

CHEDBURGH PARISH COUNCIL

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

Agenda for Annual General Parish Council Meeting on Monday 16th March 2026

To: Cllr A Smith, Cllr S Sellars, Cllr M Rickard, Cllr S McGhee, 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 16th March 2026** from **7.30 pm** in the Stirling Room at the Erskine Centre for the purpose of transacting the business below.

Public Attendance: You are welcome to attend this public meeting and have a statutory right to attend as observers. Please note that Council meetings are not public meetings; they are meetings conducted in public. The meeting is open to the public and the press. At item 6, the public will be invited to give their views/question to the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item will generally be limited to 15 mins. duration and will be followed by any County/District Councillors' or Police reports. Members of the public may be excluded by a resolution of the meeting for specific items which may need to be discussed in confidence.

Please note that this meeting may be recorded, filmed, photographed, or broadcasted unless the public and press are lawfully excluded.

AGENDA

1. **Welcome by the Chair and Apologies for Absence:**
Councillors to note any apologies for absence.
Councillors to consider and vote on acceptance of apologies for absence.
2. **To receive declarations of 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.
3. **To resolve:** that the minutes of the Annual Parish Council Meeting held on Monday 19th May 2025 are a true and correct record.
4. **To Elect the Chair, Vice Chair for the coming council year 2026/27:**
Nomination for Chair Cllr A Smith, Nomination for Vice Chair Cllr S Sellars
5. **To Confirm the Parish Council Portfolio Holders for the coming year:**
 1. SALC representative – Cllr. A Smith
 2. Health & Safety and Risk Assessment Officer – Cllr A Smith
 3. CCDRCC Representative – Cllr. J Jones
 4. Community Pantry Co-ordinator – Cllr M Rickard
 5. Community Speed Watch Co-ordinator – Cllr S McGhee
 6. Youth Council Co-ordinator – Cllr C Pettit
 7. Village and Emergency Plan Co-ordinator – Cllr S Sellars
 8. Village handyman Co-ordinator – Cllr A Smith
6. **To co-opt a new member to a vacancy on the parish council**

- 7. To receive update from the following Parish Councillors:** To receive brief reports from Parish Councillors on activities, meetings, or issues of interest arising from the last meeting.
1. Cllr Smith
 2. Cllr Sellars
 3. Cllr Rickard
 4. Cllr McGhee
 5. Cllr Petitt
 6. Cllr Jones
- 8. Public participation session (15 minutes) to include Police, District and County Councillors Reports:**
1. Suffolk County Councillor Report
 2. West Suffolk Councillor Report
 3. Public views or questions or issues for consideration of inclusion at future meetings
- 9. Working Group for Recruitment of Parish Clerk and RFO:**
To receive an update on the recruitment of the Clerk/RFO. Cllr Sellars
- 10. Working Group for Co-option:**
To receive an update on the progress of the working group for co-option. Cllr Jones
- 11. Clerk's Report:**
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.
 2. To receive the Clerk's report on any decisions taken under delegated authority since the last meeting.
 3. Cllrs to note that the next scheduled Town & Parish Elections are in May 2026. 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.
- 12. To consider 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.
- 13. Governance:**
In the past year the Parish Council has reviewed and updated all relevant governance documents and uploaded them onto the Parish Council website.
- 13.1 Assertion 10 was added to proper practices for smaller authorities in 2025 to bring digital and data management to the fore in an ever-changing digital world and are mandatory for smaller authorities. An Assertion 10 audit will be completed with the support of SALC.
- 14. Finance**
- 14.1 To resolve to approve the January and February bank transactions (last page of agenda) and authorise Chair to sign schedule of payments.
 - 14.2 To resolve to approve 1st April – 28th February bank reconciliation (last page of agenda).
 - 14.3 To resolve to approve the payment of £89.99 for the annual subscription of the Parish Council's Microsoft 365 subscription.

14.4 To resolve to approve the payment of £7.89 for the purchase of a pack of 20 M8x30mm Coach Bolts for the repair of the small children's slide

15. Environment

15.1 Cllrs to note that the ditches need to be reviewed and three new quotes to be sought.

15.2 Cllrs approved 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.

16. Community Events

16.1 To receive an update on the Summer Fete. Cllr McGhee

17. Other Business to be Transacted

18. Items for Future Agendas

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

1. Replacement of worn playground items as indicated in the monthly report
2. Quiet Lane application for Queens Lane
3. Land ownership of the Memorial Green

19. Date of Next Meeting Parish Annual General meeting: 15th March 2027

Abbreviations Used:

Cllr(s): Councillors

SCC: Suffolk County Council

NALC: National Association of Local Councils

LGA: Local Government Association

PC: Parish Council

AGPC Annual General Parish Council

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 January and February 2026

Listing of transactions dated between 01/01/2026 and 28/02/2026					
Date	Description	Supplier / customer	Net	VAT	Total
02/01/2026	P30	HMRC	-118.80	0.00	-118.80
08/01/2026	Domains and mailboxes	Community Action Suffolk	-180.83	-36.17	-217.00
08/01/2026	Refunded payment for mailboxes	Community Action Suffolk	180.83	36.17	217.00
19/01/2026	Bank charges	Lloyds Bank	-4.25	0.00	-4.25
23/01/2026	P30 Month 9 ending 05.01.2026	HMRC	-153.60	0.00	-153.60
02/02/2026	Meeting room hire 01.12.25	CCDRCC	-20.00	0.00	-20.00
02/02/2026	Meeting room 12.01.26	CCDRCC	-20.00	0.00	-20.00
02/02/2026	Handyman salary January 2026	Handyman	-156.00	0.00	-156.00
17/02/2026	Bank charges	Lloyds Bank	-4.25	0.00	-4.25
26/02/2026	Handyman salary February 2026	Handyman	-156.00	0.00	-156.00

Signed: Chairman Date.....

Chedburgh PC Bank Reconciliation	
1 April 2025 - 28th February 2026	
Opening balance 1 April 2025	18,845.30
Movement in balances	
Receipts	14,733.84
Payments	10,748.96
Receipts less payments	3,984.88
Closing balance (28 February 2026)	22,830.18
Bank accounts	
Community Account	6,021.99
Savings Account	16,808.19
TOTAL bank balances (28 February 2026)	22,830.18

Signed: Chairman Date.....