

WESTERFIELD PARISH COUNCIL

Minutes of Parish Council Meeting held on Tuesday, 16th September 2025 in Westerfield Church Room at 7.30pm

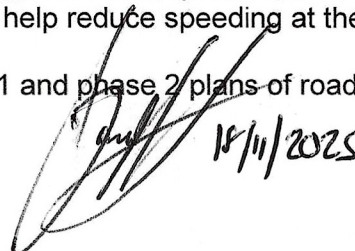
PRESENT: Councillors: Francis Street, Michael Noble, Sue Peace. District Councillor Colin Hedgley. Sophia Charalambous Clerk) Two members of the public Peter Miller and Barbara Robinson.

1. Governance

- 1.1. Apologies and approvals of absence.
Jason Kirk, Peter Hudson, John Barber, Brian Keyland, Dan Clery and Elaine Bryce were absent.
- 1.2. Declarations of Interest and Requests for Dispensation.
Councillor Street has been in contact with Ipswich Borough regarding the disabled access at Henley Gate Country Park from Lower Road. This is ongoing.
- 1.3. To approve the Minutes of Parish Council meeting held on 15th July 2025 and the extraordinary meeting held on 12th August 2025.
Approved.
- 1.4. Comments from members of the public on matters on the agenda.
Member of the public Barbara Robinson spoke about the updated planning application DC/24/1593/FUL. Barbara stated that the original application in 2019, was not validated as it should have been. Barbara advised that the processes are incorrect and between 2019 – 2025 the approved plans have not been followed.
Barbara submitted a case study back in 2023 and the process is still ongoing.
Barbara stated that ESPA will be meeting at the Planning Advisory in Trimley, with the Chief Executive Chris Bally.
Councillor Street agreed to attend the meetings to gain a better understanding of what is happening.
- 1.5. External audit.
The councillors acknowledged the report from the external audit.

2. Village Improvement

- 2.1. Neighbourhood Plan – Community inclusivity
Councillor Peace reached out to the local youth of Westerfield but stated no feedback was given regarding any requirements in the village.
Councillor Street suggested approaching more teenagers in the village for their response.
Member of the public Peter Miller noted that most children and teenagers leave the village to attend school and outside clubs etc and it is difficult to reach out to them.
Councillor Peace suggested an event such as the village fete to engage the youth.
The councillors agreed to look at this again at a later date as there does not currently seem to be an issue.
- 2.2. To receive an update on traffic and safety measures for the village.
Councillor Peace stated that there is no signage at Lower Road to show the current road closures and recommended closure dates to be added, as well as details of where the roads are closed should be included to make this clearer to road users.
Councillor Noble stated there is currently no sign on Westerfield Road either showing the road closure.
Councillor Street agreed to contact Steve to discuss the signs regarding the Westerfield Road closure and roadworks.
Councillor Peace noted that members of the village suggested adding more painted 30mph signs to the roads on Lower Road and Church Lane to help reduce speeding at the cross junction.
Councillor Noble noted that this was part of the phase 1 and phase 2 plans of road and traffic improvements in the village.



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Councillor Street agreed to follow up the current stage of phase 1 and phase 2 of road improvements with Councillor Keyland, who has spoken with Josh White from Suffolk Highways but was unfortunately absent at the meeting.

Member of the public Peter Miller mentioned that a more prominent signage would help to show road users when they are entering the village, in order to slow down.

Councillor Street noted that it could be a possibility to change the village signage at a later date.

2.3. Country Park/Henley Gate – play area

Henley Gate play area aims to open at the end of September 2025. They are prepared to open the park; however, they need to consult with Anderson Group beforehand.

Councillor Street will report back to the councillors after the 29th September 2025.

2.4. Environmental Group

Councillor Noble stated the volunteers have been meeting every month in the village.

6 volunteers attended the most recent meeting on 14th September and together they tidied up the hedge to Mill Farm, relocated part of the Heras fencing so they could trim hedges and remove weeds. They also tidied up around the church entrance and village hall.

At the next meet up, they will dismantle the old planter under the chestnut tree.

Councillor Street will send a letter to Chris Fry regarding Heras fencing removal as this has still not been completed.

2.5. Planter Replacement, play area

Councillor Noble noted that the proposed position of the new planter is incorrect and suggested a new location, on the opposite side of the road under to the village sign.

The councillors suggested adding two planters in this location (to the left of the village sign) and are querying if the licence fee will cover two planters.

Sophia Charalambous (Clerk) agreed to follow this up and will amend the current application.

Peter Miller stated that the proposed position for the planters is parallel to the deceleration lane which will be removed as part of the phase 2 roadwork improvements, including dropped curbs being added for pedestrians to cross.

Sophia Charalambous (Clerk) has agreed to communicate with Yvonne Maynard regarding suitable planters and plants for the new location.

The old planter is to be dismantled and disposed of as it is rotten and needs replacing. This will be organised by the environmental team.

3. To receive reports:

3.1. County Councillor

3.2. District Councillor

[Cllr Dan Clery August 25 Report](#)

[Cllr Colin Hedgley September 25 Report](#)

Councillor Colin Hedgley stated that he will be voting against the Unitary Authority later this month and is very unhappy that the public have not had the opportunity to vote on the proposed new council.

Colin stated that the main problems he noted in the plans are within the Schools, SEND and Social Services.

Westerfield will become part of the Ipswich and South Suffolk boundary, which will come under Ipswich Council.

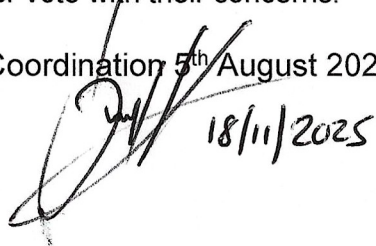
Councillor Colin Hedgley believes he will be in the minority with his objection against the three-council structure reorganisation. Colin stated that there is a 170 page document available to view online at threecouncilsforsuffolk.org

The change will begin in 2026 if the proposal of the Three Suffolk plan goes ahead. From May 2027 with the new council in power, the new plan will roll out fully.

Councillor Colin Hedgley stated that individuals should write to the minister of Local Government Alison McGovern, after the end of September vote with their concerns.

3.3. Parish Councillors on meetings/forums attended

i) Water Quality Initiative – Community Partnership Coordination 5th August 2025



- 3.4. Upcoming meetings
- i) 24th September Beyond the Precept: Exploring Alternative Income Sources.
 - ii) Suffolk Coastal Disability Forum Meeting 21st October 2-4pm online.
Councillor Peace to attend this meeting.
 - iii) East Suffolk Area Forum 25th September 7pm online.
Councillor Street and Councillor Noble to attend this meeting.
 - iii) East Suffolk Area Forum 25th September 7pm online
 - iv) Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership 13th October 2pm – 4pm Martlesham Parish Rooms, Felixstowe Road, Martlesham, IP12 4PB
 - v) Passenger Group Meeting – 19th September 2pm online
 - vi) Rural and Community Housing Online Q&A Monday 6th October 1pm – 2pm
Councillor street to attend this meeting.
 - viii) Rural Housing Networking Forum - 22nd October at 2pm
Councillor street to attend this meeting.

4. To note and discuss current planning applications

4.1. Status updates:

- i) **SCC/0093/25SC**: Proposal: 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.

The councillors acknowledged the current status of the planning application.

4.2. New applications:

None.

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

DC/24/1593/FUL Retention of building to provide guest accommodation in association with the physiotherapy business; erection of building for use as a swimming pool by clients in association with the physiotherapy business and owners/occupiers of 7 Main Road, Westerfield, Ipswich, Suffolk, IP6 9BZ (the Host Dwelling); dual use of land for use by occupiers of the Host Dwelling and clients in association with the physiotherapy business; trees/bushes to be removed along southern boundary, alterations to access including new fence and gates, and associated works (part retrospective)

Member of the public Barbara Robinson provided a map showing the property locations and drainage in the area. Barbara stated that the drainage is a problem and is unaware if the land owner has permission or not for the use of their drainage system, which she believes they do not. Barbara stated that the proposed development will overwhelm the current drainage system in place, which is illegal use. She went on to state that there is no fowl drainage in place, however there is a plan for a drainage system which is not appropriate as it will allow fowl drainage to flush into the pond, consequently effecting the biodiversity and will be a hazard.

Barbara stated that the area is a residential site with 3 small cottages, however it is becoming more commercialised.

Barbara Robinson suggested the Parish revisit the new planning application.

Peter Miller noted that in the original planning application, some of the plans were objected and some were not.

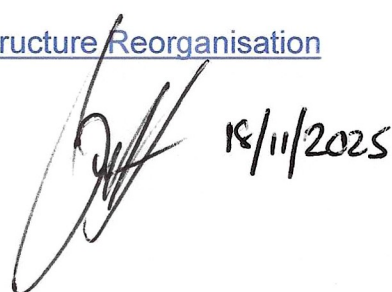
Councillor Street agreed to draft an objection to be published online by the 2nd October 2025, with the support of Councillor Peace.

5. Consultations

5.1. Shaping Suffolk Together – [Three Council Structure Reorganisation](#)

This was discussed with Councillor Colin Hedgley.

5.2. Village Hall Storage



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The Village Hall is to be redecorated so the filing cabinet is to be moved and 3 boxes of documents to be sorted through.

Peter Miller stated that certain documents are to be retained for 7 years.

The councillors agreed to keep the lockable filing cabinet.

Councillor Noble and Peter Miller agreed to meet and organise the documents and files.

6. Communications

6.1. Newsletter

Councillor Peace stated that the August/September newsletter had been issued.

October/November issue is currently being created.

Councillor Peace agreed to add the open date of Henley Gate Park once this has been received.

6.2. Website update

Councillor Noble stated that the village website is currently being maintained in order to retain relevant and important information, however the current website is outdated.

Councillor Noble suggested a 3rd website is created as an interim to transfer over all important information to then supersede the current outdated version.

Councillor Noble suggested the village website to cover events and notices, with the welcome booklet to be added to this also. It was also suggested that links from other websites such as the Village Hall and Parish Council are added to connect them together.

7. Financial matters

7.1. Receipts & Payments since last meeting, approve payments due.
Payments approved.

7.2. Bank Reconciliation at 31st August

7.3. Budget spend v actual
Noted.

7.4. Insurance renewal

[Renewal Quotation](#)

The insurance renewal was approved by the councillors.

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

8.1. i) [IT Policy](#)

The IT policy will be recirculated to the councillors after a slight amendment, which is then to be approved and added to the parish website.

ii) Westerfield Memories Booklets

Councillor Peace requested the reimbursement of costs to create the Westerfield Memories Booklets. The councillors agreed to fund up to £300 for this.

iii) Traffic Calming Measures – Church Lane/Lower Road

Councillor Peace is requesting that traffic calming measures be put into place on Church Lane and Lower Road.

Member of the public Peter Miller suggested speed cushions.

This matter is to be discussed at the next Parish Council meeting in November.

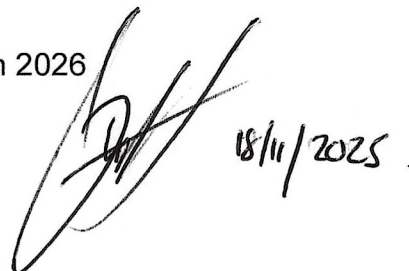
In the meantime, this will be discussed with Councillor Keyland as this is likely to be involved with the phase 1 and phase 2 of road updates.

iiii) East Suffolk Blooms

Councillor Peace stated that Westerfield was unsuccessful this year with the application for daffodil bulbs unfortunately.


9. To note the date of forthcoming meetings:

18th November 2025, 20th January 2026, 17th March 2026



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



FRANCIS STREET (Choir)
18/11/2025.