

WESTLETON PARISH COUNCIL

Councillors are duly summoned to the **Annual Meeting of Westleton Parish Council** to be held on **Monday 18 May 2026** at 21:00 in Westleton Village Hall.
Members of the public are welcome to attend.

Richard Green
Clerk to Westleton Parish Council

AGENDA

26/61 Election of Chair

26/62 Election of Vice-Chair

26/63 Attendance and apologies for absence

26/64 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.

26/65 Reports from County Councillor and District Councillor

To receive reports from County Councillor John Matthews and District Councillor Paul Ashton.

26/66 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.

26/67 Minutes of previous meeting

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

26/68 Matters arising from the minutes

26/69 Parish matters

- (a) **Updates** – To receive any urgent reports on councillor portfolios not listed on the agenda.
- (b) **Allotments** – To consider providing a plot to Cllr Watson in exchange for tending to communal areas.
- (c) **Affordable housing project** – To consider a letter to the parties.
- (d) **Village Hall** – To consider the purchase of a St George's Flag.
- (e) **War Memorial** – Cllr Fisher to report on discussions with a potential contractor.

26/70 Planning

To re-discuss and consider an amended response to the following application:

Details
<p>Consulted by: <i>East Suffolk Council</i> Planning ref.: <i>DC/26/0935/FUL</i> Details: <i>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.</i> Site: <i>Potton Hall, Blythburgh Road, Westleton, IP17 3EF</i> Link: https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TBMTFAQXHF800 Response deadline: 30 April 2026 (extended on agreement)</p>

26/71 Council finances and administration

- (a) **Standing Orders** – To review and re-adopt the Parish Council's Standing Orders.
- (b) **Code of Conduct** – To re-adopt the LGA Model Councillor Code of Conduct 2020.
- (c) **Register of interests** – To remind members to review the declaration of any interests.
- (d) **Audit** – Members to approve sections 1 and 2 of the Annual Governance and Accountability Return for 2025/26 financial year.
- (e) **Insurance** – To consider insurance quotations.
- (f) **Financial position** – To note the Parish Council's financial position correct as at 15 May 2026.
- (g) **Receipts and payments** – To note any receipts received and to consider for approval the schedule of payments for authorisation.

26/72 Correspondence to the Parish Council

To note any key correspondence to the Parish Council.

26/73 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.

26/74 Date of next meeting

To note that the parish council next meets on Monday 29 June 2026.

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***