



Minutes of the Extraordinary Parish Council Meeting held on Mon 28 April 2025

In attendance: Cllrs Kay, Reid, Forsdike, Gold

Members of the public: 0

Minutes: Clerk

Meeting opened: 17:31pm

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1. a. To RECEIVE and APPROVE apologies for absence

Cllr Quick – holiday

Cllr Ramsay – work commitments

Cllr Elliot – illness

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

2. a. To RECEIVE declarations of interest

None declares

b. To RECEIVE delegated Declaration of Interest Dispensation decisions or APPROVE non-delegated DPI dispensations requested by a councillor.

None received

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

None in attendance

4. To APPROVE the minutes of the Parish Council meeting held on **16 APRIL 2025**

No amendments advised.

Motion to **APPROVE** minutes of the meeting held 16 April 2025 – Proposed Cllr Reid; Seconded Cllr Kay – all in favour.

5. To RECEIVE, CONSIDER AND APPROVE Supplier Quotations for Fort redevelopment project and APPROVE working budget

Two quotations were received for consideration – Quotation 1 and Quotation 2

Clerk advised that £1,067.00 was received in CIL, which is more than the £533 expected. This will assist with the budget by about £500. Councillors discussed access to the £6,500 maintenance reserves and whether this could be accessed. Clerk to evaluate

Quotation 2 – £17,848

Quotation 1 – £18,660

Councillors discussed the quotations and options available, and the various items included in the quotations. Questions were asked and additional information was provided from discussion with the suppliers clarifying some of the information from Cllr Forsdike. Discussion of proposed materials and warranties were also discussed.

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Cllrs noted some variations and would like quotations for the amended items, including like for like materials and design. While not completely disparate – Cllrs would find it useful to understand costs from both providers. (eg design of the bridge, same safety surfaces etc)

Cllrs proposed that from the information provide on the existing quotations, the cost of the contract would not exceed £18,800.00.

Motion to **APPROVE** contract budget of £18,800.00 (exclusive of VAT) – Proposed- Cllr Fordike, Second Reid – all in favour.

Motion to **ALLOCATE** £3,000 from ring-fenced reserves to the budget, and should it be required, additional funding, not exceeding £1,500.00, from the maintenance reserve – Proposed Cllr Reid; Seconded Cllr Kay – approved

Action: Clerk to draft Grant Application and revise and circulate budget

Action: Cllr Forsdike to discuss revised quotations with suppliers

6. To **DISCUSS** any other planning information

Cllr Elliot circulated a report on residential annexes which are becoming part of more and more applications. Concerns raised were that residential annexes could become second properties and sold on. Cllr Elliot opined that the planning policy as this relates to ESC's policy within the Local Plan on Residential Annexes – relevant extracts below:

Residential Annexes

5.76

....Proposals will be expected to demonstrate the way in which the annex has been designed to prevent it being used as an independent dwelling in the future.

5.77

.... In particular, the creation of an annex should not lead to the creation of a new home in the countryside that would not be permitted under Policy SCLP5.3.

Particular care will be taken in respect of residential annexes to ensure that, through design and/or planning conditions, annexes are not able to be separated from the main building in order to create a separate dwelling. Where an annex is proposed as an extension, its later incorporation into the host dwelling should not lead to the creation of two dwellings.

Cllrs discussed if further comment would be required on DC/24/2645/FUL, as an annex apart from the main dwelling is part of this application.

Motion to **RESPOND** to DC/24/2645/FUL outlining the above requesting the conditions stated in SCLP5.77 – Proposed Cllr Kay, Seconded Cllr Forsdike – all in favour

Action: Clerk to draft and send second response

The Tree Warden advised that there were trade vans parked on the Sullivan Place verges, which if done routinely would damage the verge and limit line of sight from Sullivan Place. Cllrs discussed that this has occurred in the past with a past development in the village. It is opined that there are a number of work vans from a variety of sources parking askew on properties where work is being undertaken. Cllr will monitor the situation and if it becomes habitual or regular and causing damage to the verge, then

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they will revisit the issue in respect the any particular company responsible with an approach to mitigate their parking.

7. a. To **CONSIDER** and **APPROVE** Community Grant requests – PCC - £775.00

Motion to **APPROVE** Community grant request of £775.00 for the PCC – Proposed Cllr Kay; Seconded Cllr Forsdike – all in favour

Action: Clerk to process payment

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

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

Cllrs to complete BACs payments – Cllrs Kay and Reid

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

Approve details of the play equipment supplier and built specification

9. *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 10 (personnel matters).*

Motion to **APPROVE** the above: proposed Cllr Kay ; seconded Cllr Reid - all in favour

10. To **DISCUSS** the Clerk's remuneration following qualification

Clerk left meeting

The Clerk was awarded the CiLCA qualification on the 1st March 2025, and it was agreed that she should receive a salary increase in acknowledgement of the hard work involved, and recognition of the benefits this could bring to the Parish Council. The size of the increase was discussed and agreed.

Motion to **APPROVE** increase commensurate with qualification: Proposed: Cllr Reid, Seconded: Cllr Forsdike – all in favour.

Meeting Closed 18.45 pm

ACTION POINTS

BACs payments – Cllrs Kay and Reid

Community Grants: Clerk to process payment

Planning: Clerk to draft and send second response

Fort Redevelopment project: Clerk to draft Grant Application; Clerk to revise and circulate budget; Cllr Forsdike to discuss revised quotations with suppliers

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SUPPORTING DOCUMENTS 28 APRIL

ITEM 4

4. To **APPROVE** the minutes of the Extraordinary Parish Council Meeting held on 16 April 2025
Draft minutes were circulated to Councillors with the Agenda and are available on the website.

ITEM 5

5. To **RECEIVE, CONSIDER AND APPROVE** Supplier for Fort redevelopment project and **APPROVE** working budget
Quotations from 2 suppliers are circulated with these documents. A third is expected and will be circulated in due course in advance of the meeting.

The budget will be completed once a supplier is chosen. These are rough estimates of costs. Of importance is to approve the allocation of £3000.00 of reserves. While this is ring-fenced, this needs to be agreed.

Project working budget summary:

Project Funding	
Confirmed funding	
SCC Locality Grant - Cllr Mulcahy	£3,000.00
CIL Funding 2023 carry over	£95.13
CIL funding 28/10/2023	£1,200.92
CIL funding 28/04/2024	£1,830.62
CIL funding 28/10/24	£17.65
CIL Funding 28/04/25	£533.65
Available funding	£6,677.97

To be Confirmed funding	
Reserves	£3,000.00
Total funding	£9,677.97

Project Costs – projected (DRAFT)	
New equipment	
play den	£3,000.00
scramble ramp	£3,700.00
steps replacement	£2,000.00
New equipment	£8,700.00
Bespoke development work	
Slide adaptation	£3,000.00
Materials for Fort fencing replacement	1,500.00
Incidentals / contingency	2,000.00
Bespoke total	£6,500.00

Total project costs	£15,200.00
Estimated Additional funding required	£5,522.03

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ITEM 6

6. a. To APPROVE Community Grant Requests – PCC – £775.00

Grant request of £775.00 was submitted. Application circulated with these documents

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

PAYMENTS LIST

Waldringfield Parish Council								
PAYMENTS LIST								
Vouch	Code	Date	Bank	Description	Supplier		Net	Total
9	Community Grants Fund	21/04/2025	Unity Trust Ba	Grant s137/72 or s19	Waldringfield Vill	X	500.00	500.00
Total							500.00	500.00