£23,226.99	£24,912.43	£21,786.76	£0.00
IBS	£8,316.58	£8,316.58	£8,316.58	£8,316.58	£8,316.58	£8,316.58
Total cash position	£33,229.01	£33,229.01	£31,543.57	£33,229.01	£30,103.34	£8,316.58

Waldringfield Parish Council

ITEM 14

14. To **DISCUSS** and **APPOINT** Councillors to responsibilities

The following are current responsibility areas for councillors.

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

Waldringfield Parish Council

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

ITEM 15

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

ITEM 16

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

ITEM 17

17. To **CONSIDER** responding to public consultations
East Suffolk Council – Licensing of Jet Ski/water scooter Commercial Operators Closing date 26 November 2024

On the 21 October 2024, East Suffolk Council’s Licencing Committee resolved to carry out a consultation on the licensing of commercial operators of Jet Skis/water scooters.

The Council is aware that a Jet Ski hire business has commenced operating on the River Deben. Jet Skis that are let out for hire to the public must be licensed by the Council under Section 94 of the Public Health Act Amendments Act 1907. If the Council adopts a policy of refusing to licence Jet Ski operators unless exceptional circumstances apply, then, Jet Skis will no longer be allowed to be let out for hire in the East Suffolk district.

If the Council agrees to licence commercial operators of Jet Skis, conditions could be imposed on a licence and enforcement action taken if those conditions were breached. For example, there could be conditions about times and days of operation, zones where operation would not be permitted, and so on. However, a policy would need to be drawn up to address such matters.

A licence, once granted, could be revoked or suspended if it were necessary or desirable in the public interest. The basis for such action could be in relation to safety or nuisance. A policy is required for transparent regulation.

The aim of this consultation is to seek the views of operators, interested parties and the general public to ensure that all views are taken into consideration by the Licensing Committee in their decision making.

The consultation will run from 29 October until 26 November 2024.

The Council is seeking your views on the following questions:

- Whether the Council should licence Jet Skis?
- What conditions if any should be imposed?
- What minimum specification should be required?
- Should zones of operations be imposed?
- Should dates and times of operation be imposed?
- How should the policy be enforced?
- Any other comments?

If you have any evidence in support of your answers, please provide this.

Waldringfield Parish Council

ITEM 18

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

General Correspondence circulated to Councillors

National Association of Local Councils Hey Jennifer, read our latest chief executive's bulletin 10.10.24

Suffolk Association of Local Councils East Suffolk Council - Information & Resource Pack on Pension Credit 10.10.24

Suffolk Association of Local Councils Suffolk Highways - Updates October 2024

Society of Local Council Clerks News Bulletin - 10 October 2024

Suffolk Association of Local Councils NEWS BULLETIN - 14th October 2024

National Association of Local Councils NALC EVENTS 01.10.24

Suffolk Association of Local Councils East Suffolk Council - walking cycling and wheeling working group 01.10.24

National Association of Local Councils NALC WEBSITE 01.10.24

Rural Services Network The Rural Bulletin - 2 October 2024

National Association of Local Councils NALC NEWSLETTER 02.10.24

Rural Services Network RSN Rural Funding Digest - October 2024 Edition 03.10.24

National Association of Local Councils CHIEF EXECUTIVE'S BULLETIN 03.10.24

Community Action Suffolk CAS Newsletter 03/10/2024

National Association of Local Councils NALC WEBSITE 07.10.24

Suffolk Association of Local Councils NEWS BULLETIN - 7th October 2024

Society of Local Council Clerks SLCC Weekly News Digest - 07/10/2024

Rural Services Network The Rural Bulletin - 8 October 2024

Society of Local Council Clerks SLCC Weekly News Digest - 14/10/2024

Wegg, Kevin Funding Opportunities 15.10.24

Rural Services Network The Rural Bulletin - 15 October 2024

Suffolk Association of Local Councils NEWS BULLETIN - 14th October 2024 - UPDATED LINK

Suffolk Association of Local Councils Suffolk Highways - Have your say in the poll 16.10.24

Suffolk Association of Local Councils Suffolk Highways - upcoming forums 17.10.24

Community Action Suffolk CAS Newsletter: Your Voice Matters | Training Opportunities | Sector News 17.10.24

Suffolk & Essex Coast & Heaths National Landscape All the latest from your National Landscape 17.10.24

Suffolk Association of Local Councils Summary notes from the SALC East Suffolk Area Forum held on 1st October 2024 17.10.24

Community Action Suffolk - Rural Housing Event 21.10.24

Suffolk Association of Local Councils NEWS BULLETIN - 21st October 2024

Rural Services Network The Rural Bulletin - 22 October 2024

Suffolk Association of Local Councils SALC training bulletin 22nd October 2024

National Association of Local Councils Hi Jennifer, check out our upcoming events 22.10.24

Society of Local Council Clerks News Bulletin - 22 October 2024

Suffolk County Council - Suffolk County Council Rural Transport Survey - closes 30 November

East Suffolk Council - Consultation on proposed revocation of the Air Quality Management Area in Stratford St. Andrew – have your say 24.10.24

Wegg, Kevin Funding Opportunities 24.10.24

National Association of Local Councils Hi Jennifer, read our special edition of the chief executive's bulletin 25.10.24

Suffolk Association of Local Councils NEWS BULLETIN - 28th October 2024

Suffolk & Essex Coast & Heaths National Landscape News from the National Landscapes 29.10.24

Rural Services Network The Rural Bulletin - 29 October 2024

National Association of Local Councils Hi Jennifer, check out our upcoming events 29.10.24

Suffolk Association of Local Councils The Local Councillor Magazine from SALC - October 2024 29.10.24

Suffolk Association of Local Councils SALC training bulletin 29th October 2024

Greener Waldringfield - Green Infrastructure workshop September 2024 – 30.10.24

Community Action Suffolk CAS Newsletter 31/10/2024

National Association of Local Councils Chief executive's bulletin - 31 October 2024

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

Waldringfield Parish Council

Community Action Suffolk Open letter to the chancellor 04.11.24

Suffolk Police Connect - PCC & Chief Constable host on-line meeting to discuss policing in Suffolk 04.11.24

Suffolk Association of Local Councils SALC East Suffolk area forum - 28th November 2024 - speaker confirmed 04.11.24

Suffolk & Essex Coast & Heaths National Landscape New exhibition at rail stations to celebrate National Landscapes 04.11.24

Society of Local Council Clerks SLCC Weekly News Digest - 04/11/2024

Rural Services Network The Rural Bulletin - 5 November 2024

Suffolk Association of Local Councils Events newsletter 05.11.24

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

Sizewell C - November Parish Update 05.11.24

Community Action Suffolk CALL TO ACTION: Cost of Employers NI Contributions - Can you afford it? 05.11.24

Suffolk Association of Local Councils SALC training bulletin 5th November 2024

Rural Services Network RSN Rural Funding Digest - November 2024 Edition

Society of Local Council Clerks News Bulletin - 6 November 2024