

CHEDBURGH PARISH COUNCIL

Email: clerk@chedburgh-pc.gov.uk

Minutes of Parish Council Meeting held on Monday 12th January 2026 at 7.30pm at the Erskine Centre

Present: Cllr A Smith, Cllr McGhee & Cllr M Rickard

In Attendance: Three members of the public

1. Welcome by the Chair and Apologies for Absence

The Chair welcomed everyone.

Cllr Sellars, Cllr Pettit and Cllr Jones were absent; all tendered apologies and all were accepted by the council.

2. Public Participation

2.1 Suffolk County Councillor Report:

This was sent in via email.

2.2 West Suffolk District Councillor Report:

No report was received.

2.3 Members of the public:

A member of the public commented on the removal of the Bottle Banks which will allow access to additional ground for Wildlife Friendly Chedburgh to cultivate. They also highlighted about the change to the recycling in West Suffolk and the additional food and glass bins that will be provided to each household. In addition, it was mentioned that a resident had approach them regarding the planting of a spruce tree on the memorial green, can this be considered?

A member of the public confirmed that the CDRCC had agreed to support the first PPC car boot sale on May 9th, 2026, and asked for confirmation from CPC that this was still acceptable following the provisional agreement from CPC.

3. Declarations of Councillor Interests

There were no Declarations of Councillors Interest for items at this meeting, and Parish and town councillors are reminded that they must register their disclosable monetary (financial) interests, as well as any other registerable interests, with their council's Monitoring Officer. The formal Register of Parish Councillors' Interests is available to the public for inspection at the council's office. Councillors must include their home address and details of any other land or premises they have a financial interest in on their declaration interest form.

4. Minutes

The Chair signed the minutes of the Parish Council meeting held on 1st December 2025 as a true and accurate record of the meetings.

5. Chair's Report:

As you all know, we have lost our clerk. Therefore, Cllr Sellars has taken on the responsibility to support with the recruitment of a new clerk. Posters and a new advertisement will be organised to help with recruitment. The previous cost for an advert through Suffolk Direct was £75 excluding VAT. I can also confirm that all documentation and the parish laptop have been returned.

Cllr Jones has agreed to support with the accounts and has had a full update from the outgoing clerk, and we are again getting support from SALC.

For your information the report for the playground equipment has been published. There are now some of the seats that do need replacing and we will review the additional recommendations from the report.

6. Working Group for Co-option

The potential candidate that Cllr Jones was hoping to introduce has now declined, therefore the recruitment for additional councillors continues.

7. Clerk/RFO Recruitment

The following update was received on the recruitment of the Clerk/RFO:

Still researching. No progress.

8. Clerk's Report

8.1 No report was received.

8.2 No decisions were taken under delegated authority since the last meeting.

9. Parish Councillor Reports

No report was received from Cllr Sellars, Cllr Jones or Cllr Pettit.

Cllr McGhee: SID pole to go by A143 and Green junction application form now received for completion. The older unit will be sent away to be converted as the batteries are no longer available. Currently due to both speed signs not working there is no data to report.

Cllr McGhee also attended the CDRCC meeting on 8th January 2026. So they are, originally, they were thinking of raising money for the car park, to go and upgrade the car park, repair the potholes, but they actually now think that probably it's not just the expansion onto the grass, they're now thinking of expanding, repairing, but also resurfacing the entire car park. This means that it's now become quite a significant undertaking. Second to that, there's going to be the solar panels on the roof of the Erskine Centre. A suggestion has been made that a working party be formed to look at both the Multi-Use Games Area and the work to the Erskine Centre as a single project. This may then attract larger grant funding. In addition, it is now confirmed that the Eskine Centre has visitor Wi-Fi access.

Cllr Rickard: Minor donations have been received in the foodbank and the PPC have asked for donations through the church. Minimal in there compared to what we used to have and, and it looks a real jumble now. Nothing had gone between when I looked last week and today.

10. Planning Applications

10.1 No Current planning application to be considered.

10.2

11. Governance

11.1 Cllrs resolved to approve the following meeting dates for the remainder of the 2025-26 Civic Year: AIF.

Parish Council Meeting: Monday 12th January 2026 at 7.30 pm

Parish Council Meeting: Monday 16th March 2026 at 7.30 pm

Cllrs resolved to approve the following meeting dates for the remainder of the 2026-27 Civic Year: AIF.

Annual General Meeting of Electors: Monday 20th April 2026 at 7.30 pm

Parish Council Meeting: Monday 11th May 2026 at 7.30 pm (Parish Council AGM)

Parish Council Meeting: Monday 13th July 2026 at 7.30 pm

Parish Council Meeting: Monday 14th September 2026 at 7.30 pm

Parish Council Meeting: Monday 9th November 2026 at 7.30 pm

Parish Council Meeting: Monday 18th January 2027 at 7.30 pm

Parish Council Meeting: Monday 15th January 2027 at 7.30 pm

11.2 To resolve to adopt any relevant policies (Website)

12. Youth Council

No report was received from Cllr Pettit

13. Finance

13.1 Cllrs resolved to approve the November and December bank transactions and authorised the Chair to sign schedule of payments. AIF.

13.2 Cllrs resolved to approve 1st November – 31st December bank reconciliation. AIF.

13.3 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%. AIF

13.4 Cllrs resolved to approve submission of the precept form, noting the deadline is 22nd January 2026. AIF.

13.5 Cllr Rickard questioned the hosting fee for our website, domain name and emails and it was explained that these are the costs incurred to have these requirements and we are supported by Community Action Suffolk.

14. Community Events

14.1 Cllr McGhee updated on the Fun Run; Unfortunately, this had to be cancelled this year, but it is hoped that a fun run can take place during 2026.

14.2 To receive an update on Chedfest./ Fete first planning meeting

Initial discussion has taken place with a local Pipe band and with Ian Leggett as well as members of the CDRCC and PCC. There is a request for volunteers to form a Village fete working group to create more detailed plans moving forward.

15. Other Business to be Transacted

15.1

15.2

16. Items for Future agendas

16.1 Memorial Spruce Tree for Council Discussion

16.2 Title deeds for the memorial green

16.3 Hedging and ditching work for the sports field

16.4

The meeting was closed by the Chair at 8.04 pm

Date of next meeting: Monday 16th March 2026

Abbreviations Used:

Cllr(s) Councillor(s) RFO: Responsible Financial Officer
AIF: All in Favour WSDC West Suffolk District Council
NIF: None in favour NALC: National Association of Local Councils
CPC: Chedburgh Parish Council SALC: Suffolk Association of Local Councils
PPC: Parochial Paish Council (Church)
CCDRCC: Chevington, Chedburgh, Depden and Reed Community Council
OFSTED: Office for Standards in Education Children's Services & Skills

Schedule of Payments November & December 2025

Date	Description	Supplier / customer	Net	VAT	Total
07/11/2025	P30	HMFC	-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		CCDFCC	-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	CCDFCC	-140.00	0.00	-140.00

Chedburgh PC Bank Reconciliation

1 April 2025 - 31st December 2025

Opening balance 1 April 2025	18,845.30
Movement in balances	
Receipts	14,454.24
Payments	9,869.66
Receipts less payments	4,584.58
Closing balance (31 December 2025)	23,429.88
Bank accounts	
Community Account	6,654.89
Savings Account	16,774.99
TOTAL bank balances (31 December 2025)	23,429.88

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Signed:

Chairman Date.....