

CHEDBURGH PARISH COUNCIL

DRAFT: MINUTES FOR PARISH COUNCIL MEETING HELD ON MONDAY 3RD MARCH 2025

Attendees: Cllr A Smith, Cllr Sellars, Cllr Rickard, Cllr McGhee, Cllr Simmons, Cllr Pettit, W S D Cllr Chester, two members of the public and Mrs Betts & Miss Wiseman (Clerk/RFO)

Apologies: Cllr Jones and S C Cllr Soons

1. Welcome by the chair and apologies for absence given.

2. Public Participation.

1. Suffolk County Councillor Report – Online
2. West Suffolk Councillor Report –
 - a. Cllr Chester continued the discussion on the devolution of WSC, which will go ahead and WSC will be absorbed. The likelihood of one mayor for Norfolk and Suffolk is to be decided. The whole process is set to be completed in 2 years' time.
 - b. He also confirmed WSC budget has been set and agreed. A rise in council tax, parking increases and pavement licences were amongst those approved for this year's budget. The full budget can be found online.
3. Public Participation –
 - a. A parishioner raised concern over the new fencing and how in an emergency the gate could be accessed. This highlighted the need for a notice to provide a point of contact to be able to be called in an emergency, and be given the combination lock code. It was agreed a point of contact notice should be instated. Clerk to look into adding a point of contact notice*. It was also highlighted that the gate is designed to fit a double buggy and medics through.
Action for Clerk*

3. No declaration of councillor's interests stated.

4. The minutes of the meeting held on 20th January 2025 were approved and signed.

5. Chairs Report and Progress reports for information.

1. New Clerk/RFO introduced. The new Clerk, I Wiseman, will work alongside F Betts throughout March 2025 to ensure a smooth handover.
2. VE Day Commemorations - VE Day celebration is booked for 10th May. A proposal for a meeting to take place within the next month is to be made, looking for help to assist on the day and with plans for the day. Cllr McGhee to arrange a meeting. The choir are on board to help. Ideas for the day include: Act of Remembrance, Choir, Vehicles, Memorabilia, Music, Games for the kids, Facepainting, Pop up bar, and a baking competition. A parishioner added that they have agreed with a local baker to provide a cake at cost price for the day. The idea of a fish & chip van has been raised, and needs to be looked into further. A Flag and bunting are to be purchased by Cllr McGhee, who will also make contact for a bugler. A budget is to be set.
3. New fencing to the play area – A positive response has been received to the new fencing which has been found to be accessible and improved the area. Repairs have also been carried out to the play area.
4. Gym Equipment on playing field – An advert went out in the local magazine to see whether the parishioners would like outdoor gym equipment to be added to the playing field. One response so far has been received to say it was not believed to be a good idea due to the cost to maintain, and felt it may not be used. The article had not long been published, so more time will be given to receive further feedback and the topic will be added to the next meeting's agenda.
5. Annual meeting – arrange a separate date for the emergency plan meeting – The hall needs to be hired for it and a lead needs to be decided for the emergency plan. Ideas to get the parishioners involved.

6. Parish Councillors Reports.

1. Cllr McGhee - No new update for speed watch, still awaiting to hear back from Horringer to compare our data. To be chased. Currently one of the speed cameras is not working, Cllr McGhee will be ordering a new battery. Clerk to send details on where to order the battery*. The reporting period of data is Oct 2023 to

Mar 2025, within this time period we have recorded 1.2 million vehicles through the village. The average daily number is 2,440. Average speed remains unchanged at 28.3mph, this is however 1mph less than at the start of the reporting period. Fridays see the largest number of drivers exceeding the speed limit with 57k recorded exceeding the limit on Fridays and Mondays only to have 50k. Sunday has the highest average speed over the limit at 35.1mph. **Action for Clerk***

2. Cllr Sellars – To arrange a meeting to start talking and get parishioners involved with the emergency plan. Mondays & Fridays are the Cllr only availability. Aiming to arrange for April. The phone box library and seed swap is going well, there is a particularly large turnover of children's books. An additional space for the seed box needs to be considered as the phone box is very busy.
3. Cllr Rickard – The pantry is still being used regularly, and Cllr Rickard has restocked it. Feedback forms were handed to Cllr Rickard to be added to the pantry for suggestions. There has been a generous amount of donations.
4. Cllr Simmons – The youth council is ongoing, but is aimed to be set up by Easter. Cllr Pettit is supporting. CDCS Meetings dates to be given to Cllr Sellars, to decide whether to change who is responsible. Cllr Simmons also raised a discussion on a recent leaflet drop in the village regarding a solar panel scheme, it was suggested any schemes deemed beneficial to the village should be highlighted within the Chedburgh section of the local magazine to raise awareness. W S D Cllr Chester agreed to look into the stats of how many parishioners joined the solar panel scheme. It was noted many parishioners were not aware or had not seen the leaflet.

7. Clerks report and actions.

1. Changes to internet bank authorities – Cllr McGhee and Cllr Sellars can now access.
2. ANPR list - Chedburgh was not listed, however this has been chased and is awaiting a response.
3. Land registry for the Erskine Centre – On going, could take up to 18 months. Documents have been signed to confirm deeds are lost. It would be two years before it is formally listed with new deeds, in case the originals are found.
4. Fallen Tree on boundary – WSCC records show the land is not the parish councils, and is owned by the parishioner. The parishioner has been informed.
5. Silver Tree Way amenity land – Quotes are to be received from a parishioner on the costs to clear the site containing building materials and re-wildlife. Lots need to be removed and sorted first before Wildlife friendly Chedburgh can help.
6. Pantry – Signs have now been added to ensure parishioners check dates of items and beware before consumption. Feedback forms have also been printed.

8. Planning applications.

Nothing new to add.

9. To receive Financial Officer's Report.

1. Discuss and sign off all bank transactions since the last meeting (self-governance)

NB By Virement means a payment not budgeted for (and does not come under a statutory power) but is a necessary expense for the running of the Council

Transactions

Invoice Detail	Details of Payee	Amount (£)	Statue Power	Payment Method
16124	Suffolk Timber Supplies – Mr P Wright	89.74	S112 LGA 1972	BACS
	3 Hours (6 th Feb) – Mr P Wright	45	S112 LGA 1972	BACS
	7.5 hours (13 th Feb) including supplies – Mr P Wright	139.88	S112 LGA 1972	BACS
	3 Hours (24 th Feb) – Mr P Wright	45	S112 LGA 1972	BACS
057	Clerk Salary – January 2025	353.68	S112 LGA 1972	S/O
058	Clerk Salary – February 2025	353.68	S112 LGA 1972	S/O
059	Clerk – Annual Home Use	170.00	S112 LGA 1972	

26	R and S Playground Installations	1196.38	S119 LGA 1972	BACS
	Wildlife Friendly Chedburgh – D Paxman	45	S112 LGA 1972	BACS
	3 Hours (27 th Feb) – Mr P Wright	45	S112 LGA 1972	BACS

All Invoices were approved and signed.

2. VAT Reclaim of £918.96
3. Bank account balance as of 3rd March 2025 (£3,821.89)
4. Savings account balance as of 3rd March 2025 (£16,473.45)
5. Documents signed: Financial Risk Statement 2025, Internal Auditor’s questions, Internal Control Statement and Asset Register.
6. VE Day Budget - £300 was allocated for the VE day commemorations. This was proposed by Cllr Rickard, seconded by Cllr Sellars and unanimously voted for Cllr McGhee to have the money put into his personal account for use and that he would document and keep record of all transactions.

10. Agenda Items for the next meeting.

1. Look into how to service the defibrillator, and how regularly to do it. **Action for Clerk***
2. Investigate change of email addresses to .gov **Action for Clerk***
3. Update on Youth Council
4. Update on Emergency Plan
5. Review feedback on Gym Equipment

11. Date of next meeting.

Monday 19th May 2025 – Annual Parish General Meeting and Parish Meeting

12. Farewells to our Clerk/RFO.

A special mention and Thank You to our current Clerk, Frances Betts for her years of dedication and support to Chedburgh Parish Council, this being her last meeting. The Clerk will retire at the end of March 2025. The parish presented Frances with a card, bunch of flowers and gift, to show our appreciation for all of her hard work. We wish her all the best and a very Happy Retirement.

Meeting ended at 20:44 hours

SIGNED: DATE