

WESTLETON PARISH COUNCIL

Councillors are duly summoned to a **Meeting of Westleton Parish Council** to be held on **Monday 27 April 2026** at 19:30 in Westleton Village Hall.
Members of the public are welcome to attend.

Richard Green
Clerk to Westleton Parish Council

AGENDA

26/48 Attendance and apologies for absence

26/49 Declaration of interests

Council members to declare possible interests they may have in any items on the agenda, either pecuniary or non-pecuniary and to consider requests of dispensation.

26/50 Reports from County Councillor and District Councillor

To receive reports from County Councillor and District Councillor.

26/51 Public forum

Members of the public are invited to give their views on items on the agenda, raise other relevant issues for Council to note, or to pose questions to the County Councillor and District Councillor. (A maximum of 3 minutes is allowed per speaker and up to 20 minutes in total for this item). Members of the public may not participate in the meeting outside of the public forum.

26/52 Minutes of previous meeting

To approve the minutes of the meeting held on 30 March 2026.

26/53 Matters arising from the minutes

26/54 Councillors' portfolio reports and other parish matters

- (a) **Common** – Cllr Shearme and Cllr Webber to report.
- (b) **Community Field** – Cllr Holmes to report, and to consider proposals for new signage and donation arrangements.
- (c) **Allotments**
 - i. Clerk, Cllr Webber, and Cllr Watson to report.
 - ii. To consider the adoption of the final versions of the land lease agreement and tenancy agreement.
 - iii. To discuss and consider requests for benches and toilet facilities.
 - iv. To discuss and consider a request by Lapwing Education for a bed.
- (d) **Affordable housing project** – Cllr Fisher to report.
- (e) **Trees and footpaths** – Cllr Webber to report.
- (f) **Village survey** – Clerk, Cllr Banks, and Cllr Overton to report.
- (g) **Community wellbeing** – Cllr Overton to report.
- (h) **Village Hall** – Cllr Banks to report and to consider a financial contribution to the Westleton Archive Group.
- (i) **NSIPs** – Cllr Turner to report on Sizewell C and other NSIPs.
- (j) **War Memorial** – To discuss and consider maintenance arrangements.

26/55 Annual Parish Meeting

To receive a report from the Clerk on preparations for the Annual Parish Meeting on Monday 18 May, and to consider the provision of refreshments.

26/56 Planning

- a) To discuss and agree responses to the following applications:

Details
<p>Consulted by: East Suffolk Council Planning ref.: DC/26/0935/FUL Details: Change of use from a 7 bedroom 2 storey dwelling to an 8 bedroom hotel with restaurant bar and commercial kitchen housed in converted shipping containers to front of property. Erection of a gazebo adjacent to the existing outdoor pool and associated groundworks and landscaping. Site: Potton Hall, Blythburgh Road, Westleton, IP17 3EF Link: https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TBMTFAQXHF800 Response deadline: 30 April 2026 (extended on agreement)</p>
<p>Consulted by: East Suffolk Council Planning ref.: DC/26/1275/TCA Details: 1no. Unknown species (T1 on plan) – Fell 1no. Group of Leylandii (marked on plan) - Reduction in height to 3.7 metres, 1no. Oak (T2 on plan) - Crown reduction by 25% Site: The White House, The Street, Westleton, IP17 3AD Link: https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TCUVKVQXHYC00 Response deadline: 30 April 2026</p>
<p>Consulted by: East Suffolk Council Planning ref.: DC/26/1169/FUL Details: Proposed first floor extension Site: Orchard House, Bakers Lane, Westleton, IP17 3AZ Link: https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TCI38PQX06O00 Response deadline: 1 May 2026</p>

- b) **Four Winds, Bakers Lane** – Clerk to update on deed of easement.

26/57 Council finances and administration

- (a) **Closing of the accounts for 2025/26** – To note the closing of the accounts and the results versus the budget for the 2025/26 financial year.
- (b) **Financial position** – To note the Parish Council's financial position correct as at 24 April 2026.
- (c) **Bank reconciliations** – To note the verified bank reconciliations for Q4 2025/26 and full-year 2025/26.
- (d) **Payments** – To consider for approval the schedule of payments for authorisation.
- (e) **Financial Regulations** – To review and adopt the revised Financial Regulations for the 2026/27 financial year.
- (f) **Register of assets and insurance** – To note the revised register of assets and asset values for insurance purposes.
- (g) **Internal control statement** – To review and adopt the internal control statement for the 2026/27 financial year.
- (h) **Risk assessment** – To review and adopt the risk assessment for the 2026/27 financial year.

26/58 Correspondence to the Parish Council

To note any key correspondence to the Parish Council.

26/59 Questions to the Chair / Items for the next agenda

Chair to receive any questions from members and to receive proposals for items for the next agenda.

26/60 Date of next meeting

To note that the parish council next meets on Monday 18 May 2026 for the Annual Meeting of the Parish Council, preceded by the Annual Parish Meeting.

Exclusion of Press and Public (LGA 1972, Part 1, Schedule 12A, Section 100A(4)). To consider whether under Section 100A(4) of the Local Government Act 1972, the press and public should be excluded from the meeting on the grounds that the business to be transacted involves the likely disclosure of exempt information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972 and indicated against each item marked***