



Minutes of the Parish Council Meeting held on Tuesday 13 January 2026

In attendance: Cllrs Kay, Gold, Quick, Elliot, Reid, Ratcliffe (after Item 2)

ESC Ward Cllrs Nimmney and Reeves; SCC Councillor Mulcahy

Members of the public: 5

Minutes: Clerk

Meeting opened: 7:31 pm

2196

1. To RECEIVE and APPROVE apologies for absence

Cllr Ramsay – work commitments

Cllr Forsdike – illness

Motion to **APPROVE** absences – Proposed Cllr Kay; Seconded Cllr Reid – 4 in favour, 1 abstention

2. To VOTE TO CO-OPT new councillor to the Parish Council. New councillor to sign a Declaration of Acceptance of Office form

Motion to **CO-OPT** Andrew Ratcliffe to Council – Proposed Cllr Kay; Seconded Cllr Elliot– all in favour

Cllr Ratcliffe signed the Declaration of Acceptance of Office and joined the meeting.

3. a. To RECEIVE declarations of interest

Cllr Elliot advised she is recusing herself from discussion on DC/25/4521/FUL, though not a non-pecuniary interest.

b. 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.

Member of the public 1: Made comments to the council on tree work going on on a site nearby their residence and raised concerns regarding the work being undertaken, and destruction of habitat. Cllrs assisted with providing information on the TPO process. Cllrs noted they were aware of the site and had visited it. Member of the public 3 also commented. Cllr Reeves responded regarding ESC policy work on this issue and will speak to the office involved. Cllrs discussed action options.

ACTION: WPC to write to the ESC aboricultural and landscape officers; copy to ESC councillors – Cllr Kay to draft and circulate

Member of the public 2: Raised concerns regarding the erosion of the verge outside their residence, and the large vehicle use of the small roads. Also noted the debris accumulating. Cllrs offered their experience of the issue

ACTION: Clerk to ask ESC to clean village main roads.

b. To RECEIVE reports County and District Councillors

Cllr Mulcahy: Updated on recent political events. Advised the SCC Cabinet supported the governments’ suggestion to postpone the May 2026 elections. Cllr Mulcahy did not support this decision and has become an independent.

2197

Cllr Reeves and Nimmney: Updated on the same subject and expressed their concern regarding the delays in elections. Also discussed the new recycling regime that is launching in summer. This will roll out 2 new bins to households.

Cllr Nimmney provided updates on planning - Cllr Nimmney raised affordable housing requirement concerns at Brightwell Lakes. Further advised that Bloor Homes scheme land had been submitted to the Call for Sites to the local plan. NPPF update: consultation is live, and appears to be a major re-write. Proposals are to developing national policies that are to be applicable across the country. Consultation until 10th March 2026.

c. To RECEIVE updates on crime data from Suffolk Police

Cllrs noted.

5. To APPROVE the minutes of the Parish Council meeting held on 09 December 2025

Cllr Quick advised she provided no report for December. Clerk to amend.

Motion to **APPROVE** draft Meeting Minutes of 09 December 2025 with above 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

BACS payments: Cllrs Kay and Reid - **Done**

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

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

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

Budget: Clerk to circulate a revised draft for comments - **Done**

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

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

ACTION: Clerk to send a resident email once all are operational

7. a. To CONSIDER Planning Applications for COMMENTS:

a.i) DC/25/4521/FUL: Extension to existing cartlodge (householder parking) - The Old Rectory, Mill Road, Waldringfield, Woodbridge, Suffolk IP12 4PY - **Planning Officer J Hannan, Consultation deadline 14 January 2026**

Cllr Gold presented the report from the planning group. Councillors reviewed and discussed the site plan, block plan, proposed development and elevation plans. Noted were the high visibility from the PROW and the subservience of the development to the host dwelling and its materials.

Motion to **SUPPORT** the application - Proposed Cllr Kay; Seconded Cllr Reid - 5 in favour; 1 abstention.

a.ii) DC/25/1844/ARM: Approval of Reserved Matters - The SANGS link (Phase 1B infrastructure) - 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

2198

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 - Land South And East Of , Adastral Park, Martlesham Heath, Martlesham, Suffolk – **Planning Officer D Miller; Comments deadline 14 Jan 26**

Cllr Elliot presented the report from the Planning Group. WPC previous responses not being loaded to the portal have been brought to the planning officer’s attention. WPC previous concerns were barriers to open water, native planting. Cllrs reviewed the site plan on screen and updated submissions which indicate an increase in native planting and noting that barriers are not a required national standard.

Motion to **NOT COMMENT** on this application – Proposed Cllr Reid, Seconded Cllr Kay – all in favour

a.iii) 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; Comments deadline 14 Jan 26**

Cllr Elliot presented the report from the Planning Group. WPC previous objection was in respect of the affordable housing offer for this parcel, which was significantly reduced. Cllrs opined that if this level of reduction of affordable housing is maintained across the parcels there will be a significant shortfall by the completion of the development which may well not be recoverable at that stage and the 25% affordable housing across the site will not be delivered.

Motion to **MAINTAIN STRONG OBJECTION** to this application – Proposed Kay; Seconded Cllr Quick - all in favour

b. To MAKE ARRANGEMENTS to deal with applications received after publication of this agenda. DC/25/4781/FUL - Change of Use of Land for the Siting of 25 Static Holiday Units, 12 Touring Caravan Pitches and ancillary facilities. Land Off, Ipswich Road, Brightwell, Ipswich, Suffolk IP10 0BJ – Planning Officer - M. Kavyani; Deadline 30 Jan 2026.

ACTION: Clerk to circulate dates to Cllrs for organisation of the extraordinary meeting.

c. To NOTE any application decisions received – see separate list
None received

d. To RECEIVE any other Planning information
Taylor Wimpey update (Zoom meeting with TW) – land on corner of crossroads (immediately adjacent to Brightwell Lakes development is being considered for development by TW. TW clear that it is not a Brightwell lakes expansion – it is a separate development. Also noted it is considering completing prior to completion of BL. Plan is for 50 houses, and its own access. Noted that the local plan is now out of date.

Noted that new documents had been added to the Studio application, which has yet to be determined. WPC has not been invited to comment on the new documents.

8. **To RECEIVE** the Playing Field Inspection report

2199

Report reviewed on screen for councillors. Noted that Cherry tree to the North of the playing field is concerning.

ACTION: Tree Warden to investigate as matter of urgency

9. To RECEIVE UPDATES from the Biodiversity Coordinator

Cllr Quick presented her report, which was viewed on screen.

Noted and discussed were the aims of the WPC Environment & Biodiversity Policy, the talk on the Local Nature Recovery Strategy, activities from the Gardeners Group and West Deben Green Cluster who are publishing a leaflet inviting citizen science “species monitoring” and Greener Waldringfield’s floating library.

WWG wrote to the council to request permission to install bird and bat boxes on the playing fields. Cllrs are not opposed to this in principle, however, request a plan for the positioning and type of mounting.

ACTION: Clerk to contact the WWG to provide a more detailed proposal.

10. **CLERK AND RFO REPORT**

a. To APPROVE 2026-27 Budget

Cllrs noted that while expenses have increased and reserves have diminished, income is not increasing at the same pace. Cllrs agree a balanced budget was required.

Motion to **APPROVE** the 2026-27 Budget – Proposed Cllr Reid; Seconded Cllr Elliot – all in favour.

b. To APPROVE the Parish Council precept request for 2026-27 of £21,651.80

Motion to **APPROVE** precept request of £21,651.80 – Proposed Cllr Reid; Seconded Cllr Elliot – all in favour.

ACTION: Clerk to submit precept request by deadline.

c. 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 Gold – all in favour

BACS payments to be approved by Cllrs Kay and Cllr Reid.

d. 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 Reid – all in favour

Cllr Gold undertook an independent review of the bank reconciliation.

e. To DISCUSS Internal Audit and Management Review

Clerk reviewed the process, and requested volunteers. Cllrs Gold and Elliot agreed to undertake this.

ACTION: Clerk to organise Internal audit and management review

Waldringfield Parish Council

2200

f. To **APPROVE** the calendar year meeting dates

Motion to **APPROVE** meetings dates – Proposed Cllr Kay; Seconded Cllr Quick - all in favour

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

Cllr Elliot updated the council on the provision.

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

DRAFT WPC IT Policy; DRAFT WPC Website Accessibility Statement

Agreed to defer the policy consideration to February meeting.

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

Verge deterioration discussed, as was previous line marking request

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

No issues raised

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

Deferred policies

16. 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 17 (personnel issues).

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

17. To **DISCUSS** the Clerk's annual performance appraisal

The Clerk left the meeting. The minutes were taken by Cllr Kay.

The Clerk's pay was discussed, and a proposal for a rate of pay for the year starting 15th January 2026 was agreed.

Motion to **APPROVE** proposed rate of pay – Proposed Cllr Elliot, Seconded: Cllr Reid - agreed by all.

Her performance was also discussed, and some suggestions were made, the details of which will be conveyed to her at the Annual Performance Appraisal meeting. The Annual Performance Appraisal meeting will be arranged in the usual way, between the Clerk, the Chair and the Vice-chair.

Meeting closed at 22:05 pm

ACTION POINTS

New email addresses: Clerk to send a resident email once new email accounts are all operational

Public Participation: Clerk to ask ESC to clean village main roads; Cllr Kay to draft and circulate letter to ESC aboricultural and landscape officers

Planning: Clerk and planning group to send responses to applications by deadline

Playing Fields: Tree Warden to investigate Cherry trees as matter of urgency

Biodiversity Report: Clerk to contact the WWG to provide a more detailed proposal.

BACS payments: Cllrs Reid and Kay to approve

Precept: Clerk to submit precept request by deadline.

Audit: Clerk to organise Internal audit and management review

Personnel: Cllr Kay and Elliot to arrange annual performance review for Clerk.

Waldringfield Parish Council

SUPPORTING DOCUMENTS JANUARY

ITEM 2

- 2. To **VOTE to CO-OPT** new councillor to the Parish Council.
Vote on Andrew Ratcliffe's co-option to the Council.

ITEM 4

- 4. **b.** To **RECEIVE** reports County and District Councillors
Nothing to circulate at time of publication of these documents.
- c.** To **RECEIVE** updates on crime data from Suffolk Police – October 2025



Waldringfield:

1 x violence and sexual offences

Newbourne:

1 x violence and sexual offences

1 x other crime

ITEM 5

- 5. To **APPROVE** the Minutes the Parish Council Meeting held on 09 December 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 - **Done**

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

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

Waldringfield Parish Council

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

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

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

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

ITEM 7

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

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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 8

8. To **RECEIVE** the Playing Field Inspection report
Report is circulated with these documents

ITEM 9

9. To **RECEIVE** updates from Biodiversity Coordinator

ITEM 10

10. **CLERK AND RFO REPORT**

Waldringfield Parish Council

a. To APPROVE 2026-27 budget

Waldringfield Parish Council

WALDRINGFIELD PARISH COUNCIL					
FINAL BUDGET FY 2026-27					
	Notes	Budget		Budget	Budget
		YE 2026		YE 2027	YE 2028
EXPENDITURE					
				10% increase	5% increase
				(projection)	
Annual General					
1. Administration					
Clerk Salary inc on-costs	A	£8,795.00		£9,500.00	£10,260.00
Clerks expenses including office	B	£78.75		£170.60	£179.13
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		£700.00	£735.00
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		£1,600.00	£1,680.00
Professional Fees		£0.00		£600.00	£500.00
Warm Welcome*	L	£500.00		£680.00	£714.00
		£13,352.50		£16,205.60	£17,170.88
2. Playing Fields					
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		£450.00	£472.50
		£4,893.75		£3,950.00	£4,147.50
3. Grants Fund					
General Grants	S	£250.00		£500.00	£550.00
Community Grants	S	£1,875.00		£1,875.00	£1,875.00
		£2,125.00		£2,375.00	£2,425.00
Total Expenditure		£20,371.25		£22,530.60	£23,743.38
INCOME					
Precept		£19,683.45		£21,651.80	£22,734.39
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
Total Income		£21,438.55		£22,530.60	£23,813.19
Projected budget surplus/defecit	Z			£0.00	£69.81
RESERVES					
Cash Balance at YE	(projected)		(projected)	£25,831.91	NA
Less projected deficit/plus surplus	(projected)			£0.00	
Less unspent grants (specified)				£670.00	
Less earmarked reserves			Res	£16,670.00	
Reserves (General) for FYE 26/27		£9,161.91			
As % of Precept		35.47%			
EFFECT ON BAND D EQUIVALENT	Band D equiv 2025/26	£19,683.45	Band D equiv 2026/27	£21,651.80	£22,734.39
£ per Band Equivalent household	285.8	£68.87	294.09	£73.62	£77.30
Increase (percentage)			% incr	6.90%	5.00%
Increase (in pounds)			££ Incr	£4.75	£3.68

Waldringfield Parish Council

Increase data								
2026-27								
	2025-26	2026-27						
Percentage increase in Precept	£19,683.45	£21,651.80	10.00%					
Increase to Band D	£68.87	£73.62	6.90%					
Bands	A	B	C	D	E	F	G	H
	£49.08	£57.26	£65.44	£73.62	£89.98	£106.34	£122.71	£147.25

Reserves 2026-27	
PROPOSED RESERVES 2026-27	
predicted balance 31/03/2026	£25,831.91
Less Defecit/plus surplus	£0.00
	£25,831.91
LESS EARMARKED (UNCOMMITTED)	
Contingency	£6,000.00
Asset Repairs/maintenance/refurbishment	£6,500.00
RINGFENCED	
Warm Rooms Grant	£670.00
Clerk Laptop	£1,000.00
Tile replacement (swings)	£2,500.00
Total of EARMARKED and RINGFENCED	£16,670.00
General Reserve	£9,161.91
IBS	£8,779.09
Unity (operating account)	£17,052.82

b. To APPROVE the Parish Council precept request for 2026-2027 of £21,651.80
Nothing to circulate

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

PAYMENTS LIST

Waldringfield Parish Council

Waldringfield Parish Council

PAYMENTS LIST

Vouch	Code	Date	Bank	Description	Supplier		Net	VAT	Total
83	Accounting, Website & Co	06/01/2026	Unity Trust Bank	MS Office Subscription	Microsoft Office (vi	S	70.83	14.16	84.99
86	Salaries	06/01/2026	Unity Trust Bank	Monthly Salary	Jennifer Shone-Trit	X	731.40		731.40
84	Accounting, Website & Co	06/01/2026	Unity Trust Bank	Google Storage	Google Commerce	S	1.33	0.26	1.59
85	Accounting, Website & Co	06/01/2026	Unity Trust Bank	Email accounts subscrip	Community Action :	S	135.00	27.00	162.00
87	PAYE/NI	06/01/2026	Unity Trust Bank	PAYE & NI	HMRC	X	47.16		47.16
88	Accounting, Website & Co	06/01/2026	Unity Trust Bank	Banking service charge	Unity Trust Bank	X	6.00		6.00
82	Community Grants Fund	06/01/2026	Unity Trust Bank	Grant s137/72 or s19 M/	Waldringfield Wildl	X	100.00		100.00
Total							1,091.72	41.42	1,133.14

RECEIPTS LIST

Waldringfield Parish Council

RECEIPTS LIST

Vouch	Code	Date	Bank	Description	Supplier		Net	VAT	Total
20	Advertising income	02/12/2025	Unity Trust Bank	Advertising Income	The Gas Shop	X	40.80		40.80
21	Advertising income	02/12/2025	Unity Trust Bank	Advertising Income	Waldringfield Sessi	X	18.00		18.00
23	VAT Refund	02/12/2025	Unity Trust Bank	VAT Refund	HMRC	R		2,955.44	2,955.44
22	Advertising income	05/12/2025	Unity Trust Bank	Advertising Income	Deben Inns	X	19.20		19.20
Total							78.00	2,955.44	3,033.44

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

Waldringfield Parish Council

Waldringfield Parish Council

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

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

	Bank Reconciliation at 31/12/2025		
	Cash in Hand 01/04/2025		27,982.01
	ADD		
	Receipts 01/04/2025 - 31/12/2025		38,849.57
			66,831.58
	SUBTRACT		
	Payments 01/04/2025 - 31/12/2025		36,525.75
A	Cash in Hand 31/12/2025 (per Cash Book)		30,305.83
	Cash in hand per Bank Statements		
	Petty Cash	31/12/2025	0.00
	Suffolk Building Society	31/12/2025	8,585.91
	Unity Trust Bank	31/12/2025	21,719.92
			30,305.83
	Less unrepresented payments		
			30,305.83
	Plus unrepresented receipts		
B	Adjusted Bank Balance		30,305.83
	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
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28 Precept	19,683.45	19,683.45					(0%)
31 SCC Footpaths Grant	328.80	328.80					(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	345.60	186.60				186.60 (117%)
44 CIL Funds	533.65	1,067.30	533.65				533.65 (100%)
49 VAT Refund							(N/A)
SUB TOTAL	20,904.90	22,095.15	1,190.25				1,190.25 (5%)

B - Administration

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Salaries				8,795.00	7,355.40	1,439.60	1,439.60 (16%)
2 PAYE/NI				492.00	430.65	61.35	61.35 (12%)
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 s142				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 (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	798.72	-48.72	-48.72 (-6%)
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)
SUB TOTAL	670.00		-670.00	14,014.50	11,514.80	2,499.70	1,829.70 (12%)

C - Playing Field/Recreation

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%)
SUB TOTAL	12,279.00	12,279.00		22,673.75	20,105.00	2,568.75	2,568.75 (7%)

D - Grants - s137/72 & s19 M

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21 Community Grants Fund				2,125.00	1,825.00	300.00	300.00 (14%)
SUB TOTAL				2,125.00	1,825.00	300.00	300.00 (14%)

Summary

NET TOTAL	33,853.90	34,374.15	520.25	38,813.25	33,444.80	5,368.45	5,888.70
V.A.T.		4,475.42			4,214.09		
GROSS TOTAL		38,849.57			37,658.89		

Waldringfield Parish Council

Waldringfield Parish Council				CASH FLOW STATEMENT		
		30.11.25		31.12.25		31.01.26
OPERATING ACCOUNT Unity Trust	DECEMBER		JANUARY		FEBRUARY	
	EXPECTED	ACTUAL	EXPECTED	ACTUAL	EXPECTED	ACTUAL
CASH ON HAND (beginning of month)	£20,094.35	£20,094.35	£21,719.92	£21,719.92	£20,586.78	
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	£96.00	£96.00	£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	£2,955.44	£2,955.44	£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	£3,051.44	£3,051.44	£0.00	£0.00	£0.00	£0.00
AVAILABLE (before cash out)	£23,145.79	£23,145.79	£21,719.92	£21,719.92	£20,586.78	£0.00
CASH PAID OUT						
Administration						
Salaries	£778.56	£778.56	£778.56	£0.00	£778.56	£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	£0.00	£0.00	£35.00	£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	£52.00	£0.00
Other / Office	£3.60	£3.60	£0.00	£0.00	£0.00	£0.00
Website/Accounting	£7.33	£7.33	£213.16	£0.00	£8.33	£0.00
Playing Fields and maintenance						
Grass Cutting	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Repairs and maint'ce	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Footpath cutting	£380.10	£380.10	£0.00	£0.00	£0.00	£0.00
Grants						
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	£100.00	£0.00	£0.00	£0.00
Projects expenses						
Fort Project	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Warm Welcome	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
VAT	£76.28	£76.28	£41.42	£0.00	£0.00	£0.00
SUBTOTAL	£1,425.87	£1,425.87	£1,133.14	£0.00	£873.89	£0.00
TOTAL CASH PAID OUT	£1,425.87	£1,425.87	£1,133.14	£0.00	£873.89	£0.00
CASH POSITION (end of month)	£21,719.92	£21,719.92	£20,586.78	£21,719.92	£19,712.89	£0.00
SUMMARY of ALL CASH						
Unity	£21,719.92	£21,719.92	£20,586.78	£21,719.92	£19,712.89	£0.00
IBS	£8,585.91	£8,585.91	£8,585.91	£8,585.91	£8,585.91	£8,585.91
Total cash position	£30,305.83	£30,305.83	£29,172.69	£30,305.83	£28,298.80	£8,585.91

Waldringfield Parish Council

e. To DISCUSS Internal Audit and Management Review

The internal controls and management review occurs annually prior to the internal and external audits to ensure that Councillors are assured that proper internal controls are being followed.

The Clerk requires 2 Councillors to attend a review with the Clerk to audit processes and procedures. These Councillors will then report to Council their findings in March.

f. To APPROVE the calendar year meeting dates

Proposed meeting dates are attached to these documents.

ITEM 11

11. To RECEIVE updates on the Warm Welcome provision

Nothing to circulate

ITEM 12

12. To CONSIDER and APPROVE council policies

DRAFT IT Policy: This is a new requirement under Assertion 10. Draft is attached to these documents. This policy is crafted following the SALC proposed template.

DRAFT Website Accessibility Statement: This policy – which was held previously by the Council and is due for renewal, is also a requirement of Assertion 10. This draft is attached to these documents.

ITEM 13

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

Nothing to circulate.

ITEM 14

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

General Correspondence circulated to Councillors

Wegg, Kevin - Funding Opportunities 4 12 25

SCC Devolution email - Delay to the Suffolk and Norfolk mayoral elections 04.12.25

Sizewell C - Project Update December 04.12.25

National Association of Local Councils Chief executive's bulletin - 4 December 2025

Suffolk Preservation Society - December Newsletter 09.12.25

Suffolk Association of Local Councils NEWS BULLETIN - 8th December 2025

Suffolk Association of Local Councils SALC training bulletin 9th December 2025

Sizewell C Community Newsletter 09.12.25

Society of Local Council Clerks - Delay for Mayoral elections 09.12.25

Wegg, Kevin - Funding Opportunities 11 12 25

Suffolk Association of Local Councils Christmas Greetings from SALC and office opening hours 11.12.25

National Association of Local Councils Chief executive's bulletin - 11 December 2025

Society of Local Council Clerks News Bulletin - 11 December 2025

Rural Services Network Your Free RSN Weekly Newsletter - 10 December 2025

Planning Policy - Martlesham Neighbourhood Area Amendment Consultation 12.12.25

Suffolk Association of Local Councils NEWS BULLETIN - 15th December 2025

Society of Local Council Clerks SLCC Weekly News Digest - 15/12/2025

National Association of Local Councils Events newsletter 16.12.25

Wegg, Kevin - Funding Opportunities 16 12 25 and Christmas Wishes

Suffolk Association of Local Councils SALC training bulletin 16th December 2025

Rural Services Network Your Free RSN Weekly Newsletter - 17 December 2025

Suffolk Association of Local Councils Local Government Re-organisation and devolution 17.12.25

Waldringfield Parish Council

National Association of Local Councils Chief executive's bulletin - 18 December 2025

East Suffolk Communities Cost of Living grant fund open again 18.12.25

East Suffolk Planning - Lowestoft Neighbourhood Plan 21.12.25

Community Action Suffolk CAS December Newsletter 22.12.25

National Association of Local Councils Events newsletter 23.12.25

East Suffolk Planning - Planning and Building Control Newsletter 23.12.25

Society of Local Council Clerks SLCC Weekly News Digest - 29/12/2025

National Association of Local Councils Hi Jennifer, our chair has penned an open letter to parish and town councils 05.01.26

Society of Local Council Clerks SLCC Weekly News Digest - 05/01/2026

National Association of Local NALC events 06.01.26

ITEM 16

16. 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 17 (personnel).

Nothing to circulate

ITEM 17

17. To **DISCUSS** the Clerk's annual performance review.

Nothing to circulate