

**Minutes of Westhall Parish Council Meeting on
Monday 14th September 2026 at 7.30 pm in Westhall Village Hall**

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

In Attendance: Suffolk County Councillor Peter Aiano

- 1 **Welcome and Apologies with acknowledgment of absences:** Apologies from Cllr T Betts due to work commitments and District 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:** Suffolk County Cllr Aiano presented his September report for Bungay and villages which was duly received with no comments submitted.
Action: Clerk to publish report on our website and noticeboard.
- 5 **Minutes of previous meeting:** Resolution passed that minutes of Westhall Parish Council Meeting held on 13/07/26 were correctly recorded. Acceptance proposed by Cllr Rogers and seconded by Cllr Langford with all in favour. Minutes signed by Chair. *Action: Clerk to publish on our website.*
- 6 **Chair and Clerk's report on progress of actions from previous meeting(s):** All actions completed /designated to other Agenda items below.
- 7 **Matters Arising since last meeting:** None raised.
- 8 **Finance:**
- 8a **Bank reconciliation:** Reconciliation of accounts for Westhall Parish Council from 30/06/26 to 28/08/26 submitted for approval. The Parish Councils bank statement balance held at 30/06/26 was £13,145.99. There were no receipts and payments over £100 were clerk salary and allowance and CAS accessibility audit work on website £108. The balance held on account as at 28/08/26 being £12,423.91. Reconciliation checked against bank statements. Acceptance proposed by Cllr Rogers and seconded by Cllr Langford with all in favour.
Action: Clerk to post reconciliation on website/noticeboard
- 8b **Approval of online payments:** Clerk Salary & Office Allowance to 30/09/26; HMRC PAYE; Payments checked against invoices and signed by Cllr Langford and Cllr Self with all in agreement. *Action: Clerk to action online payments.*
- 8c **Budget at Half-Year:** The Clerk/RFO presented the half-year budget for review. It was noted that all spending up to the half-year were well within budgeted figures. Acceptance proposed by Cllr Darch and seconded by Cllr Langford with all in favour. *Action: Clerk to post half-year budget on website/noticeboard.*
- 8d **Renewal of Parish Council Insurance Policy from 01/10/26 to 30/09/27:** The Clerk obtained 3 quotes for consideration. The Clerk proposed we retain our current Town & Parish policy with Zurich Insurance as this provided the appropriate level of cover for our needs at a cost of £214. Acceptance proposed by Cllr Darch and seconded by Cllr Self with all in favour. *Action: Clerk*
- 8e **To consider adoption of General Update in National Pay Rates for Local Authority Payees:** The Parish Council noted the NJC scales applicable to the council staff had been uplifted by national agreement and agreed to adopt the scales as amended. The Clerk's salary will be backdated to 01/04/26. Approval proposed by Cllr Langford and seconded by Cllr Self with all in favour.
- 9 **Planning - Public Access Link - <https://publicaccess.eastsuffolk.gov.uk/online-applications>**
- 9a **New Applications:** No new applications received for consideration.
- 9b **Update on Previous Applications:** All decided.
- 9c **East Suffolk Council Town & Parish Planning Forum 11/09/26:** Cllr Rogers and Cllr Darch attended this Forum on behalf of the Parish Council. Cllr Rogers provided a brief report on forum content, covering Community Infrastructure Levy (CIL) guidance; New legislation on planning applications using 2 "Gateway" qualifications and update on the new Local Plan being developed to cover up to 2045. Documents and slides from the Forum will be issued in due course.

- 10 **General Correspondence Received:** All correspondence received noted, distributed to the Parish Council with items of public information posted to our website and our noticeboards. No further action required and no further comments submitted.
- 11 **Any Items of Information:** Notification from Cranswick Poultry Farm that farm depleting at their Fox Covert premises will be taking place on 14th September and 21st September.
- 12 **News Items for local media:** None
- 13 **Dates set for remaining 2026 meetings:**
9th November (following Annual Allotments & the Trustees Meeting)

Meeting closed at 8.15 pm followed by meeting of the Trustees of the Recreation Grounds

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