

**Minutes of Westhall Parish Council Meeting on  
Monday 13<sup>th</sup> July 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 and 1 member of the public

- 1 **Welcome and Apologies with acknowledgment of absences:** District Councillors Geoff Wakeling and Beth Keys-Holloway.
  - 2 **Co-Option of Parish Councillor:** An application was received from Mrs Stacey Howlett to be considered for co-option onto the Parish Council. Stacey and her family have lived in Westhall for many years and is keen to help the village to continue to thrive. She has a wide experience of finance and management and also is actively involved with a local community swimming group. Co-option was proposed by Cllr Betts and seconded by Cllr Self with all in favour.
  - 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 **To receive reports from County and District Councillors:** District Cllrs July Parish Report received. Noted and no comments submitted. *Action: Clerk to upload report to our website*
  - 6 **Minutes of previous meeting:** Resolution passed that minutes of Westhall Parish Council Meeting held on 11/05/26 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.*
  - 7 **Chair and Clerk's report on progress of actions from previous meeting(s):** All actions completed /designated to other Agenda items below.
  - 8 **Matters Arising since last meeting:** A request was received from our MP Adrian Ramsay, for input on how bus services across the constituency could be improved. No further action.
- At this point it was proposed by the Chair and accepted by all that we move to item 10 – Planning on the Agenda**
- 10 **Planning - Public Access Link - <https://publicaccess.eastsuffolk.gov.uk/online-applications>**
  - 10a **New Applications:**
    - DC/26/1120/VOC – Redevelopment of golf course and paddocks land at High Lodge Leisure, Darsham: After consideration the Parish Council had no objections to this application.
    - DC/26/1107/FUL – Erection of sauna, treatment room and decking at Paradise Farm, (Restaries), Cox Common, Westhall: Following consideration the Parish Council had no objections to the proposed application.
  - 10b **Update on Previous Applications:**
    - DC/23/1913/FUL: Construction of 18 dwellings and associated buildings/landscaping at land off Locks Road, Westhall: The Parish Council noted that this development has received full final approval.
  - 9 **Finance:**
  - 9a **Bank reconciliation:** Reconciliation of accounts for Westhall Parish Council from 30/04/26 to 29/06/26 submitted for approval. The Parish Councils bank statement balance held at 30/04/26 was £14,429.99. There were no receipts and payments over £100 were clerk salary and allowance; £220.63 SALC annual subscription; £500 donation to The Recreation Grounds Charity for grounds maintenance and £100 donation to the East of England Air Ambulance Service. The balance held on account as at 29/06/26 being £13,145.99. 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 31/07/26; HMRC PAYE; CAS for IT services £108 and £95 for 2025/26 Internal Audit of Accounts. Payments checked against invoices and signed by Cllr McTaggart and Cllr Rogers with all in agreement. *Action: Clerk to action online payments.*
  - 9c **Change to reimbursement of mileage rates:** Noted by Council.
  - 9d **Presentation of 2025-26 Internal Auditors Report:** The Internal Auditor's Report showed that the Parish Council had carried out effective and efficient financial administration and financial management for the year 2025/26 and thanked the Clerk for the quality of documentation provided for the audit. The Parish

Council as Sole Trustees of The Recreation Grounds Charity are in the process of complying with the recommendations given in the internal audit report. The Parish Council expressed satisfaction with the quality of the services provided by the Internal Auditors. Cllr Rogers proposed acceptance of the audit which was seconded by Cllr Betts with all in favour.

- 9e **Requests for donations:** As there were substantial donations in May it was agreed to hold off on further donations at this time.
- 11 **General Correspondence Received:** The Parish Councillors noted the changes to Register of Interests requirements. All correspondence received was noted, 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 **Governance Documents for Review:** Our website is now partially compliant with the Web Content Accessibility Guidelines version 2.2 AA standard. Our Accessibility Statement can be viewed on the Parish Council website.
- 13 **Any Items of Information:** None
- 14 **News Items for local media:** None
- 15 **Dates set for remaining 2026 meetings:**
  - 14<sup>th</sup> September
  - 9<sup>th</sup> November (following Annual Allotments & the Trustees Meeting)

Meeting closed at 8.10 pm followed by meeting of the Trustees of the Recreation Grounds