



Waldringfield Parish Council

Parish Clerk: Jennifer Shone-Tribley
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03 June 2026

Dear Councillors,

You are hereby summoned to the Waldringfield Parish Council Meeting to be held on Tuesday 09 June 2026 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 09 JUNE 2026 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. The **RECEIVE** updates on crime data from Suffolk Police.
4. To **APPROVE** the minutes of the APCM and the Parish Council meetings held on **12 May 2026**
5. **MATTERS for REPORT** from minutes of previous meetings and to **REVIEW ACTION POINTS** from the minutes of previous meetings - See separate list
6.
 - a. To **CONSIDER** Planning Applications for **COMMENTS:**
None
 - b. To **MAKE ARRANGEMENTS** to deal with applications received after publication of this agenda.
 - c. To **CONSIDER** planning consultation:
DC/26/1938/CON - Consultation - Installation of 9m light wooden Telecommunications pole - Part Verge Village Way Waldringfield Suffolk
 - 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 on repairs to play equipment
 - c. To **DISCUSS** Annual Playing field Inspection supplier
 - d. To **DISCUSS** proposal for a memorial picnic table on the playing field
8.
 - a. To **RECEIVE** updates from Biodiversity Coordinator
9. **CLERK AND RFO REPORT**
 - a. To **CONSIDER** and **APPROVE** items of expenditure, and receipts - and arrange for approval of BACS accordingly – see separate list.
 - b. To **RECEIVE** and **APPROVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation.
10.
 - a. To **DISCUSS** the Highways Volunteers Group leadership through Self-help scheme

Waldringfield Parish Council

- b. To **RECEIVE** updates/reports on public rights of way, verges and road safety matters
- c. To **DISCUSS** survey of speed humps on Cliff Road
- 11. To **CONSIDER** any correspondence received before the meeting – see separate list
- 12. **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 JUNE

ITEM 3

3. **b. To RECEIVE reports County and District Councillors**
Ward Councillors' report circulated to Councillors 02 June 2026 and is posted on the website.
- c. To RECEIVE updates on crime data from Suffolk Police – no new data since last meeting**
None reported in our area in March – April data not yet published

ITEM 4

4. **To APPROVE the Minutes the Parish Council Meeting held on 12 May 2026 and the Annual Parish Council Meeting 12 May 2026**
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

Community Grants: Clerk to add to June payments and notify recipients - **DONE**
Missing repeater signs: Clerk to provide quotations to the next meeting – **In Process**
Footpath 21 obstruction: Clerk to request the footpath councillor contact the landowner – **DONE (Cllr Forsdike has removed the obstruction.**
Policies – Clerk to post to website - **DONE**
BACS payments – to be approved by Cllrs Kay and Elliot - **DONE**
SALC Suffolk show booth – Clerk to contact SALC – **DONE – Cllr Kay – with thanks**
Playing Field: Clerk to contact supplier re: cross bar and water in tunnel – **in Process**
Planning: Clerk to respond to applications by deadlines – **DONE**; Cllr Elliot to seek update from the planning officer ref: DC/26/0281/FUL – **Done**

ITEM 6

6. **a. To CONSIDER Planning Applications for COMMENTS:**
None
- b. To MAKE ARRANGEMENTS to deal with applications received after publication of this agenda.**
None at time of circulation of these documents
- c. To CONSIDER Planning Consultation:**
DC/26/1938/CON – Consultation - Installation of 9m light wooden Telecommunications pole - Part Verge Village Way Waldringfield Suffolk
- d To NOTE any application decisions received – see separate list**
DC/25/1104/FUL | Received date: Thu 13 Mar 2025 | Status: **Application Permitted** | Case Type: Planning Application
- Construction of a two-bedroomed, two storey self-build dwellinghouse with integrated garage with increased curtilage, widening of existing access and associated works following demolition of existing dwelling - The Studio The Quay Waldringfield Woodbridge Suffolk IP12 4QZ
- e. To RECEIVE any other planning information**
Nothing to circulate

Waldringfield Parish Council

ITEM 7

7. a. To RECEIVE the Playing Field Inspection report

This is circulated with these documents.

b. To RECEIVE updates on repairs to play equipment

Nothing to circulate

c. To DISCUSS Annual Playing field Inspection supplier

The PC normally schedules their annual inspection at this time of year. Last year, Clerk was tasked with investigating alternate suppliers to the current supplier.

An alternative supplier was highly recommended by a neighbouring council and works in our area. Their inspection costs are £125.00 +vat. Their scope of work is similar, and an example inspection report is circulated to councillors with these documents. They are available to undertake the inspection from 07 September.

d. To DISCUSS proposal for a memorial picnic table on the playing field

Request from a resident was made to place a memorial picnic table on the playing field. Email was circulated to Councillors.

ITEM 8

8. To RECEIVE updates from Biodiversity Coordinator

Nothing to circulate

ITEM 9

9. CLERK AND RFO REPORT

a. To CONSIDER and APPROVE items of expenditure, and receipts and arrange for approval of BACS accordingly – see separate list.

Note: Community grant recipients WVHT and PCC both sent emails of thanks to the council for their support of their organisations.

PAYMENTS LIST

Waldringfield Parish Council

PAYMENTS LIST

Voch	Code	Date	Bank	Description	Supplier	Net	VAT	Total
16	Newsletter re 1972 LGA s	03/06/2026	Unity Trust Bank	Newsletter	Spingold Design & I	185.00		185.00
17	Clerk/Office Expenses	03/06/2026	Unity Trust Bank	Office Supplies	Amazon (via Jennif	11.66	2.33	13.99
18	Clerk/Office Expenses	03/06/2026	Unity Trust Bank	Office Supplies	Amazon (via Jennif	4.99	1.00	5.99
19	Accounting, Website & Co	03/06/2026	Unity Trust Bank	Google Storage	Google Commerce	1.33	0.26	1.59
20	Community Grants Fund	03/06/2026	Unity Trust Bank	Grant s137/72 or s19 M/	Waldringfield PCC	775.00		775.00
21	Community Grants Fund	03/06/2026	Unity Trust Bank	Grant s137/72 or s19 M/	Waldringfield Villag	500.00		500.00
22	Salaries	03/06/2026	Unity Trust Bank	Salary	Jennifer Shone-Trit	797.18		797.18
23	PAYE/NI	03/06/2026	Unity Trust Bank	PAYE & NI	HMRC	57.03		57.03
24	Accounting, Website & Co	03/06/2026	Unity Trust Bank	Banking service charge	Unity Trust Bank	7.00		7.00
25	Gross cutting (field)	03/06/2026	Unity Trust Bank	Grass-cutting -field	SCL Landscape Ma	120.00	24.00	144.00
26	Repairs/Maintenance	03/06/2026	Unity Trust Bank	Defibrillator AED pads	Community Heartb	81.95	16.39	98.34
Total						2,541.14	43.98	2,585.12

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RECEIPTS LIST

Waldringfield Parish Council

RECEIPTS LIST

Vouch	Code	Date	Bank	Description	Supplier	Net	Total
4	Advertising income	29/05/2026	Unity Trust Bank	Advertising Income	The Gas Shop	40.80	40.80
5	Advertising income	29/05/2026	Unity Trust Bank	Advertising Income	Low Farm Cottages	18.00	18.00
					Total	58.80	58.80

Waldringfield Parish Council

COST CENTER TO BUDGET

CASH FLOW STATEMENT

Waldringfield Parish Council Summary of Receipts and Payments

All Cost Centres and Codes

A - Receipts

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28 Precept	21,651.80	10,825.90	-10,825.90				-10,825.90 (-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	150.00		-150.00				-150.00 (-100%)
38 Advertising income	200.00	58.80	-141.20				-141.20 (-70%)
44 CIL Funds		42.98	42.98				42.98 (N/A)
49 VAT Refund							(N/A)
SUB TOTAL	22,530.60	10,927.68	-11,602.92				-11,602.92 (-51%)

B - Administration

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Salaries				8,900.00	2,555.99	6,344.01	6,344.01 (71%)
2 PAYE/NI				600.00	242.91	357.09	357.09 (59%)
3 Clerk/Office Expenses				170.60	16.65	153.95	153.95 (90%)
4 Post and telephone				50.00		50.00	50.00 (100%)
5 Newsletter re 1972 LGA s142				950.00	185.00	765.00	765.00 (80%)
6 Village Hall hire				370.00	330.00	40.00	40.00 (10%)
7 Insurance				700.00		700.00	700.00 (100%)
8 Professional Memberships (L				700.00	268.13	431.87	431.87 (61%)
9 Audit				475.00	245.00	230.00	230.00 (48%)
10 Chairman's Allowance				50.00		50.00	50.00 (100%)
11 Training				360.00		360.00	360.00 (100%)
40 Accounting, Website & Comp				1,600.00	24.99	1,575.01	1,575.01 (98%)
48 Warm Welcome				680.00	342.38	337.62	337.62 (49%)
50 Professional Services				600.00		600.00	600.00 (100%)
SUB TOTAL				16,205.60	4,211.05	11,994.55	11,994.55 (74%)

C - Playing Field/Recreat

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14 Grass cutting (field)				1,000.00	120.00	880.00	880.00 (88%)
16 Repairs/Maintenance				2,500.00		2,500.00	2,500.00 (100%)
17 Footpath Maintenance				450.00		450.00	450.00 (100%)
SUB TOTAL				3,950.00	120.00	3,830.00	3,830.00 (96%)

D - Grants - s137/72 & s1

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21 Community Grants Fund				2,375.00	1,275.00	1,100.00	1,100.00 (46%)
SUB TOTAL				2,375.00	1,275.00	1,100.00	1,100.00 (46%)

Summary

NET TOTAL	22,530.60	10,927.68	-11,602.92	22,530.60	5,606.05	16,924.55	5,321.63
V.A.T.		372.88			28.11		
GROSS TOTAL		11,300.56			5,634.16		

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Waldringfield Parish Council		30.04.26		31.05.26		30.06.26	
OPERATING ACCOUNT	MAY	JUNE	JUNE	JULY	JULY	JULY	JULY
Unity Trust	EXPECTED	ACTUAL	EXPECTED	ACTUAL	EXPECTED	ACTUAL	ACTUAL
CASH ON HAND (beginning of month)	£26,062.17	£26,062.17	£24,601.04	£24,601.04	£22,015.92		
CASH RECEIPTS							
Grants							
ESC Grants	£0.00	£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	£0.00
Other							
Precept	£0.00	£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	£0.00
Advertising	£58.80	£58.80	£0.00	£0.00	£0.00	£0.00	£0.00
ESC Footpath Grant	£0.00	£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	£0.00
Mound grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL CASH RECEIPTS	£58.80	£58.80	£0.00	£0.00	£0.00	£0.00	£0.00
AVAILABLE (before cash out)	£26,120.97	£26,120.97	£24,601.04	£24,601.04	£22,015.92	£0.00	£0.00
CASH PAID OUT							
Administration							
Salaries	£854.21	£854.21	£854.21	£0.00	£854.21	£0.00	£0.00
Newsletter	£0.00	£0.00	£185.00	£0.00	£0.00	£0.00	£0.00
Insurance	£0.00	£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	£0.00
Training	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Post/Telephone	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Memberships	£268.13	£268.13	£0.00	£0.00	£0.00	£0.00	£0.00
Other / Office	£0.00	£0.00	£16.65	£0.00	£0.00	£0.00	£0.00
Website/Accounting	£253.33	£253.33	£8.33	£0.00	£8.33	£0.00	£0.00
Playing Fields and maintenance							
Grass Cutting	£0.00	£0.00	£120.00	£0.00	£240.00	£0.00	£0.00
Repairs and maint'ce	£120.00	£120.00	£81.95	£0.00	£0.00	£0.00	£0.00
Footpath cutting	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Grants							
Church Field Trust	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Village Hall	£0.00	£0.00	£500.00	£0.00	£0.00	£0.00	£0.00
General Grants	£0.00	£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	£0.00
WPCC	£0.00	£0.00	£775.00	£0.00	£0.00	£0.00	£0.00
Wildlife Group	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Projects expenses							
Warm Welcome	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
VAT	£24.26	£24.26	£43.98	£0.00	£37.46	£0.00	£0.00
SUBTOTAL	£1,519.93	£1,519.93	£2,585.12	£0.00	£1,140.00	£0.00	£0.00
TOTAL CASH PAID OUT	£1,519.93	£1,519.93	£2,585.12	£0.00	£1,140.00	£0.00	£0.00
CASH POSITION (end of month)	£24,601.04	£24,601.04	£22,015.92	£24,601.04	£20,875.92	£0.00	£0.00
SUMMARY of ALL CASH							
Unity	£24,601.04	£24,601.04	£22,015.92	£24,601.04	£20,875.92	£0.00	£0.00
IBS	£8,808.80	£8,808.80	£8,808.80	£8,808.80	£8,808.80	£8,808.80	£8,808.80
Total cash position	£33,409.84	£33,409.84	£30,824.72	£33,409.84	£29,684.72	£8,808.80	£8,808.80

Waldringfield Parish Council

ITEM 10

10. **a. To DISCUSS the Highways Volunteers Group leadership through Self-help scheme**
Application forms have been sent. Next steps are to identify volunteers and schedule training. Requires a Councillor to lead.
- b. To RECEIVE updates/reports on public rights of way, verges and road safety matters**
Clerk to provide quotation for 30mph repeater signs and fixings separately prior to meeting.
- c. To DISCUSS survey of speed humps on Cliff Road**
Cllr Reid submitted his report for consideration.

ITEM 11

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

General Correspondence circulated to Councillors

Suffolk Association of Local Councils Suffolk Community Awards - One week to go before nominations open!
04.05.26

National Association of Local Councils Utility Aid - Smarter energy solutions 06.05.26

Suffolk Association of Local Councils NSIPs Bulletin - May 2026 06.05.26

National Association of Local Councils Chief executive's bulletin - 7 May 2026

Society of Local Council Clerks - News Bulletin - 7 May 2026

Suffolk Association of Local Councils Suffolk Highways Forums - Budget Priorities and Self Help Scheme - BOOK NOW!! 07.05.26

The Rural Services Network Your Free RSN Weekly Newsletter - 7 May 2026

Suffolk Association of Local Councils NEWS BULLETIN - 11th May 2026

Suffolk Association of Local Councils SALC SUPER FORUM - from Announcement to Action: Where We Are Now and What Comes Next - 2nd June 2026 11.05.26

Society of Local Council Clerks SLCC Weekly News Digest - 11/05/2026

Suffolk Association of Local Councils Mental Health Awareness Week - Take Action Locally with Suffolk resources 11.05.26

National Association of Local Councils NALC events 12.05.26

Suffolk Association of Local Councils SALC training bulletin 12th May 2026

East Suffolk Council Rest Centre Training 12.05.26

East Suffolk Council News from East Suffolk: Council launches new £1.5 million Thriving Places Investment Fund 12.05.26

East Suffolk Council News from East Suffolk - Never miss a collection with the new East Suffolk app! [OFFICIAL] 13.05.26

The Rural Services Network Your Free RSN Weekly Newsletter - 13 May 2026

National Association of Local Councils Chief executive's bulletin - 14 May 2026

Suffolk LGR Implementation Board - Preview of new LGR website Future Suffolk 15.05.26

Suffolk Association of Local Councils IMPORTANT - preview of the new LGR website Future Suffolk

Society of Local Council Clerks SLCC Weekly News Digest - 18/05/2026

National Association of Local Councils NALC events 18.05.26

East Suffolk Council Community Energy Programme Launch Event - Friday 29 May 19.05.26

Suffolk Association of Local Councils NEWS BULLETIN - 18th May 2026 19.05.26

Suffolk Association of Local Councils - The National Allotment Society - Allotment Training 19.05.26

Suffolk Association of Local Councils SALC training bulletin 19th May 2026

EA3 - East Anglia Three project update - traffic management on Waldringfield Road/Woodbridge Road 20.05.26

The Rural Services Network Your Free RSN Weekly Newsletter - 20 May 2026

National Association of Local Councils Chief executive's bulletin - 21 May 2026

Society of Local Council Clerks News Bulletin - 21 May 2026

Suffolk Association of Local Councils 🏆 WIN A BEAUTIFUL STORYTELLING CHAIR FOR YOUR SCHOOL COMMUNITY! 📖🌟 22.05.26

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East Suffolk Council East Suffolk Community Rest Centre Training - sessions confirmed 22.05.26
Society of Local Council Clerks SLCC Weekly News Digest - 25/05/2026
Suffolk Association of Local Councils SALC Annual General Meeting 2026 - Book now Thursday 9th July - Speaker announcement 25.05.26
Sizewell C Sizewell C construction update 26.05.26
Suffolk Association of Local Councils Preparing for NSIP Statutory Consultation 27.05.26
National Association of Local Councils Hi Jennifer, help shape the future of the sector. 27.05.26
MOD - Army Engagement Event in Colchester - Building Partnerships for the Future 27.05.26
National Association of Local Councils Chief executive's bulletin - 28 May 2026
East Suffolk Council LOCAL IMPACT ASSESSMENT REPORTS FOR NATIONAL GRID VENTURES' LIONLINK PROJECT 28.05.29
The Rural Services Network Your Free RSN Weekly Newsletter - 28 May 2026
Cross Parish Group - Cross Parish Group request (Case Ref: JR15272) 29.05.26
Community Action Suffolk - CAS May Newsletter 29.05.26
East Suffolk Council Planning Policy Team - Local Plan Timetable 29.05.26
Suffolk Association of Local Councils NEWS BULLETIN - 1st June 2026
Society of Local Council Clerks Local Council Clerk Week 8 - 12 June 2026 01.06.25
Society of Local Council Clerks SLCC Weekly News Digest - 01/06/2026
Cross Parish Group - Cross Parish Group request (Case Ref: JR15272) 01.06.25
Suffolk Preservation Society - Hello from the Suffolk Preservation Society 02.06.25
Resident - Ecological observations relating to DC/26/0281/FUL (Official) 02.06.26
National Association of Local Councils NALC events 02.06.26
Suffolk & Essex Coast & Heaths National Landscape News from the National Landscapes 02.06.26
East Suffolk Council Apply NOW by Tues 9th June - community grants 02.06.26
