



Minutes of the Parish Council Meeting held on Tuesday 13 February 2024

In attendance: Cllrs Kay, Forsdike, Elliot, Quick, Reid and Couchman.

ESC Councillors Reeves and Ninnmey

Members of the public : 3

Minutes: Clerk

Meeting opened: 19:32pm

2057

1. a. To RECEIVE and APPROVE apologies for absence

Cllr Shore – work commitments; Cllr Mulchay also sent her apologies

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

2. To RECEIVE declarations of interest

Non pecuniary interest declare Cllr Couchman - 7 aii); Non-pecuniary interest declared by Cllr Kay – 7.d
In relation to update regarding Chapel Works

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. Clerk noted that new posters and an article in the newsletter would be forthcoming.

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.

Resident forwarded concerns regarding speeding on Newbourne Rd via email. This will be considered in Agenda item 14.

2 members of the public attended regarding a planning application 7. ai) – Chair agreed they may speak during the agenda item.

1 member of the public wished to speak to Item 13 – Chair agreed to move the agenda item forward and will invite comments at that time.

b. To RECEIVE reports County and District Councillors

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

Cllr Reeves noted that the new call-in process for planning is now released. Of note: the comment from the ward member is required to be made within the 21-day consultation period – as is the case for Councils. He noted therefore that parish councils make their local councillors aware of their potential or existing decision on applications in advance of that deadline - particularly if the application may look non-controversial, but the parish council has reason to object and want to use the call in process.

2058

Cllr Reeves attended a Scottish power presentation regarding the transportation link application at Seven Hills. Disappointment noted that Seven Hills roundabout is not going to be amended despite the expected large increase in traffic.

Cllr Reeves reports that household food waste collections are being scheduled for 2025-26. The delay is in the funding gap between funding from the government and the actual cost of purchasing plant and equipment to run the service.

Cllr Nimmney spoke about the planning landscape in Felixstowe including the North Felixstowe Garden Neighbourhood. The scheme, led by ESC is in the initial planning stages and will be a large re-development, including the establishment of a new social and leisure centre. Cllr Nimmney will keep neighbouring council's apprised as this progresses.

Cllr Mulchay's report was circulated to councillors on 13 February 2024. Cllr noted the reductions that are occurring and also being forecast for future years.

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 09 January 2024

Motion to **APPROVE** the Minutes of 09 January 2024 – Proposed: Cllr Kay; Seconded Cllr Gold – all in favour of those who were present.

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

ACTION POINTS

Planning: Clerk to submit responses as agreed above – Done 10.01.24; Clerk to contact planning enforcement ref: signage at crossroads – Done – 10.01.24 – Noted that location of signage is key. If on private land = planning; if on verge = highways – Clerk can report once this is determined; Clerk to update Cllr Mulchay ref: Eureka – Done 24.01.24.

Budget: Clerk to send precept request by 26 January – Done 10.01.24; Clerk to post Budget on Website – Done 10.01.24.

Finance: Cllrs Elliot and Kay to approve BACS payments – Done 11.01.24; Clerk to order and arrange delivery and installation of the new Defib battery – Done 10.01.24 (Arrived 12.01.24 – Clerk provided to T Lyon 03.02.24). Clerk to organise Internal Controls and Management Review – scheduled with Cllrs Forsdike and Elliot on 27 Feb 2024.

Policies: Cllrs Kay and Quick to prepare Emergency Plan second draft – See Item 13

Playing Field: Cllr Forsdike to prepare fort replacement plan – in process

Consultations: Clerk to prepare and circulate Litter bin response – Done 10.01.24; Cllr Elliot (and Kay is required) will respond to the on-line consultation response by 02 February – Done 22.01.24

School Road speed limit: Cllrs Kay and Reid to prepare School Road SID data – to be discussed under Item 14

7. a. To CONSIDER Planning Applications for COMMENTS:

a.i) DC/23/4880/FUL | Redevelopment of Former Garage Premises | Oak Garage School Road Waldringfield Woodbridge Suffolk IP12 4QR – Planning Officer G Heal, deadline 14 Feb 24

2059

Cllr Elliot presented the Planning group's report. It was noted that the planning group met with the applicant and the architect at the site – which resulted in a new set of drawings that were very helpful.

The new drawings and application documents were reviewed by Cllrs in the meeting.

Cllr Elliot outlined the plan for a commercial unit – (Office space floor 2 and main floor to be used for vehicle and materials storage), and two semi-detached houses. The site plan and elevations were reviewed.

Much discussion was undertaken, including landscaping, commercial use of the unit, the street scene impacts, site design and elevation, access issues, landscaping plans, commercial unit external treatment, and Cllrs engaged with the members of the public in attendance in respect of the application in considering these issues.

Following much discussion, councillors identified the following three concerns which remain of issue:

- Lack of a lighting plan
- Lack of a front boundary treatment plan
- Lack of operating hours of the commercial unit being made in the application

Motion to **SUPPORT** the application (subject to the alterations being made to the application documents noted above being received by close of consultation period) – Proposed Cllr Kay, Seconded Cllr Forsdike – all in favour.

a.ii) 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 | Halyards 2 Woodbridge Road Waldringfield Woodbridge Suffolk IP12 4PW – **Planning Officer I Taylor – Comments deadline 21 Feb 2024**

Cllr Elliot presented the Planning Group's report. The application site is within the settlement boundary of the village – has had many internal alterations over a number of years – noting a staircase in the middle of the house.

Purpose of the extension is to put a stairwell to the exterior of the house. Cllrs reviewed the drawings on the screen. Overlooking (from new windows) unlikely due to it being a stairwell. The elevation of the new design unlikely to be seen from the road.

No lighting plan has been provided. Cllrs discussed whether this should be recommended.

Motion to respond that council **SUPPORTS** the application (however, suggests that prior to any approval, a lighting plan is submitted to ESC for approval) – Proposed - Cllr Reid, Seconded Cllr Quick – 5 in favour, 2 abstentions.

NOTE: Chair recognised member of the public to speak on their chosen topic – which was advised to be Item 13 - Emergency Plan. This was moved ahead to allow MOP to comment.

Item 13. - WPC Emergency Plan v2024

MOP requested an update on the Emergency Plan

Cllr Quick updated there is an update but clarifications being worked on, and a final draft is not yet ready to present to Council.

2060

Member of the public commented regarding community preparedness and resiliency being discussed at the National level and noted a national website. Member of the public also suggested that the Emergency Plan incorporate community preparedness and encouraged councillors to attend training.

Cllr Kay clarified that the plan had two purposes: 1. As a coordination document for other agencies who will be assisting the Village in emergency situations and 2. As a method of advising the community who to contact/what to do in certain emergency situations.

Cllrs invited the member of the public to forward their thoughts/suggestions for inclusion in the policy to the Clerk.

Cllr Nimmney suggested the outcome of the Framlingham flooding experience had some learning points – Cllr Reeves will forward these on.

Cllr Elliot suggested that a flyer could also be circulated to the community to assist in highlighting the key points of the policy.

Draft document to be revised and presented to Council next meeting.

Chair resumed the agenda:

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

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

d. To RECEIVE any other planning information.

Planning Forum - Cllr Elliot updated on the Planning Forum attended on 17 January. Of particular note on consultation responses received – Planning requested the avoidance of “confusing” responses and to be clear (including grounds) for either supporting or objecting.

ENF/23/0292/COND - Cllr Elliot outlined that ESC did not consult on the new drawing which changed the red line of the application to exclude this area. Cllrs agreed as the tarmac area is no longer within the application boundary, the owner is able to tarmac this "parking area" in front of the commercial premises, under "permitted development rights".

Cllrs discussed and agreed while disappointing, it highlights the requirement to be vigilant in updates to the applications as they progress.

High wooden gate – old golf course – Cllr Elliot updated that the height of the gate has been amended but the barbed wire is still in situ, which is a danger to wildlife among other concerns. Cllrs discussed options and agreed a personal note to the owner to outline the concerns would be sufficient.

New fencing on Woodbridge Road - Cllrs noted and discussed new fences erected on Woodbridge Road and whether their height was of concern. After discussion, Cllrs agreed further action was necessary.

ENF/23/0040/DEV – update on the Old Post Office fencing – Cllrs noted minor changes to the fence at the entrance to the rear of the site, possibly to improve visibility. However, the overall height of the fence has not been reduced and still fails to conform to planning requirements.

Waldringfield Parish Council

2061

ENF/22/0187/COND – Former Eureka – Cllr Elliot updated that the CIL deadline for applications is fast approaching (April). As the process of designing and preparing the application is complex Cllr Elliot recommended the Council contacting ESC to request an update. Cllrs Nimney & Reeves agreed to also send a "catch up" request to Ben Woolnough.

8. a. To RECEIVE updates from Greener Waldringfield

Nothing to report – deferred to next meeting

9. a. To APPROVE Risk Assessment and Management Plan for litter walks

Draft document was reviewed by Councillors.

Motion to approve the Management Plan and Risk Assessment Litter Clearing – Proposed Cllr Kay; seconded Cllr Quick – all in favour

b. To APPROVE purchase of signage for litter walks

Cllr Reid discussed the benefits of signage; and costs were also discussed. It was noted that the Council has existing frames, so some signage would be simply the sign itself.

Motion to approve budget of up to £120.00 for the purchase of 4 signs and 2 stands. Proposed Cllr Kay; seconded Cllr Reid – all in favour

Cllr Forsdike and Clerk to order signage.

c. To APPOINT Litter Walk Group Leaders

Motion to appoint Cllr Reid to the position of Litter Walk leader – Proposed Cllr Kay; Seconded Cllr Elliot – all in favour.

It was further agreed that Greener Waldringfield may wish to nominate an alternate leader.

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

Cllrs received the report from Cllr Forsdike.

Cllr Forsdike requested a formal review by the Tree Warden of the tree adjacent to the vehicle access that has a large split.

b. To RECEIVE update on the fort redevelopment project

An initial review by Cllr Forsdike led to a recommending replacing the mound with another type of climbing structure.

Cllrs discussed this at length and it was agreed that subterranean solutions could be investigated along with the new climbing structure.

Plan to be submitted to Council next meeting.

11. To RECEIVE updates on the Warm Rooms Provision

Cllr Elliot updated that 17 people attended last week – next Warm Room is on Valentine's Day and will be themed.

12. CLERK AND RFO REPORT

2062

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

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

Cllrs Elliot and Reid 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 Kay; Seconded Cllr Quick – all in favour

Cllr Gold reviewed and signed bank reconciliation.

c. To **APPROVE** year end training for Clerk – £30.00

Clerk also noted requested training for Cllr Elliot – £35.00. Budget has £109.00 remaining, thus request is in budget.

Motion to **APPROVE** training costs as above of £65.00 – Proposed: Cllr Ried; Seconded – Cllr Forsdike – all in favour

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

To **APPROVE** updates to the following policies

Cllr Elliot and Kay formed the working group that reviewed the new and existing HR policies of council. SALC/NALC guidance (template documents) were used to draft these policies. Cllrs thanked the Clerk for her efforts in drafting the set of policies.

WPC Bullying and Harassment Policy and Procedure v2024

WPC Performance Appraisal Policy v2024

WPC Disciplinary Procedure v2024

WPC Grievance Procedure v2024

WPC Sickness Absence Policy v2024

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

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

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

Cllr Kay reviewed the data from the SID on School Road – (which is a 30mph zone)

Data indicated that 0.4% of drivers were at or over 40mph – none were in excess of this (eg 50mph). Weekly data showed 4% daily exceeded limit with average speeders' speed of 33.1mph. On the weekend this does rise to 5.7% of vehicles speeding – noting an average speeders' speed of 33.3mph.

The data will be monitored again this month, and reported again at the March meeting to make a decision as to whether the Council will request of Highways to implement a 20mph limit for the length of School Road.

2063

b. To DISCUSS dead trees on public footpaths

Cllr Gold outlined that there are a number of dead elms that while not impeding the footpath – are still troublesome. Cllrs discussed a number of options to manage these. Cllr Forsdike agreed to clear some of these to assist in the process as this is outside the remit of PROW responsibility.

Cllr Gold reports that an area of footpath has not been cut per the schedule and appears to have fallen off the schedule. Clerk and Cllr Gold to investigate.

Cllr Reid advised Clerk of a road sign that has been struck. Cllr Couchman advised this was already reported to highways and is on their schedule to repair.

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

No comments made

16. PARISH MATTERS for the next meeting.

Management Risk Assessment and Internal Controls review

Greener Waldringfield report

Emergency Plan

17. Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, to RESOLVE that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during the consideration of Item 18 (personnel matters).

Motion to **RESOLVE** as above – Proposed Cllr Kay; Seconded Cllr Quick – all in favour

Clerk left the meeting.

18. To DISCUSS the Clerk's Annual Performance Review.

The clerk's pay and performance were discussed, and a proposal for a rate of pay for the year starting 15th January 2024 was agreed. This would include both cost of living and performance elements, but these would not be separately identified. WPC will continue to monitor the NALC pay scales but is not bound by them.

Motion to **APPROVE** the above - Proposed by Cllr Elliot, Seconded by Cllr Reid, agreed by all.

An Annual Performance Appraisal meeting will be arranged in the usual way, between the Clerk, the Chair and the Vice-chair. Suggestions for what should go into the Appraisal Form should be sent to Cllrs Elliot and Kay.

Meeting Closed 22.20 pm

ACTION POINTS

Planning: Clerk to submit responses as agreed above; Cllr Elliot and Clerk to contact ESC regarding highway amendment at Eureka.

Finance: Cllrs Elliot and Kay to approve BACS payments; Clerk to order Litter Walk signage

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

Litter Walks: Cllr Quick to liaise with Greener Waldringfield regarding a Litter Walk Leader.

Playing Field: Cllr Forsdike to prepare fort replacement plan; Cllr Kay to request the Tree Warden arrange a review meeting with Cllr Forsdike of the tree on the playing fields.

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

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

Annual Performance Appraisal – Cllrs Kay and Elliot to arrange the appraisal with the Clerk.

Waldringfield Parish Council

SUPPORTING DOCUMENTS FEBRUARY

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

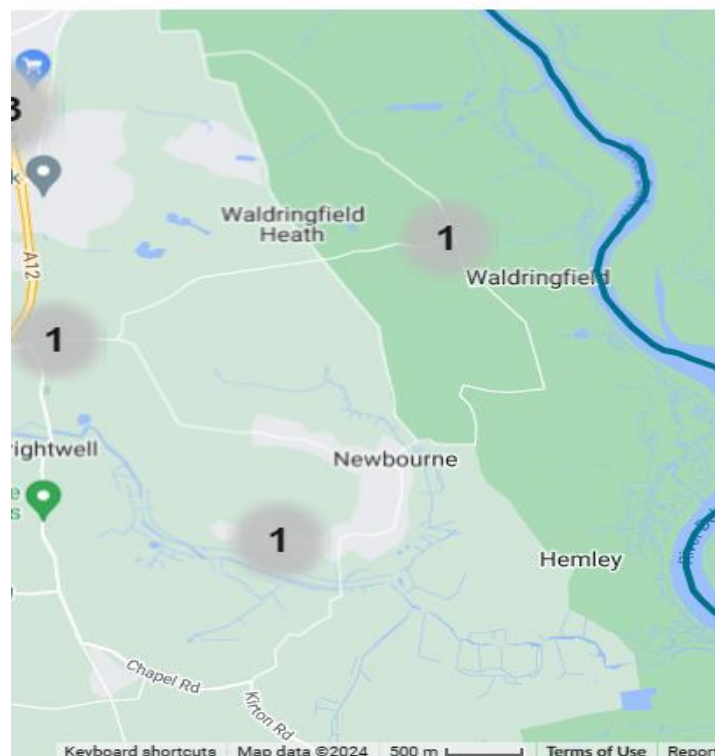
4. **a. Public Participation** – Parish Issues – An opportunity for parishioners to bring matters to the attention of the Parish Council and for parishioners to seek guidance from the Council.

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

East Suffolk Councillors' January report circulated to Councillors 05.02.24

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

Suffolk Police and Crime Data



Waldringfield:

1 x burglary

Newbourne

1 x violence and sexual offences

Brightwell

1 x public order offences

ITEM 5

5. To **APPROVE** the minutes of the WPC Meeting held on 09 January 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 January 2024

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

Waldringfield Parish Council

ACTION POINTS

Planning: Clerk to submit responses as agreed above – Done 10.01.24; Clerk to contact planning enforcement ref: signage at crossroads – Done – 10.01.24 – Noted that location of signage is key. If on private land = planning; if on verge = highways – Clerk can report once this is determined; Clerk to update Cllr Mulcahy ref: Eureka – Done 24.01.24.

Budget: Clerk to send precept request by 26 January – Done 10.01.24; Clerk to post Budget on Website – Done 10.01.24.

Finance: Cllrs Elliot and Kay to approve BACS payments – Done 11.01.24; Clerk to order and arrange delivery and installation of the new Defib battery – Done 10.01.24 (Arrived 12.01.24 – Clerk provided to T Lyon 03.02.24). Clerk to organise Internal Controls and Management Review – scheduled with Cllrs Forsdike and Elliot on 27 Feb 2024.

Policies: Cllrs Kay and Quick to prepare Emergency Plan second draft – See Item 13

Playing Field: Cllr Forsdike to prepare fort replacement plan – in process

Consultations: Clerk to prepare and circulate Litter bin response – Done 10.01.24; Cllr Elliot (and Kay is required) will respond to the on-line consultation response by 02 February – Done 22.01.24

School Road speed limit: Cllrs Kay and Reid to prepare School Road SID data – to be discussed under Item 14

ITEM 7

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

DC/23/4880/FUL | Redevelopment of Former Garage Premises | Oak Garage School Road Waldringfield Woodbridge Suffolk IP12 4QR – **Planning Officer G Heal – Comments Deadline 14 Feb 2024**

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 | Halyards 2 Woodbridge Road Waldringfield Woodbridge Suffolk IP12 4PW – **Planning Officer I Taylor – Comments deadline 21 Feb 2024**

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

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

Ref. No: DC/23/3837/FUL | Received date: Thu 05 Oct 2023 | Status: **Application Withdrawn** | Case Type: Planning Application

Construction of a new dwelling with detached garage with annex above - The Kilns Deben Lane / Kiln Lane Waldringfield Woodbridge Suffolk

No: DC/23/4619/FUL | Received date: Thu 30 Nov 2023 | Status: **Application Refused** | Case Type: Planning Application

Change of use of part land of former golf Clubhouse to form car sales area & detached portakabin - The Clubhouse Waldringfield Golf Club Newbourne Road Waldringfield Suffolk

ITEM 8

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

ITEM 9

9. a. To **APPROVE** Risk Assessment and Management Plan for litter walks Draft document circulated to Councillors with these documents

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

Waldringfield Parish Council

b. To **APPROVE** purchase of signage for litter walks

As ESC loan most equipment (bags, hoops, HiViz vests and litter pickers) – these can be borrowed from ESC without need for WPC to purchase or maintain a stock of these items.

Purchase recommendation is to acquire 2 safety signs “Caution – Litter Picking in Progress” or similar.

a. Below is estimate for one sign that would be mounted on a cone.

Custom 600x450mm Cone Sign 3mm Plastic Backing



£18.92 Ex VAT
Inc VAT: £22.70
4 or more £17.03 ea. (Ex VAT)

Looking for la
📞 +44 (0)1

Secure Shopping

Available Options

* Colour
--- Please Select ---

* Direction
--- Please Select ---

* Sign Text
Custom Text

b. The following quote would be for a sign that can be mounted on the existing “Slow Children” metal frames.

Custom 600x450mm Sign Face - Metal Road Sign - Face Only



£21.40 Ex VAT
Inc VAT: £25.68
4 or more £19.26 ea. (Ex VAT)

Looking for larger qu
📞 +44 (0)1905

Secure Shopping High Sec

Available Options

* Colour
--- Please Select ---

* Direction
--- Please Select ---

* Sign Text
Custom Text

c. To **APPOINT** Litter Walk Group Leaders

In the Management Plan there are some responsibilities applicable to the “Group Leader”. As the WPC is managing the event, appointment to the role (as with Tree Wardens and Flood Wardens or other Councillor responsibilities) would be appropriate, should a councillor not be leading the group. Recommendation is to appoint one councillor to the responsibility and one other.

ITEM 10

Waldringfield Parish Council

10. 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

ITEM 11

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

ITEM 12

12. **CLERK AND RFO REPORT**

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

PAYMENTS LIST

Waldringfield Parish Council PAYMENTS LIST

Voucher	Code	Date	Bank	Description	Supplier	VAT Type	Net	VAT	Total
105	Repairs/Maintenance	05/02/2024	Unity Trust Bank	Roundabout Repair	PlayQuip Leisure	S	140.00	28.00	168.00
106	Accounting, Website	05/02/2024	Unity Trust Bank	Google Storage	Google Commerce (via	S	1.33	0.26	1.59
108	Professional Member:	05/02/2024	Unity Trust Bank	ICO Registration Certific	ICO	X	35.00		35.00
107	Repairs/Maintenance	05/02/2024	Unity Trust Bank	Defibrillator AED	Community Heartbeat	S	222.50	44.50	267.00
109	Salaries	28/02/2024	Unity Trust Bank	Salary	Jennifer Shone-Tribley	X	596.96		596.96
Total							995.79	72.76	1,068.55

Waldringfield Parish Council

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

Waldringfield Parish Council

Prepared by: _____

Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 31/01/2024		
	Cash in Hand 01/04/2023		22,004.36
	ADD Receipts 01/04/2023 - 31/01/2024		19,300.96
	SUBTRACT Payments 01/04/2023 - 31/01/2024		41,305.32 15,385.04
	Cash in Hand 31/01/2024 (per Cash Book)		25,920.28
B	Cash in hand per Bank Statements		
	Petty Cash 31/01/2024	0.00	
	Suffolk Building Society 31/01/2024	8,316.58	
	Unity Trust Bank 31/01/2024	17,603.70	
			25,920.28
	Less unrepresented payments		
			25,920.28
	Plus unrepresented receipts		
	Adjusted Bank Balance		25,920.28
	A = B Checks out OK		

Waldringfield Parish Council

COST CENTER TO BUDGET 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	16,322.00	16,322.00				(0%)
31	SCC Footpaths Grant	328.80	328.80				(0%)
36	Bank Interest	50.00	228.31	178.31			178.31 (356%)
37	Grants and Donations						(N/A)
38	Advertising income	35.00	42.00	7.00			7.00 (20%)
44	CIL Funds	300.00	1,200.92	900.92			900.92 (300%)
49	VAT Refund						(N/A)
SUB TOTAL		17,035.80	18,122.03	1,086.23			1,086.23 (6%)
B - Administration		Receipts			Payments		Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance +/- Under/over spend
1	Salaries				6,860.00	6,637.09	222.91 (3%)
2	PAYE/NI						(N/A)
3	Clerk/Office Expenses				50.00	70.16	-20.16 (-40%)
4	Post and telephone				25.00		25.00 (100%)
5	Newsletter re 1972 LGA s				875.00	549.00	326.00 (37%)
6	Village Hall hire				335.00	195.00	140.00 (41%)
7	Insurance				415.11	422.24	-7.13 (-1%)
8	Professional Memberships		24.00	24.00	530.00	481.53	48.47 (13%)
9	Audit				425.00	430.00	-5.00 (-1%)
10	Chairman's Expenses				50.00		50.00 (100%)
11	Training				960.00	851.00	109.00 (11%)
12	Election Costs				1,000.00	78.54	921.46 (92%)
40	Accounting, Website & Co				575.00	514.22	60.78 (10%)
46	Coronation Events				500.00	386.80	113.20 (22%)
48	Warm Room / Pantry				2,038.27	260.32	1,777.95 (87%)
50	Professional Services					500.00	-500.00 (N/A)
SUB TOTAL			24.00	24.00	14,638.38	11,375.90	3,262.48 (22%)
C - Playing Field/Recreat		Receipts			Payments		Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance +/- Under/over spend
14	Grass cutting (field)				900.00	840.00	60.00 (6%)
16	Repairs/Maintenance				3,500.00	1,449.01	2,050.99 (58%)
17	Footpath Maintenance				375.00	241.50	133.50 (35%)
SUB TOTAL					4,775.00	2,530.51	2,244.49 (47%)
D - Grants - s137/72 & s1		Receipts			Payments		Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance +/- Under/over spend
21	Community Grants Fund				1,875.00		1,875.00 (100%)
22	Church Field					450.00	-450.00 (N/A)
23	Village Hall LGA					500.00	-500.00 (N/A)
24	All Saints Church					775.00	-775.00 (N/A)
25	WildlifeGroup					100.00	-100.00 (N/A)
SUB TOTAL					1,875.00	1,825.00	50.00 (2%)
Summary							
NET TOTAL		17,035.80	18,146.03	1,110.23	21,288.38	15,731.41	5,556.97 (17%)
V.A.T.			1,154.93			722.18	
GROSS TOTAL			19,300.96			16,453.59	

Waldringfield Parish Council

CASH FLOW STATEMENT

Waldringfield Parish Council						
	31.12.23		31.01.24		29.02.24	
OPERATING ACCOUNT	JANUARY		FEBRUARY		MARCH	
Unity Trust	EXPECTED	ACTUAL	EXPECTED	ACTUAL	EXPECTED	ACTUAL
CASH ON HAND (beginning of month)	£18,337.17	£18,337.17	£17,603.70	£17,603.70	£16,535.15	
CASH RECEIPTS						
Grants						
ESC Grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
SCC Locality Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Other						
Precept	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
CIL	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Interest	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Advertising	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
SCC Footpath Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
VAT Refund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL CASH RECEIPTS	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
AVAILABLE (before cash out)	£18,337.17	£18,337.17	£17,603.70	£17,603.70	£16,535.15	£0.00
CASH PAID OUT						
Administration						
Salaries	£596.96	£596.96	£596.96	£0.00	£596.96	£0.00
Newsletter	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Insurance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Hall Hire	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Training	£0.00	£0.00	£0.00	£0.00	£30.00	£0.00
Post/Telephone/exp	£13.60	£13.60	£0.00	£0.00	£0.00	£0.00
Memberships	£0.00	£0.00	£35.00	£0.00	£0.00	£0.00
Other	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Website/Accounting	£51.32	£51.32	£1.33	£0.00	£0.00	£0.00
Playing Fields and maintenance						
Grass Cutting	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Repairs and maint'ce	£0.00	£0.00	£362.50	£0.00	£1,690.00	£0.00
Footpath cutting	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Grants						
Church Field Trust	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Village Hall	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
General Grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
WPCC	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Wildlife Group	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Projects expenses						
Other	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Warm Rooms	£61.33	£61.33	£0.00	£0.00	£195.00	£0.00
Coronation Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
VAT	£10.26	£10.26	£72.76	£0.00	£0.00	£0.00
SUBTOTAL	£733.47	£733.47	£1,068.55	£0.00	£2,511.96	£0.00
TOTAL CASH PAID OUT	£733.47	£733.47	£1,068.55	£0.00	£2,511.96	£0.00
CASH POSITION (end of month)	£17,603.70	£17,603.70	£16,535.15	£17,603.70	£14,023.19	£0.00
SUMMARY of ALL CASH						
Unity	£17,603.70	£17,603.70	£16,535.15	£17,603.70	£14,023.19	£0.00
IBS	£8,316.58	£8,316.58	£8,316.58	£8,316.58	£8,316.58	£8,316.58
Total cash position	£25,920.28	£25,920.28	£24,851.73	£25,920.28	£22,339.77	

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.

WPC Bullying and Harassment Policy and Procedure v2024

This is a **new** policy that should form part of the HR suite of policies. This is the SALC/NALC model policy adapted for the WPC.

WPC Performance Appraisal Policy v2024

This is a **new** policy that should form part of the HR suite of policies. This is the SALC/NALC model policy and includes the appraisal form developed by the PC. It is formatted to the WPC.

WPC Disciplinary Procedure v2024

This policy was last reviewed in 2019. This is the current template from SALC/NALC and is ACAS compliant. It has been formatted for the WPC.

WPC Grievance Procedure v2024

This policy was last reviewed in 2019. This is the current template from SALC/NALC and is ACAS compliant. It has been formatted for the WPC. It has been formatted for the WPC.

WPC Sickness Absence Policy v2024

This policy was last reviewed in 2019. This is the current SALC/NALC template and is largely unchanged from the previous policy – **except** addition of – 7.2 – definition of SSP, and para 18 – data protection formatted for the WPC.

This policy will be circulated to Councillors under separate cover.

WPC Emergency Plan v2024

This policy was last reviewed in 2020. This is the second draft of the policy reviewed in January.

ITEM 14

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

Nothing to circulate

a. To **DISCUSS** on 20mph speed limit on School Road

Nothing to circulate

b. To **DISCUSS** dead trees on footpaths

Nothing to circulate

ITEM 15

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

General Correspondence circulated to Councillors

Josie.Taylor@suffolk.gov.uk - Suffolk Greenest County Awards 2024!

Society of Local Council Clerks - News Bulletin - 4 January 2024

Police & Crime Commissioner for Suffolk - PCC proposes increase in precept to fund Constabulary in 2024/25

Wegg, Kevin - VCSE Funding Opportunities 5.1.24

Suffolk Constabulary - Constables County out now 10.01.24

Suffolk Association of Local Councils NEWS BULLETIN - 8th January 2024

Suffolk Association of Local Councils - NEWS BULLETIN - D-Day 80 - 6th June 2024 – 10.01.24

Rural Services Network - The Rural Bulletin - 9 January 2024

National Association of Local Councils NALC EVENTS 09.01.24

Community Action Suffolk Community Led Housing Zoom Events 10.01.24

Suffolk Association of Local Councils SALC training bulletin 9th January 2024

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

Waldringfield Parish Council

Rural Services Network RSN Rural Funding Digest - January 2024 Edition – 10.01.24
National Association of Local Councils NALC NEWSLETTER 10.01.24
Wegg, Kevin VCSE Funding Opportunities 11.1.24
National Association of Local Councils CHIEF EXECUTIVE'S BULLETIN 11.01.24
Community Action Suffolk CAS Newsletter 11/01/2024
Society of Local Council Clerks Engage Everyone in Your Community Themed Summit 11.01.23
Stop Sizewell C - Minister Bowie visit, DCO to be triggered and Nuclear Roadmap published 12.01.24
Greenprint Forum - Reminder of Greenprint events coming up 12.01.24
Greenprint Forum - Plug in Suffolk, and Greenest County Awards 12.01.24
Suffolk Constabulary - Suffolk - Thefts from storage containers 15.01.24
Suffolk Association of Local Councils NEWS BULLETIN - 15th January 2024
Sizewell C - Sizewell C Update - January 2024
Suffolk Association of Local Councils East Suffolk Planning Forum - two upcoming events 15.01.24
Rural Services Network The Rural Bulletin - 16 January 2024
National Association of Local Councils NALC EVENTS 16.01.24
Suffolk Association of Local Councils SALC training bulletin 16 January 2024
ESC Planning Policy Team Planning Delivery Dashboard 16.01.24
Suffolk & Essex Coast & Heaths National Landscape - National Landscape Planning Event 17.01.24
International Institute of Municipal Clerks - IIMC E-Briefing - 2024 January 17 INTL
National Association of Local Councils NALC NEWSLETTER 17.01.24
Chloe Lee - Felixstowe Officer Bulletin 18.01.24
Matt Makin for Chloe Lee - Funding Opportunity - Plug In Suffolk 17.01.24
National Association of Local Councils CHIEF EXECUTIVE'S BULLETIN 18.01.24
Society of Local Council Clerks - News Bulletin - 18 January 2024
Oka Last - Grants now open - National Landscapes 18.01.24
EA3 - East Anglia THREE public information days 22.01.24
Suffolk Association of Local Councils NEWS BULLETIN - 22nd January 2024
National Association of Local Councils NALC EVENTS 23.01.24
Rural Services Network The Rural Bulletin - 23 January 2024
Tom Fairbrother - More than £80,000 of grant funding across Essex and Suffolk 23.01.24
Suffolk Association of Local Councils SALC training bulletin 23 January 2024
Suffolk & Essex Coast & Heaths National Landscape All the latest from your National Landscape 23.01.24
National Association of Local Councils NALC NEWSLETTER 24.01.24
Stop Sizewell C - Invite to Sizewell C Forum 25.01.24
National Association of Local Councils - CHIEF EXECUTIVE'S BULLETIN 25.01.24
Wegg, Kevin VCSE Funding Opportunities 26.1.24
Sizewell C - Sizewell C Parish Update - January 2024 26.01.24
Meadows, Rupert - Invitation: Parliamentary Reception 26.01.24
Community Action Suffolk CAS Newsletter: Funding Opportunities | News | Vacancies 25.01.24
Suffolk Association of Local Councils NEWS BULLETIN - 29th January 2024
National Association of Local Councils - NALC EVENTS 30.01.24
Rural Services Network The Rural Bulletin - 30 January 2024
Suffolk Association of Local Councils SALC training bulletin 30 January 2024
Suffolk Association of Local Councils SALC member survey 2024 - please respond 30.01.24
Woolnough, Ben - The new 'Planning Committee Member Call-In' process 31.01.24
Simon Amstutz - News from the National Landscapes 31.01.24
National Association of Local Councils - NALC NEWSLETTER 31.01.24
Society of Local Council Clerks - News Bulletin - 31 January 2024
Suffolk Association of Local Councils SALC East Suffolk area forum - 20th March 2024 - BOOK NOW! 01.02.24
National Association of Local Councils - CHIEF EXECUTIVE'S BULLETIN 01.02.24
Green Issues - Dates of events coming up 01.02.24
Greenprint Forum - Greenprint Winter Newsletter out now 01.02.24
EA1 - East Anglia ONE Landscaping maintenance 02.02.24
Wegg, Kevin - Latest VCSE Funding Opportunities 2.2.24

Waldringfield Parish Council

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

National Association of Local Councils NALC EVENTS 06.02.24

Rural Services Network The Rural Bulletin - 6 February 2024

Suffolk Association of Local Councils SALC training bulletin 6 February 2024

Rural Services Network RSN Rural Funding Digest - February 2024 Edition 07.02.24

National Association of Local Councils NALC NEWSLETTER 07.02.24