WESTERFIELD PARISH COUNCIL

Minutes of Parish Council Meeting held on Tuesday 17th March 2026 in Westerfield Church Room at 7:30pm

PRESENT: Chair: Councillor Francis Street, Vice Chair Councillor Peter Hudson, Councillor Michael Noble, Councillor Brian Keyland, Councillor Sue Peace. Councillor Mark Booth. County Councillor Elaine Bryce, District Councillor Colin Hedgley.
Clerk & RFO Sophia Charalambous.
Twelve members of the public, including Peter Miller.

1. Governance

1.1. Apologies and approvals of absence
None.

1.2. Co-option of Councillors
Councillor Mark Booth and Councillor Bret Hallworth have both been co-opted as councillors with a unanimous vote by the parish council. Councillor Mark Booth signed a declaration of acceptance with the Clerk and Chairman present.

1.3. Declarations of Interest and Requests for Dispensation
Cllr Francis Street declared he had a non- pecuniary interest with the proposed plans of 19 dwellings on Lower Road.

1.4. To approve the Minutes of the Parish Council meeting held on 27th January 2026
Approved.

1.5. Comments from members of the public on matters on the agenda
None.

1.6. Internal Audit - Letter of Engagement
This has been viewed and acknowledged by the councillors.

2. Village Improvement

2.1. Environmental Group – The Environmental Group met on Sunday 8th March. The volunteers cut back and raked the wildflower area in the churchyard and put up the willow edging. Tidied the back edge of the Village Hall car park, cleared road gutters at the crossroads in readiness for the new planters.
The church and residents of St Mary's Way sent their thanks for maintaining the area.

2.2. Meeting with Tuddenham St Martin PC – Road Safety
This is to be confirmed by the clerk.

2.3. Traffic Survey - Cllr Bryce, has kindly agreed to fund the speed surveys for the proposed 20mph speed limit. – Newest plans being drawn up
The first stage is currently in progress, conducting average speed checks and tracking the volume of traffic. Suffolk County Council are onboard with the 20mph proposed plans.
Cllr Street wants residents to be involved and behind the plans.

2.4. Suffolk Parishes Road Safety Group – This was acknowledged by the councillors.

2.5. SID repair – The councillors agreed to repair the current SID with the cost for the replacement radar of £815.00 + £90.00 labour = £1,005.00 + VAT. All replaced parts come with a one-year warranty. This has been approved.
The councillors agreed to purchase a 2nd SID at a cost of £3.080 + VAT.

2.6. Village Hall, play area and pond (church grounds) – This is still ongoing and they are looking into plans with the pond and how they can fund to maintain it.
There is potential to build a play area using the Outdoor Playing Space Fund.

3. To receive reports:

3.1. County Councillor

3.2. District Councillor
Cllr Colin Hedgley spoke about more funding available from the 1st April 2026.
Westerfield PC will apply for funding towards the new SID.

He discussed new developments and stated that the number of properties to be built in East Suffolk has increased from 905 to 1160 per year, with a 10% expansion in Westerfield.
The continued delay in planning applications being processed is down to stringent measures in place to ensure applications are thoroughly checked.
New recycling bins are being distributed to residents and information will follow as to when they can start being used.

3.3. Parish Councillors on meetings/forums attended.
None.

4. To note and discuss current planning applications

4.1. Status updates:

i) **ENF/25/0430/COND:** Land North of Railway Line and South Of, Church Lane, Westerfield, Suffolk. New dog walking area and access.
Acknowledged by the parish councillors.
ii) **SCC/0093/25SC:** Extraction and processing of sand and gravel with restoration to original ground levels, erection of associated infrastructure, solar photovoltaics and access to the public highway.
Westerfield Quarry application will now not be considered by the County's Development and Regulation Committee before the County Council election on 7th May due to the 6 week restriction in place during the moratorium.

4.2. New applications:

i) Proposed new development at Southlands Lower Road Westerfield IP6 9AR.
Kieran Roper was invited to discuss the proposed plans on Lower Road. The land has been acquired, and the plans are to build 2 properties on the plot.
ii) Kevin Roper attended the meeting with his team to discuss the proposed plans on Lower Road which will include 19 dwellings. All of which are bespoke bungalows that will be unique to the village.
All properties will have an EPC rating of A, and there will be a green space open for public access with a pedestrian and cycle route, which the policy dictates. It is to be confirmed if it shall include a play area or fitness space.
The layout has been designed with surface water drainage in place if necessary.
A flood risk was raised by a member of the public, however the planning team confirmed that since purchasing the land, the ditch was cleared and is serving it's purpose to prevent potential floods.
iii) Westerfield train station have proposed double yellow lines along both sides of Westerfield Road. The parish council reviewed the plans during and prior to the meeting.
Residents are concerned they will not have easy access to their properties and have requested for a white 'H' to be painted outside their homes with lowered curbs.
Residents are also concerned that people using the station will look for parking elsewhere and may use Mill Farm 'track' which is a private road. Therefore, residents are requesting the double yellow lines to be extended beyond Mill Farm track, up to the Country Park.
A suggestion was made to add 'private road' signs to prevent cars parking there.
There is potential for Westerfield station to become busier, now with more regular station stops and new developments. There could be a 31% increase to users of Westerfield station.
A member of the public proposed that the station 'yard' be used as a carpark for railway users.
Cllr Street and Cllr Peace will be attending the East Suffolk Railway meeting on the 27th March and will raise the concerns of the residents on their behalf.

4.3 Items received after the agenda was published, and other planning matters

i) **DC/26/0866/DRC**: Discharge of Condition Nos. 3, 8, 13 & 14 of DC/21/4734/ARM - Approval of reserved matters - Phases 2-6 of the Country Park (comprising hard and soft landscaping, drainage, earthworks, boundary treatments and associated works) - of DC/16/2592/OUT: Mixed use development comprising up to 1,100 residential dwellings (C3); a local centre inc. up to 250sqm (net) of convenience floor space (A1), up to 300sqm of comparison floorspace (A1), up to 250sqm in use classes A1-A5; and up to 500sqm community centre (D1); provision of land for a primary school (D1); provision of sports facilities, Country Park including visitor

centre D1) and open space (including amenity space/childrens play areas and allotments) and sustainable urban drainage systems; associated landscaping, infrastructure and engineering/earthworks; and the creation of 2No. new vehicular accesses from Henley Road, 1No. vehicular access from Westerfield Road (to serve Country Park only), pedestrian/cycle bridge over railway and vehicular bridge over railway (access only) - 3 Details to demonstrate that the paths will be of the same surface and design - 8 Size, internal features and exclusion fencing for the dog-off lead area - 13 Landscaping for the swale proposed for drainage of the approved car park - 14 Demonstrate the section of the application site covered by the bridge proposals will be landscaped and completed.
Acknowledged by the councillors.

5. Communications

5.1. Newsletter

5.2. Website – Westerfield Village website www.westerfield-village.co.uk contains a lot of incorrect and obsolete information and needs to be removed from public view, to prevent both misunderstandings and potentially bigger issues. The website was created on an old html platform and is effectively impossible to update - it needs re-creating on a modern platform. It is backed up so that correct historical information can be re-used in future. The domain is registered until August 2027. (This is separate to the Parish Council website www.westerfieldparishcouncil.gov.uk

5.3. Gov.uk email – The clerk has contacted CAS to setup the new email address for Cllr Peace to be able to manage communications and newsletters from one account. Cllr Peace requested 2 email accounts which the councillors approved if one account will not be sufficient for sending out mass emails regularly.

6. Financial matters

6.1. Receipts & Payments since last meeting, approve payments due

Payment	VAT	Total
SALC Payroll	£9.00	£54.00
Fashosts Feb/March 84061909	£1.61	£9.66
Ipswich Packaging Service	£3.00	£18.00
FIND (Charity Donation)	£0.00	£50.00
St Mary Magdalene Church donation	£0.00	£600.00

Bank reconciliation

Balances at the Bank: 17/03/2026

Business Account £103,611.79 **Current Account £1,289.81**

6.2. Street Lighting maintenance & energy cost
Maintenance £ 118.54
Maintenance Administration £ 11.83
Energy £ 105.34
Energy Administration £ 10.52
Private cable Maintenance £ 0
Private Cable Administration £ 0
Total cost £ 246.23 + VAT = **£295.48**
This has been acknowledged.

6.3. Donation acknowledgements
i) FIND – Families In Need – A £50.00 donation was agreed and approved to be paid to the charity.

7. Other Matters

7.2. Statement of Community Involvement – SALC Internal Audit booked for week commencing 8th June 2026

7.3. Defibrillator batteries - The Battery on Westerfield's Physio-Control CR2 Defibrillator reaches its use by date in April 2026. The PC have been quoted £265.00 + VAT for delivery and invoicing in late March. Cllr Noble retrieved other quotes and the parish council agreed to purchase new batteries from The British Heart Foundation at a price of £252 including VAT. The councillors approved to fund up to £260 for this.

7.4. The Community Cycle Parking Fund - Grants of up to £1,000 for the purchase and installation of new or upgraded cycle parking facilities.
Cllr Street wishes to apply for this for the local community.

8. Governance documentation review, updates, and adoption/approval

8.1. To review the following:

- Councillor Code of Conduct
- Data Protection & Information Management Policy
- Grants and Charitable Donations Policy
- General Privacy Notice
- Health and Safety Policy
- Planning Committee: Terms of Reference (ToR)
- Safeguarding Policy
- Subject Access Request (SAR) Policy

The councillors approved the above policies which will be updated by the Clerk and uploaded onto the website.

9. Correspondence and urgent matters to be brought to the attention of the Parish Council.

None.

10. To note the date of forthcoming meetings:

Annual PC and AGM 19th May 2026
21st July 2026, 22nd September 2026, 24th November 2026

Signed by Sophia Charalambous, Clerk & RFO, Westerfield Parish Council

