

CHEDBURGH PARISH COUNCIL

DRAFT MINUTES FOR ANNUAL GENERAL PARISH COUNCIL MEETING Monday 19th May 2025

Clerk: Vacant - Cllr J Jones, stand-in clerk
Email: Chedburgh-pc@outlook.com Chedburgh.pc.chair@gmail.com

Attendees: Cllr A Smith, Cllr S Sellars, Cllr M Rickard, Cllr S McGhee, Cllr H Simmons, Cllr C Pettit, Cllr J Jones,

S C Cllr K Soons, W S D Cllr M Chester and five parishioners (Liz Williams, Christine Fitzgerald, Dave Paxman, Vanessa Smith, Ian Leggett).

The meeting started at 20.54

1	Election of the Chair and apologies for absence. Proposer: Cllr M Rickard, Seconder: Cllr S Sellars, Voted: Cllr A Smith. Duly elected. There were no apologies received	Action
2	Public Participation <ul style="list-style-type: none"> • Suffolk County Councillor’s Report received • West Suffolk Councillor’s Report received • Public participation <ul style="list-style-type: none"> a. Communication of parish meeting agendas and minutes: Mr. Ian Leggett raised concerns about the lack of physical agendas and minutes on notice boards and newsletters and the preference for paper over digital formats. The Clerk’s report goes into Suffolk Heights. Cllr Smith confirmed that posting both these items on the PC notice board was a requirement and will ensure that this is done. 	
3	Declaration of Councillors’ interests and signing of all forms —There were no forms to sign as there is currently no Clerk in post, so this will be deferred to the next parish council meeting. An extraordinary Parish Council meeting may be called to cover this.	
4	The Minutes of the meetings held on 3rd March 2025 were approved and signed Items still outstanding from the last meeting are: <ul style="list-style-type: none"> • The main access gate to the playing field requires an emergency point of contact for access notice • Clerk to order a battery for the older of the two VAS machines • Servicing of the defibrillator is still to be investigated • Change of email address to .gov Proposed: Cllr. C Pettit, seconded: Cllr. M Rickard	
5	Elect the Vice Chair for the coming year. Proposed: Cllr. S McGhee, seconded: Cllr. H Simmons. Cllr. S Sellars duly voted in	
6	Elect the following portfolio holders <ol style="list-style-type: none"> 1. SALC representative Proposer: Nobody elected. Deferred pending the hiring of a new Clerk or at the next parish meeting 2. Health & Safety and Risk Assessment Officer Proposer: Nobody elected. Deferred pending the hiring of a new Clerk or at the next parish meeting 3. CCDRCC Representative Proposer: Cllr A Smith, Seconder: Cllr H Simmons. Voted: Cllr J Jones. Duly elected 4. Community Pantry Co-ordinator Proposer: Cllr C Pettit, Seconder: Cllr S McGhee, Voted: Cllr M Rickard. Duly elected 	

	<ol style="list-style-type: none"> 5. Community Speed Watch Co-ordinator Proposer: Cllr A Smith, Seconder: Cllr H Simmons Voted: Cllr S McGhee. Duly elected 6. Youth Council Co-ordinator Proposer: Cllr Sean Sellars, Seconder: Cllr J Jones, Voted: Cllr H Simmons. Duly elected 7. Village and Emergency Plan Co-ordinator Proposer: Cllr A Smith, Seconder: Cllr C Pettit, Voted: Cllr S Sellars. Duly elected 8. Village handyman Co-ordinator Proposer: Cllr J Jones, Seconder: Cllr C Pettit, Voted: Cllr A Smith. Duly elected 	
7	<p>Chair's Report and progress reports for information:</p> <ol style="list-style-type: none"> 1. Update on the Parish Clerk – Clerk vacancy and recruitment process: SALC has been consulted and approved this meeting without a Clerk. Discussion about managing the Clerk's responsibilities (eg, Bank account and emails), termination of the current paid Clerk's employment, and the need to advertise the position through SALC and on the parish website. Potential candidates and advertisement channels such as Suffolk Jobs Direct and Suffolk Heights magazine, as well as posting on community notice boards, were discussed. 	Cllr Smith
8	<p>Parish Councillors' reports</p> <ol style="list-style-type: none"> 1. Cllr Sellars <ol style="list-style-type: none"> 1.1. Village Plan and Emergency Plan Meeting: A report on the village plan was presented, with plans to meet in the middle of the next month, potentially on the 16th June, to discuss the village planning and emergency plan. CCDRCC (Gary) and Church Council (Liz) are invited and all Councillors are welcome. Coordination with external parties and inclusion of comments from past events were noted. 1.2. Proposed Gym Equipment: The proposal for new gym equipment has been held in abeyance due to valuable input from our new youth council members reported by Cllr Simmons – Youth Council Coordinator; further discussion is needed regarding alternative proposals for developing the playing field to cater for all age groups. 2. Cllr McGhee <ol style="list-style-type: none"> 2.1. Feedback on VE Day 80 celebration: Thank you to Ian Leggett, Vanessa Smith, Christine Fitzgerald and Charlotte Petitt and her youngsters for all their assistance. The total raised was just under £780, this being £215 from the raffle and £564.78 from the bar. Even the children were contributing to their drinks. There has been a lot of very favourable feedback from the community. The Chair thanked Cllr McGhee for organising such a successful event. All receipts are now in and Cllr McGhee will pass them on to Christine Fitzgerald. There was an overspend of £96. 2.2. Road Safety and Speedwatch analysis: <ol style="list-style-type: none"> 2.2.1. Discussion on downloading large datasets from October 23 to 2025-05-19 and comparing with a snippet from mid-March. Data included 232,000 cars and average speeds of 28.3 mph, with a maximum reading of 80 mph at 10:00 PM on a Friday night in March. A proposal was made to disable the visual display on speed cameras to study its impact on driver behaviour. 2.2.2. VAS Data: Last reporting period 15 Mar to 18 May 25 <ol style="list-style-type: none"> 2.2.2.1. 232,000 vehicles recorded travelling from Haverhill to Bury St Edmunds 2.2.2.2. Daily average of 3,637 vehicles 2.2.2.3. Average speed is 28.3mph, which is in line with the average we have for the entire period 	

	<p>2.2.2.4. Max speed in this period was 80mph on Fri 21 Mar at 10 pm</p> <p>2.2.3.Total figures from Oct 23</p> <p>2.2.3.1. 1,426,831 vehicles in total.</p> <p>2.2.3.2. Average daily is 2,515 vehicles</p> <p>2.2.3.3. The average speed is 28.3mph</p> <p>2.2.3.4. The number of vehicles in the peak periods for Mon-Fri remains relatively unchanged at 375 (0800- 0900hrs) and 320 (1700-1800hrs) against 370 and 324 respectively from the previous report.</p> <p>2.2.4.Participants discussed instances of dangerous overtaking, including near head-on collisions and speeding through narrow roads. Speed limits in surrounding areas were compared, with one area set at 40 mph and proposals to reduce local limits from 60 mph to lower speeds (possibly to 30 or 40 mph) to enhance safety for drivers and schoolchildren. There was a proposal to consider installing an ANPR camera and a third speed sign.</p> <p>3. Cllr Rickard</p> <p>3.1. Pantry and feedback forms:</p> <p>3.1.1. There was a lot of use early in Easter Holidays, but not so much since. Donations are down. Feedback from the food bank users revealed that while food staples like pasta and rice are provided, other suggestions, including UHT milk and toilet paper, should be considered. Food bank supplies to accommodate feedback products, but no crisps to be included.</p> <p>3.1.2. Budget updates indicated that since the last meeting £230.04 was spent, compared with a previous balance of £351.36 from the January 20, 2025 meeting. Cllr Smith can pay Cllr Rickard for the receipts she has. There is a form to be filled in.</p> <p>4. Cllr Simmons</p> <p>4.1. Youth Council: Cllr Simmons gave a summary of the meeting that was held with young people of the village interested in forming a Youth Parish Council (report attached). She reported that the young people were delightfully opinionated and seemed to have lots of ideas. The first formal meeting is on 31st May 2025</p> <p>4.2. Quiet Lane application for Queen’s Lane: This has not progressed and is very frustrating. Cllr Simmons is to liaise with SCC Cllr Soons to help with progression.</p>	<p>Cllr Rickard</p> <p>Cllr Simmons</p>
9	<p>Clerk’s report and actions</p> <ol style="list-style-type: none"> 1. Insurance Renewal – due fairly soon, within a month or two 2. Handyman’s supplies and expenditure control: Concerns were raised over the handyman's purchasing without prior approval. It was emphasised that he should receive pre-approval and provide prices before buying, and a tool register (including items like a grease gun and screws) should be maintained to track all assets. A maximum of 3 hours’ labour a week. 3. Emergency Access and Equipment Servicing: The meeting addressed issues such as the need for a clear process for accessing the large gate (including communication of the combination in emergencies) and reviewing defibrillator servicing details. The importance of having coordinated emergency contact numbers was noted. 4. Gov. email addresses – ongoing 5. Financial Reporting and Bank Reconciliation: Review of the financial report highlighted a bank balance of £14,026.86 as of May 19, and a savings account holding of £16,532.68, noting the 32-day accessibility issue. Further 	<p>Cllr Smith</p> <p>Cllr Smith and C Fitzgerald</p>

	<p>action on invoice verification and a detailed reconciliation with Christine was discussed.</p> <p>6. Land Registry for Erskine Centre – We need to check, but believe this has been done</p> <p>7. Summer Fete Profit Sharing and Youth Funding: Discussion on the summer fete raised questions about who benefits from the profits (whether it belongs to the CCDRCC or the Parish Council) and the potential to use this income to fund youth projects. The possibility of forming a working party between both bodies for better profit sharing was discussed.</p>	Cllr Smith																																																																				
10	<p>Planning Applications. <i>Nothing new</i> Anglian Water won't install new pipes, etc, for new plans, so developers will have to take the cost of this into consideration</p>																																																																					
11	<p>To receive the Financial Officer's Report</p> <p>1. Discuss and sign off on all bank transactions since the last meeting (self-governance). A detailed review of the finances is delayed as we cannot access invoices due, which have been sent to the Clerk. A detailed reconciliation of outstanding invoices and finances to date to be undertaken when we have access to all invoices. Dave Paxman to resend receipts/invoices for Chedburgh Wildlife to Cllr Smith <i>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</i></p> <table border="1"> <thead> <tr> <th>Invoice Number</th> <th>Total Paid £</th> <th>Payee</th> <th>Power and Statute</th> </tr> </thead> <tbody> <tr> <td>WFC00125</td> <td>18.00</td> <td>D Paxman WLFC Plants</td> <td>s137 LGA 1972</td> </tr> <tr> <td>WFC00225</td> <td>71.50</td> <td>D Paxman WLFC Plants</td> <td>s137 LGA 1972</td> </tr> <tr> <td>5295</td> <td>120.00</td> <td>McGregors Mulberry Grass</td> <td>ss9-10 Open Spaces Act 1906</td> </tr> <tr> <td>29619</td> <td>22.80</td> <td>SALC payroll 6 months</td> <td>s112 LGA 1972</td> </tr> <tr> <td>IW00125</td> <td>24.40</td> <td>I Wiseman printer ink & paper</td> <td>s112 LGA 1972</td> </tr> <tr> <td>5246</td> <td>12.00</td> <td>DBS Service Fee Charlotte Pettit</td> <td>s112 LGA 1972</td> </tr> <tr> <td>2609</td> <td>30.00</td> <td>CCDRCC Hire of Stirling Room</td> <td>s133 LGA 1972</td> </tr> <tr> <td></td> <td>4.25</td> <td>Service Charges Bank</td> <td></td> </tr> <tr> <td></td> <td>156.00</td> <td>P.Wright Pay April</td> <td>s112 LGA 1972</td> </tr> <tr> <td></td> <td>370.36</td> <td>I.Wiseman Pay April</td> <td>s112 LGA 1972</td> </tr> <tr> <td>PW00125</td> <td>50.56</td> <td>Screwfix Supplies P.Wright</td> <td>s112 LGA 1972</td> </tr> <tr> <td></td> <td>127.00</td> <td>HMRC P30 April</td> <td>s112 LGA 1972</td> </tr> <tr> <td>WFC00325</td> <td>23.50</td> <td>D Paxman WLFC Plants</td> <td>s137 LGA 1972</td> </tr> <tr> <td>PW00225</td> <td>17.99</td> <td>P.Wright Supplies Amazon Grease gun</td> <td>s112 LGA 1972</td> </tr> <tr> <td>PW00225</td> <td>18.48</td> <td>P.Wright Screwfix Supplies</td> <td>s112 LGA 1972</td> </tr> <tr> <td>PW002325</td> <td>20.38</td> <td>P.Wright Paintwell</td> <td>s112 LGA 1972</td> </tr> </tbody> </table>	Invoice Number	Total Paid £	Payee	Power and Statute	WFC00125	18.00	D Paxman WLFC Plants	s137 LGA 1972	WFC00225	71.50	D Paxman WLFC Plants	s137 LGA 1972	5295	120.00	McGregors Mulberry Grass	ss9-10 Open Spaces Act 1906	29619	22.80	SALC payroll 6 months	s112 LGA 1972	IW00125	24.40	I Wiseman printer ink & paper	s112 LGA 1972	5246	12.00	DBS Service Fee Charlotte Pettit	s112 LGA 1972	2609	30.00	CCDRCC Hire of Stirling Room	s133 LGA 1972		4.25	Service Charges Bank			156.00	P.Wright Pay April	s112 LGA 1972		370.36	I.Wiseman Pay April	s112 LGA 1972	PW00125	50.56	Screwfix Supplies P.Wright	s112 LGA 1972		127.00	HMRC P30 April	s112 LGA 1972	WFC00325	23.50	D Paxman WLFC Plants	s137 LGA 1972	PW00225	17.99	P.Wright Supplies Amazon Grease gun	s112 LGA 1972	PW00225	18.48	P.Wright Screwfix Supplies	s112 LGA 1972	PW002325	20.38	P.Wright Paintwell	s112 LGA 1972	Cllr Smith, C Fitzgerald
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	WFC00425	41.24	D Paxman WLFC Plants	s137 LGA 1972
	WFC00525	16.95	D Paxman WLFC Pond Liner	s137 LGA 1972
	5324	84.00	McGregors Mulberry Grass	ss9-10 Open Spaces Act 1906
	WFC00625	31.00	D Paxman Plants WLFC	s137 LGA 1972
	2621	50.00	CCDRCC Hire of Stirling Room	s133 LGA 1972
	IW00225	4.50	Ring binder & Dividers	s112 LGA 1972
Receipts: £13,000.00 WSC Precept 2. Bank account balance as of 19 th May 2025 [£14,026.86] 3. Savings account balance as of 19 th May 2025 [£16,532.68] 4. Sign: 1. Audited accounts for 2024. Pending reconciliation, see 11.1				
12	Agenda Items for next meeting <ul style="list-style-type: none"> • Chedburgh Parish Clerk recruitment • 			
13	Date of next meeting: Monday, 7 th July 2025 at 7.30 pm			

Meeting ended at 10.06 pm

Signed by Chair _____ Date _____