



# Waldringfield

## Parish Council

Parish Clerk: David Lines

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### 1651 Minutes of the Parish Council Meeting held on Tuesday, 13<sup>th</sup> December 2016

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

- 1 **APOLOGIES AND APPROVAL FOR ABSENCE OF PARISH COUNCILLORS** – Cllr Videlo (Family commitment) and SCC Cllr O'Brien

**DECLARATIONS OF INTEREST** – Cllr Winship (12.c Grants - Local non-pecuniary interest)

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**

To **RECEIVE** reports from:

- a) Suffolk County Councillor O'Brien – Noted. Cllr Winship advised that SCC Highways were undergoing reorganisation.
- b) Suffolk Coastal District Councillor Harvey – In addition to her report, Cllr Harvey noted that a permanent Tree Preservation Order had been placed on the oak tree on the boundary of Eureka, Cliff Road. She requested to be advised if the Parish Council agreed to a donation to the Community Speed Watch programme.
- c) Suffolk Police – No report provided.

- 3 It was **RESOLVED TO ADOPT** the minutes of the extraordinary Parish Council meeting held on 17<sup>th</sup> November 2016. Minutes proposed by Cllr Kay, seconded by Cllr Elliot and **AGREED** by all present at the meeting.

- 4 **Matters for REPORT and REVIEW of ACTION POINTS** from the minutes of the Parish Council Meetings held on 8<sup>th</sup> and 17<sup>th</sup> November 2016 respectively. The Clerk had sent replicate letters to property owners abutting Ipswich Road and contacted Mr. Godfrey re handyman duties, who had expressed interest in the role and provided his hourly rate – *an agenda item for the January meeting*. Standing Orders had been updated re late-received planning applications (per the Parish Council's instruction earlier this year) and Financial Standing Orders amended to include the new requirement for two-year budget forecasts. The drafted letter of complaint to SCDC and SCC re the Eureka planning approval had been circulated by Cllr Kay and, after minor changes, was approved for issuance.

- 5 To **CONSIDER** Planning Applications for **COMMENTS** and to **NOTE** any application decisions:  
**Planning Applications – 16/4722/TCA Broomfield School Road** – to fell Walnut tree with suspected honey fungus. To clear Oak tree branches from overhead cables by 1m. To reduce overhanging branches from neighbour's trees. (dealt with at the previous meeting)  
To **MAKE ARRANGEMENTS** to deal with applications received after publication of this agenda  
**DC/16/5094/TPO – Little Stubbs, Cliff Road**. T1 Oak, reduce back to previous pollard at 5m approximately. **RESOLVED** – to make no comment, but to ask the Parish Tree Warden to communicate her views to SCDC's Tree Officer, if appropriate. Proposed by Cllr Reid, seconded by Cllr Gold, **AGREED** by all

To **NOTE** any application decisions received, including those after publication of this agenda

**DC/16/4492/VOC-Merryfield Mill Road-variation of Condition 2 of DC/16/2488/FUL**

Following careful consideration of the detailed design, the applicant would like to amend the ground floor footprint of the annexe and to increase the depth of the roof overhang to the sides of the annexe only, to lower the eaves height. These amendments can be facilitated by the removal of approved drawing: 0116/07E & substitution with drawing 0116/07H. Replace approved drawing: 0116/07E Condition 2 with revised drawing: 0116/07H illustrating the amendment to the ground floor layout & eaves overhang. **APPLICATION PERMITTED**

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- 5+ To **RECEIVE** an update of the meeting with Commercial Estates Group (CEG). The Clerk's notes of the meeting had been circulated, along with the follow-up letter. Cllrs Kay and Elliot further briefed the Council, in particular noting the modifications made by CEG to the follow-up letter (attached). It was further noted that BT's original application for the site had been formally withdrawn
- 6 To **APPROVE** the **2017/2018 BUDGET** and **AGREE the Precept for 2017/2018** – The Budget, with additional forecasts for 18/19 and 19/20, was **APPROVED**; it was also **AGREED** that the Precept per household would remain unchanged at **£49.99 per household**, with an overall precept request of **£12,752**. It was further **AGREED** that the annual transfer of £700 to the Contingency Reserve would cease after this financial year, with the balance of the recommended increase - £2,100 – found from the unallocated reserves. Proposed by Cllr Kay, seconded by Cllr Reid, **AGREED** by all.
- 7 To **RECEIVE** an update from the Parish Plan Groups – Cllr Kay reported a total of four members for the Telecom Group, in response to his article in the newsletter, and that they would meet in February. Cllr Winship advised that the tasks of the working group dealing with Dog-Fouling were complete. The revival of the Road Safety Group, under a new chairman, would be discussed at the next meeting
- 8 To **CONSIDER** public rights of way and road safety issues, including Community Speed Watch (CSW). A grant of up to £100 (subject to neighbouring councils agreeing the same) would be given to the CSW programme to supplement the funding still available from the grants and help finance new CSW equipment. Proposed by Cllr Reid, seconded by Cllr Elliot, **AGREED** by all  
**Sullivan Place and other village verges** – agenda item for the next meeting  
**Village Way** – no further action by the Parish Council required at this time  
**Village Crossroads** – it was noted that the matter of a parked car had been logged by the Police  
**Church Field** – the footpath sign was uprooted, but being dealt with  
**Cliff and School Roadside parking** – the Wildlife Group had expressed concern about cars parked on verges causing damage to flora growing there. It was suggested that the WWG should consider the use of the railway sleepers recently offered to them to alleviate the problem
- 9 To **CONSIDER** To **CONSIDER** consultation responses to a number of public/private bodies (SCDC-WDC Merger – no comment / SCC Minerals and Waste – **DEFERRED** to the next meeting / Martlesham Neighbourhood Plan **DEFERRED** to the next meeting / EDF Energy – Cllrs Kay and Reid to circulate initial draft comments with any further comments to be fed back by early January re Sizewell C / SCDC re removal of BT Payphones – the Council **RESOLVED** to object to the removal of the pay phone, citing poor mobile phone reception and the need for a reliable back-up for residents and visitors alike to contact the emergency services. Any proposal to 'adopt' the telephone box, in case of discontinuation of service, was to be confirmed later.
- 10 To **REVIEW** and **UPDATE**, where appropriate, the policies of the Parish Council (N.B. this will be a standing item for the next several Parish Council meetings) Newsletter Advertising Policy and 2017 Publication Dates - **AGREED** by all
- 11 To **CONSIDER** an application for a grant from Suffolk Rural Fund. Cllr Winship wished to make a separate application on behalf of the Quiet Lanes initiative, but sought the Parish Council's endorsement of Quiet Lanes to help support the application. **RESOLVED**, that the Parish Council endorsed the Quiet Lanes initiative – **AGREED** on the casting vote of the Chairman. It was further **RESOLVED** that the Parish Council would make an application for up to £1,000 to assist in the setting up of a community Computer Club
- 12 **CLERK AND RFO REPORT** (*supporting documents now provided as an attachment*)  
  - a. To **CONSIDER** a request from HMRC to make PAYE and NI payments electronically – having considered the options, it was **AGREED** that payment would be made via the Post Office, with the appropriate payee details per HMRC requirements.
  - b. To **ACCEPT** a Play Space grant from SDCC to finance the cradle swing repairs – **AGREED**

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- 12 c. To **RECEIVE** applications and **APPROVE** payments for community grants, if any – An application for £500 from the Parochial Church Council was received and approved in principle. However, Cllr Winship wished to engineer a revised application, closer to £800 to cover 50% of the churchyard grass-cutting costs – **DEFERRED** until the receipt of a revised application  
d. To **CONSIDER** items of expenditure and sign cheques accordingly – see separate list  
**Total Payments - £1,124.05**  
e. To **RECEIVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation  
**Balances held at Bank 30/11/16 and Building Society as at 1/10/16 – Bank £9,512.49 and Building Society £7,587.41 - Adjusted balance £15,849.85 (as at 07/12/16)** after non-presented cheques and receipts (if any)  
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 initialled accordingly, and no discrepancies were reported by Cllr Reid.  
It was **RESOLVED** to accept Items c), d) and e) together with Accounts/Budget and these were signed accordingly. Proposed by Cllr Kay, seconded by Cllr Archer, all **AGREED**
- 13 To **CONSIDER** any Correspondence received before the meeting – per the attached list. It was **AGREED** that the request from Jobydoo to advertise on the Parish Website would be declined by the Clerk, to be consistent with the current policy of no commercial advertising
- 14 **PARISH MATTERS for next Agenda** – AONB sign at village entrance / Village Handyman / Road Safety Group / SCC Minerals and Waste consultation / Martlesham Neighbourhood Plan consultation, in context with potential upcoming planning applications / Sullivan Place re verges / Risk Management Review
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** (Annual staff review) - **RESOLVED**
16. To **UNDERTAKE** the Annual Review of staff contracts in light of the 2016-18 pay scales published in April this year. In recognition of the Clerk's increased experience, it was **AGREED** to move his salary up to NALC salary point 20, effective from April 1st 2017

**The Chairman closed the meeting at 10. 05 pm**

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### **REVIEW OF ACTION POINTS AS AT 21<sup>st</sup> DECEMBER 2016**

*(Abbreviated notes from action points of November 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. Opportunity re-kindled with change of site ownership

**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**: Awaiting SCC Highway's recommendations - Chairman has written to SCC's Malcolm King to seek progress report – none so far

Footpaths River Wall footpath. **Action**: SCC to erect sign in due course

**In progress** - Village Way **ACTION** SCC advised of PC recommendations. SCC Cllr O'Brien has committed £15,000 funding to the project. Consultation completed in April/draft drawings produced – **Action**: Chairman has written to SCC's Malcolm King to seek progress report - none

**In progress** - The archiving/disposal of the Parish Council records and old files. **ACTION** Sorting of files completed – to be completed on Clerk's return to full health



## Waldringfield Parish Council

- 10 To **REVIEW** and **UPDATE**, where appropriate, the policies of the Parish Council (N.B. this will be a standing item for the next several Parish Council meetings) - Newsletter Advertising Policy and 2017 Publication Dates
- 11 To **CONSIDER** an application for a grant from Suffolk Rural Fund
- 12 **CLERK AND RFO REPORT**  
To **CONSIDER** a request from HMRC to make PAYE and NI payments electronically  
To **ACCEPT** a Play Space grant from SDCD to finance the cradle swing repairs  
To **RECEIVE** applications and **APPROVE** payments for community grants - **WPPC**  
To **CONSIDER** items of expenditure and sign cheques accordingly - see separate list  
To **RECEIVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation
- 13 To **CONSIDER** any Correspondence received before the meeting
- 14 **PARISH MATTERS** for the next Agenda – Risk Management Review / Sullivan Place
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** (Annual staff review)
16. To **UNDERTAKE** the Annual Review of staff contracts in light of the 2016-18 pay scales published in April this year

**SCC December 2017**

At Full Council (24<sup>th</sup> November) SCC voted to support a number of recommendations looking at the potential for a future **devolution** deal for Suffolk. The full recommendations discussed and agreed were:

**This Council agrees:**

1. To reiterate the commitment given previously by the Council to devolution as a means of delivering accelerated growth in the local and national economy and of helping local people and places to fulfil their potential;
2. To authorise the Leader and Chief Executive to:
  - a) seek an urgent meeting with the Secretary of State to discuss the Government's intentions in relation to devolution
  - b) work with Government and local partners to agree an alternative devolution deal as soon as possible
3. That further reports are presented to the Council and Cabinet, as appropriate, as the devolution process progresses.

All seven other local authorities in Suffolk have, or are due to vote on these recommendations.

Patricia

December 2016 District Councillor's Report by Susan Harvey

Merging of SCDC with Waveney DC. You can still give your views on this until 12<sup>th</sup> December on the Suffolk Coastal Website prior to the decision which will be taken in Jan. 2017.

Devolution. Not completely dead yet as Suffolk is still looking at the possibility of going in with adjoining areas.

Sizewell C Second stage of consultation. EDF Energy are organising several engagement events/ exhibitions. Please attend one if you are interested in having some input into the eventual Suffolk response to the consultation. The impact on wildlife will be major and experts are working on this.

Proposed Beach Hut Review. I shall be attending the Cabinet meeting on this. SCDC is looking at improving its income stream to compensate for lack of funding from central government. I am not happy about this but as yet have not fully understood all the implications. I know a lot of local people have huts and I will represent their views.

Local Plan (Core Strategy) 2010-2027. This is just coming to the end of its current first phase. There will be District Councillor Local Plan Working Groups to oversee the preparation of the Local Plan as well as advising on the spending of the Community Infrastructure Levy. There will be Parish/Town Council Working Groups following the Issues and Options Consultation in late Spring 2017.

Community Infrastructure Levy Spend Programme. The CIL was introduced by the council in July 2015 and largely replaces the old Section 106 charges which are paid by developers.

Community Enabling Budget. I am aware that some applications have not been dealt with quite as speedily as they could have been. It appears that posted items have gone astray for at least two of my applications. The council would prefer scanned and emailed copies of documents in future.

Move to East Suffolk House, Melton. This move has gone smoothly so far. There are chairs, cabinets and shelving systems available if you know groups that would like them. They are free but collection will be up to the recipient.



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### 1645 Minutes of the Parish Council Meeting held on Tuesday, 8<sup>th</sup> November 2016

Present: Councillors Kay, Videlo, Elliot, Matheson, Gold, Archer, Reid and Winship,  
SCC Cllr O'Brien (Item 2 onwards) SCDC Cllr Harvey and three members of the public

*The Chairman announced that, for personal reasons, Cllr Toby Harraway had resigned from the Parish Council. The Chairman instructed that thanks be recorded to Toby for his service to the Parish Council and wished him well for the future.*

*The process to elect a new councillor would commence shortly with a Notice of Vacancy*

#### 1 **APOLOGIES AND APPROVAL FOR ABSENCE OF PARISH COUNCILLORS – None**

#### 2 **DECLARATIONS OF INTEREST – NONE**

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 –**

Mr and Mrs Bugg spoke about the delayed works to Village Way, reporting damage to their vehicles on four separate occasions. They described the proposed plans to widen the carriageway as inadequate and a waste of money in its present form. The 'consultation' with residents by Kier, the contractors, was made during the daytime, when most residents were at work or elsewhere. The issue of drop-kerbs was raised again, to facilitate residents who are able to park their cars on their property. After discussion, it was agreed that Cllr Kay would write to Malcolm King (SCC Highways), copied to SCC Cllr O'Brien. The correspondence would include the other outstanding issues of overhanging vegetation on the Ipswich Road out of the village and the safety issues for pedestrians at the village exit junction.

Following her enquiry, Mrs Ballam was advised that her planning application had arrived too late (according to statute) to be considered at the meeting and would be considered at an extraordinary meeting later in the month

To **RECEIVE** reports from:

- a) Suffolk County Councillor O'Brien – Spoke to her report, adding her concerns about the increase in cyber crime
- b) Suffolk Coastal District Councillor Harvey – In addition to her report, Cllr Harvey advised that SCDC would be moving to their new offices in the near future. In response to difficulties in the timely receipt of planning applications and approvals, she advised that registration on the Planning Portal should resolve the problem.
- c) Suffolk Police – No report provided.

#### 3 It was **RESOLVED TO ADOPT** the minutes of the Parish Council meeting held on 11<sup>th</sup> October 2016. Minutes proposed by Cllr Kay, seconded by Cllr Winship and **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 11<sup>th</sup> October 2016. The Clerk had yet to send replicate letters to property owners abutting Ipswich Road or contact Mr. Godfrey re handyman duties. Action Points re Village Way and the village entrance crossroad were addressed in Item 2

#### 5 To **CONSIDER** Planning Applications for **COMMENTS** and to **NOTE** any application decisions: Planning Applications – **NONE**

To **MAKE ARRANGEMENTS** to deal with applications received after publication of this agenda  
**DC/16/4507/FUL- Driftwood The Quay** - Minor changes to external elevations including widening window openings, adding velux roof lights, changing external wall cladding introducing bi-fold doors

**EXTENSION OF CONSULTATION PERIOD BY SCDC TO BE REQUESTED FIRST**



1646  
5+

## **DC/16/4492/VOC-Merryfield Mill Road-variation of Condition 2 of DC/16/2488/FUL**

Following careful consideration of the detailed design, the applicant would like to amend the ground floor footprint of the annexe to include a store area & increased entrance hall area, for improved use & easier access for people with movement difficulties for current & future use. The applicant would also like to increase the depth of the roof overhang to the sides of the annexe only, to lower the eaves height. These amendments can be facilitated by the removal of approved drawing: 0116/07E & substitution with drawing 0116/07H. Replace approved drawing: 0116/07E Condition 2 with revised drawing: 0116/07H illustrating the amendment to the ground floor layout & eaves overhang. **REFERRED TO THE PLANNING COMMITTEE**

To **NOTE** any application decisions received, including those after publication of this agenda **APP/044/2016 -Demolition of existing dwelling. Erection of three dwellings and garages. Alterations to existing access. (Resubmission of DC/15/3797/FUL) -Allowed without conditions – Decision notice to be circulated**

To **RECEIVE** an update of the meeting with Commercial Estates Group (CEG). With the Clerk's notes of the meeting yet to be completed, Cllrs Kay and Elliot briefed the Council on the main points. The main concern was the emerging Masterplan and the role of CEG as 'promoters' of the land purchased from BT for housing development. However, a detailed letter to CEG to confirm these and other salient points arising in the meeting would be sent as a follow-up To **DISCUSS** WPC's response to the *Main Modifications to the Site Allocations and Area Specific Policies* document published by Suffolk Coastal District Council. Waldringfield was affected by the modifications document, although it appeared that there still some omissions from the previous consultation . As such, Cllr Kay would prepare responses in the format required by SCDC in their questionnaire.

6 To **RECEIVE** the initial **DRAFT BUDGET - Noted**

7 To **RECEIVE** an update from the Parish Plan Groups – Cllr Kay will prepare an article about Telecoms for the newsletter

8 To **CONSIDER** public rights of way and road safety issues, including Community Speed Watch (CSW). New CSW volunteers had come forward and their names would be sent to Sgt Peter Street. The Clerk advised that there was still funding available from the grants to finance, in great part at least, new equipment.

Cllr Winship spoke to his letter, sent to all councillors, with proposals on four road safety issues. The first two were to be addressed by Cllr Kay's letter (Item 2 above) and the other two were to be adapted as his personal ideas for publication in the newsletter

9 To **CONSIDER** repair / replacement of the 'Stepping Snake' in the playing field – Cllrs Reid and Archer had looked at the original contract and were of the opinion that the equipment was guaranteed for a period far in excess of its current age. The Clerk was instructed to write to the supplier to invoke the guarantee

10 To **REVIEW** and **UPDATE**, where appropriate, the policies of the Parish Council (N.B. this will be a standing item for the next several Parish Council meetings) - Standing Orders and Financial Standing Orders. The significant amendments related to new procurement regulations. Approval of the updates proposed by Cllr Reid, seconded by Cllr Winship, **AGREED** by all

11 To **CONFIRM** the meeting dates for 2017 - **AGREED**

12 **CLERK AND RFO REPORT** (*supporting documents now provided as an attachment*)

a. To **RECEIVE** applications and **APPROVE** payments for community grants, if any - **NONE**

b. To **CONSIDER** items of expenditure and sign cheques accordingly – see separate list

**Total Payments - £497.99** (report amended manually to include additional £10 VAT charge) **+£66.00 re Internal Audit fees**

c. To **RECEIVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation **Balances held at Bank 31/10/16 and Building Society as at 1/10/16 – Bank £10,324.15 and Building Society £7,587.41 - Adjusted balance £17,049.90 (as at 03/11/16) after non-presented cheques and receipts (if any)**



# Waldringfield Parish Council

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12+ 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 initialled accordingly, and no discrepancies were reported by Cllr Videlo.

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 Archer, all **AGREED**

13 To **CONSIDER** any Correspondence received before the meeting – SCDC – advertisement re. creation of East Suffolk Council / SCDC – Notice of Rural Housing Conference / Mrs Earle – comments re vegetation encroaching on the Ipswich Road, out of the village

14 **PARISH MATTERS for next Agenda** – 2017/18 Budget and Precept / Annual Staff Review

**The Chairman closed the meeting at 10.05 pm**

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## REVIEW OF ACTION POINTS AS AT 13th NOVEMBER 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*) Opportunity re-kindled with change of site ownership

**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:** Awaiting SCC Highways' recommendations. Chairman has written to SCC's Malcolm King to seek progress report  
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. SCC engaging with residents – road widening proposed but no new drop-kerbs **Action:** Chairman has written to SCC's Malcolm King to seek progress report

**In progress** - The archiving/disposal of the Parish Council records and old files.  
**ACTION** Sorting of files completed – Retained records to county archives where appropriate, unwanted files to be shredded over next few months. Anything of historic note to be identified and reported to the Council to decide its destination. TO be completed on Clerk's return to full health



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### 1649 Minutes of the Parish Council Meeting held on Thursday 17<sup>th</sup> November 2016

Present: Councillors Kay, Elliot, Matheson, Gold and Winship 6 members of the public.

1. **APOLOGIES AND APPROVAL FOR ABSENCE OF PARISH COUNCILLORS**

It was agreed that apologies from councillors may not have been received due to the short notice of the meeting. Cllr Kay agreed to be Clerk for the meeting.

2. **DECLARATIONS OF INTEREST- NONE**

To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** such dispensation requests as needed - **NONE**

3. It was **RESOLVED TO ADOPT** the minutes of the Parish Council meeting held on 8 November 2016, with one minor change: remove the word "marginally" from the last paragraph in item 5+. Proposed by Cllr Kay, seconded by Cllr Elliot, **AGREED** by all present at the meeting.

4. **Matters for REPORT and REVIEW of ACTION POINTS:** It was agreed that this would be deferred until the next scheduled Parish Council Meeting.

5. To **CONSIDER** Planning Applications for **COMMENTS:**

**DC/16/4507/FUL- Driftwood The Quay**

**NO OBJECTION** provided the following condition is met:

**Material Planning Consideration: Overlooking /loss of privacy**

The 2 new upper windows on the south side of the building should be made of obscuring glass. This is to prevent overlooking of, and loss of privacy to the sitting out area of the adjacent property, Waterside, which is easily visible from the new windows on the second floor level..

The Parish Council is also concerned that the proposed alterations to the first floor window on the east side is very close to the floor. If this is to be an opening window it could be a safety hazard.

Proposed by Cllr Kay, seconded by Cllr Elliot, **AGREED** by a majority (4 in favour, 1 opposed).

**DC/16/4492/VOC-Merryfield Mill Road-variation of Condition 2 of**

**DC/16/2488/FUL**

**SUPPORTED.** Proposed by Cllr Winship, seconded by Cllr Gold, **AGREED** by all.

6. There was one application published on SCDC's website after publication of this agenda (DC/16/4722/TCA To fell Walnut tree with suspected honey fungus. Broomfield, School Road). The deadline is 7<sup>th</sup> December, before the next scheduled Council meeting, and it was agreed that the Parish Council will not comment on this. Cllr Kay will ensure the Tree Warden is aware of it and ask her to respond.

1650

One decision was noted:

**APP/044/2016 -Demolition of existing dwelling. Erection of three dwellings and garages. Alterations to existing access. (Resubmission of DC/15/3797/FUL) -**  
Allowed without conditions.

All the councillors expressed serious concerns that this decision was made in the absence of a proper assessment of the road safety issues, as stated in the Parish Council's objection to the application. It was decided to send formal complaints to SCC's Highways Department and SCDC:

SCC's Highways Department were, in the Parish Council's opinion, in dereliction of their duty to provide a professional assessment of the impact of the proposals on road safety. In particular, the modified arrangement of the pavement did not address the problem, and possibly made it worse.

Although the road safety impacts were not SCDC's direct responsibility, as the LPA SCDC were ultimately responsible and should not have simply accepted the Highways Department's flawed input without challenging it.

It was also noted that although SCC's Highways Department is no doubt under-resourced, it does not explain the inconsistencies in the way they deal with applications. For example, they stipulated very precise details on access and visibility splay requirements of the drive on the Merryfield application, **DC/16/2488/FUL**, despite it being on a much quieter road, and having far less serious road safety implications than the Eureka application where the restricted driveway is immediately next to the entrance to the primary school and on the busiest main road into Waldringfield.

Cllr Kay to draft a letter and circulate it to the other councillors before sending it to the Clerk.

No other planning-related information was reported.

**The MEETING was closed at 12.45pm.**





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### Notes of the informal meeting between representatives of Waldringfield Parish Council, Commercial Estates Group (CEG) and CODE (Development Planners) held at 11.00 am on Tuesday 1<sup>st</sup> November 2016

Present: Cllr Ian Kay (WPC), Cllr Janet Elliot (WPC), David Lewis (CEG), Mike Carpenter (CODE) and Helen Adcock (CODE). The Parish Clerk, David Lines, was also present to take notes of the meeting.

The meeting started with a general introduction and discussion about the housing development site located to the south and east of BT's research and development headquarters at Adastral Park, Martlesham Heath as presented in the BT outline planning application (ref C/09/0555).

Mr Lewis introduced his company and advised that CEG is a 'land promoter', promoting land through the planning system to either then build out itself or sell on to other developers/house builders.

- CEG has now purchased the land identified for residential and associated amenity development from BT and is in the final stages of purchasing the area of the site currently held by Grainger Trust, a total of some 243 acres. CEG also has an option on 35 acres at the Northern end of the site for commercial development in association with BT.
- Mr Lewis advised that CEG differentiates itself from its peer group in building communities "by regenerating, redeveloping and reimagining local areas". Their unique selling point (USP) was their engagement strategy, something that was endorsed by Mr Carpenter. As such, this meeting would be the first in an extended consultation process.
- Mr Lewis stressed, on more than one occasion, that the site would very likely contain less than 2000 homes and on no account more than that figure. .
- Cllrs Kay and Elliot then gave the historical background to the development site from WPC's perspective, on behalf of local residents
- Following on from that, they asked Mr Lewis what the outline process would be, noting that the site has been identified in SCDC's Core Strategy as one for a strategic housing allocation of 2000 dwelling.
- Mr Lewis replied that the first step would be to create a Conceptual Master Plan, informed by local consultation and taking into account the impacts on and consideration of possible benefits for the surrounding local communities before submitting a new outline planning application.
- In drawing the meeting to a close, Cllr Kay, to general agreement, summarised the next stages of the process
- "Continual consultation" would start with a public exhibition for the communities affected by the development. These would be accompanied by "workshops" to gain real insight to ideas and suggestions from residents.
- The exhibition in Waldringfield is likely to take place in early December and could be promoted in the village newsletter and on the parish website, and/or through a flyer provided by CEG or CODE
- Later on, further meetings would take place, some with the Parish Council.
- Drawn from all this, the following stage would be to create a detailed Master Plan to support an application for outline planning permission, when further consultation would take place.

The meeting closed at 12.10 pm



# Waldringfield

## Parish Council

Parish Clerk: David Lines

43 Fourth Avenue, Frinton-on-Sea, Essex CO13 9DY

E: [pc.waldringfield@goolemail.com](mailto:pc.waldringfield@goolemail.com)

T: 01255 678888 (with voicemail)

[www.waldringfield.onesuffolk.net/parishcouncil](http://www.waldringfield.onesuffolk.net/parishcouncil)

Mr David Lewis  
Head of Strategic Land – East CEG  
Sloane Square House  
1 Holbein Place  
London  
SW1W 8NS

14<sup>th</sup> November 2016

Dear David,

**Ref:** The informal meeting between representatives of Waldringfield Parish Council (WPC), Commercial Estates Group (CEG) and CODE (Development Planners) held at 11.00am on Tuesday 1<sup>st</sup> November 2016.

**Present:** Cllr Ian Kay (WPC), Cllr Janet Elliot (WPC), David Lewis (CEG), Mike Carpenter (CODE) and Helen Adcock (CODE). The Parish Clerk, David Lines, was also present to take notes of the meeting.

Thank you for attending the meeting, the main purpose of which was to establish initial contact between all parties and to provide WPC with a better understanding of the current position regarding the land adjacent to Adastral Park and the anticipated process, including public consultations, going forward.

The councillors enjoyed the meeting and found the discussion to be extremely helpful and informative. We have summarised our understanding of the key points of the discussion below and would very much appreciate any comments or amendments that you may wish to make to add clarity.

The meeting started with a general introduction and discussion about the housing development site located to the south and east of BT's research and development headquarters at Adastral Park, Martlesham Heath as presented in the BT outline planning application (ref C/09/0555).

CEG has now purchased the land identified for residential and associated amenity development from BT and is in the final stages of purchasing the area of the site currently held by Grainger Trust, a total of some 243 acres. CEG also has an option on 35 acres at the Northern end of the site for commercial development in association with BT.

WPC was informed that CEG is a 'land promoter', promoting land through the planning system to either then build out itself or sell on to other developers/house builders. We understand that the current intention is to create a new outline planning application for the whole site. Once approved, CEG would most likely put in place the infrastructure and the site would then be sold on to a number of large-scale house builders. Ownership of the civic and public open spaces would be retained by CEG and managed by a Management Company.

You explained that CEG differentiates itself from other developers in that you recognise the importance of community engagement early in the process and have a more collaborative approach which includes involving local communities in the master-planning of developments. As such, this meeting would be the first in an extended and close consultation process.

Cllrs Kay and Elliot spoke from WPC's perspective, on behalf of local residents. They recognised that the site has been identified in SCDC's Core Strategy as one for a strategic housing allocation of 2000 dwelling. They then gave some of the historical background to issues associated with this allocation and some of the impacts that such a development will have on the Deben SPA and the village of Waldringfield, referencing the recently published Waldringfield Parish Plan.

You appreciated some of the issues and stressed, on more than one occasion, that the new application, with new designs and layouts would very likely contain fewer than 2000 homes, and on no account would the number be greater.

## Waldringfield Parish Council

Policy SP20 in SCDC's Core Strategy contains the detailed strategy for the area covered by a Martlesham, Newbourne and Waldringfield Area Action Plan (M,N&W AAP) – this includes the site for the strategic housing allocation to the south and east of Adastral Park. As the M,N&W AAP has subsequently been abandoned SCDC now states that the requirements of Policy SP20 will be progressed via the strategic planning application for Adastral Park and its Masterplan.

This has caused WPC some concern and we asked you to explain the relationship between the new application and a Masterplan and how you envisaged the roll out of the process, including consultation and community input.

Our understanding of your responses is summarised below

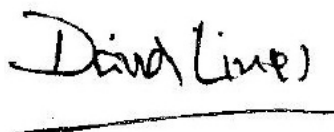
- The initial Masterplan documents will include an illustration of the general concept showing the broad locations for housing/jobs/public open space/schools/retail etc
- These initial documents will be subject to early public consultation via an exhibition format, which will include a number of Workshops across the main topics so that residents are able to express their views, raise concerns and offer suggestions. Similar exhibitions will take place in all the communities affected by the development including Waldringfield, Martlesham, Newbourne and Brightwell.
- CEG will take on board the comments received from the public to fine-tune and provide more detail to the plan
- This will be followed by a further meeting with the Parish Councils
- A new outline planning application will then be submitted to SCDC (SCDC is anxious to receive the new outline application ASAP as it is under pressure regarding its 5 year land supply). A definitive Masterplan will also be submitted to ensure that the development is fully compliant with the policies in SP20. The outline planning application and the masterplan will be subject to public consultation. **NB. David, could you please clarify if the definitive masterplan is submitted to SCDC before, after, or at the same time as the outline planning application - and to what time frames are you working?**
- The outline planning application will be determined by SCDC: if permitted, CEG will start work on the infrastructure requirements and sell on parcels of the development site to various house-builders.
- The house-builders will then formulate and submit to SCDC, Full Planning Applications for each of the relevant sections of the development. These applications will have to conform to the outline planning permission and masterplan but will be considerably more detailed regarding design etc. These applications will also be subject to the statutory public consultation process.

In drawing the meeting to a close, Cllr Kay, to general agreement, summarised the initial process as it affects Waldringfield.

- "Continual consultation" will start with a public exhibition in the Village Hall, which will include "workshops" to gain real insight to concerns, ideas and suggestions from Waldringfield residents. Booking the hall to be arranged directly between the Hall Management Committee and CEG.
- As this is likely to take place in early December (now confirmed as December 6<sup>th</sup> in Waldringfield), the event could be promoted in the village newsletter, copy deadline November 18<sup>th</sup>, and on the parish website
- Further meetings would take place, some with the Parish Council, and others would probably include joint meetings with other affected local communities, such as of Martlesham.

Thank you once more for attending the initial meeting with us in Waldringfield. We look forward to receiving your comments on any of the above summary and to meeting you again on the 6<sup>th</sup> December.

Yours sincerely,



David Lines – Clerk to the Parish Council

c.c. Mike Carpenter and Helen Adcock (CODE)



# Item 6 - DRAFT BUDGET and recommendations

## WALDRINGFIELD PARISH COUNCIL BUDGET 2017-2018

### FORECASTS

EXPENDITURE	2015	TO	2016	TO	2017	2017-2018	2018-19	2019-20
	Budget £	Actual £	Budget £	Actual £	To year end £	Budget £		
<b>ADMINISTRATION</b>				to Dec 7th				
Salaries	5150	5319	5250	3945	5150	5250	5250	
Admin - stationery/mileage	350	683	375	312	350	375	390	400
Post & Telephone	100	103	220	32	50	50	50	50
Newsletter	460	537	480	631	640	650	675	700
Hire of Village Hall	250	250	250	250	250	250	250	250
Insurance	475	474	490	496	496	500	525	525
Membership SALC,ADRE,CFFE etc	375	390	425	272	425	425	450	475
Audit	155	208	220	166	166	166	180	200
Chairmen Fund	50	60	50	0	0	50	50	50
Training	250	10	200	0	0	200	200	200
Election costs (provision)	250	100	0	0	0	0	0	0
Website Annual fee				64	50	64	50	65
<b>PLAYING FIELD/RECREATIONAL</b>								
Handymans wages	495	406	495	0	150	495	495	495
Grass cutting	780	540	720	420	480	720	720	720
Repairs/Maintenance reserves	1460	309	1050	565	600	1000	1000	1000
Mole catching	250	125	250	200	400	300	300	300
Footpath Maintenance	450	120	450	240	240	450	450	450
Loc Grant Spend/Comm En Fund	2000	754	750	2409	2409	750	750	750
<b>GRANTS OUT</b>								
General Pool	400	340	400	400	400	400	400	400
CFT, VHT, WWG, WPCC	1500	1500	1500	1500	1500	1500	1500	1500
<b>GENERAL RESERVE</b>			700	0	700	700	0	0
<b>TOTAL EXPENDITURE</b>	15200	12228	14065	11902	14456	14295	13685	13780
<b>INCOME</b>								
<b>GRANTS IN</b>								
SOC Locality Grant/Parish Paths	1750	1175	975	1337	1337	950	950	950
SCDC Enabling Grants/Other	500	0	0	1750	1750			
Council Tax Support Grant	179	179	0	0	0	0	0	0
<b>ADVERTISING</b>	0	84	400	120	144	96	96	96
<b>INTEREST</b>	70	75	70	0	60	55	55	55
<b>TOTAL INCOME</b>	2509	1513	1445	3207	3291	1101	1101	1101
<b>TOTAL EXPENDITURE</b>	15200	12228	14065	11902	14456	14295	13685	13780
<b>LESS TOTAL INCOME</b>	2509	1513	2509	3207	3291	1101	1101	1101
<b>TOTAL PRECEPT REQUIRED</b>	13012	10715	11556	8695	11165	13194	12584	12679
<b>ADDITIONAL EXPENDITURE FROM RESERVES</b>	0	0	0	0	0	0		

Current Precept - £12,636 £49.99  
 Projected precept £12,752 Per household@ £49.99  
 255.10 tax base

DISCONTINUE - Transfer required balance from unallocated reserves

The General Contingency Fund remains at £5,000 for 2015/16 RECOMMENDED Increase to £8,500 @ £700 p.a.  
 ALLOCATED RESERVES Manor Footpath at £750 unclaimed, Election at £900, Maintenance at £300, Community Speed Watch £813

Governance and Accountability Guidance on reserves recommends that general (ie un-earmarked) reserves usually lie within the range of three to twelve months of gross expenditure. The accounts stand at present at £17,100 of which an estimated £2,500 to pay for the rest of the year, less £5,700 contingency reserve (CR), less £2763 allocated reserves leaves £6,137 unallocated reserves. This equals approximately 5.5 months gross expenditure With CR, 11 months of 2017 budgeted expenditure



## Creating a new 'super district' council for east Suffolk

Learn more about the proposals: [www.eastsuffolk.gov.uk/new-single-council](http://www.eastsuffolk.gov.uk/new-single-council)

Then have your say: [merger@eastsuffolk.gov.uk](mailto:merger@eastsuffolk.gov.uk)

### Why change?

Working in partnership has helped the councils to save over £16m since 2010. However, further savings cannot be made unless the partnership progresses further. A new, merged, council would be better placed to address the shared challenges that both councils face.

### With a new, stronger council, we would be better able to:

*Address the need for investment in growth and infrastructure projects*

*Tackle increasing housing demand and costs*

*Capitalise on growing employment opportunities and wages*

*Withstand significant reductions in Central Government funding for councils*

*Take advantage of the devolution of greater local powers from Central Government*

*Encourage further alignment and integration across the public sector*

*Play a greater role in improving education & skills and make better use of technology*

*Address the effects of further welfare reform*

### Shared outlook

The councils already have a joint 'East Suffolk Business Plan' that sets out our vision for the future of the area and a new council would be a natural development reflecting important, shared similarities and challenges.

**They cover the entire Suffolk coastline, and have a shared transport infrastructure including the A12, ports, market towns, beach resorts and similar areas of outstanding natural beauty. The area also boasts an 'Energy Coast' combining expanding off-shore wind sector and nuclear power.**

This economy also shares the same economic difficulties, with under-achievement educationally, a skills & wages gap, the impact of welfare reform, poor transport & communications infrastructure, lack of commercial land supply, coastal erosion & flooding risks and a lack of 'affordable' housing.

## What could the new council achieve?

The new council would be the largest district council in England, by population. It would be more able to represent local people with a stronger voice across Suffolk. It would have greater influence at a regional level and would be able to run more services, particularly from Suffolk County Council, to ensure they are tailored to meet the needs of our local communities.

## What if we DON'T change?

If a new council is not created, there are a number of potential consequences:

*Detrimental impact on service provision - cuts to or removal of services*

*Reductions in current levels of service performance and / or customer satisfaction*

*Greater pressure on council tax levels*

*Reductions in capacity of some service areas and associated redundancies*

*Inadequate capacity to meet the challenges facing the Councils, leading to poor services*

*Insufficient capacity to maintain the 'in partnership' approach and working*

*Reduced staff morale, public and Councillor dissatisfaction*

## Public engagement

Following a telephone survey of 1,000 residents in east Suffolk, a detailed engagement campaign is underway until December 2016. Residents are being asked to submit their views, which will be considered by all councillors along with the feedback received during the telephone polling.

Learn more about the proposals: [www.eastsuffolk.gov.uk/new-single-council](http://www.eastsuffolk.gov.uk/new-single-council)

Then have your say: [merger@eastsuffolk.gov.uk](mailto:merger@eastsuffolk.gov.uk)

### ***Results from the initial survey included:***

**61%** of residents say they have heard about the proposals.

**57%** of adults say they are favourable towards the proposal, only 22% say they are unfavourable.

**96%** of adults say it is important that the new Council maintains the delivery of important services.

Having received further information, local residents are significantly more likely to say they are favourable towards the proposal than when initially asked (**72% v 57%**).

Residents are most concerned about the efficiency and how the Council is run (**16%**).

When asked to select their top three priorities for local government generally, they are:

Providing support for the vulnerable (**57%**)

Keeping Council tax rates as low as possible (**45%**)

Efficient and consistent delivery of services (**42%**)

## Next steps:

**Councils' decision will be in January 2017.**

**Secretary of State's decision will be in September 2017.**



Our Ref: MH/GM  
Date: 29 November 2016  
Tel: 01728 628176  
Mob: 07824 474741  
Email: [matthew.hicks@suffolk.gov.uk](mailto:matthew.hicks@suffolk.gov.uk)



Dear Councillor

#### **Minerals and Waste Local Plan – Issues and Options Consultation**

I am contacting you to make you aware of a consultation that Suffolk County Council is running, as the first step of developing a new **Minerals & Waste Local Plan**.

In July 2016 [Suffolk County Council's Cabinet agreed](#) to create a combined **Minerals & Waste Local Plan**. The plan will detail our policies for minerals and waste, and set out locations for the potential development of minerals sites (such as sand or gravel pits) and waste sites (such as recycling plants or landfill sites) in the county.

As part of the development of the new plan, this **Issues and Options Consultation** is the first step of the consultation process. The consultation runs until 5pm on 6 February 2017.

We are seeking views on policies for the development of minerals and waste, including proposed aims and objectives for minerals and waste development in the county, regulations for the treatment of waste and recycling, and criteria for new minerals and waste sites.

I would like to make it clear that at this point we do not know where future minerals and waste sites will be located. This first stage of consultation is not reviewing specific sites, and no decisions will be taken on minerals or waste sites until summer 2017 when this will move forward to the next stage of the process that will involve consultation on the draft plan.

The consultation includes proposals to remove waste sites at Eye/Yaxley, Foxhall, Great Blakenham, Layham, Sproughton and Thorington that had been included in the previous waste plan, but have not been developed. These sites may no longer be needed due to the move away from sending waste to landfill sites.

Although we are proposing to remove some existing sites, other smaller sites for waste management use may be put forward to facilitate the continued sustainable management of waste.

Continued.../2

/...2

We are talking to the minerals and waste industry about suggested minerals and waste sites for potential inclusion in the new plan. Sites that are put forward will be reviewed against the proposed criteria, and preferred sites will be consulted upon in the next step of consultation, due to take place in summer 2017.

To make this consultation accessible to the wider community we have produced a summary document, which presents an overview of the plan and proposed revisions to policies. You can view the [Suffolk Minerals & Waste Local Plan – Issues and Options Consultation summary document](#).

Or to read the full Minerals and Waste Local Plan - Issues and Options Consultation [visit the consultation webpage](#).

All feedback received as part of the Issues and Options Consultation, as well as from further consultation, will be used to help shape the development of the new Minerals and Waste Local Plan.

If you have any questions or queries about the consultation, please contact Graham Gunby, Senior Policy Officer: Minerals & Waste Policy, [graham.gunby@suffolk.gov.uk](mailto:graham.gunby@suffolk.gov.uk) or 01473 264807.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Matthew Hicks', with a horizontal line underneath.

**Matthew Hicks**  
**Cabinet Member for Environment**  
**and Public Protection**

## **MARTLESHAM NEIGHBOURHOOD PLAN – PRE-SUBMISSION CONSULTATION (REGULATION 14)**

As part of the requirements of the Localism Act 2011 and Regulation 14 of the Neighbourhood Planning (General) Regulations 2015 (as amended), Martlesham Parish Council is undertaking Pre-Submission Consultation on the Martlesham Draft Neighbourhood Plan. As a body we are required to consult, and we are hereby seeking your views on the Draft Neighbourhood Plan.

The Pre-Submission Consultation Document, together with information on how to respond, are on the [Martlesham Neighbourhood Plan website](#).

This Pre-Submission Consultation runs for a period of 12 weeks starting on **14 November 2016**. The closing date for representations is **31 January 2017**.

(NB the statutory minimum consultation period is 6 weeks)

Martlesham Neighbourhood Plan Team

[www.martlesham2028.org.uk](http://www.martlesham2028.org.uk)

Facebook <https://www.facebook.com/martleshamnp>

Phone messages may be left with Martlesham Parish Council  
01473 612632





PC - CD - 277

David Lines  
Waldringfield Parish Council  
43 Fourth Avenue  
Frinton-on-Sea  
Essex  
CO13 9DY

21 November 2016

Dear Mr Lines

**Sizewell C – Stage 2 Consultation: 23 November 2016 to 3 February 2017**  
**Section 42 Planning Act 2008**

NNB Generation Company (SZC) Limited (referred to in this letter as EDF Energy) is intending to make an application to the Secretary of State for a Development Consent Order for the construction of Sizewell C new nuclear power station and associated development. As part of the process leading up to this application, EDF Energy is carrying out pre-application consultation on its proposals.

Stage 1 of EDF Energy's consultation took place in November 2012 to February 2013. Since the close of the Stage 1 consultation, EDF Energy has had regard to consultation feedback and refined its proposals. It is now launching its Stage 2 consultation. Following the Stage 2 consultation, EDF Energy will carry out at least one further stage of consultation prior to submitting its application to the Secretary of State.

The enclosed disk contains the following documents for the Stage 2 consultation:

- Consultation Document;
- Consultation Summary Document; and
- Questionnaire.

The deadline for your response to this Stage 2 consultation is **3 February 2017**. You can respond by any of the means set out in the Consultation Summary Document and Questionnaire.

If you have any immediate queries please contact the Sizewell C Information Office (details set out in the Consultation Summary Document).

Yours sincerely,

**Jim Crawford**  
Sizewell C Project Development Director

[sizewellc.co.uk](http://sizewellc.co.uk)

Sizewell C Information Office  
48-50 High Street  
Leiston  
Suffolk, IP16 4EW

**Suffolk Coastal District Council**

Melton Hill, Woodbridge, Suffolk IP12 1AU

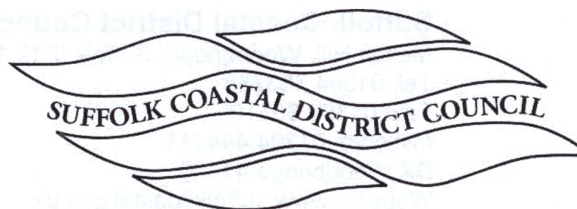
Tel: 01394 383789

Fax: 01394 385100

Minicom: 01394 444211

DX Woodbridge 41400

Website: [www.suffolkcoastal.gov.uk](http://www.suffolkcoastal.gov.uk)



Please ask for: Lex Macfarlane

Direct dial: 01394 4447351

Email: [@eastsuffolk.gov.uk](mailto:@eastsuffolk.gov.uk)

Date 22<sup>nd</sup> November 2016

Mr D Lines

43 Fourth Avenue  
Friton-on-Sea  
Essex  
C013 9DY

Dear Mr Lines,

**Re: Removal of BT Payphones – O/S Waldringfield UAX, Mill Road IP12 4PY**

The District Council is writing to you as part of a formal consultation process regarding BT's current programme of proposed public payphone removals which affects a payphone located in your Parish. It is the responsibility of the District council to canvas the opinions of the local community on the removal of payphones and determine whether to veto their removal or not. More information on the removal process can be found online - <http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removals.pdf>

Should the District Council agree to the removal of the payphone facility, BT does also offer Parish Councils and registered charities the facility to adopt a kiosk, taking ownership of the kiosk for a fee of £1 thereby protecting the heritage of the community. More information on the adoption process can be found online - <http://business.bt.com/phone-services/payphone-services/adopt-a-kiosk/>

The consultation period with BT will close on 08 January 2017; therefore all responses to this consultation letter should be submitted to the District Council Planning Department for consideration within three weeks of the date of this letter. Please specify the Parish Councils recommendation on the proposal to remove the payphone within the attached table that should specify the recommendation and reason to accept or object to the proposed payphone removal. Please also indicate within the table whether the Parish Council would be interested in adoption of the kiosk.

All correspondence should be marked for the attention of Lex Macfarlane.

Yours sincerely

Lex Macfarlane

Assistant Planning and Enforcement Officer (South Team)

# Waldringfield parish newsletter

**2017 Publication dates** - March 1st, June 1st, September 1st and December 1st.

**Copy deadlines** are 2 weeks or so ahead of publication - Feb 17th, May 19th, Aug 18th and Nov 20th. Contact details are at the foot of this page.

## Newsletter Advertising Policy & Fees

1. Advertising is open to all businesses and organisations that provide goods and/or services to the village of Waldringfield, subject to 8 below
2. No more than 25% of the overall newsletter space will be used for advertisements
3. There is a simple fee structure (£24 a quarter page, £36 half page and £48 full page per edition). Waldringfield-based businesses will receive a 50% discount on these rates. Discounts may be available for four editions of the newsletter or more.
4. Payment to be made by BACS or cheque on approval/acceptance of the advertisement
5. Non-profit making community groups will not be affected and may still promote their activities as before
6. The newsletter will be in A5 booklet form and, as with the website edition, printed in full colour.
7. Logos shall be provided and fonts/colours specified by the advertiser
8. Final editorial discretion stays with the editor, who reserves fully the right to decline any advertisement from any organisation for any reason without recourse.

### NOTES

- The newsletter is distributed quarterly to all households in Waldringfield (approximately 240) every three months
- The on-line version is posted on the website at the same time in the "What's New" section at <http://waldringfield.onesuffolk.net>
- The on-line version can also be found <http://waldringfield.onesuffolk.net/parish-council/> in the left hand column of the web page and remains there for at least one year

## Item 11

### **Suffolk Rural Fund: *Have you looked at this fund?***

SALC highly recommends that you visit the Suffolk Community Foundation website and take a look at the available funds from time to time. One particular fund that parish councils will wish to be aware of is the Suffolk Rural Fund which has a deadline for applications of **21<sup>st</sup> December 2016**.

This fund recognises the enabling role of parish councils in helping to improve the quality of life for those who live and work in rural communities (less than 10,000 people). A limited number of funds are open to parish councils so this provides a welcome opportunity to build on your role helping local organisations and local people. Details can be found on the website of other organisations that can apply. You might also wish to pass this information to relevant local groups and organisations.

**Grants of up to £4,000 are available to constituted organisations and up to £1,000 to ‘micro’ projects hosted by parish councils.**

Projects should include on or more of the following themes:

- **Outreach charitable work**

The cost of outreach work to meet the need and develop services for rural communities typically delivered by town-based organisations. *Examples; training new outreach volunteers, increasing an organisation’s range of delivery, working in partnership with existing organisations to reach new audiences.*

- **Development of community hubs**

Community hubs are incredibly important for rural communities, enabling communities to come together. The fund will support costs associated with setting up, maintaining or improving community hubs such as community owned shops, community owned pubs and community halls, where it can be shown that this work will meet local community need and impact on the life of residents living in rural communities.

- **Community self-help**

This fund will support constituted organisations and ‘micro’ projects that are ‘hosted’ by their local Parish Council. The Foundation believes that encouraging community led action empowers and improves communities, which as a result often stimulate more ambitious activities as confidence, experience and community buy-in evolves. *Examples; village litter clean-up projects needing visibility vests and equipment, Good Neighbourhood schemes, lunch clubs, befriending schemes and computer clubs.*

**The last theme is particularly broad and the example activities shown are ones that will resonate with parish councils.** If you are not sure whether a project is within the scope of the fund and meets the criteria, contact the helpful team at Suffolk Community Foundation to discuss your proposal.

**Further information is available at**

**Website** <http://suffolkcf.org.uk/grants/suffolk-rural-fund/>

**Tel** 01473 602602

**Email** [info@suffolkcf.org.uk](mailto:info@suffolkcf.org.uk)



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

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
51	Salaries	04/12/2016		Bardays Community A	100975	Salary	Mr D Lines	X	389.99	0.00	389.99
52	Stationery/Mileage/Etc.	04/12/2016		Bardays Community A	100976	Travel Expenses	Mr D Lines	E	12.00	0.00	12.00
53	PAYE/NI	04/12/2016		Bardays Community A	100977	PAYE & NI	HMRC	X	145.20	0.00	145.20
54	Repairs/Maintenance	04/12/2016		Bardays Community A	100978	Play Equipment Repairs	Penland Leisure Products	S	235.20	47.04	282.24
55	Newsletter re 1972 LGA s142	04/12/2016		Bardays Community A	100979	Newsletter	BetaPrint Woodbridge Ltd	E	152.25	0.00	152.25
56	Website Annual Fee	04/12/2016		Bardays Community A	100980	Annual Subscription	Alyson Video	S	13.98	2.80	16.78
57	Grass cutting (field)	04/12/2016		Bardays Community A	100981	Grass-cutting -field	SCL Landscape Management	S	60.00	12.00	72.00
58	Repairs/Maintenance	07/12/2016		Bardays Community A	100982	Litter bin emptying	Suffolk Coastal Norse	S	44.66	8.93	53.59
<b>Total</b>									<b>1,053.28</b>	<b>70.77</b>	<b>1,124.05</b>

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

**Cost Centre A - Receipts**

Code	Title	Receipts			Payments			Net Position +/- under/over spend
		Estimated	Actual	Var	Estimated	Actual	Var	
28	Precept	12,636.00	12,636.00					
29	Council Tax Support Grant							
30	SCC Locality Grant	750.00	1,162.00	412				412
31	SCC Footpaths Grant	175.30	175.30					
32	Recycling							
33	Equipment Hire							
34	SCC Q of Life Budget							
35	SCDC Community Enabling Fund		1,000.00	1,000				1,000
36	Bank Interest	70.00		-70				-70
37	Grants and Donations		750.00	750				750
38	Advertising income	400.00	120.12	-280				-280
39	VAT Refund							
SUB TOTAL		14,031.30	15,843.42	1,812				1,812

**Cost Centre B - Administration**

Code	Title	Receipts			Payments			Net Position +/- under/over spend
		Estimated	Actual	Var	Estimated	Actual	Var	
1	Salaries				5,150.00	3,431.51	1,718	1,718
2	PAYE/NI					514.00	-514	-514
3	Stationery/Mileage/Etc.				375.00	311.83	63	63
4	Post and telephone				120.00	32.45	88	88
5	Newsletter re 1972 LGA s142				480.00	630.85	-151	-151
6	Village Hall hire				250.00	250.00		
7	Insurance				490.00	495.83	-6	-6
8	Membership Subs re LGA s111				425.00	272.10	153	153
9	Audit				210.00	166.00	44	44
10	Chairman's Expenses				50.00		50	50
11	Training				200.00		200	200
12	Election Costs							
40	Website Annual Fee					63.98	-64	-64
SUB TOTAL					7,750.00	6,168.55	1,581	1,581

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

Code	Title	Receipts			Payments			Net Position +/- under/over spend
		Estimated	Actual	Var	Estimated	Actual	Var	
13	Handyman's Wages				495.00	495	495	495
14	Grass cutting (field)				720.00	420.00	300	300
15	Mole catching (field)				250.00	200.00	50	50
16	Repairs/Maintenance				1,050.00	564.86	485	485
17	Footpath Maintenance				450.00	240.00	210	210
18	Locality Grant Spend				750.00	2,067.05	-1,317	-1,317
19	SCC Quality of Life							
20	SCDC Community Enabling Fund					342.28	-342	-342
SUB TOTAL					3,715.00	3,834.19	-119	-119

**Cost Centre D - Grants**

Code	Title	Receipts			Payments			Net Position +/- under/over spend
		Estimated	Actual	Var	Estimated	Actual	Var	
21	General Grants				400.00	400.00		
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	1,900.00		

**Cost Centre E - s137**

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

**Cost Centre F - Miscellaneous**

Code	Title	Receipts			Payments			Net Position +/- under/over spend
		Estimated	Actual	Var	Estimated	Actual	Var	
26	Miscellaneous							
SUB TOTAL								

NET TOTAL	14,031.30	15,843.42	1,812	13,365.00	11,902.74	1,462	3,274
V.A.T.		396.54			602.43		
GROSS TOTAL		16,239.96			12,505.17		

## Waldringfield Parish Council

	<b>Bank Reconciliation at 07/12/2016</b>		
	Cash in Hand 01/04/2016		
			12,115.06
	<b>ADD</b>		
	Receipts 01/04/2016 - 07/12/2016		16,239.96
			28,355.02
<b>A</b>	<b>SUBTRACT</b>		
	Payments 01/04/2016 - 07/12/2016		12,505.17
	<b>Cash in Hand 07/12/2016</b>		<b>15,849.85</b>
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Cash	04/05/2016	0.00
	Barclays Community Account	30/11/2016	9,512.49
	Ipswich Building Society	01/10/2016	7,587.41
			<b>17,099.90</b>
	Less unrepresented cheques		
<b>B</b>	As attached		1,250.05
			15,849.85
	Plus unrepresented receipts		
	As attached		0.00
	<b>Adjusted Bank Balance</b>		<b>15,849.85</b>

**Waldringfield Parish Council**  
**Uncashed payments\transfers out (All banks)**  
**(Upto 07/12/2016)**

Voucher	Date	Cheque No.	Description	Total	Bank
49	03/11/2016	100973	Annual Subscription	60.00	Barclays Community Acc
50	25/11/2016	100974	Audit Fee	66.00	Barclays Community Acc
51	04/12/2016	100975	Salary	389.99	Barclays Community Acc
52	04/12/2016	100976	Travel Expenses	12.00	Barclays Community Acc
53	04/12/2016	100977	PAYE & NI	145.20	Barclays Community Acc
54	04/12/2016	100978	Play Equipment Repairs	282.24	Barclays Community Acc
55	04/12/2016	100979	Newsletter	152.25	Barclays Community Acc
56	04/12/2016	100980	Annual Subscription	16.78	Barclays Community Acc
57	04/12/2016	100981	Grass-cutting -field	72.00	Barclays Community Acc
58	07/12/2016	100982	Litter bin emptying	53.59	Barclays Community Acc
Total-----				<b>1,250.05</b>	





# Waldringfield Parish Council

Parish Clerk: David Lines

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[www.waldringfield.onesuffolk.net/parishcouncil](http://www.waldringfield.onesuffolk.net/parishcouncil)

**December 13<sup>th</sup> 2016**

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

1. SCDC - Briefing document - new single council for East Suffolk
2. Jobbydoo – proposal to provide a job search engine on the Parish website
3. Former Cllr Toby Harraway – letter of thanks and best wishes to the Council
4. SALC – Notice and explanation of proposed 3% increase in annual subscription
5. Bawdsey Parish Council- further updates on the East Anglian Offshore Wind Farm