

CHEDBURGH PARISH COUNCIL

Email: clerk@chedburgh-pc.gov.uk

Minutes of Chedburgh Parish Council Meeting held on Monday 16th March 2026 at 7.30pm at the Erskine Centre

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

In attendance: County Cllr Karen Soons, District Cllr Mike Chester, County Cllr Beccy Hopfensperger and three members of the public.

- 1. Welcome by the Chair and Apologies for Absence:**
The Chair welcomed everyone. There were no apologies for absence.
The planned Annual General Parish Meeting was cancelled and rescheduled for 11th May following advice from SALC and the Open Meeting for Electors is on 20th April.
The next town and parish elections will be held on 7th May 2026 with the polling station at the Erskine Centre.
There is no Parish Clerk so Cllr Jones took the minutes.

In memoriam: A minute's silence was held for Alan Noyes, a former Chedburgh Parish Councillor.

- 2. To receive declarations of Interests:**
There were no Declarations of Councillors' interest.
- 3. Minutes:** The Chair signed the minutes of the Parish Council meeting held on 12th January 2026, following a minor amendment, as a true and accurate record of the meeting. AIF
- 4. To Elect the Chair, Vice Chair for the coming council year 2026/27:**
This item will be covered at the Annual General Parish Meeting on the 11th May 2026
- 5. To Confirm the Parish Council Portfolio Holders for the coming year:**
This item will be covered at the Annual General Parish Meeting on the 11th May 2026
- 6. To co-opt a new member to a vacancy on the parish council**
This item will be covered at the Annual General Parish Meeting on the 11th May 2026

- 7. Parish Councillors' Reports:**
 - 1. Chair's Report – Cllr Smith:** Cllr Smith and the Parish handyman have been round the village to assess the village maintenance needs. We are awaiting quotes for replacing the swing seats and roundabout bearings (the bearings estimated to be in the region of £2,000).
Research into ownership of the memorial green indicates that there is no registered owner and West Suffolk council have confirmed that they do not own it.
 - 2. Cllr Sellars:** the neighbourhood plan is on hold due to a lack of funding.
 - 3. Cllr Rickard:** The Church has made significant donations to the Food Pantry. The WI will collect for local food banks to be rotated between Chedburgh, Chevington and Depden food banks.

4. **Cllr McGhee:** The speed camera application is complex and requires assistance. One speed indicator sign is active, while the other is under repair.
5. **Cllr Pettitt:** It is hoped that there will be a Youth Council meeting in April
6. **Cllr Jones:** the Parish website has been updated so that the menus are now all visible. The CDRCC is now holding monthly Bacon Sandwich Saturday events, has Wi-Fi and is planning to hold a film night. They have also applied for a grant to support solar panel installation.

8. Public participation session (15 minutes) to include Police, District and County Councillors Reports:

1. West Suffolk District Councillor Report:

- **Budget:** West Suffolk Council set its budget, passing an amendment to support town centres with free parking and reduced pavement license fees.
- **Brandon Commission:** An investment of half a million pounds for a report was made to support Brandon's needs, but the report's findings were seen as disappointing as they highlighted already known issues.
- **Recycling Changes:** To improve declining recycling rates, a new green-lidded bin for paper and cardboard is being introduced. Roadside glass collection will be implemented within a year, leading to the removal of local bottle banks. Glass will be collected mixed with other recyclables like metal and plastic.
- **Cultural Assets:** Council-owned assets like the Apex, Moyses Hall museum, and associated car parks are valued for driving footfall.

2. Suffolk County Councillor Report:

Cllr Soons reported that she is not standing for re-election in May and she introduced Cllr Hopfensperger who will be standing for Barrow and Thingoe, the new merged division. Cllr Hopfensperger has been the Cllr for Thingoe North for many years and is a cabinet member for Adult Care at Suffolk County Council.

3. Public Forum:

- A member of the public reported that the village sign on the Green is in need of repair. The Handyman and the Chair have already identified this as something to be rectified.
- A member of the public reported that the pavement near the church is impassable due to mud. This is believed to be the responsibility of the landowner of the fields.
- A member of the public reported that many of the footpath signs are missing or fallen. This has been reported to the County Council. A request for a footpath map was dismissed.
- A new dog/waste bin is desired for Silver Tree Way but the Council will charge for any new bin collections.

9. Working Group for Recruitment of Parish Clerk and RFO:

This has been deferred until after Easter when SALC will put a vacancy advert on their website. The cost of a OneSuffolk advert will need to be added to the next agenda.

10. Working Group for Co-option:

An advert has been posted on three local Facebook Groups and these will be refreshed periodically. No response as yet.

11. Clerk's Report:

1. No decisions were taken under delegated authority since the last meeting.
2. Cllrs to note that the next scheduled Town & Parish Elections are in May 2026. Cllrs to note the cost of the election to Chedburgh PC is approximately £2,750 (Appendix 3). Cllrs to note 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 to note all elections for the Parish Council are entirely chargeable to the Parish Council and are not recoverable.

12. To consider planning applications:

No new planning applications have been received. The Marquis of Cornwallis is up for auction.

13. Governance:

In the past year the Parish Council has reviewed and updated all relevant governance documents and uploaded them onto the Parish Council website.

An Assertion 10 audit of the website to be completed with the support of SALC will be considered on the next agenda.

14. Finance

1. Cllrs resolved to approve the January and February bank transactions and reconciliation and authorised the Chair to sign the schedule of payments having corrected a previous error. AIF
2. Cllrs resolved to approve the payment of £89.99 for the annual subscription of the Parish Council's Microsoft 365 subscription. AIF
3. Cllrs resolved to approve the payment of £7.89 for the purchase of a pack of 20 M8x30mm Coach Bolts for the repair of the small children's slide. AIF

15. Environment

1. Cllrs approved three new quotes to be sought to clear the ditches round the playing field however the work will likely be delayed until the autumn due to birds nesting. AIF
2. Cllrs approved 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

16. Community Events

- 16.1 Cllr McGhee: the summer fete is scheduled for Saturday 11th July 2026 and is being organised jointly with CCDRCC to raise funds to resurface the car park and to upgrade the sports pitch. There will be a variety of activities and entertainment including music.

17. Other Business to be Transacted

There was no other business

18. Items for Future Agendas

Cllrs may use this opportunity to agree attendance at forthcoming meetings and add future agenda items.

1. Approve cost of replacement of worn playground items as indicated in the monthly report incl bearings for roundabout
2. Quiet Lane application for Queens Lane – update on progress
3. Land ownership of the Memorial Green – TPO and new memorial tree. Update on progress. Approve any associated costs (to be provided)
4. Approve installation of a new dog/waste bin in Silver Tree Way. (Installation and recurring management costs to be provided)
5. Approve advertising costs for new Parish Clerk (£75)
6. Approve cost of Website Audit. (Cost to be provided)

7. Approve litter pick and decide dates and working group

19. Date of Next Parish Council meetings:

Annual General Meeting of Electors: Monday 20th April at 7.30pm

Annual General Parish Meeting: 11th May at 7.30pm

Parish Council Meeting is 13th July 2026 at 7.30pm

The meeting closed at 8.44pm

Abbreviations Used:

Cllr(s): Councillors

NALC: National Association of Local
Councils

PC: Parish Council

SCC: Suffolk County Council

LGA: Local Government Association

AGPC Annual General Parish Council

Payments

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

- None

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 January and February 2026

Listing of transactions dated between 01/01/2026 and 28/02/2026					
Date	Description	Supplier / customer	Net	VAT	Total
02/01/2026	P30	HMRC	-118.80	0.00	-118.80
08/01/2026	Domains and mailboxes	Community Action Suffolk	-180.83	-36.17	-217.00
08/01/2026	Refunded payment for mailboxes	Community Action Suffolk	180.83	36.17	217.00
19/01/2026	Bank charges	Lloyds Bank	-4.25	0.00	-4.25
23/01/2026	P30 Month 9 ending 05.01.2026	HMRC	-153.60	0.00	-153.60
02/02/2026	Meeting room hire 01.12.25	CCDRCC	-20.00	0.00	-20.00
02/02/2026	Meeting room 12.01.26	CCDRCC	-20.00	0.00	-20.00
02/02/2026	Handyman salary January 2026	Handyman	-156.00	0.00	-156.00
17/02/2026	Bank charges	Lloyds Bank	-4.25	0.00	-4.25
26/02/2026	Handyman salary February 2026	Handyman	-156.00	0.00	-156.00

Signed: Chairman Date.....

Chedburgh PC Bank Reconciliation	
1 April 2025 - 28th February 2026	
Opening balance 1 April 2025	18,845.30
Movement in balances	
Receipts	14,733.84
Payments	10,748.96
Receipts less payments	3,984.88
Closing balance (28 February 2026)	22,830.18
Bank accounts	
Community Account	6,021.99
Savings Account	16,808.19
TOTAL bank balances (28 February 2026)	22,830.18

Signed: Chairman Date.....