

Clerk to Charsfield Parish Council
Brook House
Charsfield
IP13 7QB

1st May 2025

**Charsfield Parish Council to be held in Charsfield Village Hall at 7:30 pm
on Monday, 19th May 2025
Members of the public and press are welcome to attend**

Public Participation

At Item 5 of the Agenda the public will be invited to give their views or question the Parish Council on issues on this agenda or raise issues for consideration at future meetings at the discretion of the Chair. This item will generally be limited to 15 minutes duration and will be followed by any County/District Councillors' Reports.

AGENDA

- A. **To elect a Chair of the Parish Council**
To receive the Chair's declaration of acceptance of office
- B. **To elect a Vice-Chair of the Parish Council**
To receive Vice Chair's declaration of acceptance of office
- C. **To elect Financial Officer**
- D. **To fill any vacancies left unfilled at the election by reason of insufficient nominations/Co-option**
- E. **Clerk to receive Councillors' declaration of acceptance of office**
 - 1. Apologies and approval of absence
 - 2. Declarations of Interest
 - 3. To approve as accurate minutes of the last meeting of the council dated 17th March 2025 and Extraordinary Meeting 22nd April 2025.
 - 4. Progress reports for information or matters arising from minutes
 - 5. Points and Correspondence from the public. A chance for the public to raise matters of interest relevant to Charsfield.
 - 6. **Reports**
 - 6.1 County Councillor
 - 6.2 District Councillor
 - 6.3 Recreation Ground
 - 6.4 Village Hall

7. **Community Energy Project**
 - Progress report
 - Easton/ Letheringham Solar Farm
8. **Emergency Plan**
9. **Charsfield Flood Action Group**
 - Progress report
10. **Potsford Brook Water Quality Report**
Discuss - Deben Climate Centre request for a small contribution of £100 a year towards testing equipment
11. **Road Safety**
Discuss provision of white lines on B1078
12. **Planning**
Blythe Meadow/St Peter's Close Drainage
13. **Finance**
 - 13.1 To authorise payments as listed below:

Date	Detail	Reference	Power	Amount
25/04/2025	SALC - Membership	Bank Transfer	LGA 1972 s.111	£224.63
 - 13.2 To note receipt of income as listed: Precept £8,435
 - 13.3 Bank Balances as at 30th April 2025
 - current account: £4,032.13
 - savings account: £18,245.74
 - 13.4 End of Year Accounts 2024/2025 and reconciliation – queries on Parish Accounts
14. **SALC Audit Prep** – Review of Annual Governance and Accountability Return (AGAR) page 3,5,6.
15. **Internal Control Audit** To be reviewed
16. **New Positive Duty to Prevent Sexual Harassment**
17. **Community Partnership** – update from meeting of 29 May 2025
18. **Charsfield bus service options** - update on the current status of discussions
19. **Regular Chinwag type event for Charsfield**
20. **East Suffolk Planning Alliance**
Westerfield Quarry Planning Application
21. **Job Description for Chair and Clerk**
22. **Grit Bin for junction of St Peter's Close**

23. **VE Day**

24. **New Domain**

Update of adoption of gov.uk domain for parish council email and web site.

25. **Training**

26. **CIL Funding - £7,131.37**

Note 'to be spent by' dates

Date Received	Amount Received	Amount Spent	Amount Returned	Total	*To be Spent By
18/04/2023	2353.35			2353.35	16/04/2028
24/10/2023	2353.35			4706.70	22/10/2028
17/04/2024	2424.67			7131.37	16/04/2029
				7131.37	

*Spend 5 years after rx

27. **Telephone Kiosk**

28. **Parish Councillors Photographs and Profiles**

29. **Village Historian – Report from John Fox**

30. **Dates of Next Meetings**

Monday, 19th May 2025

Monday, 14th July 2025

Monday, 22nd September 2025

Monday, 17th November 2025

Signed: *v Ward*

Clerk to Charsfield Village Parish Council