



**1609 Minutes of the Parish Council Meeting held on Tuesday, 10<sup>th</sup> November 2015**

Present: Councillors Kay, Videlo, Elliot, Matheson, Gold, Reid, Archer and Harraway.  
SCC Cllr O'Brien and SCDC Cllr Harvey

**1 APOLOGIES AND APPROVAL FOR ABSENCE OF PARISH COUNCILLORS** Apologies for absence received from Cllr Winship

**2 DECLARATIONS OF INTEREST** - None

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

**Parish Issues – an opportunity for members of the public to bring matters to the attention of the Council and for parishioners to seek guidance from the Council**  
None received

To **RECEIVE** reports from:

- a) Suffolk County Councillor O'Brien – Spoke to her report, answering a number of questions and highlighting the potential devolution of public services to parish councils and the impact of budget cuts on local policing. Noted that the Highways projects for Village Way and pedestrian safety at the village entrance were deferred until the New Year.
- b) Suffolk Coastal District Councillor Harvey – Spoke to her report, enlarging on the topics of her Enabling Budget allocations and local bus services
- c) Suffolk Police – None provided for the time being, under transitory arrangements within Suffolk Police

Reports **NOTED**, with thanks to the authors.

**3** It was **RESOLVED TO ADOPT** the minutes of the Parish Council Meeting held on 13<sup>th</sup> October 2015- proposed by Cllr. Kay, seconded by Cllr. Elliot **AGREED** by all present at the meeting

**4 Matters for REPORT and REVIEW of ACTION POINTS** from the minutes of the Parish Council Meeting held on 13<sup>th</sup> October 2015. Reaffirmed that it was a matter for SCC Highways to establish ownership of and enforce cutback of trees and bushes overhanging the highway

**5** To **CONSIDER** Planning Applications for **COMMENTS** (including those received after publication of this agenda) and to **NOTE** any application decisions:

Planning Applications

**15/4048/FUL Waldringfield Boat Yard The Quay** - Replace wooden toilet block with like for like building with improved disabled facilities using modern sips construction, Customer toilet for river cruises – **SUPPORTED**, with comments provided by the Planning Working Group (attached)

**15/3981/FUL Sweetbriars 3 Woodbridge Road** - First floor bedroom extension above existing flat roof – **NOT SUPPORTED** per comments provided by the Planning Working Group (attached)

**15/4194/FUL - Greenaway Cliff Road** - two storey extension **NO OBJECTION**, but with conditions provided by the Planning Working Group (attached). Cllr Kay proposed agreement with the Planning Group recommendations, seconded by Cllr Gold, **AGREED** by all

Planning Decisions

**15/3313/FUL Genoa Lodge Deben Lane** – Proposed car port - **PERMITTED**

**15/3301/TPO Harbour View Cliff Road** – Tree work (various) - **PERMITTED**

**15/2737 Whitehall Mill Road** - New stable block, rebuilt stable block, gates in walls, new stock & horse control fencing - **PERMITTED**

**6** To **CONSIDER** a proposed response to the SCDC Planning Consultations. Amendments proposed by Cllrs Kay & Elliot were **AGREED**. An *Erratum* to be requested to correct erroneous information

**STATUS: DRAFT UNTIL SIGNED**

CHAIRMAN.....DATE.....

## WALDRINGFIELD PARISH COUNCIL

1610

- 7 To **RECEIVE** an update on the Emergency Resilience Plan - **DEFERRED**
- 8 To **CONSIDER** a request concerning the Playing Field boundary hedges and trees – Noting the removal already of a large tree adjacent to the boundary and the right of the neighbouring property to remove overhanging foliage, it was **RESOLVED** that no further action was required

*At this stage of the meeting, the Chairman referred to the recent sad passing away of Roy Lord, who had been employed by the Parish Council as its Handyman for many years. A note of appreciation for his dedication to the role and condolences to Roy's family would be placed in a notice in the upcoming parish newsletter. Out of respect, an advertisement for a replacement handyman would be handled at a later date. In compliance with the wishes of the Lord family, the Chairman was authorised to make a donation of £30 to one of the indicated charities.*

- 9 To **CONFIRM** the final version of the Parish Plan. Noting the integral action plan, the need for extra pages and the preamble, the Parish Council's previous approval was **ENDORSED**,
- 10 To **RECEIVE** an update on the refurbishment of the Recycling Compound. Cllr Kay reported a tentative completion date of Nov 30<sup>th</sup>. The imminent closure of the slipway was noted. Donations from third parties to the project will require receipts to be provided

- 11 To **RECEIVE** a report about Quiet Lanes - **DEFERRED**

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

a) To **CONSIDER** items of expenditure, payment of grants and sign cheques accordingly

**Total Payments -£635.37**

b) **Receipts to 31/10/15 - None**

c) **Balances held at Bank 31/10/2015 and Building Society as at 31/03/2015**

Bank **£8,262.60** and Building Society **£7,512.29**. Adjusted balance **£15,009.46** after non-presented cheques and receipts

In line with **Financial Standing Order 2.2**, to establish the authenticity of the Bank Reconciliation report, the Receipts and Payments Summary, Uncashed Payments and Receipts Summaries (if any), and the Bank statements were all examined and initialled accordingly, and no discrepancies were reported by Cllr Videlo

It was **RESOLVED** to accept Items a), b) and c) together with Accounts/Budget and these were signed accordingly. Proposed by Cllr Videlo, seconded by Cllr Reid, all **AGREED**.

- 13 To **CONSIDER** any Correspondence received before the meeting: **NOTED** (list attached). Bowls Club request for land – considered sympathetically, but does not own or have control over any land appropriate for such a project. A request for a contribution to the East Anglian Air Ambulance would be considered after meeting with the fund-raising team.
- 14 **PARISH MATTERS for next Agenda** – Emergency Resilience Plan/Quiet Lanes/ Budget and Precept/Review of Standing Orders/Second defibrillator
- 15 Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, to **RESOLVE** that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during the consideration of **Item 16** (Annual staff review) - **RESOLVED**
- 16 To **UNDERTAKE** the Annual Review of staff contracts – a performance and salary review would be undertaken in December

**The Chairman closed the meeting at 10.08pm**

**STATUS: DRAFT UNTIL SIGNED**

CHAIRMAN.....DATE.....

## REVIEW OF ACTION POINTS AS AT 26<sup>th</sup> NOVEMBER 2015

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

**In progress** - Road safety and lawful use of footpaths Road Safety - report sent to SCC Highways re Village entrance crossroads via Cllr P O'B. **Action:** Now deferred by SCC to early 2016

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

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

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

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



## **SUFFOLK COUNTY COUNCIL REPORT - SEPTEMBER 2015**

September is starting off, as I expected, with plenty of meetings and reams of information!! As I write it is only 3<sup>rd</sup>, but, as I look ahead in my diary, it has filled up rapidly. However, August was quiet except for several constituent's reports regarding increases in traffic in Martlesham and the Sainsbury area. I contacted SCC Highways and, apart from talking about the above, I also mentioned the Orwell Bridge and the speed restriction that is to be imposed (60mph). I welcomed the restriction and I offered my opinion that I strongly believe that lorries should be kept to the inside lane, not only on the Orwell Bridge but nationally!! ( I emailed a note to this effect to our local MPs, plus the Police Commissioner.) I have also spoken to Paul Davey at Felixstowe Port re lorries. I read a piece in the EADT in which he talked of the introduction of a further train to carry containers, bringing the total of rail containers to 900,000. I enquired the numbers carried but road and, after looking it up, said last year it totalled 1.6ml. I posited that container traffic will increase when the new super tanker is in service and that we really need adequate infrastructure or, at the very least, lorries to travel on the inside lane.

I shall be having an informal meeting with the Police Commissioner next week; it will be an opportunity to reiterate the above.

### **Local business and skills**

On 21<sup>st</sup> October the Suffolk Skills Show will take place at Trinity Park from 9am until 6pm and it is a good opportunity for both local businesses and young people. It is a chance for employers to speak with the next generation of workers, giving them a clear picture of the skill set required to obtain the work they want. For younger people, it will help them consider which area of work interests them and what practical steps they can take, now, to get on the pathway to employment.

### **Trading Standards v Scams**

Over 400 pieces of scam mail and other fraudulent printed documentation have been destroyed and taken out of circulation as part of Suffolk Trading Standard's successful Scamnesty campaign that ran throughout July, in partnership with BBC Radio Suffolk's Mark Murphy show.

Every year, more than three million people in the UK fall victim to scams, losing thousands of pounds to fraudsters. Scamnesty was a month-long initiative managed by the Trading Standards team, encouraging people to report potential scams and to prevent others from falling victim.

**PATRICIA O'BRIEN**

District Councillor's report for Parish Council Meetings in November 2015 by Susan Harvey

#### BROWN BINS

Suffolk Coastal does not want to charge for brown bins. This is a complicated issue but more will be revealed after tomorrow's cabinet meeting. We are in the top 10% when it comes to recycling so we have a very good record which we do not want to lose. Suffolk County have had to reduce their subsidy which has a knock-on effect on the Districts. Scdc is trying to absorb this extra cost and at present is not expecting to charge.

#### PLANNING

The preferred Options document is out for consultation. Comments must be in by Friday 30th November. Decisions made after consultation will govern how we accommodate our contribution towards housing in our district.

#### FUNDING

Capital and Revenue grants are available for bids before the 4th December. There is to be a grant application workshop run by SCDC and Community Action Suffolk at Melton on 17th November from 2-4. If you are interested in attending please e-mail [grants@eastsoffolk.gov.uk](mailto:grants@eastsoffolk.gov.uk) or phone 01394 444722

My Community Enabling Budget. Please let me know of anything you would like as soon as possible. I shall be donating towards tables at Levington and Bucklesham, flood defences and bowls clubs at Waldringfield and windows for a hall in Kirton.

ALDE AND ORE ESTUARY PLAN DRAFT DOCUMENT if you visit Snape, Aldeburgh Orford or Shinglestreet and wish to comment on this plan view the document on [www.aoep.co.uk](http://www.aoep.co.uk)

#### FELIXSTOWE PORT HEALTH

I visited this new facility. I think we should be reassured that products coming in through Felixstowe go through very thorough testing. On going through a radioactive sensor in a minibus during our tour of the port. This was sensitive enough to pick up radioactivity in a Councillor who had had treatment 4 weeks ago.

Figs were being tested whilst I was there. A whole container was unloaded manually, several samples from random boxes were removed for testing elsewhere. The container was then reloaded. The consignment is then detained for several days until it is given the all clear or not. Tins of fish are also checked and results reported to the MMO to ensure they are being caught properly.

There are currently 30 trains going in to the port and 30 trains leaving every day.

#### DEVOLUTION

This is still rumbling along awaiting results of further meetings later this month. Providing that all parties can work effectively together this might be achievable.

Suffolk Police November 2015

Due to a new crime investigation system being introduced to Suffolk Constabulary IT systems we are unable to provide yourselves with a crime report for forthcoming meetings.

Hopefully we will be able to come to an arrangement whereby we can still update you monthly with crime stats this may come as a rural crime report for all nine of the parishes meetings we attend.

There may be a time in the near future due to changes in policy and procedure where we not be able to continue with these updates, I would refer you to the Police Crime Map on the internet.

[www.police.uk](http://www.police.uk) if this is the case.

My apologies for the disruption of the service we hopefully will be able to resume normal service soon

Yours / Regards

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**Glynn Bown**

Police Community Support Officer

Safer Neighbourhood Team / Felixstowe Police station

Suffolk Constabulary

32 High road west

Felixstowe, Suffolk, IP119JE

Tel: 01473613500 Fax: 01394670161

[www.norfolk.police.uk](http://www.norfolk.police.uk)

[www.suffolk.police.uk](http://www.suffolk.police.uk)



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

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
59 Handyman's Wages	05/11/2015		Barclays Community A	100911	Salary	Mr R Lord	X	197.80	0.00	197.80
60 Salaries	05/11/2015		Barclays Community A	100912	Salary	Mr D Lines	X	343.80	0.00	343.80
61 Stationery/Mileage/Etc.	05/11/2015		Barclays Community A	100913	Travel Expenses	Mr D Lines	X	12.00	0.00	12.00
62 Post and telephone	05/11/2015		Barclays Community A	100913	Postage	Mr D Lines	X	18.92	0.00	18.92
63 Stationery/Mileage/Etc.	05/11/2015		Barclays Community A	100913	Printing supplies	Mr D Lines	S	52.63	10.52	63.15
<b>Total</b>								<b>625.15</b>	<b>10.52</b>	<b>635.67</b>

## Waldringfield Parish Council

<b>Bank Reconciliation at 03/11/2015</b>			
Cash in Hand 01/04/2015			
			10,482.57
<b>ADD</b>			
Receipts 01/04/2015 - 03/11/2015			13,160.68
			23,643.25
<b>SUBTRACT</b>			
Payments 01/04/2015 - 03/11/2015			8,633.79
<b>A</b>	<b>Cash in Hand 03/11/2015</b> (per Cash Book)		<b>15,009.46</b>
Cash in hand per Bank Statements			
Cash	31/03/2015	0.00	
Barclays Community Account	30/10/2015	8,262.60	
Ipswich Building Society	31/03/2015	7,512.29	
			<b>15,774.89</b>
Less unrepresented cheques As attached			765.43
			15,009.46
Plus unrepresented receipts As attached			0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>15,009.46</b>
<b>A = B Checks out OK</b>			

**Waldringfield Parish Council**  
**Uncashed payments/transfers out (All banks)**  
**(Upto 03/11/2015)**

Voucher	Date	Cheque No.	Description	Total	Bank
32	04/08/2015	100886	Expenses	25.00	Barclays Community Acc
52	08/10/2015	100904	Recycling compound materiels	410.43	Barclays Community Acc
58	12/10/2015	100910	Grant	330.00	Barclays Community Acc
Total.....				<b>765.43</b>	



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

**Cost Centre A - Receipts**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
28	Precept	11,998.80	12,088.06	89				89
29	Council Tax Support Grant	178.53	89.27	-89				-89
30	SCC Locality Grant	1,500.00		-1,500		114.00	-114	-1,614
31	SCC Footpaths Grant	260.00	175.30	-85				-85
32	Recycling							
33	Equipment Hire							
34	SCC Q of Life Budget							
35	SCDC Community Enabling Fund	500.00		-500				-500
36	Bank Interest	70.00		-70				-70
37	Grants and Donations							
38	Advertising income		84.00	84				84
39	VAT Refund							
<b>SUB TOTAL</b>		<b>14,507.33</b>	<b>12,436.63</b>	<b>-2,071</b>		<b>114.00</b>	<b>-114</b>	<b>-2,185</b>

**Cost Centre B - Administration**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
1	Salaries				5,150.00	2,407.00	2,743	2,743
2	PAYE/NI					561.60	-562	-562
3	Stationery/Mileage/Etc.				350.00	181.41	169	169
4	Post and telephone				100.00	67.87	32	32
5	Newsletter re 1972 LGA s142				460.00	339.00	121	121
6	Village Hall hire				250.00	250.00		
7	Insurance				475.00	473.66	1	1
8	Membership Subs re LGA s111				375.00	252.00	123	123
9	Audit				155.00	208.00	-53	-53
10	Chairman's Expenses				50.00	29.98	20	20
11	Training				250.00	10.00	240	240
12	Election Costs				250.00	100.00	150	150
<b>SUB TOTAL</b>					<b>7,865.00</b>	<b>4,880.52</b>	<b>2,984</b>	<b>2,984</b>

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

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
13	Handyman's Wages				495.00	184.72	310	310
14	Grass cutting (field)				780.00	420.00	360	360
15	Mole catching (field)				250.00	125.00	125	125
16	Repairs/Maintenance				1,460.00	309.24	1,151	1,151
17	Footpath Maintenance				450.00	120.00	330	330
18	Locality Grant Spend				1,500.00	342.03	1,158	1,158
19	SCC Quality of Life							
20	SCDC Community Enabling Fund				500.00		500	500
<b>SUB TOTAL</b>					<b>5,435.00</b>	<b>1,500.99</b>	<b>3,934</b>	<b>3,934</b>

**Cost Centre D - Grants**

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

**Cost Centre E - s137**

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

**Cost Centre F - Miscellaneous**

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

<b>NET TOTAL</b>	<b>14,507.33</b>	<b>12,436.63</b>	<b>-2,071</b>	<b>15,200.00</b>	<b>8,335.51</b>	<b>6,864</b>	<b>4,794</b>
<b>V.A.T.</b>		<b>724.05</b>			<b>298.28</b>		
<b>GROSS TOTAL</b>		<b>13,160.68</b>			<b>8,633.79</b>		