

WESTLETON PARISH COUNCIL

The minutes of an **Extraordinary Meeting of Westleton Parish Council** held on
Monday 9 February 2026 at 19:30 in Westleton Village Hall.

Richard Green
Clerk to Westleton Parish Council

AGENDA

26/15 Attendance and apologies for absence

In attendance

Cllr Fisher
Cllr Holmes
Cllr Johnson
Cllr Turner (Chair)
Cllr Watson
Cllr Webber

Apologies for absence accepted from

Cllr Alexander
Cllr Banks
Cllr French
Cllr Overton
Cllr Shearme

26/16 Declaration of interests

Cllr Watson declared a pecuniary interest in item 26/18 as he is the landowner of the allotment site. Cllr Watson submitted a request for a dispensation to the Clerk in advance of the meeting, requesting that he be allowed to remain present and engage in discussions on allotment matters as he is largely responsible for delivering the project. He requested that this dispensation be granted for a period of six months. It was duly **agreed by all present** to grant the dispensation.

26/17 Public forum

No members of the public were present.

26/18 Allotments

The following allotment matters were discussed and considerations made as follows:

- (a) **Water supply quotation** – It was **agreed by all** to accept the quotation from Essex and Suffolk Water for a mains-fed water supply to the allotments (documentation circulated in advance). The Clerk will finalise the arrangements in co-operation with Cllr Watson.
- (b) **Estimate for legal advice** – It was **agreed by all** to accept the estimate from Fairweather Law LLP for legal advice in relation to the plot holder tenancy agreement and lease agreement with the landowner (documentation circulated in advance). The Clerk will finalise the arrangements in co-operation with Cllr Turner.
- (c) **Plot holder tenancy agreement** – A draft plot holder tenancy agreement was discussed and amended. It was **agreed by all** to submit the draft agreement to Fairweather Law LLP for review.
- (d) **Lease agreement with landowner** – A draft lease agreement with the landowner was discussed and amended. It was **agreed by all** to submit the draft agreement to Fairweather Law LLP for review.
- (e) **Noticeboard** – It was **agreed in principle** to provide a noticeboard at the allotment site. Cllr Holmes stated that there should be a spare noticeboard in the Community Field sheds. Cllr Fisher also stated that he has a spare noticeboard available.
- (f) **Other allotment matters** – The provision of an indemnity agreement between the plot holders, the Parish Council, and the landowner was discussed in order to permit early access to the allotment site for plot holders who wish to start cultivating their plots. It was **agreed by all** for the Clerk to consult Fairweather Law LLP for the drafting of such an agreement.

26/19 Planning

The following planning application was discussed and a response **agreed** as outlined below:

Consulted by	Planning ref.	Details
East Suffolk Council	DC/26/0115/FUL	<i>Upgrade of play equipment in play area</i> Site: Minsmere Nature Reserve, Sheepwash Lane, Westleton, IP17 3BY Link: https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T8SNOMQXG8500 Response deadline: 23 February 2026 Parish Council consultee response: No objection

26/20 Correspondence to the council

The Clerk reported correspondence from a member of the public regarding an overgrown hedge over a footpath abutting the Village Green. Cllr Webber noted that the hedge had been a problem in the past and that he had previously contacted the company responsible for managing the property, which is a holiday let. He agreed to do the same again and to update the Clerk in order to inform the member of the public.

26/21 Questions to the Chair / Items for the next agenda

There were no questions to the Chair nor proposals for additional items to be added to the next agenda.

26/22 Date of next meeting

The Parish Council's next ordinary meeting is scheduled for Monday 23 February 2026.

Meeting ended 21:15

Signed as approved: _____
Cllr Andrew Turner, Chair

23 February 2026