



# Waldringfield Parish Council

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## Minutes of the Parish Council Meeting held on Tuesday 11 March 2025

**In attendance:** Cllrs Kay, Elliot, Reid, Quick, Forsdike, Ramsay  
ESC Councillors Reeves

**Members of the public :** 0

**Minutes:** Clerk

**Meeting opened:** 19:31 pm

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Cllr Kay opened the meeting with some comments. He offered congratulations to the Clerk on her achieving her CiLCA qualification. Cllr Kay also advised that Cllr Shore has resigned. He offered thanks to Cllr Shore for his contributions to Council and circulated a card.

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

Cllr Gold – holiday

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

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

None declared

**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

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

Cllr Reeves updated Cllrs on the report circulated:

**Devolution:** Proposals are due to the government by 21<sup>st</sup> March.

ESC – in addition to 4 other District Councils have indicated they would prefer multiple unitary authorities, in particular, two unitary authorities for Suffolk East and West. Suffolk County Council has proposed a single Suffolk authority. Ipswich Borough Council are proposing a “greater Ipswich” unitary authority – which would encompass the East of Ipswich region including Felixstowe and Waldringfield. ESC are meeting on the 19<sup>th</sup> to confirm their proposals and submitting this by 21<sup>st</sup> March.

Noted also were introduced reforms to Compulsory Purchase powers, ending the requirement for local authorities to pay ‘hope value’ when purchasing land for ‘public interest’ projects, including social house building.

Noted were the local 2 by-elections. These returned the same party to the positions in both, thus no change to council.

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SCC report – Cllrs noted the public discussion regarding libraries in the county. SCC is seeking to take them back into their financial control over libraries and this has caused a petition to be circulated against the measure that has received press interest.

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

No new data to consider

**4. To APPROVE the minutes of the Parish Council meeting held on 11 February 2025**

No amendments advised.

Motion to **APPROVE** minutes of the meeting held 11 February 2025 – Proposed Cllr Kay; Seconded Cllr Reid – 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/Clerk to submit responses by deadlines - **Done**

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

**Fort Redevelopment project:** Working group to report to next meeting **See Item 8c.**

**Playing Field Cutting Regime:** Clerk to produce document for contractors (WPC) **See Item 13**

**Sullivan Place Verges cutting regime:** Clerk to produce document for contractors (ESC) **See Item 13**

**Meeting dates:** Clerk to book VH and update website and noticeboards - **Done**

**Verges:** Clerk to contact Cllr Mulcahy ref Ipswich road - **Done**; Clerk to report debris on verge opposite school – **Done, advised not in Highways remit**

**Playing fields:** Clerk to investigate mole treatment supplier – **Done see Item 8b**, and contract treatment – **See item 8b**

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

**a.i) DC/25/0661/FUL** - Construction of a two storey extension to the side of the existing dwelling - Skylark Cottage, Cliff Road, Waldringfield, Woodbridge, Suffolk IP12 4QL – **Planning Officer N. Clow; Comments deadline 24 Mar 25.**

Cllr Elliot spoke on behalf of the planning group. Considered in her analysis were the House Extensions and Alterations planning guidance (2003). This is a two-storey side extension proposal. There is an existing rear extension.

The Policy provides that the extension should be stepped back, and should be in keeping with the existing home.

Cllrs noted this is a two-storey extension and the roof line is not sympathetic to the exiting house. Materials for walls and windows are noted – but the roofing materials are not identified, and due to the proposed extension roof - it would appear that similar roofing would not be possible. Cllrs discussed the visual impact of the extension which would potentially be seen from the front, and the distance between the neighbouring property – as the “gap” between buildings should be retained under the policy but it is unclear what the gap is and whether it is sufficient.

Noted also were that the boundary has existing planting which would obscure views, however if it was removed this would be a very large two storey wall, and construction may clear this to place the extension – so this may present a view from the front. The parking from photos in the submissions suggest a reduction in spaces available.

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Cllrs discussed at length whether there were material considerations that would form the basis of an objection and it was agreed that there was incomplete information regarding the gap and roofing materials to make a decision.

Motion to provide a **HOLDING OBJECTION** pending clarification on matters above: Proposed Cllr Kay, seconded Cllr Forsdike – all in favour

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

None received

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

None received

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

Brightwell Lakes: Proposed names of streets had been circulated to the BL forum members (Cllrs Kay and Elliot), and circulated to Cllrs. Cllrs agreed that there were only a few they considered to be appropriate.

Cllrs enquired about what parcels of land this relates to, as this may impact the subject of the suggestions. Cllrs Kay will ask and advise Cllrs. Cllr Kay advised that responses were due 21 March, and to notify him or Cllr Elliot if there are additional suggestions or if they feel strongly against the suggestions provided.

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

Cllr Quick circulated a report on 10.03.25.

Cllr Quick reviewed her report and was enthusiastic about the coming together of the various community groups in the village that pertain to environment and biodiversity. There are many groups that are doing complimentary work, and contributing to the biodiversity action plan that the Green Infrastructure Group (Greener Waldringfield are representatives on this group) are putting together.

Noted was the “Waldringfield Beach - Memories of the Tideline”... this is a 3C’s initiative which is an Environment Agency initiative for “Championing Coastal Communities”, funding projects. This is now a booked event for the 30<sup>th</sup> and 31<sup>st</sup> of August, and is led by a group consisting of Sailing Club, History Group, Wildlife Group, and others who have been invited by Simon Read and Helene Burningham to create an event using some of their grant money. Also noted was a second PhotoPost has been installed near the sailing club as part of this initiative, to capture the south saltmarsh.

8. **a. To RECEIVE** the playing field inspection report

Cllrs received Cllr Forsdike’s report. The mole hills have been levelled (eliminating the trip hazards). Cllr Forsdike noted that this time is the height of their activities.

Cllr Forsdike sought council’s view on trimming the branches that are protruding into the benches, which was agreed. He also noted that the bulbs are very lovely and coming through well.

He also advised he hopes to clean the furniture in April. Cllr Kay has indicated that he and the Tree Warden will be visiting the pear trees, and new plantings.

**b. To DISCUSS** mole treatment

Cllrs discussed the options considering safety concerns related to having the fields open while the treatment is in place. After discussion, Cllrs agreed that it needs to be addressed, and therefore should proceed with the mole treatment and lock the fields for its duration.

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ACTION: Clerk to organise a supplier to perform the treatment; once organised, Clerk to inform school and Waldringfielders of the closure; Cllr Forsdike to arrange locking when treatment is arranged.

Motion to **APPROVE** engaging the mole supplier and associated costs (delegation to Clerk) – Proposed Cllr Reid, seconded Cllr Kay – all in favour

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

The working group (Cllrs Ramsay, Reid, Forsdike and Kay) advised they had met with one supplier known to the Council and they provided a number of options for consideration.

The group met to discuss the proposals and provided council with their view on the suggested options. Cllrs discussed the pieces suggested and alternative pieces sourced by the working group for comparison.

The area in general was also discussed, to ensure there were no other requirements (benches, the train, the stepping logs etc). Cllrs agreed these were all suitable and in working order for the next few years.

Cllrs discussed all the possibilities and requirements for the area and agreed that the following should form the basis of the quotations:

- Scramble ramp – or similar
- Steps to be replaced – these being wider than existing allowing a parent and toddler to use
- Refurbishing the slide – polishing and raising gradient
- “bridge” solution – a variety of wobble bridges were reviewed or the replacement of the existing “telephone pole” crossings
- A new play den structure – type and construction to be determined
- Replacement of the wooden framing for the fort (simple replacement of timber)

In reviewing the area, the Tree Warden also reports that the sweet chestnut tree will encroach on this in the years to come and is recommending it be removed.

ACTION: Working group to finalise a request for tender; and arrange quotations with local suppliers (all to be ROSPA accredited).

**c.i) To APPROVE project budget**

Clerk has provided a generalised budget considering the estimates of pieces of equipment and ground works that would be required. Cllrs felt the budget is generous and therefore will seek quotations prior to the confirmation of a budget. Cllrs also felt that there may be a need for greater Reserves contributions, so wished to have quotations in hand prior to confirming the budget.

Deferred to next meeting.

**9. To DISCUSS Annual Parish Meeting – 16 April 2025**

Cllr Kay advised what traditionally occurs in the agenda and what has occurred at past events and sought Cllrs opinions on format. Cllrs agreed on the format from last year, which would have levels of government present and then have 3 representatives from the community to present following the break.

Clerk noted that our Labour MP is unable to attend.

ACTION: Chair to send invitation to the community via Residents email group.

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**10.** To RECEIVE updates on the Warm Welcome provision

Cllr Elliot reports this continues to be well received and well attended. Also observed are a broadening of the age range of participants. The last event is 26<sup>th</sup> of March.

**11. CLERK AND RFO REPORT**

**a.** To APPROVE Footpath cutting contract with SCC.

Motion to **APPROVE** footpath cutting contract – Proposed Cllr Reid; Seconded Cllr Kay – all in favour  
ACTION: Clerk to contact SCC and our contractor.

**b.** To APPROVE Training costs of £125.00 – Playing field Inspection course

Motion to **APPROVE** training expenses above – Proposed Cllr Reid; Seconded Cllr Quick – all in favour

**c.** 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 reid – all in favour

BACS payments to be approved by Cllr Reid and Kay

Invoices and receipts approved by Cllr Elliot

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

Cllrs reviewed the financial reports and bank reconciliation. No questions were raised.

Bank Reconciliation reviewed and approved by Cllr Elliot.

**e.** To APPROVE the Annual Audit and Management Review and Internal Control Statement 2025

Motion to **APPROVE** the Annual Audit and Management Review and the Internal Control Statement 2025 – Proposed Cllr Kay; seconded Cllr Reid – all in favour

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

**Management Plan – Sullivan Place Verges**

No comments

**Management plan – Playing Field Boundaries**

Noted that there is a discrepancy between the plan and supporting report regarding a mid-summer cut to the verges. Cllr Kay to clarify the issue prior to posting.

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

Cllrs proposed some amendments as some felt there were encompassing statements that are not necessarily actionable. Discussion did not resolve the issue. Cllrs agreed to defer approval to May meeting.

Motion to **ADOPT** the management plans (subject to clarity on the query regarding the playing field boundary) – Proposed Cllr Kay; seconded Cllr Elliot – all in favour

ACTION: Clerk to post approved management plans on the website (once clarification received) and to liaise with contractors.

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13. To **APPOINT** Cllrs to responsibilities  
Deferred to May agenda when this is normally reviewed.
14. To **RECEIVE** updates/reports on public rights of way, verges and road safety matters  
Nothing raised
15. To **CONSIDER** any correspondence received before the meeting – see separate list  
No matters discussed
16. **PARISH MATTERS** for the next meeting.  
Review of WPC Climate and Ecological Emergency Statement v2025  
Cllrs responsibilities

**Meeting Closed 21:55 pm**

## **ACTION POINTS**

**Planning:** Clerk and Cllr Elliot to respond to planning application by deadline

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

**Fort Redevelopment project:** Working Group to finalise quotation request and seek quotations

**Management Plans:** Clerk to post to website; Clerk to advise relevant contractors

**Footpath Cutting contract:** Clerk to accept contract from SCC and advise contractors

**Mole Treatment:** Clerk to engage mole treatment professional and organise communications regarding closure of the field.

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## SUPPORTING DOCUMENTS MARCH

### ITEM 3

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

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

No new crime data at time of publication

### ITEM 4

4. **To APPROVE the minutes of the Parish Council Meeting held on 11 February 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 11 February 2025**

#### ACTION POINTS

**Planning:** Cllr Elliot/Clerk to submit responses by deadlines - **Done**

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

**Fort Redevelopment project:** Working group to report to next meeting **See Item 8c.**

**Playing Field Cutting Regime:** Clerk to produce document for contractors (WPC) **See Item 13**

**Sullivan Place Verges cutting regime:** Clerk to produce document for contractors (ESC) **See Item 13**

**Meeting dates:** Clerk to book VH and update website and noticeboards - **Done**

**Verges:** Clerk to contact Cllr Mulcahy ref Ipswich road - **Done**; Clerk to report debris on verge opposite school - **Done, advised not in Highways remit**

**Playing fields:** Clerk to investigate mole treatment supplier - **Done see Item 8b**, and contract treatment - TBC

### ITEM 6

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

**a.i) DC/25/0661/FUL** - Construction of a two storey extension to the side of the existing dwelling - Skylark Cottage, Cliff Road, Waldringfield, Woodbridge, Suffolk IP12 4QL - **Planning Officer N. Clow; Comments deadline 24 Mar 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:**  
None received at time of publication.

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

### ITEM 7

7. **To RECEIVE updates from Biodiversity Coordinator**  
Nothing to circulate at time of publication

### ITEM 8

8. **a. To RECEIVE the Playing Field Inspection report**  
Report to follow under separate cover

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

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**b. To DISCUSS Mole treatment**

Clerk has two contractors to contact. One contractor raised safety concerns regarding traps on the playing fields, which are accessed by the public, and primarily children. They identified the reasons below as hazards they are concerned about, and reasons they would not be happy to undertake the work at this time – and Clerk and Cllr Forsdike wished to raise this with Council:

- Trip hazards
- Members of the public or children removing them and being injured
- Theft

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

Nothing to circulate at the time of publication.

**c.i) To APPROVE the project budget**

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
<b>Available funding</b>	<b>£6,677.97</b>

To be Confirmed funding	
Reserves	£3,000.00
<b>Total funding as of March</b>	<b>£9,677.97</b>

Project Costs - projected	
<b>New equipment</b>	
Tunnel bridge	£4,584.00
play den	£2,833.00
scramble ramp	£3,646.00
steps	£1,966.00
Upgrade - rope guide	£590.00
<b>New equipment</b>	<b>£13,619.00</b>
<b>Bespoke development work</b>	
Removal	£1,344.00
Log removal	£380.00
surfacing	£1,096.00
Slide adaptation	£2,685.00
<b>Bespoke total</b>	<b>£5,505.00</b>

Total project costs £19,124.00

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Additional funding required

£9,446.03

Options for additional funding:	
ESC Ward Cllrs - Enabling communities funding	<i>Request can be made in new funding year/ for funding before start of project</i>
Local CIL Play Fund	<i>50% match funding req'd; Ward Cllr needs to support of application - Apr applications - May decisions</i>
Lottery Funding	<i>Meet criteria for application - decisions take 16 weeks</i>
Community Partnership	<i>The partnerships do not know as yet the funding priorities or the amounts of the funding pots - so unknown if there is anything available</i>

## ITEM 9

9. To **DISCUSS** Annual Parish Meeting – 16 April 2025  
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 **APPROVE** footpath cutting contract with SCC

Annually, PROW offer a contract to Parishes to have the PROW footpaths cut. This offers flexibility and control to PCs to manage the cutting regime. They offer almost all of the cost for 2 cuts per year. Contracting this as a PC allows the PC to further flexibility to contract additional cuts (at our expense) should this be required. Clerk and Cllr Gold have reviewed the paths identified and agree these. Clerk recommends accepting.

Attached are the following documents for review:

2022-03-30 – Schedule – amended – this is the schedule and lengths comprised in the contract  
2022-03-30 – Zone 10 – Waldringfield PC Plan – amended – this is the map of the agreed footpaths.

- b. To **APPROVE** training costs of £125.00 – Playing Field Inspection Course

This is a new course offered through SALC (a reputable training provider) in our area. Cllr Forsdike would like to attend to improve his knowledge.

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- c. 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	V	Net	VAT	Total
85	Newsletter re 1972 LGA s1	05/03/2025	Unity Trust Bank	Newsletter	Spingold Design & I	Z	180.00		180.00
86	Accounting, Website & Coi	05/03/2025	Unity Trust Bank	Google Storage	Google Commerce	S	1.33	0.26	1.59
87	Clerk/Office Expenses	05/03/2025	Unity Trust Bank	Printing costs	Waldringfield Prim	Z	5.00		5.00
88	Salaries	05/03/2025	Unity Trust Bank	Salary - back pay	Jennifer Shone-Trit	X	51.75		51.75
89	Salaries	05/03/2025	Unity Trust Bank	Salary	Jennifer Shone-Trit	X	690.00		690.00
90	Accounting, Website & Coi	05/03/2025	Unity Trust Bank	Banking service charge	Unity Trust Bank	X	6.00		6.00
<b>Total</b>							<b>934.08</b>	<b>0.26</b>	<b>934.34</b>

## RECEIPTS LIST

### RECEIPTS LIST

Vouc	Code	Date	Bank	Description	Supplier	Net	Total
17	Advertising income	04/03/2025	Unity Trust Bank	Advertising Income	Barke Scaffoldi	X	24.00
<b>Total</b>						<b>24.00</b>	<b>24.00</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	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	189.60	139.60			139.60		(279%)
44	CIL Funds	300.00	1,848.27	1,548.27			1,548.27		(516%)
49	VAT Refund								(N/A)
	<b>SUB TOTAL</b>	<b>18,133.04</b>	<b>20,564.24</b>	<b>2,431.20</b>			<b>2,431.20</b>		<b>(13%)</b>

#### B - Administration

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
1	Salaries				7,675.00	7,952.25	-277.25	-277.25	(-3%)
2	PAYE/NI								(N/A)
3	Clerk/Office Expenses		2.80	2.80	75.00	44.22	30.78	33.58	(44%)
4	Post and telephone				25.00	27.00	-2.00	-2.00	(-8%)
5	Newsletter re 1972 LGA s1				920.00	705.00	215.00	215.00	(23%)
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 & Co				600.00	734.27	-134.27	-134.27	(-22%)
48	Warm Welcome				2,428.54	1,791.89	636.65	636.65	(26%)
50	Professional Services								(N/A)
	<b>SUB TOTAL</b>		<b>2.80</b>	<b>2.80</b>	<b>13,863.54</b>	<b>12,432.55</b>	<b>1,430.99</b>	<b>1,433.79</b>	<b>(10%)</b>

#### C - Playing Field/Recreatic

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
14	Gross 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%)
	<b>SUB TOTAL</b>				<b>3,835.00</b>	<b>2,200.82</b>	<b>1,634.18</b>	<b>1,634.18</b>	<b>(42%)</b>

#### D - Grants - s137/72 & s19

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

#### Summary

<b>NET TOTAL</b>	<b>18,133.04</b>	<b>20,567.04</b>	<b>2,434.00</b>	<b>19,823.54</b>	<b>16,058.37</b>	<b>3,765.17</b>	<b>6,199.17</b>	<b>(16%)</b>
<b>V.A.T.</b>		<b>576.05</b>			<b>535.08</b>			
<b>GROSS TOTAL</b>		<b>21,143.09</b>			<b>16,593.45</b>			

# Waldringfield Parish Council

Waldringfield Parish Council				CASH FLOW STATEMENT			
		31.01.25			28.02.25		
OPERATING ACCOUNT Unity Trust		FEBRUARY		MARCH		APRIL	
		EXPECTED	ACTUAL	EXPECTED	ACTUAL	EXPECTED	ACTUAL
<b>CASH ON HAND (beginning of month)</b>		£20,949.77	£20,949.77	£20,199.64	£20,199.64	£19,270.30	
<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	£9,841.73	£0.00
CIL		£0.00	£0.00	£0.00	£0.00	£533.65	£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	£332.10	£0.00
Invoicing						£0.00	£0.00
<b>TOTAL CASH RECEIPTS</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£10,707.48</b>	<b>£0.00</b>
<b>AVAILABLE (before cash out)</b>		<b>£20,949.77</b>	<b>£20,949.77</b>	<b>£20,199.64</b>	<b>£20,199.64</b>	<b>£29,977.78</b>	<b>£0.00</b>
<b>CASH PAID OUT</b>							
<b>Administration</b>							
Salaries		£655.50	£0.00	£741.75	£0.00	£690.00	£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		£35.00	£0.00	£0.00	£0.00	£0.00	£0.00
Post/Telephone		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Memberships		£35.00	£0.00	£0.00	£0.00	£625.60	£0.00
Other / Office		£1.20	£0.00	£0.00	£0.00	£0.00	£0.00
Website/Accounting		£7.33	£0.00	£7.33	£0.00	£7.33	£0.00
<b>Playing Fields and maintenance</b>							
Grass Cutting		£0.00	£0.00	£0.00	£0.00	£60.00	£0.00
Repairs and maint'ce		£7.37	£0.00	£0.00	£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	£0.00	£0.00
Village Hall		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
General Grants		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
WWG Grant		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
WPCC		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Wildlife Group		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Projects expenses</b>							
Other		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Warm Rooms		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
VAT		£8.73	£0.00	£0.26	£0.00	£0.00	£0.00
<b>SUBTOTAL</b>		<b>£750.13</b>	<b>£0.00</b>	<b>£929.34</b>	<b>£0.00</b>	<b>£1,382.93</b>	<b>£0.00</b>
<b>TOTAL CASH PAID OUT</b>		<b>£750.13</b>	<b>£0.00</b>	<b>£929.34</b>	<b>£0.00</b>	<b>£1,382.93</b>	<b>£0.00</b>
<b>POSITION (end of month)</b>		<b>£20,199.64</b>	<b>£20,949.77</b>	<b>£19,270.30</b>	<b>£20,199.64</b>	<b>£28,594.85</b>	<b>£0.00</b>
<b>SUMMARY of ALL CASH</b>							
Unity		£20,199.64	£20,949.77	£19,270.30	£20,199.64	£28,594.85	£0.00
IBS		£8,585.91	£8,585.91	£8,585.91	£8,585.91	£8,316.58	£8,316.58
<b>Total cash position</b>		<b>£28,785.55</b>	<b>£29,535.68</b>	<b>£27,856.21</b>	<b>£28,785.55</b>	<b>£36,911.43</b>	<b>£8,316.58</b>

# Waldringfield Parish Council

e. To **APPROVE** the Annual Audit and Management Review and Internal Control Statement 2025 Draft Annual Risk Assessment and Management Review and Draft Internal Controls Statement 2025 were circulated with these documents

## ITEM 12

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

**Management Plan – Sullivan Place Verges**

To be circulated to councillors under separate cover

**Management plan – Playing Field Boundaries**

To be circulated to councillors under separate cover

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

Document circulated with these documents

## ITEM 13

13. To **CONSIDER** and **APPOINT** Councillors to 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 <span style="background-color: yellow;">vacancy</span>
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	<span style="background-color: yellow;">vacancy</span>

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Climate and Biodiversity Coordinator	1	Cllr Quick
Felixstowe Partnership	1	Cllr Reid, <b>vacancy</b>
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
Safeguarding	2	Clerk and <b>vacancy</b>
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** - News Devolution - update 3rd February 2025 Suffolk on the fast track 06.02.25

**National Association of Local Councils** Chief executive's bulletin - 6 February 2025

**Wegg, Kevin** Funding Opportunities 6.2.25

**Suffolk Association of Local Councils** - NEWS BULLETIN - 10th February 2025

**Society of Local Council Clerks** SLCC Weekly News Digest - 10/02/2025

**Sizewell C** Project Update February 11.02.25

**National Association of Local Councils** Events newsletter 11.02.25

**Rural Services Network** The Rural Bulletin - 11 February 2025

**Suffolk Association of Local Councils** SALC training bulletin 11th February 2025

**Rural Services Network** RSN Rural Funding Digest - February 2025 Edition

**Suffolk & Essex Coast & Heaths National Landscape** All the latest from your National Landscape 13.02.25

**Suffolk Association of Local Councils** SALC East Suffolk area forum - 27th March 2025 BOOK NOW

**Greenprint Forum** - Greenprint Forum newsletter out now 16.02.25

**Greenprint Forum** - Greenprint Forum dates coming up 16.02.25

**Greenprint Forum** - Dates of note coming up 16.02.25

**Greenprint Forum** - Consultations update 16.02.25

**Suffolk Association of Local Councils** Devolution - update 17th February 2025 - consultation published today 17.02.25

**Society of Local Council Clerks** SLCC Weekly News Digest - 17/02/2025

**Society of Local Council Clerks** Establishing a New Local Council 18.02.25

**National Association of Local Councils** Events newsletter 18.02.25

# Waldringfield Parish Council

**Rural Services Network** The Rural Bulletin - 18 February 2025

**Wegg, Kevin** Funding Opportunities 13.2.25

**Suffolk Association of Local Councils** Devolution - update 19th February - briefing note from Suffolk County Council 19.02.25

**Sizewell C** - Project Update – February 19.02.25

**National Association of Local Councils** Chief executive's bulletin - 20 February 2025

**Suffolk Association of Local Councils** SALC East Suffolk area forum - 27th March 2025 - focussing on Devolution 24.02.25

**Suffolk Association of Local Councils** NEWS BULLETIN - 24th February 2025

**Rural Services Network** The Rural Bulletin - 25 February 2025

**Suffolk Association of Local Councils** SALC training bulletin 25th February 2025

**Wegg, Kevin** Funding Opportunities 27.2.25

**National Association of Local Councils** Chief executive's bulletin - 27 February 2025

**East Suffolk Council** - Rural COL workshop REARRANGED TO 17TH MARCH – 28.02.25

**Suffolk & Essex Coast & Heaths National Landscape** News from the National Landscapes 26.02.25

**Sizewell C** Community Forum Invitation March 2025 28.02.25

**Suffolk Association of Local Councils** Winner and Finalist - Star Council Awards 2024 27.02.25

**Felixstowe Peninsula Community Partnership:** Review of Community Partnerships 26.02.25

**AEPA** - Save the Date - THURSDAY 10 APRIL, ENERGY PROJECTS MEETING 27.02.25

**Community Action Suffolk** - CAS Newsletter 27/02/2025

**Green Issues** - Dates for awareness 28.02.25

**Green Issues** - Current open consultations 28.02.25

**East Suffolk Council** News from East Suffolk: Wild spaces return to support nature across East Suffolk 28.02.25

**Suffolk Association of Local Councils** NEWS BULLETIN - 3rd March 2025

**Rural Services Network** The Rural Bulletin - 4 March 2025

**Society of Local Council Clerks** SLCC Weekly News Digest - 03/03/2025

**East Suffolk Council** News from East Suffolk: Help shape the Air Quality Strategy for East Suffolk 04.03.25