



# Waldringfield

## Parish Council

Parish Clerk: David Lines

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### 1624 Minutes of the Annual Parish Council Meeting held on Tuesday 10 May 2016

**Present:** Councillors Kay, Videlo, Elliot, Gold, Reid and Winship, and SCC Cllr O'Brien and SCDC Cllr Harvey.

1. **Election of Chairman:** Cllr Ian Kay proposed by Cllr Videlo, seconded by Cllr Reid, all agreed. Cllr Ian Kay **declared office**.
2. To **MOVE** the suspension of **Standing Order 5j** – Order of Business at the Annual Meeting. Proposed by Cllr Reid, seconded by Cllr Videlo, **AGREED** by all
3. **Election of Vice-Chairman:** Cllr Alyson Videlo proposed by Cllr Reid, seconded by Cllr Winship, all agreed
4. **Register of Interests:** The Clerk reminded councillors of their obligation to update their register entries both in paper form and on-line as and when any changes in their declarable interests arise.
5. **Apologies for absence** received from Cllrs Matheson (illness), Archer (holiday) and Harraway (work commitments).
6. To **RECEIVE** reports from: SCC Cllr Patricia O'Brien, SCDC Cllr Susan Harvey and Suffolk Police  
**Cllr O'Brien** added the following to her annual report – Extended hours of the Foxhall Recycling Centre, the re-election of Tim Passmore as Police and Crime Commissioner, the Fire Service consultation and the introduction of a rapid response vehicle, the availability of the new Enabling Budget (£750) and the consultation with Village Way residents. On the final topic, NW raised the idea of additional dropped kerbs, whilst AV enquired why the proposed widening was not greater. P O'B would elicit responses from SCC Highways  
**Cllr Harvey** also added to her annual report, mentioning the launch of the new East Suffolk.gov website and the location of SCDC Customer Services in Woodbridge Library, and requested an update on the local Speedwatch project, which the Clerk provided  
**Suffolk Police** provided a written report - **Noted**
7. **Report and Approval of End of Year Accounts 31/03/2015.** It was resolved to accept the end of year financial position, proposed by Cllr Elliot seconded by Cllr Winship, all **AGREED**. Accounts signed by Chairman and Clerk/RFO.
8. To **RECEIVE** and **APPROVE** the report of the Internal Auditor 2015/16, along with the recommendations (Update of Standing Order 18 and Financial Regulations 11 with 2015 Public Contracts Regulation, and to identify the legislative power used for General Grants) therein. Proposed by Cllr Kay, seconded by Cllr Elliot, **AGREED** by all. The Council congratulated the Clerk on the success of the Audit and thanked him for his efforts.
9. **To approve Annual Return for year ended 31 March 2016**, Section 1, Annual Governance Statement, Section 2 Accounts - completed and approved, which also included approval of the Fixed Asset Register valuation. Proposed by Cllr Kay, seconded by Cllr Reid, all **AGREED**. Completed and signed by the Chairman and Clerk/RFO.
10. **To confirm the appointment of Internal Auditor.** After consideration of the work of the Internal Auditor, Cllr Kay proposed that Heelis & Lodge be appointed Internal Auditor for year ending 31 March 2017. Seconded by Cllr Videlo, all **AGREED**.
11. **To confirm/appoint bank and building society authorised signatories** Cllrs Kay, Archer and Matheson to remain, with the addition of Cllr Reid, any 2 of 4. All **AGREED**, bar signatories, who abstained from voting.

## Waldringfield Parish Council

1625

12. **Appointment of Councillors/Officers/Others to particular responsibilities** was resolved as follows:

- 1 SALC – Clerk/Cllr Winship (East Area Only)
- 2 Footpaths – Cllr Gold
- 3 Tree Warden – Mrs C Fisher-Kay
- 4 Flood Defences – Mr John Smith, Flood Warden, Mr Ged Morgan and Mr Tony Lyon, Deputy Flood Wardens.
- 5 Emergency Planning and Flood Warden Liaison – Cllr Winship
- 6 Planning Group – Cllrs Elliot, Matheson and Gold
- 7 Community Policing – Cllr Videlo (ad hoc local meetings only)
- 8 Parish Liaison – Cllr Kay
- 9 Web Site Management – Cllr Videlo/Clerk
- 10 Village Hall – to receive suggestions from the VH Management Committee for a suitable nominee
- 11 Tennis Court Trust – Cllr Archer
- 12 Fairway – Cllrs Gold and Matheson
- 13 Playing Field – Cllrs Archer and Reid
- 14 Church Field – Cllrs Gold and Elliot
- 15 WALGA – Cllr Kay
- 16 Parish Plan – Cllrs Elliot and Kay
- 17 Village Road Safety Group – Cllrs Harraway, Winship, Elliot, Kay and G Lewis

Subject to acceptance by non-councillors, these appointments were proposed by Cllr Kay, seconded by Cllr Elliot all **AGREED**.

13. **It was resolved** to confirm the appointment of Mr David Lines as **Clerk and RFO**. Proposed by Cllr Reid, seconded by Cllr Kay, all **AGREED**.
14. Following the sad passing away of Roy Lord and the absence of any applicants to fill the role of Village Handyman, it was resolved to segregate the duties, with Cllrs Archer and Reid taking on the responsibility of a monthly inspection of the recreation field equipment (Liability insurance needs to be verified), help to be sought from local groups to carry out the tending of roses etc. on the perimeter of the playing field and elsewhere, and new arrangements to be made for the emptying of the rubbish bin.

**The Chairman closed the Meeting at 8.41 pm.**

## Item 6 —next four pages

### SUFFOLK COUNTY COUNCIL ANNUAL REPORT 2015/2016

The main thrust of my report for this year is about change. We are witnessing change in so many aspects of our daily life and it will be no surprise that public services are in the midst of huge modification.

I have been reporting on the savings that have to be made, because of government grant reduction, and SCC has saved £170ml. since 11/12. However, further savings of £80ml. are required over the next 2 years. These, inevitably, will require reductions in the way we do and manage our services and tough decisions will have to be taken. An example of which is the reduction in the Fire Service. For some time police and the fire service has been collaborating. Six fire stations are shared with the POLICE and have been of great benefit to both. Further efficiencies have to be made and reductions in engines and crews are being proposed in the Integrated Risk Management Plan. A consultation, which finished on 22<sup>nd</sup> February, will be assessed and a decision made at the May Cabinet.

Partnership and close working between public services are beginning to take hold. The sooner bodies understand that cutting duplication and amalgamating can vastly improve services and save money, cannot come soon enough!

**Trading Standards** have had a successful year in foiling the selling and manufacturing of counter freight goods. However, more and more counter freight goods are reaching the public on line and Trading Standards advise the public to "make sure the website begins with" https".

**Children's Services** have had a Good report from Ofsted which states that much of the work that the council has done, in looking after vulnerable children, has been exemplary, especially in the area of safeguarding.

**Education.** Progress has been made in driving up standards but there is still some way to go. The increase in Academies means that the local authority will have less involvement in education.

One of the very good examples of partnership working is done by the Multi Agency Safeguarding Hub which brings together police, health, social care services for both children and adults. I recently visited their headquarters, at Landmark House, and was impressed by the collaboration and efficiency that is happening.

I chair the Police & Crime Panel that both challenges and supports the Police & Crime Commissioner. At our last meeting, 17<sup>th</sup> March, we focused on solving crime, one of the PCCs objectives and the ways in which crime, like so much, is changing. Cybercrime has become a huge issue and it was interesting to see data that showed that the age group most targeted is the 55-70. When asked why, the PCC replied that they had the most funds! The under 20's hardly registered. Child sexual

exploitation, along with domestic abuse, are priorities and have come very much to the fore in the light of the Jimmy Saville case.

The government grant to the police was more than anticipated and has enabled 30 more police officers and PCSOs to be recruited.

Voting for the Police & Crime Commissioner takes place on May 8<sup>th</sup>.

The subject of devolution is one that is publicised a great deal but it is unclear whether the coming together of Suffolk, Norfolk and Cambridgeshire will happen. Devolution would mean that a mayor would preside over a committee of representatives from the region; they would have control over planning and transport and promote the region. Cambridge city is not keen and Cambridgeshire is lukewarm. Watch this space!

**PATRICIA O'BRIEN**



Annual Report for KIRTON WARD which includes: Kirton and Falkenham, Levington and Stratton Hall, Bucklesham, Newbourne, Hemley and Waldringfield by Susan Harvey, District Cllr.

This has been an incredibly busy year, thank you for your help and support whilst I have been in new territory. I apologise for not getting to all your parish council meetings, unfortunately they clash with other Council engagements. I do always send a report. Under the new boundaries each District Councillor has the responsibility of around 2,400 people, an increase of 700. I have also been Chairman of SCDC and attended well over 100 official engagements. My Chairman's Challenge to visit all 118 communities as the public face of SCDC has been completed and very rewarding. I would like to thank all those who volunteer in their communities. In the words of the High Sheriff 'you are the glue which holds society together'.

Planning. The new document showing preferred sites for building has been thoroughly consulted on and been through Scrutiny, Cabinet and went to full Council on 24<sup>th</sup> March and will now proceed to the inspector. We do now have a 5 year land supply. The Council's record on defending appeals remains good.

Planning Applications. I have never seen so many planning applications. The new Scheme of Delegation appears to be working although there are still a few problems which need ironing out. Please make Cllr Tony Fryatt aware of problems you are having and suggestions as to what could be improved as this system is being reviewed shortly. I always visit contentious application sites and talk to local people about them. This takes quite a lot of my time but I find it is time well spent and I am also getting to know all the villages better.

Speed watch. I have supported this with my Community enabling Budget as has Suffolk County Council. Volunteers have come forward from several of the villages. This should be up and running in the next few months and should help to make our villages safer places. I am very grateful to Waldringfield for taking the lead on this.

My Community Enabling Budget has contributed to:

Tables for Levington and Bucklesham village halls. A new driveway for Newbourne Village Hall. A new double glazed window for Kirton Church Hall. A wet weather tent for Kirton and District Guides. Waldringfield Speed Watch camera, equipment and training. Office furniture for CAB Felixstowe to enable a new telephone service to be installed. Cooking equipment for Sail East at Levington. The remaining fund went to the Rural Coffee Caravan towards a new van which I believe they have now ordered. I hope I have spread a little happiness in all the Kirton Ward villages. There should be a new fund available for the next financial year so please keep your requests coming in.

Rural Transport. I had said I would work with partners to try to get this improved. I have spoken to Private Bus companies who say the routes are unviable as they are only reimbursed by 40% of the concession fares. Buses do, of course, come under Suffolk County Council as opposed to the District. Some areas have a bookable mini bus service which could be investigated.

Joining Forces with Waveney District Council. The present situation is that we have joint officers but still maintain our individuality. This gives good financial savings.

New Offices. The buildings should be finished and handed over for fitting out by the end of May. The final move should take place in the Autumn. Everything is running to time at present. The officers and staff are looking forward to working in the new premises which will be a great improvement on Melton Hill. The new offices will be better insulated and more efficiently heated and the right size for the reduced staffing levels.

## SUFFOLK POLICE

### Parish Council Annual crime report

Period 01/04/15 - 30/03/16

| Parish                                   | No. of crimes recorded |
|--|------------------------|
|  |                        |
| Brightwell                               | 5                      |
| Bucklesham                               | 19                     |
| Foxhall                                  | 11                     |
| Levington                                | 13                     |
| Nacton                                   | 36                     |
| Newbourne                                | 19                     |
| Purdis                                   | 166                    |
| Waldringfield                            | 11                     |
| Kirton & Falkenham                       | 21                     |
| Trimley St Martin                        | 59                     |
| Trimley St Mary                          | 77                     |
|  |                        |
|  |                        |
| <b>Total Crime reported for the year</b> | <b>437</b>             |

Please see the table above which gives the number of crimes recorded for each area. This is as accurate as I can make it from researching previous Parish Crime reports and the Crime Map data.

There are no major concerns for Waldringfield. Of the 19 offences it has been noted a few offences have related to outbuilding burglaries and outboard motor thefts. I have included our local Marine watch form for anyone who wishes to log their identifiable items with the Police. I also include some security advice regarding burglary.

**Waldringfield Parish Council**  
**Summary of Receipts and Payments**  
**All Cost Centres and Codes**

**Cost Centre A - Receipts**

| Code      | Title                        | Receipts  |           |      | Payments  |        |      | Net Position<br>+/- under/over spend |
|-----------|------------------------------|-----------|-----------|------|-----------|--------|------|--------------------------------------|
|           |                              | Estimated | Actual    | Var  | Estimated | Actual | Var  |                                      |
| 28        | Precept                      | 11,998.80 | 11,998.80 |      |           |        |      |                                      |
| 29        | Council Tax Support Grant    | 178.53    | 178.53    |      |           |        |      |                                      |
| 30        | SCC Locality Grant           | 1,500.00  | 1,000.00  | -500 |           | 412.00 | -412 | -912                                 |
| 31        | SCC Footpaths Grant          | 260.00    | 175.30    | -85  |           |        |      | -85                                  |
| 32        | Recycling                    |           |           |      |           |        |      |                                      |
| 33        | Equipment Hire               |           |           |      |           |        |      |                                      |
| 34        | SCC Q of Life Budget         |           |           |      |           |        |      |                                      |
| 35        | SCDC Community Enabling Fund | 500.00    |           | -500 |           |        |      | -500                                 |
| 36        | Bank Interest                | 70.00     | 75.12     | 5    |           |        |      | 5                                    |
| 37        | Grants and Donations         |           |           |      |           |        |      |                                      |
| 38        | Advertising income           |           | 84.00     | 84   |           |        |      | 84                                   |
| 39        | VAT Refund                   |           |           |      |           |        |      |                                      |
| SUB TOTAL |                              | 14,507.33 | 13,511.75 | -996 |           | 412.00 | -412 | -1,408                               |

**Cost Centre B - Administration**

| Code      | Title                       | Receipts  |        |     | Payments  |          |        | Net Position<br>+/- under/over spend |
|-----------|-----------------------------|-----------|--------|-----|-----------|----------|--------|--------------------------------------|
|           |                             | Estimated | Actual | Var | Estimated | Actual   | Var    |                                      |
| 1         | Salaries                    |           |        |     | 5,150.00  | 4,174.36 | 976    | 976                                  |
| 2         | PAYE/NI                     |           |        |     |           | 1,144.80 | -1,145 | -1,145                               |
| 3         | Stationery/Mileage/Etc.     |           |        |     | 350.00    | 683.19   | -333   | -333                                 |
| 4         | Post and telephone          |           |        |     | 100.00    | 103.21   | -3     | -3                                   |
| 5         | Newsletter re 1972 LGA s142 |           |        |     | 460.00    | 537.00   | -77    | -77                                  |
| 6         | Village Hall hire           |           |        |     | 250.00    | 250.00   |        |                                      |
| 7         | Insurance                   |           |        |     | 475.00    | 473.66   | 1      | 1                                    |
| 8         | Membership Subs re LGA s111 |           |        |     | 375.00    | 390.00   | -15    | -15                                  |
| 9         | Audit                       |           |        |     | 155.00    | 208.00   | -53    | -53                                  |
| 10        | Chairman's Expenses         |           |        |     | 50.00     | 59.98    | -10    | -10                                  |
| 11        | Training                    |           |        |     | 250.00    | 10.00    | 240    | 240                                  |
| 12        | Election Costs              |           |        |     | 250.00    | 100.00   | 150    | 150                                  |
| SUB TOTAL |                             |           |        |     | 7,865.00  | 8,134.20 | -269   | -269                                 |

**Cost Centre C - Playing Field/Recreational**

| Code      | Title                        | Receipts  |        |     | Payments  |          |       | Net Position<br>+/- under/over spend |
|-----------|------------------------------|-----------|--------|-----|-----------|----------|-------|--------------------------------------|
|           |                              | Estimated | Actual | Var | Estimated | Actual   | Var   |                                      |
| 13        | Handyman's Wages             |           |        |     | 495.00    | 405.80   | 89    | 89                                   |
| 14        | Grass cutting (field)        |           |        |     | 780.00    | 540.00   | 240   | 240                                  |
| 15        | Mole catching (field)        |           |        |     | 250.00    | 125.00   | 125   | 125                                  |
| 16        | Repairs/Maintenance          |           |        |     | 1,460.00  | 309.24   | 1,151 | 1,151                                |
| 17        | Footpath Maintenance         |           |        |     | 450.00    | 120.00   | 330   | 330                                  |
| 18        | Locality Grant Spend         |           |        |     | 1,500.00  | 342.03   | 1,158 | 1,158                                |
| 19        | SCC Quality of Life          |           |        |     |           |          |       |                                      |
| 20        | SCDC Community Enabling Fund |           |        |     | 500.00    |          | 500   | 500                                  |
| SUB TOTAL |                              |           |        |     | 5,435.00  | 1,842.07 | 3,593 | 3,593                                |

**Cost Centre D - Grants**

| Code      | Title                            | Receipts  |        |     | Payments  |          |     | Net Position<br>+/- under/over spend |
|-----------|----------------------------------|-----------|--------|-----|-----------|----------|-----|--------------------------------------|
|           |                                  | Estimated | Actual | Var | Estimated | Actual   | Var |                                      |
| 21        | General Grants                   |           |        |     | 400.00    | 340.00   | 60  | 60                                   |
| 22        | Church Field re OSA 1906 s9 & 11 |           |        |     | 400.00    | 400.00   |     |                                      |
| 23        | Village Hall LGA 1976 s19        |           |        |     | 500.00    | 500.00   |     |                                      |
| 24        | All Saints Church OSA 1906 et al |           |        |     | 500.00    | 500.00   |     |                                      |
| 25        | WildlifeGroup                    |           |        |     | 100.00    | 100.00   |     |                                      |
| SUB TOTAL |                                  |           |        |     | 1,900.00  | 1,840.00 | 60  | 60                                   |

**Cost Centre E - s137**

| Code      | Title | Receipts  |        |     | Payments  |        |     | Net Position<br>+/- under/over spend |
|-----------|-------|-----------|--------|-----|-----------|--------|-----|--------------------------------------|
|           |       | Estimated | Actual | Var | Estimated | Actual | Var |                                      |
| 27        | S 137 |           |        |     |           |        |     |                                      |
| SUB TOTAL |       |           |        |     |           |        |     |                                      |

**Cost Centre F - Miscellaneous**

| Code        | Title         | Receipts  |           |      | Payments  |           |       | Net Position<br>+/- under/over spend |
|-------------|---------------|-----------|-----------|------|-----------|-----------|-------|--------------------------------------|
|             |               | Estimated | Actual    | Var  | Estimated | Actual    | Var   |                                      |
| 26          | Miscellaneous |           |           |      |           |           |       |                                      |
| SUB TOTAL   |               |           |           |      |           |           |       |                                      |
| NET TOTAL   |               | 14,507.33 | 13,511.75 | -996 | 15,200.00 | 12,228.27 | 2,972 | 1,976                                |
| V.A.T.      |               |           | 724.05    |      |           | 375.04    |       |                                      |
| GROSS TOTAL |               |           | 14,235.80 |      |           | 12,603.31 |       |                                      |

**Waldringfield Parish Council**

|          |   |          |                  |
|----------|---|----------|------------------|
| <b>A</b> | <b>Bank Reconciliation at 31/03/2016</b>          |          |                  |
|          | Cash in Hand 01/04/2015                           |          |                  |
|          |   |          | 10,482.57        |
|          | <b>ADD</b>  |          |                  |
|          | Receipts 01/04/2015 - 31/03/2016                  |          | 14,235.80        |
|          |   |          | 24,718.37        |
| <b>A</b> | <b>SUBTRACT</b>                                   |          |                  |
|          | Payments 01/04/2015 - 31/03/2016                  |          | 12,603.31        |
|          |   |          |                  |
|          | <b>Cash in Hand 31/03/2016</b><br>(per Cash Book) |          | <b>12,115.06</b> |
| <b>B</b> | Cash in hand per Bank Statements                  |          |                  |
|          | Cash 31/03/2015                                   | 0.00     |                  |
|          | Barclays Community Account 31/03/2016             | 5,410.66 |                  |
|          | Ipswich Building Society 31/03/2016               | 7,587.41 |                  |
|          |   |          |                  |
|          |   |          |                  |
|          |   |          |                  |
|          |   |          |                  |
|          |   |          | <b>12,998.07</b> |
|          | Less unrepresented cheques<br>As attached         |          | 883.01           |
| <b>B</b> | Plus unrepresented receipts<br>As attached        |          | 12,115.06        |
|          |   |          | 0.00             |
|          | <b>Adjusted Bank Balance</b>                      |          | <b>12,115.06</b> |



# HEELIS&LODGE

Local Council Services • Internal Audit

## **Internal Audit Report for Waldringfield Parish Council – 2015/16**

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Income: £14,236                      Expenditure: £12,603                      Reserves: £12,115

### Annual Return Completion:

Section One: No

Section Two: No – draft figures available

Section Four: Yes

**Proper book-keeping** Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

*All were found to be in order. LGA1972 s137 and VAT payments are tracked and identified within the year end accounts. The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.*

**Financial regulations** Standing Orders and Financial Regulations  
Tenders

Appropriate payment controls including acting within the legal framework with reference to council minutes

Identifying VAT payments and reclamation

Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes                      Reviewed: 12/1/2016

Financial Regulations in place: Yes                      Reviewed: 12/1/2016

VAT reclaimed during the year: Yes                      Registered: No

General Power of Competence: No

*Financial Regulations and Standing Orders in place. Financial Regulations and Standing Orders require updating to include the Public Contracts Regulations 2015.*

*There have been several payments made under the heading of 'General Grants'. It is suggested the power is identified (as for other payments eg the newsletter printing).*

**Recommendation:** *To update Standing Order 18 and Financial Regulations 11. with the Public Contracts Regulations 2015.*

**Recommendation:** *To identify the power used for 'General Grants'.*

## **Risk Assessment**

Appropriate procedures in place for the activities of the council

Risk Assessment document in place: Yes

Data Protection registration: Yes

*Insurance was in place for the year of audit. The Risk Assessment was reviewed on 19/5/2015 (Ref: 1589.10) and again on 14/7/2015 (Ref: 1598.8).*

*Councillors have individual responsibility for risk assessing assets and areas of the village. The Risk Assessment mentions in several areas for a 'member to verify' that management of risk is taking place. The bank reconciliation is verified by a member.*

*A RoSPA play area safety inspection was undertaken on 9/2/2015. There were several medium risk actions to address. The report was considered at a meeting held on 19/5/2015 (Ref: 1591.9).*

*The Council have satisfactory internal financial controls in place. Cheque stubbs and invoices are initialled by signatories. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.*

*Bank signatories were confirmed at a meeting held on 19/5/2015 (Ref: 1589.9).*

Fidelity Cover: £25,000

*The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.*

## **Transparency Code**

Compliance for smaller councils with income/expenditure under £25,000. Smaller authorities should publish on their website from 1 April 2015:

Smaller Council: Yes

a) all items of expenditure above £100

*All income and expenditure for the financial year 2014-2015 is available on the website in addition to the statement of expenditure in excess of £100.*

b) end of year accounts (By 1 July)

*Whilst the 2014-2015 year end accounts are published on the website, smaller authorities should publish their statement of accounts according to the format included in the Annual Return form. Publication of the relevant page of the completed Annual Return form will meet this requirement. The statement of accounts must be approved and signed by the Responsible Financial Officer and the Chairman of the meeting approving the statement of accounts.*

**Reminder:** To publish Section 2 of the 2016 Annual Return on their website.

*The 2014-2015 bank reconciliation and the statement of significant variances have been published on the Parish Council website.*

c) annual governance statement (By 1 July)

*Smaller authorities should publish their annual governance statement according to the format included in the Annual Return form. Publication of the relevant page of the completed Annual Return form will meet this requirement. The annual governance statement should be signed by the Chairman and Clerk of the smaller authority.*

**Reminder:** To publish Section 1 of the 2016 Annual Return on the Parish Council website.

d) internal audit report (By 1 July)

**Reminder:** To publish the 2015-2016 Internal Audit report on the Parish Council website.

e) list of councillor or member responsibilities

*The Council publish a list of councillors and their responsibilities on their website.*

f) the details of public land and building assets (By 1 July)

*The Council publish their asset register on their website which includes details of the playing field and tennis court. The asset register lists no building assets in the ownership of the Parish Council.*

g) Minutes, agendas and meeting papers of formal meetings

*Minutes are published on the Parish Council website. Agendas and supporting papers are published and then replaced with draft minutes and supporting papers, within the required timescale.*

**Budgetary controls**

Verifying the budgetary process with reference to council minutes and supporting documents

Precept: £11,999

Date: 9/12/2014

*Satisfactory budgetary procedures are in place. The precept was agreed in full council however the precept amount has not been minuted, simply a minute of 'no change'. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget*

Contact details : 52 Parkway, Wickham Market, Suffolk, IP13 0SS

Tel: 07732 681125

Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy PILCM

Lynne Lodge Dip HE Local Policy

*papers are prepared to ensure councillors have sufficient information to make informed decisions.*

**Income controls**

Precept and other income, including credit control mechanisms

*All were found to be in order. Income controls were checked and income received and banked cross referenced with the Cash Book and bank statements.*

**Petty Cash**

Associated books and established system in place

*A satisfactory expenses system is in place with supporting paperwork.*

**Payroll controls**

PAYE and NIC in place where necessary.  
Compliance with Inland Revenue procedures  
Records relating to contracts of employment

PAYE System in place: Yes

*The Council are operating RTI in accordance with HMRC regulations.*

**Asset control**

Inspection of asset register and checks on existence of assets  
Cross checking on insurance cover

*A separate asset register is in place. Values are recorded at cost value.*

**Bank Reconciliation**

Regularly completed and cash books reconcile with bank statements

*All were in order. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.*

**Year-end procedures**

Appropriate accounting procedures are used and can be followed through from working papers to final documents  
Verifying sample payments and income  
Checking creditors and debtors where appropriate.

*End of year accounts are prepared on a Receipts & Payments basis.*

**Sole Trustee**

The Council has met its responsibilities as a trustee

*The Council is not a sole trustee.*

**Internal Audit Procedures**

*The Council reviewed the effectiveness of the internal audit at a meeting held on 19/5/2015 (Ref: 1589.8).*

*The Internal Audit report was considered by the Council at a meeting held on 19/5/2015 (Ref: 1589.6).*

*Heelis & Lodge were re-appointed Internal Auditor at a meeting held on 19/5/2015 (Ref: 1589.8).*

**External Audit**

*The Council considered the External Auditor's report (Ref: 1604.7).*

*There were no matters raised by the External Auditor in relation to the 2014-2015 External Audit.*

**Additional Comments/Recommendations**

- The Annual Town Council meeting was held on 19/5/2015, within the required timescale. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- Loose-leaf minutes are sequentially numbered and each page signed and dated by the presiding Chairman.
- I would like to take this opportunity to congratulate the Parish Council on completing and adopting the Parish Plan. Considerable community effort goes into producing a Parish Plan and this should be recognised as a significant achievement.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for his assistance during the course of the audit work



**Heather Heelis**  
**Heelis & Lodge**  
19 April 2016





# Waldringfield

## Parish Council

Parish Clerk: David Lines

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### 1625 **Minutes of the Parish Council Meeting held on Tuesday, 10<sup>th</sup> May 2016**

Present: Councillors Kay, Videlo, Elliot, Gold, Reid, and Winship, and SCDC Cllr Harvey

- 1 **APOLOGIES AND APPROVAL FOR ABSENCE OF PARISH COUNCILLORS** Apologies for absence received from Cllrs. Matheson (illness), Harraway (business) and Archer (holiday).
- 2 **DECLARATIONS OF INTEREST** – Cllr Videlo – Item 5 Planning, if necessary  
To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** such dispensation requests as needed – **NONE**  
**Parish Issues – an opportunity for members of the public to bring matters to the attention of the Council and for parishioners to seek guidance from the Council – None**
- 3 It was **RESOLVED TO ADOPT** the minutes of the Parish Council Meeting held on 15<sup>th</sup> March 2016- proposed by Cllr. Kay, seconded by Cllr. Videlo. **AGREED** by all present at the meeting
- 4 **Matters for REPORT and REVIEW of ACTION POINTS** from the minutes of the Parish Council Meeting held on 15<sup>th</sup> March 2016. Work on the riverside litter compound now completed – Clerk to check possible increase in bin numbers with SCDC/arrange renovation of sign. Four expressions of interest made for the First Aid course – three councillors put forward their names as well. AONB Grants received for the noticeboards and bike racks (agenda item for next meeting)
- 5 To **CONSIDER** Planning Applications for **COMMENTS** (including those received after publication of this agenda) and to **NOTE** any application decisions:

***Cllr Videlo declared a Disclosable Pecuniary Interest in the following item (Atbara) and left the meeting during its discussion***

#### Planning Applications

**DC/16/1588/FUL Atbara Deben Lane** - Renovation of existing swimming pool enclosure. In light of the fact that the application was received after publication of the agenda and that the deadline for comment of May 25<sup>th</sup> was three weeks before the next Parish Council meeting, it was **RESOLVED - under Standing Order 10a(ix) and 10a (iv) and (v)** - to appoint a Planning Committee, consisting of Cllr Elliot (Chair), Cllr Matheson and Cllr Gold, to consider and decide on this application, at a time and place to be decided by the Planning Committee. Proposed by Cllr Reid, seconded by Cllr Kay, **AGREED** by all

#### Planning Decisions received from SCDC

**DC/16/0510/FUL Eureka Cliff Road** - Demolition of existing dwelling. Erection of three dwellings and garages. Alterations to existing access (Resubmission of DC/15/3797/FUL) **REFUSED**

**DC/16/0531/FUL 4 Mill Road** - To erect a white PVCu framed conservatory to the rear of the property – **APPROVED**

**DC/16/0615/FUL- Hut 21 Riverside** - Demolition of existing beach hut and construction of replacement beach hut. No change of use, Waldringfield Hut Owners Ltd are being consulted **APPROVED**

**DC/16/0885/FUL Crossways Ipswich Road** - Removal of existing conservatory, single storey rear extension. Replacement of existing timber shed with new outbuilding of brick and tile. **APPROVED**

**16/0265/FUL Quay Cottage Cliff Road** Erection of side single storey garden room extension and new utility room extension (removal of existing side conservatory and rear utility area) **APPROVED**

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## Waldringfield Parish Council

1626

- 5+ Any other application decisions received before the meeting, after publication of the agenda  
**DC/16/0704/FUL The Poplars Deben Lane** - Single storey extension to rear, partially over area currently occupied by conservatory and high level patio. Removal of chimney. Conversion of loft to form living accommodation to include two dormers to rear and one to front elevation, construction of new attached garage/store with hardstanding to existing road

**APPROVED**

### Other Planning Matters

To **CONSIDER** and **COMMENT** on SCDC's Site Allocations and Area Specific Policies Proposed Submission Document and the Felixstowe Peninsula Area Action Plan Proposed Submission Document. Cllr Kay had made an initial draft and, after discussion, it was agreed that he would circulate a final draft before submitting it to the Planning Authority

To **RESOLVE** whether to introduce a Pre-Application Planning Protocol

It was resolved to publish the recommended section of the protocol template on the website, to be applicable to larger and/or more complex applications. Proposed by Cllr Kay, seconded by Cllr Elliot, **AGREED** by all

- 6 To **CONSIDER** the suitability of siting a 12 to 15 metre telecommunications mast within the Village to improve local mobile phone reception and in return for a substantial payment  
**REFERRED** to the Parish Plan Telecoms Group
7. To **RECEIVE** an update on road safety issues, including Community Speed Watch (CSW) and School parking SCC Highways had put the Fishpond Road junction high on its priority list – to be followed up by the Road Safety Group. Funding received for the community speed camera – Clerk in liaison with Suffolk Police SNT to purchase equipment. The School had appointed junior Parking Monitors who were 'ticketing' parked cars green, amber or red according to how well they were parked
- 8 To **DISCUSS** the AONB Planning Report – being only useful when development was in demand, there was no further discussion
- 9 To **RECEIVE** a proposal for a "pesticide-free" Waldringfield" from the Wildlife Group and others After discussion, it was **AGREED** to contact the Parish Council's contractors to confirm no use of pesticides on council-managed land, and to ask the County Council to do the same.
- 10 **CLERK AND RFO REPORT** (*supporting documents now provided as an attachment*)
- a. To **CONSIDER** items of expenditure, payment of grants and sign cheques accordingly  
**Total Payments -£2,494.52 + £258.00 to Suffolk Coastal Norse re new litter bin**
- b. **Receipts to 29/04/16 – £8,480**
- c. **Balances held at Bank 29/04/16 and Building Society as at 31/3/16 – Bank £12,802.65 and Building Society £7,587.41 - Adjusted balance £17,895.54 after non-presented cheques and receipts**
- In line with **Financial Standing Order 2.2**, to establish the authenticity of the Bank Reconciliation report, the Receipts and Payments Summary, Uncashed Payments and Receipts Summaries (if any), and the Bank statements were all examined and initialed accordingly, and no discrepancies were reported by Cllr Elliot.
- It was **RESOLVED** to accept Items a), b) and c) together with Accounts/Budget and these were signed accordingly. Proposed by Cllr Videlo, seconded by Cllr Kay, all **AGREED**
- To **RECEIVE** any applications for Community Grants
- Applications were received from the Waldringfield Wildlife Group (£100) and the Tennis Court Trust (£400) (Cllr Kay, Videlo and Gold declared a Local Non-Pecuniary Interest in the latter item, and remained in the meeting) – Proposed by Cllr Reid, seconded by Cllr Winship and **AGREED** by the remaining councillors
- 11 To **CONSIDER** any Correspondence received before the meeting – as circulated - **NOTED**. East Anglia Windfarm – It was agreed to establish email communication with Bawdsey Parish Council and to suggest coordinated action through SALC East, where appropriate. Clerk to contact Mrs Lord re memorial bench for Roy Lord
- 12 **PARISH MATTERS for next Agenda** –AONB grants expenditure /playing field/ FP12

**The Chairman closed the meeting at 10.20 pm**

## REVIEW OF ACTION POINTS AS AT 19<sup>th</sup> May 2016

**Ongoing** – Proposed change to Footpath 10 Brightwell together with associated circular route. **Action** None feasible for the time being. (11/2/2014) Further action deferred (*Abbreviated note from action points of October 2015*)

**In progress** - Road safety and lawful use of footpaths Road Safety - report sent to SCC Highways re Village entrance crossroads via Cllr P O'B. **Action:** At/near top of SCC project list – Road Safety group to lead  
2016

Footpaths River Wall footpath. **Action:** SCC to erect sign in due course  
(*Abbreviated note from action points of October 2015*)

**In progress** - Village Way **ACTION** SCC advised of PC recommendations. SCC Cllr O'Brien has committed £15,000 funding to the project Awaiting SCC Highways response – expected after consultation with residents (*Abbreviated note from action points of October 2015*) Now deferred by SCC to early 2016. Consultation completed in April/draft drawings produced – design stage now entered

**Completed** - Refurbishment of the Litter Bin compound – The Clerk was authorised to approve expenditure up to £1000 on the project (Mar 2015). Contributions to be sought from the Fairways Committee, as the sailing community would be major beneficiaries of the enhanced site. The need for signage was noted. The offer of financial contributions to the project was reported/receipts required. New contractor engaged. **ACTION** – Completion by new contractor anticipated for Nov 30<sup>th</sup> (*Abbreviated note from action points of October 2015*)  
**May 2016** – work completed. Clerk to arrange renovation of sign

**In progress** - The archiving/disposal of the Parish Council records and old files. Clerk proposed "zero-based" approach – only retain what is lawfully required or administratively essential and box remainder for archiving/historical use/disposal. **ACTION** Sorting of files commenced - further progress over the summer. Quotes for secure disposal of unwanted files to be sought. (*Abbreviated note from action points of October 2015*) Deferred pro-tem due to ill-health. **May 2016** – to be resumed



## Item 2 (next two pages)

### Ward Report

Period 01/04/16 –30/04/16

| Ward                   | No. of crimes recorded |  |
|------------------------|------------------------|--|
|                        |                        |  |
| The Trimleys           | 18                     |  |
|                        |                        |  |
|                        |                        |  |
| Nacton and Purdis Farm | 15                     |  |
|                        |                        |  |
|                        |                        |  |
| Kirton                 | 3                      |  |
|                        |                        |  |
|                        |                        |  |
|                        |                        |  |
|                        |                        |  |
|                        |                        |  |
| Total Crime this month | 36                     |  |

**This month's recorded crime was 36.**

**The Trimleys:** 2 burglaries of garages, 3 bikes stolen from garage High Road overnight 24<sup>th</sup> April. Meadow Close garage 24<sup>th</sup>-27<sup>th</sup> April was entered and two generators removed but later recovered nearby.

1 attempt burglary garage Meadow Close.

4 Assault no injury offences.

1 criminal damage dwelling and 1 minor wounding no intent offence.

Criminal damage to motor vehicle High Road overnight 8<sup>th</sup> April damage to wing mirror.

Criminal damage to bird house situated on nature reserve Trimley Marshes between 24<sup>th</sup>-27<sup>th</sup> April.

Dog out of control in public space causing injury, child bitten by a dog whilst playing in the street. Owner identified and enquiries continue.

Theft from motor vehicle overnight 26<sup>th</sup> April Faulkeners Way, quarter light window broken to gain access and removed a number of electrical tools.

**Other Investigations:** 2 child protection investigation, 1 domestic abuse investigation.

**Nacton and Purdis Farm:** 8 crimes relate to either Sainsbury's or Homebase.

Attempted Burglary dwelling offence daytime 9<sup>th</sup> April when occupant of property in Woodrush Road returned home to find rear Patio door forced. No entry gained. 4 males seen nearby smartly dressed leaving the vicinity in a Jaguar vehicle. Under investigation.

2 Domestic Assault offences.

Minor wound offence Orwell Truck Stop finalised.

Attempt theft from motor vehicle Nacton Foreshore daylight hours 21<sup>st</sup> April, male suspect seen trying to remove chainsaws from rear of a vehicle. Male was challenged and cycled away towards the Foreshore.

Theft from motor vehicle Church Road Nacton daylight hours 21<sup>st</sup> April, insecure vehicle entered and rucksack and keys removed. Rucksack and keys later recovered but mobile phone still missing.

1 offence of in charge of motor vehicle whilst unfit through drink or drugs, suspect dealt with.

***Other Investigations:*** 2 child protection investigation, 2 adult protection investigation.

***Kirton:*** Blue wheelie bin stolen in Levington 1<sup>st</sup> April, no further enquiries.

1 Domestic incident harassment.

Fear provocation of violent section 4, Caravan park customer threats made to staff. Relates mainly to civil matters but criminal offence recorded.

***Other Investigations:*** 1 child protection, 1 adult protection.

**A view of crime maps and data can now be found on the Internet [www.police.uk](http://www.police.uk)**

Regards

Stephen Baddeley  
Police Community Support Officer 3310  
Safer Neighbourhood Team / Felixstowe Police station  
Suffolk Constabulary  
32 High road west  
Felixstowe, Suffolk, IP119JE  
Tel: 01473613500 Fax: 01394670161  
[www.norfolk.police.uk](http://www.norfolk.police.uk)  
[www.suffolk.police.uk](http://www.suffolk.police.uk)



## Item 5 – SCDC Draft Planning Policies

These links take you to the relevant consultation documents

### Site Allocations & Area Specific Policies

<http://www.suffolkcoastal.gov.uk/yourdistrict/planning/policy/local-plan/site-allocations-and-area-specific-policies/>

### Area Action Plan for the Felixstowe Peninsula

<http://www.suffolkcoastal.gov.uk/yourdistrict/planning/policy/local-plan/felixstowe-area-action-plan/>



## Pre-Application Engagement

### Advice from the National Association of Local Councils March 2015

Questions regarding developer requests for pre-application engagement on planning application proposals:

1. Can [a parish council] or an officer on its behalf give an 'informal view'? If it can, it must surely be the basis that it is precisely that and that, if a formal application is subsequently submitted, it will be at that point that the Council is required to consider and respond to the Planning Authority as it sees fit?
2. Should an 'informal position' be decided in a council meeting? If so, would it be reasonable to exclude the public?
3. If a developer wants to outline its intentions to [a parish council] and the public and seek the council's response, is it reasonable to do so at a council meeting before it submits a formal application?

Head of Legal at the National Association of Local Councils states:

*I confirm a developer must, under s. 42 of the Planning Act 2008 (the 2008 Act), consult with a local authority (which by virtue of s. 43 does not include a parish council) if the land to be developed is in the local authority's area before the submission of a planning application. S. 42 of the 2008 Act also provides that before the submission of a planning application a developer must consult with the persons listed in s. 44. These are persons whom the developer, after 'making diligent inquiry', knows to be the owner, lessee, tenant (whatever the tenancy period) or occupier of the land and a person who (a) is interested in the land, or (b) has power (i) to sell and convey the land, or (ii) to release the land. The persons caught by s.44 of the 2008 Act may include a parish council.*

*The National Planning Policy Framework (accessible via <https://www.gov.uk/government/publications/national-planning-policy-framework--2>), published in March 2012, encourages developers to liaise with the local planning authority (and others but with no specific reference to parish councils) before the submission of a planning application. Below is an extract from the National Planning Policy Framework.*

#### *'Pre-application engagement and front loading*

*188. Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community.*

*189. Local planning authorities have a key role to play in encouraging other parties to take maximum advantage of the pre-application stage. They cannot require that a developer engages with them before submitting a planning application, but they should encourage take-up of any pre-application services they do offer. They should also, where they think this would be beneficial, encourage any*

*applicants who are not already required to do so by law to engage with the local community before submitting their applications.*

*190. The more issues that can be resolved at pre-application stage, the greater the benefits. For their role in the planning system to be effective and positive, statutory planning consultees will need to take the same early, pro-active approach, and provide advice in a timely manner throughout the development process. This assists local planning authorities in issuing timely decisions, helping to ensure that applicants do not experience unnecessary delays and costs.*

*191. The participation of other consenting bodies in pre-application discussions should enable early consideration of all the fundamental issues relating to whether a particular development will be acceptable in principle, even where other consents relating to how a development is built or operated are needed at a later stage. Wherever possible, parallel processing of other consents should be encouraged to help speed up the process and resolve any issues as early as possible.'*

*As highlighted above, there are circumstances when a developer may consult with a parish council before the developer has submitted a planning application to the local planning authority and the parish council is asked by the planning authority to make representations about the application (Paragraph 8 of Schedule 1 to the Town and Country Planning Act 1990).*

*A developer may also want to consult with a parish council if his proposed development relates to parish council's development or submission of proposals for a neighbourhood development plan or neighbourhood development order. The Neighbourhood Planning (General) Regulations 2012 require a parish council to publicise its proposals for a neighbourhood development plan or a neighbourhood development order with its local community and to consult with certain bodies to ascertain their views on the proposals of the parish council before these are submitted to the planning authority. In the periods when such proposals are being developed and before such proposals are submitted to the local planning authority, I would anticipate that developers in the private or public sector may wish to disclose or discuss a proposed development so that this may be accounted for in the proposals for a neighbourhood development plan or neighbourhood development order to be submitted by the parish council. See LTN 83 for a full explanation about neighbourhood planning.*

*In my view it would be possible for a parish council to give a "minded to" indication to a pre-planning application development as long as such a decision made express reference to the following matters:*

- the view is preliminary;*
- the view has not been reached in accordance with the documents and procedures that will accompany any formal decision under the Planning Acts;*
- the view should not and cannot be relied on as the basis of a legitimate expectation as the council's view may well change when the full material is available to it and decision is taken in accordance with the council's standing orders;*
- the council's view should not be taken to be or be reported to be in support of or in opposition to a formal application and*
- the view is subject to a formal decision being made in accordance with the Planning Acts, the regulations made under them, the council's procedures and input from third parties*

*The consideration of a proposed development at council/committee meeting or by councillor(s) who meet with the developer outside of a council/committee meeting, may risk claims that the informal and or provisional views expressed by the councillor(s) in relation to pre-planning application developments amount to bias or pre-determination in their later decision making. A decision of a parish council, or as may be the case, a committee or sub-committee is likely to be quashed, if there is an appearance of bias. Decisions made by parish councillors are required to be made with an open mind. Pre-determination is, however, to be distinguished from pre-disposition towards a particular position, which is acceptable. See LTN 81, on*



our website, for a full explanation about predetermination and pre-disposition. As LTN 81 explains, s.25 of the Localism 2011 Act (the 2011 Act) restricts the impact of the acts of or verbal or written statements or views expressed by councillors prior to a decision that might suggest pre-determination. s. 25(2) of the 2011 Act provides that:

*A decision-maker (i.e. a councillor) is not to be taken to have had, or to have appeared to have had, a closed mind when making the decision just because—*

- (a) the decision-maker had previously done anything that directly or indirectly indicated what view the decision-maker took, or would or might take, in relation to a matter, and*
- (b) the matter was relevant to the decision.*

*In R. (on the application of IM Properties Development Ltd) v Lichfield DC (2014) , an email sent by the planning committee chairman to members of the same political party telling them to vote in a particular manner fell within s.25(2) of the Localism Act 2011 and was not to be taken to constitute predetermination. The tenor of the email was not so strident as to remove the recipient's discretion about how to vote.*

*In the consideration of a new development (pre or post submission of planning application), parish councillors and council staff should ensure that they do not allow the council to receive, agree to receive or expect to receive a financial reward or other advantage for furthering a planning application or otherwise. In doing so they are likely to be guilty of an offence under the Bribery Act 2010. The person offering the reward (e.g. the unscrupulous developer or their agent) with the expectation of an improper consideration of a planning application will also run a similar risk. For more information about the Bribery Act, please see our Legal Briefing ref L07-11 on our website.*

*I conclude that communications between a developer and a parish council prior to the submission of an application may benefit both parties. However, councils and individual councillors need to be cautious because such communications may be perceived to be part of a lobbying process on the part of the developer. In order to avoid perceptions that councillors have predetermined their position about a proposed development, a parish council should ensure they have in place and follow a written protocol (which is routinely available/ advertised on the council's website) for dealing with developers in respect of pre-planning application developments. The protocol may confirm the following.*

- *The developer should provide information about the proposed development which is relevant to the parish council/ its area in writing.*
- *If the developer considers the information provided to a parish council is sensitive, this will not require the council to treat it as confidential.*
- *Information held by a parish council is subject to disclosure under the Freedom of Information Act 2000. From the outset the developer must identify information which the parish council cannot share or make public and give reasons for this. Confidentiality of communications about the development will rarely be justified even if the developer's interest is sensitive.*
- *Communications (including informal and formal meetings) between the developer with the parish council (or individual councillors and staff) about a pre-planning application development will not bind the council to making a particular decision and that any views expressed are provisional. By the very nature of such meetings not all relevant information may be at hand, nor will formal consultations with interested parties have taken place.*
- *Informal meetings and telephone conversations between a developer and individual councillors or staff will be documented in writing and are subject to disclosure under the Freedom of*

*Information Act 2000. Council staff will make the arrangements for any meetings with councillors, attend and write a follow-up letter. If there is a legitimate reason for confidentiality regarding the proposal, the council will keep a written record of the confidential and non-confidential issues.*

- The meetings of a parish council and its committees are open to the public and the minutes of such meetings are available to all via the council's publication scheme. The parish council may invite developers to attend either a parish council or committee meeting at which the public are present or discuss their proposal because this will allow the developer's communications with the council to be transparent. The developer may not speak at it unless he is invited to address the meeting or he has an opportunity to do so during the public participation session. If the developer does not wish to discuss the proposed development when the public are present, the meeting would need to ascertain why the developer considers that he needs to communicate with the council/committee in closed session. A proposed development may be regarded by the developer as either confidential or 'sensitive' and in his view it may be unsuitable for discussion at a meeting when the public is present but it is the councillors at the council or committee meeting who will decide if there are grounds to exclude the public from the meeting when the proposed development is being considered. A parish council or committee meeting may exclude the public if publicity for agenda item(s) would prejudice the public interest due to its confidentiality or for other special reasons. (s.1(2) Public Bodies (Admissions to Meetings) Act 1960).*
- The parish council may invite developers to attend an assembly of the parish meeting, which is open to the wider public, to present or discuss their proposals.*
- It is an offence under s. 1 Bribery Act 2010 for a developer or his agent to promise or give a financial or other advantage to a parish council with the expectation of an improper consideration of a the planning application. If the developer or his agent is an incorporated body, the parish council may request sight of their anti-bribery policy.*



# What is community SPEEDWATCH?

The Community Speed Watch (CSW) initiative allows members of the community to address the issue of speeding by becoming actively involved in road safety, monitoring speeds at safe locations with speed detection equipment.

The aim of the CSW initiative is to address the problem of speeding through a partnership of the police the local community, parish councils and other partners.

The aim of the initiative is NOT to catch as many speeding drivers as possible.

It is to reduce speed in areas of concern, make drivers aware that excessive speed is socially unacceptable, re-educate drivers about the dangers of speeding, and address concerns from local residents about cars speeding through their neighbourhoods.

Police forces across the country implementing Community Speed Watch can show a reduction in overall average speeds, and a significant reduction in drivers travelling well above the speed limit.



## What are the benefits?

- Fewer fatalities and serious injury collisions
- Increase in road safety awareness by and for all road users
- Enhancing the role of community members as volunteers
- Raise awareness of anti-social road use

## Summary of scheme: operating guidelines

- There must be a minimum of six volunteers in each CSW scheme.
- Speedchecks must be conducted by at least three volunteers.
- Volunteers must be over 18 years of age.
- Each CSW scheme must have a co-ordinator and where possible, a deputy, responsible for the equipment and administration.
- The Parish (or local) Council must support the scheme.
- Volunteers are subject to police vetting checks.
- Volunteers will be required to sign an CSW agreement.
- The locations for monitoring are chosen by the scheme, however risk assessments will be carried out by a trained police officer, who will approve the nearest safe site to that chosen in some circumstances a site may not be deemed safe enough to conduct CSW).
- Training for volunteers will include use of the equipment, and health and safety issues.
- The cost of training volunteers, risk assessing potential sites, and ongoing administration is borne by Suffolk Police.
- However, the cost of speed detection equipment, portable signs and reflective jackets will NOT be met by Suffolk Police.
- Volunteers will be covered by the Police Authority Insurance, although parishes are advised to notify their insurer of their CSW scheme.



- is a major factor in preventing people from enjoying the environment they have chosen to live in.
- has an impact on the lives of people within local communities.
- also contributes to the severity of any road traffic collision.

Suffolk Police are committed to working with Roadsafes partners to achieve casualty reduction targets, and "reduce the number of people killed and seriously injured on our roads" as part of our three year Policing Plan.

The police aim to provide the right level of reassurance and enforcement. But officers cannot carry out speed enforcement checks in every community that wants them on a regular basis. This is where working together can help.

We need to enhance our existing methods and want to include the community by recruiting volunteers to be part of our Community Speed Watch initiative.

## How it works:

- Trained volunteers verify and record the registration numbers of offending vehicles.
- These details are forwarded to Suffolk Police who will send offenders a letter.
- A maximum of two letters will be sent to offenders.
- Persistent offenders may be targeted for police enforcement.
- Follow-up work on education and enforcement by Suffolk Police and our partners will also take place as appropriate.

**For more information on Community Speed Watch please contact your local Safer Neighbourhood Team.**

Details of your local Safer Neighbourhood Team can be found at:

**[www.onesuffolk.co.uk/safersuffolk](http://www.onesuffolk.co.uk/safersuffolk)**  
or telephone **01473 613500** and ask to be put through to your local Safer Neighbourhood Team.



## Item 9

*FAO Waldringfield Parish Council*

*From Betsy Reid, Libby Ruffle, Sally Redfern, pp Waldringfield Wildlife Group*

At its meeting in April, the Waldringfield Wildlife Group adopted a motion to try to make Waldringfield 'pesticide free' in support of the campaign for pesticide free areas run by PAN (Pesticides Action Network). This means the relevant bodies banning the cosmetic or aesthetic use of pesticides (the term used generically here to include all chemical weed-killers and fungicides as well as insect killers. Chemical fertilisers also have a malign effect on soil biota) on land under their control.

As far as we know there is little used in village – the verges along Village Way are the only area we have observed where (presumably) Glyphosate is regularly used on the road edges and round the trees and posts. It will probably be fairly easy to ask the contractor to modify management so as to exclude pesticides. Such a directive should come properly from the Parish Council.

Glyphosate has recently been declared a probable human carcinogen by the World Health Organisation (WHO) and should certainly not be applied in areas that are frequented by children such as parks, playgrounds and schools. In addition glyphosate is long-lived in the soil and damaging to soil biota. Traces of glyphosate have been found in bread, according to recent research by the Soil Association. Action on this would be particularly timely as the EU relicensing of glyphosate is due in May: there is considerable European support for a glyphosate ban – opposition from Italy, France Sweden and the Netherlands have forced a delay in the final vote and a suggested reduction of the licence period from 15 to 7 years.

The Wild-life group is particularly concerned about the general environmental impact of pesticides – they are contributing to the trio of ills that are causing global species decline, habitat loss and climate change being the other two.

Safe, effective alternatives to pesticides are available: there is clear evidence and good examples from around the world that the pesticide-free approach to weed, fungus and insect control is both achievable and effective and that it is reducing the exposure of millions of citizens around the world to the potentially harmful effects of pesticides. The French government, for instance, has introduced a law that will stop the use of all non-agricultural pesticides by 2020. Already there are 400 towns and villages in France that do not use pesticides and a further 400 that have severely restricted their use. In Belgium Wallonia, Flanders and Brussels are moving towards going completely pesticide-free starting in 2017. Other countries throughout the EU are also adopting plans to reduce and stop the use of pesticides in their towns and cities. Since the early 1990's various Canadian Provinces have been implementing legislation to restrict, reduce and prohibit the use of non-essential, cosmetic pesticides. To date eight of the ten Canadian Provinces have introduced such legislation thereby reducing the exposure to pesticides of 30 million Canadian citizens. In Britain Devon County Council is the latest to sign up.

Such examples as those above show that it is entirely possible to manage towns and cities without the use of potentially hazardous pesticides. We believe that if Waldringfield Parish Council were to publicise that as a matter of policy no pesticides are used in its public areas then such residents as do use horticultural poisons might be prompted, over time, to reconsider. There is now incontrovertible evidence that another group of pesticides, the neonicotinoids, used predominantly agriculturally but also by many garden centres, are acutely harmful to bees, both honey and bumble – vital as the pollinators not only of plants in general, but of foods that give our diets variety and balance.

We would welcome the opportunity to discuss this with you further and to provide more information on how a pesticide-free Waldringfield can be achieved.

Yours sincerely,

***Betsy Reid, Libby Ruffle, Sally Redfern pp Waldringfield Wildlife Group*** and Linda Wilkins

# Item 10—next three pages

4 May 2016 (2016-2017)

## Waldringfield Parish Council

|          |  |            |                  |
|----------|--|------------|------------------|
|          | <b>Bank Reconciliation at 04/05/2016</b> |            |                  |
|          | Cash in Hand 01/04/2016                  |            |                  |
|          |  |            | 12,115.06        |
|          | <b>ADD</b>                               |            |                  |
|          | Receipts 01/04/2016 - 04/05/2016         |            | 8,480.00         |
| <b>A</b> | <b>SUBTRACT</b>                          |            | 20,595.06        |
|          | Payments 01/04/2016 - 04/05/2016         |            | 2,699.52         |
|          | <b>Cash in Hand 04/05/2016</b>           |            | <b>17,895.54</b> |
|          | (per Cash Book)                          |            |                  |
|          |  |            |                  |
|          | Cash in hand per Bank Statements         |            |                  |
|          | Cash                                     | 04/05/2016 | 0.00             |
|          | Barclays Community Account               | 29/04/2016 | 12,802.65        |
|          | Ipswich Building Society                 | 31/03/2016 | 7,587.41         |
|          |  |            |                  |
|          |  |            |                  |
|          |  |            |                  |
|          |  |            |                  |
|          |  |            |                  |
|          |  |            |                  |
| <b>B</b> |  |            | <b>20,390.06</b> |
|          | Less unpresented cheques                 |            |                  |
|          | As attached                              |            | 2,494.52         |
|          |  |            | 17,895.54        |
|          | Plus unpresented receipts                |            | 0.00             |
|          | As attached                              |            |                  |
|          | <b>Adjusted Bank Balance</b>             |            | <b>17,895.54</b> |

**Waldringfield Parish Council**  
**PAYMENTS LIST**

| Voucher      | Code                        | Date       | Minute | Bank                | Cheque No | Description                 | Supplier                       | VAT Type | Net             | VAT          | Total           |
|--------------|-----------------------------|------------|--------|---------------------|-----------|-----------------------------|--------------------------------|----------|-----------------|--------------|-----------------|
| 1            | Newsletter re 1972 LGA s142 | 04/05/2016 |        | Bardays Community A | 100934    | Newsletter                  | Betaprint Woodbridge Ltd       | E        | 205.00          | 0.00         | 205.00          |
| 2            | Salaries                    | 04/05/2016 |        | Bardays Community A |           | Salary                      | Mr D Lines                     | X        | 350.79          | 0.00         | 350.79          |
| 3            | Salaries                    | 04/05/2016 |        | Bardays Community A |           | Salary                      | Mr D Lines                     | X        | 350.79          | 0.00         | 350.79          |
| 4            | Post and telephone          | 04/05/2016 |        | Bardays Community A |           | Postage                     | Mr D Lines                     | E        | 1.73            | 0.00         | 1.73            |
| 5            | Stationery/Mileage/Etc.     | 04/05/2016 |        | Bardays Community A |           | Travel Expenses             | Mr D Lines                     | X        | 24.00           | 0.00         | 24.00           |
| 6            | Village Hall hire           | 04/05/2016 |        | Bardays Community A |           | Village Hall Hire           | Waldringfield Village Hall Tru | X        | 250.00          | 0.00         | 250.00          |
| 7            | Locality Grant Spend        | 04/05/2016 |        | Bardays Community A |           | Recycling compound expenses | J Nunn                         | S        | 1,178.94        | 28.27        | 1,207.21        |
| 8            | Repairs/Maintenance         | 04/05/2016 |        | Bardays Community A |           | Bench seat repair           | J Nunn                         | X        | 70.00           | 0.00         | 70.00           |
| 9            | Mole catching (field)       | 04/05/2016 |        | Bardays Community A |           | Mole Treatment              | Suffolk Coastal Horse          | S        | 200.00          | 40.00        | 240.00          |
| <b>Total</b> |                             |            |        |                     |           |                             |                                |          | <b>2,631.25</b> | <b>68.27</b> | <b>2,699.52</b> |

**Waldringfield Parish Council**  
**RECEIPTS LIST**

| Voucher      | Code               | Date       | Minute | Bank                | Receipt No | Description     | Customer    | VAT Type | Net             | VAT         | Total           |
|--------------|--------------------|------------|--------|---------------------|------------|-----------------|-------------|----------|-----------------|-------------|-----------------|
| 1            | Precept            | 04/05/2016 |        | Bardays Community A |            | Precept payment | SCDC        | X        | 6,318.00        | 0.00        | 6,318.00        |
| 2            | SCC Locality Grant | 04/05/2016 |        | Bardays Community A |            | Locality Grant  | Suffolk C C | X        | 1,162.00        | 0.00        | 1,162.00        |
| 3            | SCC Locality Grant | 04/05/2016 |        | Bardays Community A |            | Locality Grant  | Suffolk C C | X        | 1,000.00        | 0.00        | 1,000.00        |
| <b>Total</b> |                    |            |        |                     |            |                 |             |          | <b>8,480.00</b> | <b>0.00</b> | <b>8,480.00</b> |

**Waldringfield Parish Council**  
**Summary of Receipts and Payments**  
**All Cost Centres and Codes**

**Cost Centre A - Receipts**

| Code             | Title                        | Receipts         |                 |               | Payments  |        |     | Net Position<br>+/- under/over spend |
|------------------|------------------------------|------------------|-----------------|---------------|-----------|--------|-----|--------------------------------------|
|                  |                              | Estimated        | Actual          | Var           | Estimated | Actual | Var |                                      |
| 28               | Precept                      | 12,636.00        | 6,318.00        | -6,318        |           |        |     | -6,318                               |
| 29               | Council Tax Support Grant    |                  |                 |               |           |        |     |                                      |
| 30               | SCC Locality Grant           | 750.00           | 2,162.00        | 1,412         |           |        |     | 1,412                                |
| 31               | SCC Footpaths Grant          | 175.30           |                 | -175          |           |        |     | -175                                 |
| 32               | Recycling                    |                  |                 |               |           |        |     |                                      |
| 33               | Equipment Hire               |                  |                 |               |           |        |     |                                      |
| 34               | SCC Q of Life Budget         |                  |                 |               |           |        |     |                                      |
| 35               | SCDC Community Enabling Fund |                  |                 |               |           |        |     |                                      |
| 36               | Bank Interest                | 70.00            |                 | -70           |           |        |     | -70                                  |
| 37               | Grants and Donations         |                  |                 |               |           |        |     |                                      |
| 38               | Advertising income           | 400.00           |                 | -400          |           |        |     | -400                                 |
| 39               | VAT Refund                   |                  |                 |               |           |        |     |                                      |
| <b>SUB TOTAL</b> |                              | <b>14,031.30</b> | <b>8,480.00</b> | <b>-5,551</b> |           |        |     | <b>-5,551</b>                        |

**Cost Centre B - Administration**

| Code             | Title                       | Receipts  |        |     | Payments        |                 |              | Net Position<br>+/- under/over spend |
|------------------|-----------------------------|-----------|--------|-----|-----------------|-----------------|--------------|--------------------------------------|
|                  |                             | Estimated | Actual | Var | Estimated       | Actual          | Var          |                                      |
| 1                | Salaries                    |           |        |     | 5,150.00        | 701.58          | 4,448        | 4,448                                |
| 2                | PAYE/NI                     |           |        |     |                 |                 |              |                                      |
| 3                | Stationery/Mileage/Etc.     |           |        |     | 375.00          | 24.00           | 351          | 351                                  |
| 4                | Post and telephone          |           |        |     | 120.00          | 1.73            | 118          | 118                                  |
| 5                | Newsletter re 1972 LGA s142 |           |        |     | 480.00          | 205.00          | 275          | 275                                  |
| 6                | Village Hall hire           |           |        |     | 250.00          | 250.00          |              |                                      |
| 7                | Insurance                   |           |        |     | 490.00          |                 | 490          | 490                                  |
| 8                | Membership Subs re LGA s111 |           |        |     | 425.00          |                 | 425          | 425                                  |
| 9                | Audit                       |           |        |     | 210.00          |                 | 210          | 210                                  |
| 10               | Chairman's Expenses         |           |        |     | 50.00           |                 | 50           | 50                                   |
| 11               | Training                    |           |        |     | 200.00          |                 | 200          | 200                                  |
| 12               | Election Costs              |           |        |     |                 |                 |              |                                      |
| <b>SUB TOTAL</b> |                             |           |        |     | <b>7,750.00</b> | <b>1,182.31</b> | <b>6,568</b> | <b>6,568</b>                         |

**Cost Centre C - Playing Field/Recreational**

| Code             | Title                        | Receipts  |        |     | Payments        |                 |              | Net Position<br>+/- under/over spend |
|------------------|------------------------------|-----------|--------|-----|-----------------|-----------------|--------------|--------------------------------------|
|                  |                              | Estimated | Actual | Var | Estimated       | Actual          | Var          |                                      |
| 13               | Handyman's Wages             |           |        |     | 495.00          |                 | 495          | 495                                  |
| 14               | Grass cutting (field)        |           |        |     | 720.00          |                 | 720          | 720                                  |
| 15               | Mole catching (field)        |           |        |     | 250.00          | 200.00          | 50           | 50                                   |
| 16               | Repairs/Maintenance          |           |        |     | 1,050.00        | 70.00           | 980          | 980                                  |
| 17               | Footpath Maintenance         |           |        |     | 450.00          |                 | 450          | 450                                  |
| 18               | Locality Grant Spend         |           |        |     | 750.00          | 1,178.94        | -429         | -429                                 |
| 19               | SCC Quality of Life          |           |        |     |                 |                 |              |                                      |
| 20               | SCDC Community Enabling Fund |           |        |     |                 |                 |              |                                      |
| <b>SUB TOTAL</b> |                              |           |        |     | <b>3,715.00</b> | <b>1,448.94</b> | <b>2,266</b> | <b>2,266</b>                         |

**Cost Centre D - Grants**

| Code             | Title                            | Receipts  |        |     | Payments        |        |              | Net Position<br>+/- under/over spend |
|------------------|----------------------------------|-----------|--------|-----|-----------------|--------|--------------|--------------------------------------|
|                  |                                  | Estimated | Actual | Var | Estimated       | Actual | Var          |                                      |
| 21               | General Grants                   |           |        |     | 400.00          |        | 400          | 400                                  |
| 22               | Church Field re OSA 1906 s9 & 11 |           |        |     | 400.00          |        | 400          | 400                                  |
| 23               | Village Hall LGA 1976 s19        |           |        |     | 500.00          |        | 500          | 500                                  |
| 24               | All Saints Church OSA 1906 et al |           |        |     | 500.00          |        | 500          | 500                                  |
| 25               | WildlifeGroup                    |           |        |     | 100.00          |        | 100          | 100                                  |
| <b>SUB TOTAL</b> |                                  |           |        |     | <b>1,900.00</b> |        | <b>1,900</b> | <b>1,900</b>                         |

**Cost Centre E - s137**

| Code             | Title | Receipts  |        |     | Payments  |        |     | Net Position<br>+/- under/over spend |
|------------------|-------|-----------|--------|-----|-----------|--------|-----|--------------------------------------|
|                  |       | Estimated | Actual | Var | Estimated | Actual | Var |                                      |
| 27               | S 137 |           |        |     |           |        |     |                                      |
| <b>SUB TOTAL</b> |       |           |        |     |           |        |     |                                      |

**Cost Centre F - Miscellaneous**

| Code             | Title         | Receipts  |        |     | Payments  |        |     | Net Position<br>+/- under/over spend |
|------------------|---------------|-----------|--------|-----|-----------|--------|-----|--------------------------------------|
|                  |               | Estimated | Actual | Var | Estimated | Actual | Var |                                      |
| 26               | Miscellaneous |           |        |     |           |        |     |                                      |
| <b>SUB TOTAL</b> |               |           |        |     |           |        |     |                                      |

|                    |  |                  |                 |               |                  |                 |               |              |
|--------------------|--|------------------|-----------------|---------------|------------------|-----------------|---------------|--------------|
| <b>NET TOTAL</b>   |  | <b>14,031.30</b> | <b>8,480.00</b> | <b>-5,551</b> | <b>13,365.00</b> | <b>2,631.25</b> | <b>10,734</b> | <b>5,182</b> |
| <b>V.A.T.</b>      |  |                  | <b>0.00</b>     |               |                  | <b>68.27</b>    |               |              |
| <b>GROSS TOTAL</b> |  |                  | <b>8,480.00</b> |               |                  | <b>2,699.52</b> |               |              |





Parish Clerk: David Lines  
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[www.waldringfield.onesuffolk.net/parishcouncil](http://www.waldringfield.onesuffolk.net/parishcouncil)

**May 10<sup>th</sup> 2016**

***(If you wish to have more information on any of  
the following items, please contact the Clerk)***

1. Suffolk Police SNT – Priority Setting and Council AGM dates
2. SCDC - Consultation on Air Quality Improvements in Felixstowe (to June 30<sup>th</sup>)
3. Bawdsey Parish Council – Proposed collaboration between local councils re East Anglia Offshore Wind Farms
4. National Association of Local Councils – Neighbourhood Right of Appeal