

# CHEDBURGH PARISH COUNCIL

Clerk Email: clerk@chedburgh-pc.gov.uk

---

## Minutes for Annual General Parish Council Meeting on Monday 11<sup>th</sup> May 2026

**Present:** Cllr A Smith, Cllr S Sellars, Cllr S McGhee, Cllr J Jones

In attendance: County Cllr B Hopfensperger, WSD Cllr M Chester and two members of the public

1. **Welcome by the Chair and Apologies for Absence:**  
The Chair welcomed everyone  
Cllr Pettit and Cllr Rickard were absent. No apologies were tendered
2. **To receive Declarations of Councillor Interests:**  
There were no Declarations of Councillor Interests
3. **Minutes**  
The Chair signed the minutes of the Parish Council meeting held on the 25<sup>th</sup> May 2025 as a true and accurate record of the meetings. **AIF**
4. **To Elect the Chair, Vice Chair for the coming council year 2026/27:**  
It was resolved to elect Cllr A Smith as Chair for 2026/27 **AIF**  
It was resolved to elect Cllr S Sellars as Vice Chair for 2026/27 **AIF**
5. **To Confirm the Parish Council Portfolio Holders for the coming year:**  
It was resolved that the following portfolio holders be elected for the coming year. All Councillors have had the opportunity to decline but no such communications have been received. When a Parish Clerk is appointed, the new Clerk will assume the roles of SALC rep and H&S and Risk Assessment Officer. **AIF**
  1. SALC representative – Cllr. A Smith (until new Parish Clerk is appointed)
  2. Health & Safety and Risk Assessment Officer – Cllr A Smith (until new Parish Clerk is appointed)
  3. CCDRCC Representative – Cllr. J Jones
  4. Community Pantry Co-ordinator – Cllr M Rickard
  5. Community Speed Watch Co-ordinator – Cllr S McGhee
  6. Youth Council Co-ordinator – Cllr C Pettit
  7. Village and Emergency Plan Co-ordinator – Cllr S Sellars
  8. Village handyman Co-ordinator – Cllr A Smith
6. **To co-opt a new member to a vacancy on the parish council**  
The opportunity to join the Parish Council as a Councillor has been advertised on local FaceBook Groups but no applications have been received.
7. **To receive update from the following Parish Councillors:**
  1. **Cllr Smith:** We have received an application from a local resident to fill the role of Parish Clerk. She has already had meetings with myself and JoJo and has financial experience. Her formal interview will be on the 25<sup>th</sup> May with a view to starting on the 1<sup>st</sup> June should her application be successful.  
We have now completed the Annual Governance and Accountability Return for 2025-26 and it has been audited.  
We have received the Precept for the year into the bank account

2. **Cllr Sellars:** Just to note that Chevington Parish Council have ceased development of their Neighbourhood Plan due to the lack of funding.
3. **Cllr Rickard:** No report submitted
4. **Cllr McGhee:** The Speed Watch camera that has been away for repair should be back next week so that will be reinstalled at the bus stop near the Erskine Centre and the one that is currently there will be reinstalled on the A143. Data is attached at **Appendix 4.**  
The village fête is still going ahead. Thank you to Vanessa for picking things up while the organisers have been away.  
There has been a proposal to sort out both the car park and the sports pitch at the same time which will require a working party to include both the Parish Council and CCDRCC.
5. **Cllr Pettitt:** No report submitted
6. **Cllr Jones:** CCDRCC have received a grant to install solar panels on the roof of the Erskine Centre. They have done an amazing job getting that funding. The next CCDRCC meeting is on Thursday 14<sup>th</sup> May.  
Bacon Sandwich Saturdays are planned up to December and are on the Parish Website.

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

1. **Suffolk County Councillor Report** (Cllr B Hopfensperger) – See report on Parish website giving details of the recent Council Election. The Chair congratulated Beccy on her election to Barrow and Thingoe.
2. **West Suffolk District Councillor Report** (Cllr M Chester) – Advised that Cllr Hopfensperger had a good result and won by a substantial majority. We are now in uncharted territory as we move towards a unitary authority in two years' time and there are many new councillors who will need time to get up to speed with their new jobs. There is another election next year which is for the unitary councils which is when the District and County Councils will cease to exist and there will be a shadow unitary council until the new Unitary Council is vested as a legal entity in 2029. Cllr Chester will not be standing for re-election next year. One benefit of the new system is that we will no longer have a District and County Councillors but just one Unitary Councillor.  
See full District Councillor report on Parish website
3. **Public:**
  - A member of the public thanked the Council for allowing the Church to hold a car boot sale on the field as it was very successful for both the Church and for CCDRCC who were running the Bacon Sandwich Saturday event. It was requested that they be allowed to hold another car boot sale on Saturday 12<sup>th</sup> September.
  - A member of the public asked if the Parish Council were to be charged for the elections held. Chedburgh PC has provided for such cost but we don't know whether such a charge is likely or not.
  - Wildlife Friendly Chedburgh (WFC) advised that due to the very small amount of rain we have had over the last few weeks, the work done at Mulberry Park may well fail and need to be rescheduled. WFC raised £104 at the Church car boot sale and has received a grant of £150 from West Suffolk District Council's Go For It fund. All funds raised will be used for more plants and notices.

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

See item 7.1 for update on recruitment.

**10. Working Group for Co-option:**

No applications have been received despite Parish Councillor vacancy being posted on FaceBook a few times.

- 11. Clerk's Report:**  
No Clerk's report was submitted as we don't have a Clerk however Cllr Smith and Cllr Jones have been managing the finances between them and last year's accounts have now been audited. We are in a good place there. The VAT claim has been submitted and funds have been received back from HMRC.
- 12. To consider planning applications:**  
There have been no new planning applications for the Parish to consider. Work is progressing on those that have been approved. We should follow up on the Queen's Lane development of 9 houses which has now been approved. When a contractor is appointed we should arrange a meeting to discuss construction traffic as there is some concern over the effect on the village.
- 13. Environment:**  
Two companies have said that they will quote for clearing the ditches however this will need to wait until later in the summer as no work can commence until the Autumn due to wildlife preservation rules.
- 14. Governance:**
1. Assertion 10 compliance: we did reasonably well on the pre-assessment. A few things still need to be done such as adopting or updating some additional policies but over all we are in a good place.
  2. Annual Governance and Accountability Returns (AGAR) for financial years commencing on or after 1 April 2025 was approved. **AIF**
  3. It was resolved to approve the Asset register at 30<sup>th</sup> April 2026 **AIF**
- 15. Finance:**
1. It was resolved to approve the bank transactions for March and April 2026 (page 4 of the agenda). **AIF**
  2. It was resolved to approve the forecast payments including the insurance renewal. **AIF**
  3. It was resolved to approve 1<sup>st</sup> March to 30<sup>th</sup> April bank reconciliation (last page of agenda). **AIF**
  4. It was resolved to agree the quotations for the replacement playground parts and wood treatments **AIF**
    - a. Wicksteed parts for play area and swings: £2,378.95 and £470.63
    - b. Paintwell wood treatments: £149.94
- 16. Correspondence for Information:** No correspondence has been received.
- 17. Items for consideration for inclusion on the next agenda:**
1. To consider setting up a working group together with CCCRCC to raise funds to upgrade the car park and the sports field at the Erskine Centre
  2. To consider granting permission for Church to hold a car boot sale on the playing field on Saturday 12<sup>th</sup> September 2026
  3. Consider meeting with Queen's Lane development contractor, if appointed, to discuss traffic amelioration.
  4. To review and adopt updated and additional policies required for Assertion 10 compliance.
  5. To resolve to transfer excess funds from the current account to the 32 day savings account. £10,000 is proposed but the amount to be confirmed at the meeting.
  6. Review Marquis of Cornwallis pub. To consider whether to request a demolition order as it is in such a state of disrepair that it is dangerous.

**18. Date of Next Meeting:**

1. Parish Council Meeting: Monday 13<sup>th</sup> July 2026
2. Parish Annual General Meeting: Monday 17<sup>th</sup> May 2027

**Meeting closed at 20:25**

**Abbreviations Used:**

Cllr(s):	Councillors	SCC:	Suffolk County Council
NALC:	National Association of Local Councils	LGA:	Local Government Association
PC:	Parish Council	OBE:	Order of the British Empire
CBE:	Commander of the British Empire		
OFSTED:	Office for Standards in Education Children's Services & Skills		

**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

## APPENDIX 1

### Schedule of Payments – March and April 2026

Listing of transactions dated between 01/03/2026 and 30/04/2026

Date	Description	Supplier / customer	Net	VAT	Total
13/03/2026	Youth Council meeting room hire	CCDRCC	-10.00	0.00	-10.00
10/04/2026	Payroll services 6 mths to 30.09	Suffolk Association of Local Councils	-69.00	13.80	-82.80
26/03/2026	Repay inv 0906 for emails which	Community Action Suffolk	-180.83	36.17	-217.00
30/03/2026	Bolts for play area - 270+271	Handyman	-7.89	0.00	-7.89
30/03/2026	Handyman Salary March 2026	Handyman	-156.00	0.00	-156.00
30/03/2026	Microsoft 365 subscription	Andrew Smith	-84.99	0.00	-84.99
17/03/2026	Bank charges March 2026	Lloyds Bank	-4.25	0.00	-4.25

Date	Description	Supplier / customer	Net	VAT	Total
13/04/2026	Grass cutting Mulberry Place	McGregor Services	-100.00	20.00	-120.00
13/04/2026	SALC annual membership subscript	Suffolk Association of Local Councils	-338.86	0.00	-338.86
15/04/2026	Meeting room hire 16-03-2026	CCDRCC	-20.00	0.00	-20.00
30/04/2026	Precept 2026-27	West Suffolk Council	16,000.00	0.00	16,000.00
15/04/2026	Electrode pads for defibrillator	Defib World	-61.99	11.20	-73.19
23/04/2026	PAYE Mths 10-12 Jan-Mar	HMRC	-117.00	0.00	-117.00
20/04/2026	Bank charges April 2026	Lloyds Bank	-4.25	0.00	-4.25

Signed: \_\_\_\_\_ Chairman Date: \_\_\_\_\_

## APPENDIX 2

### Forecast payments

Date	Description	Supplier / customer	Net	VAT	Total
12/05/2026	Flexovit multi material sanding discs	Handyman	-6.65	0.00	-6.65
19/05/2026	Parish Internal Audit	Christine Fitzgerald	-160.00	0.00	-160.00
15/05/2026	EasyPCaccounts subscription 2026	MiJan Limited	-84.00	0.00	-84.00
29/05/2026	Insurance	Zurich insurance	-452.68	-54.32	-507.00
30/05/2026	Grass cutting Mulberry Place	McGregor Services	-70.00	-14.00	-84.00

Signed: \_\_\_\_\_ Chairman Date: \_\_\_\_\_

### APPENDIX 3

#### Bank reconciliations

<b>MARCH 2026</b>			
<b>Cash book</b>	<b>Current account</b>	<b>Savings account</b>	
Account balances @ 01.04.25	2,341.77	16,503.53	18,845.30
Total receipts	13,965.78	331.91	14,297.69
Total payments	- 10,765.69	-	- 10,765.69
Total transfers	-	-	-
Closing balances per cash book	5,541.86	16,835.44	<b>22,377.30</b>
<b>Bank statement balances @ 31.03.26</b>			
Balances per bank statements @ 31.03.2026	5,541.86	16,835.44	<b>22,377.30</b>
Closing balance per cash book at 31.03.26 must equal net bank balances above			
<b>APRIL 2026</b>			
<b>Cash book</b>	<b>Current account</b>	<b>Savings account</b>	
Account balances @ 01.04.26	5,541.86	16,835.44	22,377.30
Total receipts	16,000.00	25.55	16,025.55
Total payments	- 756.10	-	- 756.10
Total transfers	-	-	-
Closing balances per cash book	20,785.76	16,860.99	<b>37,646.75</b>
<b>Bank statement balances @ 30.04.26</b>			
Balances per bank statements @ 30.04.26	20,785.76	16,860.99	<b>37,646.75</b>
Closing balance per cash book at 30.04.26.26 must equal net bank balances above			

Signed: \_\_\_\_\_ Chairman Date: \_\_\_\_\_

### APPENDIX 4

#### Speed Watch data

Data period: 1 Jan to 4 May

20,000 vehicles

Average speed was 26.4mph

30% of vehicles exceed the speed limit

Max speed was 65mph on Sun 1 Feb at 1940hrs