

CHEDBURGH PARISH COUNCIL

Clerk: Abbie Lee | Email: chedburgh-pc@outlook.com

Minutes of Parish Council Meeting held on Monday 8th September 2025

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

In Attendance: District Cllr Mike Chester, Abbie Lee (Clerk), six members of the public and one member of the press.

1. **Welcome by the Chair and Apologies for Absence**

The Chair welcomed everyone to the meeting
County Cllr Soons sent her apologies

2. **Public Participation**

1 Suffolk County Councillor report: No report was received.

2 West Suffolk District Councillor report:

No official report but the following verbal updates were presented:

- Devolution: Still to decide if one, two or three unitary councils for Suffolk.
- Marquis Cornwall pub: Subject to planning, the new owner wants to build two detached properties on the site, as the current building is beyond economic repair. According to the Land Registry, the pub is still registered to the original owner; however, this could be a processing delay.
- Oak tree on village green: The tree is causing issues with electricity cables, as well as causing property and vehicle damage. Previous surveyor has already been contacted by the Clerk. Tree should have TPO but not showing as having one on interactive map.

3 Members of the Public:

- A member of the public commented that the pub and the land/car park were listed on the Land Registry separately and asked if that was still the case.
- A member of the public asked the member of the press if he was just at the meeting to hear about the pub and if there was a significant story.

3. **Declarations of Councillor Interests**

There were no Declarations of Interests

4. **Minutes**

The minutes of the meeting held on 7th July 2025 were approved and signed by the Chair.

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

1 The Chair introduced the new Parish Clerk, Abbie Lee.

2 The PC has a free demo of Scribe and would prefer to go with PC-specific software rather than the generic accounting software. The Clerk to investigate other PC-specific software. To be presented at the next meeting.

3 Gov.uk domain name. Previously asked website supplier. Need to move forward with this ASAP. More info next meeting.

4 The handyman is back to work. He is picking up work on the playground, especially to bring small slide back to working order.

5 Marquis Cornwall pub: update already provided by District Councillor.

6 Cllrs noted that the Definitive Map and Statement for Chedburgh for the former district of Thingoe was updated on 24th July 2025 and that a working copy is available to view on the County Council website. Looks like boundaries haven't changed.

- 7 Cllrs noted the change to free Norton Anti-virus software for Clerk's laptop, saving £62.99 over a two year period.
- 8 Cllrs noted the approval of application from a resident to use the playing field for camping on the night of Saturday 16th August 2025. It was a success with no issues.

6. Parish Councillor Reports

- 1 Cllr Sellars: Neighbourhood Plan & Emergency Action Plan update:
 - Funding is no longer available to support Parish Councils with Neighbourhood Plans; District Councillor will look into alternative revenue streams
 - Information on setting up a working group needs to be sought
 - In order for the plan to be adopted, there must be support from residents in terms of voting turnout and voting results
- 2 Cllr Rickard: Food Pantry and Feedback Forms:
 - Budget allocation spent. It was last topped up at the end of August and almost empty
 - Survey Results: All positive and there was a request for more toothpaste
 - Request for further funding and an increase in budget. Suggested to use £150 of what has been saved of Handyman budget with him being on sick leave. AIF
- 3 Cllr McGhee:
 - a) Community Speedwatch:
 - Locations identified and submitted for approval
 - Liaison with Chevington PC is required to co-ordinate volunteers
 - Once a team has been identified, Chedburgh PC needs to apply for equipment and undergo training
 - b) VAS Data:
 - VAS camera was moved to a temporary location on 25th August (bus stop at Major's Close) to make way for ANPR camera intended for A143
 - Since 31st August, 4,569 cars have been recorded, with a daily average of 592 cars, average speed of 26.3 mph and several cars recorded exceeding the 30 mph speed limit
 - c) Replacement batteries for older camera:
 - Due to system updates, 10v batteries are no longer compatible and have been superseded by 12v batteries
 - System will need to be returned to manufacturer to be updated
 - New batteries and chargers will be provided
 - Total cost approximately £250 excl VAT
 - New camera system approximately £1200
 - Council approval required
 - d) VJ Day 80th Celebrations:
 - Thanks to Ian Leggett for arranging vintage military vehicles
 - Thanks to all attendees to the flag raising
 - A piper played before Cllr Chester paid remembrance to those who took part in operations in the Far East, with particular remembrance to those who did not return home
- 4 Cllr Simmons:

Update on first Youth Council meeting:

 - The meeting is on 13th September and has a full agenda
 - Would like to invite representatives of the Youth Council to the next Parish Council meeting to present their proposals with the aim of getting feedback and advice
 - Need to ascertain if Parish Council's public liability insurance will cover the Youth Council or organised youth football matches and if any risk assessments are required
 - Ascertain if posters for the youth football matches should be from the Parish Council, stating the activity is carried out at your own risk?

Quiet Lane:

 - There is public support but still trying to find out cost
 - Need to ask County Cllr Soons to follow up so it can move forward

- 5 Cllr Jones:
- a) CCDRCC Meeting Feedback:
- Neighbourhood Watch: Parish Council to ascertain if any interest in this, and if so, would need to register to formally be part of the scheme
 - Also a Rural Watch scheme
 - Village hall events to be advertised on Parish Council website
 - Next meeting 10th September
- b) Parish Website (onesuffolk) Update:
- To decide website responsibilities between Cllr Jones and the Clerk
 - What's On? Page is being updated where possible with the weekly class schedule at the Erskine Centre
- 6 Cllr Pettit: Any Additional Report:
Nothing to 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. Approved by planning authority.
- 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.
Chedburgh Parish Council: Support
- 3 EN/25/0152: Silver Tree Way. Cllrs noted 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.
Cllr Rickard received a copy of the planning application (DC/25/1287/HH) in the post but as a resident, not as a Parish Councillor. The letter was dated 19th August and gives 21 days from the date of letter to submit any comments. Clerk to request a two week extension to allow time for the Parish Council to consider a response.

8. **Finance**

- 1 Cllrs received the latest year to date budget versus expenditure (Appendix 1). AIF
- 2 Cllrs resolved to approve June and July bank transactions (last page of agenda). AIF
- 3 Cllrs noted 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 Cllrs resolved to approve the Clerk to be added to Lloyds Small Business account. AIF

9. **Community Events**

- 1 Fun Run:
- To organise a Christmas fancy dress Fun run on the public roads to raise money for charity
 - Cllr McGhee to set up a working group
 - One mile for kids. Three miles for adults
 - Weekend of 20th/21st December (that weekend)
 - Suggested charities: Teapots, Wildlife Friendly Chedburgh, or the Pantry
 - Issue medals
 - Potentially have start and finish location as Greyhound pub for mulled wine and mince pies
 - Liaise with CCDRCC about possibility of combining with a Christmas party
 - Potentially involve choir
 - Costs would be mulled wine, mince pies and medals

- Could have raffle.
- 2 Chedfest:
- Cllr McGhee to set up a working group to bring back a summer fete with a mini music festival theme
 - Something small so that if the weather is bad, it can be done inside as well as out
 - Need to look at how this would be funded
 - Suggest 4 x groups, a stage, choir and piper
 - Need to get a date in the diary
 - Possibly request percentage of profits from food vans
 - Form a working group
 - Find out about licencing and insurance

10. Other Business to be Transacted

- 1 Clerk to continue search for onsite defibrillator servicing
- 2 Cllrs did not resolve to approve the use of a SIM only mobile phone to be held by a nominated person in the event access through the gate to the playfield is required. NIF
Cllrs resolved to approve that it is no longer needed. AIF
- 3 Cllrs resolved 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. AIF
- 4 Cllrs resolved to approve a request from Wildlife Friendly Chedburgh for further funding of £100 to purchase bulbs, autumn maintenance and planting. AIF
- 5 Cllrs resolved approve use of the playing field for organised youth activities subject to adequate insurance cover. Current insurance cover to be reviewed. AIF

11. Items for Future Agendas

To approve signatories on bank account
Recycling bin locations
What needs to go on the website

Meeting Closed at 9.08pm

Date of next meeting: Monday 27th October 2025

Abbreviations Used:

Cllr(s): Councillor(s)
AIF: All in Favour
NIF: None in Favour
PC: Parish Council

Payments July & August 2025				
Date	Details	Net	VAT	Total
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
TOTAL PAYMENTS				£ 870.46
Receipts July & August 2025				
Date	Details	Net	VAT	Total
12.08.2025	NATS (En Route) Plc	£ 400.00	£ -	£ 400.00
TOTAL RECEIPTS				£ 400.00
Current Account Balances				
01.07.2025	Opening Balance	£ 12,149.73		
31.08.2025	Closing Balance	£ 11,679.27		
Savings Account Balances				
01.07.2025	Opening Balance	£ 16,591.02		
31.08.2025	Closing Balance	£ 16,619.89		

Signed: Chairman Date.....