

CHEDBURGH PARISH COUNCIL

Clerk: Abbie Lee | Email: chedburgh-pc@outlook.com

Agenda for Parish Council Meeting on Monday 8th September 2025

To: Cllr A Smith, Cllr S Sellars, Cllr M Rickard, Cllr S McGhee, Cllr H Simmons, Cllr C Pettit & Cllr J J Jones.

Members of the Parish Council: You are duly summoned to the next meeting of Chedburgh Parish Council to be held on **Tuesday 23rd September 2025** from **6 pm** in the Stirling Room at the Erskine Centre for the purpose of transacting the business below.

Members of the Public: You are welcome to attend this public meeting and have a statutory right to attend as observers. There is a public forum of up to 10 minutes within the meeting for members of the public to speak in respect of any items on the agenda. Members of the public may be excluded by a resolution of the meeting for specific items which may need to be discussed in confidence.

AGENDA

1. Apologies for Absence

2. Declarations of Councillor Interests

Councillors are reminded to update their Declaration of Interests on the West Suffolk District Council website in accordance with Chedburgh Parish Council's Code of Conduct.

3. Planning Applications

DC/25/1287/HH: Rowan House, Silver Tree Way, Chedburgh, Suffolk, IP29 4WA
Householder planning application for conversion of existing garage into a habitable room.
Deadline for commenting 23/09/2025.

4. Governance

To approve the Temporary Scheme of Delegation for the Clerk (Appendix 1).

APPENDIX 1

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Temporary Scheme of Delegation to the Clerk/Proper Officer

1. To act as Chedburgh Parish Council's (the Council) "Proper Officer" in all cases where any legislation requires the appointment of such an Officer until the full Scheme of Delegation is adopted at the next full Council meeting.
2. To act as the Council's Responsible Financial Officer in all cases where any legislation requires the designation of such an Officer until the full Scheme of Delegation is adopted at the next full Council meeting.
3. To act as the Clerk to the Council to ensure the proper discharge of its functions until the full Scheme of Delegation is adopted at the next full Council meeting.
4. To act on behalf of the Council in matters relating to Health and Safety until the full Scheme of Delegation is adopted at the next full Council meeting..
7. To respond to planning consultations on behalf of the Council until the full Scheme of Delegation is adopted at the next full Council meeting.
8. To sign on behalf of the Council any document necessary to enable Council decisions to be enforced until the full Scheme of Delegation is adopted at the next full Council meeting..
9. To incur expenditure on items where the Council (or the appropriate Committee under delegated powers) has agreed the expenditure within its budget until the full Scheme of Delegation is adopted at the next full Council meeting..
10. To spend up to £250 for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk/RFO shall act after consultation with the Chair and Vice-Chair of the Council) until the full Scheme of Delegation is adopted at the next full Council meeting.
11. To spend up to £250 in situations where such expenditure is within budget and considered to be justified. To spend up to £1,000 in consultation with the chairman where such expenditure is within budget and considered to be justified until the full Scheme of Delegation is adopted at the next full Council meeting.