



# Waldringfield Parish Council

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## **Minutes of the Parish Council Meeting held on Tuesday 10 June 2025**

**In attendance:** Cllrs Kay, Gold, Reid, Quick, Ramsay  
Ward Cllr Reeves and Nimmney

**Members of the public :**13

**Minutes:** Clerk

**Meeting opened:** 19:31 pm

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Note: Cllr Elliot signed her Declaration of Acceptance of Office prior to the meeting.

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

Cllr Forsdike – planned holidays

Cllr Mulcahy sent her apologies.

Motion to **APPROVE** apologies for absences - Proposed Cllr Kay; Seconded Cllr Elliot – all in favour

**2. a. To RECEIVE declarations of interest**

Cllr Elliot – non-pecuniary interest - ITEM 11a. Will abstain from debate and voting.

Cllr Quick – Non pecuniary interest - ITEM 6.a.i. will abstain from debate and voting.

**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.**

Chair called upon members of the public to speak should they wish. Most members of the public were in attendance in respect of Item 6.a.i. Chair moved agenda Item 6.a.i to be following this item.

Two members of the public spoke to Council on agenda item 6.a.i. Concerns raised by the residents included disappointment at the lack of consultation; validity of the development as a self-build; overdevelopment of a quiet, unadopted lane; additional noise and traffic associated with holiday lets, the impact of the development on the feel and character of the lane and its neighbours; and the inadequate parking provision of the new development. Noted also were the Parish Plan objectives to limit car bourn visitors and this development would increase, not mitigate this.

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

**a.i) DC/25/1928/FUL - Demolition of single detached garage, and alteration/extension of existing garage and living accommodation to form 2no. new self-build dwellings - Land And Buildings On , Deben Lane, Waldringfield, Woodbridge, Suffolk IP12 4QN – **Planning Officer - N Levitt; Deadline 13 June 2025****

Cllrs acknowledged 2 written submissions from residents.

Cllr Elliot presented to the Council on behalf of the Planning Working Group along with their report.

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Cllr Elliot read her report verbatim for the benefit of the members of the public present. Cllr Elliot acknowledged that this is a complex application as the cottages on one side of the lane have dedicated parking on the other side of Deben Lane.

The working group report outlined that the current layout of Deben Lane and that some of the semi-detached cottages (1-6) Deben Lane appear to include land on the opposite side of the lane to provide parking and in some cases, a garage.

By way of history, the working group outlined previous applications:

- 1 Deben Lane was purchased by Deben Inns Ltd. 1 Deben Lane included the parcel of land on the opposite side of Deben Lane.
- Re. the larger garage with workshop - 2003 Planning application C03/1203 applicants were given planning consent to “create a new entrance & build a garage with workshop” at the property Kings Fleet Cliff Rd. The drawing (05A) of that application (reviewed on screen for all to observe) indicated that the garden boundary/curtilage of Kings Fleet extended through to Deben Lane. The planning consent/notice (see attached) specified a number of conditions including the following:
  - o 3. The development shall not be used other than for purposes ancillary and incidental to the existing dwelling.
  - o 5. The development hereby permitted shall not be occupied or let as a separate dwelling, shall not be occupied as a residential annexe, shall not be used to provide living accommodation of any level

It was opined by the working group that these conditions were in place to prevent any future living accommodation, of any description. Cllrs then noted that this was permission for a Garage and workshop – not “garage with accommodation” as described frequently in the current application

- 2021 Kings Fleet was sold. The land registry shows that the current boundary/curtilage of Kings Fleet does not include the area of land extending to Deben Lane. The working Group are not aware of any planning applications to amend the curtilage of Kings Fleet or 1 Deben Lane, nor have been able to establish the legal/planning implications of the separation of the garage from the host dwelling, Kings Fleet.
- Re. the smaller garage - 2025 River View (number 2) Deben Lane was marketed on the open market and sold earlier this year and includes the detached garage and adjacent small lawn area with shingled driveway for parking three vehicles opposite the dwelling. The cottage is currently undergoing renovation. It does not appear that a planning application to alter the curtilage of River View has been submitted.

The current application DC/25/1928/FUL.

The Working group opined that the current application appears to be very sparse and to include a number of inaccuracies – including:

On the application form:

- a) Incorrect description of Garage with “Accommodation” should be with Garage with “workshop”.
- b) Incorrectly states that there no loss of non-residential space.
- c) Incorrectly describes development as “self build” (no indication that applicant intends to live in the development for the qualifying period)
- d) Materials incorrectly stated eg. “Walls Existing materials and finishes: Black stained timber boarding. The existing timber boarding is not black.
- e) Incorrect parking loss calculation shows an increase in parking provision when there is actually a loss - Deben Lane is a narrow unadopted track with no “on road” parking places, it is not feasible to remove the established spaces currently in use by the cottages.

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The working group also identified other missing information pertinent to the application

- None of the drawings include a blue boundary line to indicate the extent of the land under the ownership or control of the applicant and the existing curtilages of the properties involved.
- No street scene drawing. Without a street scene illustration one can only imagine the impact of such a development which would be unsympathetic and would result in overcrowding and over-development.
- There is no provision for the secure cycle storage including electric assisted cycles
- No details of the provision of EV charging points
- No details of a bin storage area or collection area.
- No Construction Management Plan, particularly relevant in this very restricted access & plot size.
- There is no topography survey within the application. All that has been submitted is drawing PW1184-PL03revA - Existing and Proposed Floor Plans & Elevations. (reviewed on screen in the meeting). The East & West elevations on this drawing illustrate the massing and bulk of the proposed development. Noted by Councillors was another historical application for a new garage on the parking area of 3 Deben Lane DC/14/0567/FUL – this was refused for the following reasons. “The proposed building location due to its scale and bulk would adversely affect the amenity of the occupiers of adjacent residential properties resulting in loss of outlook and daylight. ...The scale of the building in this prominent location would be visually prominent and adversely affect the character of the area ..” (A revised scheme with a lower ridge height was subsequently permitted – DC/14/1487/FUL).

The working group in summation proposed a holding objection until new/additional information as described above is received to allow for a better assessment.

Cllrs discussed at length their response and concerns. Councillors did note that the curtilage question raised would be important to clarify.

Motion to **OBJECT** to the application - Proposed Cllr Elliot; Seconded - Cllr Gold – 5 in favour – 1 abstention.

Cllrs further agreed to secure advice regarding the curtilage. Cllr Elliot to arrange.

Cllr Kay to send response by deadline

**Public Participation** - Member of the Public enquired under this agenda item about the Parish Plan and its weight. Cllrs explained that Waldringfield had made a Parish Plan, not a Neighbourhood plan. The difference between the two was explained. Ward Cllr Nimmney did indicate that there was no requirement within the Neighbourhood Plan to allocate housing preference areas. Discussion continued briefly around how to launch the process and who may want to initiate a Neighbourhood Plan.

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

Cllrs Reeves and Nimmney present new items received since circulating their report

A) A Village Hall and Buildings CIL fund had been created – and can be applied to.

B) East Suffolk Services Ltd is giving away bulbs for verge planting

Update on local government re-organisation – Cllrs advised it appears the 3 unitary authorities is popular amount the district councils. This would include the “Greater Ipswich Area” – which would encompass Waldringfield.

# Waldringfield Parish Council

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Community partnerships – Councillors discussed Waldringfield membership in the Felixstowe partnership.

Cllr Nimmney advised he had occasion to speak to Tim Passmore (Police and crime Commissioner) – MN advised that his office is offering briefings to local communities (if organised to encompass a number of parishes). He will be in touch if there is interest from the Parishes in the Ward.

Open Gardens event – attended by MN and has posted some photos on his channel – Orwell Peninsula Matters.

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

4. **To APPROVE the minutes of the Annual Parish Council meeting and the Parish Council meeting held on 13 May 2025**  
No amendments advised.

Motion to **APPROVE** minutes of the Annual Parish Council Meeting held 13 May 2025 – Proposed Cllr Reid, Seconded Cllr Kay – all in favour of those that were present.

Motion to **APPROVE** minutes of the Parish Council Meeting held 13 May 2025 – Proposed Cllr Reid, Seconded Cllr Gold, all in favour of those that were present.

5. **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 and Planning Group to respond by deadlines – **Done**

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

**Fort Redevelopment project:** Clerk to seek references from successful company – **in process**; Clerk to submit Grant Application – **Done**; Clerk to submit pre-planning advice application – **Done**; Clerk to apply for Locality Grant from SCC Cllr – **Done**; Cllr Forsdike to arrange collection of the slide by SW – **in process**; Clerk to write letter of thanks to the volunteers – **Done**

**Emails from Residents:** Clerk to respond to resident enquiries – **Done**

6. **b. To MAKE ARRANGEMENTS to deal with applications received after publication of this agenda. DC/25/1844/ARM** – This was received on Monday and the comments deadline is 30<sup>th</sup> June. The Planning Officer would not offer an extension. Clerk provided possible dates for an extra-ordinary meeting.

Cllrs agreed there is a need to have an extraordinary meeting. Clerk to send email with options.

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

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

Cllr Elliot – Application and design has been submitted to CIL for the pathway in front of the Primary School. Included is the speed hump repair. It is proposed to be undertaken in the autumn.

7. **a. To RECEIVE the Playing Field Inspection report**  
Cllrs reviewed report. Clerk to contact PlayQuip regarding the painting of the arm on the nest swing. No further actions advised.

**b. To RECEIVE UPDATES on the Fort redevelopment project**

2158

Clerk advised that all submissions have been made - pre-application for planning; the Local CIL Play fund Grant application and application to Cllr Mulcahy. Responses are not expected before the end of the month.

**8. To REVIEW and APPOINT Councillors to any responsibility vacancies**

Cllrs discussed and agreed the following appointments:

- Planning Group has agreed no vacancy required
- Cllr Kay will take website responsibility
- Cllr Gold will undertake Village Hall Trust responsibility
- Cllr Ramsay will take on the Street furniture and signs. Clerk to coordinate the list
- Cllr Reid – Safeguarding deputy

**Note** remove Cllr Gold from playing fields

Clerk to update website and provide list to Cllr Ramsay of assets in the village.

**9. To RECEIVE updates from Biodiversity Coordinator**

Cllr Quick circulated her report prior to the meeting. Deben Estuary Partnership has been very informing. Cllrs have read the report and thanked Cllr Quick for its drafting.

Cllr Quick requested to add to the next agenda consideration of a working group focusing on green matters to coordinate the various green groups in the village.

**10. To DISCUSS proposed City Fibre works**

Clerk advised that Mr. Madle could not attend but was happy to answer Councillors' queries. Cllrs expressed concern for the closure in peak season.

Cllr Kay to arrange a time and Clerk to advise Newbourne Clerk.

**11. CLERK AND RFO REPORT**

**a. To CONSIDER and APPROVE Community Grant applications**

Community grant application from Waldringfield Church Field Trust of £450.00 was considered.

Motion to **APPROVE** Community Grant above – Proposed Cllr Reid; Seconded Cllr Kay – 5 in favour, 1 abstention.

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

Motion to **APPROVE** expenditures and receipts – proposed Cllr Kay; Seconded Cllr Elliot – all in favour

BACS payments to be approved by Cllr Reid and Cllr Kay

Invoices and receipts approved by Cllr Reid

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

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

**12. To REVIEW and ADOPT the following WPC Policies:**

2159

**(Review) WPC Climate and Ecological Emergency Statement v2025**

Clerk advised no material changes to the policy.

Motion to **ADOPT** WPC Climate and Ecological Emergency Statement v2025

– Proposed Cllr Kay; Seconded Cllr Elliot– all in favour

ACTION: Clerk to put appendix policies eg: Landscape policy on following months' agenda

**(Review) WPC Grant Awarding Policy v2025**

Clerk advised no material changes to the policy.

Motion to **ADOPT** WPC Grant Awarding Policy v2025 - – Proposed Cllr Kay; Seconded Cllr Gold– all in favour

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

Clerk updated councillors on complaints from residents on Sullivan Place. Clerk advised this is now remedied, but need to speak to the manager to further clarify the instructions.

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

Cllr Elliot raised a consultation advised in the SLCC digest 02 June 2025 – regarding the reform to planning committees (Due 18 July) – Clerk to put on agenda for 14<sup>th</sup> July – Cllr Elliot to submit a draft.

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

Landscape policy

Working Group – Green issues

Planning committee consultation draft

Newsletter format and publication

**Meeting Closed 21:31pm**

## ACTION POINTS

**Planning:** Cllr Elliot to arrange advice regarding curtilage issue re: Deben Lane; Clerk to arrange extraordinary meeting; Cllr Kay to send planning responses by deadline.

**Councillor Responsibilities:** Clerk to update website and provide list to Cllr Ramsay of assets in the village.

**Playing fields:** Clerk to contact PlayQuip regarding the painting of the arm on the nest swing.

**City Fibre proposed road closure:** Cllr Kay to arrange a time for site visit; Clerk to advise Newbourne Clerk.

**Policies:** Clerk to add Landscape policy on following months' agenda; Clerk to post approved policies to website

**BACS payments:** BACS payments to be approved by Cllr Reid and Cllr Kay

**Verges:** Clerk to speak to ESSL ref Sullivan Place verges and clarify any issues.

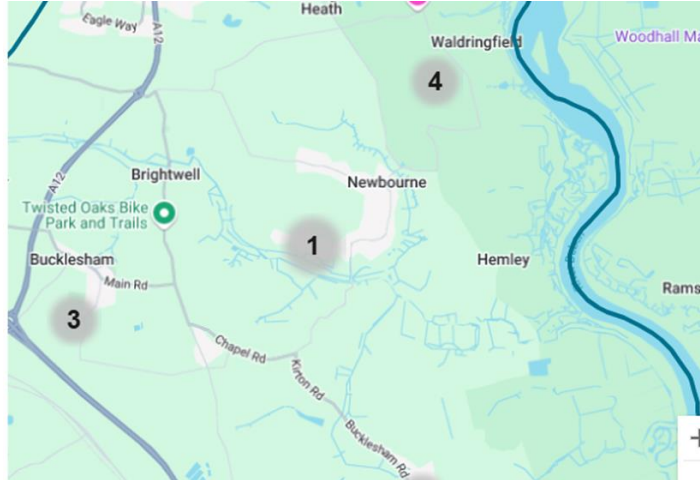
**Consultations:** Consultation regarding the reform to planning committees (Due 18 July) - Cllr Elliot to submit a draft for next meeting

# Waldringfield Parish Council

## SUPPORTING DOCUMENTS JUNE

### ITEM 3

3. **b. To RECEIVE reports County and District Councillors**  
Brief update from ESC Ward councillors was circulated to Councillors on 02 June 2025.
- c. The RECEIVE updates on crime data from Suffolk Police – March 2025**



#### **Waldringfield:**

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

#### **Bucklesham:**

- 3 x violence and sexual offences

#### **Newbourne:**

- 1 x violence and sexual offences

### ITEM 4

4. **To APPROVE the Minutes of the APCM and the Parish Council Meeting held on 13 May 2025**  
Draft minutes were circulated to Councillors with the Agenda and are available on the website.

### ITEM 5

5. **MATTERS for REPORT from minutes of previous meetings – see separate list**

#### **ACTION POINTS**

**Planning:** Clerk and Planning Group to respond by deadlines - **Done**

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

**Fort Redevelopment project:** Clerk to seek references from successful company – **in process**; Clerk to submit Grant Application - **Done**; Clerk to submit pre-planning advice application - **Done**; Clerk to apply for Locality Grant from SCC Cllr - **Done**; Cllr Forsdike to arrange collection of the slide by SW – **in process**; Clerk to write letter of thanks to the volunteers - **Done**

**Emails from Residents:** Clerk to respond to resident enquiries - **Done**

### ITEM 6

6. **a. To CONSIDER Planning Applications for COMMENTS:**  
**a.i) DC/25/1928/FUL** - Demolition of single detached garage, and alteration/extension of existing garage and living accommodation to form 2no. new self-build dwellings - Land And Buildings On ,



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Deben Lane, Waldringfield, Woodbridge, Suffolk IP12 4QN – **Planning Officer -N Levitt; Deadline 13 June 2025**

Resident comment was also circulated to councillors on this application.

**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/25/0346/DRC | Received date: Tue 28 Jan 2025 | Status: **Application Permitted** | Case Type: Planning Application

Discharge of conditions 3, 4, 8 of DC/24/1548/FUL - Construction of a new self-build dwelling, with detached garage with annex above - Land Contamination and Construction Management Plan - The Kilns Deben Lane Waldringfield Suffolk

Ref. No: DC/25/0661/FUL | Received date: Mon 17 Feb 2025 | Status: **Application Permitted** | Case Type: Planning Application

Construction of a two storey extension to the side of the existing dwelling - Skylark Cottage Cliff Road Waldringfield Woodbridge Suffolk IP12 4QL

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

## ITEM 7

**7. a. To RECEIVE** the Playing Field Inspection report  
Playing Field Inspection report circulated to Councillors with these documents.

**b. To RECEIVE UPDATES** on the Fort redevelopment project

Clerk has submitted the CIL Play Fund grant application and the Pre-Application planning advice. We are likely to hear about the outcome of the Grant application end of June. The outcome of the pre-application advice is due on or about 24 June 2025.

## ITEM 8

**8. To REVIEW and APPOINT** Councillors to any responsibility vacancies

Below is a list of existing responsibilities. These appointments were agreed at our meeting 13 May 2025. Vacancies remain to be appointed – especially the Village Hall appointment.

| Responsibility area | No of Cllrs | Current appointees             |
|---------------------|-------------|--------------------------------|
| SALC                | 1           | Cllr Elliot                    |
| Footpaths           | 1           | Cllr Gold                      |
| Emergency Planning  | 1           | Cllr Quick                     |
| Planning Group      | 3           | Vacancy, Cllrs Elliot and Gold |



# Waldringfield Parish Council

|  |     |                                  |
|--|-----|----------------------------------|
| Parish Liaison                             | 1   | Cllr Kay                         |
| Website Management                         | 2   | Vacancy and The Clerk            |
| Village Hall                               | 1   | Vacancy                          |
| Tennis Club                                | 2   | Cllr Kay                         |
| Fairway Committee                          | 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 | (2) | Vacancy and Clerk                |
| Climate and Biodiversity Coordinator       | 1   | Cllr Quick                       |
| Felixstowe Partnership                     | (2) | Vacancy and Cllr Reid            |
| SID Coordinator                            | 2   | Cllrs Kay and Reid               |
| Litter Walk Coordinator                    | 1   | Cllr Reid                        |
| Brightwell Lakes Forum                     | 2   | Cllrs Kay and Elliot             |
| Warm Welcome Coordinator                   | 1   | Cllr Elliot                      |
| Deben Estuary Representative               | 1   | Cllr Quick                       |
| Safeguarding Lead                          | (2) | Vacancy                          |
| Deputy Safeguarding Lead                   |     | Clerk                            |
| Non- Member appointments                   |     |                                  |
| Tree Warden                                | 1   | C. Fisher-Kay                    |
| Flood Defences                             | 3   | J. Smith, T. Lyon and J. Wilkins |

## ITEM 9

9. To RECEIVE updates from Biodiversity Coordinator

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

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# Waldringfield Parish Council

Nothing to circulate at time of publication

## ITEM 10

### 10. To **DISCUSS** proposed City Fibre works

The proposed road closures plan has been circulated to Councillors with these documents.

## ITEM 11

### 11. CLERK AND RFO REPORT

#### a. To **CONSIDER** and **APPROVE** Community Grant applications

Community Grant application from Waldringfield Church Field Trust (£450.00) was circulated to Councillors 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                |                       |            |             |                    |                |                 |              |                 |
| Vou                          | Code                  | Date       | Bank        | Description        | Supplier       | Net             | VAT          | Total           |
| 21                           | Post and telephone    | 03/06/2025 | Unity Trust | Postage            | Low Farm Cott  | X               | 0.87         | 0.87            |
| 22                           | Grass cutting (field) | 03/06/2025 | Unity Trust | Grass-cutting -fie | SCL Landscap   | S               | 60.00        | 12.00 72.00     |
| 23                           | Accounting, Website   | 03/06/2025 | Unity Trust | Google Storage     | Google Comm    | S               | 1.33         | 0.26 1.59       |
| 24                           | Repairs/Maintenance   | 03/06/2025 | Unity Trust | Defibrillator AED  | Community He   | S               | 64.95        | 12.99 77.94     |
| 27                           | Newsletter re 1972 L  | 03/06/2025 | Unity Trust | Newsletter         | Spingold Desig | Z               | 180.00       | 180.00          |
| 25                           | Salaries              | 27/06/2025 | Unity Trust | Salary             | Jennifer Shone | X               | 731.40       | 731.40          |
| 26                           | Accounting, Website   | 30/06/2025 | Unity Trust | Banking service ch | Unity Trust Ba | X               | 6.00         | 6.00            |
| <b>Total</b>                 |                       |            |             |                    |                | <b>1,044.55</b> | <b>25.25</b> | <b>1,069.80</b> |

### RECEIPTS LIST

| RECEIPTS LIST |                    |            |             |                   |                   |   |       |       |
|---------------|--------------------|------------|-------------|-------------------|-------------------|---|-------|-------|
| Vou           | Code               | Date       | Bank        | Description       | Supplie           |   | Net   | Total |
| 4             | Advertising income | 30/05/2025 | Unity Trust | Advertising Incom | Low Farm Cottages | X | 18.00 | 18.00 |
| 5             | Advertising income | 02/06/2025 | Unity Trust | Advertising Incom | Pixel Perfect     | X | 24.00 | 24.00 |
| 6             | Advertising income | 03/06/2025 | Unity Trust | Advertising Incom | The Gas Shop      | X | 40.80 | 40.80 |
| Total         |                    |            |             |                   |                   |   | 82.80 | 82.80 |

# Waldringfield Parish Council

c. 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)*

|          |   |           |                  |
|----------|---|-----------|------------------|
| <b>A</b> | <b>Bank Reconciliation at 31/05/2025</b>            |           |                  |
|          | Cash in Hand 01/04/2025                             |           | 27,982.01        |
|          | <b>ADD</b><br>Receipts 01/04/2025 - 31/05/2025      |           | 11,259.13        |
|          | <b>SUBTRACT</b><br>Payments 01/04/2025 - 31/05/2025 |           | 39,241.14        |
|          | <b>Cash in Hand 31/05/2025</b><br>(per Cash Book)   |           | 4,616.84         |
|          |   |           | <b>34,624.30</b> |
| <b>B</b> | Cash in hand per Bank Statements                    |           |                  |
|          | Petty Cash 31/01/2025                               | 0.00      |                  |
|          | Suffolk Building Society 30/04/2025                 | 8,585.91  |                  |
|          | Unity Trust Bank 31/05/2025                         | 26,038.39 |                  |
|          |   |           | <b>34,624.30</b> |
|          | Less unrepresented payments                         |           |                  |
|          |   |           | 34,624.30        |
|          | Plus unrepresented receipts                         |           |                  |
|          | <b>Adjusted Bank Balance</b>                        |           | <b>34,624.30</b> |
|          | <b>A = B Checks out OK</b>                          |           |                  |

# Waldringfield Parish Council

## COST CENTER TO BUDGET

### 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              | 19,683.45        | 9,841.73         | -9,841.72        |          |        |          | -9,841.72        | (-50%)           |
| 31   | SCC Footpaths Grant  | 328.80           |                  | -328.80          |          |        |          | -328.80          | (-100%)          |
| 36   | Bank Interest        | 200.00           |                  | -200.00          |          |        |          | -200.00          | (-100%)          |
| 37   | Grants and Donations |                  |                  |                  |          |        |          |                  | (N/A)            |
| 38   | Advertising income   | 159.00           | 82.80            | -76.20           |          |        |          | -76.20           | (-47%)           |
| 44   | CIL Funds            | 533.65           | 1,067.30         | 533.65           |          |        |          | 533.65           | (100%)           |
| 49   | VAT Refund           |                  |                  |                  |          |        |          |                  | (N/A)            |
|      | <b>SUB TOTAL</b>     | <b>20,904.90</b> | <b>10,991.83</b> | <b>-9,913.07</b> |          |        |          | <b>-9,913.07</b> | <b>(-47%)</b>    |

#### B - Administration

| Code | Title                     | Receipts |        |          | Payments         |                 |                 | Net Position    |                  |
|------|---------------------------|----------|--------|----------|------------------|-----------------|-----------------|-----------------|------------------|
|      |                           | Budgeted | Actual | Variance | Budgeted         | Actual          | Variance        | +/-             | Under/over spend |
| 1    | Salaries                  |          |        |          | 8,795.00         | 2,235.60        | 6,559.40        | 6,559.40        | (74%)            |
| 2    | PAYE/NI                   |          |        |          |                  |                 |                 |                 | (N/A)            |
| 3    | Clerk/Office Expenses     |          |        |          | 78.75            | 2.80            | 75.95           | 75.95           | (96%)            |
| 4    | Post and telephone        |          |        |          | 26.25            | 0.87            | 25.38           | 25.38           | (96%)            |
| 5    | Newsletter re 1972 LGA s1 |          |        |          | 950.00           |                 | 950.00          | 950.00          | (100%)           |
| 6    | Village Hall hire         |          |        |          | 370.00           | 270.00          | 100.00          | 100.00          | (27%)            |
| 7    | Insurance                 |          |        |          | 472.50           |                 | 472.50          | 472.50          | (100%)           |
| 8    | Professional Memberships  |          |        |          | 620.00           | 262.36          | 357.64          | 357.64          | (57%)            |
| 9    | Audit                     |          |        |          | 440.00           | 170.00          | 270.00          | 270.00          | (61%)            |
| 10   | Chairman's Allowance      |          |        |          | 50.00            |                 | 50.00           | 50.00           | (100%)           |
| 11   | Training                  |          |        |          | 300.00           | 125.00          | 175.00          | 175.00          | (58%)            |
| 40   | Accounting, Website & Com |          |        |          | 750.00           | 417.58          | 332.42          | 332.42          | (44%)            |
| 48   | Warm Welcome              |          |        |          | 500.00           | 312.58          | 187.42          | 187.42          | (37%)            |
| 50   | Professional Services     |          |        |          |                  | 36.00           | -36.00          | -36.00          | (N/A)            |
|      | <b>SUB TOTAL</b>          |          |        |          | <b>13,352.50</b> | <b>3,832.79</b> | <b>9,519.71</b> | <b>9,519.71</b> | <b>(71%)</b>     |

#### C - Playing Field/Recreation

| Code | Title                 | Receipts |        |          | Payments         |               |                  | Net Position     |                  |
|------|-----------------------|----------|--------|----------|------------------|---------------|------------------|------------------|------------------|
|      |                       | Budgeted | Actual | Variance | Budgeted         | Actual        | Variance         | +/-              | Under/over spend |
| 14   | Gross cutting (field) |          |        |          | 1,000.00         | 180.00        | 820.00           | 820.00           | (82%)            |
| 16   | Repairs/Maintenance   |          |        |          | 2,500.00         | 64.95         | 2,435.05         | 2,435.05         | (97%)            |
| 17   | Footpath Maintenance  |          |        |          | 393.75           |               | 393.75           | 393.75           | (100%)           |
| 51   | Fort Project Budget   |          |        |          | 18,800.00        |               | 18,800.00        | 18,800.00        | (100%)           |
|      | <b>SUB TOTAL</b>      |          |        |          | <b>22,693.75</b> | <b>244.95</b> | <b>22,448.80</b> | <b>22,448.80</b> | <b>(98%)</b>     |

#### D - Grants - s137/72 & s136

| Code | Title                 | Receipts |        |          | Payments        |                 |               | Net Position  |                  |
|------|-----------------------|----------|--------|----------|-----------------|-----------------|---------------|---------------|------------------|
|      |                       | Budgeted | Actual | Variance | Budgeted        | Actual          | Variance      | +/-           | Under/over spend |
| 21   | Community Grants Fund |          |        |          | 2,125.00        | 1,275.00        | 850.00        | 850.00        | (40%)            |
|      | <b>SUB TOTAL</b>      |          |        |          | <b>2,125.00</b> | <b>1,275.00</b> | <b>850.00</b> | <b>850.00</b> | <b>(40%)</b>     |

#### Summary

|                    |                  |                  |                  |                  |                 |                  |                  |               |
|--------------------|------------------|------------------|------------------|------------------|-----------------|------------------|------------------|---------------|
| <b>NET TOTAL</b>   | <b>20,904.90</b> | <b>10,991.83</b> | <b>-9,913.07</b> | <b>38,171.25</b> | <b>5,352.74</b> | <b>32,818.51</b> | <b>22,905.44</b> | <b>✓(38%)</b> |
| <b>V.A.T.</b>      |                  | <b>332.10</b>    |                  |                  | <b>153.90</b>   |                  |                  |               |
| <b>GROSS TOTAL</b> |                  | <b>11,323.93</b> |                  |                  | <b>5,506.64</b> |                  |                  |               |

# Waldringfield Parish Council

| Waldringfield Parish Council                |                   |                   |                   |                   | CASH FLOW STATEMENT |                  |
|---|-------------------|-------------------|-------------------|-------------------|---------------------|------------------|
|   |                   | 30.04.25          |                   | 31.05.25          |                     | 30.06.25         |
| <b>OPERATING ACCOUNT</b>                    | <b>MAY</b>        |                   | <b>JUNE</b>       |                   | <b>JULY</b>         |                  |
| Unity Trust                                 |                   |                   |                   |                   |                     |                  |
|   | <b>EXPECTED</b>   | <b>ACTUAL</b>     | <b>EXPECTED</b>   | <b>ACTUAL</b>     | <b>EXPECTED</b>     | <b>ACTUAL</b>    |
| <b>CASH ON HAND</b><br>(beginning of month) | £28,232.34        | £28,232.34        | £26,038.39        | £26,038.39        | £24,968.59          |                  |
|   |                   |                   |                   |                   |                     |                  |
| <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             | £0.00               | £0.00            |
| CIL   | £0.00             | £0.00             | £0.00             | £0.00             | £0.00               | £0.00            |
| Advertising                                 | £18.00            | £18.00            | £0.00             | £0.00             | £0.00               | £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            |
| Mound grants                                | £0.00             | £0.00             | £0.00             | £0.00             | £0.00               | £0.00            |
| <b>TOTAL CASH RECEIPTS</b>                  | <b>£18.00</b>     | <b>£18.00</b>     | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>        | <b>£0.00</b>     |
|   |                   |                   |                   |                   |                     |                  |
| <b>AVAILABLE (before cash out)</b>          | <b>£28,250.34</b> | <b>£28,250.34</b> | <b>£26,038.39</b> | <b>£26,038.39</b> | <b>£24,968.59</b>   | <b>£0.00</b>     |
|   |                   |                   |                   |                   |                     |                  |
| <b>CASH PAID OUT</b>                        |                   |                   |                   |                   |                     |                  |
| <b>Administration</b>                       |                   |                   |                   |                   |                     |                  |
| Salaries                                    | £814.20           | £814.20           | £731.40           | £0.00             | £731.40             | £0.00            |
| Newsletter                                  | £0.00             | £0.00             | £180.00           | £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             | £0.00               | £0.00            |
| Post/Telephone                              | £2.80             | £2.80             | £0.87             | £0.00             | £0.00               | £0.00            |
| Memberships                                 | £262.36           | £262.36           | £0.00             | £0.00             | £0.00               | £0.00            |
| Other / Office                              | £0.00             | £0.00             | £0.00             | £0.00             | £0.00               | £0.00            |
| Website/Accounting                          | £213.33           | £213.33           | £7.33             | £0.00             | £7.33               | £0.00            |
| <b>Playing Fields and maintenance</b>       |                   |                   |                   |                   |                     |                  |
| Grass Cutting                               | £120.00           | £120.00           | £60.00            | £0.00             | £120.00             | £0.00            |
| Repairs and maint'ce                        | £0.00             | £0.00             | £64.95            | £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                          | £0.00             | £0.00             | £0.00             | £0.00             | £450.00             | £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  | £775.00           | £775.00           | £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>                    |                   |                   |                   |                   |                     |                  |
| Fort Project                                | £0.00             | £0.00             | £0.00             | £0.00             | £0.00               | £0.00            |
| Warm Rooms                                  | £0.00             | £0.00             | £0.00             | £0.00             | £0.00               | £0.00            |
| <b>VAT</b>                                  | <b>£24.26</b>     | <b>£24.26</b>     | <b>£25.25</b>     | <b>£0.00</b>      | <b>£0.00</b>        | <b>£0.00</b>     |
| <b>SUBTOTAL</b>                             | <b>£2,211.95</b>  | <b>£2,211.95</b>  | <b>£1,069.80</b>  | <b>£0.00</b>      | <b>£1,308.73</b>    | <b>£0.00</b>     |
|   |                   |                   |                   |                   |                     |                  |
| <b>TOTAL CASH PAID OUT</b>                  | <b>£2,211.95</b>  | <b>£2,211.95</b>  | <b>£1,069.80</b>  | <b>£0.00</b>      | <b>£1,308.73</b>    | <b>£0.00</b>     |
| <b>POSITION (end of month)</b>              | <b>£26,038.39</b> | <b>£26,038.39</b> | <b>£24,968.59</b> | <b>£26,038.39</b> | <b>£23,659.86</b>   | <b>£0.00</b>     |
|   |                   |                   |                   |                   |                     |                  |
| <b>SUMMARY of ALL CASH</b>                  |                   |                   |                   |                   |                     |                  |
| Unity                                       | £26,038.39        | £26,038.39        | £24,968.59        | £26,038.39        | £23,659.86          | £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>£34,354.97</b> | <b>£34,354.97</b> | <b>£33,285.17</b> | <b>£34,354.97</b> | <b>£31,976.44</b>   | <b>£8,316.58</b> |

# Waldringfield Parish Council

## ITEM 12

12. To **REVIEW** and **ADOPT** the following WPC Policies:  
(Review) WPC Climate and Ecological Emergency Statement v2025  
(Review) WPC Grant Awarding Policy v2025  
These policies were circulated to Councillors with these documents.

## ITEM 11

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

### General Correspondence circulated to Councillors

Wegg, Kevin - Funding Opportunities 7.5.25  
Suffolk Constabulary - Opportunity to quiz the PCC and Chief Constable 07.05.25  
Nunn, Emily (ESC) - News from East Suffolk: More than 50 public works hopping to East Suffolk for charity's fourth art trail 07.05.25  
Suffolk & Essex Coast & Heaths National Landscape - All the latest from your National Landscape 07.05.25  
Suffolk Wildlife Trust - Wilder Communities eNewsletter Spring 25  
National Association of Local Councils Chief executive's bulletin - 8 May 2025  
Rural Services Network RSN Weekly News - Free Edition (8 May 2025)  
Suffolk Association of Local Councils NEWS BULLETIN - 12th May 2025  
Society of Local Council Clerks SLCC Weekly News Digest - 12/05/2025  
Suffolk Association of Local Councils The National Allotment Society - Allotment Training 13.05.25  
National Association of Local Councils Events newsletter 13.05.25  
Suffolk Wildlife Trust - Wilder Communities Events Programme 14.05.25  
Rural Services Network RSN Weekly News - Free Edition (14 May 2025)  
Society of Local Council Clerks News Bulletin - 14 May 2025  
National Association of Local Councils Chief executive's bulletin - 15 May 2025  
Suffolk Constabulary - Opportunity to quiz the PCC and Chief Constable 16.05.25  
East Suffolk Council Communications - Local Government Review - a survey to seek views on council services [OFFICIAL] 16.05.25  
EA3 - East Anglia Three update 16.05.25  
East Suffolk Council Communications Save the Date - East Suffolk Council Community Partnership Forum - 27th October 19.05.25  
Suffolk Association of Local Councils SALC East Suffolk area forum - 17th June 2025 - speakers confirmed 19.05.25  
Suffolk Association of Local Councils NEWS BULLETIN - 19th May 2025  
Society of Local Council Clerks SLCC Weekly News Digest - 19/05/2025  
National Association of Local Councils Events newsletter 20.05.25  
Suffolk Association of Local Councils LNRS Consultation Engagement with Parish Councils 20.05.25  
Society of Local Council Clerks Essex SLCC networking and ALM - 17th June 2025 20.05.25  
Suffolk Association of Local Councils Tour of Britain - East Suffolk Grant Scheme 20.05.25  
Suffolk Association of Local Councils SALC training bulletin 20th May 2025  
Suffolk Association of Local Councils SEALINK - invitation to online workshop 2nd June 20.05.25  
Rural Services Network RSN Weekly News - Free Edition (21 May 2025)  
Wegg, Kevin - Funding Opportunities 22.5.25  
Suffolk Association of Local Councils NSIPs Bulletin - May 2025 UPDATES and new DIGITAL MAP 22.05.25  
ESC Communications - Survey materials: "Let's Shape the Future of Suffolk Together" 22.05.25  
Society of Local Council Clerks - SLCC Weekly News Digest - 26/05/2025  
Rural Services Network Rooted in Rural : Strengthening Communities 27.05.25  
Suffolk Association of Local Councils SALC training bulletin 27th May 2025  
Suffolk Association of Local Councils NEWS BULLETIN - 26th May 2025  
Suffolk & Essex Coast & Heaths National Landscape - News from the National Landscapes 28.05.25  
Rural Services Network RSN Weekly News - Free Edition (29 May 2025)  
National Association of Local Councils - Chief executive's bulletin - 29 May 2025

# Waldringfield Parish Council

**Suffolk Association of Local Councils** SALC East Suffolk area forum - 17th June 2025 - change of speaker 29.05.25  
**Sizewell C** - May Project Update 29.05.25  
**Suffolk Community Foundation** - May news from Suffolk Community Foundation 29.05.25  
**Wegg, Kevin** Funding Opportunities 29. 5.25  
**Society of Local Council Clerks** News Bulletin - 30 May 2025  
**Ridell-Carpenter, Jenny** - May 2025 Newsletter - SEND report, rural action, and much more. 30.05.25  
**Suffolk County Council** - Local Government Reorganisation Briefing TOMORROW 7.30PM - 02.06.25  
**Suffolk Association of Local Councils** NEWS BULLETIN - 2nd June 2025  
**Society of Local Council Clerks** Great Collaboration regional survey 03.06.25  
**National Association of Local Councils** - Star Council Awards 2025/26 – Nominations are now open! 04.06.25  
**Suffolk Association of Local Councils** SALC training bulletin 3rd June 2025  
**Society of Local Council Clerks** SLCC Weekly News Digest - 02/06/2025

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