

CHEDBURGH PARISH COUNCIL

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

Agenda for Parish Council Meeting on Monday 27th October 2025

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

Members of the Parish Council: You are duly summoned to the next meeting of Chedburgh Parish Council to be held on **Monday 27th October 2025** from **7.30 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. Welcome by the Chair and Apologies for Absence.**
- 2. Public Participation**
 - 2.1 Presentation from Chedburgh Youth Council
 - 2.2 Suffolk County Councillor Report
 - 2.3 West Suffolk District Councillor Report
 - 2.4 Members of the public
- 3. Declarations of Councillor Interests**

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

To approve and sign the minutes of the Parish Council meeting held on 8th September 2025 and the additional Parish Council meeting held on 23rd September 2025.
- 5. Chair's Report**

To receive the Chair's report on any significant matters not already on the agenda.
- 6. Clerk's Report**
 - 6.1 To receive the Clerk's report on any significant matters or items of correspondence not on the agenda and not already drawn to the Council's attention (Appendix 1).
 - 6.2 To receive the Clerk's report on any decisions taken under delegated authority since the last meeting.
- 7. Parish Councillor Reports**

To receive brief reports from Parish Councillors on activities, meetings, or issues of interest arising from the last meeting.

8. Planning Applications

- 8.1 To consider planning applications and resolve to submit comments where appropriate. Please note that any applications received following the issue of the agenda will be considered.
- 8.2 To note comments have been submitted in support of planning officer's decision for amended planning application DC/25/1300/TPO to reduce crown on tree by up to two metres.

9. Governance

- 9.1 To adopt the latest NALC Model Standing Order (website).
- 9.2 To adopt the NALC Model Financial Regulations (website).
- 9.3 To adopt the Scheme of Delegation (website).
- 9.4 To adopt the IT Policy (website).
- 9.5 To adopt the LGA Code of Conduct (website).
- 9.6 To adopt the Local Government Transparency Code (website).
- 9.7 To adopt the Complaints Procedure (website).
- 9.8 To adopt the Publication Policy (website).
- 9.9 To note the Clerk will update contact email address on all policies and documents following implementation of the gov.uk email addresses.

10. Finance

- 10.1 To approve September bank transactions (last page of agenda) and authorise Chair to sign schedule of payments.
- 10.2 To approve 1st April – 30th September bank reconciliation (last page of agenda).
- 10.3 To approve the monthly P30 or HMRC to be managed by direct debit.
- 10.4 To note the Clerk's decision to use EasyPC accounting Software at a cost of £7 per month, to be billed annually.
- 10.5 To nominate and approve additional signatories for the Lloyds Community account.
- 10.6 To approve 5% pension contributions for the Clerk, which is within budget for staff costs.
- 10.7 To approve payment in lieu of holiday for handyman, which is within budget for staff costs.

11. Community Events

- 11.1 To receive an update on the Fun Run.
- 11.2 To approve a budget of £134 for the Fun Run (Appendix 2).
- 11.3 To receive an update on Chedfest.

12. Other Business to be Transacted

- 12.1 To approve the quote for the speed camera upgrade from Westcotec Ltd of £310 excl VAT (Appendix 3).
- 12.2 To consider participating in SCC's Thermal Imaging Project. This involves borrowing thermal imaging cameras from Suffolk Climate Action Team to carry out heat loss surveys for local residents to assist in minimising heat loss and reducing carbon footprints.
- 12.3 To note the Suffolk Joint Emergency Planning Unit is holding a training session at Long Melford Village Hall on 26th November at 6pm for villages interested in setting up an emergency plan.

13. Items for Future Agendas

Cllrs may use this opportunity to agree attendance at forthcoming meetings and add future agenda items.

Date of Next Meeting: Monday 1st December 2025

Abbreviations Used:

Cllr(s): Councillors

SCC: Suffolk County Council

NALC: National Association of Local Councils

LGA: Local Government Association

Payments made under delegated powers or Financial Regulations 4.1 since the last meeting:

- Handyman reimbursement for supplies £52.89

Payments authorised for settlement before the next meeting:

- Direct debits, standing orders and other contractual payments approved by the Council
- Salaries and HMRC payments
- Payments arising from previous council decisions
- Payments authorised by the Clerk or Clerk and Chair under delegated powers or Financial Regulations 5.15

Schedule of Payments September 2025

Date	Description	Supplier / customer	Net	VAT	Total
09/09/2025	VJ Day Flag Raising	S McGhee	£ 20.00	£ -	£ 20.00
09/09/2025	Food Pantry	Food Pantry M Rickard	£ 149.13	£ -	£ 149.13
09/09/2025	Grass Cutting MP	McGregor Services	£ 70.00	£ 14.00	£ 84.00
19/09/2025	Bank Charges	Lloyds Bank	£ 4.25	£ -	£ 4.25
23/09/2025	Reimbursement	Handyman	£ 52.89	£ -	£ 52.89
23/09/2025	WLFC Bulbs	Wildlife Friendly Chedburgh/D Paxm	£ 24.97	£ -	£ 24.97
26/09/2025	Clerk Salary September	Clerk	£ 319.96	£ -	£ 319.96
			Total Payments		£ 655.20

Signed: Chairman Date.....

Chedburgh PC Bank Reconciliation	
1 April 2025 - 30th September 2025	
Opening balance 1 April 2025	18,845.30
Movement in balances	
Receipts	14,138.16
Payments	5,283.48
Receipts less payments	8,854.68
Closing balance (30 September 2025)	27,699.98
Bank accounts	
Community Account	11,024.07
Savings Account	16,675.91
TOTAL bank balances (30 September 2025)	27,699.98

Appendix 1

Clerk's Report

Presented to the Parish Council at the meeting on 27th October 2025

Tasks Completed:

- Looked at accounts software packages from Scribe, Parish Council Accounts and Easy PC.
- Chased gov.uk email address. Currently a delay.
- Clerk added to Lloyds account
- Contacted Cllr Soons regarding Quiet Lanes. Cllr Soons has chased.
- Contacted UKPN regarding oak tree interfering with power cables. Housing for the cables is rusty and needs replacing. Scaffolding required on two houses. UKPN arranging work to be done and we can request a copy of the full report once completed.

Decisions taken under delegated authority:

- To approve the purchase of timber and other supplies for repairs to equipment.

Appendix 2

Fun Run Budget

*Adult Tickets 30 x £8	£ 240.00
*Kids Tickets 20 x £5	£ 100.00
Mulled Wine x 6	-£ 24.00
Mince Pies x 50	-£ 14.00
Medals x 50	-£ 100.00
Expected Profit	£ 202.00

To maximise profit for fundraising, Parish Council to fund £134 to cover costs.

Open to suggestions to beneficiary of profits.

*Estimated sales

SS Sales Support <sales@westcotec.co.uk>
To: Stuart McGhee

Some content in this message has been blocked because the sender isn't in your Safe senders list.

Portable Sign Pricing.pdf
651 KB

Thanks for your time on the phone a moment ago.

Sign SN6782 to have a conversion to standardised lead acid batteries, would be priced as follows.

- 2No new 12v 14Ah batteries @£63.00 + VAT each
- 1No new battery charger @ 84.00 + VAT
- Assessment and health check up on SN6782 @ £45.00 + VAT
- Return carriage @ £55.00 + VAT
- Total cost - £310.00 + VAT**

Also as discussed, please find attached pricing for our full range of new portable SIDs.

If I can be of any further help, please don't hesitate to get in touch.

Kind Regards,
Will

Will Spinks

Business Development Representative | Westcotec Ltd

t: 01362853124 | m: 07879815263

e: will.spinks@westcotec.co.uk | www.westcotec.co.uk

a: Westcotec Ltd, 34 Bertie Ward Way, Rashes Green Ind. Estate, Dereham, Norfolk, NR19 1TE



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