

To: Members of Westhorpe Parish Council

You are duly summoned to attend the Westhorpe Parish Council meeting to be held on Tuesday, 23 September 2025 at 7.30pm at the Village Hall.

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. Apologies and approval of absences.
2. Declarations of interest and dispensation considerations.
3. Minutes from the Council meeting and the Annual Parish Council meeting held on Tuesday, 20 May 2025 previously circulated and taken as read – to consider, approve and sign.
4. Matters arising from Council meeting held on 20 May 2025.
 - 4.1 Update on seven day traffic survey – Awaiting survey results from Cllr Mellen.
 - 4.2 Update on Community Infrastructure Levy (CIL) incorrectly paid to Wyverstone Parish Council by MSDC – On 11 August 2025 MSDC agreed to pay the £2,407 CIL to Westhorpe Parish Council.
 - 4.3 Update on 30mph signs and assessment of condition of current 30mph signs – Faded/damaged road signs should be reported via the SCC Highways reporting tool, however as a matter of policy the small 30cm repeater signs are not being replaced.
5. County Councillor Report
6. District Councillor Report
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.
9. Neighbourhood Plan update – Cllrs Caley, Cotgrove and Brown.
10. Letter from Government in reply to the Parish Council's letter about planning.
11. Finance Update
 - 9.1 Review financial reconciliation as at 31 July 2025
 - 9.2 The following payments have been made since the 20 May 2025 meeting:
 - a. 03.06.25 Cheque number 100491 - £163.41 V O'Hegarty (Clerk's salary, May 2025)

- b. 09.06.25 Direct Debit to Nest Pension £6.81
- c. 09.07.25 Direct Debit to Nest Pension £6.81
- d. 14.07.25 Cheque number 100493 - £34.00 HMRC PAYE
- e. 15.07.25 Cheque number 100492 - £163.41 V O'Hegarty (Clerk's salary, June 2025)
- f. 10.09.25 Cheque number 100494 - £326.82 V O'Hegarty (Clerk's salary, July and August 2025)
- g. 10.09.25 Cheque number 100495 £175.82 MSDC (Dog and litter bin emptying annual charge)

9.3 The following amounts have been received since the 20 May 2025 meeting:

- a. £1,023.72 HMRC refund of VAT
- b. £2,407 Community Infrastructure Levy

12. Insurance: Council to consider insurance renewal quote from Zurich Municipal Insurance in the amount of £214.00 (no increase since last year) by 1 October 2025

13. Internal Audit 2025/26: Council to consider instructing Victoria Waples as Internal Auditor, (cost circa. £200 plus mileage – details awaited).

14. Discussion regarding new Assertion 10 of the Annual Governance Statement: Council to consider the steps required for compliance.

15. Schedule of meetings: Agree the dates for 2026 Parish Council meetings.

16. Questions for the Chairman

17. Date of next meeting Tuesday, 20 January 2026 at 7.30pm at the Village Hall.

18. Close of meeting.

Ginny O'Hegarty, Clerk to Westhorpe Parish Council

12 September 2025