

To: Members of Westhorpe Parish Council

You are duly summoned to attend the Westhorpe Parish Council meeting to be held on Tuesday, 17 March 2026 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. To consider Apologies for Absence.
2. Declarations of interest with regards to items on the Agenda and dispensation considerations.
3. To approve the Minutes of the meeting held on Tuesday, 13 January 2026.
4. Matters arising from meeting held on 13 January 2026:
 - a. The Parish Council has taken delivery of anti dog fouling signs.
 - b. Mid Suffolk District Council has confirmed the proposed new location for the dog waste bin is acceptable pending approval by the PCC.
 - c. Update regarding online banking.
5. County Councillor Report.
6. District Councillor Report.
7. To discuss the changes to Mid Suffolk District Council's waste collections.
8. Speed Indicator Device (SID) update (Cllr R Brown).
9. Planning
 - a. To consider the following application:
DC/26/00825 Proposal: Application for works to Trees subject to Tree Preservation Order - MS58/G1- Fell 2 No. Corsican Pine (T1 and T2) Location: Thornglade, Church Road, Westhorpe, IP14 4SY. Comments to be submitted by 20th March 2026
 - b. To note the following planning application status:
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.
10. Neighbourhood Plan update (Cllrs Caley and R Brown).
11. To discuss the changes to Mid Suffolk District Council's waste collections.
12. To discuss a highways issue raised by a resident regarding the bend near Little Thatch.
13. To consider the report received from the Community Liaison Engineer regarding speeding concerns raised at a meeting with her on 20th January 2026 and any actions to be taken.

14. Finance Update
 - a. Review financial reconciliation as at 28 February 2026.
 - b. To note the following payments made since the 13 January 2026 meeting:
 - i. 09.01.2026 Direct Debit to Nest Pension £6.81
 - ii. 16.01.2026 Cheque number 100506 V O’Hegarty £139.61 (£129.41 Clerk’s salary, December 2025 and £10.20 stamps)
 - iii. 22.01.2026 Cheque number 100508 £68.00 HMRC PAYE
 - c. To approve the following payments:
 - i. 17.03.2026 Cheque number 100509 £57.60 Suffolk Association of Local Councils 6 months payroll provision to 31st March 2026
 - ii. 17.03.2026 Cheque number 100510 V O’Hegarty £207.71 (£129.41 Clerk’s salary January 2026, £78.30 Clerk’s salary February 2026)
 - d. To consider requests for donations from:
 - i. East Anglian Air Ambulance
 - ii. Lighthouse Women’s Aid
 - e. To consider the purchase of a grit/salt bin at a cost of between £150 and £450 depending on the type selected. Salt will be supplied and replenished free of charge by Suffolk County Council. Members are asked to note that Suffolk County Council will insure named volunteers who assist with spreading grit or clearing snow provided that the Parish Council maintains a list of those volunteers.
15. To review and adopt the following:
 - a. Asset Register
 - b. Councillor Code of Conduct
 - c. Data and Electronic Data Retention Policy
 - d. Filming and Recording at Meetings Policy
 - e. Financial Regulations 2025
 - f. Information Technology Policy
 - g. Internal Control Statement and Report
 - h. Lawful Basis for Processing Data
 - i. Privacy Notice
 - j. Publication Scheme
 - k. Reserves Policy
 - l. Risk Assessment Register
 - m. Subject Access Request Policy
 - n. Updated Standing Orders 2025
16. Questions for the Chairman.
17. Date of next meeting Tuesday, 19 May 2026 at 7.30pm at the Village Hall.
18. Close of meeting.

Ginny O’Hegarty, Clerk to Westhorpe Parish Council

12 March 2026