

**Minutes of Westhall Parish Council Meeting on  
Monday 10<sup>th</sup> November 2025 at 8 pm in Westhall Village Hall**

**Councillors Present:** Cllr S Darch (Chair), Cllr M Rogers, Cllr McTaggart, Cllr Milbank, Cllr T Betts and Mrs A Donnachie (Clerk)

**In Attendance:** Suffolk County Cllr Annette Dunning and East Suffolk District Cllr Geoff Wakeling  
No members of the public were present.

- 1 **Apologies and acknowledgment of absences:** Apologies received and accepted by the Parish Council from Cllr P Langford who was unable to attend due to work commitments.
- 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
- 4 **Closure of Halesworth Post Office:** Following the closure of Coopers Store which housed the Post Office, temporary premises are currently being sought. Shuttle bus services are currently running to Wenhaston and Peasenhall Post Offices.
- 5 **To receive reports from County and District Councillors:** Cllr Dunning's November Parish Report was received by Council among the items in the report was an update on Devolution and the new Mayoral Authority for Norfolk & Suffolk with mayoral elections to take place in May 2026. Cllr Wakeling's Parish Report gave updates on proposals for three Unitary Councils to replace the current six; Nature First Small Grants Scheme and Sizewell C update. **Action: Clerk to post full reports on our website and noticeboard.**
- 6 **Co-Option of Parish Councillor:** An application to be co-opted onto the Parish Council was received from local resident Mr Edward Self who unfortunately was unable to attend in person. Mr Self has a business background and his skills would be an asset to the running of the Parish Council. He is also a long-standing allotment holder who regularly undertakes grass and hedge cutting on the Locks Road site. His application was carefully considered with all in favour of Mr Self's co-option.
- 7 **Minutes of previous meeting:** Resolution passed that minutes of Westhall Parish Council Meeting held on 08/09/25 were correctly recorded. Acceptance proposed by Cllr Betts and seconded by Cllr McTaggart with all in favour. Minutes signed by Chair. **Action: Clerk to upload to website.**
- 8 **Chair and Clerk's report on progress of actions from previous meeting(s):** All actions completed /designated to other Agenda items below.
- 9 **Finance:**
- 9a **Bank reconciliation:** Reconciliation of accounts for Westhall Parish Council from 30/08/25 to 29/10/25 submitted for approval. The Parish Councils bank statement balance held at 30/08/25 was £12,578.18. There were no receipts and payments over £100 were clerk salary and allowance and renewal of Parish Insurance Policy of £214 with the statement balance held as at 29/10/25 being £11,855.94. Reconciliation checked against bank statements and approved by Council. **Action: Clerk to post reconciliation on website/noticeboard**
- 9b **Approval of online payments:** Clerk Salary & Office Allowance to 31/11/25; HMRC PAYE; Purchase of batteries for head torches £8.99; ICO annual membership £47; Hall Hire for 2025 £102; SALC Payroll £27; Website Hosting 2025/26 £66. Payments checked against invoices and signed by Cllr Darch & Cllr Betts with all in agreement. **Action: Clerk to action online payments.**
- 9c **Draft Budget for 2026/27:** Clerk/RFO presented the draft budget for preliminary consideration prior to final approval and setting of next year's Precept at our January meeting. **Action: Clerk to update and prepare final Budget.**
- 9d Signing of updated Clerk contract following uptake in the National Pay Rates for 2025/26 as approved by Parish Council at meeting on 08/09/25. Contract signed by Chair.
- 10 **Matters Arising since last meeting:** None.
- 10a **CPR & Defibrillator Training Event 31/10/25 from SARS:** A very good turnout to this event. The SARS team gave an excellent training session appreciated by all who attended. Plans to hold a further session next year and invite residents from surrounding Parishes.
- 10b **East Suffolk Blooms:** The Clerk confirmed that we had been successful in our application to receive free daffodil bulbs for planting in and around the village verges and public spaces. **Action: Clerk to collect bulbs on 19/11/25 from Lowestoft and arrange dispersal to volunteers for planting.**

- 11 Planning - Public Access Link** - <https://publicaccess.eastsuffolk.gov.uk/online-applications>
- 11a/b** No new planning applications received with 2 previous applications awaiting decisions
- 11c East Suffolk Local Plan – Call for Sites:** Noted by Parish Council. Poster on website and noticeboard.
- 11d East Suffolk Housing Position Statement Waveney & Suffolk Coastal Local Plan 5-Year Assessment Plan:** Noted by Parish Council.
- 12 Westhall Community Emergency Plan Review:** Mr John Lickman is currently updating our plan. We thank Cllr Milbank for agreeing to take on the role of Deputy Plan Co-ordinator. *Action: Clerk to add to January 2026 Agenda*
- 13 General Correspondence Received:** All correspondence received was distributed to the Parish Council with items of public information posted to our website and or noticeboards. No further action required and no further comments submitted.
- 14 Any Items of Information:** None
- 15 News Items for local media:** None
- 16 Dates set for 2026 meetings:**  
Meetings to take place at 7.30 pm on 2<sup>nd</sup> Monday of every other month in the Westhall Village Hall on  
12<sup>th</sup> January  
9<sup>th</sup> March  
11<sup>th</sup> May – Annual Parish Meeting followed by Annual General Meeting  
13<sup>th</sup> July  
14<sup>th</sup> September  
9<sup>th</sup> November (following Annual Allotments & the Trustees Meeting)  
*Action: Clerk to contact Village Hall to make bookings.*

Meeting closed at 9 pm