



Waldringfield Parish Council

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1780 Minutes of the Parish Council Meeting held on Tuesday 11th February 2020

In attendance: Councillors Kay, Elliot, Lyon, Matheson and Gold, SCC Cllr O'Brien, ES Cllr Kerry,
4 members of the public

Clerk: Rebecca Todd

1. To **RECEIVE** apologies for absence – Cllr Reid (holiday), Cllr Archer (holiday), ESC Cllr Allen (work)
2. To **RECEIVE** declarations of interest – Cllr Kay item 6, 1 Heath View Cottages (pecuniary); Cllr Lyon item 8, verges (non-pecuniary).

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.

A member of the public asked for clarification about what will be discussed under item 8, regarding verges. The person was informed that no decisions are to be made regarding cutting or non-cutting of the grass, but rather councillors will consider the timing and organisation of a meeting for discussion, as they wish to ascertain the public view. There have been both favourable comments about the decision to cut the verges on the junction of Sullivan Place and School Road, and disappointment. A meeting will give residents the chance to voice their opinions, and while these will inform any councillors' decision, it will not be a referendum.

3. To **RECEIVE** reports from:

SCC Cllr Patricia O'Brien

Cllr O'Brien spoke through her report (see supporting documents), highlighting the main points. The Ipswich Northern Route will not be going ahead, due to lack of agreement from district councils. Cllr O'Brien is still hopeful that reduced speed limits will allow the Orwell Bridge to remain open in strong winds. Cllr Elliot suggested that now is the time to lobby for more freight to be taken by rail, taking pressure off the roads. Cllr O'Brien said that this is something Therese Coffey is in favour of. Cllr Kerry informed councillors that Ely junction is currently problematic. Cllr O'Brien spoke about SCC's permit scheme, which will mean utility companies will have to apply for permits to dig up the roads. From April, parking patrols will be transferred to the district councils. Cllr Kay asked if the district councils will get any more money. Cllr Kerry replied it will cost £200k and there will be no extra funding. There are already enforcement officers in place (from Suffolk Norse), who currently patrol car parks; they will now also enforce yellow lines etc. Cllr O'Brien said that the Police & Crime Commissioner is planning to increase the policing element of council tax to 4% but is awaiting the Government's decision. There will be 54 more police officers coming onboard in a year or so.

ESC Cllrs Richard Kerry & Melissa Allen

Cllr Kerry spoke about the Gateway to Housing Choice document he had circulated; this is not published but just for councillors' info. He informed councillors that if houses have been empty for 5-10 years, council tax can now be doubled on these properties, and after 10 years council tax can be tripled. Cllr Allen has agreed to provide funding for new swing seats in the playing field, which was welcomed by councillors. Cllr Kerry also has funding available; the Clerk will forward information about the playing field. Councillors were thanked for their contributions to the new defibrillator.

Suffolk Police

The Clerk downloaded and circulated the interactive crime map data, along with the latest SNT newsletter (see supporting documents).

4. To **APPROVE** the minutes of the Parish Council Meeting held on **14th January 2020**. Acceptance was proposed by Cllr Elliot, seconded by Cllr Lyon and approved by all who had been present at the meeting.

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5. **MATTERS for REPORT** from minutes of previous meetings and to **REVIEW ACTION POINTS** from the minutes of the Parish Council Meeting held on **14th January 2020** – see supporting documents. Further discussion took place under later agenda items.

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

DC/20/0280/FUL 1 Heath View Cottages, Newbourne Road – proposed dormer window on rear roof slope. Case officer Bethany Rance. Consultation expiry date 17th February. At this point, Cllr Kay left the room. Cllr Elliot spoke through the plans. As councillors thought that neighbours would be unaffected, and the window would allow the home-owner a second usable bedroom, Cllr Elliot proposed that the application be supported; this was seconded by Cllr Gold and agreed by all present. The Clerk will write to Planning. Cllr Kay re-entered the room.

DC/20/0432/VOC Variation of Condition No. 2 of DC/18/4880/FUL Mickey's Field, School Road – new dwelling on vacant freehold land. Replace drawings of ground floor plan, first floor plan, proposed elevations and sections contained within the design and access statement and drawing numbers 6179/2 and 6179/3 with new drawing numbers 6179/6 and 6179/7. Case Officer Grant Heal. Consultation expiry date 25th February. Cllr Elliot spoke through the plans and outlined the application's history. The proposed lantern roof, that councillors were previously concerned would add to light pollution, has been removed. The plans now include a 1.8-metre frosted glass panel, to seemingly screen the new house from the neighbouring property. Councillors agreed that the screen is not aesthetically pleasing, particularly in the context of the AONB, and still did not address the loss of privacy for the neighbours, due to the ground height difference and full-width bi-fold doors. Cllr Kay proposed the Parish Council objects to the application, which was seconded by Cllr Matheson and unanimously agreed. Cllr Elliot will draft a document for agreement and the Clerk will forward to Planning.

To **MAKE ARRANGEMENTS** to deal with applications received after publication of this agenda.

DC/20/0403/FUL Deben House, Cliff Road – detached annex for use ancillary to existing dwelling with occasional holiday let usage. Case Officer Alexis Bruns. Consultation expiry date 28th February. Cllr Elliot outlined the history of the application; the Parish Council were previously unsure about the purpose of the proposed annex, before the application which included it was withdrawn. The approved application is for a sunroom and garage. This application is, once again, for the annex. Councillors agreed that an extraordinary meeting will be required, in order for the Parish Council to respond. It was agreed to meet on 18th February; the Clerk will organise.

To **NOTE** any application decisions received – see separate list. Noted.

To **RECEIVE** any other planning information – this will include an update by Cllr Elliot following her attendance at the ES Planning Forum of 24th January. Cllr Elliot spoke through her report (see supporting documents), outlining the highlights. CIL payments are now subject to more regulations, including a cap of £100 per dwelling per year. Waldringfield is in the higher rate CIL area. Planning applications will be submitted purely electronically from 1st April, and the Parish Council will no longer receive paper copies as part of its consultation. This will have an impact for the Parish Council, as details are not always easy to see on screen. There was some discussion about how plans may still be printed for ease of reference. It was agreed that Cllr Elliot would approach the school, as it has an A3 printer and offers a chargeable print service. Cllr Kay will also investigate if Woodbridge Library has a USB-enabled photocopier. Cllr Elliot highlighted that the 'consultee pages' on the online planning system will allow the history of applications to be accessed more readily. At the forum, it was suggested that it is worth asking for a consultation extension if the Parish Council cannot respond by the reply-by date, as the final date may differ. Although response will be via the online planning system (2,000-character limit), supporting documents may be sent to the generic Planning email. It was agreed the Clerk will sign up for the online planning system on 1st April. To assist councillors to access planning documents, the password will be shared.

7. To **CONSIDER** a response to the Suffolk Highways revised proposal for new speed limits on the A12 at Martlesham and surrounding roads. Cllr Kay highlighted the map on screen. The proposals include a 40mph limit to 60m after the Newbourne Road crossroads. While councillors were pleased to see their previous comments had been considered, they were disappointed the 40mph limit will not extend to the village entrance, particularly as Ipswich Road narrows and twists, and is used by heavy agricultural vehicles. It was agreed the Clerk will send these comments to Suffolk Highways.

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8. To **CONSIDER** and **RECEIVE** updates/reports on public rights of way, verges and road safety matters. This will include considering arrangements for a public meeting to discuss the Verges Project, and considering information relating to grit bin volunteers. Cllr Gold said she had been approached by several members of the public upset about parking in Mill Road, where the builders are working at Merryfield, as the verges have been churned up by vehicles parking on them. At this point, Cllr Elliot declared a non-pecuniary interest, as a nearby neighbour. Cllr Gold proposed the Clerk writes to the home-owner, to ask for the verge to be restored after the work has finished. Councillors (excepting Cllr Elliot) agreed the Clerk will draft a letter for approval. The Clerk said she had received an email from a member of the public, complaining about obstructions on the Newbourne Road bridleway (animal muck and farm vehicles) and feed sacks being burnt. This member of the public also highlighted a missing bridleway sign at the school crossroads (absent for '3 years'), and a missing footpath sign at the 'other end of this field near the Frost Farm shop'. Cllr Gold agreed to speak to Martin Williams at PROW. Regarding verges, Cllr Kay said he had been informed the Waldringfield Wildlife Group will be arranging a display about the Verges Project before the Annual Parish Meeting. Cllr Elliot suggested the APM, which is often not well attended, may not be focused enough for members of the public to give their views on the cutting of the verges. Cllr Lyon supported this view by highlighting residents' hesitancy to speak at a public forum. Cllr Elliot proposed discussion about the Verges Project is an agenda item in May, which was agreed by councillors. Cllr Kay said Christine Fisher Kay, of the Wildlife Group, has written to Norse to ask them not to cut the grass at the junction of Sullivan Place and School Road short in March, so as not to damage bulbs. At this point, the Clerk highlighted that East Suffolk Council's new policy is to cut verges less frequently (due to their declaration of a climate emergency). Regarding grit bins, councillors considered the information circulated by the Clerk (see supporting documents), outlining the need to give a safety briefing to volunteers and provide equipment. Cllr Lyon suggested asking if volunteers would you be willing to use their own equipment, due to a lack of Parish Council storage. Tony Lyon is a willing volunteer and can supply a shovel etc. Cllr Kay suggested a safety briefing could be supplied as a document. The Clerk will send an email asking for volunteers via Waldringfielders.
9. To **CONSIDER** updates on or quotations received relating to the playing field. This will include **APPROVING** the replacement of two swing seats, at an approximate cost of £130. Cllr Kay spoke about the working party's meeting with Norse (see supporting documents). Simon Walker provided assurance that there is no urgent work and suggested a reasoned approach. Simon's colleague Richard said the condition of the rubber tiling is one of the best he's seen in the district. The tree stump natural play area is not considered dangerous, as Simon believes if the stump is moved it could potentially lead to a child falling further. The wood of the parallel bars is slightly rotten; although replacement is not urgent, Cllr Archer believes the wood is currently under warranty so the Clerk will write to the manufacturer. Some of the playing field trees have growth at children's eye height, so Cllr Archer or Cllr Reid will prune. Cllr Kay said the swing seats themselves are serviceable, but the rubber has become brittle. Cllr Kay proposed the purchase of replacement rubber and acceptance of ES Cllr Kerry's grant, seconded by Cllr Lyon and agreed by all. Cllr Kay outlined the type of new play equipment the working party is proposing (see supporting documents). Simon Walker informed the working party that sometimes when climbing equipment is installed, there are problems of privacy resulting from the overlooking of surrounding properties, however, the working party thought this isn't the case for the playing field, and the councillors agreed. Simon Walker had provided information about the type of flooring he recommended (Matta). Councillors agreed the working party can canvas residents and the school community for opinions on the proposed new equipment.
10. To **REVIEW** and **UPDATE**, as appropriate, the policies of the Parish Council and the Parish Plan (including the Emergency Plan). This will include considering revised Disciplinary and Grievance Policies, and possible updates to the WPC Grant Awarding Policy. Cllr Elliot proposed the deferral of the Disciplinary and Grievance Policies, seconded by Cllr Lyon and agreed by all. Cllr Lyon informed councillors she had attended training to set up an emergency rest centre (along with John Smith). Cllr Lyon will meet with Cllr Kay and John Smith to update the Emergency Plan. All councillors agreed for the Clerk to update the Grant Awarding Policy, to be approved at the next meeting.
11. To **CONSIDER** arrangements for the annual Risk Assessment. The Clerk has circulated the current document to councillors. Councillors will consider updates so the document can be approved at the next meeting.

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12. To **RECEIVE** and **CONSIDER** information relating to public transport solutions for residents (following the news of the loss of the mobile grocer). The Clerk outlined the information from Connecting Communities/CATS (see supporting documents); she is waiting for confirmed information from them for publication in the newsletter. The Clerk highlighted information from the latest Rural Bulletin, about the Government's Rural Mobility Fund. Councillors agreed for the Clerk to write to SCC Cllr O'Brien, to ask if SCC will be expressing an interest, therefore potentially allowing services such as Connecting Communities to expand their offer.
13. **CLERK AND RFO REPORT**
To **CONSIDER** and **APPROVE** applications for community grants, if any – Suffolk Neighbourhood Watch Association request for £50. Having considered the information received from the local Neighbourhood Watch co-ordinator, about help available from the Suffolk Association, Cllr Elliot proposed acceptance, seconded by Cllr Kay and agreed by all. The Clerk will draft a cheque for signing at next month's meeting.
To **CONSIDER** and **APPROVE** items of expenditure and sign cheques accordingly – see separate list. Cllr Elliot scrutinised the documents and proposed acceptance, seconded by Cllr Kay and agreed by all. Cheques were signed in advance of the meeting by Cllr Reid (due to concerns of availability of signatories) and Cllr Kay co-signed them at the meeting.
To **RECEIVE** and **APPROVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation. Cllr Elliot scrutinised the documents and proposed acceptance, seconded by Cllr Kay and agreed by all.
To **CONSIDER** and **RECEIVE** updates on internet banking. Councillors agreed to make a decision about opening a Unity Bank internet account at next month's meeting.
14. To **CONSIDER** any correspondence received before the meeting – see separate list. Noted. Cllr Kay informed councillors he had received correspondence advising of two qualified first responders in the village. It was agreed to consider including this information in the Emergency Plan.
15. **PARISH MATTERS** for the next meeting. Policies. Risk Assessment. Arrangements for the Annual Parish Meeting.

The Chair closed the meeting at 21.45pm.

REVIEW OF ACTION POINTS FROM THE MEETING

East Suffolk Council – the Clerk to accept ESC Cllr Allen's grant for the swing seat replacement, and to forward information about the playing field to the ESC councillors.

Planning – the Clerk to write to Planning in support of DC/20/0280/FUL 1 Heath View Cottages, Newbourne Road. Cllr Elliot to draft a response to DC/20/0432/VOC Variation of Condition No. 2 of DC/18/4880/FUL Mickey's Field, School Road; the Clerk to forward to Planning. The Clerk to organise a PC meeting on 18th February to discuss DC/20/0403/FUL Deben House, Cliff Road. Cllr Elliot to ask the school about A3 printing, and Cllr Kay to investigate if Woodbridge Library has a USB-enabled photocopier. The Clerk to sign up for the electronic planning application system on 1st April and share the password with councillors.

Proposed A12 Speed Limits – the Clerk to forward comments to Suffolk Highways.

Public Rights of Way, Verges and Road Safety Matters – the Clerk to draft a letter about the Mill Road verges for approval by councillors, before sending to the owner of Merryfield. Cllr Gold to write to Martin Williams at PROW about the bridleway obstructions and missing signs. The cutting of verges to be discussed at the May meeting. The Clerk to ask for grit bin volunteers via Waldringfielders. A safety briefing to be drafted and agreed.

Playing Field – the Clerk to write to the manufacturer of the parallel bars about the rotting wood. Cllr Archer or Cllr Reid to prune trees sprouting at eye height. The Clerk to order the replacement swing seats and accept the grant from ESC Cllr Allen. The playing field working group to consult interested parties about the proposed new equipment.

Policies – Cllr Reid to update Disciplinary and Grievance Policies. The Clerk to update the Grant Awarding Policy. Cllrs Lyon and Kay to update the Emergency Plan (including information about the two first responders).

Annual Risk Assessment – councillors to consider updates.

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Transport – the Clerk to include information about Connecting Communities/CATS in the newsletter.
The Clerk to ask SCC Cllr O’Brien about the Rural Mobility Fund.

Grants – the Clerk to inform the Suffolk Neighbourhood Watch Association of their successful application and draft a cheque for signing next month.

SUPPORTING DOCUMENTS

ITEM 3

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

Suffolk County Council February Report

You will all be aware of the decision by East Suffolk and Mid-Suffolk District Councils not to support the Ipswich Northern route. The principal reason was the requirement of councils to build thousands of houses, in addition to those already agreed in the Local Plan. This the districts were not prepared to do. This is excellent news! Let's us hope that this puts an end to this project and that other answers to the Orwell Bridge, barriers, a speed limit, further reduced to 20mph if necessary, and to make Ipswich Town congestion a priority.

Suffolk's recent Care Quality Commission statistics are in and Suffolk is now top of the table for comparator local authority areas. In Suffolk, 89.04% of Adult Social Care locations are rated as 'Good' or 'Outstanding' by the Care Quality Commission. This is particularly impressive when it is considered that Suffolk has over 100 more adult social care locations than any of the other areas listed in the top ten.

On 28 January, Suffolk County Council's Cabinet gave the go-ahead for a new permit scheme that they hope will reduce delays on Suffolk's roads caused by roadworks. This will give Suffolk County Council's Network Assurance Team enhanced powers to place conditions on work carried out by utility companies and other organisations, including Suffolk Highways. Under a permit scheme public utilities would have to ask for permission. The council can either approve, refuse or amend their request. The permit scheme will be in place from 1 April 2020.

From April 6th district and borough councils across Suffolk will be managing parking patrols. This is in an effort to improve parking locally and drive down nuisance and unlawful parking in towns and villages across Suffolk. Traditionally, roadside parking offences were a matter for the Police. However, as parking has become a lower priority for them, Suffolk County Council is transferring this responsibility to local district and borough councils under a process known as civil parking enforcement, or CPE.

On 10 January, Suffolk County Council launched a review of its Children's Centre service. There will be no reduction in service budget as a result of this review. Any savings made through the process, such as on existing building costs, will be re-invested back into the 0-19 service to strengthen the current offer to families and to help develop future provision for young people across Suffolk. The consultation will run for seven weeks until 5pm on Sunday 1 March 2020. Details of the process, all supporting information and the consultation questionnaire can be found on the council's website at www.suffolk.gov.uk/ccconsultation.

The Police and Crime Commissioner, Tim Passmore, seeks the public view on an increase in the policing element of the council tax. The recent general election has delayed the Home Office funding announcement, so the Police Crime Commissioner is assuming an increase of 4% to the policing precept, which will potentially raise a Band D bill by 70p a month. The PCC is asking whether the public supports his proposals and explains why the increase is necessary. This additional resource will allow the Chief Constable to: improve the standards of police investigations; bring more offenders to justice; tackle serious and organised crime, county lines and knife crime. A new commercial vehicle unit will make Suffolk's roads safer and free flowing and additional officers and staff will enhance the Constabulary's ability to prevent crime happening. If Government limits the precept increase to 3% (53p a month for Band D), these plans will have to be adapted accordingly. The PCC will present his proposal to the Police & Crime Panel on 31st January for approval.

Patricia O'Brien, County Councillor Martlesham
East Suffolk Report

From Richard Kerry:

Instead of a report from me this month I am circulating the Gateway to Home Choice Annual Report, there is always local opposition to house building, certainly on social media... if you study this report not just the results for East Suffolk you will see why new houses are required. A snapshot of last night East Suffolk had 54 families in temporary accommodation waiting to be rehoused this is the daily norm. We have mostly been able to secure 33% of any new build as section 106 homes that will become available through the Gateway, one new development in this Ward will deliver 41% of which some will be one bed and I believe Bungalows which will enable people to downsize and open up larger family homes. The Cabinet recently gave me the go ahead to bid for 8 homes on a new site in the old SCDC area if successful they will be the first of what is hoped to be many new stock owned by the East Suffolk Housing Revenue Account(HRA) we are committed to buy and develop new homes for those who need them.

From Melissa Allen:

I don't have anything specific to report for individual parishes but more of a generic overview:

- 1) Northern Bypass – you've probably seen the report from our Leader, Cllr Steve Gallant outlining that ES Council does not support this due to the findings from the strategic outline business case and the public consultation. The focus of East Suffolk in respect of transport infrastructure improvements needs to focus on potential projects which have the greatest positive impact on our district. These include improvements to the Orwell Bridge, The Copdock and Seven Hills junctions, and enhancements to the A12 from Felixstowe to Lowestoft, including campaigning for the re-trunking of this strategic road.
- 2) Parking used to be run by the Suffolk Constabulary but now SCC has passed the responsibility to local councils across Suffolk. This comes into effect on the 6th April and will be the Ringgo system. Suffolk Constabulary is supportive of the move because the transfer of responsibilities will enable them to spend additional time on keeping communities safe and arresting and bringing offenders to justice. (Happy to send over more information if required).
- 3) The Government has given ESC nearly £700,000 to help rough sleepers, so if you see any in our area, please report them.
- 4) The East Suffolk Community Partnerships will begin allocating money this month. They have been created to "bring ideas to life" and eight separate partnership groups, covering the whole district, will now each decide who to spend £10,000 this year and a further £25,000 for each of the next three years, based on one or more priorities which were agreed at a series of community workshops. Please alert me of any initiatives you would like me to push forward. In addition, an overarching pot of £150,000 this year and £300,000 for each of the next three years will be available for the partnerships to bid for.
- 5) East Suffolk Council has been awarded £56,950 from the Ministry of Housing, Communities and Local Government to trial an innovative approach for housing tenants who may be hoarding items in their homes and neglecting their health and wellbeing.

A few of the parishes have asked for some further information regarding the new parking team at ESC. Please see below info:

'Patrol frequencies and deployed hours will vary, but all regulations will be patrolled and Penalty Charge Notices (PCNs) will be served upon vehicles left in contravention of the regulations, i.e. enforcing where necessary.

No response service will be provided and CEO deployment will be intelligence led once non-compliance 'hot spots' have been determined. Locations of non-compliance are likely to vary as PCNs are served and compliance is encouraged in each location.

With regard to town and parish councils, the same themes of enquiry are coming in so I'm going to produce some content for the website. Anyone and everyone interested will then have a single source of information for reference and I'll update that source as appropriate. The short answer though is ESC will have responsibility from the 6th April and it's finalising preparations for patrolling all parking management regulations from then.'

Waldringfield Parish Council

On another note, I have some Enabling Community budget left and needs to be used by the end of March 20. Can you please come forward with any suggestions for projects which benefit/help your parish and have clear community benefits.

NOTE FROM CLERK: Cllr Allen has kindly offered a grant of £130 for the replacement of the two swing seats. *'Is there anything else you would like to help with funding which would benefit the local community?'*

Suffolk Police

Link to the latest newsletter:

https://www.suffolk.police.uk/sites/suffolk/files/ceo_cc_feb_-_online_0.pdf

Biking marking is planned for 7th March 10am to 12 noon outside Woodbridge Library.

The interactive crime map for December shows no reported crimes in Waldringfield.

ITEM 5

MATTERS for REPORT from minutes of previous meetings and to REVIEW ACTION POINTS from the minutes of the Parish Council Meeting held on 14th January 2019.

Suffolk 2020 Fund – **councillors** to consider possible projects that may meet the criteria. From Cllr O'Brien's report: 'This is a £3million pot formed to fund projects such as new speed cameras, electric charging points, new cycle lanes or tree planting. Bids between £50,000 and £500,000 will be accepted within 100 days of the new financial year and will be for Suffolk-wide projects.'

DC/19/4808/VOC Variation of Condition(s) 2 on planning permission DC/18/4880/FUL Mickey's Field, School Road – **Cllr Elliot** to draft a response for **the Clerk** to email to Planning. DONE

Flooding on School Lane, Martlesham – **Cllr Elliot** to forward to councillors the second response received from Suffolk Highways. **The Clerk** to write to Martlesham Parish Council (copying in Newbourne Parish Council), to voice concerns. DONE. MARTLESHAM PC REPORTED THEY WERE NOT AWARE OF THE ISSUE.

Footpath Clearance – **the Clerk** to thank Neil Winship. DONE

Grit Bins – **the Clerk** to email Waldringfielders, asking if any residents would like to be added to a list of volunteers. **The Clerk** to clarify if training is necessary. SEE ITEM 8

Playing Field – **the Clerk** to ask for a confirmed date for tile re-siting and quotation meeting. DONE

Policies – **Cllr Reid** to incorporate relevant updates (re. Ledbury Case) from NALC Grievance and Disciplinary templates into existing WPC policies and circulate initially to Cllr Elliot and the Clerk. **Cllr Lyon** to organise Emergency Plan meeting. **Councillors** to review the Grant Awarding Policy (to possibly incorporate the section 137 limit, although this changes each year).

Grants – **the Clerk** to advise that the Ark visit does not meet the criteria of the Grant Awarding Policy. **The Clerk** to ask the local Neighbourhood Watch co-ordinator how much assistance is given from the Suffolk association. DONE. SEE ITEM 13.

Internet Banking – **the Clerk** to clarify if Unity Trust sends paper statements and confirm how cheques are paid in. DONE – PAPER STATEMENTS ARE AVAILABLE AND CHEQUES ARE PAID IN AT THE POST OFFICE.

Review of Internal Controls – **Cllrs Reid and Archer** to complete a review by the end of March, with assistance from **the Clerk**.

Correspondence – **the Clerk** to forward information from Solo Housing to Waldringfielders. **The Clerk** to investigate local transportation solutions used by other parish councils. **Cllr Reid** to attend the East Suffolk Partnership meeting (possibly mentioning the loss of the mobile grocer and lack of public transportation). INFORMATION SENT. INFORMATION GATHERED – SEE ITEM 12.

ITEM 6

Waldringfield Parish Council

To **NOTE** any application decisions received

DC/19/4234/FUL Deben House, Cliff Road – proposed detached garage and new sunroom extension (existing conservatory to be removed). Application permitted.

DC/19/4938/DRC Discharge of Condition(s) 3 and 7 on planning permission DC/17/0306/FUL Hall Adjoining Chapel House, Newbourne Road – proposed replacement of the existing single storey church hall with new part single and two storey church hall on similar footprint as the existing. Application permitted.

DC/19/4808/VOC Variation of Condition(s) 2 on planning permission DC/18/4880/FUL Mickey's Field, School Road – application withdrawn.

To **RECEIVE** any other planning information

From Planning:

Please find below the links from the Council Website for the Town and Parish Council Website Page and Forum slides from the recent Forums.

<https://www.eastsuffolk.gov.uk/yourcouncil/town-and-parish-councils/>
<https://www.eastsuffolk.gov.uk/assets/Your-Council/Town-and-Parish-Councils/Town-and-Parish-Council-Forum-slides.pdf>

We have been asked about some additional training in regard to material considerations. This subject will be touched upon briefly in our Advice Training on Planning Applications sessions at our Lowestoft and Melton offices in March. *CLERK IS ATTENDING.*

Please find attached some useful links:

https://www.planningportal.co.uk/faqs/faq/4/what_are_material_considerations
https://www.charnwood.gov.uk/pages/material_and_non_material_considerations

If after the training in March you feel you need further training on material considerations, we will include this in future sessions.

The Clerk is booked on a CIL training session on 24th February.

Notes on East Suffolk Parish Council Planning Forum January 2020 (from Cllr Elliot, circulated to councillors)

NB These should be read alongside the slides accessible on
<https://www.eastsuffolk.gov.uk/yourcouncil/town-and-parish-councils/>

CIL Community Infrastructure Levy
Pages 2-17

The CIL team manages the developer contributions levied via S106 (mainly highways, education, health, affordable housing etc) RAMS (recreation, green environment and habitat) and the CIL itself.

The purpose of these levies, or charges, is to provide funding in order to mitigate the effect of individual and "in combination" development on those areas/amenities/infrastructure impacted by the development. In the case of small development such as fewer than 20 houses, the area impacted could be a very localised whereas the impact of a major development could extend across significant distances.

This funding is not to subsidise current shortfalls in amenities and infrastructure within the impacted area.

CIL and PCs

The CIL rates are set out by ESC (East Suffolk Council). Residential development CIL rates are determined by the "applicable residential charging zone" (the more expensive the area the higher the CIL charge). WPC is in the higher residential charging zone.

Non residential rates will depend on the type of development (holiday lets would be lower than supermarkets etc). The appropriate rate is then applied to the "chargeable floor area" to arrive at the appropriate CIL charge. Very small developments of under 100sq mts, extensions etc are exempt and deductions can be made where previous dwellings have been replaced.

CIL payments are normally made to ES in 3 instalments over a 2 year period from when the development starts.

As WPC doesn't have a neighbourhood plan we receive *15% of the total CIL received for developments in the parish in the previous 6 months, paid to the PC in April and October each year. (*up to a cap of £100 per council tax dwelling in the parish). The remainder is allocated to the ES District Infrastructure CIL Fund.

As a recipient, WPC has to comply with a number of regulations and procedures see link below.

<https://www.eastsuffolk.gov.uk/planning/developer-contributions/community-infrastructure-levy/parish-support/>

- PC should produce a Parish Infrastructure Investment Plan (PIIP), basically defining infrastructure needs within the parish in order to plan ahead– see link above.
- PC must produce an Annual CIL Statement to show CIL income and expenditure - see link above.
- Spending has to be used for
(a)the provision, improvement, replacement, operation or maintenance of infrastructure; or
(b)anything else that is concerned with addressing the demands that development places on an area.
- Money must be spent within 5 years of receipt. Further CIL Training on 24 Feb East Suffolk House 14.00-1500 –Deben Room

CMIS Committee Management Information System
pages 18 - 30

A more sophisticated public access web based system is now available on the East Suffolk website. Anyone can register – details of how to do so are on the power point presentation screens. Once registered you can personalise the information you receive via email including any council meetings, decisions, minutes etc

Planning Portal
pages 31 – 57

This section is devoted to the Planning Portal web pages and includes helpful information for people wishing to make a planning application – all self – explanatory.

Electronic Planning Consultations
pages 58 - 78

As we were already aware, ESDC have been planning to move to electronic only planning consultations – this is going to happen from April 1st. No paper copies of drawings or any other planning documents will be posted to us for our comments.

This will cause some difficulties for us and impact on the way in which we currently work so we need to discuss practical ways in which to overcome these problems. One of which is the difficulty of studying and understanding the scale etc of detailed drawings prior to the PC meeting when they are viewed on laptops or printed to A4 size paper.

Another aspect of the electronic process though is potentially very positive.

In order for the clerk to continue to receive the consultation document she will register for a public access account using the generic PC email address and setting a password – full instructions are on pages 67 – 69 of the power point which will create a consultee account. The consultation letter will be emailed to the clerk with links directly to the relevant application web pages including, under important dates, the consultation expiry dates. This date may be later than the date shown on the “reply” by date on the consultation letter. By using the password, access can be gained to the consultee additional pages which show all applications in the parish including those currently out to consultation as well as those that have expired plus previous comments etc all in one place. This area also includes a PC response box – only 2000 characters. This will go directly to the assigned planning officer. However – it is still possible to attach a fuller response via email, particularly if photographs or similar are to be included.

For large applications, 25 houses or more, we can request paper copies from the planning department or via our Ward Member.

ESDC has no objection to parish cllrs using the clerk log in and password to access this additional information which could be very helpful to the planning group.

Planning Policy
Pages 79 – 82

Update on the progress of the former Suffolk Coastal Local Plan – currently at Main Modification stage which will be going out for further public consultation and report from the Inspector.

Development Management
Pages 83 - 89

This section shows the breakdown between the north and south planning committees and the planning officers. It also describes fully the Scheme of Delegation with which the PC is familiar – key points for us being that if the planning officer is minded to refuse or reject and that this is contrary to the PC's recommendation (based on planning grounds) the matter automatically is referred to the “referral committee” who decide whether to agree with the officer or take the application to the Planning Committee.

If the application goes to the Planning Committee the PC may speak at the meeting but must register this intention by 5pm on the evening before the meeting. Illustrative or additional material can be presented to the committee but must reach the council no later than 24 hours before the meeting.

** It was confirmed that it is still worth asking for a few days extension as the “end” date on the application notification is not always the final date by which comments must be received. PC comments made after the response deadline will still be taken into account but would not trigger the referral process outlined above.

ITEM 7

To **CONSIDER** a response to the Suffolk Highways revised proposal for new speed limits on the A12 at Martlesham and surrounding roads.

Received from Suffolk Highways:

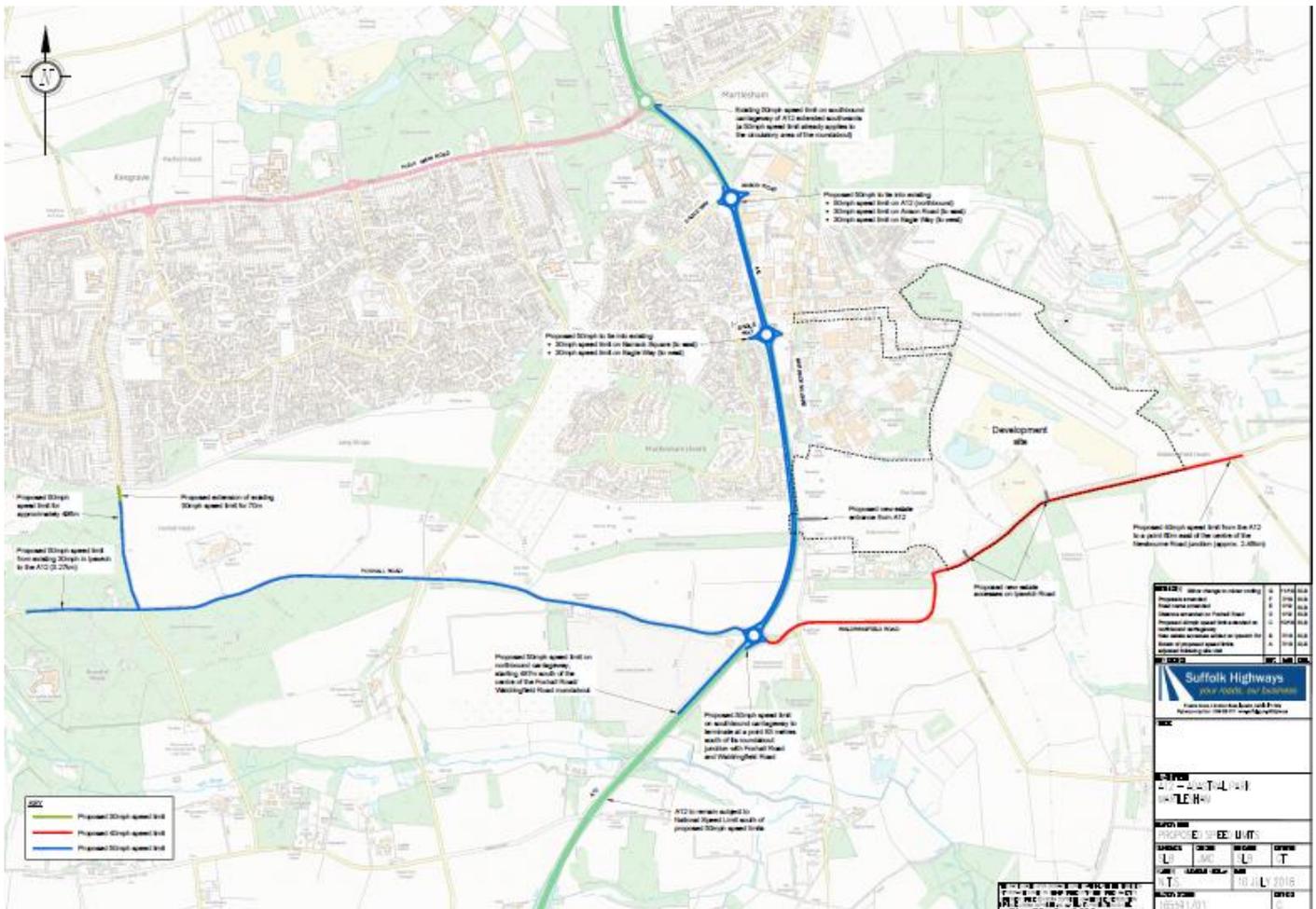
I attach the revised proposal for new speed limits on the A12 at Martlesham and surrounding roads. Please refer to attached drawing 165591/01 (Revision G). *SEE BELOW – SEPARATE PDF HAS BEEN EMAILED TO COUNCILLORS.*

The revised speed limit proposal addresses a number of issues raised by the Development & Regulation Committee in June of last year, with changes including:

- A consistent 50mph speed limit on the A12
- An extended 40mph speed limit on Waldringfield Road, terminating beyond the crossroads
- New speed limits on Bell Lane (extension of 30mph & new 50mph)
- Reduced length of 50mph speed limit on A12 approaching Foxhall Road roundabout (northbound)

In all cases, the purpose of the proposed lower speed limits is to avoid danger to persons or other traffic using the road, which may arise from new turning movements or increased traffic usage. The proposed speed limits will allow traffic speeds to be managed in a manner that is appropriate to the road layout and traffic usage.

If you wish to comment on these proposals, please ensure that your response reaches me by 13th February 2020.



ITEM 8

To **CONSIDER** and **RECEIVE** updates/reports on public rights of way, verges and road safety matters. This will include considering arrangements for a public meeting to discuss the Verges Project, and considering information relating to grit bin volunteers.

Re. grit bins – from the August 2019 WPC meeting minutes:

'...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.'

At the January 2020 meeting, the use of grit bins was again briefly discussed:

'There was some discussion about snow and ice clearance, relevant to grit bins. Cllr Reid informed councillors that the Village Hall policy is not to clear snow or ice. Councillors suggested the Clerk email Waldringfielders, asking if any residents would like to be added to a list of grit bin volunteers, as by doing so they would be covered by Suffolk County Council insurance. Cllr Lyon questioned whether volunteers are required to have training.'

The Clerk has found the following link:

<https://www.suffolk.gov.uk/assets/Roads-and-transport/maintaining-roads-pavements-and-verges/Winter-Gritting-information-pack-Revised-Dec-17.pdf>

The main points:

- *For the purposes of insurance, ensure all volunteers are registered with the town / parish council and have received an appropriate health and safety brief. (See advisory brief Annexe A)*
- * The town or parish council will provide all necessary equipment such as grit bins, wheelbarrows, shovels etc.*
- *Town and parish councils will ensure that all volunteers have the necessary personal protective equipment such as reflective jackets, gloves, safety boots etc.*

Regarding the SID, Newbourne PC have said they are currently not in a position to receive it.

ITEM 9

To **CONSIDER** updates on or quotations received relating to the playing field. This will include **APPROVING** the replacement of two swing seats, at an approximate cost of £130.

Interim Report of the Playing Field Working Group to the Parish Council to be held on 11 Feb 2020
Members of the Working Group: Colin Archer, Christine Fisher Kay, Colin Reid

1. The Working Group has had two meetings. We have considered the current facilities on the playing field. There are a stepping snake, a playing mound, infant swings, a seesaw that all suit young children up to the age of six or so. There are also parallel bars, mini-goalposts and flat-seated swings providing for children somewhat older. We concluded (partly influenced by on-site conversations with children and attendant parents) that additional facilities are needed for older children in the 6 to 14 age range to engage in more adventurous play. We also agreed that the plantings in the playing field could be enhanced to provide a natural environment for imaginative play. We consider that improving the facilities for children is the priority and, given the likely limit to available resources, we are therefore not making any proposal for outdoor adult fitness equipment.

2. Repair to existing equipment: The PC is awaiting a quotation from Suffolk Norse and will need then to decide priorities within the repair schedule according to risk assessment and funds available in the maintenance budget and in reserves. It should be noted that most of the repairs involve replacing

Waldringfield Parish Council

rotten wood. Wood rots quickly in our acidic soil and the working party recommends that any new equipment should not involve woodwork in contact with the ground.

3. Long term replacement of existing equipment. Most of the equipment dates from 1997. It should be noted that the swing seats are closer to their upright supports than is allowable today. However as they were compliant at the time of installation they continue to be acceptable to the authorities. Eventually they and the other items will need replacing.

4. Available Finance: The Clerk reported on 2nd December as follows:
As per November's supporting documents, from Sarah Shinnie (Active Communities Officer at East Suffolk Council): 'There's £8,120.87 available in the play pot and approximately £7,291.44 available in sport which is shared with Newbourne, Martlesham and Waldringfield. What is the project that the parish is looking at?'

WPC is due to receive CIL money totalling £4338 in 2020-21 and £2235 in 2021-22.

We assume from this that Waldringfield PC has a total of £6573 available from the CIL by 2021-22. Given the relative population numbers of Martlesham 5,478, Waldringfield 464 and Newbourne 260 it might be reasonable to bid for £3,000 from the playpot/sport fund held by East Suffolk Council. Say we secure another £2,500 from the local councillors' grant fund, this might bring together a total of about £12,000 available. Is there money available still from the quarrying? Further funds might be available from grant making bodies (though we suspect relatively affluent Waldringfield with relatively few resident children would rank low in their order of priorities) and from fund raising within the village.

5. New equipment. We have looked at various items of equipment that might be purchased with the funds that might realistically be available. We thought that we should not duplicate equipment in the school playground (which includes a high timber tower) or in the Newbourne Adventure Playground (which include a zipwire and an adventure off- ground trail). Attached are three alternative suggestions with an additional item that might be added if funds allow. These are put forward in order to stimulate discussion. When a view has been taken, after consultation with stakeholders, as to what sort of equipment we want to acquire then we shall investigate the possibilities more closely with a view to a second round of consultation before submitting a final proposal to the Parish Council.

6. Consultation with stakeholders: We suggest that the working party consults on the alternative possibilities, at the same time inviting further suggestions (with catalogues to hand) from:

- a. village families with children under the age of 14 (Families will be identified and invited to a meeting in the village hall.)
- b. children and parents attending the school will be invited to a separate meeting (Quite a number of them use the village playing field when school has finished and they no longer have access to the school playground.)
- c. the village community via a questionnaire delivered with the Parish Council Newsletter (Many residents will have had experience of the playground with their children and grandchildren.)

7. We ask the Parish Council to agree to the working party proceeding to consultations on the basis described above.

SOME DISCUSSION STARTERS: (Suppliers' quotations without VAT which is not payable by the Parish Council)



Jungle Climber –Burundi £10,074 installed with reinforced grass safety surface (for age 8-14)



Juke Box Plus Be Bop (no roof) £11,326 installed cost with reinforced grass safety surface (for age 5-12)



Single Mast 4m high Activity Net £14,077 installed with reinforced grass safety surface (for age 6-12)



Rota Bounce £5,879 installed with reinforced grass safety surface (for age 6-14)

Report following meeting with Norse on 31st January:

PROPOSED ACTIONS ARISING FROM ANNUAL PLAYING FIELD INSPECTION 15th JULY 2019.

Annotated with actions agreed at site meeting 31-01-2020

This report identified 6 items having moderate risk

27 items having low risk

7 items having very low risk

MODERATE RISK ITEMS

1. VEHICULAR ACCESS GATE – ROTTEN TIMBER

As this is only used by contractors needing access (e.g. for grass cutting) and not by the general public we propose this is monitored and action taken when the gate ceases to easily function.

Agreed – take no action at present and monitor

2. VERTICAL TIMBERS ON FORT – ROTTEN

These timbers are not structural and many have already been removed. We propose these are monitored and removed if they start to form a danger e.g. due to splinters.

Agreed – monitor for splinters and also for crevices a finger could be trapped in. Timbers which display such a danger could be removed or possibly sawn down to remove the dangerous part.

3. BRIDGE TIMBERS ON FORT – ROTTEN

Waldringfield Parish Council

These are old telegraph poles and although rot has been identified they are nowhere close to failing structurally. We suggest these are monitored and replaced when the extent of the rot poses a risk of their failing when walked on.

Agreed – decay could be slowed by inserting a filler into the cracks which could retain water.

4. TIMBERS ON SLIDE PLATFORM – ROTTEN

These timbers are not structural and do not have any obvious function now that the platform is concreted. We propose these are monitored and removed if they start to form a danger e.g. due to splinters.

These are 3 vertical timbers which appear to have little function. Agreed these should be removed and the holes left made good.

5. STEPS ON FORT – ROTTED

This appears to refer to the steps up the fort near the sand pit. Although reported as rotten these are perfectly serviceable at present. We propose these are monitored and repaired/replaced when produce a hazard.

Bottom tread of first front step is badly decayed and should be replaced this year. The rear steps are badly decayed and should be removed this year.

6. PARALLEL BARS – ROTTEN TIMBER

The rot indicated in the report is below ground though there is no indication of this from the stability of the bars. This item was purchased from Fenland Leisure Products in 2009 with a 15 year warranty on the timber. The Stepping Snake, also purchased from Fenland Leisure Products, was replaced under warranty a few years ago, so it will be worth pursuing getting this replaced under warranty. In the meantime the stability of the bars will be monitored.

Agreed and the Clerk will be asked to pursue this.

OTHER ITEMS IDENTIFIED WHERE ACTION IS BEING TAKEN

1. SAFETY MATTING UNDER SWINGS AND SEE SAW – LOW RISK

A contract has been placed with Norse to relay the matting where required and seal and gaps. Note after this has been completed the surface needs to be monitored for algae causing it to become very slippery.

Completed

2. ROTTEN TIMBERS AROUND SANDPIT – LOW RISK

A quote has been requested from Norse for this work

No action proposed at present – continue to monitor and replace with recycled plastic boards e.g. “Plaswood” which can probably be sourced by Norse

3. LOGS IN FALL-OFF AREA AROUND TREE STUMP – LOW RISK

The tree stump of the fallen tree was re-inserted into the ground as a climbing attraction, but some of the upper trunks, also used for climbing/sitting need to be moved further away from the stump for safety. If we cannot winch these trunks to the necessary position, we will get a quote from Norse for this work.

Simon Walker stated that in his opinion the risk of serious injury was in the “acceptable” category. After considerable discussion it was agreed and that no action is necessary as the stump and logs offer an attractive and manageable challenge for children’s play. A fungal growth on the main stump was observed and Simon Walker said he would consult with his tree expert on whether it might be a danger to health and need removing.

4. VEGITATION OVERGROWTH – 3 MENTIONS – LOW RISK

We will trim these areas back as necessary.

Agreed – particular attention to be given to sharp branches which could enter eyes. The topping of the hedging on the eastern boundary was discussed but it was decided to wait until the new piece of equipment has been installed as there may be concern about overlooking adjacent properties.

5. SIGNS NOT DISPLAYING EMERGENCY CONTACT DETAILS – VERY LOW RISK

The Chairman will add this information to the existing signs.

In progress – 1 done

Other items discussed at the site meeting:

The picnic bench would benefit from refurbishment – treatment of the wood surface

The flat swing seats should be replaced ASAP and authority should be sought at the next PC meeting

There is the option for Norse installing the new equipment

Consideration needs to be given to the type of safety surface in areas that cannot easily be maintained by mowing.

In attendance:

Ian Kay (Chair of Waldringfield PC)

Christine Fisher (Tree warden and landscape architect)
Simon Walker (Norse Property Services Manager)
Richard (Norse inspector)
Colin Reid (Councillor)
Colin Archer (Councillor)

ITEM 10

To **REVIEW** and **UPDATE**, as appropriate, the policies of the Parish Council and the Parish Plan (including the Emergency Plan). This will include considering revised Disciplinary and Grievance Policies, and possible updates to the WPC Grant Awarding Policy.

As Cllr Reid will be absent from the 11th February meeting, it is suggested the updates to the Disciplinary and Grievance policies are deferred.

The current Grant Awarding Policy:



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

PARISH COUNCIL GRANTS - POLICIES AND PROCEDURES

POLICIES

Waldringfield Parish Council has established a General Grants Fund (the balance of which may roll forward from year to year) and, at its discretion, may award grants to community organisations within the Parish boundaries which are able to show that their activities provide benefit to the local community through:

- ☐ providing or enhancing a service
- ☐ improving the quality of life in the village
- ☐ enhancing the environment
- ☐ positive promotion of Waldringfield itself

Restrictions

- ☐ Applicants must be non-profit making or charitable in their primary function
- ☐ No grants will be given to individuals
- ☐ As a general rule, grants will not exceed 50% of the project cost or activity, except where the organisation or project is very small and dependent on the Council's funding and the activity is central to one or more of the Council's core objectives.
- ☐ As a general rule, no grant will be made retrospectively
- ☐ As a general rule, only one grant will be made to any organisation or group in any financial year

PROCEDURES

- ☐ The sum to be allocated to the Council's Grants Budget will be set annually as part of the Council's budget-setting process.
- ☐ Applications may be made at any time, but requests for grants for the following financial year stand a better chance if made by September 30th of the current financial year. This is so that requests may be considered in timely fashion as part of the Council's budget-making process.
- ☐ This scheme will be publicised, from time to time, in the newsletter, on the Parish website (details at the top of the page) and on the Parish noticeboards
- ☐ A copy of the organisation's latest annual set of accounts will be required to support any application for £100 and over
- ☐ If a grant is made, a copy of the following year's set of accounts will be required for audit purposes
- ☐ Whilst the decision to award a grant from the general grant fund may be made at any point in the year, such decisions will generally be taken each October and March when all current eligible applications will be considered together.
- ☐ All applicants will be advised in writing of the success or failure of their applications
- ☐ The application form should include a description of the aims and purpose of the organisation /project, the beneficial extent to residents (approximate number) and why this funding is needed. Absence of this information may jeopardise the success of the application
- ☐ In reaching its decision, the Council will take account of the annual turnover of the organisation, its existing reserves (and the purposes for which they are held) and its ability and efforts to raise funds by other means.

ITEM 11

To **CONSIDER** arrangements for the annual Risk Assessment.

Existing document emailed to councillors.

ITEM 12

To **RECEIVE** and **CONSIDER** information relating to public transport solutions for residents (following the news of the loss of the mobile grocer).

The Clerk has spoken with CATS/Connecting Communities. CATS operates from Waldringfield to Walberswick (separate services but there is the potential for users to 'connect' between them). Waldringfield residents are able to use 'Dial a Ride' or 'Community Cars'.

Dial a Ride is a 6-seater wheelchair-accessible mini-bus based in Woodbridge and driven by volunteers; it currently operates on Tuesdays and Thursdays. A journey has to be pre-booked. A Waldringfield resident recently registered to use the service for a return journey to Martlesham Tesco which, for guidance, was approximately £5.20.

Community Cars are privately-owned vehicles driven by their owners as volunteers. The volunteer is paid 45p a mile. There is currently a shortage of volunteers.

In order to use either service, a resident would need to pay a yearly membership. Dial a Ride is £15 per person, per year. Community Cars is £20 per person, per year. If a person pays for the Community Cars membership, they automatically receive membership of Dial a Ride (but not vice versa).

There is obviously a limitation on the miles that can be travelled. Residents could use the service to take them to a hospital appointment in Ipswich. The Clerk is awaiting some further information, which she aims to publish in the next Parish Newsletter.

See <https://communities.suffolkonboard.com/about/>

ITEM 13

To **CONSIDER** and **APPROVE** applications for community grants, if any – Suffolk Neighbourhood Watch Association request for £50.

Information from the Waldringfield Neighbourhood Watch group:

I don't get a lot of support from either the Police or Suffolk NW any more, but I probably get more from Suffolk NW than almost anything else. I get monthly newsletter updates from Suffolk NW, neighbourhood alert (which is National) & Police Connect emails.

I very rarely hear from the police apart from very general email and texts relating to this half of the county, most aren't relevant. I used to have quite a good rapport with them locally but don't see them from one to the next now. They aren't very easy to get hold of either.

NW does sometimes offer meetings... They produce a useful monthly newsletter with general stuff in. Most info from them & police these days is general scam detection tools and cyber crime info and what I used to consider details of local crimes are virtually non-existent or I'm the last to find out. I do pass on emails from local people that report this stuff, to the group. Like most things with cutbacks - the usefulness of these services diminishes as the funding goes down.

I think they do supply stationery and/or stickers but haven't needed to ask for any for some time and I could ask for advice if I ever needed to.

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.

Waldringfield Parish Council

6 February 2020 (2019-2020)

Waldringfield Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
54	Repairs/Maintenance	03/02/2020	1770.8	Barclays Community A	101196	Defibrillator AED	Community Heartbeat Trust	S	1,920.00	384.00	2,304.00
55	Post and telephone	03/02/2020		Barclays Community A	101197	Postage	Rebecca Todd	X	5.70	0.00	5.70
56	Salaries	03/02/2020		Barclays Community A	101198	Salary	Rebecca Todd	X	467.36	0.00	467.36
Total									2,393.06	384.00	2,777.06

6 February 2020 (2019-2020)

Waldringfield Parish Council RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
9	ES Enabling Communities Gr	24/01/2020		Barclays Community A	006871/GAF7ECB109	Enabling Communities Grant (1	East Suffolk Council	X	1,300.00	0.00	1,300.00
Total									1,300.00	0.00	1,300.00

NOTE: Due to meeting absence, cheques were signed by one councillor in advance of the meeting.

Defibrillator cheque to be made payable to The Community Heartbeat Trust Solutions.

Waldringfield Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 06/02/2020		
	Cash in Hand 01/04/2019		12,026.98
	ADD Receipts 01/04/2019 - 06/02/2020		17,022.33
			29,049.31
	SUBTRACT Payments 01/04/2019 - 06/02/2020		15,759.65
A	Cash in Hand 06/02/2020 (per Cash Book)		13,289.66
	Cash in hand per Bank Statements		
	Cash 31/01/2020	0.00	
	Ipswich Building Society 31/01/2020	7,799.20	
	Barclays Community Account 31/01/2020	8,267.52	
			16,066.72
	Less unrepresented payments		2,777.06
			13,289.66
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		13,289.66
	A = B Checks out OK		

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

6 February 2020 (2019-2020)

A - Receipts

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28	Precept	13,444.00	13,444.00					
29	Council Tax Support Grant							
30	SCC Locality Grant	750.00	600.00	-150				-150
31	SCC Footpaths Grant	175.00	196.80	22				22
32	Recycling							
33	Equipment Hire							
34	SCC Q of Life Budget							
35	ES Enabling Communities Grant		1,300.00	1,300				1,300
36	Bank Interest	115.00		-115				-115
37	Grants and Donations		237.67	238				238
38	Advertising income	300.00	24.00	-276				-276
39	VAT Refund		1,177.86	1,178				1,178
43	Salary/Expenses Adjustment							
SUB TOTAL		14,784.00	16,980.33	2,196				2,196

B - Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Salaries				5,684.00	4,507.02	1,177	1,177
2	PAYE/NI							
3	Stationery/Mileage/Etc.				500.00	127.40	373	373
4	Post and telephone				75.00	48.42	27	27
5	Newsletter re 1972 LGA s142				425.00	252.70	172	172
6	Village Hall hire				250.00		250	250
7	Insurance				450.00	435.64	14	14
8	Membership Subs re LGA s111				450.00	285.77	164	164
9	Audit				135.00	128.00	7	7
10	Chairman's Expenses				50.00		50	50
11	Training				200.00	75.00	125	125
12	Election Costs					76.16	-76	-76
40	Website/Scribe Fees				310.00	90.79	219	219
42	Professional Services				250.00		250	250
SUB TOTAL					8,779.00	6,026.90	2,752	2,752

C - Playing Field/Recreational

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
13	Handyman's Wages							
14	Grass cutting (field)				780.00	750.00	30	30
15	Mole catching (field)				200.00		200	200
16	Repairs/Maintenance		42.00	42	1,000.00	2,029.17	-1,029	-987
17	Footpath Maintenance				375.00	256.50	119	119
18	Locality Grant Spend				750.00		750	750
19	SCC Quality of Life							
20	SCDC Community Enabling Fund					3,125.00	-3,125	-3,125

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

6 February 2020 (2019-2020)

41 AONB Grant Payments							
SUB TOTAL	42.00	42	3,105.00	6,160.67	-3,056	-3,014	

D - Grants - s137/72 & s19 MPA71

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	General Grants				1,150.00	559.90	590	590
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	100.00		
SUB TOTAL					2,900.00	2,309.90	590	590

F - Miscellaneous

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

Summary

NET TOTAL	14,784.00	17,022.33	2,238	14,784.00	14,497.47	287	2,525
V.A.T.		0.00			1,262.18		
GROSS TOTAL		17,022.33			15,759.65		

ITEM 14

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

Various emails were circulated by the Clerk to councillors, including communications from SALC, NALC, Community Action Suffolk, Carnegie UK Trust, AONB, CPRE (Water Crisis Seminar on 29th April), Rural Bulletins, ICO, Felixstowe ASB minutes, Sizewell C, a link to the new ES apprenticeship website and the Greenprint Forum/Environment Task Group conference briefing notes.

A link was forwarded to summary notes from the first joint SALC East Suffolk forum (joint with Suffolk Coastal and Waveney SALC area) on 23rd January. This included the following information:

The following final versions of the two motions were put to the floor and agreed:

MOTION 1 – calls for SALC to work with Norfolk ALC with a view to producing a motion which does not propose a specific technical solution but which draws attention to the nationwide implications of the current approach, such that it can be brought to the attention of the National Association of Local Councils.

MOTION 2 – calls for a halt to the current 7 energy projects planned across the Suffolk Heritage Coast and undertake a meaningful assessment on the overall impact The meeting requests SALC to call upon the National Association of Local Councils to lobby the government on this issue.

Waldringfield Parish Council

Following agreement at the forum, there will now be two joint meetings per year.

There was a Waldringfielders email on 15th January advising of a fallen tree in Ipswich Road. The Clerk replied:

Many thanks for sharing the info. As I left the village at about 10pm last night, a wood-chipper was rounding the bend and there was a tree that had been moved to the side a little further up Ipswich Road. Hopefully any obstruction is now clear, otherwise I'm happy to report it using the Suffolk Highways Reporting Tool, or you can do so yourself - <https://highwaysreporting.suffolk.gov.uk/> If there is an immediate danger posed, you can call 0345 606 6171. I've had to call the number before about a tree branch ready to fall on passing vehicles and they were very helpful (quickly sorted).

Another resident reported that Lewis Culf had kindly cleared the obstruction.

ITEM 15

PARISH MATTERS for the next meeting.

Annual Parish Meeting Arrangements / Annual Risk Management Document Approval