



Waldringfield Parish Council

Parish Clerk: Jennifer Shone-Tribley
Low Farm, Ipswich Road, Waldringfield, Woodbridge,
Suffolk IP12 4QU
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02 July 2025

Dear Councillors,

You are hereby summoned to the Waldringfield Parish Council Meeting to be held on Tuesday 08 July 2025 in the Village Hall (Kennedy Room) at **7.30pm**, when the under-mentioned business will be transacted. The Press and public are cordially invited.

Yours faithfully,

Jennifer Shone-Tribley, Parish Clerk

WALDRINGFIELD PARISH COUNCIL MEETING TUESDAY 08 JULY 2025 AGENDA

1. To **RECEIVE** and **APPROVE** apologies for absence.
2.
 - a. To **RECEIVE** declarations of interest
 - b. To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** non-delegated DPI dispensations requested by a councillor.
3.
 - a. **Public Participation** - 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.
 - b. To **RECEIVE** reports County and District Councillors
 - c. To **RECEIVE** updates on crime data from Suffolk Police.
4. To **APPROVE** the minutes of the Extraordinary Parish Council meeting held on **27 June 2025**
5. **MATTERS for REPORT** and to **REVIEW ACTION POINTS** from the minutes of previous meetings
- See separate list
6.
 - a. To **CONSIDER** Planning Applications for **COMMENTS**:
 - a.i) DC/25/1125/FUL - Demolition of existing dwellinghouse and buildings; development of 1 no. self-build dwelling, outbuilding, and associated landscaping - Clappits Pit, Newbourne Road, Waldringfield, Woodbridge, Suffolk IP12 4PA – Planning Officer – N Levitt; Consultation deadline 14 July 2025.
 - b. To **CONSIDER COMMENTS** on the following Enforcement Action:
Enforcement Appeal - AP/25/0022/ENF AND AP/25/0023/ENF: The Old Golf Shop, Waldringfield Gold Club, Newbourne Rd, Waldringfield, IP12 4PT.
 - c. To **MAKE ARRANGEMENTS** to deal with applications received after publication of this agenda.
 - d. To **NOTE** any application decisions received – see separate list
 - e. To **RECEIVE** any other planning information
7.
 - a. To **RECEIVE** the Playing Field Inspection report
 - b. To **RECEIVE UPDATES** the Fort redevelopment project
8.
 - a. To **RECEIVE** updates from Biodiversity Coordinator
 - b. To **DISCUSS** the formation of a Working Group on green issues
9. To **RECEIVE UPDATE** on City Fibre closure
10. To **DISCUSS** Newsletter content
11. **CLERK AND RFO REPORT**
 - a. To **CONSIDER** and **APPROVE** items of expenditure, and receipts - and arrange for approval of BACS accordingly – see separate list.

Waldringfield Parish Council

b. To **RECEIVE** and **APPROVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation.

12. To **REVIEW** and **ADOPT** the following WPC Policies:

(Review) WPC Landscape and Wildlife Policy v2019

13. To **CONSIDER** responses to public consultation –

Government Consultation on Reforming Planning Committees – Consultation deadline 18 July 2025

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

15. To **CONSIDER** any correspondence received before the meeting – see separate list

16. **PARISH MATTERS** for the next meeting.

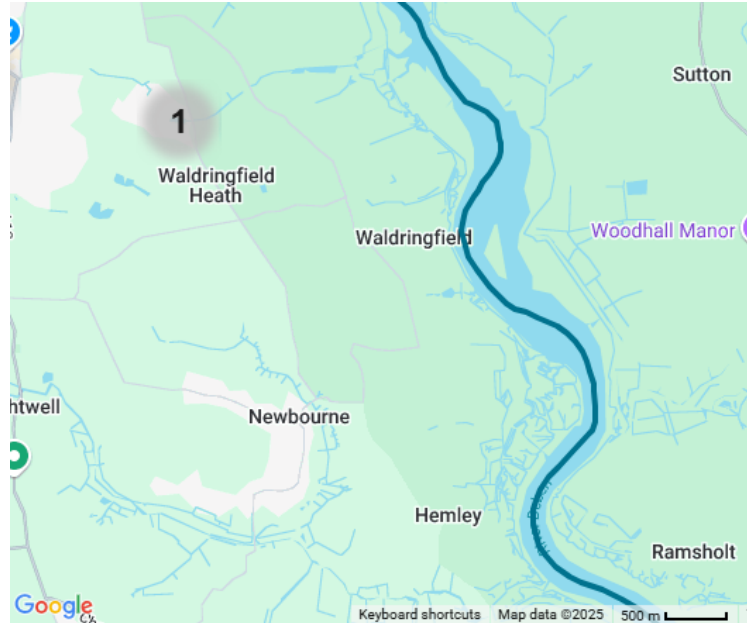
If you are unable or do not wish to attend, comments for councillors' attention may be forwarded to the Clerk at the email address detailed at the top of this agenda.

Waldringfield Parish Council

SUPPORTING DOCUMENTS JULY

ITEM 3

3. **b. To RECEIVE reports County and District Councillors**
ESC Ward councillors report was circulated to Councillors on 30 June 2025.
- c. The RECEIVE updates on crime data from Suffolk Police – April 2025**



Waldringfield:
1 x bicycle theft

ITEM 4

4. **To APPROVE the Minutes the Parish Council Meeting held on 27 June 2025**
Draft minutes were circulated to Councillors with the Agenda and are available on the website.

ITEM 5

5. **MATTERS for REPORT from minutes of previous meetings – see separate list**

ACTION POINTS

Planning: Cllr Elliot to arrange advice regarding curtilage issue re: Deben Lane – **in process**; Clerk to arrange extraordinary meeting – **done**; Cllr Kay to send planning responses by deadline – **done**.

Councillor Responsibilities: Clerk to update website **done** and provide list to Cllr Ramsay of assets in the village – **done**.

Playing fields: Clerk to contact PlayQuip regarding the painting of the arm on the nest swing.

City Fibre proposed road closure: Cllr Kay to arrange a time for site visit – **Done**; Clerk to advise Newbourne Clerk – **done**.

Policies: Clerk to add Landscape policy on following months' agenda – **done**; Clerk to post approved policies to website – **done**

BACS payments: BACS payments to be approved by Cllr Reid and Cllr Kay – **done**

Verges: Clerk to speak to ESSL ref Sullivan Place verges and clarify any issues – **in process**

Consultations: Consultation regarding the reform to planning committees (Due 18 July) – Cllr Elliot to submit a draft for next meeting – **done**.

ITEM 6

Waldringfield Parish Council

6. a. To **CONSIDER** Planning Applications for COMMENTS:
a.i) DC/25/1125/FUL - Demolition of existing dwellinghouse and buildings; development of 1 no. self-build dwelling, outbuilding, and associated landscaping - Clappits Pit, Newbourne Road, Waldringfield, Woodbridge, Suffolk IP12 4PA – Planning Officer – N Levitt; Consultation deadline 14 July 2025.
b. To **CONSIDER COMMENTS on the following Enforcement Action:**
Enforcement Appeal - AP/25/0022/ENF AND AP/25/0023/ENF: The Old Golf Shop, Waldringfield Gold Club, Newbourne Rd, Waldringfield, IP12 4PT.
- c. To **MAKE ARRANGEMENTS** to deal with applications received after publication of this agenda.**
None at time of writing
- d. To **NOTE** any application decisions received – see separate list**
None at time of writing
- e. To **RECEIVE** any other planning information**
Nothing to circulate

ITEM 7

7. **a. To **RECEIVE** the Playing Field Inspection report**
Playing Field Inspection report to be circulated to Councillors under separate cover.
- b. To **RECEIVE UPDATES** on the Fort redevelopment project**
Clerk has circulated to Councillors acceptance of Grant request to LCIL Play Fund.

ITEM 8

8. **a. To **RECEIVE** updates from Biodiversity Coordinator**
Nothing to circulate
- b. To **DISCUSS** the formation of a Working Group on green issues**
Nothing to circulate

ITEM 9

9. **To **RECEIVE UPDATE** on City Fibre closure**
Councillors met with City Fibre on 01 July.

ITEM 10

10. **To **DISCUSS** Newsletter content**
Nothing to Circulate

ITEM 11

11. **CLERK AND RFO REPORT**
- a. To **CONSIDER** and **APPROVE** items of expenditure, and receipts and arrange for approval of BACS accordingly – see separate list.**

Waldringfield Parish Council

PAYMENTS LIST

Waldringfield Parish Council PAYMENTS LIST									
Vouch	Code	Date	Bank	Description	Supplier		Net	VAT	Total
28	Grass cutting (field)	01/07/2025	Unity Trust Bar	Grass-cutting -field	SCL Landscape M	S	120.00	24.00	144.00
29	Training	01/07/2025	Unity Trust Bar	Training	SALC	S	66.00	13.20	79.20
30	Accounting, Website & C	01/07/2025	Unity Trust Bar	Google Storage	Google Commerce	S	1.33	0.26	1.59
31	Clerk/Office Expenses	01/07/2025	Unity Trust Bar	Land Registry records	HM Land Registry	Z	28.00		28.00
32	Community Grants Fund	01/07/2025	Unity Trust Bar	Grant s137/72 or s19 M	Waldringfield Chu	X	450.00		450.00
33	Salaries	01/07/2025	Unity Trust Bar	Salary	Jennifer Shone-Tri	X	731.40		731.40
34	Accounting, Website & C	01/07/2025	Unity Trust Bar	Banking service charge	Unity Trust Bank	X	6.00		6.00
Total							1,402.73	37.46	1,440.19

RECEIPTS LIST

None

Waldringfield Parish Council

b. To **RECEIVE** and **APPROVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation.

Waldringfield Parish Council

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

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

A	Bank Reconciliation at 30/06/2025		
	Cash in Hand 01/04/2025		27,982.01
	ADD Receipts 01/04/2025 - 30/06/2025		11,323.93
	SUBTRACT Payments 01/04/2025 - 30/06/2025		39,305.94
			5,686.64
A	Cash in Hand 30/06/2025 (per Cash Book)		33,619.30
B	Cash in hand per Bank Statements		
	Petty Cash 31/01/2025	0.00	
	Suffolk Building Society 30/06/2025	8,585.91	
	Unity Trust Bank 30/06/2025	25,033.39	
			33,619.30
B	Less unrepresented payments		
			33,619.30
	Plus unrepresented receipts		
B	Adjusted Bank Balance		33,619.30
	A = B Checks out OK		

Waldringfield Parish Council

COST CENTER TO BUDGET

Waldringfield Parish Council Summary of Receipts and Payments

All Cost Centres and Codes

A - Receipts

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
28 Precept	19,683.45	9,841.73	-9,841.72				-9,841.72 (-50%)
31 SCC Footpaths Grant	328.80		-328.80				-328.80 (-100%)
36 Bank Interest	200.00		-200.00				-200.00 (-100%)
37 Grants and Donations							(N/A)
38 Advertising income	159.00	82.80	-76.20				-76.20 (-47%)
44 CIL Funds	533.65	1,067.30	533.65				533.65 (100%)
49 VAT Refund							(N/A)
SUB TOTAL	20,904.90	10,991.83	-9,913.07				-9,913.07 (-47%)

B - Administration

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1 Salaries				8,795.00	2,967.00	5,828.00	5,828.00 (66%)
2 PAYE/NI							(N/A)
3 Clerk/Office Expenses				78.75	30.80	47.95	47.95 (60%)
4 Post and telephone				26.25	0.87	25.38	25.38 (96%)
5 Newsletter re 1972 LGA s				950.00	180.00	770.00	770.00 (81%)
6 Village Hall hire				370.00	270.00	100.00	100.00 (27%)
7 Insurance				472.50		472.50	472.50 (100%)
8 Professional Membership:				620.00	262.36	357.64	357.64 (57%)
9 Audit				440.00	170.00	270.00	270.00 (61%)
10 Chairman's Allowance				50.00		50.00	50.00 (100%)
11 Training				300.00	191.00	109.00	109.00 (36%)
40 Accounting, Website & Co				750.00	424.91	325.09	325.09 (43%)
48 Warm Welcome				500.00	312.58	187.42	187.42 (37%)
50 Professional Services					36.00	-36.00	-36.00 (N/A)
SUB TOTAL				13,352.50	4,845.52	8,506.98	8,506.98 (63%)

C - Playing Field/Recre

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
14 Grass cutting (field)				1,000.00	300.00	700.00	700.00 (70%)
16 Repairs/Maintenance				2,500.00	64.95	2,435.05	2,435.05 (97%)
17 Footpath Maintenance				393.75		393.75	393.75 (100%)
51 Fort Project Budget				18,800.00		18,800.00	18,800.00 (100%)
SUB TOTAL				22,693.75	364.95	22,328.80	22,328.80 (98%)

D - Grants - s137/72 &

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
21 Community Grants Fund				2,125.00	1,725.00	400.00	400.00 (18%)
SUB TOTAL				2,125.00	1,725.00	400.00	400.00 (18%)
Summary							
NET TOTAL	20,904.90	10,991.83	-9,913.07	38,171.25	6,935.47	31,235.78	21,322.71 (36%)
V.A.T.		332.10			191.36		
GROSS TOTAL		11,323.93			7,126.83		

Waldringfield Parish Council

Waldringfield Parish Council		CASH FLOW STATEMENT				
		31.05.25		30.06.25		31.07.25
OPERATING ACCOUNT	JUNE		JULY		AUGUST	
Unity Trust						
	EXPECTED	ACTUAL	EXPECTED	ACTUAL	EXPECTED	ACTUAL
CASH ON HAND (beginning of month)	£26,038.39	£26,038.39	£25,033.39	£25,033.39	£23,593.20	
CASH RECEIPTS						
Grants						
ESC Grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
SCC Locality Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Other						
Precept	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
CIL	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Advertising	£64.80	£64.80	£0.00	£0.00	£0.00	£0.00
ESC Footpath Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
VAT Refund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Mound grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL CASH RECEIPTS	£64.80	£64.80	£0.00	£0.00	£0.00	£0.00
ABLE (before cash out)	£26,103.19	£26,103.19	£25,033.39	£25,033.39	£23,593.20	£0.00
CASH PAID OUT						
Administration						
Salaries	£731.40	£731.40	£731.40	£0.00	£731.40	£0.00
Newsletter	£180.00	£180.00	£0.00	£0.00	£0.00	£0.00
Insurance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Hall Hire	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Training	£0.00	£0.00	£66.00	£0.00	£0.00	£0.00
Post/Telephone	£0.87	£0.87	£0.00	£0.00	£0.00	£0.00
Memberships	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Other / Office	£0.00	£0.00	£28.00	£0.00	£0.00	£0.00
Website/Accounting	£7.33	£7.33	£7.33	£0.00	£7.33	£0.00
Playing Fields and maintenance						
Grass Cutting	£60.00	£60.00	£120.00	£0.00	£180.00	£0.00
Repairs and maint'ce	£64.95	£64.95	£0.00	£0.00	£0.00	£0.00
Footpath cutting	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Grants						
Church Field Trust	£0.00	£0.00	£450.00	£0.00	£0.00	£0.00
Village Hall	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
General Grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
WWG Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
WPCC	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Wildlife Group	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Projects expenses						
Fort Project	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Warm Rooms	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
VAT	£25.25	£25.25	£37.46	£0.00	£0.00	£0.00
SUBTOTAL	£1,069.80	£1,069.80	£1,440.19	£0.00	£918.73	£0.00
TOTAL CASH PAID OUT	£1,069.80	£1,069.80	£1,440.19	£0.00	£918.73	£0.00
POSITION (end of month)	£25,033.39	£25,033.39	£23,593.20	£25,033.39	£22,674.47	£0.00
SUMMARY of ALL CASH						
Unity	£25,033.39	£25,033.39	£23,593.20	£25,033.39	£22,674.47	£0.00
IBS	£8,316.58	£8,316.58	£8,316.58	£8,316.58	£8,316.58	£8,316.58
Total cash position	£33,349.97	£33,349.97	£31,909.78	£33,349.97	£30,991.05	£8,316.58

Waldringfield Parish Council

ITEM 12

12. To **REVIEW** and **ADOPT** the following WPC Policies:
(Review) *Landscape and Wildlife Policy v2019*
This policy was circulated to Councillors with these documents.

ITEM 13

13. To **CONSIDER** responses to public consultation –
Government Consultation on Reforming Planning Committees – Consultation deadline 18 July 2025 (to respond to associations and 23 July to respond directly)
The government has announced that it is consulting on proposed changes to modernise local authority planning committees in England. This includes proposals to:
- Introduce a new national delegation scheme – setting out which planning functions should be delegated to planning officers for a decision, and which should go instead to a planning committee or sub committee
 - Introduce a statutory maximum size for the number of members on a planning committee – with a maximum of 11 proposed
 - Introduce mandatory planning training for councillors of planning committees
 - Tighten ‘special measures’ powers available to the government for local planning authorities who they consider have had too many planning applications overturned at appeal

Full details can be seen [Here](#)

ITEM 14

14. To **RECEIVE** updates/reports on public rights of way, verges and road safety matters
Nothing to circulate

ITEM 15

15. To **CONSIDER** any correspondence received before the meeting – see separate list

General Correspondence circulated to Councillors

Felixstowe Community Partnership - Community Growing Spaces - information for Community Partnerships 04.06.25

Wegg, Kevin Funding Opportunities 4.6.25

Rural Services Network RSN Weekly News - Free Edition (4 June 2025)

National Association of Local Councils Chief executive's bulletin - 5 June 2025

Community Action Suffolk - CAS Newsletter 05/06/2025

Suffolk Association of Local Councils Council and community action - climate action pilot survey 05.06.25

Greenprint Forum - Greenprint Forum members' update - events of potential interest 06.06.25

Suffolk Association of Local Councils SALC Annual General Meeting 2025 and 75th Anniversary celebration - HAVE YOU BOOKED YET? 09.06.25

St Elizabeths Hospice - Community Hospice for Great Yarmouth & Waveney 09.06.25

Suffolk Association of Local Councils NEWS BULLETIN - 9th June 2025

Felixstowe Community Partnership - New Community Partnership Leaflet 10.06.25

East Suffolk Council Communications - News from East Suffolk: Community spaces set to flourish again as environmental scheme returns 10.06.25

Suffolk Association of Local Councils SALC AGM - Tuesday 1st July - SALC Annual report now available 10.06.25

Suffolk Association of Local Councils LGC update - press releases from Suffolk County Council - budget/consultation 10.06.25

Felixstowe Community Partnership Community growing spaces grant fund 10.06.25

Sizewell C - Sizewell C Project Update 10.06.25

Waldringfield Parish Council

Suffolk Association of Local Councils CORRECTION - LGC update - press releases from Suffolk County Council - budget/consultation 10.06.25

Rural Services Network RSN Weekly News - Free Edition (11 June 2025)

Felixstowe Community Partnership - East Suffolk Council - Felixstowe Seafront Consultation 11.06.25

National Association of Local Councils Events newsletter 11.06.25

Suffolk Association of Local Councils Suffolk Community Awards 2025 11.06.25

National Association of Local Councils Chief executive's bulletin - 12 June 2025

Wegg, Kevin Funding Opportunities 12.6.25

Society of Local Council Clerks - News Bulletin - 12 June 2025

East Suffolk Council Communications - Consultation on East Suffolk Council's Draft Food and Health & Safety Service Plan 2025-26 12.06.25

Suffolk County Council - Residents' Survey - Local Government Reorganisation 12.06.25

Suffolk Association of Local Councils Suffolk Community Awards - nominations now open! 16.06.25

National Association of Local Councils Hi Jennifer, we've published the all-new digital edition of Local Councils Explained 16.06.25

Society of Local Council Clerks SLCC Weekly News Digest - 16/06/2025

Suffolk & Essex Coast & Heaths National Landscape - All the latest from your National Landscape 17.06.25

Suffolk Association of Local Councils NEWS BULLETIN - 16th June 2025

Felixstowe Community Partnership - Trimley Station Public Meeting - 26 June 17.06.25

Suffolk Association of Local Councils SALC training bulletin 17th June 2025

Suffolk Association of Local Councils SALC East Suffolk area forum - 17th June 2025 - summary notes 18.06.25

National Association of Local Councils Events newsletter 18.06.25

Rural Services Network RSN Weekly News - Free Edition (18 June 2025)

National Association of Local Councils Chief executive's bulletin - 19 June 2025

Suffolk County Council Suffolk County Council Briefings on Local Government Reorganisation 19.06.25

Wegg, Kevin Funding Opportunities 19.6.25

Greenprint Forum Greenprint Forum summer newsletter out now 20.06.25

East Suffolk Planning - Town and Parish Forum July 2025

Sizewell C - Sizewell C Community Newsletter 20.06.25

Suffolk Association of Local Councils NEWS BULLETIN - 23rd June 2025

Wegg, Kevin Time-Limited Funding Opportunity for the East of England! 23.06.25

Society of Local Council Clerks SLCC Weekly News Digest - 23/06/2025

Suffolk Association of Local Councils LIVE STREAM - SALC AGM and 75th Anniversary 1st July 2025 - link now available 30.06.25

East Suffolk Council - News from East Suffolk: Operation Camouflage is back for another year! 24.06.25

Suffolk Association of Local Councils SALC training bulletin 24th June 2025

Suffolk Preservation Society - Important News from Suffolk Preservation Society 25.06.25

Rural Services Network RSN Weekly News - Free Edition (25 June 2025)

East Suffolk Council Affordable Housing 25.06.25

National Association of Local Councils Chief executive's bulletin - 26 June 2025

Society of Local Council Clerks News Bulletin - 26 June 2025

Wegg, Kevin Funding Opportunities 26.6.25

Suffolk Community Foundation - June news from Suffolk Community Foundation 26.06.25

Community Action Suffolk - CAS Newsletter: Volunteer Recruitment | Training Courses | Vacancies 27.06.25

East Suffolk Planning Neighbourhood Plan funding withdrawn 27.06.25

Suffolk County Council - REMINDER: Suffolk County Council Briefing on Local Government Reorganisation 30.06.25

East Suffolk Planning - Planning and Building Control Newsletter June 2025 30.06.25

Sizewell C June Project Update 30.06.25

Society of Local Council Clerks SLCC Weekly News Digest - 30/06/2025

Jenny Riddell-Carpenter MP - June 2025 - welfare reform, Ukraine, and going after the water bosses 30.06.25