

To: Members of Westhorpe Parish Council

You are duly summoned to attend the Westhorpe Parish Council meeting to be held on Tuesday 20 May 2025 at the Village Hall which will immediately follow the Westhorpe Annual Parish Council meeting which is scheduled for 7:30pm.

Public Participation:

The public are invited to give their views and question the Parish Council on agenda issues or raise matters for future consideration at the discretion of the Chairman before the start of the Council meeting. Members of the public may not take part in the Parish Council meeting itself. All members of the press and public are cordially invited to attend.

AGENDA

1. Appointment of Chair of the Parish Council for the year 2025/2026
2. Appointment of Vice Chair of the Parish Council for the year 2025/2026
3. Apologies and approval of absences
4. Declarations of interest and dispensation considerations
5. Minutes of Parish Council Meeting held on Tuesday 18 March 2025 previously circulated and taken as read – to consider, approve and sign
6. Matters arising from Council Meeting held on 18 March 2025:
 - 6.1 Update on seven day traffic survey
 - 6.2 Update on Community Infrastructure Levy incorrectly paid to Wyverstone Parish Council by MSDC
 - 6.3 Update on countersignature of the contract for the kiosk by BT before adding to insurance policy
7. Speed Indicator Device (SID) update – Cllr Brown
8. Planning Update
 - 8.1 DC/23/05193 and DC/23/05077 Bacton Middle School. The developer wishes to vary their application. The Parish Council's objections to the variation were submitted on 7 December 2023. The application is currently awaiting a decision.
 - 8.2 DC/25/00535 Westhorpe Hall, The Street Westhorpe Stowmarket IP14 4SS Full Planning Application - Change of use from care home (Use Class C2) to dwelling-house (Use Class C3). Granted 1 April 2025.
 - 8.3 DC/25/01848 Westhorpe Hall, The Street, Westhorpe, Stowmarket IP14 4SS Discharge of Conditions Application for DC/25/00535 - Condition 3 (Parking and Manouvering), Condition 4 (Cycle Storage), Condition 5 (EV Charging Points) and Condition 6 (Refuse Collection). Granted 29 April 2025.
9. Neighbourhood Plan update. At the March meeting the consensus was that a Neighbourhood Plan would be beneficial although the costs would need to be understood. Does the Parish Council wish to produce a Neighbourhood Plan?

10. Review of Annual Governance and Accountability Return Form including Annual Internal Audit Report, Annual Governance Statement, Accounting Statement and Certificate of Exemption.

11. Finance Update

11.1 Review financial reconciliation as at 30 April 2025

11.2 The following payments have been made since the 18 March 2025 meeting:

- a. 22.03.25 Cheque number 100485 - £34.00 Village Hall (hire charge, replaced cancelled cheques numbered 100482 and 100483)
- b. 27.03.25 Cheque number 100486 - £486.33 M Eggleton (clerk's salary for quarter ending March 2025)
- c. 09.04.25 Cheque number 100487 - £27.50 D E Barker (Cllr expenses)
- d. 09.04.25 Cheque number 100488 - £22.80 SALC (payroll services Oct-Mar)
- e. 09.04.25 Cheque number 100489 - £142.02 SALC (annual subscription)
- f. 08.05.25 Cheque number 100490 - £137.62 V O'Hegarty (clerk's salary £129.41 and expenses £8.21, April 2025)

11.3 The precept in the amount of £1,927.80 was received on 10.04.25

12. Questions for the Chairman

13. Date of next meeting Tuesday 23 September 2025 at 7.30pm.

Ginny O'Hegarty, Clerk to Westhorpe Parish Council