



## **Minutes of the Parish Council Meeting held on Tuesday 11 November 2025**

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

ESC Ward Cllrs Nimmney and Reeves, SCC Cllr Mulcahy

**Members of the public:** 0

**Minutes:** Clerk

**Meeting opened:** 7:30 pm

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

No absences

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

None

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

None received

**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.**

No members of the public present.

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

Cllr Mulcahy – discussed SCC is working on budgets and new local authority work. Digital PROW maps now available. She also discussed her work with Martlesham on the Bloor homes proposal. Resident meetings have been organised – 3.30-5.30 Tues (18<sup>th</sup>) (Bloor Homes and ESC Planning will be in attendance) and 6.30-8.30 Wednesday (19<sup>th</sup>). Richards Room, Martlesham Community Centre.

Cllrs Nimmney and Reeves – discussed various aspects of their report. Budgets, licencing, local government reorganisation and health boards were discussed.

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

Cllrs noted.

Cllrs discussed the appointment of the new community police constable. Cllrs opined invitations to coffee mornings, PC meeting and APM would be useful.

**5. To APPROVE the minutes of the Parish Council meeting held on 14 October 2025**

Cllr Elliot noted the dates were incorrect for the thermal camera project. Clerk to amend.

Motion to **APPROVE** Meeting Minutes of 14 October 2025 with amendment – Proposed Cllr Kay; Seconded Cllr Elliot – all in favour of those who were in attendance.

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

### **ACTION POINTS**

**Stormy weather:** Cllr Kay to post information provided by Cllr Reeves on Waldringfielders **done**

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

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**Working Group on green policies:** Group to produce a report before the November meeting – see Item 10

**Playing Field:** Clerk to contact Playquip to follow up on re-painting and identify additional area of concern (in liaison with Cllr Forsdike). Done

**Annual ROSPA Playing Field Inspection report:** Clerk to investigate alternative providers of the ROSPA report, and sort out payments issue (in liaison with Cllr Forsdike) – see Item 9.a.i

**Verge cutting at Ipswich Road corner:** Cllr Forsdike to approach the occupants of Mouse Lodge to ask if they would cut back the hedge by their property – Cllr Forsdike updated this was discussed, with the resident who advised he believed his property line ended at his fence and that he would be agreeable to have the hedge cut back/removed.

**Thermal Imaging cameras:** Cllrs Eliot and Forsdike to publicise thermal imaging cameras - done

**Defibrillator:** Cllr Kay to ask Tony Lyon if the defibrillator at the village hall has been checked being undertaken weekly on our current system – new system to be updated by the Clerk.

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

Planning working group addressed the Brightwell lakes applications in the first instance

**a.ii) DC/25/3774/ARM** - Approval of Reserved Matters for Parcel W2; compliance with conditions 8,10,24,30a,67 and partial discharge of conditions 13,14,16,25,26,27,28,32,42,49,50,62 of DC/24/2810/VOC (as varied from DC/23/3984/VOC as varied from DC/20/1234/VOC) (original planning permission DC/17/1435/OUT - Outline planning permission for up to 2000 dwellings, an employment area of 0.6ha (use class B1) primary local centre comprising use class A1, A2, A3, A4, A5, B1, C3, 02) secondary centre (comprising possible use class A1, A3 and A4), a school, green infrastructure (including Suitable Accessible Natural Green space (SANGs) outdoor play areas, sports ground and allotments/community orchards), public footpaths and cycleways, vehicle accesses and associated infrastructure - Land East Of, Adastral Park, Martlesham Heath, Martlesham, Suffolk – **Planning Officer D Miller; Deadline 14 Nov 2025**

Cllr Elliot presented the working group's report to councillors. The history and background of the parcel was presented along with plans on screen. Noted most significantly by the working group was the reduction in this location of affordable housing allocation compared with the delivery table which stated that 53 affordable homes would be delivered, rather than the 45 now proposed. Where the variation of condition stated 53 would be provided, this is now stated at 45. Following discussion, councillors agreed that the issue of affordable housing is significant and that the agreed numbers are being pushed back to later stages of the development.

Motion to **STRONGLY OBJECT** to the application – Proposed Cllr Kay, Seconded Cllr Quick – all in favour

**a.iv) DC/25/1844/ARM** - Approval of Reserved Matters - DC/23/3984/VOC - Outline planning application for up to 2000 dwellings, an employment area of c0.6ha (use Class B1), primary local centre (comprising use Classes A1, A2, A3, A4, A5, B1, C3, D1 and D2), secondary centre (comprising possible use Classes A1, A3 and A4), a school, green infrastructure (including Suitable Accessible Natural Greenspace (SANGs), outdoor play areas, sports ground and allotments/community orchards), public footpaths and cycleways, vehicle accesses and associated infrastructure - The SANGS link (Phase 1B infrastructure) - Land South And East Of , Adastral Park, Martlesham Heath, Martlesham, Suffolk – **Planning Officer D. Miller; Deadline 26 November 2025**

Cllr Elliot reviewed the history of the application and previously submitted response. After discussion, cllrs agreed that the comments made in the first response (not showing on the ESC portal) were still valid as they remain unamended These comments related to plantings, and there were additional comments on the revisions to submit. Cllrs agreed that should the concerns be addressed, the Council would not object.

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Motion to submit response restating our comments, noting the Council would not object should concerns be addressed – Proposed Cllr Elliot, Seconded Cllr Reid – all in favour

**a.iii) DC/25/1111/FUL** - Retrospective - Retention of residential use of former golf shop and associated works - Golf Shop, Waldringfield Golf Club, Newbourne Road, Waldringfield, Suffolk – **Planning Officer – M Gavin; Deadline 12 November 2025**

Cllr Elliot reviewed the enforcement action in process, reviewed the Council's previous response, and the working group's report on the new documents to consider. Cllrs reviewed the new location plan, and new block plan, and discussed the application at length. Concerns regarding layout, blue and red boundaries, proposed plantings, light pollution and compliance with SCLP5.5: Conversions of Buildings in the Countryside for Housing remain unaddressed. Cllrs did not find any new information to alter their previous response and continue to have concerns about the application.

Motion to **STRONGLY OBJECT** to the application – proposed Cllr Reid; seconded Cllr Elliot – all in favour

**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; Deadline 12 Nov 25**

Cllr Elliot reviewed the Council's previous response, and the working group's report on the new documents. Cllrs reviewed the new documents and Cllrs have visited the location with the applicant. Cllrs discussed the new documents at length and agreed the new documents satisfy most concerns raised previously.

Motion to respond that subject to the highlighted issues being conditioned, WPC **sees no reason to object** the application – Proposed Cllr Gold; Seconded Cllr Elliot – all in favour

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

Cllr Kay advised that a Scoping Consultation for the Bloor Homes development has been released and 19<sup>th</sup> November is the deadline. Cllr Kay proposed to council that WPC may wish to respond to this consultation.

Cllrs discussed the documents at length, and agreed the Council should respond. It was agreed that a draft will be circulated to councillors for submission by the 19<sup>th</sup>. Cllrs Kay and Elliot will draft this response.

Cllrs also opined that residents should be advised. Cllr Kay will draft the email and Clerk to confirm details of resident meetings next week in Martlesham.

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

No decisions to note.

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

Cllr Kay advised Brightwell Lakes Forum will be held later in the month and he and Cllr Elliot will attend and report back to council in December.

**7. a. To APPROVE the Annual ROSPA Playing Field Inspection report payment**

After discussion, Cllrs agreed to make the payment while pursuing a new supplier.

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Motion to **APPROVE** the payment of £120.00 – Proposed Cllr Kay; Seconded Cllr Forsdike – 6 in favour and 1 abstained.

**b. To RECEIVE playing field inspection report**

Cllr Forsdike reviewed his report, noting there are no immediate issues to be remedied – further noting that it is in very good shape, which is a strong improvement from this time last year. He further noted the new equipment is being widely enjoyed by many young people.

**8. a. To RECEIVE updates from Biodiversity Coordinator**

Cllr Quick reviewed her report for councillors, noting updates from the wildlife group, the saltmarsh monitoring group, the gardener's group, The West Deben Green Cluster and Greener Waldringfield.

**9. To RECEIVE UPDATES from the Green Policies Working Group**

The working group has met and submitted a draft of the WPC Environmental and Biodiversity Policy. The working group indicates that this is an encompassing policy and replaced existing policies into one policy. Clerk requested that the policies being replaced by this policy be identified in the document. Cllrs agreed to review the draft and provide any comments for consideration at the next meeting.

**10. CLERK AND RFO REPORT**

**a. To RECEIVE UPDATE and DISCUSS Assertion 10**

The clerk discussed her report and the actions required.

**a.i) To CONSIDER approval of councillor email addresses**

After much discussion, the councillors agreed to defer this decision to the next meeting.

**b. To RECEIVE UPDATE on Windows 10 support**

Clerk updated council on the status of the Clerks laptop. No further action required at this time.

**c. To DISCUSS and CONSIDER first draft of budget 2026-27**

Clerk presented the draft budget. Cllrs agreed an increase to precept should reflect the increase in inflation and potential future increases to expenses that may not be evident at the moment. Cllrs also requested the Clerk re-visit the Section 137 grant pool with a view to increase.

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

Cllr Forsdike discussed the APL payment, and the pending confirmation of extended warranties. Cllrs agreed to make the payment on receipt of these.

Motion to **APPROVE** list of payments (condition on payment 74) and receipts – Proposed Cllr Kay; Seconded Cllr Elliot – all in favour

BACS payments to be authorised by Cllr Kay and Cllr Reid

**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.

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

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Cllr Elliot updated that the programme is running well and had seen strong attendance from the opening week.

**12. To RECEIVE updates on the Thermal Camera project**

Cllr Elliot updated that 14 residents have signed up to the project. Cllrs Elliot and Forsdike have completed training and are collecting the cameras tomorrow.

**13. To RECEIVE update on the Litter Collection**

7 volunteers collected 13 bagfuls of litter together with some larger items, mainly car parts. Two cases of fly tipping reported to ESC. Cllrs thanked those who participated in inclement weather.

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

Clerk advised Prow officer noted that the SCC finger sign post at Manor House had been replaced. Cllr Gold to attend and take a photo of the sign.

Cllr Reid noted the theft of repeater signs (30MPH) from the SID posts on Mill Road and Newbourne Road. Clerk to again report to Highways.

Resident email regarding renaming of a corner in the village – Cllrs agreed to defer to next meeting.

**a. To RECEIVE updates on the Community Self-Help programme**

Cllrs agreed there would be interest in the programme to support the management of the Low Farm corner verge. Cllr agreed Clerk to send email on Waldringfielders requesting interested volunteers.

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

Cllr Gold reported an email from a resident who had reported an obstruction a footpath. Cllr Gold proposed the council could assist in resolving the issue – to which the council agreed. Clerk will respond to the resident.

**a. Letter from Nature Reserve Trust regarding ongoing gorse maintenance on the flood defence wall**

Cllrs briefly discussed the situation and Cllrs agreed to deferred this to the next meeting for consideration, and for the Clerk to investigate the requests further.

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

IT Policy and Website Accessibility Statement  
WPC Environment and Biodiversity Policy  
Revised Draft of budget 2026-27  
Councillor gov.uk email addresses

**Meeting closed at 22.13pm**

## ACTION POINTS

**BACS payments:** Cllrs Kay and Reid to approve payments.

**Working Group on green policies:** Draft policy to be tabled at next meeting

**Public Rights of way:** Cllr Gold to take photo of finger sign at Manor House; Clerk to investigate sea wall; Clerk to report theft of repeater signs.

**Community Self-Help programme:** Clerk to send email to residents regarding volunteering for training

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

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

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

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

# Waldringfield Parish Council

## SUPPORTING DOCUMENTS NOVEMBER

### ITEM 3

3. **b. To RECEIVE reports County and District Councillors**  
East Suffolk Ward Councillors' report for October was not received by the time of these documents being published. The Clerk will circulate as soon as its received.
- c. To RECEIVE updates on crime data from Suffolk Police – August 2025**



#### Waldringfield:

1 x violence and sexual offences

### ITEM 4

4. **To APPROVE the Minutes the Parish Council Meeting held on 14 October 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

**Stormy weather:** Cllr Kay to post information provided by Cllr Reeves on Waldringfielders **done**

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

**Working Group on green policies:** Group to produce a report before the November meeting – **see Item 10**

**Playing Field:** Clerk to contact Playquip to follow up on re-painting and identify additional area of concern (in liaison with Cllr Forsdike). **Done**

**Annual ROSPA Playing Field Inspection report:** Clerk to investigate alternative providers of the ROSPA report, and sort out payments issue (in liaison with Cllr Forsdike) – **see Item 9.a.i**

**Verge cutting at Ipswich Road corner:** Cllr Forsdike to approach the occupants of Mouse Lodge to ask if they would cut back the hedge by their property - **tbc**

**Thermal Imaging cameras:** Cllrs Eliot and Forsdike to publicise thermal imaging cameras - **done**

**Defibrillator:** Cllr Kay to ask Tony Lyon if the defibrillator at the village hall has been checked **being undertaken weekly on our current system – new system to be updated by the Clerk.**



# Waldringfield Parish Council

## ITEM 6

### 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; deadline 12 Nov 25**

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**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  
None at time of circulation of these documents

**d. To RECEIVE** any other planning information  
Nothing to circulate

## ITEM 7

7. **a. To RECEIVE** the Annual ROSPA Playing Field Inspection report  
Nothing to circulate

**b. To RECEIVE** playing field inspection report  
Inspection report will be circulated separately to these documents.

## ITEM 8

8. **a. To RECEIVE** updates from Biodiversity Coordinator  
Nothing to circulate

# Waldringfield Parish Council

## ITEM 9

9. **b. To RECEIVE UPDATES** from the Green Policies Working Group  
Nothing to circulate at the time of circulation of these documents

## ITEM 10

### 11. CLERK AND RFO REPORT

**a. To RECEIVE UPDATE** on Assertion 10

The Clerk's report is attached with these documents.

**a.i) To CONSIDER** approval of councillor email addresses

See report from Item 11.a

**b. To RECEIVE UPDATE** on Windows 10 support

Clerk became aware of the end of Windows 10 support. The Clerk's laptop operates on Windows 10. While investigating an upgrade to Windows 11, it became apparent that the laptop's configuration does not support the upgrade. The Clerk has applied for the extended support for one year (free) and is eligible for support for an additional 2 years following. This may come at a cost.

**c. To DISCUSS and CONSIDER** first draft of budget 2026-27

The Clerk has undertaken a rough draft of the budget – below, with accompanying information.

Our Band D equivalent properties (the tax base) has increased to **294.09**. Thus, when a 3% increase is applied to the precept, the net increase on Band D equivalent is 0.1%.

I remind councillors, that there remains 5 months of payments to be made, and the National budget has not yet been released – and therefore there may be implications for this budget that are as yet unknown.

This is a first draft for councillors to consider if this is a reasonable increase and basis on which to proceed. Full notes will be made available in December draft; proposed reserves (again – estimates) are noted below along with this first draft.

Increase data								
2026-27								
	2025-26	2026-27						
Percentage increase in Precept	£19,683.45	£20,273.95	3.00%					
Increase to Band D	£68.87	£68.94	0.10%					
Bands	A	B	C	D	E	F	G	H
	£45.96	£53.62	£61.28	£68.94	£84.26	£99.58	£114.90	£137.88



# Waldringfield Parish Council

Reserves 2026-27	
<b>PROPOSED RESERVES 2026-27</b>	
predicted balance 31/03/2026	£27,266.15
Less Defecit/plus surplus	£60.52
	£27,326.67
<b>LESS EARMARKED (UNCOMMITTED)</b>	
Contingency	£6,500.00
Asset Repairs/maintenance/refurbishment	£6,500.00
<b>RINGFENCED</b>	
Warm Rooms Grant	£670.00
Clerk Laptop	£1,000.00
Tile replacement (swings)	£2,500.00
<b>Total of EARMARKED and RINGFENCED</b>	<b>£17,170.00</b>
<b>General Reserve</b>	<b>£10,156.67</b>
IBS	£8,779.09
Unity (operating account)	£18,547.58

# Waldringfield Parish Council

WALDRINGFIELD PARISH COUNCIL					
DRAFT 1 - BUDGET FY 2026-27					
	Notes	Budget YE 2026	Notes	Budget YE 2027	Budget YE 2028
EXPENDITURE				Option 2	5% assumed increase
Annual General				3% increase	
<b>1. Administration</b>					
Clerk Salary inc on-costs	A	£8,795.00		£9,434.75	£10,189.53
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		£1,350.00	£1,417.50
Warm Rooms*	L	£500.00		£680.00	£714.00
		<b>£13,352.50</b>		<b>£15,252.56</b>	<b>£16,298.23</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		£250.00	£250.00
Community Grants	S	£1,875.00		£1,875.00	£1,875.00
		<b>£2,125.00</b>		<b>£2,125.00</b>	<b>£2,125.00</b>
<b>Total Expenditure</b>		<b>£20,371.25</b>		<b>£21,302.56</b>	<b>£22,544.48</b>
<b>INCOME</b>					
Precept		<b>£19,683.45</b>		<b>£20,273.95</b>	<b>£21,287.65</b>
PROW SCC Grant	T	£328.80		£328.80	£328.80
Other Grants (Warm Welcome)	U	£0.00		£500.00	£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>£21,502.75</b>	<b>£22,366.45</b>
<b>Projected budget surplus/defecit</b>	Z			<b>£200.19</b>	<b>-£178.03</b>
<b>RESERVES</b>					
Cash Balance at YE	(projected)		(projected)	£27,266.15	NA
Less projected deficit/plus surplus	(projected)			£200.19	
Less unspent grants (specified)				£670.00	
Less earmarked reserves			Res	£17,170.00	
<b>Reserves (General) for FYE 26/27</b>		<b>£10,156.67</b>			
<b>As % of Precept</b>		<b>37.25%</b>			
<b>EFFECT ON BAND D EQUIVALENT</b>	Band D equiv 2025/26	£19,683.45	Band D equiv 2026/27	<b>£20,273.95</b>	<b>£21,287.65</b>
£ per Band Equivalent household	285.8	£68.87	<b>294.09</b>	£68.94	£72.38
Increase (percentage)			% incr	<b>0.10%</b>	<b>5.00%</b>
Increase (in pounds)			££ Incr	£0.07	£3.45

# Waldringfield Parish Council

- 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
65	Warm Welcome	04/11/2025	Unity Trust Bank	Warm Room/Pantry suppl	Waldringfield Villa	X	180.00		180.00
66	Warm Welcome	04/11/2025	Unity Trust Bank	Printing costs	Waldringfield Prim	X	4.40		4.40
67	Accounting, Website & Computi	04/11/2025	Unity Trust Bank	Website annual fee	Community Action	S	55.00	11.00	66.00
69	Grass cutting (field)	04/11/2025	Unity Trust Bank	Grass-cutting -field	SCL Landscape Ma	S	120.00	24.00	144.00
68	Accounting, Website & Computi	04/11/2025	Unity Trust Bank	Google Storage	Google Commerce	S	1.33	0.26	1.59
72	Grass cutting (field)	06/11/2025	Unity Trust Bank	Grass-cutting -field	SCL Landscape Ma	S	120.00	24.00	144.00
74	Fort Project Budget	10/11/2025	Unity Trust Bank	Playing Field Project	Action Play and Lei	S	14,085.00	2,817.00	16,902.00
70	Salaries	28/11/2025	Unity Trust Bank	Salary	Jennifer Shone-Trit	X	731.40		731.40
71	PAYE/NI	28/11/2025	Unity Trust Bank	PAYE & NI	HMRC	X	47.16		47.16
73	Accounting, Website & Computi	30/11/2025	Unity Trust Bank	Banking service charge	Unity Trust Bank	X	6.00		6.00
Total							15,350.29	2,876.26	18,226.55

60	Repairs/Maintenance	01/10/2025	Unity Trust Bank	ROSPA Playing Field ins	Playsafety Ltd	S	100.00	20.00	120.00
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## RECEIPTS LIST

Waldringfield Parish Council									
RECEIPTS LIST									
Vouch	Code	Date	Bank	Description	Supplier		Net	VAT	Total
17	Footpath Maintenance	24/10/2025	Unity Trust Bank	PROW Footpath Cutting	Suffolk C C	X	328.80		328.80
Total							328.80		328.80

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

# Waldringfield Parish Council

## Waldringfield Parish Council

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

<b>A</b>	<b>Bank Reconciliation at 31/10/2025</b>		
	Cash in Hand 01/04/2025		27,982.01
	<b>ADD</b> Receipts 01/04/2025 - 31/10/2025		35,128.13
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/10/2025		63,110.14
	<b>Cash in Hand 31/10/2025</b> (per Cash Book)		16,873.33
<b>B</b>			<b>46,236.81</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/10/2025	0.00	
	Suffolk Building Society 31/10/2025	8,585.91	
	Unity Trust Bank 31/10/2025	37,770.90	
<b>B</b>			<b>46,356.81</b>
	Less unrepresented payments		120.00
			46,236.81
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>46,236.81</b>
	<b>A = B Checks out OK</b>		

# 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				-328.80 (-100%)
36	Bank Interest	200.00		-200.00				-200.00 (-100%)
37	Grants and Donations							(N/A)
38	Advertising income	159.00	249.60	90.60				90.60 (56%)
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>21,000.35</b>	<b>95.45</b>				<b>95.45 (0%)</b>

#### B - Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Salaries				8,795.00	5,892.60	2,902.40	2,902.40 (33%)
2	PAYE/NI				492.00	336.33	155.67	155.67 (31%)
3	Clerk/Office Expenses				78.75	88.08	-9.33	-9.33 (-11%)
4	Post and telephone				26.25	0.87	25.38	25.38 (96%)
5	Newsletter re 1972 LGA s142				950.00	360.00	590.00	590.00 (62%)
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 (L				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 & Comp				750.00	572.23	177.77	177.77 (23%)
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>9,547.59</b>	<b>4,466.91</b>	<b>3,796.91 (25%)</b>

#### 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	600.00	400.00	400.00 (40%)
16	Repairs/Maintenance				2,500.00	224.90	2,275.10	2,275.10 (91%)
17	Footpath Maintenance		328.80	328.80	393.75		393.75	722.55 (183%)
51	Fort Project Budget		12,279.00	12,279.00	6,711.62	4,695.00	2,016.62	14,295.62 (213%)
<b>SUB TOTAL</b>			<b>12,607.80</b>	<b>12,607.80</b>	<b>10,605.37</b>	<b>5,519.90</b>	<b>5,085.47</b>	<b>17,693.27 (166%)</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>21,574.90</b>	<b>33,608.15</b>	<b>12,033.25</b>	<b>26,744.87</b>	<b>16,792.49</b>	<b>9,952.38</b>	<b>21,985.63 (45%)</b>
V.A.T.		1,519.98			1,255.39		
<b>GROSS TOTAL</b>		<b>35,128.13</b>			<b>18,047.88</b>		





# Waldringfield Parish Council

Waldringfield Parish Council						
		30.09.25		31.10.25		30.11.25
<b>OPERATING ACCOUNT</b>	<b>OCTOBER</b>		<b>NOVEMBER</b>		<b>DECEMBER</b>	
Unity Trust						
	<b>EXPECTED</b>	<b>ACTUAL</b>	<b>EXPECTED</b>	<b>ACTUAL</b>	<b>EXPECTED</b>	<b>ACTUAL</b>
<b>CASH ON HAND</b> (beginning of month)	£39,125.15	£39,125.15	£37,770.90	£37,770.90	£19,424.35	
<b>CASH RECEIPTS</b>						
<b>Grants</b>						
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
<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	£0.00	£0.00	£0.00	£0.00
ESC Footpath Grant	£328.80	£328.80	£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
<b>TOTAL CASH RECEIPTS</b>	<b>£328.80</b>	<b>£328.80</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>CASH BALANCE (before cash out)</b>	<b>£39,453.95</b>	<b>£39,453.95</b>	<b>£37,770.90</b>	<b>£37,770.90</b>	<b>£19,424.35</b>	<b>£0.00</b>
<b>CASH PAID OUT</b>						
<b>Administration</b>						
Salaries	£825.72	£825.72	£778.56	£0.00	£778.56	£0.00
Newsletter	£0.00	£0.00	£0.00	£0.00	£180.00	£0.00
Insurance	£620.74	£620.74	£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	£186.00	£186.00	£0.00	£0.00	£0.00	£0.00
Other / Office	£38.60	£38.60	£0.00	£0.00	£0.00	£0.00
Website/Accounting	£7.33	£7.33	£62.33	£0.00	£7.33	£0.00
<b>Playing Fields and maintenance</b>						
Grass Cutting	£0.00	£0.00	£240.00	£0.00	£60.00	£0.00
Repairs and maint'ce	£0.00	£0.00	£100.00	£0.00	£0.00	£0.00
Footpath cutting	£0.00	£0.00	£0.00	£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	£0.00	£0.00	£14,085.00	£0.00	£0.00	£0.00
Warm Rooms	£4.40	£4.40	£184.40	£0.00	£0.00	£0.00
<b>VAT</b>	<b>£0.26</b>	<b>£0.26</b>	<b>£2,896.26</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>SUBTOTAL</b>	<b>£1,683.05</b>	<b>£1,683.05</b>	<b>£18,346.55</b>	<b>£0.00</b>	<b>£1,125.89</b>	<b>£0.00</b>
<b>TOTAL CASH PAID OUT</b>	<b>£1,683.05</b>	<b>£1,683.05</b>	<b>£18,346.55</b>	<b>£0.00</b>	<b>£1,125.89</b>	<b>£0.00</b>
<b>CASH POSITION (end of month)</b>	<b>£37,770.90</b>	<b>£37,770.90</b>	<b>£19,424.35</b>	<b>£37,770.90</b>	<b>£18,298.46</b>	<b>£0.00</b>
<b>SUMMARY of ALL CASH</b>						
Unity	£37,770.90	£37,770.90	£19,424.35	£37,770.90	£18,298.46	£0.00
IBS	£8,316.58	£8,316.58	£8,316.58	£8,316.58	£8,316.58	£8,316.58
<b>Total cash position</b>	<b>£46,087.48</b>	<b>£46,087.48</b>	<b>£27,740.93</b>	<b>£46,087.48</b>	<b>£26,615.04</b>	<b>£8,316.58</b>

# Waldringfield Parish Council

## ITEM 11

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

## ITEM 12

12. To **RECEIVE** updates on the Thermal Camera project  
Nothing to circulate

## ITEM 13

13. To **RECEIVE** update on Litter Collection  
Nothing to circulate

## ITEM 14

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

**a. To **RECEIVE** updates on the Community Self-Help programme**

Clerk updates on Cllr Mulcahy's contact regarding the verge at Low Farm Corner. Cllr Mulcahy has sent a link to the Community Self-Help programme. It is described as:

*Community Self-Help has been developed in partnership with town and parish councils across the county in response to their demands to be allowed to do more to improve the look and feel of their communities by undertaking minor maintenance activities that Suffolk Highways are no longer able to deliver.*

This programme has volunteer training and lends tools and PPE to trained volunteers to undertake work that SCC will not do in their programme of work. The verge on Low Farm Corner is one of these. Examples include in Bucklesham where SCC Prow would not clear a footpath, and volunteers there undertook training, and used their tools to do this on behalf of the community. The Clerk can apply for this support if there is interest in the community to undertake this.

## ITEM 15

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

**a. Letter from Nature Reserve Trust regarding ongoing gorse maintenance on the flood defence wall**  
Letter to Council circulated with these documents.

### **General Correspondence circulated to Councillors**

**Sizewell C** - September Project Update 01.10.25

**National Association of Local Councils** Chief executive's bulletin - 2 October 2025

**Society of Local Council** News Bulletin - 2 October 2025

**East Suffolk Council** News from East Suffolk: Keeping people warm this winter 02.10.25

**East Suffolk Communities Energy Partnership** - ESCEP - E.Suffolk Town & Parish Councils Energy Projects meeting, Wednesday 29th October, 6.00pm for 6.30pm, Riverside Centre, Stratford St Andrew IP17 1LJ – 02.10.25

**East Suffolk Council and Joint Emergency Planning Unit** - Emergency Preparedness and Building Community Resilience 02.10.25

**East Suffolk Planning** Results: How to involve you in planning policy 03.10.25

**East Suffolk Planning** Call for Sites - Town and Parish Council briefing 03.10.25

**Society of Local Council Clerks** SLCC Weekly News Digest - 06/10/2025

**Suffolk Association of Local Councils** NEWS BULLETIN - 6th October 2025

**National Association of Local Councils** Events newsletter 07.10.25

**Suffolk County Council** - Important Parish Council Update on Local Government Reorganisation 07.10.25

# Waldringfield Parish Council

**Suffolk Association of Local Councils** SALC training bulletin 7th October 2025  
**Suffolk Wildlife Trust** - Wilder Communities eNewsletter 08.10.25  
**Rural Services Network** Your Free RSN Weekly Newsletter - 8 October 2025  
**Suffolk & Essex Coast & Heaths National Landscape** - National Landscape Award Winners 08.10.25  
**National Association of Local Councils** Chief executive's bulletin - 9 October 2025  
**Greenprint Forum** - Visit to Holton Pits, 23 October - 13.10.25  
**Suffolk Constabulary** - Chief Constable & PCC public meetings 13.10.25  
**Society of Local Council Clerks** SLCC Weekly News Digest - 13/10/2025  
**National Association of Local Councils** Events newsletter 14.10.25  
**Suffolk Association of Local Councils** SALC training bulletin 14th October 2025  
**Rural Services Network** Your Free RSN Weekly Newsletter - 15 October 2025  
**National Association of Local Councils** Chief executive's bulletin - 16 October 2025  
**Suffolk Constabulary** PCC & Chief Constable host meetings to discuss policing in Suffolk 16.10.25  
**Suffolk & Essex Coast & Heaths National Landscape** - All the latest from your National Landscape 16.10.25  
**Society of Local Council Clerks** News Bulletin - 17 October 2025  
**East Suffolk Planning** Local Plan - Call for Sites 17.10.25  
**Ridell-Carpenter, Jenny MP** - Parish newsletter 20.10.25  
**Suffolk County Council** Invitation - Sustainable Communities Action Day 20.10.25  
**Suffolk Association of Local Councils** NEWS BULLETIN - 20th October 2025  
**Society of Local Council Clerks** SLCC Weekly News Digest - 20/10/2025  
**Suffolk Association of Local Councils** SALC training bulletin 21st October 2025  
**National Association of Local Councils** Events newsletter 21.10.25  
**Rural Services Network** Your Free RSN Weekly Newsletter - 22 October 2025  
**National Association of Local Councils** Chief executive's bulletin - 23 October 2025  
**Power for the People** - New research on government support for community energy 23.10.25  
**Forestry Commission** - Woods for Water, Recovering River Deben 28 November 2025 24.10.25  
**Suffolk Association of Local Councils** - Assertion 10 - digital and data compliance 24.10.25  
**ESCEP** - E.Suffolk Town & Parish Councils Energy Projects meeting, Wednesday 29th October, 6.00pm for 6.30pm, Riverside Centre, Stratford St Andrew IP17 1LJ 27.10.25  
**East Suffolk Council** - East Suffolk Council -New Street Trading Policy 28.10.25  
**Suffolk Association of Local Councils** NEWS BULLETIN - 27th October 2025  
**Suffolk Association of Local Councils** Local Government Re-organisation and devolution - October update 27.10.25  
**Society of Local Council Clerks** SLCC Weekly News Digest - 27/10/2025  
**Local Resident** - A suggestion from History Group 25.10.25  
**Suffolk & Essex Coast & Heaths National Landscape** - News from the National Landscapes 28.10.25  
**Suffolk Association of Local Councils** SALC training bulletin 28th October 2025  
**Suffolk Association of Local Councils** - "Super-Forum" - A focus on "devolution" - 2nd Dec 2025 28.10.25  
**EA3** - East Anglia Three project update 28.10.25  
**Rural Services Network** - Your Free RSN Weekly Newsletter - 29 October 2025  
**ESC Planning Policy** - Call for sites briefing slides 28.10.25  
**National Association of Local Councils** Chief executive's bulletin - 30 October 2025  
**Headway Suffolk** - Headway Suffolk 30.10.25  
**National Association of Local Councils** Chief executive's bulletin - 30 October 2025  
**Suffolk Constabulary** Have Your Say! Online Public Meeting with PCC & Chief Constable 31.10.25  
**Anglian Water** - AD013-10800745 31.10.25  
**Community Action Suffolk** - CAS October Newsletter 30.10.25  
**Suffolk Association of Local Councils** NEWS BULLETIN - 3rd November 2025  
**National Association of Local Councils** Events newsletter 04.11.25  
**East Suffolk Council** - FW: Dementia Roadshow in Felixstowe 6th Nov. 04.11.25  
**East Suffolk Council** - URGENT - Funding for mental health and wellbeing projects 04.11.25  
**Suffolk Association of Local Councils** SALC training bulletin 4th November 2025

