



Minutes of the Parish Council Meeting held on Tuesday 11 February 2025

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

Members of the public : 7

Minutes: Clerk

Meeting opened: 19:30 pm

2132

1. a. To RECEIVE and APPROVE apologies for absence

Cllr Gold – holiday

Cllr Ramsay and Cllr Shore – work commitments

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

2. a. To RECEIVE declarations of interest

Quick, Reid, Kay – members of Wildlife group – Item 6

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.

A number of residents indicated they were attending to express views on Item 6 (Sullivan Place verges). Many spoke on the issue and the views expressed included:

Concerns regarding the current regime included the north side being only grasses that grow very long, the lack of visibility splay when this occurs, the extreme untidiness of the north verge, the north verge is sometimes left tall and dry until October, the lack of any growth of value (flowers) on the north verge contributing to untidiness, need for residents to cut it back themselves as it is not maintained. Most resident comments were regarding the north verge, though some residents wanted both sides to be cut and maintained throughout the year, indicating that this is a small space in terms of contribution to biodiversity and affects the amenity value of Sullivan Place.

A Wildlife group spokesperson reviewed the benefits of the verges as habitat and the history of the verge maintenance plan, but conceded the north verge does allow the grasses to dominate. They suggested after the spring flowering (late May), cutting the north verge to maintain the length of grasses there. The south verge continues to flower and offer amenity and habitat value, a view shared by some of the other residents.

The Wildlife group spokesperson further spoke to Item 8 – Playing field verges. They again reviewed the scheme and its history, indicating that the school children planted daffodils there. They propose maintaining the scheme - a 5m wide strip around 2 sides of the playing fields, and suggested this be mown in September. Some residents then expressed that children enjoy the area of growth, while others indicated that this isn't a suitable play area.

b. To RECEIVE reports County and District Councillors

District Councillors' report was circulated to Councillors on 03 February 2025.

Cllr Mulcahy – SCC Councillor

Apologised for lack of written report. Advised the SCC budget is being presented on Thursday at full council. She indicated there is broad partisan support. Devolution and developing unitary councils – Suffolk and Norfolk have been approved for the fast track for devolution. Elections scheduled for May have been cancelled, so the current administration will continue. While details are being developed it is likely there will be a Norfolk and Suffolk council, and the combined authority (headed by a Mayor) will oversee both. Mayoral elections are “scheduled” for May 2026.

Cllrs asked about the rationale for the combination of Suffolk and Norfolk. Cllr Mulcahy indicated it is a useful geographic area and large (national) issues – such as housing, energy and infrastructure projects have much in common with both localities and could potentially cross boundaries.

She further advised the commitment to grant funding for the playing fields can now be carried over, so will reduce the urgency for the application.

Cllrs Reeves and Nimnney – ESC Councillors

Devolution – opinion of Cllrs is this will be a challenge. They noted were that 79% of the current district councils believe that the lower limit of 500,000 residents for new unitary authorities is far too high and will damage the local connection that councillors currently have with their parishes and residents particularly in rural areas such as Suffolk. District Council is being asked to provide a plan by 21 March which adds further pressure. ESC noted that Ipswich Town is pursuing being a “greater Ipswich Area” – which would need to encompass a wider area including Felixstowe. They note overall, the public has had little input on these changes.

Budget discussions at ESC level are continuing. It was noted that ESC received no increase to their settlement which has resulted in a £5M loss to funding, and reserves are being used. Car parking charges have increased, which has received local publicity. Cllrs asked the size of reserves, Cllrs will get back to the Council.

Jet skis Licencing – The Licensing Committee recently voted not to licence commercial personal watercraft within the East Suffolk area. By law, however, ESC must provide a hearing to applicants, but there is a presumption of refusal. This does not affect personal use.

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

Cllrs noted data.

4. To APPROVE the minutes of the Parish Council meeting held on 14 January 2025

No amendments advised.

Motion to **APPROVE** minutes of the meeting held 14 January 2025 – Proposed Cllr Kay; Seconded Cllr Forsdike – 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: Cllr Elliot and Clerk to submit responses by deadlines – **Done – all by deadlines**

BACS payments: Cllrs Reid and Kay to authorise BACs payments - **Done**

Fort Redevelopment project: Working Group to submit recommendations to Council in February – **See Item 8.c.**

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Internal Audit and Management Review: Clerk, Cllrs Elliot and Gold to organise review – **Held – report to council due in March meeting.**

Highways matters: Clerk to report verge at School Road/Fishpond Road and Ipswich Road. **Done – no further action from Highways**

6. To **DISCUSS** and **APPROVE** Sullivan Place verge maintenance plan

Deferred from last meeting. Council heard from residents on the issue and their concerns expressed under Item 3.

Cllrs discussed a number of issues including WPC policies, statutory obligations and the mitigation of climate change. It was agreed there was an obligation on WPC to ensure they are meeting statutory and policy obligations in respect of the environment.

All Cllrs agreed the importance of resident views and ensuring decisions taken are balanced. Cllrs recognised that residents and visitors observe this area on a regular basis.

Cllrs were keen to achieve a compromise and noted that further work to improve biodiversity (for example in encouraging personal spaces to be developed for biodiversity) could be undertaken with local groups encouraging residents in developing their garden spaces.

Cllrs discussed a number of options for the verge maintenance programme and agreed a proposal that would strike a balance between biodiversity obligations and the wishes of residents.

Proposal was outlined as:

- Continuing the existing protocol on south verge (cutting a wide border around a central area); this is being cut short in September and
- the north verge is to be placed on the regular verge cutting regime after spring flowering (end of May) and regularly maintained thereafter.

Motion to **APPROVE** the above proposal: Proposed Cllr Kay; Seconded Cllr Reid – all in favour.

ACTION: Clerk to develop document which outlines this clearly; Clerk to contact and notify contractors

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

a.i) DC/24/2645/FUL - Demolition of existing house and annexe and replacement with new house of similar size and location. Erection of additional boat house with accommodation to first floor. (Self build) - Swans Nest, Deben Lane, Waldringfield, Woodbridge, Suffolk IP12 4QN - **Planning Officer G. Heal - deadline 13 February 2025.**

Cllr Elliot presented on behalf of the Planning Group. She reviewed with Councillors the previous application and reviewed our objections and reviewed the presentation by the applicant and architect in December.

New documents were submitted to the application in response to WPC's holding objection. The Planning Group looked at these new documents to determine if they addressed concerns that gave rise to the holding objection. Cllrs reviewed the documents on screen and in larger sized copies at the meeting. Noted were:

- The new elevation drawings have been reformatted to show both existing and proposed elevations on the same page – a page for each of the 4 elevations. The new documents show no changes to detail other than the legend identifying the materials was removed. The omission concerned councillors.

2135

- The street scene is only 2 dimensional – and does not reflect actual depth or distance from the riverfront of neighbouring properties. Cllrs concluded it does not represent the perspective of the actual scene.
- The lighting plan states that the mitigating louvred screens will cover 1st floor doors & windows, however the east elevation drawing (facing the river) shows the screens to 1st floor windows only - not to any of the 1st floor glazed doors. Similarly on the north elevation drawing, an equally sensitive elevation, no louvred screens are shown to the 1st floor glazing, whether doors or windows.
- Documents noted “landscape and boundary could be improved” but there is no plan for what this will be.
- Colours indicated on materials are not in keeping with the national landscape guide

Motion to **Maintain HOLDING OBJECTION** as described above– Proposed Cllr Kay; Seconded Cllr Forsdike – all in favour

ACTION: Cllr Elliot and Clerk to respond by deadline

a.ii) DC/25/0211/FUL - Proposed rear extension, new enclosed front porch, internal remodelling and change to external materials - Mouse Lodge, Ipswich Road, Waldringfield, Woodbridge, Suffolk IP12 4QR – **Planning Officer - E Attwood; Comments deadline - 20 February 25**

Cllr Elliot presented on behalf of Planning Group. Outlined the location of the property and indicated there are three other properties surrounding it – but it is within the settlement boundary. It is on the boundary of the “countryside”. She also presented the National Landscapes lighting guide.

Cllrs reviewed the proposed large new window which extends into the apex of the roof to the front/west elevation along with the lighting guide from the National Landscapes. Cllrs discussed and did not find grounds to comment.

Motion to respond **HAS NO OBJECTION** to the application – Proposed Cllr Elliot; Seconded Cllr Quick– all in favour

ACTION: Cllr Elliot and Clerk to respond by deadline

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

c. To NOTE any application decisions received – see separate list:
Cllrs noted DC/24/4153/VOC was permitted.

d. To RECEIVE update on Brightwell Lakes

Information on the new school was received. Planned as an all through school but SCC has decided this should be a pre-school and primary school. Community Forum meeting is expected within a month or so and will provide more information.

e. To RECEIVE any other planning information

Discharge of condition application was noted (the Kilns) – WPC are not consulted on these matters and Planning group felt no comment necessary as this was a technical discharge.

Brightwell Lakes application DC/24/2810/VOC – Christine (Tree Warden) spoke at the planning committee meeting regarding the landscape proposals and the concerns that were raised by WPC. WPC thanks Christine for her professional presentation and her time at the meeting.

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Cllr Elliot and Clerk attended the Planning Forum in early Feb and will circulate those slides when received.

f. To CONSIDER responding to Network Assurance East Cliff Road proposed lane restrictions

As there is no closure of the road, Cllrs did not feel further comment required. Clerk noted that there was consultation and that this is welcome.

ACTION: Clerk to respond and thank for consideration

8. a. To RECEIVE the playing field inspection report

Confirms fort areas of concern are fenced area off for safety, and suitable notices in place. Mole hills are in evident, and are of concern.

ACTION: Clerk to investigate mole treatment supplier, and contract treatment.

b. To DISCUSS and AGREE playing field cutting regime 2025

Cllrs considered comments from Cllr Forsdike and the Tree Wardens recommendations.

Proposals are a 5m border along the tree line on 2 borders (Cliff Rd and School Rd boundaries).

Cllrs Forsdike indicates that this year there were additional areas left un-mowed as evidenced in photos provided. Cllrs agreed balance achieved with the recommendations of the WWG. (5M border on Cliff Rod and School Rd borders) which will be mowed in September.

Motion to **ADOPT** cutting regime as discussed above: Proposed: Cllr Elliot; Seconded Cllr Quick - all in favour

ACTION: Clerk to produce document outlining the above; Clerk to advise contractors, including collection of the clippings in September.

c. To RECEIVE UPDATES on the Fort redevelopment project

Working group has met with Playquip and discussed various options to remodel the area. They are putting a bespoke proposal together, and quote. Working group will put together recommendations and budget for March meeting for proposal.

9. To RECEIVE updates from Greener Waldringfield

It was clarified that the Biodiversity Coordinator represents the Council on community groups related to biodiversity and the Coordinator reports to WPC on such matters.

Cllr Quick submitted a report and asked council's guidance on the format of that report. Cllrs advised that ideally a report would include any updates from any of the local community groups involved in biodiversity.

Report was received and no questions were raised.

ACTION: Clerk to amend this agenda item to be "Receive Report from Biodiversity Coordinator"

10. To RECEIVE updates on the Warm Welcome provision

Cllr Elliot advised that it is going well, continues to be well attended and maintaining 3 volunteers per session. Cllr again extended thanks to the VH and Cllr Forsdike all their efforts in facilitating the events.

2137

11. CLERK AND RFO REPORT

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

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

Cllr Elliot reviewed and approved invoices.

ACTION: Cllrs Kay and Reid to authorise BACs payments

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

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

c. To APPROVE Meeting Dates for 2025-26

Motion to **AGREE** proposed meeting dates: Proposed Cllr Kay; seconded Cllr Reid – all in favour

ACTION: Clerk to confirm booking with VH and update the website and notice boards.

12. To CONSIDER and APPOINT Councillors to vacant Responsibilities Deferred to next meeting.

13. To RECEIVE updates/reports on public rights of way, verges and road safety matters Concerns raised regarding safety along Ipswich Road (from the bend to cross roads). There are no passing places or refuge and there are larger vehicles now. The speed limit is also national despite the danger of the bends and lack of passing places.

ACTION: Clerk to discuss issue with Cllr Mulcahy regarding next steps to improving safety along this road.

Cllr Forsdike noted a large amalgamation of large tree branches have been left on the verge opposite the school.

ACTION: Clerk to report to Highways.

14. To CONSIDER any correspondence received before the meeting – see separate list No matters discussed

15. PARISH MATTERS for the next meeting. Fort redevelopment project Cllr vacancies

16. 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 17 (personnel matters).

2138

Motion Proposed by Cllr Kay, seconded by Cllr Reid, agreed by all.

17. To **APPROVE** the Clerk's Annual Performance appraisal and remuneration

Clerk left meeting. Minutes taken by Cllr Kay

Cllrs Kay and Elliot reported on the Appraisal and Salary review meeting with the Clerk, which took place on 6/2/25. The Annual Performance Appraisal form, incorporating the results of the discussion and the Clerk's response had previously been circulated. This was discussed and councillors again recognised the professionalism and quality of Jennifer's skills and her significant contribution to the successful functioning of the parish council. Cllrs also reiterated their willingness to take a more proactive role in participating in working groups, particularly those associated with the Cllrs areas of responsibility.

The completed Annual Performance Appraisal form and salary on the year 15/1/25 to 14/1/26 were approved - Proposed: Cllr Reid, Seconded: Cllr Quick, approved by all.

Meeting Closed 22:03 pm

ACTION POINTS

Planning: Cllr Elliot/Clerk to submit responses by deadlines

BACS payments: Cllrs Reid and Kay to authorise BACs payments

Fort Redevelopment project: Working group to report to next meeting

Playing Field Cutting Regime: Clerk to produce document for contractors (WPC)

Sullivan Place Verges cutting regime: Clerk to produce document for contractors (ESC)

Meeting dates: Clerk to book VH and update website and noticeboards

Verges: Clerk to contact Cllr Mulcahy ref Ipswich road; Clerk to report debris on verge opposite school

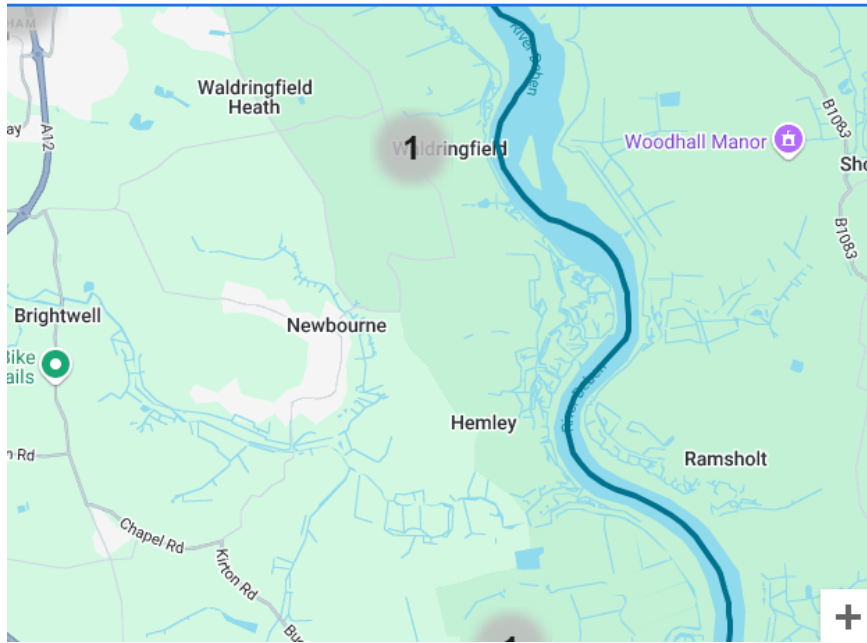
Playing fields: Clerk to investigate mole treatment supplier, and contract treatment.

SUPPORTING DOCUMENTS FEBRUARY

ITEM 3

3. **b. To RECEIVE reports County and District Councillors**
District Councillors' report was circulated to Councillors on 03 February 2025 and available on the website.

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



Waldringfield

1 x violence and sexual offences

ITEM 4

4. **To APPROVE the minutes of the Parish Council Meeting held on 14 January 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 and to **REVIEW ACTION POINTS** from the minutes of the Parish Council Meeting held on 14 January 2025

ACTION POINTS

Planning: Cllr Elliot and Clerk to submit responses by deadlines – **Done – all by deadlines**

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

Fort Redevelopment project: Working Group to submit recommendations to Council in February – **See Item 8.c.**

Internal Audit and Management Review: Clerk, Cllrs Elliot and Gold to organise review – **Held – See Item 11.e.**

Highways matters: Clerk to report verge at School Road/Fishpond Road and Ipswich Road. **Done – no further action from Highways**

ITEM 6

6. **To DISCUSS and APPROVE Sullivan Place verge maintenance plan**
Letters from 2 residents circulated with these documents

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

ITEM 7

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

a.i) DC/24/2645/FUL - Demolition of existing house and annexe and replacement with new house of similar size and location. Erection of additional boat house with accommodation to first floor. (Self build) - Swans Nest, Deben Lane, Waldringfield, Woodbridge, Suffolk IP12 4QN - **Planning Officer G. Heal** - **deadline 13 February 2025**.

DC/25/0211/FUL - Proposed rear extension, new enclosed front porch, internal remodelling and change to external materials - Mouse Lodge, Ipswich Road, Waldringfield, Woodbridge, Suffolk IP12 4QR - **Planning Officer - E Attwood; Comments deadline - 20 February 25**

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:

DC/24/4153/VOC | Received date: Tue 19 Nov 2024 | Status: **Application Permitted** | Case Type: Planning Application

Variation of Condition Nos. 2, 3 & 8 of DC/22/0670/FUL - Proposed Extension and Internal Alterations - The overall footprint of development is reduced through amending the following extensions: The north single-storey extension with a mono-pitch roof is no longer proposed; the existing store to the east is no longer retained; the two-storey extension to the south of the dwelling is no longer proposed; the existing garage is now retained and no longer enlarged; the southern, single-storey extension is reduced in extent. The various external wall materials are amended to replace "masonry, boarding and render" with horizontal timber boarding. The access, driveway remains the same and the parking area has reduced to slightly to the width of the existing garage. - Widelands Cliff Road Waldringfield Woodbridge Suffolk IP12 4QL

DC/24/3020/AME | Received date: Thu 22 Aug 2024 | Status: **Application Withdrawn** | Case Type: Planning Application

Non Material Amendment of DC/22/0670/FUL - Proposed Extension and Internal Alterations - Reducing footprint. - Widelands Cliff Road Waldringfield Woodbridge Suffolk IP12 4QL

d. To RECIEVE update on Brightwell Lakes
Nothing to circulate

e. To RECEIVE any other planning information
Nothing to circulate

f. To CONSIDER responding to Network Assurance East - Cliff Road proposed lane restrictions
Email received from NAE circulated with these documents

ITEM 8


8. a. To **RECEIVE** the Playing Field Inspection report Please find report below:

MONTHLY CHECKS OF WALDRINGFIELD PLAYING FIELD

		Problems found	✓ = satisfactory
Access:	Are all access routes safe & unobstructed?	Yes	
Signs:	Are signs in appropriate position & in good condition?	Yes	
Gates:	Are gates functional & free from obstruction & in good repair?	Yes	
Fencing	Is all fencing in good condition?	No. (Repairs needed on fence adjacent school.)	
Seating:	Is seating safe & in good condition? Are any nuts, bolts/screws out of position?	Ok	
Bins:	Check that bins (3) are being emptied. Pick up rubbish from playing field.	Ok	
Pathways:	Are pathways clear and safe?	Yes	
See-saw:	Is see-saw structure intact? Is safety surface in good condition? Do the stops prevent excessive up & down movement? Are any nuts, bolts out of position?	Ok	
Swings: infant & Junior	Is seating intact? Are chains intact? Do swings work normally? Is safety surface in good condition? Are any nuts, bolts or screws out of position?	Ok	
Basket Swing		Ok	
Slide:	Is surface free from irregularities? Is landing area free from obstruction? Is safety surface intact? Is access safe?	Removed from public use.	
Parallel Bars:	Check condition of safety surface and structure.	Ok	
Goal Posts:	Are goal posts firm in the ground? Is ground level around the posts?	Ok	
Stepping Snake:	Check for any splits or rot and looseness of wooden posts.	Wood needs to be cleaned	
Train:	Check for any splits or rot and security of items.	Wood needs to be cleaned	
Mound & Beams:	Are surfaces generally safe & free from any dangerous protrusions?	Removed from public use.	
Roundabout:	Check that rotation is smooth and gap round platform is even.	Ok	
Climbing Net:	Check that ropes are not excessive slack or connectors loose..	Ok	
Whole Site:	Sweep safety surfaces and scrub if necessary. Check that all metal paintwork/galvanising is in reasonable condition. Check site generally for dangerous litter, excavations etc. Check that trees and shrubs do not present any danger or have loose branches, trim or retie any loose growth.	Two additional holes found in public area. These are not mole runs although there are a total of 9 mole hills adjacent the vehicle gate.	
Tennis Court:	Check external fencing, surface and nets quarterly .	Has there been any move from the tennis club?	

Any problems should be reported to the Clerk.

Checks performed by: R.forsdike.

Master signed: 

Date: 03-02-2025

b. To DISCUSS and AGREE playing field cutting regime 2025

Previously submitted suggestion from Cllr Forsdike:

As a starting point for a discussion, I have listed below some alternatives for how we might approach the grass cutting regime in 2025.

1. Carry out complete programme of grass cutting covering the full area, so allowing full access to and use of the site and assisting in limiting the blind spots for parents/carers observation of children.
2. A very limited wilding of the rear area adjacent the adjoining gardens (north side) with the rest of the field cut.
3. A continuation of this year's regime, where a strip of the playing field approximately four metres wide covering both the south and west fence lines were not mown and the grass was allowed to grow and seed.

No doubt there are other ideas which could be brought forward for consideration.

Waldringfield Parish Council

c. To **RECEIVE UPDATES** on the Fort redevelopment project
Nothing to circulate at time of publication of these documents.

ITEM 9

9. a. To **RECEIVE** updates from Greener Waldringfield
Nothing to circulate

ITEM 10

10. a. To **RECEIVE UPDATE** on the Warm Welcome provision
Nothing to circulate

ITEM 11

11. CLERK AND RFO REPORT

a. 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	VAT	Net	VAT	Total
78	Professional Membership:	11/02/2025	Unity Trust Bank	ICO Registration Certific	ICO	X	35.00		35.00
79	Accounting, Website & Co	03/02/2025	Unity Trust Bank	Google Storage	Google Commerce	S	1.33	0.26	1.59
80	Clerk/Office Expenses	03/02/2025	Unity Trust Bank	Printing costs	Waldringfield Prim	X	1.20		1.20
81	Repairs/Maintenance	03/02/2025	Unity Trust Bank	Hazard Tape - Playing F	Amazon (via Jennif	S	7.37	1.47	8.84
82	Salaries	27/02/2025	Unity Trust Bank	Salary	Jennifer Shone-Trit	X	655.50		655.50
83	Accounting, Website & Co	28/02/2025	Unity Trust Bank	Banking service charge	Unity Trust Bank	X	6.00		6.00
84	Training	03/02/2025	Unity Trust Bank	Training	SALC	S	35.00	7.00	42.00
Total							741.40	8.73	750.13

Waldringfield Parish Council

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

Waldringfield Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/01/2025		
	Cash in Hand 01/04/2024		23,325.57
	ADD Receipts 01/04/2024 - 31/01/2025		21,119.09
	SUBTRACT Payments 01/04/2024 - 31/01/2025		44,444.66 14,908.98
	Cash in Hand 31/01/2025 (per Cash Book)		29,535.68
B	Cash in hand per Bank Statements		
	Petty Cash 31/01/2025	0.00	
	Suffolk Building Society 31/01/2025	8,585.91	
	Unity Trust Bank 31/01/2025	20,949.77	
			29,535.68
	Less unrepresented payments		
			29,535.68
	Plus unrepresented receipts		
B	Adjusted Bank Balance		29,535.68
	A = B Checks out OK		

Waldringfield Parish Council

COST CENTER TO BUDGET

Waldringfield Parish Council Summary of Receipts and Payments

All Cost Centres and Codes

A - Receipts

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
28	Precept	17,404.24	17,404.24					✓ (0%)
31	SCC Footpaths Grant	328.80	328.80					✓ (0%)
36	Bank Interest	50.00	269.33	219.33				219.33 ✓ (438%)
37	Grants and Donations		524.00	524.00				524.00 (N/A)
38	Advertising income	50.00	165.60	115.60				115.60 ✓ (231%)
44	CIL Funds	300.00	1,848.27	1,548.27				1,548.27 ✓ (516%)
49	VAT Refund							(N/A)
SUB TOTAL		18,133.04	20,540.24	2,407.20				2,407.20 ✓ (13%)

B - Administration

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1	Salaries				7,675.00	7,210.50	464.50	464.50 ✓ (6%)
2	PAYE/NI							(N/A)
3	Clerk/Office Expenses		2.80	2.80	75.00	39.22	35.78	38.58 ✓ (51%)
4	Post and telephone				25.00	27.00	-2.00	-2.00 (-8%)
5	Newsletter re 1972 LGA s1				920.00	525.00	395.00	395.00 (42%)
6	Village Hall hire				350.00		350.00	350.00 (100%)
7	Insurance				450.00	423.21	26.79	26.79 (5%)
8	Professional Memberships				590.00	475.71	114.29	114.29 (19%)
9	Audit				250.00	170.00	80.00	80.00 (32%)
10	Chairman's Allowance				50.00	24.00	26.00	26.00 (52%)
11	Training				450.00	85.00	365.00	365.00 (81%)
40	Accounting, Website & Com				600.00	726.94	-126.94	-126.94 (-21%)
48	Warm Welcome				2,428.54	1,791.89	636.65	636.65 (26%)
50	Professional Services							(N/A)
SUB TOTAL			2.80	2.80	13,863.54	11,498.47	2,365.07	2,367.87 (17%)

C - Playing Field/Recreation

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
14	Grass cutting (field)				960.00	840.00	120.00	120.00 (12%)
16	Repairs/Maintenance				2,500.00	980.72	1,519.28	1,519.28 (60%)
17	Footpath Maintenance				375.00	380.10	-5.10	-5.10 (-1%)
SUB TOTAL					3,835.00	2,200.82	1,634.18	1,634.18 (42%)

D - Grants - s137/72 & s136

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
21	Community Grants Fund				2,125.00	1,425.00	700.00	700.00 (32%)
SUB TOTAL					2,125.00	1,425.00	700.00	700.00 (32%)

Summary

NET TOTAL	18,133.04	20,543.04	2,410.00	19,823.54	15,124.29	4,699.25	7,109.25 (18%)
V.A.T.		576.05			534.82		

Waldringfield Parish Council

Waldringfield Parish Council			CASH FLOW STATEMENT			
	31.12.24		31.01.25		28.02.25	
OPERATING ACCOUNT	JANUARY		FEBRUARY		MARCH	
Unity Trust	EXPECTED	ACTUAL	EXPECTED	ACTUAL	EXPECTED	ACTUAL
CASH ON HAND (beginning of month)	£22,276.36	£22,276.36	£20,949.77	£20,949.77	£20,199.64	
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
Advertising	£0.00	£0.00	£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
Invoicing						
TOTAL CASH RECEIPTS	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
AVAILABLE (before cash out)	£22,276.36	£22,276.36	£20,949.77	£20,949.77	£20,199.64	£0.00
CASH PAID OUT						
Administration						
Salaries	£655.50	£655.50	£655.50	£0.00	£655.50	£0.00
Newsletter	£0.00	£0.00	£0.00	£0.00	£222.00	£0.00
Insurance	£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	£35.00	£0.00	£0.00	£0.00
Post/Telephone	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Memberships	£0.00	£0.00	£35.00	£0.00	£0.00	£0.00
Other / Office	£0.00	£0.00	£1.20	£0.00	£0.00	£0.00
Website/Accounting	£57.32	£57.32	£7.33	£0.00	£7.33	£0.00
Playing Fields and maintenance						
Grass Cutting	£0.00	£0.00	£0.00	£0.00	£60.00	£0.00
Repairs and maint'ce	£0.00	£0.00	£7.37	£0.00	£0.00	£0.00
Footpath cutting	£380.10	£380.10	£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
WWG Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
WPCC	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Wildlife Group	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Projects expenses						
Other	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Warm Rooms	£147.39	£147.39	£0.00	£0.00	£45.00	£0.00
VAT	£86.28	£86.28	£8.73	£0.00	£0.00	£0.00
SUBTOTAL	£1,326.59	£1,326.59	£750.13	£0.00	£989.83	£0.00
TOTAL CASH PAID OUT	£1,326.59	£1,326.59	£750.13	£0.00	£989.83	£0.00
POSITION (end of month)	£20,949.77	£20,949.77	£20,199.64	£20,949.77	£19,209.81	£0.00
SUMMARY of ALL CASH						
Unity	£20,949.77	£20,949.77	£20,199.64	£20,949.77	£19,209.81	£0.00
IBS	£8,585.91	£8,585.91	£8,585.91	£8,585.91	£8,585.91	£8,585.91
Total cash position	£29,535.68	£29,535.68	£28,785.55	£29,535.68	£27,795.72	£8,585.91

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c. To **APPROVE** meeting dates for 2025-26

Suggested dates document circulated with these documents

ITEM 12

12. To **CONSIDER** and **APPOINT** Councillors to vacant Responsibilities

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

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Safeguarding	2	Clerk and vacancy
Tree Warden	1	Christine Fisher-Kay
Flood Defences	3	J. Smith, T. Lyon and J. Wilkins

ITEM 13

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

ITEM 14

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

General Correspondence circulated to Councillors

Suffolk Association of Local Councils Devolution update 10.01.25

National Association of Local Councils Chief executive's bulletin - 9 January 2025

Rural Services Network RSN Rural Funding Digest - January 2025 Edition

Society of Local Council Clerks News Bulletin - 8 January 2025

Suffolk & Essex Coast & Heaths National Landscape All the latest from your National Landscape 09.01.25

Suffolk Association of Local Councils NEWS BULLETIN - 13th January 2025

Wegg, Kevin Funding Opportunities 14.1.25

Society of Local Council Clerks SLCC Weekly News Digest - 13/01/2025

Rural Services Network The Rural Bulletin - 14 January 2025

Community Action Suffolk Rural and Community Led Housing Zoom Events 14.01.25

National Association of Local Councils Events newsletter 14.01.25

East Suffolk Planning Team - East Suffolk Developers Charter 14.01.25

National Association of Local Councils Chief executive's bulletin - 16 January 2025

Sizewell C January Project Update 17.01.25

Suffolk Association of Local Councils Exciting Updates for 2025 – We'd Love Your Input! 17.01.25

Community Action Suffolk CAS Newsletter: State of the Sector Survey | Funding Opportunities | Training 17.01.25

Suffolk Association of Local Councils Devolution update 20.01.25

National Association of Local Councils Events newsletter 21.01.25

Rural Services Network The Rural Bulletin - 21 January 2025

Suffolk Association of Local Councils NEWS BULLETIN - 20th January 2025

Society of Local Council Clerks SLCC Weekly News Digest - 20/01/2025

Society of Local Council Clerks News Bulletin - 22 January 2025

Wegg, Kevin Funding Opportunities 23.1.25

National Association of Local Councils Chief executive's bulletin - 23 January 2025

Suffolk Association of Local Councils Devolution SALC activities update - 23rd January 2025

East Suffolk Planning - Planning data now available 23/01/25

Suffolk Association of Local Councils SALC training bulletin 23rd January 2025 - Including Preparing for Audit Session

Rural Services Network The Rural Bulletin - 28 January 2025

Society of Local Council Clerks SLCC Weekly News Digest - 27/01/2025

Suffolk & Essex Coast & Heaths National Landscape News from the National Landscapes 29.01.25

Greenprint Forum - Announcing our next full evening Forum: 24 February 2025 – 03.02.25

Greenprint Forum - Consultations of interest 03.02.25

Last, Oka - Apply by 3rd March - community grants 03.02.25

Wegg, Kevin Funding Opportunities 30.1.25

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East Suffolk Council (S Read) - Rural COL workshop invite - Wednesday 19th March 30.01.25
Community Action Suffolk CAS Newsletter: Funding Opportunities | News | Training 30.01.25
Suffolk Association of Local Councils Devolution NSIPs Bulletin - January 2025 30.01.25
National Association of Local Councils Chief executive's bulletin - 30 January 2025
Suffolk Association of Local Councils NEWS BULLETIN - 3rd February 2025
Community Action Suffolk Rural and Community Led Housing Zoom Events 04.02.25
Society of Local Council Clerks SLCC Weekly News Digest - 03/02/2025
Rural Services Network The Rural Bulletin - 4 February 2025
National Association of Local Councils Events newsletter 04.02.25