

**Minutes of Westhall Parish Council Annual General Meeting on
Monday 11th May 2026 at 7.45 pm in Westhall Village Hall**

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

In Attendance: East Suffolk District Cllr Geoff Wakeling
No members of the public were present.

- 1 **Appointment of Chair for 2026/27:** Appointment of Cllr Darch was proposed by Cllr Betts, seconded by Cllr Langford with all in favour. Cllr Darch accepted the role and signed the Declaration of Appointment of Office.
- 2 **Apologies and acknowledgment of absences:** Apologies received from East Suffolk District Cllr Beth Keys-Holloway due to other commitments.
- 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:** None received
- 5 **May 2026 Suffolk County Council Elections and to receive report from District councillors:** Westhall is now part of the Bungay Division. Mr Peter Aiano has been elected as our Suffolk County Councillor. Cllr Geoff Wakeling has prepared a report for submission to the Parish Council.
Action: Clerk to post report on our website/noticeboard.
- 6 **Minutes of previous meeting:** Resolution passed that minutes of Westhall Parish Council Meeting held on 9th March 2026 were correctly recorded. Acceptance proposed by Cllr Langford and seconded by Cllr Betts 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 below apart from: **Item 4 (09/03/26) Damage to verges at Mill Common:** Since our last meeting clearance work has been carried out to the road. The residents who own the adjacent land to the verge have agreed to allow water to drain into the ditch and for the Parish Council to apply to have a verge kerb erected.
- 8 **Review & Adoption of Governance Documentation:** Standing Orders and Financial Regulation were reviewed by the Parish Council and adopted. **Action: Clerk to post documents on website**
- 9 **Finance:**
- 9a **Bank reconciliation:** Reconciliation of accounts for Westhall Parish Council from 27/02/26 to 29/04/26 submitted for approval. The Parish Councils bank statement balance held at 27/02/26 was £10,650.16. The 2026/27 Precept of £4,500 was received. Payments over £100 were clerk salary and HMRC PAYE with the statement balance held as at 29/04/26 being £14,429.99. 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 31/05/26; Clerk Expense for printer paper £14.99; Website domain annual fee £27.50; SALC annual subscription for 2026/27 £220.63. Payments checked against invoices and signed by Cllr Langford & Cllr Betts with all in agreement. **Action: Clerk to action online payments.**
- 9c **2025/26 Financial report:** The Clerk as RFO presented her annual report of accounts. This was received and accepted by the Council meeting. **Action: Clerk to post report on website and noticeboard.**
- 9d **Approval of Receipts, Payments and Budget Accounts for Year ending 31st March 2026:** Reviewed and accepted by the Council.
- 9e **2025/26 Annual Governance and Accountability Return (AGAR) approval prior to submission to the Internal Auditor:** Page 3 – Review of Certificate of Exemption: Completed, approved by the Parish Council, signed by Clerk/RFO and Chair.
- 9f Page 5 – The Annual Governance Statement was approved by the Parish Council, signed by Clerk/RFO and Chair.
- 9g Page 6 – Accounting Statement previously signed by RFO, approved by Parish Council and signed by the Chair at this meeting.

- 9h The following documents were reviewed and approved by the Parish Council and signed by the Chair: Explanation of Variances – Pro Forma Year End 2025/26; Supporting Statement to 31/03/26; Reserves Policy and Assets Register prior to submission to the Internal Auditor.
- 9i **Request for donations:** East Anglian Air Ambulance Service – A donation of £100 was proposed with all in favour. Annual donation of £500 towards maintenance of the Recreation Ground, car park and allotments. Acceptance proposed by Cllr Rogers, seconded by Cllr McTaggart with all in favour.
- 10 **Planning - Public Access Link** - <https://publicaccess.eastsuffolk.gov.uk/online-applications>
- 10a **New Applications: DC/26/1156/LBC St Georges, Mill Common – removal of cement render to south and north elevations, re-rendering in lime plaster and repairs to existing timber frame:** The Parish Council considered this application by email with no objections raised.
- 10b **Update on Previous applications:** Decision pending for DC/23/1913/FUL for Locks Road development.
- 10c **East Suffolk Local Plan – Call for sites and submissions map:** The Parish Council noted that no assessments have been undertaken and no decision has been made on which sites will be included in any future Local Plan, the map simply displays the submitted sites.
- 11 **Restaries:** Report received from a resident of noise and nuisance incident relating to users of this business. It was also noted that the Notice Boards giving operating times and contact details referred to in the Licensable Activity document had not been erected and which hindered the resident from reporting their concerns at the time. *Action: Clerk to contact the Licence Office at East Suffolk District Council.*
- 12 **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.
- 13 **Any Items of Information:** The Clerk informed the Parish Council that under Assertion 10 it is now a mandatory requirement that all local government organisation websites meet a certain “accessibility” standard (WCAG 2.2 AA) to allow people with visual impairment to easily access their website. Approved to appoint One Suffolk to carry out an accessibility scan service with associated services to rectify any problems and ensuring compliance of our website. Acceptance proposed by Cllr Betts and seconded by Cllr Langford.
- 14 **News Items for local media:** None
- 15 **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
13th July
14th September
9th November (following Annual Allotments & the Trustees Meeting)

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