

CHEDBURGH PARISH COUNCIL

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

Agenda for Annual General Parish Council Meeting on Monday 11th May 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 11th May 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 minutes' 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 25th 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 (until new Parish Clerk is appointed)
 2. Health & Safety and Risk Assessment Officer – Cllr A Smith (until new Parish Clerk is appointed)
 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.

10. **Working Group for Co-option:**

To receive an update on the progress of the working group for co-option.

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. **Environment:**
 1. Cllrs to note that the ditches need to be reviewed and three new quotes to be sought.

14. **Governance:**
 1. Assertion 10 compliance
 2. Annual Governance and Accountability Returns (AGAR) for financial years commencing on or after 1 April 2025.
 3. To resolve to approve the Asset register at 30th April 2026

15. Finance:

1. To resolve to approve the bank transactions for March and April 2026 (page 4 of the agenda).
2. To resolve to approve the forecast payments including the insurance renewal.
3. To resolve to approve 1st March to 30th April bank reconciliation (last page of agenda).
4. To resolve to agree the quotations for the replacement playground parts and wood treatments
 - a. Wicksteed parts for play area and swings: £2,378.95 and £470.63
 - b. Paintwell wood treatments: £149.94

16. Correspondence for Information: To receive information on the following new correspondence and decide further action where necessary.

17. Items for consideration for inclusion on the next agenda: Cllrs may use this opportunity to agree attendance at forthcoming meetings and add future agenda items.

18. Date of Next Meeting:

1. Parish Council Meeting: Monday 13th July 2026
2. Parish Annual General Meeting: Monday 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	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

APPENDIX 1

Schedule of Payments – March and April 2026

Listing of transactions dated between 01/03/2026 and 30/04/2026

Date	Description	Supplier / customer	Net	VAT	Total
13/03/2026	Youth Council meeting room hire	CCDRCC	-10.00	0.00	-10.00
				-	
10/04/2026	Payroll services 6 mths to 30.09	Suffolk Association of Local Councils	-69.00	13.80	-82.80
				-	
26/03/2026	Repay inv 0906 for emails which	Community Action Suffolk	-180.83	36.17	-217.00
30/03/2026	Bolts for play area - 270+271	Handyman	-7.89	0.00	-7.89
30/03/2026	Handyman Salary March 2026	Handyman	-156.00	0.00	-156.00
30/03/2026	Microsoft 365 subscription	Andrew Smith	-84.99	0.00	-84.99
17/03/2026	Bank charges March 2026	Lloyds Bank	-4.25	0.00	-4.25

Date	Description	Supplier / customer	Net	VAT	Total
				-	
13/04/2026	Grass cutting Mulberry Place	McGregor Services	-100.00	20.00	-120.00
13/04/2026	SALC annual membership subscript	Suffolk Association of Local Councils	-338.86	0.00	-338.86
15/04/2026	Meeting room hire 16-03-2026	CCDRCC	-20.00	0.00	-20.00
30/04/2026	Precept 2026-27	West Suffolk Council	16,000.00	0.00	16,000.00
				-	
15/04/2026	Electrode pads for defibrillator	Defib World	-61.99	11.20	-73.19
23/04/2026	PAYE Mths 10-12 Jan-Mar	HMRC	-117.00	0.00	-117.00
20/04/2026	Bank charges April 2026	Lloyds Bank	-4.25	0.00	-4.25

Signed: _____ Chairman Date: _____

APPENDIX 2

Forecast payments

Date	Description	Supplier / customer	Net	VAT	Total
12/05/2026	Flexovit multi material sanding discs	Handyman	-6.65	0.00	-6.65
19/05/2026	Parish Internal Audit	Christine Fitzgerald	-160.00	0.00	-160.00
15/05/2026	EasyPCaccounts subscription 2026	Mijan Limited	-84.00	0.00	-84.00
29/05/2026	Insurance	Zurich insurance	-452.68	-54.32	-507.00
30/05/2026	Grass cutting Mulberry Place	McGregor Services	-70.00	-14.00	-84.00

Signed: _____ Chairman Date: _____

APPENDIX 3

Bank reconciliations

MARCH 2026			
Cash book	Current account	Savings account	
Account balances @ 01.04.25	2,341.77	16,503.53	18,845.30
Total receipts	13,965.78	331.91	14,297.69
Total payments	- 10,765.69	-	10,765.69
Total transfers	-	-	-
Closing balances per cash book	5,541.86	16,835.44	22,377.30
Bank statement balances @ 31.03.26			
Current account	Savings account		
Balances per bank statements @ 31.03.2026	5,541.86	16,835.44	22,377.30
Closing balance per cash book at 31.03.26 must equal net bank balances above			
APRIL 2026			
Cash book	Current account	Savings account	
Account balances @ 01.04.26	5,541.86	16,835.44	22,377.30
Total receipts	16,000.00	25.55	16,025.55
Total payments	- 756.10	-	756.10
Total transfers	-	-	-
Closing balances per cash book	20,785.76	16,860.99	37,646.75
Bank statement balances @ 30.04.26			
Current account	Savings account		
Balances per bank statements @ 30.04.26	20,785.76	16,860.99	37,646.75
Closing balance per cash book at 30.04.26 must equal net bank balances above			

Signed: _____ Chairman Date: _____