

**Minutes of Westhall Parish Council Meeting on
Monday 14th July 2025 at 7.30 pm in Westhall Village Hall**

Councillors Present: Cllr S Darch (Chair), Cllr P Langford, Cllr M Rogers, Cllr McTaggart,
and Mrs A Donnachie (Clerk)

In Attendance: Members of the public: 2
Suffolk County Councillor Annette Dunning

- 1 **Apologies and acknowledgment of absences:** Cllr T Betts sent his apologies due to work commitments and Cllr M Milbank due to illness. District Cllr Wakeling unavailable due to other meeting commitments. Apologies accepted by Parish Council.
- 2 **To receive declarations of pecuniary, non-pecuniary interests and consider requests for dispensations:** None submitted.
- 3 **Co-Option of Parish Councillor:** Permission was received to place a Notice of Co-option but so far no applicants have come forward.
- 4 **Public Forum to receive reports from members of the public:** It was agreed by Council to move the following item from the Trustees Meeting to this point in the Parish Meeting.
- 4a **Installation of a Pétanque terrain on Recreation Ground:** A trustee from the Racehorse Community Pub submitted plans for the above installation and answered questions from the Parish Council. It was agreed by both parties that as this will be a permanent structure the Community Pub will be responsible for all maintenance in the future. Acceptance was proposed by Cllr Langford, seconded by Cllr McTaggart with all in favour.
- 4b **To receive reports from County and District Councillors:** Cllr Dunning presented her Parish Report for July which included Funding for Local Government Reorganisation and Devolution; Suffolk Libraries changes to Suffolk Community Libraries and other articles of interest. This was duly received by the Parish Council. Cllr Dunning then left the meeting with our thanks. **Action: Clerk to post report on our website and noticeboard.**
- 5 **Minutes of previous meeting:** Resolution passed that minutes of Westhall Parish Council Annual General Meeting held on 12th May 2025 were correctly recorded. Acceptance proposed by Cllr Rogers seconded by Cllr Langford with all in favour. Minutes signed by Chair. **Action: Clerk to upload to website.**
- 6 **Chair and Clerk's report on progress of actions from previous meeting(s):** All actions completed /designated to other Agenda items below apart from: **Item 4 (12/05/25): Mill Post railway crossing:** Cllr Langford will report back to the Parish Council following Suffolk Local Access Forum on 24/07/25. The forum is available at this website:
<https://www.suffolk.gov.uk/roads-and-transport/public-rights-of-way-in-suffolk/suffolk-local-access-forum>
- Item 9k (12/05/25) Defibrillator training by SARS:** Ongoing. Clerk will write to SARS with suggested dates once the Village Hall has confirmed availability. Proposed that we hold on a Friday morning in October. **Action: Clerk/Cllr McTaggart/add to September agenda.**
- 7 **Matters Arising since last meeting:** None
- 8 **Finance:**
- 8a **Bank reconciliation:** Reconciliation of accounts for Westhall Parish Council from 29/04/25 to 27/06/25 submitted for approval. The Parish Councils bank statement balance held at 29/04/25 was £10,445.84. Receipts Precept £4,200. Payments over £100 were clerk salary and allowance; SALC 2025/26 Membership £211.62 and grant to the Recreation Ground for maintenance and repairs £500. Pending Payments donation to SARS (Suffolk Emergency Medical Charity) £100 and East Anglian Air Ambulance Service £100. Statement balance held at 27/06/25 being £13,348.92. Reconciliation checked against bank statements and approved by Council. **Action: Clerk to post reconciliation on website/noticeboard**
- 8b **Approval of online payments:** Clerk Salary & Office Allowance to 31/07/25; HMRC £93.27; Heelis & Lodge Internal Auditors £85. Payments checked against invoices and signed by Cllr Rogers & Cllr Langford with all in agreement. **Action: Clerk to action online payments.**
- 8c **Presentation of 2024-25 Internal Auditors Report:** The Internal Auditor reported that the Parish Council had carried out effective and efficient financial administration and financial management for the year 2024-25 and thanked the clerk for the quality of documentation provided for the audit. The Parish Council as Trustees of the Recreation ground will comply with the recommendations given in the internal audit report. Cllr Langford proposed acceptance of the report, seconded by Cllr McTaggart with all in favour. Cllr Rogers

proposed a vote of thanks to the Clerk for all her hard work which was agreed by all. *Action: Clerk to publish the Internal Auditors Report and the AGAR Pg 4 of the Annual Audit report on our website.*

- 9 **Planning - Public Access Link** - <https://publicaccess.eastsuffolk.gov.uk/online-applications>
- 9a **New Planning Applications:**
DC/25/1980/P3Q – Conversion of agricultural building to residential dwelling at Greenways, School Road, Westhall: The Parish Council considered this application by email to meet the date for submission of comments. Although the Parish Council had no objection to this application it considered that the Q code for the application was not appropriate. Prior approval was subsequently refused on 04/07/25.
- 9b **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.
- 9c **Planning Forum for Town & Parish Councils 23/07/25:** Forum to provide an update from the Development Management and Policy Teams including a focus on trees and hedgerows. *Action: Cllr Rogers & Cllr Milbank will attend and report back to the Parish Council.*
- 10 **PC Briefing Sessions on Local Government Reorganisation for Clerks and Councillors:** The Clerk and Cllr Darch will attend this online meeting on 16/07/25 and report back to the Parish Council.
- 11 **General Correspondence Received:** All correspondence received distributed to the Parish Council with items of public information posted to our website and noticeboards. The Clerk has applied to receive bulbs from the East Suffolk Blooms with allocation decision due in October.
- 12 **Any Items of Information:** None
- 13 **News Items for local media:** The Clerk has asked for the Parish Council vacancy to be included in the summer edition of the Westhall Newsletter.
- 14 **Dates of next and future meetings for 2025:** Monday 8th September and 10th November at 7.30 pm.

Meeting closed at 8.45 pm to be followed by Meeting of the Trustees of the Recreation Ground Charity.