



# Waldringfield Parish Council

Parish Clerk: Jennifer Shone-Tribley  
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## Minutes of the Parish Council Meeting held on Tuesday 13 August 2024

**In attendance:** Cllrs Kay, Elliot, Reid, Shore, Forsdike, Quick  
ESC Councillor Reeves

**Members of the public :** 1

**Minutes:** Clerk

**Meeting opened:** 19.31pm

2091

1. **a. To RECEIVE and APPROVE apologies for absence**  
Cllr Gold – Family commitments

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

2. **To RECEIVE declarations of interest**  
12.a – non-pecuniary – Cllrs Reid, Quick and Kay - members of GW

**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**  
Cllrs received the Statement of Interest from J. Ramsay. Mr. Ramsay introduced himself and discussed his interest in the Council and the skills he proposes to bring to the council. Cllrs asked questions then thanked him for his interest and for attending the meeting.

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 requested time to speak.

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

Cllrs Reeves spoke to and expanded on his report. He noted the consultation currently on-going regarding the Felixstowe Garden Neighbourhood.

He further advised that ESC holding road show events to showcase the services offered by ESC and to take questions. Local Councillors and senior officials will be present on the day. Our local event will be Wednesday 18 September: The Thoroughfare, Woodbridge – from 10am until 1pm.

He further advised that Orwell Logistics Park is now going to host Sizewell C logistics, not Levington. He also advised that information regarding free holiday activities for children this summer is also available on the ESC website.

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

5. **To APPROVE the minutes of Parish Council meeting held on 09 July 2024**

2092

Motion to **APPROVE** the Minutes of the Annual Parish Council Meeting – Proposed: Cllr Kay; Seconded Cllr Elliot – all in favour of those who were present.

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

## ACTION POINTS

**UKPN Proposal:** Clerk to arrange meeting for Cllrs Kay and Elliot for 11 July – 10am – **Done – Update Item 7 d.i).**

**DEP Questionnaire:** Cllr Kay to update response – **in process**; Clerk to send to DEP – **Done**. Cllr Reid also added that the Fairway Committee also provided a response to the questionnaire.

**Fort Replacement Project:** Clerk to add to August agenda for discussion – **Done**

**Parish On-line Subscription:** Clerk to subscribe – **when free trial expired**; Cllr Kay to draft guide for Councillors – **in process – Cllr Kay to send logins to Reid, Forsdike and Elliot.**

**Defibrillator:** Clerk to order replacement pads – **Done and received**

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

**Policies:** Clerk to post approved policy on website – **Done**

**Resident response:** Clerk to respond to resident – **Done**

**SID:** Cllr Reid to place on Mill Road on next changeover – **Done – attempt today to do this – but the bracket has been slightly expanded. Cllr Reid to adjust it and will install when repaired.**

**Footpaths:** Clerk to order second cut in July – **Done – completed 10 and 11 July. Cllr Elliot advised that Footpath 12 (between Quayside and Boatyard was not done on this occasion. Clerk to follow-up).**

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

**a.i) DC/24/1952/FUL | Construction of 6 scrapes; 4 ponds; 5 invertebrate banks; 5 water level control structures; 2 viewing platforms; creation of a new ditch; raising of part of existing public footpath by 300mm; creation of spoil areas from earth to create wildlife habitats and associated works on former organic arable land and grazing marsh being restored for nature | Martlesham Wilds Church Lane Martlesham Woodbridge Suffolk IP12 4PQ – Planning Officer N Levett; Consultation deadline 14 August**

This application is the site design for the entire site. The Planning group requested the specialised skill of the WPC Tree Warden to review the application and report to Council.

Tree Warden provided Council with a report which was reviewed at the meeting.

Concerns were raised and discussed in three areas:

- Tree protection – ensuring that this is part of the development plan.
- Accessibility – there appears to lack an adequate provision for car parking for visitors
- There is an exiting footpath that travels through the site, however the plans seem to deviate from the PROW definitive map.

Cllrs noted the new Coastal Path is identified on the plan as running through the site – somewhat inland from the coast.

Cllrs discussed and did not reach consensus on dog control measures.

The Planning Group recommends supporting the application, should the three areas of concern outlined be addressed.

Motion to **SUPPORT** the application, provided areas of concern above are addressed – Proposed: Cllr Elliot; Seconded: Cllr Reid – 5 in favour, 1 opposed

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ACTION: Clerk to submit response by deadline.

**a.ii) AP/24/0035/REFUSE** – Appeal against decision to refuse permission on DC/23/4619/FUL - Change of use of part land of former golf Clubhouse to form car sales area & detached portakabin – **Representations due 27 August 2024**

Cllr Elliot on behalf of the planning group summarised the application and appeal. The Council's response from 2023 to this retrospective application forms part of the Appeal documents.

WPC requested in their response to the application, certain conditions; and should they be met WPC "would not object".

It was noted that there is now a large grouping of signage at the Newbourne Road crossroads – including the advertising for this site. The Planning group suggests that, while the previous response remains valid that further new mention of the associated signage in the AONB (National Landscape) be noted and added to our response.

Motion to submit representations to the Appeal Panel outlining concerns about the signage: Proposed: Cllr Kay, Seconded: Cllr Quick – all in favour

ACTION: Clerk to submit representations to the Appeal Panel by deadline.

**a.iii) DC/24/2645/FUL** - Demolition of existing house and annexe and replacement with new house of similar size and location. Erection of additional boat house with accommodation to first floor. (Self build) – **Planning Officer – G Heal; Consultation deadline 28 August**

The Planning Group reviewed the scope of the application with councillors. Proposals in the application include:

- raising the height of the main floor of the main building to the height of the river wall,
- Adding a building a substantial annex and a boat house with accommodation,
- Increasing accommodation to 9 bedrooms on site
- significant new fencing

It is noted that the site is a very prominent position at the river front.

The Planning Group advised that they have had little time to review the large number of documents. It advised that the applicant is also willing to review the documents with the planning group, however this has not yet been arranged.

It is proposed by the Planning Group, that due to the scale and position of the application, additional time to consider the application (as the deadline for response is 28<sup>th</sup>) and meet with the applicant would be beneficial. It is proposed to hold an extra-ordinary meeting to discuss and agree a response.

Cllrs agreed - the potential meeting dates will be discussed in Item 7b.

**b. To MAKE ARRANGEMENTS to deal with applications received after publication of this agenda.**

The Clerk noted DC/24/2810/VOC - Variation of Condition No. 1 of DC/21/4002/ARM was received but an extension had been granted by the Planning Officer, so will be included in the regular meeting agenda on 10 September.

Cllrs agreed 23<sup>rd</sup> August as an agreeable date for an Extraordinary meeting to consider DC/24/2645/FUL

2094

ACTION: Clerk to schedule extra-ordinary meeting

**c. To NOTE any application decisions received – see separate list**  
Cllrs noted approved applications.

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

## Eureka Footpath

Cllr Elliot updated council that she has followed up with D. Miller and B. Woolnough with no new information. The Clerk to follow-up again. Cllr Forsdike advises that there is a property close to the driveway of a resident who is considering refurbishment. Cllrs agreed to advise the resident that works on the footpath may be forthcoming.

ACTION: Clerk to follow up as to the status of the project with ESC Planning.

## Quayside

Cllr Elliot updated council that a member of the public contacted her to raise the issue of a landowner seeking to pave the footpath between Boatyard and Quayside (PROW 12). The footpath ownership was determined to be unadopted on the Land Registry. The PROW team advised the Council that an application was required to be made to PROW to undertake this work, and the council advised this to the land owner.

## ENF/23/0040/DEV

Cllrs requested an update on ENF/23/0040/DEV – the fence height at Sandy Lane and Cliff Road – part of the Old Post Office development.

ACTION: The Clerk to follow up with enforcement.

## **d.i) To RECEIVE update on UKPN proposed works in September**

Cllr Kay attended meetings with UKPN regarding their proposed closure of Cliff Road at Deben Lane for works in September. He outlined that alternatives to digging a trench across the road were not possible. However, UKPN was committed to achieving as little disruption as possible and are now considering one way traffic, a significant decrease of closure time required, and moving the works to October from September. Cllr Kay is awaiting a new proposal from them, and will share once received. Cllr Elliot noted that it was positive that SCC Highways involved the Council in the proposal to allow for concerns to be addressed.

## **d.ii) To RECEIVE updates from the ESC Planning Forum**

Cllr Kay attended this forum and circulated the slides to Councillors on 25 July 2024.

Cllr Kay noted the response to the questions the Council provided to the forum:

How will the new government influence planning: A consultation on the new National Planning Policy Framework (NPPF) has been released. The deadline for responses to this consultation is 24 September. Links to the national consultation to be circulated by Cllr Kay, Clerk to place this consultation on the agenda for next meeting. Cllr Elliot noted that NALC is also consulting on this and there is a questionnaire that could be responded to which will be circulated.

Cllr Reeves advises that ESC have been contacted with build expectations.

Cllr Kay also advised that a “Village profiles” page was advised at the forum, which summarise Census data. Cllr Kay found it useful and will circulate the link to councillors.

2095

**ACTION:**

Clerk to place NPPF consultation on Agenda for September;

Cllr Kay to circulate Village Profile link to Cllrs.

Cllr Kay to circulate NPPF consultation links to Councillors.

**f. To RECEIVE updates from Brightwell Lakes Forum**

Cllr Elliot updated council on newest developments regarding Brightwell Lakes. From July – the WPC queried with Anglia Water what the funding provided to them by Taylor Wimpey (TW), as part of the Brightwell Lakes project, would be used for. With thanks to Cllr Leach, Anglia Water has advised funding is for the establishment of the systems on the site, and that the funding would not be used to upgrade their wider infrastructure.

W1 parcel of land – The housing association was pushing for increased 2 bed properties for them to manage and a decrease in the number of one-bed properties. This has resulted in a variation application which has been released and will be considered at the September meeting.

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

GW is working with the cluster of parishes to develop plans resulting from the Green Infrastructure Workshops that link together. GW and the cluster parishes will review this work at a meeting in September in Ufford. GW will report to council the outcome of that meeting.

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

Cllrs accepted the Playing Field Inspection Report from Cllr Forsdike.

Cllr Forsdike on a visit to the playing fields is bringing to council concerns raised by parents on the field at the time. The issue was in respect of the wildflower and grass border that remains uncut.

Concerns were –

a) the growth limits the area of play; b) there are children allergic to insects; c) the height of the current border limits the view to the road. Cllr Forsdike noted that the grasses were in places 2.5 m.

Cllrs discussed the reasons for uncut border but agreed it was time to mow the area. Cllrs further discussed resolutions to the issue of the view from the road when grasses get taller – considering allowing the other borders to remain untrimmed, while trimming those adjacent to the road (Cliff Road)

**ACTION:** Clerk to request borders be trimmed on next visit of the contractor to the playing fields.

**b. To DISCUSS Fort redevelopment project**

Cllr Forsdike has been investigating options for the fort area and the “mound”. He believes the fort “mound” needs to be removed as a first step. He advised it is possible local contractors could participate in this, but also advised depending on the content of the mound, the removal could be more expensive depending the content of the soil that comprises the mound.

He advised that replacement ideas would provide a multi-age play area, focusing on juniors (7-11 years). This would include a climbing wall, fort area at the top with a covered area, ropes and a slide. Adjacent to this, possibly separated by a picket fence perhaps, is a lower level play area for toddlers.

Cllr Forsdike suggested to council a minimum of £15,00.00 as a working budget. Cllrs agreed this was reasonable. Clerk to put together available funds, and investigate grant funding bodies.

Cllr Fordike also discussed logistics of the area and therefore timing of the work and when we would need to begin/implement begin the project. He also outline logistics of plant accessing the field. Cllrs

2096

agreed that work would ideally be in winter – but recognised the challenges of this. Cllr Forsdike to put together a timetable.

Cllrs discussed grant applications and requirements. Clerk noted the requirements for quotes. Cllr Forsdike to pursue quotes from suppliers for the mound removal and the equipment specifics.

ACTION: Clerk to identify existing funding

**10. To CONSIDER Tennis Court administration**

Cllr Kay and the Clerk outlined the structure of the Waldringfield Tennis Court Trust. Cllr Kay advised the management committee (administrators of the Trust) lacked a Chair and requested the WPC consider taking on the administration committee of the Trust. The courts need refurbishment, which the Trust have some funds for. Cllr Kay noted that the courts are in need of refurbishment.

Cllrs agreed that the court was an asset with amenity value to the village and should be retained. Cllrs would prefer the Trust is administered by the management committee and ideally by those with a passion for tennis and have an interest and knowledge of the sport. It was agreed that Cllr Kay would investigate again whether there were interested parties in taking on the Chair role. Clerk to investigate options if this is unsuccessful.

ACTION: Cllr Kay to speak to existing members of the WTCT.

**11. To RECEIVE UPDATE on signage for the National Landscapes**

Cllr Reid has been pursuing with National Landscapes the possibility of signage that show the beginning of the AONB (National Landscape). The sign would be located at the Newbourne Road crossroads. National Landscapes have agreed this is desirable, and moving forward with the prospect. Cllr Reid will keep Councillors apprised of any new developments.

**12. CLERK AND RFO REPORT**

**a. To CONSIDER dispensation of Community Grant previously awarded to Greener Waldringfield (request to carry-over unspent funding - £30.00)**

Motion to **APPROVE** £30.00 carry-over for Greener Waldringfield - Proposed – Cllr Shore, Seconded Cllr Elliot – all in favour.

ACTION: Clerk to advise GW

**b. 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 August – Proposed Cllr Elliot; Seconded Cllr Kay – all in favour

Cllr Reid reviewed and approved invoices.

ACTION: Cllrs Reid and Kay to authorise BACS payments

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

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

2097

Cllr Reid reviewed and signed bank reconciliation.

**d. To DISCUSS** Gov.uk domain name and associated email address.

The Clerk presented her report, recommending adopting a gov.uk domain and email address. Cllrs agreed the gov.uk web site and the email address for the clerk would be beneficial. Cllrs viewed the costs of the email addresses for councillors as prohibitive. Clerk to investigate other possible free options that may be available to provide a council email address to councillors.

Motion to **APPROVE** securing a Gov.uk domain name and one e-mail address – Proposed Cllr Kay; – Seconded Cllr Forsdike – all in favour.

ACTION: Clerk to initiate the transfer

**13. To REVIEW and ADOPT** the following WPC Policies:  
**Climate and Ecological Emergency Statement V2024**

Cllr Quick proposed this be deferred until October following the Green Infrastructure meetings, which may contribute to the document.

Cllrs Agreed. Deferred

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

**b. To APPROVE** a third cut of the footpaths due to weather conditions - £190.05 if required

Motion to **APPROVE** costs of third cut if required – Proposed: Cllr Kay, Seconded Cllr Reid – all in favour.

**15. To CONSIDER** any correspondence received before the meeting – see separate list  
Nothing raised

**16. PARISH MATTERS** for the next meeting.  
None noted

**Meeting Closed 22.02 pm**

## **ACTION POINTS**

**Planning:** Clerk to submit responses by deadlines

**National Planning Policy Framework:** Clerk to add consultation to Sept agenda, Cllr Kay to forward links to government's consultation

**Playing Fields:** Clerk to request border cut from contractor

**Fort Redevelopment project:** Clerk to create budget

**GW Funding:** Clerk to advise approval of carry-over funding

**BACS payments:** Cllrs Reid and Kay to approve

**Gov.uk website:** Clerk to initiate transfer; Clerk and Cllr Shore to investigate free or low-cost councillor account options.



## SUPPORTING DOCUMENTS AUGUST

### ITEM 3

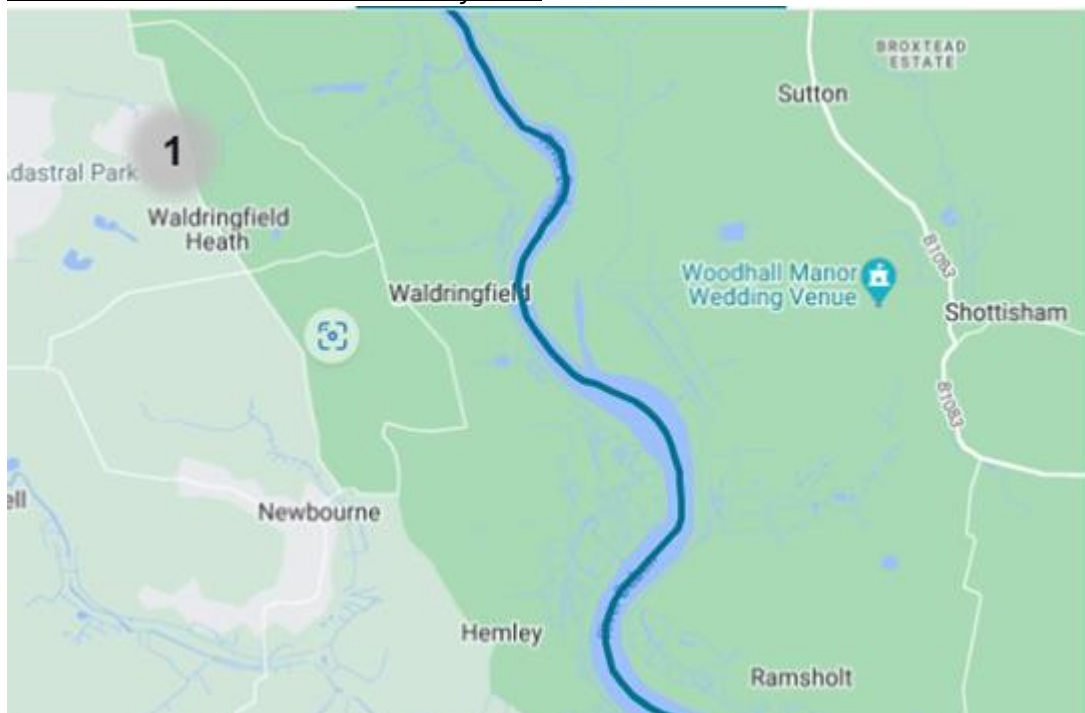
3. To **RECEIVE** and **CONSIDER** any statements of interest from parties wishing to be co-opted as a new councillor  
One to consider – Statement of Interest circulated with these documents. **This should be treated as confidential.**

WPC Co-option Policy is circulated for information and is also on the website.

### ITEM 4

4. **b.** To **RECEIVE** reports County and District Councillors  
ESC Councillors' report circulated to Cllrs on 29.07.24 and is available on the website.

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



#### **Waldringfield Heath:**

1 x criminal damage and Arson

### ITEM 5

5. **a.** To **APPROVE** the minutes of the Annual Parish Council Meeting held on 09 July 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 09 July 2024



# Waldringfield Parish Council

## ACTION POINTS

**UKPN Proposal:** Clerk to arrange meeting for Cllrs Kay and Elliot for 11 July – 10am – **Done – Update Item 7 d.i).**

**DEP Questionnaire:** Cllr Kay to update response – **in process**; Clerk to send to DEP – **upon receipt**

**Fort Replacement Project:** Clerk to add to August agenda for discussion – **Done**

**Parish On-line Subscription:** Clerk to subscribe – **in process**; Cllr Kay to draft guide for Councillors – **in process**

**Defibrillator:** Clerk to order replacement pads – **Done and received**

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

**Policies:** Clerk to post approved policy on website – **Done**

**Resident response:** Clerk to respond to resident – **Done**

**SID:** Cllr Reid to place on Mill Road on next changeover – **Done**

**Footpaths:** Clerk to order second cut in July – **Done – completed 10 and 11 July.**

## ITEM 7

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

**a.i) DC/24/1952/FUL** | Construction of 6 scrapes; 4 ponds; 5 invertebrate banks; 5 water level control structures; 2 viewing platforms; creation of a new ditch; raising of part of existing public footpath by 300mm; creation of spoil areas from earth to create wildlife habitats and associated works on former organic arable land and grazing marsh being restored for nature | Martlesham Wilds Church Lane Martlesham Woodbridge Suffolk IP12 4PQ – **Planning Officer N Levett; Consultation deadline 14 August**

**a.ii) AP/24/0035/REFUSE** – Appeal against decision to refuse permission on DC/23/4619/FUL - Change of use of part land of former golf Clubhouse to form car sales area & detached portakabin – **Representations due 27 August 2024**

**a.iii) DC/24/2645/FUL** - Demolition of existing house and annexe and replacement with new house of similar size and location. Erection of additional boat house with accommodation to first floor. (Self build) – **Planning Officer – G Heal; Consultation deadline 28 August**

### b. To MAKE ARRANGEMENTS to deal with applications received after publication of this agenda.

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

**DC/24/2452/AME** | Received date: Mon 08 Jul 2024 | **Status: Application Permitted** | 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 - Change of external wall materials on rear elevation - Halyards 2 Woodbridge Road Waldringfield Woodbridge Suffolk IP12 4PW

**DC/24/1816/AME** | Received date: Thu 16 May 2024 | **Status: Application Permitted** | Case Type: Planning Application

Non Material Amendment of DC/23/4880/FUL - Redevelopment of Former Garae Premises - External Finishes - Oak Garage School Road Waldringfield Woodbridge Suffolk IP12 4QR

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

# Waldringfield Parish Council

## **d.i) To RECEIVE update on UKPN proposed works in September**

Cllrs Kay and Elliot attended meetings with UKPN. The following is a summary of the on-site visit from Cllr Kay:

I met with Tony Welham and Ashley Webb 31 July 2024, and Lewis Culf also attended half way through. Tony and Ashley insisted that a connection via Deben Lane is not practical and that an overhead cable would not be approved. Connecting from the existing Japonica Cottage would be unacceptable because the new house would then be dependent on the owners of Japonica Cottage for their electricity supply. So that leaves digging a trench across Cliff Rd.

Tony and Lewis agreed the best place to put the trench would be as shown on the attached map.



There is a gap in the hedge on the Japonica side, which would allow the machinery to back into the land, which would save time, and no hedge removal would be needed. Tony said there is enough width at this point to allow one-way traffic, apart from a small section in the middle of the road when they would need to stop the traffic completely for 10-15 minutes or so.

Digging the trench would take 2-3 hours, with a proposed starting time of 6am (when traffic would be minimal). Filling in the trench would then be done in the afternoon, 3-4pm or thereabouts, again with one-way traffic. The following day the electricians would connect to the power cable at the base of the existing pole (red circle on the map). This would be done in the morning, taking about 2 hours, and again would involve one-way traffic. No interruption to power is needed.

We agreed that pushing the date back to October (from the currently planned September) would be less disruptive, as the boatyard, sailing club and pub would be less busy. Tuesday and Wednesday would probably be the least disruptive from the pub's point of view. Tony will send us a detailed plan when it has been approved.

The PC obviously has no power to insist on our preferred options, but I got the impression Tony was keen to cause as little disruption as possible, and was open to our concerns.

One worrying point for the future is that any new developments on the north side of Cliff road would have the same issues.

## **d.ii) To RECEIVE updates from the ESC Planning Forum**

Cllr Kay attended this forum and circulated the slides to Councillors on 25 July 2024.

## **ITEM 8**

# Waldringfield Parish Council

8. a. To **RECEIVE** updates from Greener Waldringfield  
Nothing to circulate - See Item 12 a) regarding request for grant funding carry-over.

## ITEM 9

9. a. To **RECEIVE** the Monthly playing field inspection report  
Inspection Report circulated to Councillors on 31.07.24 for inspection carried out 29.07.24.

Clerk notes the Annual Inspection has been scheduled for September. The following information was also provided by ROSPA:

*Please note our Inspector will not contact you to confirm a date. The inspector would just turn up and inspect.*

*If you wish to meet our inspector during the inspection, there is the option to book a meeting with the Inspector at an additional fee of £50.00 plus VAT. You will need to be available to meet the inspector during the visit.*

*Please note this does not include any form of on-site training.*

- b. To **DISCUSS** Fort redevelopment project

Update from Clerk: SCC Cllr has set aside some funding for this project, but advises this needs to be applied for in the near future.

## ITEM 10

10. To **CONSIDER** Tennis Court administration  
Councillor Kay to update at the meeting.

## ITEM 11

11. To **RECEIVE UPDATE** on signage for the National Landscapes  
Cllr Reid to update at the meeting.

## ITEM 12

12. **CLERK AND RFO REPORT**

- a. To **CONSIDER** dispensation of Community Grant previously awarded to Greener Waldringfield (request to carry-over unspent funding - £30.00)

Clerk has received a request from Greener Waldringfield in respect of the Grant provided to them (£100) to fund the Green Infrastructure Workshop. The funding received exceeded requirements and Greener Waldringfield is requesting that the Parish Council allow the excess funding (£30) to be used for 2 additional follow-up meetings.

The detailed request was circulated to Cllrs with these documents – ***Gr Infra Workshop funds return.pdf***.

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

PAYMENTS LIST

PAYMENTS LIST								
Voch	Code	Date	Bank	Description	Supplier	Net	VAT	Total
32	Grass cutting (field)	02/08/2024	Unity Trust Bank	Grass-cutting ~field	SCL Landscape Management	180.00	36.00	216.00
33	Repairs/Maintenance	02/08/2024	Unity Trust Bank	Defibrillator AED pads	Community Heartbeat Trust	57.95	11.59	69.54
34	Accounting, Website &	02/08/2024	Unity Trust Bank	Google Storage	Google Commerce (via J Shor	1.33	0.26	1.59
35	Salaries	02/08/2024	Unity Trust Bank	Salary	Jennifer Shone-Tribley	655.50		655.50
Total						894.78	47.85	942.63

# Waldringfield Parish Council

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

2 August 2024 (2024-2025)

## Waldringfield Parish Council

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

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

<b>A</b>	<b>Bank Reconciliation at 31/07/2024</b>		
	Cash in Hand 01/04/2024		23,325.57
	<b>ADD</b> Receipts 01/04/2024 - 31/07/2024		10,872.55
	<b>SUBTRACT</b> Payments 01/04/2024 - 31/07/2024		34,198.12
	<b>Cash in Hand 31/07/2024</b> (per Cash Book)		7,117.50
			<b>27,080.62</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 31/07/2024	0.00	
	Suffolk Building Society 31/07/2024	8,316.58	
	Unity Trust Bank 31/07/2024	18,764.04	
			<b>27,080.62</b>
	Less unrepresented payments		
			27,080.62
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>27,080.62</b>
	<b>A = B Checks out OK</b>		

# 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
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	'- Under/over spend
28 Precept	17,404.24	8,702.12	-8,702.12				-8,702.12 (-50%)
31 SCC Footpaths Grant	328.80		-328.80				-328.80 (-100%)
36 Bank Interest	50.00		-50.00				-50.00 (-100%)
37 Grants and Donations							(N/A)
38 Advertising income	50.00		-50.00				-50.00 (-100%)
44 CIL Funds	300.00	1,830.62	1,530.62				1,530.62 (510%)
<b>SUB TOTAL</b>	<b>18,133.04</b>	<b>10,532.74</b>	<b>-7,600.30</b>				<b>-7,600.30 (-41%)</b>

#### B - Administration

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	'- Under/over spend
1 Salaries				7,675.00	3,277.50	4,397.50	4,397.50 (57%)
2 PAYE/NI							(N/A)
3 Clerk/Office Expenses				75.00	30.22	44.78	44.78 (59%)
4 Post and telephone				25.00	27.00	-2.00	-2.00 (-8%)
5 Newsletter re 1972 LGA s14				920.00	175.00	745.00	745.00 (80%)
6 Village Hall hire				350.00		350.00	350.00 (100%)
7 Insurance				450.00		450.00	450.00 (100%)
8 Professional Memberships (				590.00	260.71	329.29	329.29 (55%)
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		450.00	450.00 (100%)
40 Accounting, Website & Com				600.00	407.57	192.43	192.43 (32%)
48 Warm Welcome				1,904.54	1,634.70	269.84	269.84 (14%)
50 Professional Services							(N/A)
<b>SUB TOTAL</b>				<b>13,339.54</b>	<b>6,006.70</b>	<b>7,332.84</b>	<b>7,332.84 (54%)</b>

#### C - Playing Field/Recreat

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	'- Under/over spend
14 Grass cutting (field)				960.00	480.00	480.00	480.00 (50%)
16 Repairs/Maintenance				2,500.00	145.45	2,354.55	2,354.55 (94%)
17 Footpath Maintenance				375.00		375.00	375.00 (100%)
<b>SUB TOTAL</b>				<b>3,835.00</b>	<b>625.45</b>	<b>3,209.55</b>	<b>3,209.55 (83%)</b>

#### D - Grants - s137/72 & s1

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	'- Under/over spend
21 Community Grants Fund				2,125.00	1,225.00	900.00	900.00 (42%)
<b>SUB TOTAL</b>				<b>2,125.00</b>	<b>1,225.00</b>	<b>900.00</b>	<b>900.00 (42%)</b>

#### Summary

<b>NET TOTAL</b>	<b>18,133.04</b>	<b>10,532.74</b>	<b>-7,600.30</b>	<b>19,299.54</b>	<b>7,857.15</b>	<b>11,442.39</b>	<b>3,842.09 (10%)</b>
<b>V.A.T.</b>		<b>339.81</b>			<b>202.98</b>		
<b>GROSS TOTAL</b>		<b>10,872.55</b>			<b>8,060.13</b>		



# Waldringfield Parish Council

Waldringfield Parish Council			CASH FLOW STATEMENT			
		30.06.24		31.07.24		31.08.24
OPERATING ACCOUNT Unity Trust	JULY		AUGUST		SEPTEMBER	
	EXPECTED	ACTUAL	EXPECTED	ACTUAL	EXPECTED	ACTUAL
<b>CASH ON HAND (beginning of month)</b>	£20,163.13	£20,163.13	£18,764.04	£18,764.04	£17,821.41	
<b>CASH RECEIPTS</b>						
<b>Grants</b>						
ESC Grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
SCC Locality Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Other</b>						
Precept	£0.00	£0.00	£0.00	£0.00	£8,702.12	£0.00
CIL	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Advertising	£0.00	£0.00	£0.00	£0.00	£48.00	£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
<b>TOTAL CASH RECEIPTS</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£8,750.12</b>	<b>£0.00</b>
<b>AVAILABLE (before cash out)</b>	<b>£20,163.13</b>	<b>£20,163.13</b>	<b>£18,764.04</b>	<b>£18,764.04</b>	<b>£26,571.53</b>	<b>£0.00</b>
<b>CASH PAID OUT</b>						
<b>Administration</b>						
Salaries	£655.50	£655.50	£655.50	£0.00	£655.50	£0.00
Newsletter	£0.00	£0.00	£0.00	£0.00	£222.00	£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	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Website/Accounting	£1.33	£1.33	£1.33	£0.00	£19.33	£0.00
<b>Playing Fields and maintenance</b>						
Grass Cutting	£60.00	£60.00	£180.00	£0.00	£120.00	£0.00
Repairs and maint'ce	£0.00	£0.00	£57.95	£0.00	£0.00	£0.00
Footpath cutting	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Grants</b>						
Church Field Trust	£450.00	£450.00	£0.00	£0.00	£0.00	£0.00
Village Hall	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
General Grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
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	£0.00	£0.00	£0.00	£0.00
<b>Projects expenses</b>						
Other	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Warm Rooms	£220.00	£220.00	£0.00	£0.00	£0.00	£0.00
VAT	£12.26	£12.26	£47.85	£0.00	£0.00	£0.00
<b>SUBTOTAL</b>	<b>£1,399.09</b>	<b>£1,399.09</b>	<b>£942.63</b>	<b>£0.00</b>	<b>£1,016.83</b>	<b>£0.00</b>
<b>TOTAL CASH PAID OUT</b>	<b>£1,399.09</b>	<b>£1,399.09</b>	<b>£942.63</b>	<b>£0.00</b>	<b>£1,016.83</b>	<b>£0.00</b>
<b>POSITION (end of month)</b>	<b>£18,764.04</b>	<b>£18,764.04</b>	<b>£17,821.41</b>	<b>£18,764.04</b>	<b>£25,554.70</b>	<b>£0.00</b>
<b>SUMMARY of ALL CASH</b>						
Unity	£18,764.04	£18,764.04	£17,821.41	£18,764.04	£25,554.70	£0.00
IBS	£8,316.58	£8,316.58	£8,316.58	£8,316.58	£8,316.58	£8,316.58
<b>Total cash position</b>	<b>£27,080.62</b>	<b>£27,080.62</b>	<b>£26,137.99</b>	<b>£27,080.62</b>	<b>£33,871.28</b>	<b>£8,316.58</b>



# Waldringfield Parish Council

d. To **DISCUSS** Gov.uk domain name and associated email address.

Clerk circulated a report to council with these documents.

## ITEM 13

13. To **REVIEW** and **ADOPT** the following WPC policies:

**WPC Climate and Ecological Emergency Statement v2024**

Draft document circulated to Councillors with these documents.

## ITEM 14

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

Nothing to circulate

a. To **APPROVE** a third cut of the footpaths due to weather conditions – £190.05 if required

The Council is sub-contracted by SCC to maintain the PROW footpaths. The Council receives a grant on a price per meter basis from SCC PROW. Generally – this comprises 2 cuts per year – the PC contracts this from a supplier for the last week in May and the second cut being roughly the first 2 weeks of August.

Due to weather conditions, our first cut this year was 13 May; and we required our second cut to be undertaken on 10/11 July. This leaves a significant amount of time to the end of growing season and it may necessitate a 3<sup>rd</sup> cut. Based on the meterage – this will be £190.05 + VAT. This is not covered by the grant and Clerk recommends if approved, this amount to come from the Repairs and Maintenance budget to the Footpath Maintenance budget.

## ITEM 15

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

### General Correspondence circulated to Councillors

**Suffolk Association of Local Councils** – SALC training bulletin 2nd July 2024

**Rural Services Network** RSN Rural Funding Digest – July 2024 Edition 03.07.24

**National Association of Local Councils** – NALC NEWSLETTER 04.07.24

**East Anglia THREE** East Anglia Three project update 05.07.24

**National Association of Local Councils** CHIEF EXECUTIVE'S BULLETIN 05.07.24

**Society of Local Council Clerks** News Bulletin – 3 July 2024

**Wegg, Kevin** VCSE Funding Opportunities 4.7.24

**Suffolk Association of Local Councils** NEWS BULLETIN – 8th July 2024

**Suffolk Community Foundation** – Sizewell C Community Fund Now Open! 08.07.24

**Society of Local Council Clerks** SLCC Weekly News Digest – 08/07/2024

**Rural Services Network** The Rural Bulletin – 9 July 2024

**Sizewell C** – Public consultations on two applications for construction site permits for Sizewell C 09.07.24

**Suffolk Association of Local Councils** SALC training bulletin 9th July 2024

**National Association of Local Councils** NALC NEWSLETTER 10.07.24

**Suffolk & Essex Coast & Heaths National Landscape** All the latest from your National Landscape 10.07.24

**Suffolk Association of Local Councils** – The Local Councillor Magazine from SALC – June 2024 10.07.24

**Green Issues** – Events coming soon 10.07.24

**Rural Services Network** The Rural Bulletin – 16 July 2024

**National Association of Local Councils** – NALC EVENTS 16.07.24

**Society of Local Council Clerks** SLCC Weekly News Digest – 15/07/2024

**Citizens Advice East Suffolk** – Support for Citizens Advice East Suffolk 16.07.24

**Wegg, Kevin** – VCSE Funding Opportunities 11.7.24

# Waldringfield Parish Council

**National Association of Local Councils** CHIEF EXECUTIVE'S BULLETIN 12.07.24  
**Ron Bailey** - Safety of Lithium ion Batteries and e-bikes and scooters 11.07.24  
**Community Action Suffolk** - CAS Newsletter 11/07/2024  
**Sizewell C** - Sizewell C Project Update July 2024 11.07.24  
**AEPA** - T&PCS JOINT LETTER TO ED MILIBAND 17.07.24  
**Society of Local Council Clerks** News Bulletin - 17 July 2024  
**National Association of Local Councils** - NALC NEWSLETTER 17.07.24  
**Shinnie, Sarah** - Lloyds Bank Tour of Britain 2024 Final Stage 19.07.24  
**Suffolk Association of Local Councils** NEWS BULLETIN - 15th July 2024  
**Society of Local Council Clerks** SLCC Weekly News Digest - 22/07/2024  
**Suffolk Association of Local Councils** ALC East Suffolk area forum - 1st October 2024 - speakers confirmed 22.07.24  
**National Association of Local Councils** NALC EVENTS 23.07.24  
**Suffolk Association of Local Councils** SALC training bulletin 23rd July 2024  
**Rural Services Network** The Rural Bulletin - 23 July 2024  
**Society of Local Council Clerks** - Annual conference for clerks & council officers 24.07.24  
**National Association of Local Councils** NALC NEWSLETTER 24.07.24  
**Suffolk Community Foundation** - July news from Suffolk Community Foundation 24.07.24  
**National Association of Local Councils** - CHIEF EXECUTIVE'S BULLETIN 25.07.24  
**East Suffolk Council Planning Team** - East Suffolk Council - Town and Parish Planning Forum July 2024 - 25.07.24  
**Wegg, Kevin** - VCSE Funding Opportunities 25.7.24  
**Community Action Suffolk** - CAS Newsletter: Funding Opportunities | News | Vacancies 26.07.24  
**East Suffolk Planning Policy Team** - Easton Neighbourhood Plan 30.07.24  
**Simon Amstutz** - News from the National Landscapes 30.07.24  
**National Association of Local Councils** - NALC EVENTS 30.07.24  
**Rural Services Network** The Rural Bulletin - 30 July 2024  
**Suffolk Association of Local Councils** NEWS BULLETIN - 29th July 2024  
**Suffolk Association of Local Councils** SALC training bulletin 16th July 2024 - 30.07.24  
**Sizewell C** - July Community Newsletter 31.07.24  
**National Association of Local Councils** - NALC NEWSLETTER 31.07.24  
**Society of Local Council Clerks** - News Bulletin - 1 August 2024  
**National Association of Local Councils** CHIEF EXECUTIVE'S BULLETIN 01.08.24  
**Society of Local Council Clerks** SLCC Weekly News Digest - 05/08/2024  
**Rural Services Network** The Rural Bulletin - 6 August 2024  
**National Association of Local Councils** NALC EVENTS 06.08.24  
**Suffolk Community Foundation** - News from the Sizewell C Community Fund team - August 2024  
**Suffolk & Essex Coast & Heaths National Landscape** All the latest from your National Landscape 06.08.24  
**Citizens Advice Bureau** - CAES AGM 24th September 2024 07.08.24  
**Suffolk Association of Local Councils** SALC training bulletin 6th August 2024  
**National Association of Local Councils** NALC NEWSLETTER 07.08.24