



Minutes of the Parish Council Meeting held on Tuesday 14 January 2025

In attendance: Cllrs Kay, Elliot, Reid, Quick, Ramsay, Forsdike, Gold.

ESC Councillors Reeves and Ninnmey

Members of the public : 2

Minutes: Clerk

Meeting opened: 17:31 pm

2124

1. a. To RECEIVE and APPROVE apologies for absence

Cllr Shore – work commitments

Cllr Mulcahy – holiday

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

2. a. To RECEIVE declarations of interest

None received

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

None received

3. b. To RECEIVE a presentation regarding fibre installation from City Fibre

Mr Madle from City Fibre attended the meeting to update council on their work in the village. Early work has determined that much infrastructure can be used, some needs to be installed – such as on School Road – which is scheduled for 27-31 January. He advises that it is anticipated that the service will be going live sometime in May.

Mr. Madle explained they are infrastructure provider – ISP (internet service provider) will need to be engaged to connect the home by the homeowner, once the infrastructure is installed. Communication to residents is forthcoming from City Fibre and subsequently from ISPs.

It appears that Open Reach is expected to provide the infrastructure for the rest of the village although the details of this have not yet been confirmed by Open Reach.

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

Resident submitted a letter in respect of the verges in Sullivan Place and the cutting schedule. The verge discussed was the verge without the village sign. They advised that there are residents affected by the current cutting regime. They sought to have a compromise where that verge is cut, and the village sign verge is maintained as WPC has done in the past. It was acknowledged that wildflowers seem to do well on one side, and not the other.

Cllr Kay noted WWG have considered this, that the grass on the other side is of a different nature and less fertile for the wildflowers. WWG are the volunteers who tend the areas.

Cllrs discussed the size of the grass at issue (the one side of the verge) and its relative value to biodiversity.

2125

As this issue is not included in the January agenda Cllrs agreed that no decision could be taken at this meeting and the proposal and cutting regime should be included in the February agenda.

c. To RECEIVE reports County and District Councillors

District Councillors' report was circulated to Councillors on 06 January 2025.

Cllr Reeved discussed two big changes in local government.

National Planning Policy Framework – published 12 December 2024 – which had immediate effect. The impacts to the planning provision include:

- The new government has set the housing need figure for East Suffolk at 1,644 homes each year which is significantly higher than the actual delivery of 830 homes per year over the past three years. Until the next Local Plan for East Suffolk (merging the Suffolk Coastal and Waveney plans) is in place it is likely unplanned housing development will be brought forward by developers.
- The requirement to deliver 25% of affordable homes on sites as First Homes has been removed under the NPPF so a greater proportion of social rented housing will now apply.
- There is now a requirement to meet the needs of the economy and identify locations for industry uses – in our area predominantly freight and logistics. This new requirement could lead to planning applications for port activities to spread across the A14.

Local government re-organisation – The government aims to reduce the number of authorities (District and county) and replace them with unitary authorities across larger areas, headed by an elected mayor. SCC has now voted to sign-up for the fast-track devolution deal providing for an elected Mayor covering both Suffolk and Norfolk and the abolition of District and County Councils (and their replacement by a unitary authority). This unitary authority would take on the responsibilities of both the district and county councils. It also means the cancellation of May's County Council elections and the present administration would remain until 2027 when a new unitary administration would be elected.

Cllrs discussed the lack of mandate for the existing SCC councillors, the role of Parish and Town councils, and the area covered by an elected councillor under the unitary authority would likely cover.

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

There was no new crime data to consider

4. To APPROVE the minutes of the Parish Council meeting held on 10 December 2024

No amendments advised.

Motion to **APPROVE** minutes of the meeting held 10 December 2024 – Proposed Cllr Elliot; Seconded Cllr Kay – 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 4 submitted by 13.12.24**

BACS payments: Cllrs Reid and Kay to authorise BACs payments – **Done – 11.12.24**

Budget: Clerk to post approved budget to the website and send Precept request to ESC – **Done 16.12.24**

Fort Redevelopment project: Clerk to contact Cllr Mulcahy – **Done 16.12.24**; Clerk to discuss with school on circulation options- **Done**; Clerk to develop the Google Form to be undertaken to get this on

Waldringfielders/Residents – **Sent 15.12.24 – See Item 8C**

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

2126

Highways matters: Clerk to report line markings at crossroads and Fishpond Road corner to Highways **Done - 16.12.24 – works agreed**

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

a.i) DC/24/4339/FUL - Proposed alterations and rear single storey extension Bell Cottage, Cliff Road, Waldringfield, Woodbridge, Suffolk IP12 4QL – **Planning Officer: I Taylor; Comments deadline 15 Jan 25**

Cllr Elliot presented on behalf of the planning group. A Location plan and drawings were displayed on screen.

The current application is seeking to carry out a general renovation, introduce new fenestration, rearrange the internal layout and build a single storey ground floor extension to the rear. In general, the planning group considers that the proposed changes would enhance the usability of the existing rooms.

The planning group expressed concerns regarding the roof lantern which dominates the roof of the proposed extension. It was noted that neighbouring extensions do not have this feature. The planning group outlined the risk of light disturbance to the bedrooms of the attached neighbouring property.

They further noted that these cottages are within the AONB/National Landscape, and this extension is bordering the protected riverine area and faces on to the countryside, thus the light spillage from the roof lantern could have a negative impact on the otherwise dark skies of the countryside.

The planning group recommends that WPC consider supporting this application subject to approved modifications to the roof lantern to minimise light spill (a condition of planning consent) – in addition to the requirement that no external lighting is installed without an approved lighting plan.

Motion to **SUPPORT** to the application with the conditions noted above– Proposed Cllr Reid; Seconded Cllr Quick – all in favour

a.ii) DC/24/4274/FUL - Replacement dwelling and garage (self build) for a lawful residential caravan. Caravan, Low Farm, Ipswich Road, Waldringfield, Woodbridge Suffolk **Planning Officer – N Webb; Comments deadline 15 Jan 25**

Clerk left meeting for discussion. Minutes taken by Cllr Kay

Notes prepared by WPC’s planning group together with the application documents were reviewed.

It was recognised that the proposed development was outside of the settlement boundary and that it fell into the category of “Replacement Dwelling”.

The impact of the scale of the development was discussed and the majority agreed that this is mitigated by the variations of roofline and the “stepped back” presentation of each of the elevations, and the fact that the plot is well screened by existing vegetation (providing that screening remains in place).

It was agreed that the following conditions should apply:

- That the tree survey and tree protection plan be added to the schedule of approved plans.
- That a detailed lighting design strategy for biodiversity shall be submitted to and approved in writing by the local planning authority.

2127

Motion to SUPPORT the application, subject to the above conditions being applied to any planning consent. Proposed: Cllr Reid, seconded: Cllr Gold. In favour: 6, opposed: 1.

Clerk rejoined meeting.

α.iii) DC/24/4345/ARM - Approval of Reserved Matters of DC/17/1435/OUT - Outline planning application for up to 2000 dwellings, an employment area of c0.6ha (use Class B1), primary local centre (comprising use Classes A1, A2, A3, A4, A5, B1, C3, D1 and D2), secondary centre (comprising possible use Classes A1, A3 and A4), a school, green infrastructure (including Suitable Accessible Natural Greenspace (SANGs), outdoor play areas, sports ground and allotments/community orchards), public footpaths and cycleways, vehicle accesses and associated infrastructure - Construction of 69 homes (including 17 affordable homes) garage, parking, surface water drainage basin, internal access roads, landscaping and associated infrastructure (W5). This includes details submitted in compliance with conditions 8, 11, 14, 30 and 43 and details submitted to formally discharge conditions 23, 24, 25, 26, 28(a), 41, 48 and 61 of DC/20/1234/VOC - Land South And East Of , Adastral Park, Martlesham Heath, Martlesham, Suffolk; **Planning Officer D Miller; Consultation deadline – 17 Jan 25**

Cllr Elliot presented on behalf of the planning group. She noted this application is linked to the Outline planning application DC/17/1435/OUT and the number of conditions also attached to DC/20/1234/VOC, which should be reviewed in conjunction with this application.

It was noted that this is the first application for new builder Denbury Homes Ltd and covers the W5 parcel.

The planning group note the application almost delivers the required number of “affordable home” - the requirement is 25% and the breakdown of the different categories of affordable is within tolerance The accessibility criteria also exceeds the required 40% as 50% comply.

Planning group had no comments to add to the proposed building plans themselves.

In terms of the landscaping for this application – the Tree Warden made comments circulated to councillors noting in particular:

- the landscape plan does not give any detail as to species, size or character of the proposed planting – it spears to be indicative;
- the green space which serves as a recreation area as well as floodwater attenuation has no detail as to the amenity value as a recreation area – no indication of access paths, or bench/splay equipment etc
- green corridors are not indicated on the plans.
- Identified planting (trees) is not native and unsuitable for the soil on this site

Cllrs discussed these comments in detail and noted that the natural green space that is intended to be created is not in keeping with the high quality natural green space that exists in the area. These spaces are central to protecting a Deben estuary as a whole. Biodiversity net gain requirements are not applicable to this development due to the approval date of the planning application. Cllrs did note that TW did and have amended plans in respect of the green spaces.

Planning group recommends further consideration be given to the landscaping plans to remain in keeping with comments discussed. Cllrs discussed the response to the application.

Motion to provide a **HOLDING OBJECTION** to the application pending more detailed and specific landscape plans – Proposed Cllr Kay; Seconded Cllr Gold – all in favour

2128

a.iv) DC/24/1952/FUL – Reconsultation - The construction of 6 scrapes; 4 ponds; 5 invertebrate banks; 5 water level control structures; 2 viewing platforms; creation of a new ditch; raising of part of existing public footpath by 300mm; creation of spoil areas from earth to create wildlife habitats and associated works on former organic arable land and grazing marsh being restored for nature in dual use as agricultural land and nature reserve - Martlesham Wilds , Church Lane, Martlesham, Woodbridge, Suffolk IP12 4PQ – **Planning Officer N. Levett; Consultation deadline 17 Jan 25**

Cllr Elliot presented on behalf of the planning group.

The WPC previously responded in support of the application provided 3 concerns were addressed (a holding objection)

- lack of a construction plan that provided protection for trees,
- Correction of identified definitive map PROW errors;
- Access issues including insufficient car parking provision which in particular would impact those with mobility issues

The planning group noted that the SWT has pointed out that the response from the ESC Aboricultural Officer did not advise that additional tree protection fencing is necessary.

The SCC PROW planning officer withdrew their holding objection objections as new drawing reflects accurate PROW, and obstructions removed.

SWT have restated that they believe that the site is already well served by public transport and PROW and that they encourage people to use public transport as an alternative to driving. They point out that they are not including any other visitor services such as a cafe and are adamant that they have no plans to increase the size of the car park. They also restated that the carpark is outside the application site boundary and is therefore not part of this application.

WPC Tree Warden report suggested screening be put in place for the parking areas.

After some discussion Cllrs agreed that the PROW & Tree protection concerns had been addressed and whilst disappointed by SWT's stance on the car park Cllrs accepted that this could be taken no further.

Cllrs agreed that making a recommendation to screen the car park be included in response."

Motion to **SUPPORT** the application – Proposed Cllr Reid; Seconded Cllr Kay – all in favour

a.v) DC/24/4511/LBC -Listed Building Consent - Verandah extension - Whitehall, Mill Road, Waldringfield, Woodbridge, Suffolk IP12 4PY – **Planning Officer J. Hannan; Consultation deadline 29 Jan 25**

a.vi) DC/24/4510/FUL – Verandah extension - - Whitehall, Mill Road, Waldringfield, Woodbridge, Suffolk IP12 4PY – **Planning Officer J. Hannan; Consultation deadline 29 Jan 25**

The Planning group reviewed these applications and recommends, as usual in these cases, deferring to the recommendations of the ESC Conservation Officer. All Cllrs agreed this was appropriate.

b. To MAKE ARRANGEMENTS to deal with applications received after publication of this agenda.
DC/24/3608/AGO2 – Cllr Elliot raised this application for consideration. WPC is not a statutory consultee – but could make comments. It was advised, however, this application was approved prior to the meeting, thus making a response moot.

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

None received

d. To RECEIVE any other planning information

DC/24/3930/FUL- Halyards. Cllr Elliot and the planning group advised that the Planning Officer in this case suggested that the requirement for an external lighting plan may not be an enforceable condition and asked the WPC would they support the application without the requirement of a lighting plan.

The planning group noted the previous application from this property held this condition, which was applied by a senior planning officer. They further noted a similar condition in another planning application that had successful enforcement action taken on the subject of an external lighting plan.

The planning group further noted that the property backs on to the re-wilded golf club land and is on the development boundary facing the countryside, thus would make it reasonable to expect compliance with the with dark skies requirements.

Cllrs discussed and agreed that this should not be agreed and WPC will respond to the Planning Officer siting cases noted.

ACTION: Clerk to respond to Planning Officer

7. To RECEIVE updates from Greener Waldringfield

Cllr Quick advised that GW is holding their first meeting on 23rd Jan – which includes a rewilding talk at Kennedy Room – GW first meeting 7.15pm; talk at 7.30pm.

8. a. To RECEIVE the playing field inspection report

Cllr Forsdike identified a hazard that now requires closure of amenities. This includes the slide and walkway over the ravine that are now not serviceable and should be cordoned off. Cllrs discussed how to limit access, or what mitigation of the hazard could be undertaken.

ACTION: Cllrs agreed that Cllr Forsdike will undertake fencing off the area and place warning signs.

b. To DISCUSS response to ROSPA report

Cllr Forsdike noted that there were no serious hazards in the report. And only 2 at a risk of between 8-12.

Cllr Forsdike has undertaken a thorough review of the issues raised and is satisfied there is no further action required on this.

c. To RECEIVE UPDATES on the Fort redevelopment project

Cllrs agreed that that a thorough review of the consultation would be best done with a working group, which could meet to discuss the particulars of the consultation response and to then formulate proposals to address this to the February meeting.

Cllrs Reid, Kay, Forsdike and Ramsay have agreed to form a working party.

ACTION: Working party submit recommendations to Feb meeting.

9. To RECEIVE updates on the Warm Welcome provision

Cllr Elliot advised going well, but is trying to engage with volunteers to fill slots in the coming weeks.

2130

10. CLERK AND RFO REPORT

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

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

Cllr Gold 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 Gold; Seconded Cllr Kay – all in favour

c. To **DISCUSS** Internal Audit and Management Review
Cllrs Elliot and Gold volunteered to undertake the review

ACTION: Clerk to organise.

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

12. To **RECEIVE** updates/reports on public rights of way, verges and road safety matters Corner entering the village – corner needs to be cut back as now dangerous in terms of line of sight. Extension from the bushes from inside the property on the corner appear to be contributing.

ACTION: Clerk to report to Highways that verge needs to be cut back.

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

14. **PARISH MATTERS** for the next meeting. Cutting of verges at Sullivan Place Playing Field cutting regime Councillor Responsibilities

15. *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 16 (personnel matters).*

16. To **DISCUSS** the Clerk's Annual Performance Review.

Clerk left meeting. Minutes taken by Cllr Kay

The clerk's pay was discussed, and a proposal for a rate of pay for the year starting 15th January 2025 was agreed. The NALC rates were noted for information only. Her pay will be re-visited when she obtains her CILCA qualification. Her performance was also discussed, and some suggestions were made, the details of which will be conveyed to her at the Annual Performance Appraisal meeting.

2131

The Annual Performance Appraisal meeting will be arranged in the usual way, between the Clerk, the Chair and the Vice-chair.

Motion to APPROVE the proposals discussed: Proposed by Cllr Forsdike, seconded by Cllr Reid, agreed by all.

Meeting Closed 22.20 pm

ACTION POINTS

Planning: Cllr Elliot and Clerk to submit responses by deadlines

BACS payments: Cllrs Reid and Kay to authorise BACS payments

Fort Redevelopment project: Working Group to submit recommendations to Council in February

Internal Audit and Management Review: Clerk, Cllrs Elliot and Gold to organise review

Highways matters: Clerk to report verge at School Road/Fishpond Road and Ipswich Road.

Waldringfield Parish Council

SUPPORTING DOCUMENTS JANUARY

ITEM 3

3. **b. To RECEIVE reports County and District Councillors**
District Councillors' report was circulated to Councillors on 06 January 2025 and available on the website.

c. The RECEIVE updates on crime data from Suffolk Police

No new data available at time of publication

ITEM 4

4. **To APPROVE the minutes of the Parish Council Meeting held on 10 December 2024**
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 10 December 2024**

ACTION POINTS

1. **Planning:** Cllr Elliot and Clerk to submit responses by deadlines – Done – all 4 submitted by 13.12.24
2. **BACS payments:** Cllrs Reid and Kay to authorise BACs payments – Done – 11.12.24
3. **Budget:** Clerk to post approved budget to the website and send Precept request to ESC – Done 16.12.24
4. **Fort Redevelopment project:** Clerk to contact Cllr Mulcahy – Done 16.12.24; Clerk to discuss with school on circulation options- Done; Clerk to develop the Google Form to be undertaken to get this on Waldringfielders/Residents – Sent 15.12.24 – See Item 8C
5. **Highways matters:** Clerk to report line markings at crossroads and Fishpond Road corner to Highways Done - 16.12.24 – works agreed

ITEM 6

6. **a. To CONSIDER Planning Applications for COMMENTS:**
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Waldringfield Parish Council

26, 28(a), 41, 48 and 61 of DC/20/1234/VOC - Land South And East Of , Adastral Park, Martlesham Heath, Martlesham, Suffolk; **Planning Officer D Miller; Consultation deadline – 17 Jan 25**

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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 at time of publication

d. To RECEIVE any other planning information
Nothing to circulate

ITEM 7

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

ITEM 8

8. **a. To RECEIVE** the Monthly playing field inspection report
Inspection report circulated with these documents.
- b. To DISCUSS** response to ROSPA report
Cllr Forsdike's report was circulated with these documents.
- c. To DISCUSS and RECEIVE UPDATES** on the Fort redevelopment project
Clerk submitted a report with these documents on the outcome of the survey.

ITEM 9

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

ITEM 10

10. CLERK AND RFO REPORT

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

Waldringfield Parish Council

PAYMENTS LIST

Waldringfield Parish Council								
PAYMENTS LIST								
No	Code	Date	Bank	Description	Supplier		Net	VA' Total
70	Accounting, Website & Co	31/12/2024	Unity Trust B	Banking service ch	Unity Trust Ban	X	6.00	6.00
71	Accounting, Website & Co	31/01/2025	Unity Trust B	Banking service ch	Unity Trust Ban	X	6.00	6.00
72	Accounting, Website & Co	03/01/2025	Unity Trust B	MS Office Subscrip	Microsoft Offic	S	49.99	10.00 59.99
73	Footpath Maintenance	03/01/2025	Unity Trust B	Footpath cutting	Impact Landsc	S	380.10	76.02 456.12
74	Accounting, Website & Co	03/01/2025	Unity Trust B	Google Storage	Google Commel	S	1.33	0.26 1.59
75	Salaries	28/01/2025	Unity Trust B	Salary	Jennifer Shone-	X	655.50	655.50
76	Warm Welcome	03/01/2025	Unity Trust B	Warm Room/Pantry	J Elliot	E	110.75	110.75
77	Warm Welcome	03/01/2025	Unity Trust B	Warm Room/Pantry	J Elliot	E	36.64	36.64
Total							1,246.31	86.28 1,332.59

RECEIPTS LIST

Waldringfield Parish Council								
RECEIPTS LIST								
No	Code	Date	Bank	Description	Supplier		Net	Total
15	Bank Interest	15/12/2024	Suffolk Buildi	Bank Interest	Suffolk Building	X	269.33	269.33
16	Advertising income	05/12/2024	Unity Trust E	Advertising Income	Pixel Perfect	X	24.00	24.00
Total							293.33	293.33

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 31/12/2024		
	Cash in Hand 01/04/2024		23,325.57
	ADD Receipts 01/04/2024 - 31/12/2024		21,119.09
	SUBTRACT Payments 01/04/2024 - 31/12/2024		44,444.66 13,582.39
	Cash in Hand 31/12/2024 (per Cash Book)		30,862.27
B	Cash in hand per Bank Statements		
	Petty Cash 31/12/2024	0.00	
	Suffolk Building Society 31/12/2024	8,585.91	
	Unity Trust Bank 31/12/2024	22,276.36	
			30,862.27
	Less unrepresented payments		
			30,862.27
	Plus unrepresented receipts		
	Adjusted Bank Balance		30,862.27
	A = B Checks out OK		

Waldringfield Parish Council

COST CENTER TO BUDGET

Summary of Receipts and Payments

All Cost Centres and Codes

A - Receipts

Code Title	Budgeted	Receipts		Budgeted	Payments		Net Position
		Actual	Variance		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	Budgeted	Receipts		Budgeted	Payments		Net Position
		Actual	Variance		Actual	Variance	
1 Salaries				7,675.00	6,555.00	1,120.00	1,120.00 (14%)
2 PAYE/NI							(N/A)
3 Clerk/Office Expenses		2.80	2.80	75.00	38.02	36.98	39.78 (53%)
4 Post and telephone				25.00	27.00	-2.00	-2.00 (-8%)
5 Newsletter re 1972 LGA				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 Membersh				590.00	440.71	149.29	149.29 (25%)
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	50.00	400.00	400.00 (88%)
40 Accounting, Website &				600.00	719.61	-119.61	-119.61 (-19%)
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	10,764.44	3,099.10	3,101.90 (22%)

C - Playing Field/Recreational

Code Title	Budgeted	Receipts		Budgeted	Payments		Net Position
		Actual	Variance		Actual	Variance	
14 Grass cutting (field)				960.00	840.00	120.00	120.00 (12%)
16 Repairs/Maintenance				2,500.00	973.35	1,526.65	1,526.65 (61%)
17 Footpath Maintenance				375.00	380.10	-5.10	-5.10 (-1%)
SUB TOTAL				3,835.00	2,193.45	1,641.55	1,641.55 (42%)

D - Grants - s137/72 & s19 MPA76

Code Title	Budgeted	Receipts		Budgeted	Payments		Net Position
		Actual	Variance		Actual	Variance	
21 Community Grants Fun				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	14,382.89	5,440.65	7,850.65 (20%)
V.A.T.		576.05			526.09		
GROSS TOTAL		21,119.09			14,908.98		

Waldringfield Parish Council

Waldringfield Parish Council			CASH FLOW STATEMENT			
		30.11.24		31.12.24		31.01.25
OPERATING ACCOUNT Unity Trust	DECEMBER		JANUARY		FEBRUARY	
	EXPECTED	ACTUAL	EXPECTED	ACTUAL	EXPECTED	ACTUAL
CASH ON HAND (beginning of month)	£23,226.39	£23,226.39	£22,276.36		£20,949.77	
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	£64.80	£64.80	£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	£64.80	£64.80	£0.00	£0.00	£0.00	£0.00
AVAILABLE (before cash out)	£23,291.19	£23,291.19	£22,276.36	£0.00	£20,949.77	£0.00
CASH PAID OUT						
Administration						
Salaries	£655.50	£655.50	£655.50	£0.00	£655.50	£0.00
Newsletter	£175.00	£175.00	£0.00	£0.00	£0.00	£0.00
Insurance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Hall Hire	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Training	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Post/Telephone	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Memberships	£0.00	£0.00	£0.00	£0.00	£35.00	£0.00
Other / Office	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Website/Accounting	£7.33	£7.33	£57.32	£0.00	£6.33	£0.00
Playing Fields and maintenance						
Grass Cutting	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Repairs and maint'ce	£63.95	£63.95	£0.00	£0.00	£0.00	£0.00
Footpath cutting	£0.00	£0.00	£380.10	£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	£100.00	£100.00	£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	£0.00	£0.00	£147.39	£0.00	£45.00	£0.00
VAT	£13.05	£13.05	£86.28	£0.00	£0.00	£0.00
SUBTOTAL	£1,014.83	£1,014.83	£1,326.59	£0.00	£741.83	£0.00
TOTAL CASH PAID OUT	£1,014.83	£1,014.83	£1,326.59	£0.00	£741.83	£0.00
POSITION (end of month)	£22,276.36	£22,276.36	£20,949.77	£0.00	£20,207.94	£0.00
SUMMARY of ALL CASH						
Unity	£22,276.36	£22,276.36	£20,949.77	£0.00	£20,207.94	£0.00
IBS	£8,316.58	£8,316.58	£8,585.91	£8,585.91	£8,585.91	£8,585.91
Total cash position	£30,592.94	£30,592.94	£29,535.68	£8,585.91	£28,793.85	£8,585.91

Waldringfield Parish Council

c. To **DISCUSS** Internal Audit and Management Review

Annually, the Council needs to undertake a management review and audit to assure themselves that processes are being followed adequately. This review is undertaken in advance of external audit procedures commencing in April. 2 Councillors should undertake the review with the Clerk, and this should be completed (and a report made to Council) in time for the March meeting. The Clerk is requesting 2 councillors to undertake the review at a time to be agreed in February/early March. The review takes approximately an hour.

ITEM 11

11. 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

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

ITEM 12

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

ITEM 13

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

General Correspondence circulated to Councillors

Suffolk Association of Local Councils SALC training bulletin 3rd December 2024
National Association of Local Councils Events newsletter 03.12.24
Sizewell C - November Community Newsletter 03.12.24
Society of Local Council Clerks News Bulletin - 5 December 2024
Sizewell C - December Project Update 06.12.24
Suffolk Association of Local Councils NEWS BULLETIN - Government consultation on remote meetings 04.12.24
RSN Rural Funding Digest - December 2024 Edition 04.12.24
Martlesham PPG - Martlesham Heath Surgery & The Birches Medical Centre PPG - Joint News Item 06.12.24
Wegg, Kevin Funding Opportunities 5.12.24
Last, Oka - Community grants open for applications 2025-26 - National Landscapes 06.12.24
National Association of Local Councils - Chief executive's bulletin - 5 December 2024
Suffolk & Essex Coast & Heaths National Landscape All the latest from your National Landscape 06.12.24
Rural Services Network The Rural Bulletin - 10 December 2024
East Suffolk Council - Consultation on the Renewal and Consolidation of Dog Related Public Spaces Protection Orders. 10.10.24
Suffolk Association of Local Councils NEWS BULLETIN - 9th December 2024
National Association of Local Councils - Events newsletter 10.12.24
Rural Services Network The Rural Bulletin - 10 December 2024
Suffolk Police - Suffolk Police - Now we have even more time for you
Suffolk Association of Local Councils SALC training bulletin 10th December 2024
Wegg, Kevin - Funding Opportunities 11.12.24
National Association of Local Councils Chief executive's bulletin - 12 December 2024
Leach, Ruth - Test results for the water at Waldringfield - river Deben 16.12.24
Community Action Suffolk - CAS Newsletter: Funding Opportunities | News | Vacancies 16.12.24
Rural Services Network The Rural Bulletin - 17 December 2024
Society of Local Council Clerks - SLCC Weekly News Digest - 16/12/2024
Suffolk Association of Local Councils NEWS BULLETIN - 16th December 2024
National Association of Local Councils Events newsletter 17.12.24

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Suffolk Association of Local Councils SALC training bulletin 17th December 2024

Suffolk Association of Local Councils Christmas Greetings 18.12.24

Society of Local Council Clerks News Bulletin - 18 December 2024

National Association of Local Councils Chief executive's bulletin - 19 December 2024

ESC Planning – Ben Woolnough - Important - Planning constitution changes affecting how you respond to Planning Applications 20.12.24

Wegg, Kevin - Funding Opportunities 23.12.24

Society of Local Council Clerks SLCC Weekly News Digest - 23/12/2024

National Association of Local Councils Events newsletter 24.12.24

Society of Local Council Clerks SLCC Weekly News Digest - 30/12/2024

Suffolk Association of Local Councils Devolution update 03.01.25

National Association of Local Councils Hey Jennifer, our chair has penned an open letter to parish and town councils.

Suffolk & Essex Coast & Heaths National Landscape More than £75,000 of grant funding for environmental projects

Society of Local Council Clerks SLCC Weekly News Digest - 06/01/2025

Rural Services Network The Rural Bulletin - 7 January 2025

National Association of Local Councils Events newsletter 07.01.25

Suffolk Association of Local Councils NEWS BULLETIN - 7th January 2025