



Waldringfield Parish Council

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Minutes of the Parish Council Extraordinary Meeting held on Thursday 31 August 2023

In attendance: Cllrs Kay, Elliot, Gold, Quick, Shore and Couchman

Members of the public : 0

Minutes: Clerk

Meeting opened: 19:02pm

2027

1. To **RECEIVE** apologies for absence
Cllr Reid

2. To **RECEIVE** declarations of interest
None declared

To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** non-delegated DPI dispensations requested by a councillor.
None declared

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 were present

3. To **CO-OPT** candidate to Waldringfield Parish Council
Cllr Shore proposed that Robert Forsdike be co-opted on to the Waldringfield Parish Council, seconded by Cllr Elliot – all in favour.

The Clerk asked the new councillor to sign their Declaration of Acceptance of Office, and they duly executed their declaration, witnessed by the Proper Officer of the Council.

Cllr Forsdike joined the meeting.

4. To **APPROVE** the minutes of the Parish Council meeting held on **08 August 2023**
Motion to **APPROVE** the minutes proposed by Cllr Kay, Seconded by Cllr Elliot – all in favour of those present at the meeting

5. To **CONSIDER** Planning Applications for **COMMENTS:**
DC/23/3069/FUL | Removal of the existing metal oil storage tank behind garage which has deteriorated with age. Construction of a new Concrete flagstone base, laid upon a compacted crushed concrete sub base. Supply & Installation of a new Kingspan Eco-Safe 2000 Litre Bunded Oil Tank. Installation of a new trenched section of 10mm plastic coated copper feed pipe, within an outer 25mm MDPE Pipe, plus marker warning tape upon backfilling. Due to building regulations the new tank needed to be relocated as the original tank was too close to the garage. | The Barn Fishpond Road Waldringfield Woodbridge Suffolk IP12 4QX – **Planning Officer Nick Clow; Comments deadline 13 September 2023**

Cllr Elliot reported to Council on behalf of the planning working group. Cllr Elliot reviewed briefly the history of the property and advises this is a retrospective application. The working group advise they do not have the technical expertise to comment on the safety aspects of the installation, but notes that the adjacent neighbour Dairy Farmhouse is a Grade II listed property – and it is unclear if the Barn is within this curtilage.

The working group recommends that the WPC hold no objection but suggests that a Conservation Officer be consulted.

Motion to respond as outlined above – proposed Cllr Kay, seconded Cllr Quick – all in favour

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2028

6. CLERK AND RFO REPORT

a. To RECEIVE and ACCEPT the External Auditors' report (AGAR Section 3)

Clerk advised the 2022-23 audit process is now complete and the external auditor made no note of any inconsistencies. This will be posted on the website in compliance with legislation. Note on the closing letter regarding email protocols is of interest and Clerk is investigating.

Councillors unanimously accepted the audit outcome and thanked the Clerk for her efforts.

b. To CONSIDER CPRE renewal

Clerk advised that a letter received asking the Council to confirm their annual contribution of £36.00 – or to indicate another amount. This will be taken otherwise by DD in October.

Cllrs discussed that they would like to continue at the rate of £36.00 – but agreed that they could perhaps call upon them to assist in our endeavours.

Motion to **APPROVE** the £36.00- Proposed Cllr Kay; seconded Cllr Elliot – all in favour

c. To CONSIDER and APPROVE costs associated with the Clerk's CiLCA certification - £300.00 training and £450.00 registration fee.

Motion to **APPROVE** the above-noted £750.00 training/qualification costs – Proposed Cllr Elliot; Seconded Cllr Shore – all in favour.

5. PARISH MATTERS for the next meeting.

Practitioner's Guide guidance on email addresses

6. 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 7 (legal matters).

Resolution above - Proposed Cllr Kay; Seconded Cllr Elliot – All in favour

Meeting moved in camera.

7. To DISCUSS correspondence received regarding ENF/22/0187/COND

Cllrs received further information regarding ENF/22/0187/COND. Cllrs discussed and agreed a course of action.

Meeting closed 19:56pm

ACTION POINTS

Co-Option: Clerk to advise Democratic Services; Clerk to undertake required administration

Planning: Clerk to respond to planning applications as agreed by deadline

Finance: Clerk to post statutory Notices related to the closing of the Accounts and external audit

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SUPPORTING DOCUMENTS SEPTEMBER

ITEM 3

3. To CO-OPT candidate to Waldringfield Parish Council

New councillor to sign a Declaration of Acceptance of Office form and to be reminded to complete the online register of interests within 28 days. New councillor to declare interests relevant to further items on the agenda.

ITEM 4

4. To APPROVE the minutes of the Parish Council meeting held on 08 August 2023

Draft minutes were circulated with these documents and are available on the website.

ITEM 5

5. To CONSIDER Planning Applications for COMMENTS:

DC/23/3069/FUL | Removal of the existing metal oil storage tank behind garage which has deteriorated with age. Construction of a new Concrete flagstone base, laid upon a compacted crushed concrete sub base. Supply & Installation of a new Kingspan Eco-Safe 2000 Litre Bunded Oil Tank. Installation of a new trenched section of 10mm plastic coated copper feed pipe, within an outer 25mm MDPE Pipe, plus marker warning tape upon backfilling. Due to building regulations the new tank needed to be relocated as the original tank was too close to the garage. | The Barn Fishpond Road Waldringfield Woodbridge Suffolk IP12 4QX – **Planning Officer Nick Clow; Comments deadline 13 September 2023**

ITEM 6

6. CLERK AND RFO REPORT

a. To RECEIVE the External Auditors report.

The External Auditors report was received, circulated to Councillors with the documents. No issues were noted for Council to consider in terms of the audit

In the closing letter, auditors noted the following:

We would like to draw your attention to a change within the Practitioners' Guide 2023 which is mandatory for the 2023/24 period. Paragraph 1.26 relates to the requirements in relation to Assertion 3 and states 'Email management - every authority should have an email account that belongs to the council and to which the council has access – this ideally would be a .gov.uk or .org.uk address or could be an address linked to the council website.' In order to answer yes to Assertion 3 in the 2023/24 Annual Governance Statement the local authority should ensure that it has an email address that complies with this requirement and if it does not already it should do so urgently.

Clerk is investigating further and will report to the September meeting.

b. To CONSIDER CPRE renewal

Council has an annual membership of £36.00. CPRE have written asking us to confirm this amount or whether we would like to offer another amount. From their website:

Some people might remember us as 'The Campaign to Protect Rural England' – our previous name, and one of several in our long history. We've worked for almost a century to support and promote the countryside, and we'll be doing this for generations to come. That's why we call ourselves 'the countryside charity'.

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c. To **CONSIDER** and **APPROVE** costs associated with the Clerk's CiLCA certification - £300.00 training and £450.00 registration fee.

Training consists of 5 courses, at a cost of £60.00. Each course reviews that section of the qualification and looks at the criterion for coursework submission. The registration fee is for the qualification itself and includes moderation and the management on their on-line submission portal.

ITEM 9

Confidential papers circulated to Cllrs separately.