

**Minutes of Westhall Parish Council Meeting on  
Monday 9<sup>th</sup> March 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, and Mrs A Donnachie (Clerk)

**In Attendance:** Two members of the Public, District Councillor Beth Keys-Holloway and Suffolk County Councillor Annette Dunning.

1 **Welcome and Apologies with acknowledgment of absences:** The Chair welcomed everyone to our meeting. Cllr Ed Self submitted his apologies for attendance due to work commitments. Apologies received and accepted by the Parish Council.

2 **Notice of resignation of Parish Councillor:** Cllr Marjorie Milbank has unfortunately resigned from the Parish Council. Notice of Vacancy in Office of Councillor has been published.

3 **To receive declarations of pecuniary, non-pecuniary interests and consider requests for dispensations:** None submitted.

4 **Public Forum - to receive reports from members of the public:** At this point it was proposed by the Chair and accepted by all that we move to **item 8a on the Agenda – damage to verges at Mill Common:** A resident raised the ongoing problem with ploughing up of verges on Wangford Road, Mill Common along with areas of flooding which is also exacerbated by narrowing of the road space due to parking of cars opposite the damaged area. Parish Council to look into improving drainage in this area. Clerk to forward photos of the verge areas to our District and County Councillors. **Action: Cllr Darch and Cllr Betts – Add to May Agenda for update.**

Request to allow a wedding reception to take place on the Millenium Green in May 2027. Parish Council have requested more details before making a final decision.

5 **To receive reports from County and District Councillors:** Reports presented to the Parish Council. It was noted that County Council elections will be taking place on 7<sup>th</sup> May 2026 and that Westhall will become part of the Bungay division. **Action: Clerk to post reports on our website and notice board.**

6 **Minutes of previous meeting:** Resolution passed that minutes of Westhall Parish Council Meeting held on 12/01/26 were correctly recorded. Acceptance proposed by Cllr Rogers and seconded by Cllr Langford with all in favour. Minutes signed by Chair.

7 **Chair and Clerk's report on progress of actions from previous meeting(s):** All actions completed /designated to other Agenda items.

8 **Matters Arising since last meeting.**

- a. Moved to Public forum
- b. Decision Notice – Licencing Sub-Application for Premises Licence at Restaries, Cox Common, Westhall: The application has been granted subject to various conditions.
- c. Caravan and Motorhome Club Site at Moat Farm: The owner has informed the Parish Council of their intention to open a site on their property.
- d. The Parish Council is now registered with Suffolk Constabularies new messaging system Suffolk Connected. Dates for local engagement meetings will be published on our noticeboard and website.

9 **Finance:**

9a **Bank reconciliation:** Reconciliation of accounts for Westhall Parish Council from 30/12/25 to 27/02/26 submitted for approval. The Parish Councils bank statement balance held at 30/10/25 was £11,053.84. Payments over £100 were clerk salary and allowance and grounds maintenance of £387.50 with this cost being reimbursed from the Pleasure Ground Account. Bank statement balance held as at 27/02/26 was £10,650.16. 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 31/03/26; HMRC PAYE. Payments checked against invoices and signed by Cllr Langford and Cllr Betts with all in agreement. **Action: Clerk to action online payments.**

9c **Preparation for 2025/26-year end accounts – appointment of an internal auditor:** The Clerk/RFO presented 2 quotes for consideration with unanimous decision being that we appoint Heelis and Lodge as able and suitably qualified internal auditors.

11/5/26

Mr S Darch, Chair

- 9d **Annual CIL Statement for approval:** The balance of CIL held is now £1,765.69. Statement approved for submission to East Suffolk CIL office.
- 10 **Planning - Public Access Link -** <https://publicaccess.eastsuffolk.gov.uk/online-applications>
- 10a/b No new planning applications received with 2 previous applications awaiting decisions.
- 10c **East Suffolk Planning Forum 09/02/26:** Cllr Rogers attended this forum and gave a summary report.
- 10d **East Suffolk Design Code Engagement Workshop 19/03/26:** No comments.
- 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. Suffolk Highways – Town, Parish Council and Parish Meeting Survey completed. No further action required and no further comments submitted.
- 12 **Review of Governance Documents:** The following documents were adopted by the Parish Council with all in favour: Risk Assessment & Management (Financial); Internal Control Statement and Internal Control Report.
- 13 **Any Items of Information:** None
- 14 **News Items for local media:** None
- 15 **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  
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 Annual Allotments & Trustees Meeting followed by Westhall Parish Meeting

Meeting closed at 8.50 pm followed by meeting of the Trustees of the Recreation Grounds