

**Minutes of Westhall Parish Council Meeting on
Monday 8th September 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: 1

- 1 **Apologies and acknowledgment of absences:** Apologies received from Suffolk County Councillor Annette Dunning due to previous commitments: Cllr T Betts and Cllr M Millbank were absent.
- 2 **To receive declarations of pecuniary, non-pecuniary interests and consider requests for dispensations:** None submitted.
- 3 **Public Forum - to receive reports from members of the public:** None received
To receive reports from County and District Councillors: Cllr Dunning's August Parish Report was received by Council and included guidance and information on 20mph speed limits; review of Suffolk Transport Infrastructure; Suffolk food waste processing and much more. **Action: Clerk to post report on our website and noticeboard.**
- 4 **Co-Option of Parish Councillor:** No applicants at present.
- 5 **Fox Covert Poultry Farm:** The Council's Environmental Protection Team continue to investigate and communicate with residents concerned regarding noise complaints made by residents living in the vicinity of Fox Covert Farm.
- 6 **Minutes of previous meeting:** Resolution passed that minutes of Westhall Parish Council Meeting held on 14th July 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.**
- 7 **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:** No update at present.
- 8 **Finance:**
- 8a **Bank reconciliation:** Reconciliation of accounts for Westhall Parish Council from 27/06/25 to 29/08/25 submitted for approval. The Parish Councils bank statement balance held at 27/06/25 was £13,348.92. There were no receipts and payments over £100 were clerk salary and allowance and donations of £100 to SARS and East Anglian Air Ambulance with the statement balance held at 29/08/25 being £12,578.18. 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 30/09/25; HMRC £93.47; Hall Hire £22.50. Payments checked against invoices and signed by Cllr Rogers & Cllr Langford with all in agreement. **Action: Clerk to action online payments.**
- 8c **Renewal of Parish Council Insurance for 2025/26:** Clerk contacted alternative insurance companies but it was unanimously agreed to retain our current Town & Parish insurance policy with Zurich as this provided the appropriate level of cover for our needs at a cost of £214 which was unanimously approved by Council.
- 8d **Budget at Half Year:** The Clerk as RFO presented the budget to the Parish Council. This showed that all expenditures were within budget with the exception of donations which was slightly over budget by £50. Approval was proposed by Cllr Langford and seconded by Cllr Rogers with all in favour. **Action: Clerk to publish on website & noticeboard.**
- 8e **Adoption of General Update in National Pay Rates for Local Authority Payees:** The Council noted the NJC scales applicable to the Council had been uplifted by national agreement and agreed to adopt the scales as amended. The Clerk's salary will be amended and backdated to 1st April 2025. Approval proposed by Cllr Darch and seconded by Cllr Rogers with all in favour.
- 9 **Matters Arising since last meeting:**
- 9a Refilling of grit bins to begin early September.
- 9b **Annual Inspection of Assets:** Ongoing and present at November meeting. **Action: Cllr Darch**
- 10 **Planning - Public Access Link - <https://publicaccess.eastsuffolk.gov.uk/online-applications>**
- 10a **New Planning Applications:**
DC/25/2798/FUL – Installation of step lift at main door of Wykhams, Mill Common: The Parish Council had no objection 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.
- 11 Reports of noise nuisance and unsafe parking from residents:** The Chairman will write to the owners of the property concerned. Residents to be advised they can report noise issues to Environmental Health on their out of hours number 0800-440-2516.
- 12 Westhall Community Emergency Plan Review:** Mr John Lickman has agreed to take on the role of Plan Co-ordinator and updating our Plan. There is a vacancy for a Deputy Plan Co-ordinator. Item to go onto the Agenda for our November meeting.
- 13 Any Items of Information:**
- 13a** Town & Parish Council Planning Forum July 2025: Cllr Rogers & Cllr Milbank attended this meeting which focused on Trees & Landscapes; Tree conservation orders; Hedgerow regulations; appointing of a Tree Warden; Planning application types; Planning Policy and New Local Plan update; Energy Projects NSIPS. **Action: Clerk to forward copy of the presentation slides to Parish Councillors.**
- 13b** Suffolk Highways Self Help Scheme: Clerk attended this online forum which offered to train volunteers from within the community to take over such tasks as cleaning road signs, clearing of vegetation from footpaths, etc. A range of gardening, cleaning equipment, clothing and training will be supplied. No plans to join this scheme at the present time.
- 13c CPR & Defibrillator Training Event 31/10/25 at 10.30am:** Poster will go on the noticeboard and website, Racehorse Pub and included in the September Westhall Newsletter. There will be 20 places available to residents.
- 14 News Items for local media:** The Clerk will ask for the Parish Council vacancy and details of the CPR & defibrillator training event in October, to be included in the next edition of the Westhall Newsletter.
- 15 Dates of next and future meetings for 2025:** Monday 10th November at 7.30 pm – Starting with the Trustees and Allotments Meeting followed by Westhall Parish Council Meeting.

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