

WESTLETON PARISH COUNCIL

Councillors are duly summoned to a **Meeting of Westleton Parish Council** to be held on **Monday 26 January 2026** at 19:30 in the Foyer of Westleton Village Hall.
Members of the public are welcome to attend.

Richard Green
Clerk to Westleton Parish Council

AGENDA

26/1 Attendance and apologies for absence

26/2 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.

26/3 Pre-meeting reports from County Councillor and District Councillor

To receive reports from County Councillor Richard Smith and District Councillor Paul Ashton.

26/4 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.

26/5 Minutes of previous meeting

To approve the minutes of the extraordinary meeting held on 15 December 2025.

26/6 Matters arising from the minutes

26/7 Councillors' portfolio reports

- (a) **Common** – Cllr N Shearme to report.
- (b) **Community field** – Cllr J Alexander and Cllr N Shearme to report.
- (c) **Allotments** – Cllr J Alexander and Cllr D Watson to report.
- (d) **Affordable housing** – Cllr C Fisher to report.
- (e) **Trees and footpaths** – Cllr I Webber to report.
- (f) **Community wellbeing** – Cllr J Overton to report.
- (g) **Strategic Objectives and community engagement** – Clerk to update.

26/8 Parish Council surgery

Cllr A Turner to report parish council surgery held on 26 January.

26/9 Sizewell C and NSIPs

- (a) To receive updates on matters pertaining to Sizewell C (SZC), including the Northern Transport Forum (NTF) and SZC Community Forum.
- (b) To discuss and consider a response to the LionLink consultation and to receive an update on other Nationally Significant Infrastructure Projects (NSIPs).

26/10 Planning

To discuss any planning matters.

26/11 Council administration

- (a) **Clerk's probation** – To discuss and consider the end of the Clerk's probation period.
- (b) **IT matters** – To note end of transition period to .gov.uk email addresses and members to consider and sign an IT policy.

26/12

Council finances

- (a) **Expenses policy** – To consider an expenses policy.
- (b) **Banking** – Clerk to update on switch from Barclays Bank to Unity Trust Bank.
- (c) **Bank reconciliation Q3** – To note the bank reconciliation for Q3.
- (d) **Financial position** – To note the parish council's financial position per 20 January 2026.
- (e) **Receipts** – To note receipt of the donation from the New Year's Day fireworks.
- (f) **Payments** – To note and approve the following for payment:

Payee	Details	Amount	VAT	Total	Power
HMRC	PAYE and NI	£630.89	NIL	£630.89	LGA 1972 s.112
Intermedical	New defibrillator	£549.00	£109.80	£658.80	PHA 1936 s.234
Warrior Fire and Rescue	Donation for bonfire/fireworks cover	£150.00	NIL	£150.00	LGA 1972 s. 137
Clerk	Clerk's salary and expenses Q3 (1.10 – 31.12 2025): <i>Salary - £1871.01</i> <i>Mileage - £71.10</i> <i>Expenses (postage & printer ink) - £61.35</i>	£2003.46	NIL	£2003.46	LGA 1972 s.112
Jim's Mowing (N Shearme)	Expenses and mileage for Christmas tree: <i>Mileage - £14.85</i> <i>Tree - £100.00</i>	£114.85	NIL	£114.85	LGA 1972 s.145(1)(a)
Essex & Suffolk Water	Application fee for allotment water supply	£453.00	£90.60	£543.60	Small Holding & Allotments Act 1908, ss.23, 25
Westleton Garage	Expenses for bonfire/fireworks	£34.17	£6.83	£41.00	LGA 1972 s.145(1)(a)

26/13

Correspondence to the council

To note and consider any key correspondence to the parish council.

26/14

Date of next meeting

To note that the parish council next meets on Monday 23 February 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***