

**Minutes of Westhall Parish Council Meeting on
Monday 12th January 2026 at 7.30 pm in Westhall Village Hall**

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

In Attendance: Owners of Restaries, Cox Common

- 1 **Welcome and Apologies with acknowledgment of absences:** Mr Ed Self was welcomed following his appointment as a Westhall Parish Councillor. Apologies received and accepted by the Parish Council from Cllr M Milbank due to illness and from East Suffolk District County Councillor Beth Keys-Holloway.
- 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 **To receive reports from County and District Councillors:** No reports received.
- 5 **Minutes of previous meeting:** Resolution passed that minutes of Westhall Parish Council Meeting held on 10/11/25 were correctly recorded. Acceptance proposed by Cllr Rogers and seconded by Cllr Betts 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.
At this point it was proposed by the Chair and accepted by all that we move to item 8 on the Agenda
- 8 **Application for Premises Licence at Restaries, Cox Common, Westhall:** The owners attended to make a representation and discuss how a compromise could be reached. The whole Parish Council were in agreement that there should be the following restrictions:
 - The licensable event is restricted to only those that are accommodated at the Restaries in the holiday let accommodation.
 - The licensing for music and alcohol is limited to 2300hrs on Mon to Thu.
 - A responsible person / manager is available on site during the licensable activities.The owners agreed to discuss their plans with their neighbours to try to ameliorate their concerns and will amend the Restaries' website to remove all references to large gathering, 'hosting your own' events and glamping. If a larger event is planned, the owners will apply for a Temporary Event Notice (TEN) for the licensable activity.
The PC Chair will be attending the Sub-Committee hearing because the Restaries have no intention of amending the original licensing request.
- 7 **Finance:**
- 7a **Bank reconciliation:** Reconciliation of accounts for Westhall Parish Council from 30/10/25 to 29/12/25 submitted for approval. The Parish Councils bank statement balance held at 30/10/25 was £11,855.94. There were no receipts and payments over £100 were clerk salary and allowance; HMRC PAYE and Westhall Village Hall hire for 2025 of £102. with the statement balance held as at 29/12/25 being £11,053.84. Reconciliation checked against bank statements and approved by Council. **Action: Clerk to post reconciliation on website/noticeboard**
- 7b **Approval of online payments:** Clerk Salary & Office Allowance to 31/01/26; HMRC PAYE. Payments checked against invoices and signed by Cllr Langford and Cllr Betts with all in agreement. **Action: Clerk to action online payments.**
- 7c **Barclays Bank – changes to terms and conditions on accounts:** Clerk informed the Council of changes to our bank account from a Community to a Business account as from 13/02/26, with the account being subject to monthly bank charges. They will also be reducing interest payments on our Trustees account.
- 7d **Adoption of draft Budget for 2026/27:** Clerk/RFO presented the 2026/27 budget. Due to rising costs, it has been necessary to increase our budgeted spending to £6,352 which is an increase of £239 on 2025/26 budget. After careful consideration by the Parish Council acceptance was proposed by Cllr Langford seconded by Cllr Betts with all in favour. **Action: Clerk to post budget on our website/noticeboard.**
- 7e **Setting of 2026/27 Precept:** In order to ensure we have sufficient funds available to meet future costs incurred to run the Parish Council, it was agreed to request a precept of £4,500 which would reflect a 5.47%

change or £1.69 change in the 2026/27 Council Tax bills against the Parish element and equating to a charge of £32.60 for a Band D property. Setting of the precept was unanimously approved by Council.

Action: Clerk to submit precept request.

- 9 Planning - Public Access Link** - <https://publicaccess.eastsuffolk.gov.uk/online-applications>
- 9a/b** No new planning applications received with 2 previous applications awaiting decisions.
- 9c East Suffolk Planning Forum 09/02/26:** The Clerk will attend this forum and report back to the Parish Council at March meeting.
- 9d Local Planning Consultation from East Suffolk Council:** How people can be involved in local planning. The draft Statement of Community Involvement can be viewed online at <https://eastsuffolk.inconsult.uk/SCIJAN2026/consultationHome>. Submissions by 5pm Tuesday 24/02/26.
Action: Clerk to upload poster to our noticeboard and website.
- 10 Review of Governance Documents:** The following documents were adopted by the Parish Council: IT Policy; updated versions of Disciplinary and Grievance Policies.
- 11 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.
- 12 Any Items of Information:**
- 12a** Clerk has received the December 2025 Westhall Register of Electors which shows a slight increase in those registered.
- 12b** Cllr Betts raised the issue of ploughed up verges at Mill Common, Wangford Road, exacerbated by vehicles parking outside the parking bays. *Action: Cllr Darch and Cllr Betts – Agenda March meeting for update.*
- 15 News Items for local media:** None
- 16 Dates set for 2026 meetings:**
Meetings to take place at 7.30 pm on 2nd Monday of every other month in the Westhall Village Hall on
9th March
11th May – Annual Parish Meeting followed by Annual General Meeting
13th July
14th September
9th November (following Annual Allotments & the Trustees Meeting)

Meeting closed at 8.35 pm followed by meeting of the Trustees of the Recreation Grounds