

WESTHORPE PARISH COUNCIL

MINUTES of the Meeting held on Tuesday 23 September 2025 in the Village Hall at 7.30pm.

PRESENT: Cllrs David Barker (Chair), Steve Caley, Steve Christian, Diane Gladders and Robin Lambert. Also in attendance Ginny O'Hegarty (Clerk) and five members of the public.

1. APOLOGIES and approval of absences. Apologies were received and accepted from Cllrs Richard Brown and Ian Cotgrove. County and District Cllr Andy Mellen also provided apologies.

The Chairman noted that Cllr Cotgrove had resigned as Councillor and on behalf of the Council thanked him for his work and wise contributions.

2. DECLARATIONS of interests and dispensation. None received.
3. MINUTES of the Council meeting and the Annual Parish Council meeting held on Tuesday 20 May 2025 previously circulated and taken as read were unanimously approved and signed by the Chairman.
4. MATTERS arising from Council Meeting held on 20 May 2025. The results of the seven day traffic survey were received just before the meeting and will be published to the website. £2,407 in CIL funds previously paid incorrectly to Wyverstone Parish Council have now been received by Westhorpe Parish Council. Damaged 30mph signs had been reported via the SCC Highways reporting tool however Highways had only agreed to replace one of the signs. Cllr Caley will research how many 30mph repeater signs should be in place and the Clerk will contact Haughley Parish Council to ascertain how they had obtained new signs given Westhorpe Parish Council had been informed that the 30cm repeater signs were not being replaced as a matter of policy. It was agreed to include 30mph road markings for discussion at the next meeting.
5. County Councillor Report – In the County Councillor's absence, the Chairman reported on highlights from the report which will be published to the website.
6. District Councillor Report – In the District Councillor's absence, the Chairman reported on highlights from the report which will be published to the website.
7. Speed Indicator Device (SID) update will be provided at the next Council meeting. It was noted that the device is currently showing speeds in km per hour rather than miles per hour. The Clerk will contact Cllr Brown and ask him to reprogram it and was also asked to contact the supplier to notify them the device is faulty.
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/25/04181 Lodge Farm, Church Road, Westhorpe, IP14 4TA Planning Application received for change of use of former agricultural building to 6No storage units (B8) including the installation of doors and cladding. At 8.05pm the Chairman withdrew from discussions. It was agreed that Cllr Caley would review the application and seek comments from Councillors electronically. The Chairman rejoined discussions at 8.06pm.
9. Neighbourhood Plan update – Council discussed how to proceed with a Neighbourhood Plan in light of the withdrawal of funding given the depth of work required and limited number of volunteers. The Clerk was asked to contact Cllr Mellen to explore whether other funding options are available, and whether the depth

So signed and approved at a meeting of 13 January 2026

WESTHORPE PARISH COUNCIL

of content of a Neighbourhood Plan is less for smaller parishes. A resident mentioned a recent newspaper article which referred to Mid Suffolk District Council having £38m of unallocated CIL money.

10. Letter from Government in reply to the Parish Council's letter about planning. The letter to the Government together with the response received will be published to the website.
11. Finance Update
 - 11.1 The Clerk presented the financial reconciliation as at 31 July 2025
 - 11.2 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)
 - 11.3 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 considered and approved the insurance renewal quote from Zurich Municipal Insurance in the amount of £214.
13. Internal Audit 2025/26: Council considered and approved instructing Victoria Waples as Internal Auditor in the amount of £120 plus mileage.
14. Council considered and approved the steps required for compliance with the new Assertion 10 of the Annual Governance Statement, including registration of a Council owned .gov.uk domain name, set up of a website that meets accessibility standards, and .gov.uk email addresses for Councillors and Clerk. Council approved the quote received from Suffolk Cloud in the amount of £550 to proceed with the work. The Clerk was asked to contact Cllr Mellen to request a contribution from locality funds.
15. Schedule of meetings: Council noted the change of date of the January 2026 meeting from 20th to 13th, and agreed the dates for the 2026 Parish Council meetings as 13 January, 17 March, 19 May and 22 September.
16. Questions for the Chairman – Correspondence received from Suffolk County Council regarding Solar Together Suffolk a group-buying scheme for solar panel systems. It was noted that listed buildings and properties in Conservation Areas may require planning permission. The Clerk will add the leaflets to the noticeboard.

WESTHORPE PARISH COUNCIL

17. Date of next meeting Tuesday, 13 January 2026 at 7.30pm at the Village Hall.

18. Meeting closed at 8.57pm.