

# CHEDBURGH PARISH COUNCIL

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## Minutes of Parish Council Meeting held on Monday 1<sup>st</sup> December 2025 at 7.30pm at the Erskine Centre

**Present:** Cllr A Smith, Cllr S Sellars, Cllr McGhee, Cllr M Rickard & Cllr F Jones

**In Attendance:** County Cllr Soons, Abbie Lee (Clerk) and two members of the public

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

The Chair welcomed everyone.

Cllr Pettit was absent; no apologies were tendered.

### 2. **Public Participation**

#### 2.1 Suffolk County Councillor Report:

One Suffolk Consultation: Residents encourage to give feedback before 11<sup>th</sup> January.

#### 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 percentage of the budget increase.

A member of the public commented on increasing biodiversity in the village and distributed information.

### 3. **Declarations of Councillor Interests**

There was no Declarations of Councillors Interest.

### 4. **Minutes**

The Chair signed the minutes of the Parish Council meeting held on 27<sup>th</sup> October 2025 and the extraordinary meeting held on 21<sup>st</sup> November 2025 as a true and accurate record of the meetings.

### 5. **Chair's Report:**

No report was received.

### 6. **Working Group for Co-option**

Cllr Jones has a potential candidate and will update more at the next meeting.

### 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**

Cllr Jones: CDRCC next meeting on 8<sup>th</sup> January 2026 but Cllr Jones unable to attend.

Cllr Jones has put up information on website on village craft event.

Cllr Rickard: No donations have been received in the foodbank.

Cllr McGhee: SID pole to go by A144 and Green junction.

Cllr Sellars: Would like to move the Emergency Plan forward.

## **10. Planning Applications**

10.1 Cllrs considered the planning application in 10.2.

10.2 DC/25/1726/FUL Planning application for one self build dwelling (following demolition of existing car port and shed) for land adjacent 18 Lancaster Close, Chedburgh. Cllrs resolved to support the application. AIF.

## **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 12<sup>th</sup> January 2026 at 7.30 pm

Parish Council Meeting: Monday 16<sup>th</sup> March 2026 at 7.30 pm

Annual General Meeting of Electors: Monday 20<sup>th</sup> April 2026 at 7.30 pm

11.2 Cllrs resolved to approve Christine Fitzgerald as the auditor for the 2025-26 financial year at a cost of £160 and authorised the Clerk to issue the letter of engagement. AIF.

11.3 Cllrs resolved to adopt the Data Retention & Records Management Policy, noting the policy is to be reviewed every three years. AIF.

11.4 Cllrs considered a request from a member of the public for a donation of £60 towards the purchase of books as presents for a children's Christmas party (Appendix 1) in Chevington, noting that this goes against the advice of the RFO for the following reasons:

- The request is not from an official organisation or community group
- Donations should not be paid to member so the public; they should be paid to registered organisations or recognised community groups with dedicated bank accounts
- The PC is already 135% above the donations budget for the 2025-26 financial year (this figure includes money allocated to the Youth Council but does not include the Food Pantry)
- There is a lack of transparency and information in the request, with no indication as to whether or not any other requests for funding have been made
- The request does not state if the party is private or if it open to all children residing in Chedburgh
- The request is not timely

The council also noted that the same request was made to Chevington PC and declined by the full Council on the grounds it was not considered appropriate. NIF.

11.5 Cllrs resolved to adopt the NALC Grievance Policy, noting it is reviewed annually. AIF.

11.6 Cllrs resolved to adopt the NALC Anti-harassment & Bullying policy, noting it is to be reviewed annually. AIF.

11.7 Cllrs resolved to approve the meetings for the 2026-27 civic year to be held on the second Monday of the month unless that Monday falls on a public holiday. AIF.

11.8 Cllrs noted the SALC subscription fee will increase by 3.6% for the 2026-27 financial year. Cllrs to note the 2025-26 subscription cost to CPC was £330.75.

## **12. Youth Council**

Cllr Jones advised that the recent Christmas craft event was enjoyed by a small turnout but was not profitable.

## **13. Finance**

- 13.1 Cllrs resolved to approve the October bank transactions and authorised the Chair to sign schedule of payments. AIF.
- 13.2 Cllrs resolved to approve 1<sup>st</sup> April – 31<sup>st</sup> October bank reconciliation. AIF.
- 13.3 Cllrs noted that no election costs have been included in the 2026-27 budget. Cllrs noted that the next scheduled Town & Parish Elections are in May 2027. Cllrs noted the cost of the election to Chedburgh PC is approximately £2,750. Cllrs noted the same election costs will be incurred if there is an election called for a Parish Councillor vacancy or for a Neighbourhood Plan referendum. Cllrs noted all elections for the Parish Council are entirely chargeable to the Parish Council and are not recoverable.
- 13.4 Cllrs resolved to set the budget for the 2026-27 financial year. Cllrs noted that the current budget, not accounting for elections, would demand a precept increase of approximately 10% on 2025-26. AIF.
- 13.5 Cllrs considered a precept demand of £14,500 based on the budget set in item 13.4, noting that this is a £1,500 increase on 2025-26, which is 11.54%.
- 13.6 Cllrs considered a precept demand of £16,000 to place £1,000 into elections reserves to avoid requesting the full amount in 2027-28.
- 13.7 Cllrs resolved to approve the precept demand of £16,000 based on the information in items 13.4, 13.5 and 13.6. AIF.
- 13.8 Cllrs resolved to approve submission of the precept form, noting the deadline is 22<sup>nd</sup> January 2026. AIF.

#### **14. Environment**

- 14.1 Cllrs noted that the ditches need to be reviewed and three new quotes to be sought.
- 14.2 Cllrs resolved to approve planting 30 trees (silver birch, rowan and wild cherry) to be planted by Wildlife Friendly Chedburgh around Silver Tree Way or the playing field to mitigate the trees that were lost. AIF.

#### **15. Community Events**

- 15.1 Cllrs received the following update on the Fun Run: Advertised on Facebook and on Eventbrite. Posters to go up around the village. Capped at 200 people.
- 15.2 Cllrs resolved to approve the beneficially of the Fun Run proceeds as Parish Council community events such as Chedfest AIF.

#### **16. Other Business to be Transacted**

- 16.1 Cllrs did not resolve to approve joining the Neighbourhood Watch. AIF.
- 16.2 Cllrs resolved to approved there is no budget for additional hours for the village handyman. AIF.
- 16.3 Cllrs resolved to approve recognising Little Teapots' 5<sup>th</sup> consecutive outstanding OFSTED report by mentioning on Facebook and the website, noting there is no budget for a donation. AIF.
- 16.4 Retrospective approval of £25 for the Remembrance Sunday wreath is no longer required as it was donated by WSDC.
- 16.6 Cllrs resolved to approve the erection of a new parish noticeboard on Silver Tree Way if grant funding can be provided by Havebury Homes. Classic style green aluminium frame from The Parish Noticeboard Company. AIF.
- 16.7 Cllrs did not authorise expenditure of £59.95 for a Comprehensive Title Deeds Package to ascertain ownership of the Village Green. To look for alternatives.

#### **17. Items for Future agendas**

There were not items for future agendas.

**The meeting was closed by the Chair at 9.11 pm**

**Date of next meeting: Monday 12<sup>th</sup> January 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                                       |       |  |
| CCDRCC: | Chevington, Chedburgh, Depden and Reed Community Council       |       |  |
| OFSTED: | Office for Standards in Education Children's Services & Skills |       |  |