



# Waldringfield Parish Council

Parish Clerk: Jennifer Shone-Tribley  
Low Farm, Ipswich Road, Waldringfield, Woodbridge,  
Suffolk IP12 4QU  
Email: [pc.waldringfield@googlemail.com](mailto:pc.waldringfield@googlemail.com)  
Telephone: 01473 736475  
Website: [www.waldringfield.onesuffolk.net/parish-council](http://www.waldringfield.onesuffolk.net/parish-council)

## Minutes of the Extraordinary Parish Council Meeting held on Wednesday 18 January 2023

**In attendance:** Councillors Kay, Elliot, Archer, Couchman (arr. 17.27pm)

**Members of the public :** 1

**Clerk:** Jennifer Shone-Tribley

Meeting opened 17.14pm

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1. To **RECEIVE** apologies for absence – Cllr Quick, Gold, Reid and Shore; ESC Cllr Richardson; SCC Cllr Mulcahy

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

The Chair invited the resident to speak. The resident in attendance advised that they wanted to comment on the application being considered, noting they are not in favour of the application as there are sufficient campsites local to the area and that this will encourage more travel by car to the waterfront without sufficient parking. They advised they have sent an email proposing that it is turned down.

3. To **APPROVE** the minutes of the WPC Meeting held on **10 January 2023**.

Motion to **APPROVE** minutes of 10 January 2023 meeting – Proposed - Cllr Kay; Seconded Cllr Elliot – all in favour.

4. **MATTERS for REPORT** from minutes of previous meetings and to **REVIEW ACTION POINTS** from the minutes of the Parish Council meeting held on 10 January 2023 - See separate list

**Planning applications** – Clerk to send agreed responses by deadlines indicated - **DONE**; Clerk to follow up with B. Woolnough regarding WPC letter about unenforceable planning conditions. **In process** Clerk to organise extraordinary meeting for 18<sup>th</sup> January 2023 at 5pm. **DONE**

**Budget:** Clerk to submit Precept Request by deadline. **DONE**

**Felixstowe Partnership:** Clerk to set up cost codes for Grant funding and expenditures **In process**. Clerk to confirm Warm Room bookings **DONE**. **Cllrs Elliot and Couchman** to make arrangements for launch of warm room provision-**in process**

**Policies:** Clerk to arrange Internal Controls Review – **in process** **All Councillors** – to provide feedback to Clerk on Annual Risk Assessment and Management Review by 08 February 2023 – **In process**.

**BACs Payments:** **Cllrs** Kay and Archer to approve payments **DONE**

5. To **CONSIDER** Planning Applications for **COMMENTS:**

DC/21/2391/FUL | Change of use of land for siting of 31 static units and 12 touring pitches and ancillary facilities - re-submission of DC/20/5102/FUL. | Land Off Ipswich Road Brightwell Ipswich Suffolk IP10 0BJ- **Planning Officer Rachel Lambert; Comments Deadline 25 January 2023.**

Cllr Elliot reported to council on behalf of the planning working group, outlining this application was originally submitted in 2021. The Council has already responded twice to consultations – the most recent being March 22. In all responses the WPC have objected strongly.

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CLlr Elliot advised that this most recent consultation is in respect of new documentation submitted regarding drainage. With submission of the new plans for drainage, the Environment Agency no longer has an objection to the foul drainage proposal. It was noted that the Wildlife Trust had a holding objection until evidence was provided that this would not have a detrimental impact on Newbourne Springs.

CLlrs agreed that objections should be raised regarding the new drainage proposal (Septic tank) due to the risk of waste water leaking into the Newbourne Springs watercourse.

CLlr Elliot advised that while this objection from the EA has been addressed by the applicant – there are no further documents to support changes to other objections raised by the Council, and therefore the WPC continues to have strong objections on those grounds.

The planning working group is recommending that the WPC continue to strongly object to this application, outlining that the objections raised previously - reaffirming the objections on the grounds previously stated, and to include the objection to the proposed drainage plan.

Motion to respond that the WPC **STONGLY OBJECT** to this application for the reasons stated above: Proposed Cllr Kay, Seconded Cllr Archer, all in favour.

To **NOTE** any application decisions received – see separate list  
None received

To **RECEIVE** any other planning information.  
Planning application received and extension granted to February regular meeting of Council.

6. To **REVIEW** and **UPDATE**, as appropriate, the policies of the Parish Council and the Parish Plan:

## **Draft WPC Safeguarding Policy**

The policy was reviewed and outlined by the Clerk. No amendments were proposed.

Motion to **ADOPT** the policy as drafted– Proposed: Cllr Elliot ; Seconded: Cllr Archer; all in favour

This policy specifies a Safeguarding Lead be appointed. Cllr Couchman volunteered for this role. CLlrs agreed that there should be a second Lead should there be a requirement and Cllr Couchman is unavailable.

Motion to **APPOINT** Cllr Couchman to the role of Safeguarding Lead - Proposed: Cllr Kay ; Seconded: Cllr Archer ; all in favour

Motion to **APPOINT** the Clerk as the deputy Safeguarding Lead – Proposed: Cllr Kay ; Seconded: Cllr Elliot ; all in favour

## **Draft WPC Equality and Diversity Policy**

Noted that this was a previously drafted policy due for review. No amendments were proposed to the previous policy.

Motion to **ADOPT** the policy – Proposed: Cllr Elliot; Seconded Cllr Kay – all in favour.

## **Draft WPC Management Plan and Risk Assessment**

CLlrs reviewed the document and questions were answered by Cllr Elliot. No amendments were proposed.

Motion to **ADOPT** the plan as drafted – Proposed: Cllr Archer ; Seconded: Cllr Kay; all in favour

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

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Clerk reported that Cllr Mulcahy had arranged for a grant of £300.00 to assist in off setting the costs associated with the bend in the road sign modifications. Clerk completed the application form and is awaiting the outcome. Further, Highways have advised that an invoice would be forthcoming shortly with a schedule of works.

Clerk reported that a response from Street Furniture had been received in terms of the bollards application, and reviewed the email received. It indicates that the bollards are not an item of street furniture and therefore cannot be approved through this process. This information now calls into question the bollards that were previously installed, questioning the legality of that installation. We are awaiting further information on this.

8. To **CONSIDER** any correspondence received before the meeting – see separate list  
No comments offered.

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

Suffolk Wild in Martelsham– Cllr Kay  
Warm Rooms report/update

**Meeting closed 18.01pm**

## **ACTION POINTS**

**Planning applications** – Clerk to send agreed responses by deadlines indicated;

**Policies:** Clerk to format and post approved policies.

**Clerk Performance Appraisal:** Cllrs Elliot and Kay to make arrangements for in-person appraisal meeting

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## SUPPORTING DOCUMENTS 18 January 2023

### ITEM 3

**3.** To **APPROVE** the minutes of the WPC Meeting held on **10 January 2023**

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 and to **REVIEW ACTION POINTS** from the minutes of the Parish Council meeting held on 10 January 2023

**Planning applications** – Clerk to send agreed responses by deadlines indicated - **DONE**; Clerk to follow up with B. Woolnough regarding WPC letter about unenforceable planning conditions.

**In process** Clerk to organise extraordinary meeting for 18<sup>th</sup> January 2023 at 5pm. **DONE**

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**BACs Payments:** **Clrs** Kay and Archer to approve payments **DONE**

### ITEM 5

**5.** To **CONSIDER** Planning Applications for **COMMENTS:**

DC/21/2391/FUL | Change of use of land for siting of 31 static units and 12 touring pitches and ancillary facilities - re-submission of DC/20/5102/FUL. | Land Off Ipswich Road Brightwell Ipswich Suffolk IP10 0BJ- **Planning Officer Rachel Lambert; Comments Deadline 25 January 2023.**

To **NOTE** any application decisions received – see separate list  
None at time of writing

To **RECEIVE** any other planning information.

### ITEM 6

**6.** To **REVIEW** and **UPDATE**, as appropriate, the policies of the Parish Council and the Parish Plan:  
The following draft policies were circulated to Councillors, and are available from the Clerk by request.

Draft Risk Assessment – Warm Room service provision.

Draft WPC Safeguarding Policy

Draft WPC Equality and Diversity Policy – no changes from last version proposed.

### ITEM 8

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

**Correspondence circulated to Councillors**

**Community Action Suffolk** -Cost of Living Impact Survey - Round 2 – 06.10.23

**Suffolk Police mailer** - PCC proposes increase in precept to fund Constabulary in 2023/24 – 01.06.23

**National Association of Local Councils** ICYMI: NALC OPEN LETTER 05.01.23

**Margaret Morris, Suffolk Coastal Disability** -Forum ESTA Travel findings 05.01.23

**Suffolk Association of Local Councils** -NEWS BULLETIN - 4th January 2023

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**Suffolk Association of Local Councils** – Connected Communities 04.01.23  
**Suffolk Association of Local Councils** -NEWS BULLETIN - 9th January 2023  
**Suffolk Association of Local Councils** SALC training bulletin 10th January 2023  
**Rural Services Network** The Rural Bulletin - 10 January 2023  
**National Association of Local Councils** -NALC EVENTS 10 Jan 23