



Waldringfield

Parish Council

Parish Clerk: David Lines

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

E: pc.waldringfield@googlemail.com

T: 01255 678888 (with voicemail)

www.waldringfield.onesuffolk.net/parishcouncil

1667 Minutes of the Annual Parish Council Meeting held on Tuesday 9 May 2017

Present: Councillors Kay, Videlo, Elliot, Matheson, Archer, Reid and Winship

1. **Election of Chairman:** Cllr Ian Kay proposed by Cllr Elliot, seconded by Cllr Reid, all **AGREED**. Cllr Ian Kay **declared office**.
2. To **MOVE** the suspension of **Standing Order 5j** – Content and Order of Business at the Annual Meeting – to enable policies and similar items to be reviewed in detail later in the year. Proposed by Cllr Kay, seconded by Cllr Elliot, **AGREED** by all
3. **Election of Vice-Chairman:** Cllr Alyson Videlo, proposed by Cllr Archer, seconded by Cllr Reid, 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. To **RECEIVE** Apologies and approval for reasons of absence – Cllr Gold (family illness)
6. **Reports and Approval of End of Year Accounts 31/03/2017.** It was resolved to accept the end of year financial position, proposed by Cllr Kay seconded by Cllr Elliot, all **AGREED**. Accounts signed by Chairman and Clerk/RFO.
7. To **RECEIVE** and **APPROVE** the report of the Internal Auditor 2016/17, Proposed by Cllr Reid, seconded by Cllr Videlo, **AGREED** by all.
8. **To approve Annual Return for year ended 31 March 2017**, 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 Videlo, all **AGREED**. Completed and signed by the Chairman and Clerk/RFO.
9. **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 2018. Seconded by Cllr Reid, all **AGREED**.
10. **To confirm/appoint bank and building society authorised signatories** Cllrs Kay, Archer Matheson and Reid to remain, any 2 of 4. Proposed by Cllr Winship, seconded by Cllr Videlo and all **AGREED**, bar signatories, who abstained from voting.
11. **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 – to be reconstituted

Waldringfield Parish Council

- 11+ Subject to acceptance by non-councillors, these appointments were proposed en-bloc by Cllr Kay, seconded by Cllr Elliot all **AGREED**.
12. **It was resolved** to confirm the appointment of Mr David Lines as **Clerk and RFO**. Proposed by Cllr Videlo, seconded by Cllr Elliot, all **AGREED**.

The Chairman closed the Meeting at 8.00pm.

*The ordinary meeting of the Council then took place,
details of which can be found further below*

Waldringfield Parish Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Balance at Bank	12,115.06	
Salaries		4,601.48
PAYE/NI		659.20
Stationery/Mileage/Etc.		820.74
Post and telephone		52.08
Newsletter re 1972 LGA s142		769.60
Village Hall hire		250.00
Insurance		495.83
Membership Subs re LGA s111		400.10
Audit		166.00
Training		75.00
Grass cutting (field)		420.00
Mole catching (field)		240.00
Repairs/Maintenance		746.18
Footpath Maintenance		240.00
Locality Grant Spend		2,067.05
SCDC Community Enabling Fund		342.28
General Grants OSA06s9/LGA76s19		400.00
Church Field re OSA 1906 s9 & 10		400.00
Village Hall LGA 1976 s19		500.00
All Saints Church OSA 1906 et al		500.00
WildlifeGroup OSA 1906 S9		100.00
Precept	12,636.00	
SCC Locality Grant	1,162.00	
SCC Footpaths Grant	175.30	
SCDC Community Enabling Fund	1,000.00	
Bank Interest	71.16	
Grants and Donations	1,021.70	
Advertising income	120.12	
Website Annual Fee		63.98
AONB Grant Payments		553.95
VAT	396.54	814.92
	16,582.82	15,678.39
Closing Balances:		
Balances in Bank Account		13,019.49
TOTAL	28,697.88	28,697.88

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

Cost Centre A - Receipts

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
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	71.16	1				1
37	Grants and Donations		1,021.70	1,022				1,022
38	Advertising income	400.00	120.12	-280				-280
39	VAT Refund							
SUB TOTAL		14,031.30	16,186.28	2,155				2,155

Cost Centre B - Administration

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
1	Salaries				5,150.00	4,601.48	549	549
2	PAYE/NI					659.20	-659	-659
3	Stationery/Mileage/Etc.				375.00	820.74	-446	-446
4	Post and telephone				120.00	52.08	68	68
5	Newsletter re 1972 LGA s142				480.00	769.60	-290	-290
6	Village Hall hire				250.00	250.00		
7	Insurance				490.00	495.83	-6	-6
8	Membership Subs re LGA s111				425.00	400.10	25	25
9	Audit				210.00	166.00	44	44
10	Chairman's Expenses				50.00		50	50
11	Training				200.00	75.00	125	125
12	Election Costs							
40	Website Annual Fee					63.98	-64	-64
SUB TOTAL					7,750.00	8,354.01	-604	-604

Cost Centre C - Playing Field/Recreational

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
13	Handyman's Wages				495.00		495	495
14	Grass cutting (field)				720.00	420.00	300	300
15	Mole catching (field)				250.00	240.00	10	10
16	Repairs/Maintenance				1,050.00	746.18	304	304
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
41	AONB Grant Payments					553.95	-554	-554
SUB TOTAL					3,715.00	4,609.46	-894	-894

Cost Centre D - Grants

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
21	General Grants OSA06s9/LGA76				400.00	400.00		
22	Church Field re OSA 1906 s9 & 1				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 OSA 1906 S9				100.00	100.00		
SUB TOTAL					1,900.00	1,900.00		

Cost Centre E - s137

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

Cost Centre F - Miscellaneous

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

NET TOTAL	14,031.30	16,186.28	2,155	13,365.00	14,863.47	-1,498	657
V.A.T.		396.54			814.92		
GROSS TOTAL		16,582.82			15,678.39		

Waldringfield Parish Council

	Bank Reconciliation at 31/03/2017		
	Cash in Hand 01/04/2016		
			12,115.06
	ADD		
	Receipts 01/04/2016 - 31/03/2017		16,582.82
A	SUBTRACT		28,697.88
	Payments 01/04/2016 - 31/03/2017		15,678.39
	Cash in Hand 05/04/2017		13,019.49
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Cash	04/05/2016	0.00
	Barclays Community Account	31/03/2017	5,863.72
	Ipswich Building Society	31/03/2017	7,658.57
B			13,522.29
	Less unpresented cheques		
	As attached		502.80
			13,019.49
	Plus unpresented receipts		
	As attached		0.00
	Adjusted Bank Balance		13,019.49

Waldringfield Parish Council
ANNUAL RETURN - Section 1 : Statement of Accounts

Accounts for Year from 01/04/2016 to 31/03/2017

This is prepared based on the information in "Governance and Accountability for Local Councils : a Practitioners' Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

* Note :- An asterisk to the right of the box below indicates it is an item that has changed by more than 10% from the previous year and probably warrants a comment in your notes. This is only an indication and should not be considered exclusive. You will only see asterisks if this is the second year you have used the report.

Box No.	Description	Year ending		
		31/03/2016 £	31/03/2017 £	
1	Balances brought fwd	0.00	12,115.06	*
2	Annual precept	0.00	12,636.00	*
3	Total other receipts	0.00	3,946.82	*
4	Staff Costs	0.00	5,260.68	*
5	Loan interest/capital repayments	0.00	0.00	
6	Total other payments	0.00	10,417.71	*
7	Balances carried forward	0.00	13,019.49	*
8	Total Cash and Short Term Investments	0.00	13,019.49	*
9	Total Fixed Assets and Long Term Investments	0.00	0.00	
10	Total Borrowings	0.00	0.00	

WPC Asset Register at 31st March 2017

Asset	Value	Ins. Cover	Type
Playing Field	1	None	
Tennis Court	1	None	
Village Sign	1540	3000	All risks
Seats on beach x 9	2560	3150	Malicious Damage
Seat on Cliff Road	300	350	Malicious Damage
Seat by Bus Stop	250		Malicious Damage
Picnic Seat and Bench	1100	800	Malicious Damage
Playing Field Fencing	3600	None	
Safety Surfaces	4200	5000	Malicious Damage
Gates in Play Area	1200	1285	Impact only
Swing with cradle seats	2000	2500	Malicious Damage
Swing with flat seats	2000	2500	Malicious Damage
See-saw	1800	2000	Malicious Damage
Fort & Slide & Sandpit	3560	8000	Malicious Damage
Parallel Bars	700	857	Malicious Damage
Stepping Snake	1200	1392	Malicious Damage
Log Train	1000	1178	Malicious Damage
Goal Posts and Sockets	1860	1821	Malicious Damage
Tennis Court fencing	4600	10000	All risks
Tennis Court posts & net	550	500	All risks
Grit bins x 7	750	850	Malicious Damage
Projector	350	482	All risks
Lap Top	450	375	All risks
Defibrillator & Cabinet	2100	2100	All risks
Recycling compound	1200	NEW	
AONB Notice Board	220	NEW	
Bike rack	325	NEW	
TOTAL	39417		

HEELIS&LODGE

Local Council Services • Internal Audit

Internal Audit Report for Waldringfield Parish Council – 2016/17

Receipts: £16,582.82

Payments: £15,678.39

Reserves: £13,019.49

Annual Return Completion:

Section One: *No*

Section Two: *Yes, in draft*

Section Four: *Yes, completed by the Internal Auditor*

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

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

The Cash Book (the Payments List and the Receipts List) is referenced and provides a clear audit trail. Supporting paperwork is in place and well referenced.

VAT payments are tracked and identified within the End-of-year accounts. No payments under Section 137 of the Local Government Act 1972 were recorded in the year.

Following consultation with the Clerk regarding the End-of-year Accounts presented to Internal Audit, a small number of adjustments were agreed. Following these adjustments, Internal Audit confirmed the correctness of the Cash Book, the End-of-Year Accounts, the Bank Reconciliation and the entries in Section 2 of the Annual Return.

A sample of transactions in the Cash Book was examined and found to be in good order.

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 and up-dated by the Council at its meeting on 8 November 2016 (Minute 10 refers).

Financial Regulations in place: *Yes, reviewed and up-dated by the Council at its meeting on 8 November 2016 (Minute 10 refers).*

VAT reclaimed during the year: *Re-imbursement from HMRC of £396.54 VAT paid during the period 1 March 2015 to 31 March 2016 was received at bank on 30 June 2016.*

Appointment of RFO: *The re-appointment of the Clerk and RFO was confirmed by the Council at the meeting held on 10 May 2016 (Minute 13 refers).*

Use of the General Power of Competence: *Not Applicable.*

Data Protection registration: *The Council is registered for the provision of Council services (Registration ZA099179, expiring on 11 February 2018 refers).*

Council Minutes: *The Minutes of Council meetings are well presented and provide a clear record of Council's decisions.*

Risk Assessment

Appropriate procedures in place for the activities of the council

Risk Assessment document in place: *The Annual Risk Assessment and Management document was reviewed and approved by the Council at its meeting on 10 January 2017 (Minute 15 refers).*

The Council accordingly complied with the Accounts and Audit Regulations, which require a review by the full Council at least once a year of the effectiveness of the Council's system of internal control, which includes the arrangements for management of risk, with the review Minuted accordingly.

Insurance was in place for the year of audit. The level of Fidelity Guarantee (Employee Dishonesty) cover is £25,000 which meets 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 Council: *Yes*

Website: <http://waldringfield.onesuffolk.net/parish-council/>

Smaller authorities should publish on their website:

a) all items of expenditure above £100

Published – Yes

b) end of year accounts (By 1 July)

2015/16 Annual Return, Section One Published – Yes

- c) annual governance statement (By 1 July)
2015/16 Annual Return, Section Two Published – Yes
- d) internal audit report (By 1 July)
2015/16 Annual Return, Section Four Published – Yes
- e) list of councillor or member responsibilities
Published – Yes
- f) the details of public land and building assets (By 1 July)
Published – Yes
- g) Minutes, agendas and meeting papers of formal meetings
Published – Yes

The Council met the requirements of the Transparency Code in the year.

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

Precept 2016/17: *£12,636* Date: *8 December 2015 (Minute 9 refers)*

Precept 2017/18: *£12,752* Date: *13 December 2016 (Minute 6 refers)*

Satisfactory budgetary procedures are in place. The precept was agreed in full Council and the precept decision has been clearly Minuted. The Clerk ensures the Council is aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions.

Income controls Precept and other income, including credit control mechanisms

Income controls were checked; income received and banked was cross referenced with the Cash Book and bank statements.

Petty Cash Associated books and established system in place

Petty Cash is not held; an 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 is operating Real Time Information in accordance with HMRC regulations. Regular payments have been made to HMRC.

Asset control	<p>Inspection of asset register and checks on existence of assets Cross checking on insurance cover</p> <p><i>An Asset Register is in place and records the cost value/proxy value of assets in accordance with Regulations. The total asset value of £39,417 as at 31 March 2017 reflects the additions during the year of the Recycling compound, AONB Notice Board and Bike rack.</i></p>
Bank Reconciliation	<p>Regularly completed and cash books reconcile with bank statements</p> <p><i>The Barclays Community (Current) Account bank statement as at 31 March 2017 and the Ipswich Building Society pass book statement as at 31 March 2017 are correctly recorded within the Bank Reconciliation.</i></p>
Year-end procedures	<p>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.</p> <p><i>End-of-Year accounts were prepared on a Receipts and Payments basis. Sample audit trails were undertaken and were found to be in order.</i></p>
Sole Trustee	<p>The Council has met its responsibilities as a trustee</p> <p><i>The Council is not a sole trustee.</i></p>
Internal Audit Procedures	<p><i>The Council has satisfactory internal financial controls in place. Cheque stubs 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.</i></p> <p><i>The Internal Audit report for the previous year (2015/16) was considered and approved by the Council at its meeting on 10 May 2016 (Minute 8 refers). The report had put forward the following recommendations:</i></p> <ul style="list-style-type: none"> <i>a) The Council's Standing Orders and Financial Regulations should be up-dated during 2016/17. This has been addressed.</i> <i>b) Identify the legislative powers used for the payment made under the heading of General Grants. This has been addressed.</i> <p><i>The Council reviewed the effectiveness of the internal audit at a meeting held on 10 May 2016 (Minute 10 refers), when Heelis & Lodge was re-appointed as the Council's Internal Auditors for the year 2016/17.</i></p>
External Audit	<p><i>The report by the External Auditors, BDO LLP, for the previous year (2015/16) was received and approved by the Council at its meeting on</i></p>

20 September 2016 (Minute10 refers). No significant issues were raised in the report.

Additional Comments

- *The Annual Parish Council meeting was held on 10 May 2016, within the required timescale. The first item of business was the Election of Chairman, in accordance with Standing Orders.*
- *I would like to record my appreciation to the Clerk to the Council for his assistance during the course of the audit work.*

**Trevor Brown
for
Heelis & Lodge**

25 April 2017

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

WALDRINGFIELD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	<input checked="" type="checkbox"/>		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	<input checked="" type="checkbox"/>		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> NA has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

09/05/2017

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

Pankey

Clerk:

Donna Line

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

WALDINGFIELD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	10482	12115	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	11999	12636	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2237	3947	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	5725	5261	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	-	-	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	6878	10418	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	12115	13019	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	12115	13019	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	37672	39417	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	-		The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

[Signature]

Date 09/05/2017

I confirm that these accounting statements were approved by this smaller authority on:

09/05/2017

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

[Signature]



Waldringfield

Parish Council

Parish Clerk: David Lines

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

E: pc.waldringfield@googlemail.com

T: 01255 678888 (with voicemail)

www.waldringfield.onesuffolk.net/parishcouncil

1668 Minutes of the Parish Council Meeting held on Tuesday, 9th May 2017

Present: Councillors Kay, Videlo, Matheson (until Item 6), Elliot, Reid, Archer and Winship
SCC Cllr O'Brien, SCDC Cllr Harvey, and one member of the public

1 APOLOGIES AND APPROVAL FOR ABSENCE OF PARISH COUNCILLORS – Cllr Gold
(family commitment)

2 DECLARATIONS OF INTEREST – See below

To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** such dispensation requests as needed – Item 5 – Adastral Park Dispensation granted to all councilors on May 2nd

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 – written report (as attached) – **NOTED** – later spoke about SCC election results, local government consolidation and speed control signs. The Chairman and Council congratulated Cllr O'Brien on her re-election
- b) Suffolk Coastal District Councillor Harvey – Spoke to her report (attached)
- c) Suffolk Police – **NONE**.

3 It was **RESOLVED TO ADOPT** the minutes of the Parish Council meeting held on 2nd May 2017. Proposed by Cllr Kay, seconded by Cllr Videlo and **AGREED** by all present at the Meeting

4 MATTERS for REPORT from minutes of previous meetings and to **REVIEW ACTION POINTS** from the minutes of the Parish Council Meeting held on **14th March 2017**. The Clerk to report on his attendance at the recent SLCC Seminar / non-sensitive files had been disposed of.

5 To **CONSIDER** Planning Applications for **COMMENTS** and to **NOTE** any application decisions: **Planning Applications**

DC/17/1435/OUT Land South And East Of Adastral Park Martlesham Heath

Outline planning application for up to 2000 dwellings, an employment area of c0.6ha (use Class B1), primary local centre (comprising use Classes A1, A2, A3, A4, A5, B1, C3, D1 and D2), secondary centre (comprising possible use Classes A1, A3 and A4), a school, green infrastructure (including Suitable Accessible Natural Greenspace (SANGs), outdoor play areas, sports ground and allotments/community orchards), public footpaths and cycleways, vehicle accesses and associated infrastructure

Cllr Kay, having circulated a draft and received comments, provided a revised draft response which was discussed and revised further. Councillors also read and discussed the provisional response from the Parish Council's engaged planning consultants, to be provided in conjunction with the main consultation response. Both were proposed by Cllr Videlo, seconded by Cllr Elliot and **AGREED** by a majority of 6 to 1.

To **MAKE ARRANGEMENTS** to deal with applications received after publication of this agenda – **None received**

To **NOTE** any application decisions received, including those after publication of this agenda
DC/17/0703/FUL - Hermanus, Cliff Road – **PERMITTED**

DC/17/1117/TPO – Harbour View, Cliff Road - **PERMITTED**

DC/17/1055/FUL – Eureka, Cliff Road - **PERMITTED**

DC/17/1371/FUL – Hut 19, Riverside - **PERMITTED**

DC/17/1200/VOC – Church Farm, Mill Road - **PERMITTED**

To **NOTE** any other planning-related information

It was **AGREED** to seek a referral of **DC/17/1050/FUL – Debenfield Lodge**

Waldringfield Parish Council

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- 6 To **CONSIDER** the contractor handyman's report and any recommendations arising – **DEFERRED**
- 7 To **RECEIVE** an update on road safety issues - **DEFERRED**
- 8 To **CONSIDER** the condition and potential replacement of the parish benches - **DEFERRED**
- 9 To **CONSIDER** the placement of an AONB sign at the village entrance - **DEFERRED**
- 10 **CLERK AND RFO REPORT**
 - a) To **RECEIVE** applications and **APPROVE** payments for community grants, if any – An application from the Church Field Trust for £400 was considered and approved under s137 LGA 1972. Proposed by Cllr Kay, seconded by Cllr Videlo, **AGREED** by all except Cllr Elliot, who had declared a Local Non-Pecuniary Interest in the matter and abstained from voting
 - b) To **CONSIDER** items of expenditure and sign cheques accordingly - see separate list
Total payments - £1,186.51 (including £144.00 to SCL Landscape Management and £242.86 to SALC)
 - b) To **RECEIVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation
Balances held at Bank 30/04/17 and Building Society as at 31/03/17 – Bank £12,260.92 and Building Society £7,658.57 - Adjusted balance £19,353.57 (as at 04/05/16) 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 a), b) and c) together with Accounts/Budget and these were signed accordingly. Proposed by Cllr Reid, seconded by Cllr Winship and all **AGREED**
- 11 To **CONSIDER** any Correspondence received before the meeting (see separate list)
- 12 **PARISH MATTERS for next Agenda** – Deferred Items 6,7,8 & 9 / Report about SLCC Seminar and ideas arising from it / Policy Updates (AGM agenda items and Planning Referral procedures) / Annual Village Inspection / Speedwatch update

The Chairman closed the meeting at 10.00 pm

REVIEW OF ACTION POINTS AS AT 11th MAY 2017

(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. Now part of CEG Land South and East of Adastral Park application

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**: SCC Highway's recommendations received and responses agreed by Parish Council. Awaiting SCC action
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**: No work commenced as yet – SCC Cllr O'Brien to contact contractor

In progress - The archiving/disposal of the Parish Council records and old files. **ACTION** Sorting of files completed – non- sensitive files destroyed and shredding of sensitive items to be addressed by the summer

SUFFOLK COUNTY COUNCIL ANNUAL REPORT 2017

The changes that began in 2015 are continuing; changes that are bringing about more effective and efficient services and an overall understanding of the future possibilities for local government. Assessment of the future is essential, in particular, in relation to our continuing need to make savings.

The Council has made savings in excess of £200ml since 2011 and is required to make further savings of £120ml up to 2020. (After 2020 there will be no grant to local councils, they will be expected to finance their services through business rate retention). The council decided to implement the 3% Nation Adult Social Care Levy and this enables the council to strengthen the care sector. SCC is committed to running a low-tax county and this we have done by freezing Council tax since in 2010.

Fortunately partnership working, which I have long supported, is starting to have an effect. This is particularly noticeable with the police and fire service and with the joint working of social care and mental health. However, I must admit to an impatience for greater involvement and recognise that, perhaps, the main reluctance to partnership is the loss of prestige/power. Organisations are unwilling to forego their prominence. But it has to happen in order for services to continue to provide.

Maintaining Suffolk's roads is a priority and SCC has invested £10ml in a programme of surface dressing that has enabled 300 miles of road to be renewed.. Pot holes are disappearing!

On the subject of highways, I continue to re-iterate my concern to SCC, The Highways Agency, police and local MPs of the need for an emergency action plan for dealing with the traffic chaos that arises when the Orwell Bridge is closed and vehicles diverted through Ipswich. It is relatively straightforward if the bridge is closed due to high winds, altho' this was not the case last November, as there should be plenty of warning. If an accident happens then there is no warning and hours of delay ensue. I recently attended a meeting with the Highways Agency and SCC Highways Management at SCC and raised the issue of allowing low sided vehicles crossing the Orwell Bridge in wind conditions that would be too strong for high sided. This is being considered.

I am pleased to report improvement in Suffolk schools. Figures published by The Department of Education confirm that Suffolk's GCSE progress has, for the first time, risen above the national average. Suffolk is now ranked in the top half of all authorities at 55th out of 151.

I chair the Police & Crime Panel that both challenges and supports the Police Commissioner. The Panel's last meeting in March focused on: partnership working, something of which the Commissioner is very concerned; protecting vulnerable people, those affected by domestic abuse, exploitation and drug use. I have one to one meetings with the Commissioner every quarter to receive an update on issues and convey any special concerns.

I have spent all my locality grant, £12,000 on such projects as: speed control sign, new playground equipment, replacement church windows, notice boards, barrier for recreation ground, posts for war memorial and much more. I have schemes on-going within my local highways budget.

Lastly, I would like to say that despite the disruption that is invariably caused by changes, SCC is a good organisation with dedicated staff and members.

Patricia O'Brien

District Councillor's Annual Report 2017 for Kirton Ward which includes Levington and Stratton Hall, Girton and Falkenham, Bucklesham, Newbourne, Hemley and Waldringfield

Another busy year and thank you to everyone who gets in touch with me to keep me up to date with what is concerning you in your villages. I attempt to attend your Parish Council Meetings but due to clashes of dates this is not always possible, however I do always get a monthly report to you.

The move to the new Council Office has taken place and will save a great deal of money for the Tax Payers. Officers are pleased with their new working environment.

The Merger has been agreed by both Suffolk Coastal and Waveney District Councils and will take place in May 2019. Work is being done to make this a smooth transition. The 90 Councillors who cover the 2 districts at present will be reduced to 60-65 by the boundary Commission. SCDC went through a boundary review recently but WDC has not done so for many years. The 2 councils have shared a Chief Executive and other officers for several years now and it works very well as well as saving money.

Planning

The Innocence Farm scoping has taken up a lot of time. It is expected that Bidwells will try to get it included in the Review of the Core Strategy which is being undertaken at the moment. This document will not be completed before mid 2019. All Parish Councils will be given the opportunity for meetings with officers so that your concerns and wishes for your villages can be addressed.

There are proposals for more affordable housing in some villages on sites abutting the physical limits. It is hoped that these will eventually be taken on as the council's own housing stock. Something SCDC has not had since it sold its stock many years ago. Commuted sums from housing developments for affordable housing has to be returned to the developers if it has not been used within so many years. Whilst people are on Housing List their needs have to be prioritised.

The Govt. White Paper on Planning emphasised the need to look again at developing Neighbourhood Plans which enable people to have a say in what they would like to see in their villages. They take a couple of years to produce because of all the consultations and are voted on by everyone in the village. They are then approved by an inspector and are "Made" by the Council. They will become legal planning documents.

43 houses are being built in Kirton and the developers expect to be off site in late summer. Lots of people have moved in and are very pleased with their new homes. Kirton play area has been given a face lift with lots of new equipment chosen by young parents. This is due to playspace funding which developers contribute to. Plans have been approved for new business units and housing in Bucklesham and some individual houses in Newbourne and Waldringfield and Kirton and Falkenham. This housing supports the local schools, pubs and businesses. The Artisan Smoke House has opened in Falkenham and is a great success.

Beach Huts

Consideration is still being given to the consultation and the many letters received. Decisions will be made over the next 12 months. I have already said that I have never seen such a biased consultation.

Deben Estuary Partnership.

I work with this group which is made up of land owners and access groups footpath officers and the EA. Maintenance of Flood cells and river walls is very important as is the protection of the birdlife and nesting sites in the Estuary. At present we are looking for people who would be happy to commit to assessing the Tranquility aspect of the Deben Estuary. It would mean an hour or so on a monthly basis and training would be given. The Deben Estuary is unique and we want to keep it that way. If anyone is interested in helping with this please let me know.

Refurbishment of Car Parks and Leisure facilities

Woodbridge Leisure Centre will be refurbished starting in September. There will be a new gym, a new health suite with a steam room sauna and ice room.

Car Parks at Melton Riverside and Aldeburgh have been refurbished.

Suffolk Walking Festival is being launched at Sutton Hoo and runs from Sat 13th May to Sunday 4th June. This incorporates walks for experienced walkers and beginners. visit www.suffolkwalkingfestival.co.uk

There is a new Visitor Information centre at Aldeburgh cinema.

Community Enabling Budget

Finally I have spent my £6,000 enabling budget. This was on a new floor for the East Anglian Sailing Trust and refurbishing the village hall floor at Levington.

Fencing round the Village hall car park at Newbourne. A new tent for Guides, a free games afternoon to celebrate the Queens official birthday, and some posts to protect the edge of the village green at Kirton. Training and equipment for the East Suffolk Association for the Blind which covers home visits for blind people. New yellow bowls and carpet for those with impaired vision at Bucklesham as well as paying for the Bucklesham Bugle newsletter.

Finally Waldringfield received enough grant to enable another set of Speed Watch equipment to be bought which will be available for use in our villages. For 2017/18 I shall have £6500 available so please think about any projects you might have.

Susan Harvey

Item 5—the supporting document for this agenda item is provided as an addendum on the website section of “Council Minutes” and also in “Planning Applications”

Item 6 - N.B. the broken pine tree limb has been removed

MONTHLY CHECKS OF PLAYING FIELD

Please submit fault form if anything requires attention & note on your copy for record.

INSPECTION DATE :	05/04/2017 Marvyn Godfrey. Proasis Contracts.	PROBLEMS FOUND & DATE AND RECOMMENDED ACTIONS.
<u>Access:</u>	Are all access routes safe & unobstructed?	No problems.
<u>Signs:</u>	Are signs in appropriate position & in good condition?	"No parking" signs are fading. Parish signs require cleaning. "No dogs allowed" signs are faded. Replace with low cost vinyl signs. Clean parish signs.
<u>Gates:</u>	Are gates functional & free from obstruction & in good repair?	Yes. (Awaiting upgrade to ROSPA conformity)
<u>Fencing</u>	Is all fencing in good condition?	Yes. (Would benefit from vegetation removal)
<u>Seating:</u>	Is seating safe & in good condition? Are any nuts, bolts or screws out of position?	Broken bench in Tennis court. All others are ok.
<u>Bins:</u>	Check that bins (3) are in position and lined with black sack. Empty bins and pick up rubbish from playing field.	very poor condition with hazardous wire extrusions. Would benefit from renewal.
<u>Pathways:</u>	Are pathways clear and safe	No problems.
<u>See-saw:</u>	Is see - saw structure intact? Is safety surface in good condition? Do the stops work to prevent excessive up & down movement? Are any nuts, bolts or screws out of position?	Beam and handles require painting.
<u>Infant swings:</u>	Is seating intact? Are chains intact? Do swings work normally? Is safety surface in good condition? Are any nuts, bolts or screws out of position?	Frame requires painting, Paint has been ordered, Job is scheduled.
<u>Junior Swings:</u>	Is seating intact? Are chains intact? Do swings work normally? Is safety surface in good condition? Are any nuts, bolts or screws out of position?	frame requires painting, Paint has been ordered, Job is scheduled.
<u>Slide:</u>	Is surface free from irregularities? Is landing area free from obstruction? Is safety surface intact? Is access safe?	frame requires painting.
<u>Goal Posts:</u>	Are goal posts firm in the ground? Is ground level around the posts?	No problems.
<u>Mound & Beams:</u>	Are surfaces generally safe & free from any dangerous protrusions?	Pine needles are presenting a slip, trip, fall hazard.(Prune pine tree and clear ground of needles) Low branches present eye hazard. (Raise canopy of pine tree to conform with HSE regulations) Rotten steps are presenting a slip, trip, fall hazard. (Replace) Small Beech tree requires removal. (Fell and treat stump with eco-plugs)
<u>Play pit</u>	Rake to check that no foul or dangerous matter is present. Is the sand pit in reasonable condition and filled up to level?	Would benefit from a ton of new sand. Requires weed removal.
<u>WHOLE SITE:</u>	Sweep safety surfaces. Check that all metal paintwork/ galvanising is in reasonable condition Check site generally for dangerous litter, excavations etc. Check that trees and shrubs do not present any danger or have loose branches, trim or retie and loose growth.	Swings scheduled for repaint. All trees require crown lifting to remove risk of eye/head injury. URGENT! Large Pine tree next to the mound has a large broken limb hanging in the canopy, this MUST be removed and made safe asap!

Item 10—next 3 pages

N.B. The Payments and Receipts reports on this page are year-to-date and include payments authorised at the meeting of May 9th. All other reports are as at 4th May 2017

12 May 2017 (2017-2018)

Waldringfield Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Salaries	20/04/2017		Bardays Community A	100106	Salary	Mr D Lines	X	363.65	0.00	363.65
2	Stationery/Mileage/Etc.	20/04/2017		Bardays Community A	100107	Travel Expenses	Mr D Lines	X	12.00	0.00	12.00
3	Post and telephone	20/04/2017		Bardays Community A	100107	Postage	Mr D Lines	E	11.52	0.00	11.52
4	Chairman's Expenses	20/04/2017		Bardays Community A	100107	Refreshment Expenses	Mr D Lines	X	18.84	0.00	18.84
5	Training	20/04/2017		Bardays Community A	100107	Training	Mr D Lines	S	34.50	6.90	41.40
6	Repairs/Maintenance	20/04/2017		Bardays Community A	100108	Playing Field Inspection	Proasts	X	20.00	0.00	20.00
7	Grass cutting (field)	25/04/2017		Bardays Community A	100105	Grass-cutting -field	SCL Landscape Management	S	60.00	12.00	72.00
8	Salaries	04/05/2017		Bardays Community A	101009	Salary	Mr D Lines	X	363.65	0.00	363.65
9	Stationery/Mileage/Etc.	04/05/2017		Bardays Community A	101010	Travel Expenses	Mr D Lines	X	36.00	0.00	36.00
10	Membership Subs re LGA s11	04/05/2017		Bardays Community A	101011	Annual Subscription	SALC	E	242.86	0.00	242.86
11	Grass cutting (field)	11/05/2017		Bardays Community A	101012	Grass-cutting -field	SCL Landscape Management	S	120.00	24.00	144.00
12	Church Field	11/05/2017		Bardays Community A	101013	Grant	Waldringfield Church Field Tr	X	400.00	0.00	400.00
Total									1,683.02	42.90	1,725.92

4 May 2017 (2017-2018)

Waldringfield Parish Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
1	Grants and Donations	25/04/2017		Bardays Community A		AONB Grant	AONB Suffolk Coast and Hea	X	219.00	0.00	219.00
2	Grants and Donations	25/04/2017		Bardays Community A		AONB Grant	AONB Suffolk Coast and Hea	X	325.00	0.00	325.00
3	Precept	25/04/2017		Bardays Community A		Precept payment	SCDC	X	6,376.00	0.00	6,376.00
4	SCDC Community Enabling F	25/04/2017		Bardays Community A		SCDC Community Grant	SCDC	X	500.00	0.00	500.00
5	Advertising Income	04/05/2017		Bardays Community A		Advertising Income	E of E Co-op	E	96.00	0.00	96.00
Total									7,516.00	0.00	7,516.00

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

Cost Centre A - Receipts

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
28	Precept	12,636.00	6,376.00	-6,260				-6,260
29	Council Tax Support Grant							
30	SCC Locality Grant	750.00		-750				-750
31	SCC Footpaths Grant	175.30		-175				-175
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		-70				-70
37	Grants and Donations		544.00	544				544
38	Advertising income	400.00	96.00	-304				-304
39	VAT Refund							
SUB TOTAL		14,031.30	7,516.00	-6,515				-6,515

Cost Centre B - Administration

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
1	Salaries				5,150.00	727.30	4,423	4,423
2	PAYE/NI							
3	Stationery/Mileage/Etc.				375.00	48.00	327	327
4	Post and telephone				120.00	11.52	108	108
5	Newsletter re 1972 LGA s142				480.00		480	480
6	Village Hall hire				250.00		250	250
7	Insurance				490.00		490	490
8	Membership Subs re LGA s111				425.00	242.86	182	182
9	Audit				210.00		210	210
10	Chairman's Expenses				50.00	18.84	31	31
11	Training				200.00	34.50	166	166
12	Election Costs							
40	Website Annual Fee							
SUB TOTAL					7,750.00	1,083.02	6,667	6,667

Cost Centre C - Playing Field/Recreational

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
13	Handyman's Wages				495.00		495	495
14	Grass cutting (field)				720.00	60.00	660	660
15	Mole catching (field)				250.00		250	250
16	Repairs/Maintenance				1,050.00	20.00	1,030	1,030
17	Footpath Maintenance				450.00		450	450
18	Locality Grant Spend				750.00		750	750
19	SCC Quality of Life							
20	SCDC Community Enabling Fund							
41	AONB Grant Payments							
SUB TOTAL					3,715.00	80.00	3,635	3,635

Cost Centre D - Grants

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
21	General Grants OSA06s9/LGA76:				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 OSA 1906 S9				100.00		100	100
SUB TOTAL					1,900.00		1,900	1,900

Cost Centre E - s137

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

Cost Centre F - Miscellaneous

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

NET TOTAL	14,031.30	7,516.00	-6,515	13,365.00	1,163.02	12,202	5,687
V.A.T.		0.00			18.90		
GROSS TOTAL		7,516.00			1,181.92		

Waldringfield Parish Council

A	Bank Reconciliation at 04/05/2017		
	Cash in Hand 01/04/2017		
			13,019.49
	ADD		
	Receipts 01/04/2017 - 04/05/2017		7,516.00
			20,535.49
A	SUBTRACT		
	Payments 01/04/2017 - 04/05/2017		1,181.92
	Cash in Hand 04/05/2017		19,353.57
	(per Cash Book)		
B	Cash in hand per Bank Statements		
	Cash 04/05/2016	0.00	
	Barclays Community Account 30/04/2017	12,260.92	
	Ipswich Building Society 31/03/2017	7,658.57	
			19,919.49
	Less unrepresented cheques As attached		1,109.92
			18,809.57
B	Plus unrepresented receipts As attached		544.00
	Adjusted Bank Balance		19,353.57



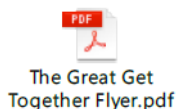
Waldringfield Parish Council

Parish Clerk: David Lines
43 Fourth Avenue, Frinton-on-Sea, Essex CO13 9DY
E: pc.waldringfield@googlemail.com
T: 01255 678888 (with voicemail)
www.waldringfield.onesuffolk.net/parishcouncil

May 9th 2017

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

1. SALC – The Great Get Together and the Battle's Over Guide



The Great Get
Together Flyer.pdf



Battle's Over Guide
v13.pdf

**2. East Anglia Air Ambulance/ Salvation Army – request to place a clothing
bank in the village**



Recycling in your
community.pdf

3. Theresa Coffey MP – Annual Report

Not published because of Election Purdah

4. Sutton PC – Notes on meeting re EA1, 2 & 3



Windfarm
meeting.pdf

5. Roadworks and traffic interruptions alert

6. Suffolk Coast & Heaths AONB - Practical Volunteers Programme 2017-18

7. SALC – the Good Councillor Guide and 'Running Free' Consultation



2017 The Good
Councillor Guide.pdf



LAIS1398 Running
Free Consultation S.