WESTERFIELD PARISH COUNCIL

Tuesday, 22nd September 2026

Minutes

Present: Cllr Francis Street, Cllr Peter Hudson, Cllr Sue Peace, Cllr Michael Noble, Cllr Mark Booth, Cllr Bret Hallworth, District Councillor Colin Hedgley and 9 members of the public.

1. Governance

1.1 Apologies and approvals of absence

None.

1.2 Councillor vacancy – resignation of Councillor Brian Keyland

This was acknowledged by the Parish Councillors who thanked Brian for his time and valuable input to helping the local community.

1.3 Nomination – replacement Councillor

David Griffiths a member of Westerfield community expressed an interest in joining the Parish Council. However, this is not possible until after the 1st October when the vacancy advertisement will expire.

David will attend the next PC meeting to be co-opted by the councillors, if there have been no other applicants or expressions of interest in the meantime.

1.4 Associate Parish Councillor/Meetings online/Succession Planning

It was suggested that a non-voting Councillor role be created to encourage a varied dynamic to the Parish Council team. Which would in turn, open the PC to a younger generation of the community who are unable to commit their time and attendance to the meetings, but can offer their opinions, skills and viewpoints. With the registered Parish Councillors making the final official decisions. This is to be arranged.

1.5 Frequency of Parish Council meetings/Tasks Ahead

Councillor Mark Booth suggested more regular monthly meetings for issues to be discussed between the PC. These meetings would not be open to the public, and no formal decisions will be made, however it will give the PC adequate time to discuss matters of Westerfield village in more depth. The PC unanimously agreed for these meetings to be arranged and to take place.

1.6 Focusing content of PC meetings/Summary of Financials

The PC agreed to hold regular meetings to discuss certain matters in more detail, with all decisions to take place at the official PC meetings, ensuring topics of particular importance are given adequate time to be discussed.

1.7 Declarations of Interest and Requests for Dispensation

Chairman Cllr Fancis Street declared his interest in the planning application DC/26/2182/FUL

1.8 To approve the minutes of the Parish Council meeting held on 21st July 2026

The minutes were distributed to the PC prior to the meeting and were approved and signed by the chairman.

1.9 Comments from members of the public on matters on the agenda

None.

2. Village Improvement

2.1 St Mary's Church (Francis/Charlotte Cook)

Reverend Charlotte Cook spoke and clarified the confusion regarding potential closure of St Mary's Church. Charlotte confirmed there is good news only and St Mary's is remaining open. She is keen to hear thoughts and opinions of the villagers and she is inviting members of the community to attend the church on the 21st October at 7:30pm to hear about the church.

There is currently a small congregation that attend the parish church on Sundays, which is available for everybody and is a community facility for the village.

The church requires maintenance and the church tower I crumbling and needs repairing. The grounds and garden require regular maintenance, cleaning and repairing.

Charlotte spoke of her background in music and is open to ideas in music, arts or anything that will encourage a positive community spirit and help raise funds for the church.

St Mary's Church has had a worshiping community for over 900 years and Reverend Charlotte will ensure it does not close.
The PCC are open to suggestions and welcome them from the community.
Chairman Cllr Francis Street has received quotes for the repairs required on the church tower which he discussed with Cllr Bret Hallworth, a retired Chartered surveyor.
The church has an inspection carried out every 5 years where feedback is given for any required works.
The Councillor's will look at previous inspection reports to have more knowledge of the requirements.
The church is owned by Ipswich Diocesan Board of Finance who has responsibility of the church buildings.
Unfortunately, Suffolk has a relatively poor diasis and the church must apply for faculty to repair the church tower.
Cllr Mark Booth suggested a sub-group of Councillor's is created to help support the church funding plan and a Neighbourhood Plan Village Group was suggested by Cllr Sue Peace.
Cllr Mark Booth researched funding available online, which was distributed to all Councillor's and Reverend Charlotte prior to the meeting. The church Treasurer Alan Grant, has applied for grants which have unfortunately been turned down.
Reverend Charlotte was interested in the Places of Worship Renewal Fund and will look into applying for this if suitable.
A member of the community Kevin Cattermole offered help with his network of contacts at approach.
Cllr Francis Street suggested Jools Holland has offered a concert in the village to raise funds.

2.2 Village Green proposal/19 Bungalows (Cricket Pitch/Village Team Martin Loades)

Chairman Cllr Francis Street is delighted that the plans for the bungalows have changed and thanked Kieron Roper for listening to the local community and neighbours.
Kevin Cattermole and Kieron Roper stated the original plan with the previous owner had 23 properties in the plans and it was Kevin Cattermole that suggested a more modest 19 bungalows, to include a village green and fitness area; that will be more appealing and fitting with the village.
The PC discussed using the village green as a community cricket pitch and Cllr Mark Booth raised concerns for adequate car parking there, which will be a community area.
The planning applicants confirmed the following have now been completed: flooding risk checks, Highways checks, and the landscape design discussed. They are looking at a minimum of 10 months for planning approval.
The developers will attend another meeting in future, nearer to the time of starting development to discuss ensuring minimal disruptions to the community.
Cllr Sue Peace raised concerns for flooding of the trenches and ponds in the community green area and noted that there should not be any development of buildings or club houses on the site. More suggestions for the use of the green area were made, such as rounders and football. Kevin Cattermole was introduced to Martin Loades for help, who offers a lot of support to the village community.

2.3 Southlands (Jodie Bird)

Jodie Bird spoke of the recent changes made to the planning application, which does not address the original concerns raised that affect Silverlees.
She feels the plans are overbearing and overshadowing with high pitched roofs and has concerns for drainage and flooding near to Silverlees.
The PC agreed to take this matter straight to the planning committee.
Cllr Colin Hedgley is unable to comment on this, as if it goes to the committee he is biased.
The application, however, is likely to be approved by the planning officer.
The PC objected to this planning application with 5 out of 6 Cllr's agreeing to progress with the appeal under the grounds of over development.
ACTION – Clerk to contact the Planning committee and request Dan Clery's support regarding this planning application.

2.4 Footpath from Fullers Field (Mark Booth)

The footpath above Fullers Field has many dog walkers including some with up to 7 dogs at a time. The PC have placed no dog fouling signs along the footpath; however, the problem has continued.
The PC received 6 donated dog waste bins, saving the PC £1800 in total.
The new path connecting the residential area of Fullers Field to the established public footpath above Fullers Field needs further PC discussion. This is to establish if the new path is for use only by residents of Fullers Field, or for wider use of the community. The PC will discuss if this should be formally adopted as a public footpath.

2.5 Dog waste bins (Francis/Robin Travis)

Cllr Mark Booth is to plan the areas/locations for the dog bins to be placed.
Clerk to send the maps and plans to Amanda Childs for approval.
Local Farmer Joy Soar was asked by the PC if her land is also affected by dog fouling.
Joy noted that this is a problem across the land, however it has been accepted as part of the local community attitude. Farmers have to submit samples of wheat for toxin reports before it can be sold. Joy's footpaths and fields are used by dog walkers locally and the PC would appreciate her input as what locations the remaining 5 dog waste bins could be placed.

2.6 Village Shop – Partridge Farm/Community Housing (Francis)

Local farmer Joy Soar spoke of her pop-up farm shop which will offer bacon sandwiches, tea, coffee, cakes and meat for sale. The meat for sale is all produced locally on their farm with locally produced eggs from Henley.
Joy has ideas to produce flour from their homegrown wheat, in order to be made into bread, however this would have a big initial outlay.
They will think about making the decision to change the use of the property to a permanent shop, however for now the pop-up shop will continue with the ongoing sale of meat, which will include meat box collections.
Joy was commended for her efforts to offer a business selling local produce, which reflects the village life that Westerfield is to be.
Joy is open to help and support the local community, with any queries of renting land for events, help with digging or use of heavy machinery, storage requirements etc. Joy encourages the community to engage with their local farmer.
Partridge Farm has a website with further details of the pop up shop dates and times, which will be shared in the Westerfield newsletter.

2.7 Westerfield quarry – Tuesday 20th October 2026 (Francis)

Thedate for the quarry to be discussed by the planning committee has been delayed further until the 20th October 2026, although this is yet to be confirmed and may be a later date.
A demonstration march is to take place outside of the Suffolk County Council head office, with the date and time to be confirmed.

2.8 To receive an update on traffic and safety measures for the village

- 20 mph speed limit Lower Road & Church Lane "Scalability" and Strategy (Francis)
  There is a 14+ week timescale on the 20mph speed reduction project.
- Westerfield Railway Crossing (Francis)
  County councillor Elaine Bryce is to announce the confirmed plans agreed by Suffolk Highways. The yellow lines will be completed within the next 14 weeks.
- Speedwatch – Volunteers are required to continue to carryout regular Speedwatch in the village. Any volunteers should contact the Councillors or the PC clerk.

2.9 Country Park/Henley Gate

- Plaza proposals, completion of disabled access, commercial premises

The widening of the footpath is still being discussed.
Cllr Francis Street has had some success with Waitrose who are in discussion with the property developers regarding the commercial premises and he is persevering with Marks and Spencer.

2.10 Environmental Group

The Environmental Team met on Sunday 11th October 2026 and cleared the footpaths of conkers and debree, trimmed hedges and removed brambles, and tidied around the village hall.
The Environment al Team have a group of 16 volunteers with between 10-12 people attending regular meet ups to maintain the village, as well as social events which help maintain good moral.

There is a church tidy up which is due to take lace on Saturday 26th September 2026 which is open to volunteers to attend. The environmental Group are willing to help at the church tidy up.

2.11 Social & Events Committee
To be discussed at the next meeting.

3. To receive reports:

3.1 County Councillor

3.2 District Councillor

The PC thanked Colin Hedgley who provided £1000 of grant money to help fund a new SID for Westerfield.

District councillor Colin Hedgley shared his report at the meeting and mentioned the Electrical Safety Fund, which could be suitable for the church warden at St Mary's church. Details of this fund and application process will be sent to Reverend Charlotte Cook.

A Local Government re-organisation is estimated to take place in May 2027 with District Councillor elections.

Cllr Colin Hedgley spoke of the 'shambolic' waste and recycling system which has been an utter 'disgrace' to the community. Colin received 91 emails with most consisting of complaints regarding the missed bin collections, which totalled to around 20,000 missed collections. This has significantly improved and has reduced to 6,000.

A discussion will take place on the 23rd September about the waste and recycling.

Colin still welcomes emails with any complaints regarding the bin collections.

4. To note and discuss current planning applications

4.1 Status updates:

i) **DC/26/0750/FUL:** Severance of part of existing residential curtilage, formation of new vehicular crossing, erection of 1no. self-build dwelling and garage and 1no. dwelling and garage for market sale, together with associated works. Awaiting decision.
This was acknowledged by the PC.

ii) **DC/26/0916/FUL:** Erection of nineteen dwellings, new vehicular access, associated hard and soft landscaping, and new community open space. Awaiting decision.

iii) **DC/26/0859/FUL:** Conversion and alteration of outbuilding to form detached dwelling. Permitted.

iv) **DC/26/1852/FUL:** Construction of 4no. dwellings with garages and shared driveway. Awaiting decision.

v) **DC/26/1867/FUL:** Construction of a self-build dwelling, new access and associated works. Awaiting decision.
This was acknowledged by the PC.

4.2 New applications:

i) **DC/26/0920/FUL:** Erection of building to ancillary residentially based physiotherapist clinic [Sui Generis] and associated works [retention of], following the grant of planning permission DC/19/2270/FUL.

Cllr Sue Peace and Cllr Francis Street have investigated this planning application and discussed it profusely, along with the other councillors prior to this meeting. The documents submitted by a community member were circulated to the councillors prior to the meeting and they reached the conclusion that the plans are not accurate. Cllr Francis Street will discuss this with the applicant and the PC may chose to submit a further comment online before the 21st October.

ii) **DC/26/2182/FUL:** Proposed (Self-build) New dwelling (2 storey) detached to replace existing approved application DC/24/1060/FUL approved 10/07/2024. Comment submitted by the PC.

iii) **DC/25/4504/FUL:** Retrospective Application - Change of use from Residential Annex to Dwelling. Comment submitted.

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

5. Communications

6.1 Newsletter

- Official gov.uk email address – Cllr Sue Peace
  The Clerk will research a new email provider if they are unable to get a response from the original one requested to setup the email accounts for Cllr Streets newsletter. The email account must be able to send out a minimum of 162 emails at one time.
  ACTION- Clerk to setup new email accounts as soon as possible.
- NALC Training: Next Generation Leadership, Vital Villages
  Cllr Sue Peace and Cllr Francis Street to attend.
- Parish Council Christmas lunch/dinner
  This will be discussed at the next meeting in November.

6.2 Councillor Key Roles – Allocation of responsibilities

Further details of outstanding roles to be covered are to be agreed at the next meeting and added to the website.

6. Financial Matters

7.1 Receipts & Payments since last meeting, approve payments due

Date	Description	Amount
27.07.2026	S Charalambous clerk payslip -July	£406.01
27.07.2026	SALC	£284.40
31.07.2026	M Noble – Defib supplies	£396.00
31.07.2026	F Street – Dog fouling signs	£108.51
31.07.2026	M Noble – Fasthost web hosting	£0.48
18.08.2026	Service charges Lloyds	£4.25
01.09.2026	S Charalambous clerk payslip – August	£405.81
01.09.2026	S Peace – Newsletter & STQ banners	£1,324.85
21.09.2026	Service charges Lloyds	£4.25

Bank Balances as of 22nd September 2026
Community £1,248.77 Business £101,130.22

7.2 Bank Reconciliation at 31st August 2026

This was distributed prior to the meeting and approved by the councillors.

7.3 New SID purchase – CIL funds

The new SID has been purchased using CIL funds of £4,818 along with the help of £1000 from District Councillor Colin Hedgley's funding.

7.4 Clerk pay award of 3.3%

7.5 Insurance renewal – 1st October 2026

The insurance renewal policy was distributed to the PC prior to the meeting and the renewal was agreed. Clerk to notify insurance provider to renew the policy.

7.6 Lighthouse Womens Aid – Donation

The PC unanimously agreed to offer a donation of £100 to the Lighthouse Womens Aid.

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

To note the date of forthcoming meeting: 24th November 2026

The meeting closed at 9:16pm

Signed by Sophia Charalambous
Clerk & RFO Westerfield Parish Council