



Waldringfield

Parish Council

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1761 Minutes of the Parish Council Meeting held on Tuesday 10th September 2019

In attendance: Councillors Kay, Elliot, Lyon, Reid, Archer and Matheson
2 members of the public
Clerk: Rebecca Todd

1. To **RECEIVE** apologies for absence – Cllr Gold (family), ESC Cllr Kerry (holiday), ESC Cllr Allen (work).
2. To **RECEIVE** declarations of interest – Cllr Lyon (item 8, non-pecuniary – Sullivan Place verges). To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** non-delegated DPI dispensations requested by a councillor – none.

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

3. To **RECEIVE** reports from:

SCC Cllr Patricia O'Brien

A written report was received in advance of the meeting (see supporting documents).

ESDC Cllrs Richard Kerry & Melissa Allen

A written report was received in advance of the meeting (see supporting documents). Councillors questioned whether the report could be more tailored towards Waldringfield and its ward, and the issues that are more relevant to the area. Waldringfield Parish Council embraces the idea of working together with nearby parishes. WPC councillors would welcome a visit from the ESDC councillors to tour the village and establish a sense of the local community. Cllr Kay asked WPC councillors to consider possible projects to be funded by the Enabling Communities budget.

Suffolk Police

The Clerk downloaded and circulated the interactive crime map data (see supporting documents). Councillors felt it would be beneficial to receive more information about local crime and would welcome a closer working relationship with the Safer Neighbourhood Team. The Clerk will contact the SNT. Cllr Elliot mentioned that other parishes have collectively funded a local PCSO.

4. To **ELECT** a vice-chair – after Cllr Elliot volunteered to become the vice-chair, Cllr Reid proposed her election, seconded by Cllr Archer and agreed by all.
5. To **APPROVE** the minutes of the Parish Council Meeting held on **13th August 2019** – acceptance was proposed by Cllr Elliot, seconded by Cllr Lyon and agreed by all present at the 13th August meeting.

6. **MATTERS for REPORT** from minutes of previous meetings and to **REVIEW ACTION POINTS** from the minutes of the Parish Council Meeting held on **13th August 2019** – see supporting documents. The following vacancies on the Annual Risk Assessment were filled: grit bins Cllr Kay; village sign Cllr Lyon; flood warden liaison Cllr Lyon; road safety Cllr Reid. There is a vacancy for an Emergency Planning Officer. This role (which could incorporate fire hydrants) is not limited to the Parish Council. The PC will consider a 'job description' for the Emergency Planning Officer, with a view to the Clerk advertising the vacancy in the newsletter. Cllr Reid mentioned that residents can advise UK Power Networks they are a vulnerable customer; perhaps this advice could be spread by the Emergency Planning Officer. The current Emergency Plan was produced in 2014 so Cllr Kay agreed to review and update the contents. The Clerk unsuccessfully tried to find a 'job description' for a flood warden. Cllr Lyon outlined the role – liaising with the Environment Agency (ie to close flood gates) and rescue services. Waldringfield's flood wardens are already well trained via their employment (ie harbour master).

Cllr Elliot has produced a Sickness & Absence Policy (discussed under item 10).

At this point, with agreement from the Council, the Chair brought forward item 8 for discussion.

8. To **CONSIDER** and receive updates/reports on public rights of way, verges and road safety matters – with permission from the Chair, two members of the public spoke. One member of the public said they were pleased to see that the views of Sullivan Place residents had been considered when the decision was made at the last WPC meeting to cut the verges here to a

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uniform length. In their opinion, this area is a flagship site on entering the village. This person considers other areas in the village currently look untidy. Cllr Kay pointed out that the PC has no control over when Norse cuts the areas they are responsible for and some areas remain uncut for longer than the PC would like. Cllr Lyon pointed out that some verges are the responsibility of home/landowners. The member of the public proposed that villagers are advised about what verges form part of the Verges Project, and what areas are maintained by home/landowners or Norse. There was some discussion about the bulbs that flower in Sullivan Place. Although not present when the decision was made at the August PC meeting, Cllr Kay said the PC's resolution was to allow consideration for the bulbs that were planted, at expense, by the Waldringfield Wildlife Group. Cllrs Lyon and Elliot both voiced there was a need for balance (of tended areas and those which are used to encourage wildlife).

Another member of the public (a member of the Waldringfield Wildlife Group) asked if, in future, decisions can be deferred until after consultation. Cllr Elliot pointed out that – in relation to the Sullivan Place verges – the decision has already been made and cannot be reconsidered for another 6 months (under Standing Orders). There was some further discussion about the bulbs, for example, Cllr Archer believed that cutting would damage the bulbs. Cllr Kay, with support from Cllr Elliot, suggested that a future public meeting could be organised to allow representation from all interested parties. Cllr Reid spoke about a possible biodiversity policy for the village, as both East Suffolk Council and Suffolk County Council have declared climate emergencies and will be looking to parish councils to support efforts.

Cllr Elliot spoke about the Suffolk Green Access Strategy Consultation; it is a lengthy document but with some good ideas. The Clerk highlighted that the river wall footpath was cut but must have been directly organised by Public Rights of Way; the PC will wait to see if this part is put back on the official schedule next year. The Clerk will consult with Cllr Gold about when the rest of the public footpaths should be cut.

There was some discussion about the SID. It was noted that Newbourne PC have contributed towards the additional costs by sending a cheque for £237.67; the PC will wait to hear back from them when the SID is required. The SID has been moved to face the opposite direction in School Road; councillors were pleased to learn that the new School Road bend sign is due to be reduced in size and moved away from the hedge, which will allow the SID to be placed here. Cllr Kay will publish some speeding statistics. Cllr Reid was pleased to see that data from the SID was used in the PC's response to the latest Eureka planning application (ie 34,000 car movements in a month). Highways asked for a traffic survey for the Japonica planning application but were overridden by the Planning Department. There was some discussion if speeding was worse out of the village. The Clerk informed councillors that Highways have been made aware that the agreed Ipswich Road SLOW road markings are still missing (mistakenly marked as complete on their schedule).

Cllr Kay has completed a grit bin survey, which the Clerk will forward to Highways. One of the bins is missing so Cllr Kay will update the map. Councillors agreed that a replacement bin is not required, due to the proximity of others. Cllr Lyon asked if the village has trained volunteers but this was unknown. A member of the public asked if villagers are aware they can use the bins. Cllr Kay pointed out that the bin near the Maybush has been used, as it is only one-third full. There was some discussion and councillors agreed that a common sense approach is best, leaving it to individuals' judgement.

Cllr Lyon noticed the Cliff Road bench (in the layby) was unusable due to overgrowth, which she has now cut back; Cllr Lyon was thanked.

7. To CONSIDER Planning Applications for COMMENTS – none.

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

To **NOTE** any application decisions received – see separate list. Cllr Elliot clarified that **DC/19/2695/OUT** (land rear of Japonica Cottage, Deben Lane, erection of one dwelling) was approved by the Planning Officer with a number of conditions, after having been to the referral panel due to concerns from Suffolk Highways. It was noted by Planning that 'the information sought by highways went above what is required for the development type and location in this instance, particularly given the restrictions on the road and existing access.'

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To **CONSIDER** a Parish Council response to the Northern Bypass consultation (due by 13th September) – councillors discussed the three proposed options and the context in which a bypass is felt to be necessary by SCC. Cllr Reid said the main justifications seem to be relieving the Orwell Bridge and to promote economic growth. Cllr Reid highlighted the part that Cambridge's park and rides play in relieving traffic pressures. Councillors voiced concerns about a future burden of building growth (referring to Therese Coffey's words about the bypass only being justified if Ipswich almost doubles in size). Councillors discussed SCC Cllr O'Brien's proposal of barriers being erected on the Orwell Bridge to allow cars to continue to use the bridge in strong winds. Cllr Kay pointed out the barriers would not be of assistance when there are accidents or breakdowns. It was unanimously agreed that WPC would not support any of the bypass options as councillors felt the huge cost is not justified. Cllr Kay will draft a response based on SCC Cllr O'Brien's words, to be agreed by councillors via email.

To **CONSIDER** a Parish Council response to the Sizewell C latest consultation (due by 27th September) – Cllr Kay had attended the latest exhibition. There was discussion about the few differences between the stage 3 and 4 consultations. Cllr Reid highlighted EDF's use of the terminology 'integrated approach', when deliveries will be made mainly by road with no sea access point and only (a proposed) 1 day train and 3 night trains. It was agreed by all that Cllr Kay will update WPC's previous response, where necessary, for approval by councillors via email.

To **RECEIVE** any other planning information. The planning application for Waldringfield Golf Club will go before the Planning Committee on 24th September.

9. To **DISCUSS** the problem of overflowing rubbish on Waldringfield Beach – due to Cllr Gold's absence, councillors agreed to defer this item to next meeting.
10. To **REVIEW** and **UPDATE**, as appropriate, the policies of the Parish Council and the Parish Plan, including adoption of a Sickness & Absence Policy and a review of the Annual Risk Assessment – the vacancies on the Annual Risk Assessment were filled under item 6. Cllr Elliot has circulated a Sickness & Absence Policy to councillors via email, based on the SALC template. Subject to any minor corrections, Cllr Kay proposed acceptance, seconded by Cllr Lyon and agreed by all.

11. CLERK AND RFO REPORT

To **CONSIDER** and **APPROVE** applications for community grants, if any – request from Waldringfield Wildlife Group for £100 towards purchasing more bulbs for verges (plants for pollinators project). Cllr Elliot proposed acceptance of this grant request, seconded by Cllr Kay and agreed by all. The member of the Waldringfield Wildlife Group present informed councillors that landowners have been approached to ask if they would like any hedgerow gaps filled with trees.

To **CONSIDER** and **APPROVE** items of expenditure and sign cheques accordingly – see separate list. The information was scrutinised by Cllrs Archer and Matheson, who then signed cheques.

To **RECEIVE** and **APPROVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation. The information was scrutinised by Cllr Elliot who proposed acceptance, seconded by Cllr Kay and agreed by all.

To **REVIEW** and **ADOPT** the revised Financial Regulations from NALC (also known as Financial Standing Orders). Cllr Reid proposed the adoption of the revised Financial Standing Orders, seconded by Cllr Kay and agreed by all.

To **CONSIDER** the 'renewal risk presentation' received from the Parish Council's insurance broker, to check the level of cover is adequate before renewal (by 31st October) – councillors all agreed that the level of cover is sufficient and will await renewal quotations.

12. To **DISCUSS** the offer from the AONB officer of a meeting about a possible boundary sign at the Waldringfield Heath crossroads – Cllr Reid informed councillors that the AONB Officer advised of a possible name change (due to an amalgamation of areas). It is hoped a sign will be erected at the Waldringfield Heath crossroads, announcing – along the lines of – 'you are entering an AONB'. Councillors agreed that a meeting with the AONB Officer would be appreciated; when the name is agreed upon, the sign will already be in progress. Cllr Reid will forward the email from the AONB Officer for the Clerk to respond to.
13. To **CONSIDER** signing the Tree Charter – Cllr Kay advised that Christine Fisher Kay (Tree Warden) already has links with the Tree Council and the Woodland Trust. Signing the Tree Charter does not require any further responsibilities or commitments by the PC but demonstrates support for the principles and gives access to advice and information. All councillors agreed for

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the Clerk to sign the Tree Charter on behalf of the PC. Cllr Reid suggested information is included in the next newsletter.

14. To **CONSIDER** any correspondence received before the meeting – see separate list. Cllr Elliot asked the Clerk to book her on to the training advertised by the Suffolk Preservation Society. The Clerk advised that she is yet to hear back from Norse about the playing field inspections. Councillors suggested the Clerk write a more formal response, copying in the PC's local East Suffolk councillors. In the meantime, the Clerk will forward the playing field checklist template and last year's ROSPA inspection to Cllrs Reid and Archer, who will carry out a check.
15. **PARISH MATTERS** for the next meeting – beach bins / possible defibrillator at the Village Hall / discussion about the Emergency Planning role (and Emergency Plan update) / playing field.

The Chair closed the meeting at 21.25.

REVIEW OF ACTION POINTS FROM THE MEETING

East Suffolk Councillors – could the report supplied be more tailored towards the ward? Can WPC arrange a time for you to tour the village?

Enabling Communities Funding – **councillors** to consider possible projects.

Suffolk Police – **the Clerk** to contact the Safer Neighbourhood Team, to try to establish closer links and receive more information about crime in the village.

Emergency Planning – **Cllr Kay** to update the local Emergency Plan. **Councillors** to consider a 'job description' for the Emergency Planning role, in order for the vacancy to be advertised by **the Clerk** in the newsletter; the copy date for the next issue is 15th November.

Verges – **the Clerk** will prompt Norse to cut around the outside of the playing field. **Councillors** to organise a future public meeting to discuss the Verges Project (after 6 months have passed since the resolution made on 13th August, so February at the earliest).

Biodiversity Policy – to be considered?

Footpaths – **the Clerk** to consult with **Cllr Gold** about when the footpaths should next be cut. **The Clerk** will wait to see what part of the river wall footpath appears on the PROW cutting schedule next year, before the council can make any decision about this area.

SID – awaiting advice from Newbourne PC about when the SID is required by them. **Cllr Kay** to produce some statistics to publish.

Grit Bins – **Cllr Kay** to update the map for **the Clerk** to forward this and information about stock to Highways.

Northern Bypass Consultation – **Cllr Kay** to draft a response and circulate for approval by **councillors**; **the Clerk** to email by 13th September.

Sizewell C Consultation – **Cllr Kay** to update WPC's previous response, where necessary, and forward to **councillors** for approval; **the Clerk** to email by 27th September.

Sickness & Absence Policy – **Cllr Elliot** to forward the final version to the Clerk.

AONB Sign – **Cllr Reid** to forward the email from the AONB Officer for **the Clerk** to respond to.

Tree Charter – **the Clerk** to sign the Tree Charter on behalf of the PC and include information in the next newsletter.

Suffolk Preservation Society Training – **the Clerk** to book a place for Cllr Elliot.

Playing Field – **the Clerk** to write to Norse to express concern about the lack of action, copying in ESC councillors. **The Clerk** to forward the playing field checklist template and last year's ROSPA inspection to **Cllrs Reid and Archer**, who will carry out a check.

SUPPORTING DOCUMENTS

ITEM 3

To **RECEIVE** reports from SCC Cllr Patricia O'Brien, East Suffolk Cllrs Melissa Allen & Richard Kerry and Suffolk Police.

SUFFOLK COUNTY COUNCIL REPORT AUGUST

I attended a meeting in Woodbridge on 22nd August run by the Campaign to STOP the Ipswich Northern Route. Dan Poulter spoke and the two leaders of the campaign. I am against this ill thought out proposal which appears to be solely to cure the holdups/accidents associated with Orwell Bridge. A simple solution, presented by many voices, is to place high barriers along the bridge or to stop high vehicles using when there is a high wind!

I had a phone call from Paul Geater (EADT) to tell me the news that Gladman Development had withdrawn their proposal for 2,700 houses between Purdis & Bucklesham. He asked for my reaction and I am pleased that he quoted "I just hope this withdrawal is for good – and that it is not something that comes back to the council again in a different form".

Locality budget available.

Self-reported results from Suffolk schools, released on 22 August, indicate an increase in students achieving higher grades. The self-reported figures also show an increase in the number of disadvantaged pupils achieving grade 4 in English and Maths. More than 6,500 pupils in Suffolk were entered for GCSE exams, according to self-reported results collated from around 70% of schools. These figures are based on self-reported data from schools and academies to Suffolk County Council. The results are subject to validation by the Department for Education.

On 19 August, it was reported that nearly one million unsafe items have been prevented from entering the UK consumer market in the last year. This is due to the work of Suffolk County Council's Trading Standards Imports Team at the Port of Felixstowe. Figures for 2018/19 show that 996,143 items across 670 product lines were targeted, assessed and detained, with an estimated value to society of over £23 million. Four in five of the UK's consumer goods arrive in the UK by a container. Half of these enter via the Port of Felixstowe, making it the busiest entry point of its kind in the country.

On 13 August, it was reported that two new Lorry Watch schemes have launched. The scheme is aimed at reducing the number of HGV drivers ignoring weight restrictions on the county's roads. Suffolk's Lorry Watch started in 2012 and to date has reported nearly 3,000 incidents of HGV vehicles exceeding weight limits where clearly marked restriction signs are in place. Volunteers monitor their area and report suspected offenders. Lorry Watch has proved highly effective in reducing the number of HGVs travelling through restricted areas safe. Anyone with concerns about HGVs ignoring restrictions in their community should get in touch and consider a Lorry Watch scheme. The recently launched Community Self Help Scheme has more information. If you are interested in joining Lorry Watch in an area in which HGVs are abusing a weight restriction, contact lorrywatch@suffolk.gov.uk or 01473 264859 (option A).

On 31 July, it was reported that a number of bus services in the county will continue to run, despite a reduction in public funding coming into effect this autumn. Since announcing in June 2019 that 23 routes were at risk, Suffolk County Council has been working with operators and communities to find solutions to the funding challenge.

Ipswich Northern Route (response to local leaders)

I find the continuous mantra of Suffolk leaders, that they want the best for the county, somewhat at odds when they propose 3 options for a bypass for Ipswich. The three proposals, to create an Ipswich Northern Route Bypass, are somewhat fanciful. The outer and middle routes are simply a ploy, in my assessment, for consultation to appear 'proper'. The inner route is clearly the preferred option.

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The congestion that occurs spasmodically, due to the closure of the Orwell Bridge, does not require an expensive project. The solution is simple. High barriers placed along the bridge will enable cars to cross during high winds. Operation Stack could come into operation to line lorries in the holding area. Further, lorries could be kept to the inside lane, speed 50mph max, for the length of A14.

I must express my deep concern regarding the possibility, raised by Therese Coffey in her response to the consultation, that the £500ml expected to come from government to finance the project, would come at a price. That price - 50,000 houses to be built! Goodbye, green, air clean Suffolk. Hello, grey, concrete, polluted Suffolk.

If Suffolk leaders are genuinely interested in furthering the economic and environmental prospects for Suffolk, then it would be far more beneficial to improve the A14 by urging Highways England into making it a motorway and the county to dual the whole of the A12.

Patricia O'Brien

Ward Councillors Monthly newsletter – September 2019

East Suffolk to battle climate change

East Suffolk Council voted unanimously to step up its positive work on environmental issues to help fight climate change at its Full Council meeting on 24 July. While the Council recognises there is a good record of taking action on environmental issues across East Suffolk, it has now joined other local authorities in recognising the fact there is a climate emergency – and committed itself to doing more to reduce its own carbon emissions and to encourage communities to help fight climate change.

What next?

- The Council is commissioning an independent review of its progress to-date which will identify opportunities for further work to reduce carbon emissions which will feed into an action plan that will help us monitor progress towards meeting this challenging new target.
- The Council will be setting up a cross-party member task group to consider the results of that independent review and to recommend future priorities for action on climate change, building on the progress that has already been achieved.
- The Council will continue to work with its partners across the county to ensure a coordinated approach, joint working in areas where we can deliver more by working together and to ensure a strong voice to influence and encourage others to act.

What have we achieved already?

- We have moved to new more energy efficient council offices in Melton and Lowestoft which are more compact, well insulated and utilise renewable energy sources including air-source heat pumps at East Suffolk house and solar PV at Riverside Road
- We have helped businesses and residents to reduce their energy bills through free advice and improvement grants
- We are refurbishing our leisure facilities building in renewable energy generation
- We have been running campaigns across the district to improve air quality and reduce plastic waste and littering.

Funding is available for community projects

Groups and organisations providing activities for the benefit of local communities have been invited to apply for East Suffolk's 'Enabling Communities Budget' to help support local projects. A total of £412,500 has been allocated for 2019/20 from the New Homes Bonus (funding generated through new houses built in the District). Distributed equally amongst each of the Council's 55 members, each was councillor has a £7,500 Enabling Community Budget to spend on community projects or to develop new projects which tackle community needs in their area. In addition, larger grants of up to £10,000 is also available through the Enabling Communities 'Exemplar Grand Programme' – enabling community groups to deliver ned 'flagship' projects which have a positive impact across communities at a ward, multiple wards or district level. £160,000 has been allocated from the New Homes Bonus for the programme for 2019/20.

Accommodation to be provided for rough sleepers

East Suffolk Council has been awarded £292,316 following a successful application to the Ministry of Housing, Communities and Local Government to provide accommodation for rough sleepers and those facing homelessness in Felixstowe and Lowestoft. The funding will be used to deliver two interlinking projects, providing specific housing 'pathways' for those who are vulnerable to homelessness, including people with mental health issues, those experiencing domestic abuse, ex-offenders and care leavers. The first project, called 'Somewhere Safe to Stay', will provide emergency beds in 'hubs' in both Felixstowe and Lowestoft. Available for up to 72 hours, the emergency accommodation will ensure the users are safe whilst also having their needs assessed and appropriate support made available. The second project will be a Supported Lettings scheme, which will see the Council employ dedicated officers to help former rougher sleepers move on from emergency accommodation into supported, temporary or longer term housing.

Framlingham goes digital with official launch of a free public WiFi system

Framlingham went digital with the launch of a new free public WiFi system on 3 August. The market town was chosen to pilot the new scheme, called 'Digital Town', to help people access the internet and make use of digital technology. The new WiFi system is the first phase of the scheme, which will trial different interventions to enhance the town's economic development and wellbeing – making Framlingham the first of what could be a long line of towns in East Suffolk to receive free WiFi and other digital solutions. The innovative scheme is delivered in partnership between Framlingham Town Council, Framlingham Business Association and East Suffolk Council.

Sprinkler system completed at St Peters Court

The installation of a brand new sprinkler system has been completed at St Peters Court in Lowestoft at a cost of around £275,000. Following the tragic events at Grenfell Tower in July 2017, the Council undertook a thorough examination of the building's fire safety measures and at a subsequent meeting with tenants – hosted by Mark Bee, the Council Leader at the time – it was announced that the system would be installed to provide additional reassurance and enhanced safety for everyone living in the 16-storey building. The Council appointed BMS Sprinklers to undertake the work and on Friday 5 July the system went live and is now operational in every flat. This work follows the installation of new 'one-hour' fire doors for every flat and other improvement works to ensure East Suffolk's fire safety procedures meet the highest possible standards.

Leiston Leisure Centre is open for business

Leiston Leisure Centre fully reopened on Saturday, 10 August – marking the completion of the £4 million redevelopment. The centre was closed in August 2018 to undergo the works over two phases as part of East Suffolk Council's programme to improve leisure facilities in the District and encourage more people to become active. Phase One reopened in June 2019 and included the swimming pool, reception and soft play area, as well as a brand new addition to the centre – a thermal suite with sauna and steam room, feature showers and relaxation area. Phase Two included a new spacious fitness suite, two new dance studios and cycling studio, as well as improvements to the squash courts and sports hall. We will now be focusing on the third project in the programme, which is Bungay Leisure Centre. The centre is due to close for redevelopment on 12 September 2019 and the work is expected to take ten months to complete.

Residents are reminded only rain goes down the drains

Residents and businesses are being encouraged to dispose of their waste correctly and reduce the pollution caused by litter entering the draining system. The 'Yellow Fish' anti-pollution project is delivered by community charity Groundwork Suffolk, the East Suffolk Greenprint Forum and East Suffolk Council to raise awareness of the importance of preventing litter from entering the surface water drainage. Unlike foul water systems which feed into sewage treatment works, surface water drains usually lead directly to natural watercourses. Any waste entering these drains can therefore end up polluting the watercourses, harming fish and other wildlife. To help spread the project's message of 'Only Drain Down the Drain', Groundwork 'Green Champions' visited homes in Felixstowe, Lowestoft and Woodbridge in mid-August. As part of the project, Groundwork has also been raising awareness of the Refill scheme, which encourages people to take their reusable water bottle with them when they go out. There are now over 20,000 businesses, shops, cafes and public buildings in the UK registered as Refill Stations where people can refill their water bottles for free, including the Council's offices in Lowestoft and Melton.

Funding boost for new community centre

Plans to provide Woodbridge with a new youth, art and community centre has been given a funding boost by East Suffolk Council. Jetty Lane, the Community Interest Company (CIC) behind the project, has been granted £188,800 from the Council's Community Infrastructure Levy (CIL), which is the biggest CIL grant issued to date. This will cover pre-construction costs for the new community centre and the remaining funds are being supplied through donations and other fundraising efforts. The work is expected to start by the end of 2020.

'Bin the butt' and help keep East Suffolk tidy

Residents and visitors to Lowestoft have been encouraged to dispose of their cigarette butts correctly to help reduce littering in the town centre. The East Suffolk Communities Team and East Suffolk Norse were in Lowestoft town centre along with Groundwork Suffolk and the East Suffolk Plastic Action Champions on 17 August to raise awareness of cigarette butt littering. The event was also supported by Lowestoft Town Council. Cigarette butts are the most common form of littering. In a survey carried out in Lowestoft in 2018, 53% of all litter was smoking-related waste and across the country, one in 10 people do not consider putting a cigarette down the drain to be littering. As well as harmful plastic, cigarette butts contain toxic chemical ingredients including arsenic, lead and nicotine which can all be released when the butts break up in the environment. Anyone seen littering, including dropping a cigarette butt, can be fined £80 via a Fixed Penalty Notice. Failure to pay this can result in prosecution, a criminal record and a further fine of up to £2,500.

Children celebrate reopening of play areas in Felixstowe

Children flocked to Gosford Way play area to celebrate the reopening of two popular play areas in Felixstowe following refurbishment. Cavendish Park and Gosford Way play areas were officially reopened on Wednesday 7 August to mark the completion of a £265,000 project to improve the facilities. The project also included improvements to Allenby Park play area, which reopened on 12 August. Around 150 people attended the event, which was led by Felixstowe Mayor, Cllr Nick Barber who cut the ribbon and opened the gate for the many children waiting to try out the new play facilities.

Money saved from fraudulent activity

East Suffolk Council's Corporate Fraud Service, supported by the Council's Housing and Legal Services, has prevented, identified or recovered fraudulent activity totalling £1,823,485 between 1 April 2018 and 31 March 2019. The Corporate Fraud Service investigates a variety of frauds which the Council may be vulnerable to, including fraudulent Right to Buy and Gateway to Homechoice applications, social housing fraud, false council tax discounts, business rates and housing benefit claims. As part of fraud investigations, 5 council-owned properties were found being inappropriately used by tenants, such as being sub-let which is a breach of the tenancy agreement. These properties have since been made available again to those in housing need. One of the main areas of work for the Corporate Fraud Service is ensuring robust checks are made on all 'Right to Buy' (RTB) applications submitted to the Council. As a result of these checks, 20 RTB applications were cancelled following fraud intervention. The properties relating to these RTB applications, with a market value of £2,821,500, have remained available for housing tenants.

Ipswich Northern Route exhibitions attracted over 2,000 people

Public information events to consult on route options for a new road to the north of Ipswich have attracted more than 2,000 people. In total 11 events have been held at village halls and community centres across Suffolk since the consultation period launched on July 5. The events gave the public the opportunity to view the proposed route maps, junction options and speak to officers from all authorities about the project and ask questions. The consultation is being jointly led by Suffolk County Council, Ipswich Borough Council, East Suffolk and Babergh and Mid Suffolk councils. It is also supported by West Suffolk Council. Whilst there is no plans for any further public events, the materials used are now set to travel the county allowing people the opportunity to view them and encourage them to have their say online.

Housing Revenue Account (HRA)

East Suffolk Council has inherited the HRA from the old Waveney DC, this account has over 4400 units of housing for rent at either social rent or affordable rent, an ongoing maintenance programme is in existence to keep properties in very good condition. A further 20 units have just been developed at Southwold by East Suffolk Council and have been let to people with local connections at affordable rent. This account will enable East Suffolk to further develop new homes across the district or purchase

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properties if appropriate to enhance the existing stock, a significant development budget is available during the term of this Council.

Planning round up

1) There has been a lot of concern from residents in our ward objecting to the EDF (Sizewell B) application. I am having a site visit on the 2nd September. If anyone would like to comment on this please forward to planning@eastsuffolk.gov.uk

2) Withdrawal of the planning application for outline planning application as 'Orwell Green Garden Village', was submitted by Gladman & Orwell Settlement Trustees to East Suffolk Council on 15 May 2019.

An extended consultation period took place in June and July and following consideration of consultation responses and feedback from the council the applicants have now chosen to withdraw the application as of 22 August 2019. Councillor David Ritchie, Cabinet Member for Planning and Coastal Management said: "The council has clearly expressed to the applicants that this unplanned proposal is not needed and not in accordance with the current development plan or the emerging Local Plan for the former Suffolk Coastal area. The Council was in the process of preparing a report for the 9th September Strategic Planning Committee, recommending refusal of the application".

3) Both Richard and I will be attending the local plan examination next Thursday for Innocence Farm at ESH.

Deben Estuary Partnership are looking for new members to join to help raise funds for work to be carried out on the saltmarshes which affects Waldringfield, Kirton, Newbourne, Hemley in our ward. Please contact Sarah Zins at sazins@gmail.com . They will also be at the Maritime weekend in Woodbridge 8/9th September.

Memory Lane Dog Walk – raising funds for Dementia

Sunday 29th September, 11am meeting at the pier. Approx. 2.5 miles walking to Cobbold Point. Please circulate

Melissa Allen Ward Member Orwell and Villages

melissa.allen@eastsuffolk.gov.uk

07810 816018

Richard Kerry Ward Member Orwell and Villages

Cabinet Member for Housing

richard.kerry@eastsuffolk.gov.uk

07903 301075

Suffolk Police

The interactive crime map for July shows 1 report of 'violence and sexual offences' on or near Cliff Road. This includes offences against the person such as common assaults, Grievous Bodily Harm and sexual offences. 'Unable to prosecute.' There is 1 report of burglary on or near parking area in Newbourne Road; 'under investigation'.

ITEM 6

MATTERS for REPORT from minutes of previous meetings and to **REVIEW ACTION POINTS** from the minutes of the Parish Council Meeting held on **13th August 2019**.

Bridleway – **Clr Matheson** to speak with the smallholder. **Clr Gold** to update Martin Williams at SCC (copying in the Clerk). CLLR GOLD EMAILED MARTIN & COPIED IN THE CLERK

Proposed Removal of Mill Road Phone Kiosk – **the Clerk** to write to Planning, to accept the proposal and advise that the Parish Council does not wish to adopt the kiosk. DONE

Waldringfield Parish Council

DC/19/3031/VOC Variation of Conditions 2 & 5 of Planning Permission DC/17/1055/FUL, Eureka, Cliff Road – Cllr Elliot to draft a response for agreement; the Clerk to send to Planning by 28th August. DONE

SID posts – the Clerk to ask Highways for repeater signs, for the two bare posts. DONE – SEE ITEM 8

School Road/Sullivan Place/verges project – the Clerk to ask Norse to cut to uniform length. DONE

Blackberry bush – Cllr Gold and Cllr Lyon to assist in cutting back. DONE – THANKS TO TONY LYON

Community Self Help Scheme – to consider?

Risk Assessment – the Clerk and Cllr Lyon to consider what is necessary. SEE BELOW FOR VACANCIES.

Sickness & Absence Policy – Cllr Elliot to do.

Insurance Policy – Councillors to consider renewal risk presentation.

Correspondence – the Clerk to reply to the member of Waldringfield Wildlife Group. DONE

AONB (deferred from July, ongoing) – to discuss the offer from the AONB officer of a meeting about a possible boundary sign at the Waldringfield Heath crossroads.

Tree Charter – to consider? SEE ITEM 13

	Area	Name
A	<u>Playing Field</u>	<u>Cllrs Archer & Reid</u>
B	<u>Tennis Court</u>	<u>Cllr Archer</u>
C	<u>Village Sign</u>	<u>Handyman???? – reporting to Clerk</u>
D	<u>Seats</u>	<u>Cllrs Gold & Matheson</u>
E	<u>Roads, Kerbs and Roads signs</u>	<u>All Cllrs</u>
F	<u>Footpaths and Bridleways</u>	<u>Cllr Gold</u>
G	<u>Village Hall</u>	<u>Vacant</u>
H	<u>Church Field Recreation Ground</u>	<u>Cllrs Gold & Elliot</u>
I	<u>Beach and River Deben (including Litter Bins)</u>	<u>Cllrs Matheson & Gold</u>
J	<u>Flood and Emergency Planning</u>	<u>John Smith FW / Ged Morgan DFW / Tony Lyon DFW - reporting to Cllr ??????</u> <u>Emergency Planning Officer – Vacant</u>
K	<u>Grit Bins</u>	<u>Cllr ?????/Clerk</u>
L	<u>Notice Boards</u>	<u>Cliff Road Cllr Archer, Heath Cllr Kay</u>
M	<u>Fire Hydrants</u>	<u>Vacant</u>
N	<u>Road Safety</u>	<u>To be established</u>

ITEM 7

To **NOTE** any application decisions received.

DC/19/2695/OUT Land Rear Of Japonica Cottage, Deben Lane Erection of one dwelling. Email from the Planning Department: '*Planning application DC/19/2695/OUT (Japonica Cottage) has been before the planning referral panel as the application received holding objection from the highways authority and is being recommended for approval by the Planning Officer. The referral panel decided that the application could be determined under delegated powers as the principle of development was considered acceptable and that the information sought by highways went above what is required for the development type and location in this instance, particularly given the restrictions on the road and existing access. It was requested that the height of the proposed dwelling was carefully conditioned to ensure that the amenity of neighbouring dwellings was not impacted at a reserved matters stage.*' Application now permitted.

DC/19/2717/FUL Mill Cottage, Mill Road – Construction of first floor extension. Application permitted.

DC/19/2064/FUL Chapel Works, Newbourne Road – Re-development of the site for 25 dwellings, landscaping and access. Application withdrawn.

Waldringfield Parish Council

DC/18/4880/FUL / DC/19/2813/DRC Mickey's Field, School Road – New dwelling on freehold land; discharge of condition nos. 4, 6 & 7 of written scheme of investigation, site investigation and remediation method statement. Application permitted.

To **CONSIDER** a Parish Council response to the Northern Bypass consultation (due by 13th September).

<https://ipswichnorthernroute.org.uk/>

To **CONSIDER** a Parish Council response to the Sizewell C latest consultation (due by 27th September).

<https://www.eastsuffolk.gov.uk/planning/sizewell-nuclear-power-station/community-engagement/stage-4-ufford-park-melton-26-july-2019/>

ITEM 8

To **CONSIDER** and receive updates/reports on public rights of way, verges and road safety matters.

Rights of Way Improvement Plan: Suffolk Green Access Strategy consultation

<https://www.suffolk.gov.uk/assets/council-and-democracy/consultations-petitions-and-elections/ROWIP-Suffolk-Green-Access-Strategy.pdf>

<https://www.smartsurvey.co.uk/s/ROWIPsurvey/>

Survey responses by Friday 20th September.

Footpaths / River Wall

This year, there was a section of the river wall that was left off our cutting schedule from PROW (ie they won't pay us to pay our contractor).

The Clerk received the following email (after sending a map showing the parts the PC are being paid to cut):

'I believe the river wall was cut from Swans Nest (end of flood defence wall) to the other end of the wall where it turns inland towards Manor House, nr Jim Turners bench, (but not the bit through the woods to Manor House). The pink bit doesn't quite coincide with what I saw him cutting so it's a bit tricky to say. He cut more than the pink bit going downriver direction. I spoke to Serena who says our contractor isn't cutting until September and so I can only assume that the wall was cut by SCC contractor and not ours. No other path has been cut as yet since June.'

'It definitely needed cutting when it was done and should be added back again next year. I think it took most of, at least, a morning (before it rained) to do this stretch as it was quite overgrown. It was done on a Friday morning as I passed the guy cutting it but didn't ask him who sent him. I believe Serena was also going to ask about the path from the dinghy park towards Felixstowe along the wall downriver as this was also very overgrown. I know someone trimmed it back a bit but it probably needs doing properly.'

Waldringfield Parish Council

SID

A cheque for £237.67 has been received from Newbourne PC (for one-third usage). '*We are just sorting out our poles and once this is done I will be in contact with you.*'

The Clerk confirmed to Highways that two small repeater signs are required for the bare SID posts in School Road and Mill Road. I wrote '*As the Mill Road post was purchased by Waldringfield Parish Council (at a cost of £200), is it possible to waive the £30 for this post, please? The only reason a small repeater sign is being requested is to comply with the Memorandum of Agreement. If you could send me an invoice, I will arrange for a cheque to be signed at the Parish Council's next meeting, on 10th September.'*'

Highways replied '*I can confirm we are happy to waiver the £30. I will speak with our team about getting an estimate together to confirm the price of the repeater signs.*' Highways had already confirmed '*I can confirm a small 300mm repeater sign will cost approximately £30.*' The Clerk will await further correspondence.

School Road Sign / Ipswich Road

The following email was received Suffolk Highways:

I've today placed an order to our Operations Team to remove the existing sign and post, move the post nearer the road and attach a new, smaller sign at a slightly lower height. Our engineer went to site to assure himself that the new sign will be below the top of the hedge whilst away from the road edge. Our Ops team will need to order a new sign and schedule the work into a programme. They normally have up to 14 weeks to complete the work but often carry out works earlier. SCC will fund this work and not call upon Cllr O'Brien's budgets.

On Ipswich Road our design shows one new roundel and 3 new SLOW markings. The job is shown as completed. Can you advise what might be missing please?

The Clerk has replied that 2 SLOW markings are still missing as drivers enter the village.

Grit Bins

Highways sent new guidance about grit bins; the Clerk can provide a PDF but the most pertinent part of the covering email:

...town and parish councils will now be able to request a grit bin refill (following the first restock of the season) using our online reporting tool; by plotting the location of an empty grit bin on our website's mapping system, reporters will also be able to monitor the progress of their requests.

Suffolk Highways is now restocking all grit bins in preparation for any severe weather. It is therefore important that our records are up to date so that we can identify every bin that is a) on the highway and b) needs refilling. For this reason, we would like to request your assistance in ensuring Suffolk is 'winter ready'. We ask that you please inspect all of your grit bins and plot their locations on a map, and recording whether or not they need restocking. This plan can either be hand written or produced electronically, but must be accurate enough for us to clearly identify your bin locations.

The restocking of grit bins documented within our own records will commence mid-September. It would be very helpful if you could submit your information to us before this date, so that we can ensure that all your bins are filled in preparation for the winter months. Maps and current stock levels can either be emailed directly to the Winter & Cyclical Works Team via winterandcyclicworks@suffolkhighways.org or sent via post, FAO the Winter & Cyclical Works Team at Phoenix House, 3 Goddard Road, Ipswich, IP1 5NP.'

Alyson Videlo forwarded a map showing the location of the grit bins. Cllr Kay kindly volunteered to check on the current grit levels, which are as follows:

On corner Ipswich Road/School Road Full

Waldringfield Parish Council

School Road, opposite Mayfields 3/4 Full (including several bags containing grit)
School Road, opposite Morven Bin not there (I don't think this is a problem as there are two bins quite close, opposite Mayfields and the school)
On corner opposite Waldringfield School Full
Outside 14 Village Way Full
Bottom of layby, Cliff Road Full
Opposite Deben Lane Full
Opposite entrance to Maybush PH 1/4 Full
10' along track to Manor House 3/4 Full

Verges

An email from a resident was received, as follows:

'Do you know if the grass around the edge of the playground is going to be cut soon. It was previously organised to be cut in August but hasn't been so far and they did miss it altogether one year and it was a mess for about 18mths. Also someone was complaining about a strip of grass opposite the school on the verge which hasn't been cut this yet either. It has a lot of ivy on it.'

An email was received from a member of the Waldringfield Wildlife Group, as follows:

I am disappointed to learn of the PC decision at the meeting on the 13th August 2019 to instruct Norsc to cut the Sullivan Place/School Rd verge in line with the standard cutting regimes (although I am unclear about the intent behind the 'wait and see' comment regarding the bulbs and flowers).

I request that this decision is deferred and reviewed so that the item can be fully discussed and more fairly represented before action is taken.

This request is based on the following reasons:

The decision of the verge management I believe should be considered in the context of the Proposed Landscape and Environmental Policy.

The Sullivan Place verge is at the entrance to the village providing an opportunity for the village to showcase its Green credentials supporting the trend to make best use of public land available to enhance much needed habitat for wildlife which is under extreme threat.

The timing of the agenda item for discussion. This item set in the summer holidays was ill timed. The WWG does not meet during July, August and September and many members are away during the summer which means members are not fully able to represent their view nor to negotiate a fair resolution. I for instance was sailing in the Atlantic Ocean and with hindsight wish I had asked for a deferment until sufficient WWG members could consider the issues after the summer holidays.

The comment about the management of the verge and the involvement of a volunteer to help keep tidy the edges is ill informed. A resident very kindly volunteered to keep the edge of the verge short to contrast with the longer grasses. We appreciated the efforts made by this volunteer as we appreciate the efforts made by all volunteers who take it upon themselves to support the activities of the parish. Any comments about the verge management could have been raised with WWG.

The minutes of the discussion did not refer to the representations that I understand were made by those member(s) who were able to make a representation. Also the minutes do not make clear how many residents had made a formal complaint to the PC on this occasion.

Lastly I find it questionable that such a final decision was made on the basis of the views of three councillors (the fourth abstaining) without seeking a wider representation of the issue. This considering the groundswell of policy, practice and opinion both in the county and nationally regarding the benefits to wildlife of sustaining roadside verges with wild flower and long grasses.

I look forward to your view about the best way forward. The WWG has its AGM in October. This would be an appropriate forum to inform members of the concerns raised and to discuss constructive

Waldringfield Parish Council

resolutions for the PC to consider. I have consulted with the Verges Project team who are fully in support of this request.

ITEM 9

To DISCUSS the problem of overflowing rubbish on Waldringfield Beach.

The Clerk has received various emails with photos of overflowing rubbish, mainly from the bin at the bottom of the steps near the Sailing Club.

The following communications have been received from Norse:

5th September (from Assistant Manager Refuse/Cleaning): '*The bins are emptied weekly on a Thursday. We appreciate the area does get busy so have said during the summer holiday period we would visit on a Monday.'*

The Clerk asked the concerned member of the public if collections have been taking place on a Monday: '*As far as I am aware there have been no visits on Mondays to the bins at the bottom of the steps during the holidays although there may have been one or two in the few weeks towards the end of the summer term. The end of the summer term is when loads of schools, scout groups etc visit to crab and is still very busy. They have been full to overflowing by Sunday afternoon and are disgusting and smelly. Full of 1/2 packets of bacon and dirty nappies etc. Usually there are bags and other rubbish on the ground next to the bin which sometimes gets washed away on high tides. I am beginning to think that maybe we ought to go back to no bin, but that normally means that they treat the dog bin with the same contempt as the larger bin and still leave stuff on the floor - just not as much.*

So my thoughts are this that if East Suffolk are not prepared to empty the bin more often then maybe the removal altogether might be better as a last resort. It certainly isn't nice sitting next to a bin full of maggots!

The bin compound near the Maybush has also been under strain at times, just less so. Bank Holiday week was really bad with full bags left on top of the bins. However it is tricky as every district has different rules for what is recyclable and visitors don't always know what they can recycle. eg no glass whereas this goes into recycling in Ipswich. Hence the sticker request. I think this is always difficult here as the glass bin isn't obvious from the beach so visiting yachtsmen probably haven't got a clue where it is. There is a sign on the compound saying not to put glass there and use other bins but visitors probably don't know where that is.'

The Clerk has asked Norse to clarify if they have been collecting on a Monday as well as a Thursday during this last summer holidays. I have also highlighted a build-up of rubbish before the holidays due to visiting school/Scout groups etc and worries about rubbish being carried away on a high tide. Stickers are being sent for the bins, to clarify what people can put into them.

An email was received by the Clerk on 9th September: '*I did ask an operative to go to Waldringfield over the school summer holidays. All operatives say that there are lots of bulky bags in the bins which fills them up quickly. Have the parish council looked into some more bins to help ease this?*'

Mr Tony Lyon has been voluntarily collecting up overflowing rubbish – grateful thanks to him.

ITEM 10

To REVIEW and UPDATE, as appropriate, the policies of the Parish Council and the Parish Plan, including adoption of a Sickness & Absence Policy and a review of the Annual Risk Assessment.

See item 6 for Risk Assessment vacancies.

The Waldringfield Emergency Plan may need updating, as it was produced on 20/11/2014. It refers to Emergencies Co-ordinator as Neil Winship and talks about a flood barrier being constructed (information to be updated once work is/was complete).

Waldringfield Parish Council

ITEM 11

To **CONSIDER** and **APPROVE** items of expenditure and sign cheques accordingly – see separate list.
 To **RECEIVE** and **APPROVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation.

8 September 2019 (2019-2020)

Waldringfield Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
26	Election Costs	05/09/2019	Barclays Community A	101170	Election fees	East Suffolk Council	X	76.16	0.00	76.16
27	Grass cutting (field)	05/09/2019	Barclays Community A	101172	Grass-cutting -field	SCL Landscape Management	S	120.00	24.00	144.00
28	Grass cutting (field)	05/09/2019	Barclays Community A	101173	Grass-cutting -field	SCL Landscape Management	S	60.00	12.00	72.00
29	Footpath Maintenance	05/09/2019	Barclays Community A	101174	Tree Surgery	J Nayler	X	15.00	0.00	15.00
30	Salaries	05/09/2019	Barclays Community A	101175	Salary	Rebecca Todd	X	467.36	0.00	467.36
31	Post and telephone	05/09/2019	Barclays Community A	101175	Postage	Rebecca Todd	X	1.50	0.00	1.50
32	Newsletter re 1972 LGA s1(2)	08/09/2019	Barclays Community A	101176	Newsletter	Parish Magazine Printing	X	78.60	0.00	78.60
Total								818.62	36.00	854.62

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9 September 2019 (2019-2020)

Waldringfield Parish Council Uncashed payments/transfers out (All banks) (Upto 09/09/2019)

Voucher	Date	Cheque No.	Description	Total	Bank
6	10/05/2019	101171	Defibrillator AED pads	97.20	Barclays Community Acc
12	09/06/2019	101158	Audit Fee	128.00	Barclays Community Acc
26	05/09/2019	101170	Electiion fees	76.16	Barclays Community Acc
27	05/09/2019	101172	Grass-cutting -field	144.00	Barclays Community Acc
28	05/09/2019	101173	Grass-cutting -field	72.00	Barclays Community Acc
29	05/09/2019	101174	Tree Surgery	15.00	Barclays Community Acc
30	05/09/2019	101175	Salary	467.36	Barclays Community Acc
31	05/09/2019	101175	Postage	1.50	Barclays Community Acc
32	08/09/2019	101176	Newsletter	78.60	Barclays Community Acc
Total-----				1,079.82	

9 September 2019 (2019-2020)

Waldringfield Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
4	Grants and Donations	08/09/2019	Barclays Community A		Speed Indicator Device	Newbourne Parish Council	S	237.67	47.53	285.20
Total								237.67	47.53	285.20

Waldringfield Parish Council

9 September 2019 (2019-2020)

Waldringfield Parish Council

Prepared by:

Date:

Name and Role (Clerk/RFO etc)

Approved by:

Date:

Name and Role (REO/Chair of Finance etc)

	Bank Reconciliation at 09/09/2019		
	Cash in Hand 01/04/2019		
			12,026.98
	ADD		
	Receipts 01/04/2019 - 09/09/2019		8,227.06
			20,254.04
	SUBTRACT		
	Payments 01/04/2019 - 09/09/2019		9,268.30
A	Cash in Hand 09/09/2019 (per Cash Book)		10,985.74
	Cash in hand per Bank Statements		
	Cash 31/08/2019	0.00	
	Ipswich Building Society 31/08/2019	7,799.20	
	Barclays Community Account 31/08/2019	3,981.16	
			11,780.36
	Less unpresented cheques		
	As attached		1,079.82
			10,700.54
	Plus unpresented receipts		
	As attached		285.20
B	Adjusted Bank Balance		10,985.74
	A = B Checks out OK		

Waldringfield Parish Council

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

9 September 2019 (2019-2020)

A - Receipts

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
28 Precept	13,444.00	6,722.00	-6,722				-6,722
29 Council Tax Support Grant							
30 SCC Locality Grant	750.00		-750				-750
31 SCC Footpaths Grant	175.00		-175				-175
32 Recycling							
33 Equipment Hire							
34 SCC Q of Life Budget							
35 SCDC Community Enabling Fund							
36 Bank Interest	115.00		-115				-115
37 Grants and Donations		237.67	238				238
38 Advertising income	300.00		-300				-300
39 VAT Refund		1,177.86	1,178				1,178
43 Salary/Expenses Adjustment							
SUB TOTAL	14,784.00	8,137.53	-6,646				-6,646

B - Administration

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1 Salaries				5,684.00	1,810.56	3,873	3,873
2 PAYE/NI							
3 Stationery/Mileage/Etc.				500.00	81.45	419	419
4 Post and telephone				75.00	34.34	41	41
5 Newsletter re 1972 LGA s142				425.00	157.20	268	268
6 Village Hall hire				250.00		250	250
7 Insurance				450.00		450	450
8 Membership Subs re LGA s111				450.00	249.77	200	200
9 Audit				135.00	128.00	7	7
10 Chairman's Expenses				50.00		50	50
11 Training				200.00	40.00	160	160
12 Election Costs					76.16	-76	-76
40 Website/Scribe Fees				310.00		310	310
42 Professional Services				250.00	359.66	-110	-110
SUB TOTAL				8,779.00	2,937.14	5,842	5,842

C - Playing Field/Recreational

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
13 Handyman's Wages							
14 Grass cutting (field)				780.00	600.00	180	180
15 Mole catching (field)				200.00		200	200
16 Repairs/Maintenance	42.00	42		1,000.00	109.17	891	933
17 Footpath Maintenance				375.00	15.00	360	360
18 Locality Grant Spend				750.00	3,125.00	-2,375	-2,375
19 SCC Quality of Life							
20 SCDC Community Enabling Fund							

Waldringfield Parish Council

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

9 September 2019 (2019-2020)

41 AONB Grant Payments

SUB TOTAL	42.00	42	3,105.00	3,849.17	-744	-702
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D - Grants - s137/72 & s19 MPA71

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
21 General Grants				1,150.00	59.90	1,090	1,090
22 Church Field				400.00	400.00		
23 Village Hall LGA				500.00	500.00		
24 All Saints Church				750.00	750.00		
25 WildlifeGroup				100.00		100	100
SUB TOTAL				2,900.00	1,709.90	1,190	1,190

F - Miscellaneous

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
26 Miscellaneous							
SUB TOTAL							

Summary

NET TOTAL	14,784.00	8,179.53	-6,604	14,784.00	8,496.21	6,288	-317
V.A.T.		47.53			772.09		
GROSS TOTAL		8,227.06			9,268.30		

To **REVIEW** and **ADOPT** the revised Financial Regulations from NALC (also known as Financial Standing Orders).

Rather than update the last Financial Standing Orders, which were based on the 2014 NALC template, the Clerk has issued the 2019 Model Regulations for approval. I have transferred over previously-agreed WPC-specific elements (ie the approval of all grants over £0 by council). The biggest change to the 2019 template is **section 11**.

To **CONSIDER** the 'renewal risk presentation' received from the Parish Council's insurance broker, to check the level of cover is adequate before renewal (by 31st October).

From the broker:

As you are aware the insurance for Waldringfield Parish Council is due for renewal on 31st October 2019 and is currently insured with Inspire.

The insurance industry is regulated by the Financial Conduct Authority (FCA) and in order to comply with regulation we are required to ensure your cover meets with your demands and needs. To this end please can you review the attached Client Risk Presentation, specific to Waldringfield Parish Council. The details contained within this risk presentation will be used to prepare your renewal invite, should we not receive any amendments.

Waldringfield Parish Council

If you currently insure buildings under your policy, please ensure that you review the information shown on the final page of the presentation, as additional address and construction information maybe required. Should you require any amendments to the details shown please contact our renewals team at your earliest convenience.

In the next few weeks your insurer will provide us with your renewal terms at which time we will review your policy requirements and issue renewal terms approximately 4 weeks prior to your renewal date. As your specialist local council & not for profit insurance broker, we will only recommend insurers who provide best quality and value service and negotiate preferential terms on your behalf. If you are not under a long term agreement and a full market review is required we will conduct this on your behalf. Regulation has also specified that you are required to settle payment of premium within 30 days of the renewal date, otherwise the insurer will not be able to maintain cover. Should this not be possible, please contact us at your earliest opportunity. In addition, we are required by the FCA to provide you with our Local Council Insurance Brokers Terms of Business, a copy of which is attached.



Renewal Risk Presentation for Waldringfield Parish Council

The policy for Waldringfield Parish Council is due for renewal on 31st October 2019. The information contained within the following risk presentation and any other additional information provided subsequently, will be used to calculate the premium, terms and conditions of your renewal invite. Your renewal invite will be issued approximately 4 weeks prior to your renewal date.

If any of the information is incorrect; please advise by return with the correct information and we will use this information to obtain renewal terms for Waldringfield Parish Council.

Contact: Mrs Rebecca Todd
Correspondence Address: 5 St Georges Terrace
Church Road
Felixstowe
Suffolk IP11 9ND

Business Description: Parish Council
Population: 1000
Long Term Agreement Expiry Date:

Employee Reference Number (ERN) Status: Are you currently exempt Yes/No If No, please confirm your ERN number: 120/XA56971
Please see the attached guide to Employers Liability legislation, this should help to clarify your responsibilities.

Events

Please confirm all events that Waldringfield Parish Council are the sole organiser of and confirm the following information;

- Type of event i.e. Summer Fete
- Numbers attending
- Brief description of the event
- Confirmation that all third parties have their own insurance and a risk assessment will be in place

Please note all bonfires and fireworks need to be referred to the office (even if they were referred in previous years) at **least 14 days prior** to the event with a risk assessment and confirmation of the distance from the bonfire and/or fireworks from the nearest building.

Waldringfield Parish Council



In addition the following sums insured are provided as part of our core sums insured package, please refer to the column for Inspire in respect of the current cover provided for Waldringfield Parish Council:

		Core Sums Insured/Limits			
Area of Cover		Inspire via Axa	Hiscox	Ecclesiastical	Aviva
Public Liability		£10,000,000	£10,000,000	£10,000,000	£10,000,000
Including	Hirers Liability	£5,000,000	£5,000,000	£2,000,000	£5,000,000
	Libel & Slander	£500,000	£500,000	£250,000	£250,000
	Motor No claims	£250 each	£250 each	No	£250 each
	Excess & Bonus				
Employers' Liability		£10,000,000	£10,000,000	£10,000,000	£10,000,000
Officials & Trustees Liability		£500,000	£500,000	£500,000	£500,000
Employee Dishonesty		£150,000	£150,000	£150,000	£150,000
Legal Expenses		£500,000	£100,000	£250,000	£100,000
Personal Accident		£100,000/£500pw	£100,000/£500pw	£50,000/£250pw	£50,000/£250pw
Property Damage					
Including	Defibrillators & Cabinets	£5,000	£5,000	£5,000	£5,000
Business Interruption					
Including	Loss of Revenue	£10,000	£10,000	£10,000	£10,000
	Increased Cost of Working	£10,000	£10,000	£10,000	£10,000
	Key Person Cover	£250pw up to max £2,500 pa	£250pw up to max £2,500 pa	£400pw up to max 26 weeks	£400pw up to max 26 weeks
Contents (away from premises)					
Money		£5,000	£5,000	£5,000	£5,000
Internet & Email		£2,500	£1,000	£1,000	£1,000
Crisis Management		£500,000	£50,000	No	No
			£25,000	No	No

Please note the core sums insured cannot be reduced, however should you wish to increase the amount please contact us.

ITEM 13

To CONSIDER signing the Tree Charter.

From the NALC website:

The National Association of Local Councils (NALC) has partnered with the Woodland Trust, the National Union for Students (NUS) and the Tree Council to embed the ten principles of the Charter for Trees, Woods and People (the Tree Charter) within communities across the UK.

The call for a Tree Charter was initiated in 2015 by the Woodland Trust in response to the crisis facing trees and woods in the UK. Before the launch of the charter, there was no clear, unifying statement about the rights of people in the UK to the benefits of trees, woods and forests.

The Tree Charter was launched at Lincoln Castle on 6th November 2017. It sets out the principles for a society in which people and trees can stand stronger together.

NALC believes that local (town and parish) councils have a key part to play in protecting trees and woodland and believes they can do this by embedding the ten principles from the Tree Charter into their everyday practice.

You can show your support for the Charter's principles by signing the Tree Charter.

https://www.nalc.gov.uk/our-work/treecharter?utm_source=Members&utm_campaign=ece6906546-EMAIL_CAMPAIGN_2018_06_08_03_15_COPY_01&utm_medium=email&utm_term=0_206970988f-ece6906546-323648533

See Tree Charter Principles PDF.

Waldringfield Parish Council

ITEM 14

To **CONSIDER** any correspondence received before the meeting.

The Clerk has forwarded emails to councillors, including:

NALC & SALC bulletins

The latest AONB update (also a request for potential projects to be tackled by volunteers)

A newsletter from the ICO

A link to the latest TLC newsletter (from SALC)

The latest Rural Services communications

Notes from the Coastal Area Forum

Information on training courses from SALC and The Suffolk Preservation Society