

**Minutes of Westhall Parish Council**  
**Monday 10<sup>th</sup> March 2025 at 7.00 pm in Westhall Village Hall**

**Councillors Present:** Cllr S Darch, Chairman, Cllr C Baker, Cllr M Rogers, Cllr L McTaggart, Cllr T Betts and Mrs A Donnachie (Clerk)  
**In Attendance:** Members of the public: 3

- 1 **Apologies and acknowledgment of absences:** Cllr P Langford; East Suffolk District Councillors Beth  
Keys-Holloway & Geoff Wakeling unable to attend due to work commitments and apologies accepted.
- 2 **To receive declarations of pecuniary, non-pecuniary interests and consider requests for dispensations:**  
None submitted.
- 3 **Co-option of Parish Councillor:** The Parish Council were delighted to have 2 very capable applicants for  
this position. After careful deliberation the Parish Council were pleased to welcome Mrs Marjorie Milbank  
as our new Parish Councillor.
- 4 **Public Forum to receive reports from members of the public/Other Parties:** The Racehorse Community  
Pub requested that the Parish Council, as Trustees of the Recreation Grounds, consider allowing a Pétanque  
Piste construction on the Pleasure Grounds behind the Pub. Chairman ask that they submit a design in the  
first instance for further consideration.
- Funding for repairs to the Village Car Park:** Public meeting to be held on Saturday 10<sup>th</sup> May at 2pm on  
behalf of the Parish Council as Trustees of the car park, The Racehorse Community Pub and the Community  
Council, to discuss funding for the project and discuss options on how to improve parking around the Village  
Hall. *Action: Notice to go in the Village Newsletter.*
- To Receive reports from County and District Councillors:** No comments received. *Action: Clerk to post  
reports to website/noticeboard.*
- 5 **Minutes of previous meeting:** Resolution passed that minutes of Westhall Parish Council Meeting held on  
13<sup>th</sup> January 2025 were correctly recorded. Proposed by Cllr Betts, seconded by Cllr McTaggart and agreed  
by all in attendance and signed by Chairman. *Action: Clerk to upload to website and noticeboard.*
- 6 **Fox Covert Poultry Farm:** No updates at present time.
- 7 **Chairman and Clerk's report on progress of actions from previous meetings:** All actions completed.
- 8 **Matters Arising since last meeting:** None reported.
- 9 **Finance:**
- 9a **Bank reconciliation:** Bank reconciliation of accounts for Westhall Parish Council from 28/12/24 to 28/02/25  
submitted by RFO. Parish Councils current statement balance held at 28/02/25 was **£10,251.37**. Payments over  
£100 were clerk salary and allowance & HMRC PAYE. Reconciliation checked against bank statements and  
approved by Council. *Action: Clerk to post on website/noticeboard*
- 9b **Approval of online payments:** Clerk Net Salary & Home Office Allowance Feb & Mar 25; HMRC PAYE.  
Payments checked against invoices. Approval proposed by Cllr Betts, seconded by Cllr Baker and agreed by  
all. *Action: Clerk to action online payments.*
- 9c **Preparation for 2024/25 Year end Accounts – Appointment of internal auditor:** Clerk/RFO presented 2  
quotes for this service. It was unanimously agreed to appoint Heelis & Lodge. *Action: Clerk/RFO to  
confirm appointment.*
- 10 **Planning - Public Access Link -** <https://publicaccess.eastsuffolk.gov.uk/online-applications>
- 10a **New Planning Applications:** Mrs Milbank, new Parish Councillor declared an interest and excused herself  
from this part of the meeting.
- DC/25/0594/VOC – Becks End Farm, School Rd, Westhall – Amendments to design:** The Parish Council  
discussed the changes proposed having no objections to this application.
- DC24/3949/FUL – Angel Cottage, Cox Common - Erection of single storey side extension.** The Parish  
Council had no objections to this application.
- 10b **Update on previous applications:** Decisions still pending for DC/23/1913/FUL Locks Road development and  
DC/22/4002/FUL – Retrospective application for water tank and emergency backup generator at Fox Covert  
Poultry Farm; DC/24/4383/FUL: Ivy Grange Farm Barn.
- 10c **Planning Forum for Town & Parish Councils:** Cllr Rogers and the Clerk attended. Presentation notes  
distributed to Council for future reference.
- 10d **Planning Policy Update – East Suffolk Developers Charter:** Update duly noted, no comments received.

- 11 **Recurrent disruption to Westhall water supply:** The chairman spoke to a representative of the water company who reported that various infrastructure projects are currently in progress that could in the future improve the supply of water in the area. We will continue to monitor the situation.
- 12 **General Correspondence Received:** All correspondence received distributed to the Parish Council with items of public information posted to our website and noticeboards. Update on current Devolution white paper noted. It was decided that any VE 80 Day celebrations would be best left to the Community Council to consider. No further comments received or actions required with regards to all other items.
- 13 **Review of Governance Documents:** Risk Assessment and Management (Finance); Internal Control Statement; Internal Control Report and PC Assets List were reviewed. Cllr Betts proposed adoption which was seconded by Cllr Baker and all in favour. *Action: Clerk to upload to our website.*
- 14 **Any Items of Information:**
- 14a **Moving to a .gov.uk domain:** Reduction in cost and the benefits gained by moving were received from our current website provider. Proposal from Cllr Betts and seconded by Cllr Baker was that we move to a .gov.uk domain name with 1 mailbox for the clerk only. Council vote taken and majority agreed to proceed.  
*Action: Clerk*
- 15 **News Items for local media:** Details of Car Park Public meeting on 10<sup>th</sup> May to go into the village Newsletter.
- 16 **Date of next meeting:** Monday 12<sup>th</sup> May 2025 at 7.30 pm starting with the Annual Parish Meeting followed by our Annual General Meeting (AGM).

Meeting closed at 8.30 pm to be followed by Meeting of the Trustees of the Recreation Ground Charity.