

CHEDBURGH PARISH COUNCIL

Clerk: Abbie Lee | Email: clerk@chedburgh-pc.gov.uk

Agenda for Parish Council Meeting on Monday 1st December 2025

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

Members of the Parish Council: You are duly summoned to the next meeting of Chedburgh Parish Council to be held on **Monday 1st December 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: Please note that Council meetings are not public meetings; they are meetings conducted in 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 Suffolk County Councillor Report
 - 2.2 West Suffolk District Councillor Report
 - 2.3 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 27th October 2025 and the minutes of the extraordinary meeting held on 21st November 2025
- 5. Chair's Report**

To receive the Chair's report on any significant matters not already on the agenda.
- 6. Working Group for Co-option**

To receive an update on the progress of the working group for co-option.
- 7. Clerk/RFO Recruitment**

To receive an update on the recruitment of the Clerk/RFO.
- 8. Clerk's Report**
 - 8.1 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.
 - 8.2 To receive the Clerk's report on any decisions taken under delegated authority since the last meeting.

9. Parish Councillor Reports

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

10. Planning Applications

- 10.1 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.
- 10.2 DC/25/1726/FUL Planning application for one self build dwelling (following demolition of existing car port and shed) for land adjacent 18 Lancaster Close, Chedburgh. Expiry 27th November. Requested of an extension of 3rd December granted.

11. Governance

- 11.1 To resolve to approve the following meeting dates for the remainder of the 2025-26 Civic Year:
Parish Council Meeting: Monday 12th January 2026 at 7.30 pm
Parish Council Meeting: Monday 16th March 2026 at 7.30 pm
Annual General Meeting of Electors: Monday 20th April 2026 at 7.30 pm
- 11.2 To resolve to approve Christine Fitzgerald as the auditor for the 2025-26 financial year at a cost of £160 and to authorise the Clerk to issue the letter of engagement.
- 11.3 To adopt the Data Retention & Records Management Policy (website), noting the policy is to be reviewed every three years.
- 11.4 To consider a request from a member of the public for a donation of £60 towards the purchase of books as presents for a children's Christmas party (Appendix 1) in Chevington, noting that this goes against the advice of the RFO for the following reasons:
- The request is not from an official organisation or community group
 - Donations should not be paid to member so the public; they should be paid to registered organisations or recognised community groups with dedicated bank accounts
 - The PC is already 135% above the donations budget for the 2025-26 financial year (this figure includes money allocated to the Youth Council but does not include the Food Pantry)
 - There is a lack of transparency and information in the request, with no indication as to whether or not any other requests for funding have been made
 - The request does not state if the party is private or if it open to all children residing in Chedburgh
 - The request is not timely
- The council should also note the same request was made to Chevington PC and declined by the full Council on the grounds it was not considered appropriate.
- 11.5 To adopt the NALC Grievance Policy (website), noting it is to be reviewed annually.
- 11.6 To adopt the NALC Anti-harassment & Bullying policy (website), noting it is to be reviewed annually.
- 11.7 To resolve to approve the meetings for the 2026-27 civic year to be held on the second Monday of the month unless that Monday falls on a public holiday.
- 11.8 Cllrs to note the SALC subscription fee will increase by 3.6% for the 2026-27 financial year. Cllrs to note the 2025-26 subscription cost to CPC was £330.75.

12. Youth Council

To receive an update on the Youth Council.

13. Finance

- 13.1 To resolve to approve the October bank transactions (last page of agenda) and authorise Chair to sign schedule of payments.
- 13.2 To resolve to approve 1st April – 31st October bank reconciliation (last page of agenda).

- 13.3 Cllrs to note that no election costs have been included in the 2026-27 budget. Cllrs to note that the next scheduled Town & Parish Elections are in May 2027. Cllrs to note the cost of the election to Chedburgh PC is approximately £2,750 (Appendix 3). Cllrs to note the same election costs will be incurred if there is an election called for a Parish Councillor vacancy or for a Neighbourhood Plan referendum. Cllrs to note all elections for the Parish Council are entirely chargeable to the Parish Council and are not recoverable.
- 13.4 To resolve to set the budget for the 2026-27 financial year (Appendix 2). Cllrs should note that the current budget, not accounting for elections, would demand a precept increase of approximately 10% on 2025-26.
- 13.5 To consider a precept demand of £14,500 based on the budget set in item 13.4, noting that this is a £1,500 increase on 2025-26, which is 11.54%.
- 13.6 To consider a precept demand of £16,000 to place £1,000 into elections reserves to avoid requesting the full amount in 2027-28.
- 13.7 To resolve to approve the precept demand based on the information in items 13.4, 13.5 and 13.6.
- 13.8 Cllrs to resolve to approve submission of the precept form, noting the deadline is 22nd January 2026 (Appendix 7).

14. Environment

- 14.1 Cllrs to note that the ditches need to be reviewed and three new quotes to be sought.
- 14.2 To resolve to approve planting 30 trees (silver birch, rowan and wild cherry) to be planted by Wildlife Friendly Chedburgh around Silver Tree Way or the playing field to mitigate the trees that were lost.

15. Community Events

- 15.1 To receive an update on the Fun Run.
- 15.2 To resolve to approve the beneficiary of the Fun Run proceeds. Suggested beneficiaries: Teapots, Food Panty, reinvesting in Parish Council-run community events such as Chedfest.

16. Other Business to be Transacted

- 16.1 To resolve to approve joining Neighbourhood Watch and who will lead it forward (Appendix 4).
- 16.2 To resolve to approve there is no budget for additional hours for the village handyman.
- 16.3 To resolve to approve one of the following suggestions to recognise Little Teapots for their 5th consecutive outstanding OFSTED report:
 - Recommend for BEM or MBE
 - Words of recognition on PC website and Facebook page
 - Offer a donation, noting this is against the advice of the RFO, as the PC is already 135% over its donations budget for the 2025-26 financial year and there is only a £350 donations budget in the 2026-27 budget for donations, which is unofficially earmarked for the Youth Council and Wildlife Friendly Chedburgh.
- 16.4 To resolve to retrospectively approve £25 for a Remembrance Sunday wreath. Payment to be made as a reimbursement to District Cllr Mike Chester.
- 16.6 To resolve to approve the erection of a new parish noticeboard on Silver Tree Way if grant funding can be provided by Havebury Homes. Classic style green aluminium frame from The Parish Noticeboard Company (Appendix 5).
- 16.7 To resolve to authorise expenditure of £59.95 for a Comprehensive Title Deeds Package to ascertain ownership of the Village Green (Appendix 6).

17. Items for Future Agendas

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

Date of Next Meeting: To be decided in section 11.1 of agenda.

Abbreviations Used:

Cllr(s):	Councillors	SCC:	Suffolk County Council
NALC:	National Association of Local Councils	LGA:	Local Government Association
PC:	Parish Council	OBE:	Order of the British Empire
CBE:	Commander of the British Empire		
OFSTED:	Office for Standards in Education Children's Services & Skills		

Payments

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

- None

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 October 2025

Date	Description	Supplier / customer	Net	VAT	Total
08/10/25	WLFC Mulch	Wildlife Friendly Chedbu	12.00	0.00	12.00
08/10/25	P30 for September	HMRC	79.80	0.00	79.80
08/10/25	Reimbursement	Handyman	8.96	0.00	8.96
20/10/25	Bank Charges	Lloyds Bank	4.25	0.00	4.25
28/10/25	Meeting Room Hire	CCDRCC	30.00	0.00	30.00
28/10/25	Youth Council Donation	CCDRCC	20.00	0.00	20.00
28/10/25	Handyman Salary Octobe	Handyman	156.00	0.00	156.00
28/10/25	Clerk Salary October	Clerk	319.36	0.00	319.36
31/10/25	Grass Cutting MP	McGregor Services	70.00	14.00	84.00

Signed: Chairman Date.....

Chedburgh PC Bank Reconciliation	
1 April 2025 - 31st October 2025	
Opening balance 1 April 2025	18,845.30
Movement in balances	
Receipts	14,165.77
Payments	5,997.85
Receipts less payments	8,167.92
Closing balance (30 September 2025)	27,013.22
Bank accounts	
Community Account	10,309.70
Savings Account	16,703.52
TOTAL bank balances (30 September 2025)	27,013.22

APPENDIX 1

Dear Parish Chair

My name is [REDACTED].

Myself and [REDACTED] are holding a free Christmas party for the Children of the Chedburgh and Chevington parish.

We are holding this children's Christmas party at Chevington village hall on Saturday 13th December at 2pm to 4pm.

There will be a disco with special guest, Radio Suffolks DJ Rich also snacks and a visit from Santa Clause.

There will be a maximum of 35 children.

This will be opened by the Rector Clive. With helpers from the church.

We want to give the children a small gift from Santa of a book.

We are asking the ward if they would be prepared to donate £60 towards the gifts.

There are a lot of Children who live in Chedburgh who go to Teapots who will like to come.

I will provide the disco and hall fees.

Thank you for your time and I look forward to hearing from you.

Kindest regards

[REDACTED]

Sent from my iPhone

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APPENDIX 2

Chedburgh Parish Council

Payments

	2025/26 Budget	30/09/25 Year to Date	Expected 2025/26 Close	2026-27 Proposed Budget	2026-27 Agreed Budget	Remarks
Other Payments						
Miscellaneous Payments	0.00	80.00	160.00	100.00		Year to date was pest control
Chairman's Allowance	0.00	0.00	25.00	25.00		For Remembrance Day Wreath
Donations	350.00	312.16	853.49	600.00		WLFC £100, Youth Council £500
Food Pantry	0.00	498.51	498.51	750.00		New budget line
Elections	0.00	0.00	0.00	0.00		To decide of some budget is allocated for 26/27
Handyman Supplies	500.00	166.35	230.00	300.00		Reduced
Office Supplies	0.00	28.90	70.00	50.00		New budget line
Community Events	0.00	148.60	286.60	500.00		To be self-funding for 2025
Village Maintenance	0.00	116.35	200.00	0.00		New budget line
Total Other Payments	850.00	1,350.87	2,323.60	2,325.00		
Administration						
Subscriptions	667.00	377.75	667.00	700.00		ICO, SALC, One Suffolk, Easy PC
Staff Costs	6,970.00	1,864.53	5,438.49	6,691.00		Does not include additional handyman hours
Bank Charges	60.00	25.50	51.00	51.00		Reduced
Admin	150.00	106.00	150.00	150.00		No change
Training	0.00	0.00	73.20	200.00		New budget line
Meeting Room Hire	300.00	240.00	370.00	370.00		Increased
Insurance	600.00	507.00	507.00	530.00		Slight increase
Clerk Expenses	409.00	0.00	208.00	312.00		Reduced
Audit	200.00	160.00	160.00	160.00		
Total Administration	9,356.00	3,280.78	7,624.69	9,164.00		
Environment						
Grass Cutting-Fields, Greens, Verges	1,500.00	0.00	1,657.21	1,740.00		Increased
Grass Cutting Mulberry Park	500.00	450.00	560.00	588.00		Increased
Refuse Collection	0.00	0.00	0.00	0.00		No charge. Will be charged if new bins added.
Playground and Sports Facilities	1,500.00	52.89	1000	1000		Reduced

Total Environment	3,500.00	502.89	3,217.21	3,328.00
Total Payments	13,706.00	5,134.54	13,165.50	14,817.00

Receipts

	Budget	Actual	Expected 2025/26 Close	2026-27 Proposed Budget	2026-27 Agreed Budget
Other Receipts					
VAT Repayments	0.00	0.00	0.00	0.00	
NATS	0.00	400.00	400.00	400.00	Fixed amount
CIL Payment Received	0.00	0.00	0.00	0.00	
Bank Interest	0.00	172.38	344.76	170.00	Reduced Interest Rates
Donations Received	0.00	565.78	967.78	0.00	Includes Fun Run
Total Other Receipts	0.00	1,138.16	1,712.54	570.00	0.00
Precept					
Precept	13,000.00	13,000.00	13,000.00		
Total Precept	13,000.00	13,000.00	13,000.00		
Total Receipts	13,000.00	14,138.16	14,712.54	570.00	0.00

DEFICIT -14,247.00

Percentage 9.59%



Outlook

APPENDIX 3

ELECTION COSTS

RE: Budget for Elections

From elections <elections@westsuffolk.gov.uk>

Date Mon 17/11/2025 3:57 PM

To clerk@stansfieldparishcouncil.gov.uk <clerk@stansfieldparishcouncil.gov.uk>

Hi Abbie,

I've used our calculator, and I would expect:

An election to Chedburgh Parish Council to cost approximately £2750 (based on an Electorate of 560 as of November 2025), This includes:

Stationary fees: ~£1500

This includes print and postage costs for Poll cards & Postal votes. The production of Ballot papers for use at the Polling station.

Staffing fees: ~£900

This includes Presiding Officer pay, Poll Clerk pay, Postal Vote Opener pay, Count Manager fee & DRO fee

Polling Staton hire fee: £150

Other Sundries: ~£200

This includes Travel Costs for Staff, Use of polling day equipment & Training costs

An election in Stansfield Parish Council to cost approximately £2475 (based on an Electorate of 187 as of November 2025), This includes:

Stationary fees: ~£1000

This includes print and postage costs for Poll cards & Postal votes. The production of Ballot papers for use at the Polling station

Staffing fees: ~£900

This includes Presiding Officer pay, Poll Clerk pay, Postal Vote opener pay, Count Manager fee & DRO fee

Polling Staton hire fee: £375

Other Sundries: ~£200

This includes Travel costs for staff, Use of polling day equipment & Training costs

Kind regards

Martin

Martin Golledge BSc (Hons)

Business Partner (Elections)

Governance

Direct Dial: [+44 1284 757105](tel:+441284757105)

Email: Martin.Golledge@westsuffolk.gov.uk

www.westsuffolk.gov.uk

West Suffolk Council

#TeamWestSuffolk

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[Report, pay and apply online 24 hours a day](#)

[Find my nearest for information about your area](#)

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From: clerk@stansfieldparishcouncil.gov.uk <clerk@stansfieldparishcouncil.gov.uk>
Sent: 13 November 2025 14:30
To: elections <elections@westsuffolk.gov.uk>
Subject: Budget for Elections

You don't often get email from clerk@stansfieldparishcouncil.gov.uk. [Learn why this is important](#)
Hello,

I am the Clerk to Stansfield Parish Council and Chedburgh Parish Council. I am working on the budgets for 2026-27 and wondered how much I need to put in the elections budget for each.

Kind regards

Abbie Lee
Clerk to Stansfield Parish Council

Please note I only work 5 hours a week and may not get back to you immediately.

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Appendix 4 Neighbourhood Watch



MESSAGE
SENT BY:



Become a Neighbourhood Watch volunteer in your area

Hello Margaret

Become a Neighbourhood Watch volunteer in your community!

Would you like to make a real difference where you live?


Join **Neighbourhood Watch** and help create a safer, stronger, and more connected community.


As a **Neighbourhood Watch volunteer**, you'll play a vital role in:

- ✦ Building trust and connection among neighbours
- ✦ Helping prevent crime and antisocial behaviour
- ✦ Supporting vulnerable residents and promoting wellbeing
- ✦ Strengthening the voice of your community

You don't need any previous experience – just a bit of time, enthusiasm, and a desire to make your neighbourhood a better place to live.

What's in it for you?

 **Support at every step** – you'll receive guidance and resources from both your **local Neighbourhood Watch team** and our **central office**.

 **Training and development** opportunities to help you grow in confidence and skills.

🔗 **A welcoming community** of like-minded people who care about making a positive difference.

🔗 **Recognition and celebration** of your contributions through local and national events.

Together, we can make neighbourhoods across the country safer, friendlier, and more resilient.

📧 **Get started today!**

Just log into your account using this

link <https://members.suffolkconnected.org.uk> and follow the steps below:

- 🔗 Click on Neighbourhood Watch Tools
- 🔗 Select Manage Schemes
- 🔗 Click on Apply to start a scheme
- 🔗 Complete the form and map your scheme
- 🔗 Submit the form

📧 **What happens next**

🔗 A local volunteer will be in contact with you within 15 working days to help you get your scheme up and running.

🔗 If you do not hear from them, please do contact enquiries@ourwatch.org.uk (after 15 days)

Let's keep our communities safe — together

.

Neighbourhood Watch is building safer, stronger, connected communities.

APPENDIX 5



Classic Range

CUSTOMISABLE ALUMINIUM NOTICEBOARDS

Our most versatile and cost-effective range. Manufactured from aluminium and offering virtually limitless variations in terms of size and options.

SPECIFICATIONS

- 3mm thick solid plate aluminium
- Choice of sizes
- Lockable poster display cases
- A1, A2 or 9 x A4 sheet size in each poster case
- Wall-mounted, rail mounted or free standing
- Magnetic or pinboard interiors
- Lockable with allen key locks, front key locks or 'all access' thumb locks
- 3mm 'Perspex' glazing
- Integral weatherproof rubber seal



Classic Range - Image 4

Classic Range

£978.00 – £1,980.00 inc. VAT

Our most versatile and cost-effective range. Manufactured from aluminium and offering virtually limitless variations in terms of size and options. [Click here](#) to learn more about this range.

Can't find what you're looking for? [Contact](#) our friendly sales team to customise your noticeboard even further.

NUMBER OF DOORS 2 doors

COLOUR Dark Green

SIZE A2 poster cases (594mm x 420mm

[Clear](#)

£978.00 inc. VAT

HEADER TEXT

APPENDIX 6

Step 1 of 2

50%

Land Registry Title Deeds

Documents Required *

- Official Title Register - £23.95
- Official Title Plan - £23.95
- Official Title Register and Title Plan (Title Deeds) - £39.95
- Comprehensive Title Deeds Package - £59.95
- Lease - £34.95
- Lease with Official Title Register - £44.95

Total Price

£ 23.95

Number of Properties/Titles

Property Details

Title Register

The Title Register shows key property and ownership details as well as listing any mortgages.

Title Plan

The Title Plan shows the location of the registered property and the general boundaries of ownership.

Filed Deeds

Filed Deeds contain any restrictive covenants & rights of way. These documents will show you which boundaries/fences you are responsible for (if any at all). Filed Deeds are **only** included in the Comprehensive Title Deeds Package.

Payment Options



We value y

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Supplier ID:
500695

APPENDIX 7

Application for Parish/Town Council or Parish Meeting Precept 2026/27

Please complete the following and return to the Chief Financial Officer by 22 January 2026

PARISH/TOWN COUNCIL OR PARISH
MEETING OF:

Chedburgh

Please select your Parish from drop down list

Date of meeting of Parish/Town Council or Parish Meeting,
approving the precept

1st December 2025

Contact details of the Parish/Town Clerk or Parish Meeting Chair

Name: Chariman Andrew Smith

Address: 16 Paddock Way, Chedburgh, Bury St Edmunds, IP29 4UY

Tel No: 7775910176

E-Mail: cllr.smith@chedburgh-pc.gov.uk

Bank Details:

Sort Code: 30-99-50

Account Number:

39241160

The amount requested by the above mentioned Parish/Town Council or Parish Meeting by way of precept from West Suffolk Council for the year 1 April 2026 to 31 March 2027 is as follows:

The 2025/26 figures below are those submitted by Parishes in January 2025 and are included for information purposes only.

	2025/26	2026/27
Expenditure (excluding contributions to reserves)	£ 13,000	£ 14,247
Contribution to (+ve)/from(-ve) Reserves	£ -	£ 253
Net Expenditure	A £ 13,000	£ 14,500
Parish Precept	B £ 13,000	£ 14,500
Tax Base (see explanatory note)	C 272.20	273.72
Parish Band D Council Tax	B÷C £ 47.76	£ 52.97
Increase/-Decrease		£ 5.21
Percentage Increase/-Decrease		10.91%

Signed by:-
Chair of Parish/Town Council
or Parish Meeting:

Date:

Parish/Town Clerk: Date:
(n/a for Parish Meeting)

Explanatory Notes for Completion of Precept Application

- 1 Please select your Parish/Town Council or Parish Meeting from the dropdown list. This will prepopulate the 2025/26 comparator figures and the Taxbase figures, which we have included to assist you in completing your 2026/27 application
- 2 Please enter your 2026/27 budget figures in the yellow boxes only. Do not try to overwrite any of the other boxes. Please use whole numbers only and enter expenditure as positive figures and income as negative figures.
- 3 Please sign and date the application before returning by email (scanned signatures are acceptable) to :
michelle.rolls@westsuffolk.gov.uk
- 4 If you have any difficulties with completing the form or need any clarification, please email Michelle at the above email address.