

# CHEDBURGH PARISH COUNCIL

Clerk email: clerk@chedburgh-pc.gov.uk

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## Agenda for Parish Council Meeting on Monday 12<sup>th</sup> January 2026

**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 12<sup>th</sup> January** 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 1<sup>st</sup> December 2025 as a true and accurate record of the meeting and authorise the Chair to sign.
- 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**

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.

**11. Governance**

11.1 To resolve to approve the following meeting dates for the remainder of the 2026-27 Civic Year:

Annual Parish Meeting (AGM): Monday 11<sup>th</sup> May 2026 at 7.30 pm

Parish Council Meeting: Monday 6<sup>th</sup> July 2026 at 7.30 pm

Parish Council Meeting: Monday 7<sup>th</sup> September 2026 at 7.30 pm

Parish Council Meeting: Monday 5<sup>th</sup> October 2026 at 7.30 pm

Parish Council Meeting: Monday 7<sup>th</sup> December 2026 at 7.30 pm

Parish Council Meeting: Monday 11<sup>th</sup> January 2027 at 7.30 pm

Parish Council Meeting: Monday 1<sup>st</sup> March 2027 at 7.30 pm

Annual General Meeting of Electors: Monday 5<sup>th</sup> April 2027 at 7.30 pm

11.2 To resolve to adopt the Donation Policy (website).

**12. Youth Council**

To receive an update on the Youth Council.

**13. Finance**

13.1 To resolve to approve the November and December bank transactions (last page of agenda) and authorise Chair to sign schedule of payments.

13.2 To resolve to set the 2026-27 precept demand at £16,000 and the budget that underpins it (Appendix 1), and to authorise the Chair to sign. Cllrs to note this is a £3000 increase on the 2025-26 precept demand, which is 22.38%.

**14. Community Events**

15.1 To receive an update on the Fun Run.

15.2 To receive an update on Chedfest.

**15. Other Business to be Transacted**

16.1

16.2

**16. Items for Future Agendas**

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

## 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 November & December 2025

Date	Description	Supplier / customer	Net	VAT	Total
07/11/2025	P30	HMRC	-118.80	0.00	-118.80
07/11/2025	Homeworking Allowance Sept-Nov	Clerk	-78.00	0.00	-78.00
13/11/2025	Food Pantry	Food Pantry M Rickard	-139.98	0.00	-139.98
18/11/2025		Lloyds Bank	-4.25	0.00	-4.25
28/11/2025		CCDRCC	-20.00	0.00	-20.00
28/11/2025	Annual Grass Cutting Charges	West Suffolk Council	-1,457.20	-291.44	-1,748.64
28/11/2025	November Salary	Handyman	-156.00	0.00	-156.00
28/11/2025	November Salary	Clerk	-319.36	0.00	-319.36
07/11/2025	Payroll	Suffolk Association of Local Councils	-61.00	-12.20	-73.20
03/11/2025	Hosting Fee	Community Action Suffolk	-55.00	-11.00	-66.00
03/11/2025	Domains and Mail Boxes	Community Action Suffolk	-180.83	-36.17	-217.00
07/11/2025	Returned Payment for mailboxes	Community Action Suffolk	180.83	36.17	217.00
09/12/2025	Grass Cutting MP	McGregor Services	-100.00	-20.00	-120.00
09/12/2025	New Councillor Training	Suffolk Association of Local Councils	-66.00	-13.20	-79.20
09/12/2025	Homeworking Allowance	Clerk	-26.00	0.00	-26.00
24/12/2025	December Salary	Clerk	-405.13	0.00	-405.13
19/12/2025	Bank Charges	Lloyds Bank	-4.25	0.00	-4.25
24/12/2025	Handyman Salary December	Handyman	-156.00	0.00	-156.00
24/12/2025	Meeting	CCDRCC	-140.00	0.00	-140.00

Signed: ..... Chairman      Date.....