

CHEDBURGH PARISH COUNCIL

MINUTES FOR PARISH COUNCIL MEETING Monday 7th July 2025, 7.30 pm

Clerk: Vacant

Email: Chedburgh-pc@outlook.com

Attendees: Cllr A Smith, Cllr S Sellars, Cllr M Rickard, Cllr S McGhee, Cllr H Simmons, Cllr C Pettit, Cllr J Jones, WSD Cllr M Chester, Liz Williams.

Apologies: SC Cllr K Soons

1	Welcome by the Chair and apologies for absence given
2	<p>Public Participation</p> <ol style="list-style-type: none">1. Suffolk County Councillor Report – can be found on the Chedburgh Parish website2. West Suffolk Councillor Report – a report will be published on the Chedburgh Parish website after the District Council meeting to be held next week.<ul style="list-style-type: none">• We now have reverse vending machines on the ground floor of the multi-story car park in Bury St Edmunds and in Haverhill. These offer money for items recycled in the machines to encourage more recycling, as it has plateaued in Suffolk.• The Suffolk Local Plan, contributed to by all parish councils, is expected to be adopted by West Suffolk Council next week. There are a few large developments in the pipeline, including a further 165 homes in Barrow, where a £115,000 Section 106 payment has been requested from the developers to mitigate the impact on the community, such as improving GP surgery facilities. Additionally, plans are in place for 220 houses in Stanton. There are also applications for solar farms. There are no large plans as yet for Chedburgh.• The proposed Bioenergy project in Haverhill has been refused by SSC due to flood risk and inappropriate location.• The locality budget is now open for funding applications with some funds having already been allocated.• The Council is applying for an enforcement notice against the owners of the Marquis of Cornwallis due to unsafe/insecure building, waste contamination, rough sleeping, and community impact. Ownership is complicated: it was sold in October 2024 to Kenya Trading; however, the last owner, Njeri Kangaca, is involved in this company. The Parish Council has agreed to provide written support for enforcement (ACTION: Cllr A Smith). The pub and car park are under separate ownership and the car park side of the road is designated as open curtilage, so it is not currently available for development.3. Members of the Public<ol style="list-style-type: none">a. Chedburgh PCC - a request from the Parish Church Council to use the playing field for two car boot sales, one in late April 2026 (25th or 26th) and the other in early September 2026 (5th or 6th) to raise funds for the Church. Discussion on parking, field access and costs. If it is too wet, it will be cancelled. PCC to liaise with CCDRCC for access to toilet facilities and check insurance. Agreed in principle based on adequate arrangements for parking, etc. The owner/contractor of the adjacent field (Kevin Mayes?) to be asked if it can be used as additional parking. (ACTION: Cllr A Smith)b. Application by Mr D Smith to use the playing field for camping for about 15 people on the night of Saturday, 16th August 2025, for a private 21st birthday being held at the Erskine Centre for approximately 30 people. Cllr A Smith declared an interest in this event. There is precedent for using the field for this purpose. A document has been drawn up with rules and public liability insurance to be checked and neighbours to be notified in advance (ACTION: Cllr A Smith). The gate to the field will be kept locked with pedestrian access only. The event agreed in principle.

3	<p>Declaration of Councillor's interests:</p> <ol style="list-style-type: none"> 1. Cllr Smith – Item 2.3.b.
4	<p>To Approve and Sign the Minutes of the meetings held on 3rd March 2025 – These were approved at the AGPM on the 19th May 2025. The Meetings held on the 19th May will be approved in May 2026. All meeting minutes are now up to date.</p>
5	<p>Review of Actions from Previous Meetings: Brief mention that actions from previous meetings have been reviewed and are considered covered.</p>
6	<p>Chair's Report and agenda items:</p> <ol style="list-style-type: none"> 1. Parish Clerk recruitment has so far been unsuccessful, with two suitable candidates approached declining. The post has been advertised in SALC and on the bus stop noticeboard. Discussion on expanding advertising to Suffolk Jobs Direct (with a £75 charge) for wider reach was approved by the Council (ACTION: Cllr A Smith). Reference to Hundon's ongoing six-month recruitment struggle. Cllr M Chester may know someone who might be interested. 2. Suffolk Devolution – Report on a West Suffolk Council presentation and mention of Suffolk County Council's own devolution meetings and survey. Discussion on the possibility of one versus multiple unitary authorities and encouragement for all to participate in the survey and meetings. Have your Say! https://www.smartsurvey.co.uk/s/SuffolkLGRReview. 3. Playing field equipment (Youth Council): Discussion on purchasing football nets (approx. £100) and the need for longer-term funding for bike ramps, which will exceed the £400 remaining funds. Consideration of informal versus formal football sessions, insurance requirements, and communication challenges among youth from different schools. Suggestion to invite the Youth Council to the October meeting to present ideas for larger projects. 4. Defibrillator Status: recent quote of £135 for servicing, which would require the unit to be sent away. Discussion on service intervals, which are recommended annually, but it hasn't been serviced since installation. The unit is still currently up-to-date, however. Need to find a company that can service on-site and inquire into what other villages do. (ACTION: Cllr A Smith) 5. Accounting software for Parish Council: the previous Clerk had intended to compare Scribe software (£24 per month, approx. £300 per year, tailored for parish councils) and Lloyds Bank's free accounting software. Discussion on audit trails, suitability, and the need for further investigation into both options. (ACTION: Cllr J Jones) 6. Pensions Regulator and Employee Enrolment: Cllr A Smith confirmed that the council has only one current employee, Paul Wright, who is under the threshold for pension enrolment (£10,000 per year), so no pension scheme is required at present. If more employees are hired and earn above the threshold, enrolment would be through SALC. 7. Email and Website Professionalisation (.gov.uk Domain): Discussion about the need for a .gov.uk email and website for professionalism and compliance. Current emails are a mix of personal and Outlook accounts. Costs for a .gov.uk domain and mailboxes were discussed, with more than 5 email addresses discounted to £24pa each for 10GB. Each Councillor is to have their own email address. (ACTION: Cllr A Smith) 8. SAFA Certificate of Thanks and VE Day Donation: Cllr A Smith presented a certificate of thanks from SAFA for a £150 donation from the VE Day event raffle, with copies for the council and Ian Leggate. 9. VJ Day 80 celebration, 15th August 2025. Discussion on how to commemorate VJ Day, noting Suffolk's strong connection due to the Suffolk Regiment's involvement in the Far East. Options included a simple flag raising or a church service. Liz Williams agreed to speak to Clive Fairclough about the church service. Flag to be purchased (ACTION: Cllr S McGhee).
7	<p>Parish Councillors reports</p> <ol style="list-style-type: none"> 1. Cllr McGhee - There is a new police liaison officer. Cllr McGhee to make contact (ACTION: Cllr S McGhee). <ol style="list-style-type: none"> a. VAS (Vehicle Activated Sign) Data: From 4 May to 7 June, 228,000 vehicles from Haverhill were recorded. The fastest speed was 80 mph on 11 May at 7pm. Average speed from October 2023

- to June 2025 is 28.2 kmph. Total vehicles since October 2023: 1.6 million. Maximum speed recorded: 90 mph in May last year. Average daily count: 2,599 vehicles.
A new 10V battery to be purchased **(ACTION: Cllr S McGhee)**.
- b. ANPR Deployment is scheduled in Chedburgh 1st – 8th September. Clarification on its purpose (primarily for speeding, but also checks tax and insurance). Confirm whether we need to move the VAS **(ACTION: Cllr S McGhee)**.
2. Cllr Sellars – Neighbourhood plan meeting update.
 - a. Discussion about the process for creating a neighbourhood plan, including the need for a vote, involvement of parishioners, potential costs, and the role of Suffolk County Council, who have now withdrawn £10,000 funding. Consultant (Ian Poole) to come back to Cllr S Sellars when more is known about future funding and process.
 - b. Emergency Plan Development: Clarification of the emergency plan's purpose (local emergencies, evacuation, animal care), its necessity, and current progress.
 3. Cllr Rickard – Pantry & feedback forms: Review of pantry budget (£20 left), usage patterns, and the need for further funding or donations. Total spent from 9th July 2024 to 30th March 2025 was £321.56, averaging £40.20 per month. Only one feedback form back. Last Friday was like a raid – 3 tins of peas left and everything else had gone. Before that nothing much had been used. Agreed to provide an emergency fund of £150 until September 2025, when it will be reviewed and apply to West Suffolk District Council for funds from the locality budget. **(ACTION: Cllr A Smith)**.
 4. Cllr Simmons – Youth Council:
 - a. Plans to formally invite youth to the October Parish Council meeting, efforts have been made to contact Nick Timothy, but still waiting for a response.
 - b. Drinkstone has a youth council – Cllr Simmons to contact them **(ACTION: Cllr H Simmons)**.
 - c. Discussion about supporting youth activities by purchasing football nets **(ACTION: Cllr H Simmons)**.
 - d. Concerns raised by youth about being told off for cycling in the village, despite not riding on pavements.
The next meeting is in September and the Youth Council remains enthusiastic.
 5. Cllr Jones –
 - a. CCDRCC meeting feedback – The meeting is on Thursday 10th July so nothing to report
 - b. Parish website (onesuffolk) update: Discussion on the parish website's improvements and suggestions for further enhancements, including adding a youth page, updating photographs, and making the site more engaging.
 - i. Improvements so far:
 - The home page has been updated to give a more positive feel and to highlight the community identity of the village and some of the activities and facilities available.
 - A calendar has been added to the website to display upcoming village events, including choir concerts and coffee morning. Any village events may be included here, not just CPC events.
 - The public information (minutes, finance, reports etc) has been brought up to date and contact details amended to reflect the lack of a Clerk.
 - ii. Discussion on whether council members should have increased edit rights to update the website directly, versus the risk of disorganisation. It was agreed that Cllr Jones should continue to be the primary contact for any suggestions or changes to the website.
 6. Cllr Pettit – Noting to report
 7. Additional items:
 - a. Village Cohesion and Integration: Concerns raised about perceived divisions within the village, particularly between different areas such as Kings Park, Silver Tree Way and Elizabeth Drive. Discussion on how to encourage greater integration of different parts of the village and the youth population included
 - i. adding a noticeboard to Silver Tree Way (cost is approx. £1,000), putting a board on the fence at Silver Tree way, adding event fliers to telegraph poles, advertising village events on

- social media. Need to obtain permission from landowners (e.g., housing association, CARS) to install notice boards on or near their property **(ACTION: Cllr H Simmons)**.
- ii. The CPC is already maintaining Crown land on Silver Tree way – potential to install a dog bin (approx. £2,000 to install – we already have a spare) and a notice advising that CPC maintains the area to improve awareness of wider village input.
- Decision as to who will install and fund these items to be taken at a later date.
8. The group discussed the possibility of organising a scarecrow trail and other events, including referencing a murder mystery event by Saxham who have said that they will provide us with their plan for the event. The idea was tabled for further discussion at the next meeting.
9. It was noted that the Parish Council very much appreciates all the work being done to improve and maintain the planted areas around the village. Many thanks to Wildlife Friendly Chedburgh and all those who give their time to keep the village looking lovely and improving the habitats for wildlife.

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 Wright 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

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	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 Wright Pay June 25	S112 LGA 1972
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
		Total	£329.66		
	<p>Clerk's report and actions</p> <ol style="list-style-type: none"> 1. Insurance Renewal – completed 2. Consideration by PC to have 2 signatories for all payments bar DD and SO. It was agreed to set up a second signatory among all those who are currently signatories on the bank accounts. (ACTION: Clr A Smith). 3. Discuss Handyman's supplies/tool purchases – New timesheet and purchase order request forms have been supplied. The quotation was signed off. 4. Defibrillator servicing – quotation received, agreement required. See 6.4 5. Sign for the gate – contact numbers required (ACTION: Clr A Smith) 6. .Gov.uk email addresses – see 6.7 7. Land Registry for Erskine Centre – completed and copy documents help by the PC 8. VJ Day 80 – Celebration funding – see 6.9 				
9	<p>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.</p>				
10	<p>To receive the Financial Officer's Report</p> <ol style="list-style-type: none"> 1. All the bank transactions since the last meeting were signed off and the DD and SO forecasted payments were reviewed. the accounts are looking healthy. <ol style="list-style-type: none"> a. The current account balance is £12,149.73 and the 32-day notice savings account holds £16,591.02 as of the end of June. 				

- b. June payments totalled £3,847.20, with a running total for June and a breakdown of May's payments, including a £60 cash payment from Wildlife Friendly Chedburgh. Receipts for the year include a £13,000 precept, £565.78 in VE Day donations, and £29.40 refund.
 - c. The playground and sports facility pot stands at £3,721.62.
 - d. There is £10,000 still allocated for ditch maintenance, with work still required on two sides of the playing field due to tree growth. Timing for this project is important and will be considered at the next meeting.
 - e. £300 was allocated for VE Day 80, with a slight overspend but all donations and refunds accounted for, resulting in no loss and a £24.80 refund.
2. Forecast vs budgeted costs were reviewed: Budget allocations were reviewed, with overspending noted in Wildlife Friendly Chedburgh and the Community Pantry. The annual budgeted spend is £14,560.
- a. The Community Pantry has overspent its £200 budget and will require a decision on increasing the budget.
 - b. Wildlife Friendly Chedburgh has overspent by £27.65 and is currently under a spending freeze until further funding decisions are made.
 - c. Handyman wages and supplies are within budget.
 - d. The Youth Council has spent £20, with £480 remaining.

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	

- 1. Bank account balance as of 30th June 2025 [£12,149.73]
- 2. Savings account balance as of 30th June 2025 [£16,591.02]

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- Agenda Items for next meeting:
- 1. Parish website (onesuffolk) update items (Cllr J Jones)
 - 2. Neighbourhood plan and Emergency plan
 - 3. Ditch maintenance
 - 4. Agree Pantry budget
 - 5. Agree WFC budget
 - 6. Quiet Lane (Cllr H Simmons)

12 Date of next meeting: Monday 8th September 2025

Meeting ended at: 21.52