



## Minutes of the Parish Council Meeting held on Tuesday 09 December 2025

**In attendance:** Cllrs Kay, Gold, Forsdike, Quick, Elliot, Reid.

ESC Ward Cllrs Nimmney and Reeves

**Members of the public:** 3

**Minutes:** Clerk

**Meeting opened:** 7:30 pm

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1. To **RECEIVE** and **APPROVE** apologies for absence

Cllr Ramsay – work commitments

SCC Cllr Mulcahy sends apologies

Motion to **APPROVE** absences – Proposed Cllr Kay; Seconded Cllr Elliot – all in favour

2. a. To **RECEIVE** declarations of interest

None received

**b. To RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** non-delegated DPI dispensations requested by a councillor.

None received

3. To **RECEIVE** and **CONSIDER** statements of interest from parties wishing to be co-opted as a new councillor

Andrew Ratcliffe made a statement and answered questions.

4. **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.

Member of the public commented about the verges in the village being damaged by parking/passing and large vehicles.

**b. To RECEIVE** reports County and District Councillors

Cllr Nimmney and Reeves: Local Government Reorganisation (LGR) – government consultation closes 11 January. Cllrs agreed Cllr Kay would re-circulate this to residents as a reminder. They further noted legislation tabled by government would require planning committees to refer to the government (who will appoint an inspector) any application for more than 150 homes that they are minded to refuse.

Cllrs reviewed Cllr Mulcahy’s report on screen.

ACTION: Cllr Kay would re-circulate this to residents as a reminder.

**c. To RECEIVE** updates on crime data from Suffolk Police

Cllrs noted.

5. To **APPROVE** the minutes of the Parish Council meeting held on **11 November 2025**

Motion to **APPROVE** Meeting Minutes of 11 November 2025 with amendment – Proposed Cllr Kay; Seconded Cllr Elliot – all in favour of those who were in attendance.

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6. **MATTERS for REPORT** and to **REVIEW ACTION POINTS** from the minutes of previous meetings  
- See separate list

## ACTION POINTS

**BACS payments:** Cllrs Kay and Reid to approve payments - **done**

**Working Group on green policies:** Draft policy to be tabled at next meeting – **See agenda Item 14**

**Public Rights of way:** Cllr Gold to take photo of finger sign at Manor House – **in process**; Clerk to investigate sea wall – **in process**

**Community Self-Help programme:** Clerk to send email to residents regarding volunteering for training – **in process - see Item 16.**

**Highways:** Clerk to report theft of repeater signs on SID poles – Mill Rd and Newbourne Rd - **done**

**Bloor Homes consultation:** Cllr Kay to circulate resident email - **done**; Cllrs Kay and Elliot to circulate draft response and submit by deadline - **done**

**Planning:** Clerk to submit responses by deadline - **done**

**Correspondence:** Clerk to respond to resident reporting an obstruction on a footpath - **Done.**

7. **a. To CONSIDER Planning Applications for COMMENTS:**  
None received

**b. To MAKE ARRANGEMENTS to deal with applications received after publication of this agenda.**  
Clerk advised on application consultation was received DC/25/4521/FUL. Clerk is requesting an extension to the 02 January deadline. Clerk to organise an extraordinary meeting by email should this be required.

**c. To NOTE any application decisions received – see separate list**  
Cllrs noted.

**d. To RECEIVE update on Brightwell Lakes Community Forum**  
Cllrs Kay and Elliot attended the meeting last week. Residents also attended the meeting. Highways planner also made a presentation.

**e. To RECEIVE Updates on Bloor Homes Community Meetings**  
Cllrs Kay and Elliot attended the residents' meeting organized by Cllr Mulcahy and Martlesham. Noted was Mr. Woolnough from ESC planning attended and answered residents' questions. The planning application is expected in January.

Cllr Elliot attended a meeting of clerks/Councillors for the affected parishes organized by Martlesham. Discussed the elements of sustainability, and NPPF. Some parishes suggested that funding for planning specialists would be something to consider, and requested parish councils consider this in their budgeting.

Cllrs Kay and Elliot attended a Cross-Parish meeting (Orwell and Villages Ward) organized by Kirton. Discussion at the meeting were regarding the elements of sustainability, and regarding commissioning professional services, which the meeting requested parishes consider. A meeting with ESC Planning and the villages was also suggested.

**f. To RECEIVE any other Planning information**

*Chair moved this agenda item to the end of the meeting due to the confidential nature of the discussion.*

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8. To **DISCUSS** government consultation on local government re-organisation

Cllrs discussed the proposals, which were a. one unitary for Suffolk or b. a 3 unitary proposal, where Waldringfield would fall into the Ipswich and South Suffolk Authority.

Cllrs discussed the proposals at length and agreed that of the two proposals, one unitary is the preferred option, but with a preference for a two unitary system – East and West Suffolk (which is not part of the consultation).

Motion to Respond to the consultation as above – Proposed Reid; seconded Cllr Elliot – all in favour

ACTION: Cllr Kay to draft response for circulation

9. a. To **RECEIVE** the playing field inspection report

Not significant items noted in the inspection report.

Cllr Forsdike noted that the trees identified in 2024 for work (but not commissioned) were in need of attention.

ACTION: Cllr Kay to ask the Tree Warden to review the situation and make recommendation on works required.

ACTION: Clerk to obtain revised quotes from the tree surgeons on scoped work required

10. To **RECEIVE UPDATES** from the Biodiversity Coordinator

Cllr Quick provided a brief update.

11. To **DISCUSS** Asset inspection report – Q4

Cllr Ramsay's report was reviewed on screen - Cllr Elliot noted there is a third no dogs allowed sign that is absent from the listing.

ACTION: Clerk to review asset register to ensure 3 No Dogs Allowed signs are noted.

Cllr Ramsay identified that a bench has been removed – Cllr Forsdike identified this may be being re-furbished. Cllr Quick to investigate.

ACTION: Cllr Forsdike to repair bin board on Church Field bin as identified in the report.

Cllrs wished to thank Cllr Ramsay for his thorough report and investigation of the assets across the village.

12. To **DISCUSS** Village Hall Focus and PC Newsletter

Cllr Gold noted the VH Committee have deemed the Focus as a separate publication is no longer ideal and have requested that an “events” section be printed in the newsletter. Cllrs agreed that the events could be added to their existing article; Cllr Gold to report back to the WVHT.

13. **CLERK AND RFO REPORT**

a. To **CONSIDER** and **APPROVE** if agreed, Community Grant Applications

Cllrs reviewed the application and agreed to award the grant as applied.

Motion to **APPROVE** Community Grant request of £100.00 from Waldringfield Wildlife Group – Proposed Cllr Kay; Seconded Cllr Elliot – all in favour.

b. To **CONSIDER** second draft of 2026-27 Budget

Cllr Elliot raised the issue of earmarking funding professional advice on the Bloor Homes development and additional large scale developments expected to come forward following ESC's call for sites.

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Cllrs indicated that any new pension contributions required for the Clerk in this budget year should be taken from contingency funds if required, and budgeted for in future years.

Cllr Elliot raised the issue of unexpected expenses for the thermal imaging project. The images are too large to be emailed, thus they need to be provided on a memory stick. A request for a £50.00 budget was put to Cllrs:

Motion to **APPROVE** expenses of up to £50.00 for thermal camera project – Proposed Cllr Reid; Seconded Cllr Kay – all in favour.

Cllrs discussed inflation, required repairs, tree surgery and potential pension contributions that may be due, and additional costs associated with the Bloor Homes and expected future development proposals for consideration, and requested the Clerk re-visit the budget considering these pressures.

ACTION: Clerk to circulate a revised draft for comments.

**c. To CONSIDER councillor email addresses**

Motion to **APPROVE** gov.uk email accounts for councillors – Proposed Kay; seconded by Quick – all in favour

ACTION: Clerk to secure the addresses and communicate regarding onboarding for Cllrs.

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

Motion to **APPROVE** list of payments and receipts – Proposed Cllr Kay; Seconded Cllr Reid – all in favour

BACS payments to be approved by Cllrs Reid and Kay

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

Motion to **APPROVE** bank reconciliation and financial reports – Proposed Cllr Gold; Seconded Cllr Kay – all in favour

Cllr Gold undertook an independent review of the bank reconciliation.

**14. To RECEIVE updates on the Warm Welcome provision**

Cllr Elliot updated that the programme is running well, with numbers dipping slightly due to weather and confusion on closing times. There are two sessions remaining this calendar year.

**15. To CONSIDER and APPROVE council policies:**

***DRAFT WPC Environment and Biodiversity Policy***

Suggestion under 5.5 – replace “history” with “future”

Motion to **APPROVE** WPC Environment and Biodiversity Policy with above amendment – Proposed Cllr Kay; Seconded - Cllr Elliot – all in favour

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16. To RECEIVE updates/reports on public rights of way, verges and road safety matters  
Cllrs discussed at length the SCC Self-Help scheme and decided that a councillor be trained in highway management and that signage be purchased if subsidised. Cllr Forsdike volunteered to attend the course.

ACTION: Clerk to organise training and potential purchase of signage

17. To CONSIDER any correspondence received before the meeting – see separate list  
Nothing raised.

18. *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 7d (commercial interest).*

Motion to so RESOLVE – Proposed Cllr Kay; Seconded Cllr Gold - all in favour

Councillors discussed the information but made no decisions.

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

**Meeting closed at 21:51 pm**

## ACTION POINTS

**BACS payments:** Cllrs Kay and Reid

**Public Rights of way:** Cllr Gold to take photo of finger sign at Manor House; Clerk to investigate sea wall maintenance

**Local Government Re-Organisation:** Cllr Kay to draft response for circulation to Councillors for submission by deadline; Cllr Kay would re-circulate this consultation to residents as a reminder.

**Asset Inspection:** Clerk to review asset register to ensure 3 No Dogs Allowed signs are noted; Cllr Forsdike to repair bin with damaged board on Church Field

**Budget:** Clerk to circulate a revised draft for comments.

**Councillor Emails:** Clerk to secure the addresses and communicate regarding onboarding for Cllrs.

**SCC Self-help scheme:** Clerk to organise training and potential purchase of signage

# Waldringfield Parish Council

## SUPPORTING DOCUMENTS DECEMBER

### ITEM 3

3. To **RECEIVE** and **CONSIDER** statements of interest from parties wishing to be co-opted as a new councillor  
Statement of Interest was circulated to Councillors with these documents.

### ITEM 4

4. **b.** To **RECEIVE** reports County and District Councillors  
East Suffolk Ward Councillors' report for November was circulated to Councillors on 28 November 2025, and is available on the website.

**c.** To **RECEIVE** updates on crime data from Suffolk Police – September 2025



#### Newbourne:

- 1 x violence and sexual offences
- 1 x other crime

### ITEM 5

5. To **APPROVE** the Minutes the Parish Council Meeting held on 11 November 2025  
Draft minutes were circulated to Councillors with the Agenda and are available on the website.

### ITEM 6

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

### ACTION POINTS

- BACS payments:** Cllrs Kay and Reid to approve payments - **done**
- Working Group on green policies:** Draft policy to be tabled at next meeting – **See agenda Item 14**
- Public Rights of way:** Cllr Gold to take photo of finger sign at Manor House – **in process**; Clerk to investigate sea wall – **in process**
- Community Self-Help programme:** Clerk to send email to residents regarding volunteering for training – **in process**
- Highways:** Clerk to report theft of repeater signs on SID poles – Mill Rd and Newbourne Rd - **done**

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**Bloor Homes consultation:** Cllr Kay to circulate resident email - **done**; Cllrs Kay and Elliot to circulate draft response and submit by deadline - **done**

**Planning:** Clerk to submit responses by deadline - **done**

**Correspondence:** Clerk to respond to resident reporting an obstruction on a footpath - **Done**.

## ITEM 7

7. **a. To CONSIDER Planning Applications for COMMENTS:**

None at time of publication of these documents

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

None at time of circulation of these documents

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

**Ref. No: DC/25/3469/DRC | Received date: Wed 10 Sep 2025 | Status: Application Permitted | Case Type: Planning Application**

Discharge of Condition No. 3 of DC/24/4511/LBC - Listed Building Consent - Verandah Extension - Detailed Drawings - White Hall Mill Road Waldringfield Woodbridge Suffolk IP12 4PY

**Ref. No: DC/25/2662/DRC | Received date: Mon 07 Jul 2025 | Status: Application Permitted | Case Type: Planning Application**

Discharge of Condition No. 4 of DC/23/4582/FUL - Refurbishment and minor extension to the existing timber, single storey Youth Hall at Waldringfield Baptist Church. The works include adding a 45m<sup>2</sup> floor area extension and replacement of existing wall and roof cladding, windows and doors. The works also plan to include access and internal modifications and adoption of better fire-proofing and insulation materials. The building is used for several meetings organised by the church such as toddler groups, youth club, prayer meetings and community meals - External Lighting - Baptist Chapel Newbourne Road Waldringfield Woodbridge Suffolk IP12 4PT

**d. To RECEIVE Update on Brightwell Lakes Community Forum**

Cllrs Kay and Elliot attended the Brightwell Lakes Community Forum and

**e. To RECEIVE updates on Bloor Homes community meetings**

Cllrs Elliot and Kay attended various meetings on the Bloor Homes proposal and will update Council at the meeting.

**f. To RECEIVE any other planning information**

Nothing to circulate

## ITEM 8

8. **To DISCUSS to government consultation on local government re-organisation.**

Direct link to the consultation – circulated by Cllr Elliot on 25.11.25 - **Deadline 11 January 2026.**

<https://consult.communities.gov.uk/local-government-reorganisation/norfolk-suffolk/consultation/>

Summary:

There are separate sections for each proposal:

**Consultation on the Proposal from Norfolk County Council for one unitary council:**

1. **Norfolk Council:** Breckland, Broadland, Great Yarmouth, King's Lynn and West Norfolk, North Norfolk, Norwich, and South Norfolk

**Consultation on the Proposal from South Norfolk District Council for 2 unitary councils:**

1. **East Norfolk:** Broadland, Great Yarmouth, Norwich, and South Norfolk

# Waldringfield Parish Council

2. **West Norfolk:** Breckland, King's Lynn and West Norfolk and North Norfolk  
**Consultation on the proposal from Breckland District Council, Broadland District Council, Great Yarmouth Borough Council, King's Lynn and West Norfolk Borough Council, North Norfolk District Council, and Norwich City Council for 3 unitary councils:**

1. **West:** Breckland and King's Lynn and West Norfolk (plus 9 parishes from South Norfolk).
2. **Norwich:** Norwich (plus 19 parishes from Broadland and 16 parishes from South Norfolk).
3. **East:** Broadland (less 19 parishes), Great Yarmouth, North Norfolk, and South Norfolk (less 25 parishes).

**Consultation on the Proposal from Suffolk County Council for one unitary council:**

1. **Suffolk Council:** Babergh, East Suffolk, Ipswich, Mid Suffolk, and West Suffolk

**Consultation on the proposal from Babergh District Council, East Suffolk District Council, Ipswich Borough Council, Mid Suffolk District Council, and West Suffolk District Council for 3 unitary councils:**

1. **Western Suffolk:** West Suffolk (plus 21 parishes from Mid Suffolk), and Babergh (less 31 parishes).
2. **Central and Eastern:** Mid Suffolk (less 29 parishes), and East Suffolk (less 25 parishes).
3. **Ipswich and Southern Suffolk:** Ipswich (plus 31 parishes from Babergh, 8 parishes from Mid Suffolk, and 25 parishes from East Suffolk).

## ITEM 9

9. To **RECEIVE** the Playing Field Inspection report  
Report will be circulated separately to these documents prior to the meeting.

## ITEM 10

10. To **RECEIVE** updates from Biodiversity Coordinator  
Nothing to circulate

## ITEM 11

11. To **DISCUSS** Asset inspection report – Q4  
Cllr Ramsay's report and 2 photos attached with these documents

## ITEM 12

12. To **DISCUSS** Village Hall Focus and PC Newsletter  
Nothing to circulate. Cllr Gold will lead discussion on this agenda item.

## ITEM 13

13. **CLERK AND RFO REPORT**

**a.** To **CONSIDER** and **APPROVE** if agreed, Community Grant Applications

Waldringfield Wildlife Group has applied for a £100.00 grant for the purchase of bulbs to plant in verges to improve the amenity of the village.

Their application was circulated to Councillors with these documents.

**b.** To **DISCUSS** and **CONSIDER** second draft of budget 2026-27

The Clerk taken direction from Council and provides the following draft budget for consideration.

The number of Band D equivalent properties (the tax base) has increased to **294.09**, upon which the figures are based.

Notes associated with the budget document have been circulated to Councillors separately, along with Reserves.

The proposed key data and proposed budget is below:

# Waldringfield Parish Council

Increase data								
2026-27								
	2025-26	2026-27						
Percentage increase in Precept	£19,683.45	£20,766.04	5.50%					
Increase to Band D	£68.87	£70.61	2.53%					
Bands	A	B	C	D	E	F	G	H
	£47.07	£54.92	£62.77	£70.61	£86.30	£101.99	£117.69	£141.22

# Waldringfield Parish Council

WALDRINGFIELD PARISH COUNCIL					
DRAFT 2 - BUDGET FY 2026-27					
	Notes	Budget YE 2026		Budget YE 2027	Budget YE 2028 (projection)
<b>EXPENDITURE</b>					
<b>Annual General</b>					
<b>1. Administration</b>					
Clerk Salary inc on-costs	A	£8,795.00		£9,500.00	£10,260.00
Clerks expenses including office	B	£78.75		£150.00	£157.50
Post and telephone	C	£26.25		£50.00	£52.50
Newsletter printing	D	£950.00		£950.00	£997.50
Village Hall Hire (Meetings)	E	£370.00		£370.00	£388.50
Insurance	F	£472.50		£682.81	£716.95
Professional memberships	G	£620.00		£700.00	£735.00
Audit costs	H	£440.00		£475.00	£498.75
Chairman's expenses	I	£50.00		£50.00	£52.50
Training	J	£300.00		£360.00	£378.00
Accounting / Website etc	K	£750.00		£1,400.00	£1,470.00
Warm Welcome*	L	£500.00		£680.00	£714.00
		<b>£13,352.50</b>		<b>£15,367.81</b>	<b>£16,421.20</b>
<b>2. Playing Fields</b>					
Grass cutting (field)	P	£1,000.00		£1,000.00	£1,050.00
Repairs and maintenance	Q	£2,500.00		£2,500.00	£2,625.00
Additional Reserves		£1,000.00		£0.00	£0.00
Footpath maintenance	R	£393.75		£425.00	£446.25
		<b>£4,893.75</b>		<b>£3,925.00</b>	<b>£4,121.25</b>
<b>3. Grants Fund</b>					
General Grants	S	£250.00		£500.00	£550.00
Community Grants	S	£1,875.00		£1,875.00	£1,875.00
		<b>£2,125.00</b>		<b>£2,375.00</b>	<b>£2,425.00</b>
<b>Total Expenditure</b>		<b>£20,371.25</b>		<b>£21,667.81</b>	<b>£22,967.45</b>
<b>INCOME</b>					
Precept		<b>£19,683.45</b>		<b>£20,766.04</b>	<b>£21,804.34</b>
PROW SCC Grant	T	£328.80		£328.80	£328.80
Other Grants (Warm Welcome)	U	£0.00		£150.00	£500.00
CIL Funds	W	£1,067.30		£0.00	£0.00
Advertising	X	£159.00		£200.00	£50.00
Interest	Y	£200.00		£200.00	£200.00
<b>Total Income</b>		<b>£21,438.55</b>		<b>£21,644.84</b>	<b>£22,883.14</b>
<b>Projected budget surplus/deficit</b>	Z			<b>-£22.97</b>	<b>-£84.31</b>
<b>RESERVES</b>					
Cash Balance at YE	(projected)		(projected)	£27,469.17	NA
Less projected deficit/plus surplus	(projected)			-£22.97	
Less unspent grants (specified)				£670.00	
Less earmarked reserves			<b>Res</b>	£17,170.00	
<b>Reserves (General) for FYE 26/27</b>		<b>£10,276.20</b>			
<b>As % of Precept</b>		<b>37.41%</b>			
<b>EFFECT ON BAND D EQUIVALENT</b>	Band D equiv 2025/26	£19,683.45	Band D equiv 2026/27	<b>£20,766.04</b>	<b>£21,804.34</b>
£ per Band Equivalent household	285.8	£68.87	<b>294.09</b>	£70.61	£74.14
Increase (percentage)			<b>% incr</b>	<b>2.53%</b>	<b>5.00%</b>
Increase (in pounds)			<b>££ Incr</b>	£1.74	£3.53

# Waldringfield Parish Council

**c. To CONSIDER Councillor email accounts**

The Clerk has sought a definitive view on the issue of Council emails from SALC. The following is their response:

**Under the new Assertion 10, it is required that the clerk has a .gov.uk (or .org.uk) email address.**

**Although it would be good practice for this to be extended to the rest of the council, it is not mandatory.**

**Although free email services are permitted, they cannot be personal - see examples below:**

***cllsmith@gmail.com - is okay***

***bobsmith1968@gmail.com - is not okay - GDPR risk/loss of email data/comms***

It is the Clerk’s view that the Council therefore has 2 options:

1. For councillors to set up new “free” emails on a free service (for example gmail), with a naming convention that reflect their positions as councillors to the WPC.
2. Secure the gov.uk email accounts associated with the website as previously advised (the budget reflects costs being incurred in this and next financial year should this be chosen).

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

PAYMENTS LIST

Waldringfield Parish Council									
PAYMENTS LIST									
Vouch	Code	Date	Bank	Description	Supplier		Net	VAT	Total
75	Footpath Maintenance	02/12/2025	Unity Trust Bank	Footpath cutting	Impact Landscaping	S	380.10	76.02	456.12
76	Accounting, Website & Co	02/12/2025	Unity Trust Bank	Google Storage	Google Commerce	S	1.33	0.26	1.59
77	Clerk/Office Expenses	02/12/2025	Unity Trust Bank	Printing costs	Waldringfield Prim	Z	3.60		3.60
78	Newsletter re 1972 LGA s	02/12/2025	Unity Trust Bank	Newsletter	Spingold Design & I	Z	180.00		180.00
79	Salaries	02/12/2025	Unity Trust Bank	Salary	Jennifer Shone-Trit	X	731.40		731.40
80	PAYE/NI	02/12/2025	Unity Trust Bank	PAYE & NI	HMRC	X	47.16		47.16
81	Accounting, Website & Co	02/12/2025	Unity Trust Bank	Banking service charge	Unity Trust Bank	X	6.00		6.00
<b>Total</b>							<b>1,349.59</b>	<b>76.28</b>	<b>1,425.87</b>

RECEIPTS LIST

Waldringfield Parish Council									
RECEIPTS LIST									
Vouch	Code	Date	B	Description	Supplier		Net	VAT	Total
18	Grants and Donations	11/11/2025	Unity Trust Bank	Warm Welcome Grant	East Suffolk Council	X	670.00		670.00
19	Advertising income	02/12/2025	Unity Trust Bank	Advertising Income	Low Farm Cottages	X	18.00		18.00
<b>Total</b>							<b>688.00</b>		<b>688.00</b>

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



# 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
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28	Precept	19,683.45	19,683.45					0% (0%)
31	SCC Footpaths Grant	328.80	328.80					0% (0%)
36	Bank Interest	200.00		-200.00				-200.00 (-100%)
37	Grants and Donations		670.00	670.00				670.00 (N/A)
38	Advertising income	159.00	267.60	108.60				108.60 (68%)
44	CIL Funds	533.65	1,067.30	533.65				533.65 (100%)
49	VAT Refund							(N/A)
<b>SUB TOTAL</b>		<b>20,904.90</b>	<b>22,017.15</b>	<b>1,112.25</b>				<b>1,112.25 (5%)</b>

### B - Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Salaries				8,795.00	6,624.00	2,171.00	2,171.00 (24%)
2	PAYE/NI				492.00	383.49	108.51	108.51 (22%)
3	Clerk/Office Expenses				78.75	91.68	-12.93	-12.93 (-16%)
4	Post and telephone				26.25	0.87	25.38	25.38 (96%)
5	Newsletter re 1972 LGA s1				950.00	540.00	410.00	410.00 (43%)
6	Village Hall hire				370.00	270.00	100.00	100.00 (27%)
7	Insurance				472.50	620.74	-148.24	-148.24 (-31%)
8	Professional Memberships				620.00	448.36	171.64	171.64 (27%)
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	251.00	49.00	49.00 (16%)
40	Accounting, Website & Co				750.00	585.56	164.44	164.44 (21%)
48	Warm Welcome	670.00		-670.00	670.00	501.38	168.62	-501.38 (-37%)
50	Professional Services					36.00	-36.00	-36.00 (N/A)
<b>SUB TOTAL</b>		<b>670.00</b>		<b>-670.00</b>	<b>14,014.50</b>	<b>10,523.08</b>	<b>3,491.42</b>	<b>2,821.42 (19%)</b>

### C - Playing Field/Recre

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Grass cutting (field)				1,000.00	720.00	280.00	280.00 (28%)
16	Repairs/Maintenance				2,500.00	224.90	2,275.10	2,275.10 (91%)
17	Footpath Maintenance				393.75	380.10	13.65	13.65 (3%)
51	Fort Project Budget	12,279.00	12,279.00		18,780.00	18,780.00		(0%)
<b>SUB TOTAL</b>		<b>12,279.00</b>	<b>12,279.00</b>		<b>22,673.75</b>	<b>20,105.00</b>	<b>2,568.75</b>	<b>2,568.75 (7%)</b>

### D - Grants - s137/72 & :

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Community Grants Fund				2,125.00	1,725.00	400.00	400.00 (18%)
<b>SUB TOTAL</b>					<b>2,125.00</b>	<b>1,725.00</b>	<b>400.00</b>	<b>400.00 (18%)</b>

### Summary

<b>NET TOTAL</b>	<b>33,853.90</b>	<b>34,296.15</b>	<b>442.25</b>	<b>38,813.25</b>	<b>32,353.08</b>	<b>6,460.17</b>	<b>6,902.42 (9%)</b>
V.A.T.		1,519.98			4,172.67		
<b>GROSS TOTAL</b>		<b>35,816.13</b>			<b>36,525.75</b>		

# Waldringfield Parish Council

Waldringfield Parish Council		CASH FLOW STATEMENT				
		31.10.25			30.11.25	31.12.25
OPERATING ACCOUNT	NOVEMBER			DECEMBER	JANUARY	
Unity Trust	EXPECTED	ACTUAL	EXPECTED	ACTUAL	EXPECTED	ACTUAL
<b>CASH ON HAND (beginning of month)</b>	£37,770.90	£37,770.90	£20,094.35	£2,094.35	£18,686.48	
<b>CASH RECEIPTS</b>						
<b>Grants</b>						
ESC Grants	£670.00	£670.00	£0.00	£0.00	£0.00	£0.00
SCC Locality Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Other</b>						
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	£0.00	£0.00	£18.00	£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	£2,955.44	£0.00
Mound grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>TOTAL CASH RECEIPTS</b>	<b>£670.00</b>	<b>£670.00</b>	<b>£18.00</b>	<b>£0.00</b>	<b>£2,955.44</b>	<b>£0.00</b>
<b>CASH POSITION (before cash out)</b>	<b>£38,440.90</b>	<b>£38,440.90</b>	<b>£20,112.35</b>	<b>£2,094.35</b>	<b>£21,641.92</b>	<b>£0.00</b>
<b>CASH PAID OUT</b>						
<b>Administration</b>						
Salaries	£778.56	£778.56	£778.56	£0.00	£778.56	£0.00
Newsletter	£0.00	£0.00	£180.00	£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	£0.00	£0.00	£0.00	£0.00
Post/Telephone	£0.00	£0.00	£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	£3.60	£0.00	£0.00	£0.00
Website/Accounting	£62.33	£62.33	£7.33	£0.00	£57.32	£0.00
<b>Playing Fields and maintenance</b>						
Grass Cutting	£240.00	£240.00	£0.00	£0.00	£0.00	£0.00
Repairs and maint'ce	£100.00	£100.00	£0.00	£0.00	£0.00	£0.00
Footpath cutting	£0.00	£0.00	£380.10	£0.00	£0.00	£0.00
<b>Grants</b>						
Church Field Trust	£0.00	£0.00	£0.00	£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	£100.00	£0.00
<b>Projects expenses</b>						
Fort Project	£14,085.00	£14,085.00	£0.00	£0.00	£0.00	£0.00
Warm Welcome	£184.40	£184.40	£0.00	£0.00	£0.00	£0.00
VAT	£2,896.26	£2,896.26	£76.28	£0.00	£0.00	£0.00
<b>SUBTOTAL</b>	<b>£18,346.55</b>	<b>£18,346.55</b>	<b>£1,425.87</b>	<b>£0.00</b>	<b>£935.88</b>	<b>£0.00</b>
<b>TOTAL CASH PAID OUT</b>	<b>£18,346.55</b>	<b>£18,346.55</b>	<b>£1,425.87</b>	<b>£0.00</b>	<b>£935.88</b>	<b>£0.00</b>
<b>CASH POSITION (end of month)</b>	<b>£20,094.35</b>	<b>£20,094.35</b>	<b>£18,686.48</b>	<b>£2,094.35</b>	<b>£20,706.04</b>	<b>£0.00</b>
<b>SUMMARY of ALL CASH</b>						
Unity	£20,094.35	£20,094.35	£18,686.48	£2,094.35	£20,706.04	£0.00
IBS	£8,585.91	£8,585.91	£8,585.91	£8,585.91	£8,585.91	£8,585.91
<b>Total cash position</b>	<b>£28,680.26</b>	<b>£28,680.26</b>	<b>£27,272.39</b>	<b>£10,680.26</b>	<b>£29,291.95</b>	<b>£8,585.91</b>

# Waldringfield Parish Council

## ITEM 14

14. To RECEIVE updates on the Warm Welcome provision  
Nothing to circulate

## ITEM 15

15. To CONSIDER and APPROVE council policies  
**DRAFT WPC Environment and Biodiversity Policy** is circulated with these documents.

## ITEM 16

16. To RECEIVE updates/reports on public rights of way, verges and road safety matters  
Suffolk Highways “self-help” guide is attached to these documents. This is the scheme we are investigating for the Low Farm corner works.

## ITEM 17

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

### General Correspondence circulated to Councillors

Ell, Arlene PC - Suffolk Constabulary - Community Police Officer for your area  
Suffolk Association of Local Councils NEWS BULLETIN - 10th November 2025  
Society of Local Council Clerks: SLCC Weekly News Digest - 10/11/2025  
National Association of Local Councils Events newsletter - 11/11/25  
Suffolk Association of Local Councils SALC training bulletin 11th November 2025  
Rural Services Network Your Free RSN Weekly Newsletter - 12 November 2025  
Clerk - Email from resident (forwarding Ward Councillor email) - Bloor Homes 14.11.25  
Last, Oka - Open for Applications - National Landscape Community Grants 2026-27 17.11.25  
Suffolk Association of Local Councils NEWS BULLETIN - 17th November 2025  
Society of Local Council Clerks - SLCC Weekly News Digest - 17/11/2025  
National Association of Local Councils Events newsletter 17.11.25  
Sizewell C Community - News from the Sizewell C Community Fund team - November 2025  
Wegg, Kevin - Funding Opportunities 13/11/25  
Suffolk Association of Local Councils - SALC training bulletin 18th November 2025  
Rural Services Network Your Free RSN Weekly Newsletter - 19 November 2025  
National Association of Local Councils Chief executive's bulletin - 13 November 2025  
Shaw, Steve - Parliamentary motion supporting local community energy 18.11.25  
Suffolk County Council - Government consultation on LGR in Suffolk 19.11.25  
National Association of Local Councils Chief executive's bulletin - 20 November 2025  
Greenprint Forum - Events update for Greenprint Forum members 21.11.25  
Suffolk Association of Local Councils Local Government Re-organisation and devolution 24.11.25  
Society of Local Council Clerks SLCC Weekly News Digest - 24/11/2025  
Suffolk Association of Local Councils NEWS BULLETIN - 24th November 2025  
Crime and Community - Annual Survey - Crime and Community [#563155274] 24.11.25  
East Suffolk Council - News from East Suffolk: Council launches annual photo competition for 2025 25.11.25  
Suffolk Association of Local Councils NSIPs Bulletin - 25 NOVEMBER 2025  
Suffolk Association of Local Councils SALC training bulletin 25th November 2025  
Rural Services Network Your Free RSN Weekly Newsletter - 26 November 2025  
Ridell-Carpenter, Jenny MP - November update 27.11.25  
Suffolk and Essex National Landscapes - News from the National Landscapes 27.11.25  
Wegg, Kevin - Funding Opportunities 27/11/25  
National Association of Local Councils Chief executive's bulletin - 27 November 2025  
Sizewell C - Friday Street Traffic Management Update 27.11.25  
Community Action Suffolk - CAS November Newsletter 28.11.25  
Suffolk Association of Local Councils News Bulletin - 28 November 2025

# Waldringfield Parish Council

**Suffolk and Essex National Landscapes** Free National Landscapes Forum event 28.11.25

**Suffolk Association of Local Councils** NEWS BULLETIN - 1st December 2025

**Society of Local Council Clerks** SLCC Weekly News Digest - 01/12/2025

**National Association of Local Councils** Events newsletter 02.12.25

**Suffolk Association of Local Councils** SALC training bulletin 2nd December 2025

**Rural Services Network** Your Free RSN Weekly Newsletter - 3 December 2025

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