

# CHEDBURGH PARISH COUNCIL

Clerk: Abbie Lee | Email: [chedburgh-pc@outlook.com](mailto:chedburgh-pc@outlook.com)

## Agenda for Parish Council Meeting on Monday 8<sup>th</sup> September 2025

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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 J Jones.

**Members of the Parish Council:** You are duly summoned to the next meeting of Chedburgh Parish Council to be held on **Monday 8<sup>th</sup> September 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:** 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**

- 1 Suffolk County Councillor report
- 2 West Suffolk District Councillor report
- 3 Members of the public

**3. Declarations of Councillor Interests**

Councillors are reminded to update their Declaration of Interests on the West Suffolk District Council website in accordance with Chedburgh Parish Council's Code of Conduct.

**4. Minutes**

To approve and sign minutes of meeting held on 7<sup>th</sup> July 2025

**5. Chair's Report & Progress Reports for Information**

- 1 To introduce the appointment of the new Parish Clerk, Abbie Lee.
- 2 To receive an update on accounting software: Scriber (PC specific) or Lloyds Bank free accounting software.
- 3 To receive an update on Gov.uk domain name.
- 4 Handyman still on sick leave. SALC is aware and will make salary adjustments accordingly.
- 5 To receive an update on the Marquis Cornwall pub.
- 6 To note that the Definitive Map and Statement for Chedburgh for the former district of Thingoe was updated on 24<sup>th</sup> July 2025. A working copy is available to view on the County Council website.
- 7 To note the change to free Norton Anti-virus software for Clerk's laptop, saving £62.99 over a two year period.
- 8 To note approval of application from a resident to use the playing field for camping on the night of Saturday 16<sup>th</sup> August 2025. No issues arose.

## **6. Parish Councillor Reports**

- 1 Cllr Sellars: Neighbourhood Plan & Emergency Action Plan update
- 2 Cllr Rickard: Pantry & feedback forms
- 3 Cllr McGhee:
  - a) Community Speed Watch locations and application
  - b) VAS data and confirm new battery was purchased
  - c) ANPR Deployment Chedburgh 1<sup>st</sup>-8<sup>th</sup> September
  - d) To receive report on VJ Day 80<sup>th</sup> Celebration.
- 4 Cllr Simmons: Update on first Youth Council meeting
- 5 Cllr Jones:
  - a) CCDRCC meeting feedback
  - b) Parish Website (onesuffolk) update
- 6 Cllr Pettit: Any additional report

## **7. Planning Applications**

- 1 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. West Suffolk Council Local Planning Authority has been informed.
- 2 DC/25/1300/TPO: Tall Trees, The Green, Chedburgh, Suffolk, IP29 4UE  
TPO 245(1977) tree preservation order. One walnut (marked on plan, T5 on order) crown thin by 20 percent.  
Expiry date 16<sup>th</sup> September 2025.
- 3 EN/25/0152: Silver Tree Way. To note a resident has raised the following complaint:
  - Property will lose more than 50% of approved parking
  - Increased likelihood of the main road being used for turning/reversing
  - Loss of cycle storage (another requirement that was in the conditions).A retrospective planning application will be submitted to reflect what has been built and the usage, etc.

## **8. Finance**

- 1 To receive the latest year to date budget versus expenditure (Appendix 1).
- 2 To approve June and July bank transactions (last page of agenda).
- 3 To note SALC payroll increase from £8.50 per first employee without pension to £9, and from £5 per second employee without pension to £5.50.
- 4 Clerk to be added to Lloyds Small Business account.

## **9. Community Events**

- 1 Fun Run: To organise a Christmas Fun run to raise money for Teapots. Working group to be set up.
- 2 Chedfest: To consider setting up a working group to bring back a summer fete with a mini music festival theme.

## **10. Other Business to be Transacted**

- 1 To continue to search for onsite servicing for defibrillator.
- 2 To approve options for contact number for sign for gate to the playing field. Suggest SIM only mobile phone to be held by a nominated person.
- 3 To approve a request from the Parish Church Council to use the playing field for car boot sales in April and September 2026 subject to adequate insurance cover and no restrictive covenants.
- 4 To approve a request from Wildlife Friendly Chedburgh to further funding to purchase bulbs, autumn maintenance and planting.

- 5 To approve use of the playing field for organised youth activities subject to adequate insurance cover.

**11. Items for Future Agendas**

Date of next meeting: Monday 27<sup>th</sup> October 2025

## Payments & Receipts and Opening & Closing Bank Balances July & August 2025

<b>Payments July &amp; August 2025</b>				
<b>Date</b>	<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
08.07.2025	McGregor Mulberry Tracks	£ 70.00	£ 14.00	£ 84.00
08.07.2025	HMRC P30 June	£ 39.00	£ -	£ 39.00
08.07.2025	Community Pantry Supplies	£ 119.34	£ -	£ 119.34
11.07.2024	P. Wright Suffolk Timber	£ 116.35	£ 23.27	£ 139.62
15.07.2025	CCDRCC Hire of Stirling Room	£ 10.00	£ -	£ 10.00
22.07.2025	The Suffolk Pest Control Company Ltd	£ 80.00	£ 16.00	£ 96.00
21.07.2025	Service Charges Bank	£ 4.25	£ -	£ 4.25
03.08.2025	McGregor Mulberry Tracks	£ 70.00	£ 14.00	£ 84.00
03.08.2025	P Wright Pay July 25	£ 156.00	£ -	£ 156.00
10.08.2025	SCC	£ 75.00	£ -	£ 75.00
15.08.2025	HMRC P30 July	£ 39.00	£ -	£ 39.00
15.08.2025	CCDRCC Hire of Stirling Room	£ 20.00	£ -	£ 20.00
19.08.2025	Service Charges Bank	£ 4.25	£ -	£ 4.25
<b>TOTAL PAYMENTS</b>				<b>£ 870.46</b>
<b>Receipts July &amp; August 2025</b>				
<b>Date</b>	<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
12.08.2025	NATS (En Route) Plc	£ 400.00	£ -	£ 400.00
<b>TOTAL RECEIPTS</b>				<b>£ 400.00</b>
<b>Current Account Balances</b>				
01.07.2025	Opening Balance	<b>£ 12,149.73</b>		
31.08.2025	Closing Balance	<b>£ 11,679.27</b>		
<b>Savings Account Balances</b>				
01.07.2025	Opening Balance	<b>£ 16,591.02</b>		
31.08.2025	Closing Balance	<b>£ 16,619.89</b>		

## APPENDIX 1

### 31 August 2025 Budget vs Year to Date Expenditure

01/04/2025-31/08/2025

Budget Line	Budget	Actual	Balance
Clerk	£ 5,039.00	£ 620.57	£ 4,418.43
Handyman	£ 2,840.00	£ 806.22	£ 2,033.78
Auditor	£ 200.00	£ 160.00	£ 40.00
Chedburgh Youth Council	£ 500.00	£ 20.00	£ 480.00
VE Day 80	£ 300.00	£ 258.00	£ 42.00
Wildlife Friendly Chedburrgh	£ 150.00	£ 257.67	-£ 107.67
Community Pantry	£ 350.00	£ 349.38	£ 0.62
Mulbury Park Grass Cutting	£ 500.00	£ 336.00	£ 164.00
Village & Playing Field Grass Cutting	£ 1,500.00	£ 120.00	£ 1,380.00
Village Hall Funding/Hire	£ 300.00	£ 120.00	£ 180.00
Playground & Sports Facilities	£ 1,500.00	£ 139.62	£ 1,360.38
Stationery	£ 150.00	£ 28.90	£ 121.10
Bank Charges	£ 60.00	£ 21.25	£ 38.75
Annual Subscriptions & Insurance	£ 1,267.00	£ 919.55	£ 347.45