

## CHEDBURGH PARISH COUNCIL

### AGENDA FOR PARISH COUNCIL MEETING Monday 7<sup>th</sup> July 2025

Clerk: Vacant
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Email: <a href="mailto:Chedburgh-pc@outlook.com">Chedburgh-pc@outlook.com</a>
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To: Cllr A Smith, Cllr S Sellars, Cllr M Rickard, Cllr S McGhee, Cllr H Simmons, Cllr C Pettit, Cllr J Jones and S C Cllr K Soons, W S D Cllr M Chester.

You are duly summoned to the next meeting of Chedburgh Parish Council to be held on **Monday 7<sup>th</sup> July 2025 from 7.30 pm in the Stirling Room at the Erskine Centre.**

Andrew Smith  
Chair of the Parish Council  
[Chedburgh.PC.Chair@gmail.com](mailto:Chedburgh.PC.Chair@gmail.com)

### Agenda

1	Welcome by Chair and apologies for absence
2	Public Participation <ol style="list-style-type: none"><li>1. Suffolk County Councillor Report</li><li>2. West Suffolk Councillor Report</li><li>3. Members of the Public<ol style="list-style-type: none"><li>a. Chedburgh PPC - a request from the Parish Church Council to use the playing field for 2 car boot sales, one in late April (25<sup>th</sup> or 26<sup>th</sup>) and the other in early September (5<sup>th</sup> or 6<sup>th</sup>).</li><li>b. Application by Mr D Smith to use the playing field for camping on the night of Saturday 16<sup>th</sup> August 2025</li></ol></li></ol>
3	Declaration of Councillor's interests: <ol style="list-style-type: none"><li>1. Cllr Smith – Item 3b.</li></ol>
4	To Approve and Sign the Minutes of the meetings held on 3 <sup>rd</sup> March 2025 – These were approved at the AGPM on the 19 <sup>th</sup> May 2025
5	To review actions from previous minutes of previous meeting
6	Chair's Report and agenda items: <ol style="list-style-type: none"><li>1. Parish Clerk recruitment – add with SALC</li><li>2. Suffolk Devolution – Have your Say! <a href="https://www.smartsurvey.co.uk/s/SuffolkLGRReview">https://www.smartsurvey.co.uk/s/SuffolkLGRReview</a></li><li>3. Playing field equipment (Youth Council)<ol style="list-style-type: none"><li>a. Football Nets</li><li>b. Bike Ramps</li></ol></li><li>4. Defibrillator Status update completed, quote for servicing approximately £135</li><li>5. Scribe or other accounting software – free Lloyds Bank accounting software</li><li>6. Pensions Regulator – CPC re-enrolment completed 2025</li><li>7. Gov.uk domain name by community action Suffolk</li><li>8. Presentation of SSAFA thank you certificate for the donation made from the VE Day 80 celebration of £115</li><li>9. VJ Day 80 celebration 15<sup>th</sup> August 2025</li></ol>
7	Parish Councillors reports <ol style="list-style-type: none"><li>1. Cllr McGhee -<ol style="list-style-type: none"><li>a. Community speed watch locations and application</li><li>b. VAS data &amp; confirm new battery was purchased</li><li>c. ANPR Deployment Chedburgh 1<sup>st</sup> – 8<sup>th</sup> September</li></ol></li><li>2. Cllr Sellars – Neighbourhood plan meeting update</li><li>3. Cllr Rickard – Pantry &amp; feedback forms</li></ol>

4. Cllr Simmons –Youth Council – update on the first youth meeting
5. Cllr Jones –
  - a. CCDRCC meeting feedback
  - b. Parish website (onesuffolk) update
6. Cllr Pettit – Any additional report

Date Paid	Invoice Number	Total Paid	Payee	Power and Statute
15.05.2025		£ 70.00	V Smith VE Day 80	s137 LGA 1972
22.04.2025		£ 4.25	Service Charges Bank	s112 LGA 1972
23.05.2025	WFC00725	£ 58.00	D Paxman WFC Plants	s137 LGA 1972
23.05.2025	WFC00825	£ 27.00	D Paxman WFC Compost	s137 LGA 1972
23.05.2025	CP00125	£ 230.04	Community Pantry Supplies	s137 LGA 1972
24.05.2025	WFC00925	£ 59.98	A Barneston WFC Water Buts	s137 LGA 1972
27.05.2025		£ 38.00	M I Leggett VE Day 80	s137 LGA 1972
27.05.2025		£ 50.00	Alex McQueen VE Day 80 Cake	s137 LGA 1972
30.05.2025		£ 250.21	I Wiseman Final Pay May 25	s112 LGA 1972
30.05.2025		£ 156.00	P Wirght Pay May 25	s112 LGA 1972
30.05.2025	543373346	£ 507.00	Zurich Town, Parish & Com	s112 LGA 1972
02.06.2025	PW00425	£ 61.46	P. Wright Paintwell	s112 LGA 1972
02.06.2025	PW00525	£ 13.35	P. Wright Electricfix	s112 LGA 1972
5.06.2025	ZB553725	£ 47.00	ICO Data Certificate Renewal	s112 LGA 1972
05.06.2025	421	£ 160.00	C Fitzgerald Internal Audit	s112 LGA 1972
05.06.2025	29874	£ 330.75	SALC Membership 2025/26	s112 LGA 1972
05.06.2025	5363	£ 84.00	McGregors Mulberry Tracks	s9-10 Open Spaces Act 1906
09.06.2025	HMRC	£ 95.00	HMRC	s112 LGA 1972
10.06.2025	2632	£ 130.00	CCDRCC	s113 LGA 1972
27.06.2025	Pay	£156	P Wirght Pay May 25	S112 LGA 1972

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Forecasted Payments				
07.2025	Quote	£ 139.62	Timber for repair of small slide	s112 LGA 1972
07.07.2025	HMRC	£ 39.00	Handyman NI Contributions	s112 LGA 1972
17.07.2025	Lloyds Bank	£ 4.25	Service Charges Bank	s112 LGA 1972
30.07.2025	5408	£84.00	McGregor Services – Cut Tracks MP	s9-10 Open Spaces Act 1906
31.08.2025	Payroll	£22.80	SALC Payroll	s112 LGA 1972
02.09.2025	McAfee	£39.99	McAfee Total Protection	s112 LGA 1972
	<b>Total</b>	<b>£329.66</b>		

Clerk's report and actions

1. Insurance Renewal – completed
2. Consideration by PC to have 2 signatories for all payments bar DD and SO
3. Discuss Handyman's supplies/tool purchases – New timesheet and purchase order request forms have been supplied
4. Defibrillator servicing – quotation received, agreement required.
5. Sign for the gate – contact numbers required
6. Gov. email addresses – on going
7. Land Registry for Erskine Centre – completed and copy documents help by the PC
8. VJ Day 80 – Celebration funding

9 Planning Applications.  
DC/25/0832/HH - 6 The Green Chedburgh Suffolk IP29 4UE - Householder planning application - a. replace existing flat roof with pitched roof b. hipped roof to rear elevation  
No objections received from Chedburgh Parish Councillors or residents of the Parish; therefore, West Suffolk Council Local Planning Authority have been informed.

10 To receive Financial Officer's Report

1. Update on the current financial situation to included payments against budgeted expenditure.
2. Discuss and sign off all bank transactions since the last meeting (self-governance), there are 2 payments vouchers from the last financial year to sign.
3. 20 payment vouchers since the last meeting
4. To approve DD and SO forecasted payments
5. To review any forecasted costs against budgets

*NB By Virement means a payment not budgeted for (and does not come under a statutory power) but is a necessary expense for the running of the Council.*

Date Received	Invoice	Total received	Received from	Power and Statute
28.04.2025		£ 13,000.00	Precept from WSC	s112 LGA 1972
23.05.2025		£ 565.78	VE Day donations	

	06.06.2025		£ 29.40	Cllr McGhee VE Day	
	6. Bank account balance as of 30 <sup>th</sup> June 2025 [£12,149.73] 7. Savings account balance as of 30 <sup>th</sup> June 2025 [£16,588.22]				
11	Agenda Items for next meeting: 1. Parish website (onesuffolk) update items				
12	Date of next meeting: Monday 8 <sup>th</sup> September 2025				

Meeting ended at: