

# WESTHORPE PARISH COUNCIL

MINUTES of the Annual Parish Council Meeting held on Tuesday 19 May 2026 at 7.55pm in the Village Hall.

PRESENT: Cllrs David Barker (Chair), Martin Brown, Richard Brown, Steve Caley, Steve Christian, Diane Gladders and Robin Lambert. Also in attendance: District Cllr Andy Mellen, Ginny O’Hegarty (Clerk) and 6 members of the public.

1. Election of Chairman. It was resolved to appoint Cllr David Barker as Chairman of the Parish Council. The Chairman signed a Declaration of Acceptance of Office.
2. Appointment of Vice Chairman. Cllr Steve Caley was unanimously appointed to this position.
3. Apologies and approval of absences. No apologies received.
4. Declarations of interests and dispensations. None declared.
5. Reports from Suffolk County Council and Mid Suffolk District Council. The reports had been provided at the Annual Parish Meeting that took place just before this meeting.
6. Minutes of the Council meeting held on Tuesday 17 March 2026 previously circulated and taken as read were unanimously approved and signed by the Chairman.
7. Matters arising from Minutes of 17 March 2026 meeting:
  - 7.1 Council agreed to take ownership of the defibrillator from Westhorpe Village Hall Limited and include it on the Council’s insurance. It was noted the battery is due for replacement this year; the pads will be due for replacement in 2027.
  - 7.2 Approval is awaited from the PCC regarding the proposed repositioning of the dog waste bin near the Church.
  - 7.3 Council agreed to purchase a large green grit/salt bin to be sited near the bus stop between Little Thatch and the T-junction.
8. Speed Indicator Device (SID) update. With the good weather the device is working well.
9. The following planning updates were noted:
  - 9.1 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.
  - 9.2 DC/25/04181 Westhorpe Lodge, Westhorpe IP14 4TA Discharge of Condition 3 (Fire Hydrants) – Condition Satisfied
  - 9.3 DC/26/00825 Thornglade, Church Road, Westhorpe IP14 4SY Works to trees – Application Granted
10. Neighbourhood Plan update. Cllr Caley had attended a useful online workshop and Cllrs Steve Caley, Richard Brown and Martin Brown agreed to meet to consider next steps.
11. Finance Update
  - 11.1 The RFO reported the bank balance at 30 April 2026 as:

Savings Account:	£1,568.11
Current Account:	<u>£12,010.98</u>
Total:	£13,579.09

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11.2 Council approved the following payments made since the 17 March 2026 meeting:

Details	Payee	Power	Amount	Payment
Clerk's Salary (Mar-26)	V O'Hegarty	LGA 1972 s.112	£78.30	Cheque no. 100511
NEST Pension (Mar-26)	NEST	LGA 1972 s.112	£6.81	Direct Debit
Clerk's Salary (Apr-26)	V O'Hegarty	LGA 1972 s.112	£163.41	Cheque no. 100512

11.3 Council approved the following payments:

Details	Payee	Power	Amount	Payment
Audit fee	V Waples	LGA 1972 s.111	£130.13	Cheque no. 100513
Membership Subscription 2026-27	SALC	LGA 1972 s.111	£146.37	Cheque no. 100514
Clerk's Expenses - laptop repairs (£59.99), Neighbourhood Planning Workshop fee for Cllr Caley's attendance (£10.00)	V O'Hegarty	LGA 1972 s.112 Salary LGA 1972 s.111 Laptop repairs; Workshop fee	£69.99	Cheque no. 100515
NEST Pension (Apr-26)	NEST	LGA 1972 s.112	£6.81	Direct Debit

11.4 Council noted receipt of the first instalment of the precept in the amount of £2,000.00.

11.5 Council approved the CIL Annual Expenditure Report for the period 2025-26.

11.6 Council having overcome previously encountered problems in setting up internet banking, intends to use BACS transfers for future payments.

12. Audit:

- (i) Council received and noted the Annual Internal Audit Report for the Year ending 31st March 2026.
- (ii) Council approved the accounts for the year ending 31st March 2026 and the Chairman signed the bank reconciliation.
- (iii) Council approved the Annual Governance Statement for 2025-26.
- (iv) Council considered, approved and signed the Accounting Statements for 2025-26.
- (v) Having considered and approved the recommendation that having fulfilled the criteria required, Council considered itself exempt from a Limited Assurance Review.
- (vi) As Agenda Item 12(v) was approved, delegated authority was given to the Chair to sign the Certificate of Exemption exempting the Council from a Limited Assurance Review for the year 2025-26.
- (vii) Council noted and approved the commencement date for the Notice of Public Rights for 2025-26.

13. Questions for the Chairman. No questions were raised.

14. Date of next meeting: Tuesday, 22 September 2026 at 7.30pm at the Village Hall.

15. Meeting closed at 8.45pm.

.....Sign and Date

Chair

Signed as confirmation that they are a true record.