

CHEDBURGH PARISH COUNCIL

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

Minutes of Parish Council Meeting held on Monday 27th October 2025 at 7.30pm

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

In Attendance: District Cllr Mike Chester, Abbie Lee (Clerk), seven members of the public

1. Welcome by the Chair and Apologies for Absence

The Chair welcomed everyone to the meeting.

Cllr McGhee sent his apologies. Cllrs approved his reason for absence.

County Cllr Soons sent her apologies

2. Public Participation

2.1 Presentation from Chedburgh Youth Council:

Four representatives of the Chedburgh Youth Council gave a presentation on who they are, their achievements to date, their objectives and current activities.

The YC seeks to bring the adults and young people of Chedburgh together through village events such as BBQs, discos, craft making activities and a multicourt play area. They are seeking the necessary investment through grant and funding sources such as Sport England. Another reason investment is required in Chedburgh is the lack of public transport to nearby facilities and limited activities for older children, such as skate and bike ramps.

The YC has arranged a low-cost Christmas event on 29th November from 2-4pm for families to foster community spirit. The budget is £100 and entry will be £2.50 or £5 depending on the activities, which will include making Christmas decorations with drinks and snacks. The event will be promoted with posters around the village.

2.2 There was no Suffolk County Councillor's report.

2.3 West Suffolk District Councillor report:

- Village green ownership: A planning application from 1997 by former Clerk states the land is owned by Chedburgh PC but not sure. Assets on village green owned by PC. Would PC pay Land Registry to adopt the land? None of the trees have TPOs.
- Neighbourhood plan: Funding cancelled by central government in March 2025. WSC cannot offer funding. Contact consultant to see what can be done and ascertain a rough idea of cost to see if it is viable. Ascertain a rough breakdown of what is required.
- Devolution: County Councils want one council. Districts want three.

2.4 Members of the Public:

- A member of the public introduced the new church warden, who asked if the PC would like a donation box for the Food Pantry in the church.
- A member of the public commented the church is now open Monday-Saturday 8am-4pm and Sunday 10am-4pm.
- The Chair asked about new noticeboard for the church. To be discussed at the next PCC meeting in January.

- Wildlife Friendly Chedburgh emailed in advance of the meeting to thank the PC for its donations. Together with cash donations from the PC and bulb donations from 34 residents, over 2000 bulbs have been planted around the village.

3. **Declarations of Councillor Interests**

There were no Declarations of Interests

4. **Minutes**

The minutes of the meeting held on meeting held on 8th September 2025 and the additional Parish Council meeting held on 23rd September 2025 were approved and signed by the Chair. AIF.

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

- Ownership of village green, as per District report.
- Havebury Housing have initially agreed to a noticeboard being put up on Silvertree Way. They require the PC to submit a community investment grant form for them as Havebury will purchase and install.

6. **Clerk’s Report**

6.1 Cllrs received the Clerk’s report, noting any significant matters or items of correspondence not on the agenda and not already drawn to the Council’s attention.

6.2 Cllrs received the Clerk’s report on any decisions taken under delegated authority since the last meeting.

7. **Parish Councillor Reports**

The following reports were received from Councillors on activities, meeting, or issues of interest arising from the last meeting:

Cllr Rickard:

- The Food Pantry has received donations from residents, and £139.98 was spent of the £150 PC donation.
- Need to get more attention in order to get more donations.
- Look at additional donation points such as coffee morning, regular date every month, or bus shelter.
- Put it in Suffolk Heights and on Facebook.
- Need to source a box.

Cllr Simmons:

- Considering requesting approval to start a working group to investigate what to do with the field.
- Quiet lanes taking a long time.

Cllr Jones:

- CCDRCC Meeting Feedback from 11th September: No one registered on national or Suffolk Neighbourhood Watch schemes. Awaiting information on benefits of scheme. They will help organise Chedfest and are looking for assistance. 11th July is preferred date. Supportive of fun run. Don’t want to combine with Christmas party.
- Moved the recycling bins.
- Next meeting AGM 5th November.
- Website. Photos have gone on. Classes updated. Need to add Fun Run.

8. **Planning Applications**

8.1 There were no planning applications to consider.

8.2 Cllrs noted comments were submitted in support of planning officer's decision for amended planning application DC/25/1300/TPO to reduce crown on tree by up to two metres.

9. Governance

- 9.1 Cllrs resolved to adopt the latest NALC Model Standing Order. AIF.
- 9.2 Cllrs resolved to adopt the NALC Model Financial Regulations. AIF.
- 9.3 Cllrs resolved to adopt the Scheme of Delegation. AIF.
- 9.4 Cllrs resolved to adopt the IT Policy. AIF.
- 9.5 Cllrs resolved to adopt the LGA Code of Conduct. AIF.
- 9.6 Cllrs resolved to adopt the Local Government Transparency Code website. AIF.
- 9.7 Cllrs resolved to adopt the Complaints Procedure. AIF.
- 9.8 Cllrs resolved to adopt the Publication Policy. AIF.
- 9.9 Cllrs noted the Clerk will update contact email address on all policies and documents following implementation of the gov.uk email addresses.

10. Finance

- 10.1 Cllrs resolved to approve September bank transactions and authorised the Chair to sign schedule of payments. AIF.
- 10.2 Cllrs resolved to approve 1st April – 30th September bank reconciliation. AIF.
- 10.3 Cllrs resolved to approve the monthly P30 or HMRC to be managed by direct debit. AIF.
- 10.4 Cllrs noted the Clerk's decision to use EasyPC accounting Software at a cost of £7 per month, to be billed annually.
- 10.5 Cllrs nominated and approved Cllrs Jones and Simmons as additional signatories for the Lloyds Community account. AIF.
- 10.6 Cllrs resolved to approve 5% pension contributions for the Clerk, which is within budget for staff costs. AIF.
- 10.7 Cllrs resolved to approve payment in lieu of holiday for handyman. In budget. AIF.

11. Community Events

- 11.1 Cllrs received the following update on the Fun Run:
£8 per adult; £5 per child.
Minde pies and mulled wine.
50 medals.
Choir: 12 members.
Consider who profits should go to: Teapots, Food Pantry, the church, or Wildlife Friendly Chedburgh.
- 11.2 Cllrs resolved to approve a budget of £138 for the Fun Run. AIF.
- 11.3 Cllrs received the following update on Chedfest:
Date of 11th July. CDRCC. Fine for choir.

12. Other Business to be Transacted

- 12.1 Cllrs resolved to approve the quote from Westcotec Ltd for the speed camera upgrade at a cost of £310 excl VAT. AIF.
- 12.2 Cllrs considered participating in SCC's Thermal Imaging Project. No interest.
- 12.3 Cllrs noted the Suffolk Joint Emergency Planning Unit training session on 26th November.

13. Items for Future Agendas

- 13.1 Teapots have received their fifth consecutive outstanding OFSTED inspection. This needs to be acknowledged.
- 13.2 To consider increasing the number of hours per week worked by the handyman.
- 13.3 To consider who the Fun Run donations should go to.

13.4 Look into TPOs for trees on village green.

Meeting Closed at 9.16 pm

Date of next meeting: Monday 01st December 2025

Abbreviations Used:

Cllr(s)	Councillor(s)	NALC:	National Association of Local Councils
AIF:	All in Favour	LGA:	Local Government Association
WSC:	West Suffolk Council	YC:	Youth Council
SCC:	Suffolk County Council	PC:	Parish Council
PCC:	Parish Church Council	TPO:	Tree Preservation Order
CCDRCC:	Chevington, Chedburgh, Depden and Reed Community Council		

Payments made under delegated powers or Financial Regulations 4.1 since the last meeting:

- Handyman reimbursement for supplies £52.89

Payments authorised for settlement before the next meeting:

- Direct debits, standing orders and other contractual payments approved by the Council
- Salaries and HMRC payments
- Payments arising from previous council decisions
- Payments authorised by the Clerk or Clerk and Chair under delegated powers or Financial Regulations 5.15

Schedule of Payments September 2025

Date	Description	Supplier / customer	Net	VAT	Total
09/09/2025	VJ Day Flag Raising	S McGhee	£ 20.00	£ -	£ 20.00
09/09/2025	Food Pantry	Food Pantry M Rickard	£ 149.13	£ -	£ 149.13
09/09/2025	Grass Cutting MP	McGregor Services	£ 70.00	£ 14.00	£ 84.00
19/09/2025	Bank Charges	Lloyds Bank	£ 4.25	£ -	£ 4.25
23/09/2025	Reimbursement	Handyman	£ 52.89	£ -	£ 52.89
23/09/2025	WLFC Bulbs	Wildlife Friendly Chedburgh/D Paxm	£ 24.97	£ -	£ 24.97
26/09/2025	Clerk Salary September	Clerk	£ 319.96	£ -	£ 319.96
			Total Payments		£ 655.20

Chedburgh PC Bank Reconciliation	
1 April 2025 - 30th September 2025	
Opening balance 1 April 2025	18,845.30
Movement in balances	
Receipts	14,138.16
Payments	5,283.48
Receipts less payments	8,854.68
Closing balance (30 September 2025)	27,699.98
Bank accounts	
Community Account	11,024.07
Savings Account	16,675.91
TOTAL bank balances (30 September 2025)	27,699.98

Signed: Chairman Date.....