

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 1st July 2014 in the Christopher Centre at 7.30pm

Present: Councillors Lady Hart of Chilton (Chairman) (arrived late with Cllr Graham taking the Chair until her arrival), Peter Clifford, Richard Edgeley, Eileen Gore, Andy Green, Steve Graham and Keith Shapley.

Attending: Jenny Antill (Babergh District Councillor), PS Kathy Ellis, PCSO Debbie Rudd and D Crimmin (Clerk).

14/089 Apologies for Absence

Apologies received from Frank Lawrenson (Babergh District Councillor) and Colin Spence (Suffolk County Councillor).

14/090 Declaration of Interests

None were declared.

14/091 Requests for councillor dispensation

No requests received.

14/092 Minutes of Meeting held on 23rd June 2014

The minutes of the meeting were approved and signed by the Chairman as a correct record.

14/093 Suffolk Local Code of Conduct

The councillors reviewed and resolved to adopt the revised Suffolk Code of Conduct dated 1st July 2014.

Cllr Hart arrived.

14/094 Public Forum

Matters raised are recorded in Appendix A. PS Kathy Ellis will review why crimes in Spire Chase and Acton Lane did not appear in the crimes recorded for Chilton.

14/095 Clerks Report (Appendix B) and Chairman's Report

No further actions requested of the Clerk.

14/096 Questions to the Chair

Cllr Hart updated councillors that the judicial review of Babergh's approval of the Prolog planning application will be held on the 21st and 22nd July at the High Court in London.

14/097 Routine Correspondence (Appendix C)

After the councillors reviewed the correspondence and the emails circulated by the Clerk, there were no further actions requested of the Clerk.

14/098 Planning

- No further planning application had been received since the agenda was posted.
- The status of previous applications reviewed by CPC and enforcement referrals were as follows:

Application Reference	Address	Planning Details	CPC Minute	Parish Council Comments	Babergh DC Comments
B/14/00171	Grove Hall, Waldingfield Road	Conversion of loft into additional living accommodation & insertion of roof lights.	14/049	No comments	Permission Granted 04/04/2014
B/14/00150	St Mary's Church, Church Field Road	Application for advertisement consent - Erection of a single-bay post-mounted notice board to front Churchyard as indicated by 'X' on submitted site location plan.	14/068	No objection	Permission Granted 20/05/2014
B/14/00202	Car Wash, Homebase	Alteration of car wash layout. Erection of two canopies, wash screen and replacement cabin for customer waiting, office / rest room and secure storage.	14/068	Objected	Withdrawn
B/14/00698	Car Wash, Homebase	Alteration of car wash layout. Erection of two canopies, wash screen and replacement cabin for customer waiting, office / rest room and secure storage. [Re-submission of: B/14/00202/FUL]	14/084	Objected	

Signed _____ Date _____
Chilton Parish Council adopted the General Power of Competence on the 4th September 2012 Series Page 219

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14/099 Finance

- a. All cheques signed and due for signing, as itemised in the RFO Report (Appendix D), were authorised by the councillors. The councillors also noted the income received since the last meeting, agreed the Reconciliation of Accounts against the Bank Statements and reviewed the Statement of Accounts against the budget.
- b. The councillors resolved that Cllrs Green, Hart and Shapley be added to the existing Lloyds Bank signatories of Cllrs Clifford, Edgeley and Graham and that Cllr Hart is added to the existing Co-Operative Bank signatories of Cllr Clifford and Graham.

Councillors agreed that the Clerk write to Colin Spence asking him to consider allocating CPC a locality grant to cover the costs of a projector and screen to help facilitate the transition to Babergh's new ePlanning process.

14/100 Community Infrastructure Levy

The councillors reviewed Babergh's Community Infrastructure Levy consultation and resolved that they were confused on the rationale that the proposed Chilton Woods development would not have a CIL but would instead revert to a Section 106 agreement. Councillors would like to understand why a Section 106 route is considered necessary and justified as, in their opinion, there is insufficient explanation / evidence in the consultation.

14/101 Chilton Woods

The councillors were updated on the Chilton Woods Shaping group meeting held on the 30th June 2014. Cllrs Clifford and Hart explained the meeting had picked up on the master plan developed by Redrow and had been testing some of the outcomes of the plan with the community representatives. EMAC, who are managing the planning process on behalf of SCC, will be undertaking further surveys and studies on the proposals as well as looking at the viability of the scheme before putting forward their master plan of the scheme. It is planned for a public consultation on the proposals in the autumn with a planning application being presented to BDC by the end of 2014.

14/102 Health Centre

Cllr Clifford updated councillors on the latest status of development at the Health Centre with the handover to the NHS on 15th September 2014 and the building being open to the public on the 29th September 2014. Siam Surgery, who will additionally be operating the pharmacy at the centre, will open in mid-October at the site. There will be an Open Day ahead of the official opening of the centre.

14/103 Burial Authority matters

The councillors approved the request for a tree to be planted in the churchyard for Veryan Herbert.

14/104 Footpaths and other amenities

Cllr Clifford will contact Homebase regarding the tree obscuring one of the CCTV cameras.

14/105 Outstanding issues with SCC

Cllr Clifford to ensure that meeting to discuss the new fence around green at Aubrey Drive is held.

14/106 CPC Publication Scheme

The councillors reviewed the revised Publication Scheme and resolved to adopt it from 1st July 2014.

14/107 Date of next Meeting

The next scheduled meeting will be held on Tuesday 2nd September 2014 starting at 7.30pm in the Christopher Centre.

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The meeting closed at 9.45pm.

Appendix A Public Forum

PCSO Rudd read the Police Report which showed no crimes being reported in the Parish in the past 2 months compared to 2 during the same period in the previous year. Jenny Antill updated councillors that Babergh is now able to build social housing and gave the background to the new ePlanning process.

Appendix B Clerk's Report

Minute	Action	Complete ✓
12/010	Frank Lawrenson is now progressing CPC's views on being a formal partner for Chilton Woods S106 agreement.	
12/025	Church Field Road street lights upgrade to LED's currently being decided by SCC.	
13/104	Cllr Hart to write to Inspector over Core Strategy process concerns.	✓
14/028	Community Right to Bid for Drive to Churchyard now registered by BDC.	✓
14/028	SCC are reviewing CPC request to lease / licence the Drive to Churchyard. How long has CPC maintained Drive?	
14/036	SCC to replace footpath sign. (Ref 3319447)	
14/054	SALC & BDO informed of change of Chairman	✓
14/059	Minutes updated on website.	✓
14/061	SALC informed on CPC representative.	✓
14/062	Heelis & Lodge notified of appointment.	✓
14/068	Response sent to BDC re planning applications.	✓
14/069 c	Annual Return sent to BDO.	✓
14/069 d	Payments made to suppliers.	✓
14/073	Broken footpath sign notified to SCC (Ref 3374486)	
14/076	Induction undertaken with Cllr Green.	✓
14/084 a	Response sent to BDC re planning application.	✓
14/085	Response to Rural Housing Policy sent to BDC.	✓
	Speed Watch Outings (Drivers reported)	
	No surveys undertaken since last meeting.	

Appendix C Routine Correspondence reviewed by councillors

Cores Log Ref	Date Received	From	Regarding	Agenda	Routine
CH14006		Newsletters	The Local Councillor / SWT		✓

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Appendix D RFO Report

Receipt & Payments

Date	Details	Ref	Power	Receipts	Payments
07/05/14	Sudbury Town Council - Community Warden	685	LA 2011 ss 1 to 8	0.00	650.00
23/06/14	Mr Herbert Memorial Fee			150.00	0.00
01/07/14	SCC - Street Light upgrade	686	LA 2011 ss 1 to 8	0.00	507.82

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Current Account	12/06/14	£12,050.60	£11,575.78	£624.82	£150.00	£0.00
Instant Access Account	31/03/14	£27.07	£27.07	£0.00	£0.00	£0.00
Co-operative Bank	17/01/14	£10,458.62	£10,458.62			£0.00
		£22,536.29	£22,061.47	£624.82	£150.00	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£19,763.84				
Income			Expenditure			
Precept	£7,773.96	£3,886.98	Clerks Salary		£2,583.00	£585.59
Bank Interest	£144.00	£0.00	Admin Expenses	£562.00	£1,160.00	£110.00
Churchyard	£0.00	£300.00	Insurance		£200.00	£0.00
Grants	£450.00	£189.75	Annual Subscriptions		£255.00	£251.00
Wayleave	£9.20	£0.00	Audit Inspections		£160.00	£55.00
Other	£0.00	£0.00	Donations		£200.00	£0.00
VAT Repayment	£0.00	£90.31	Chairman's Allowance		£200.00	£0.00
			Dog & Litter Bins		£200.00	£0.00
			Footpaths		£550.00	£0.00
			Churchyard / Memorial		£50.00	£0.00
			Community Warden		£650.00	£650.00
			Street Lighting	£510.00	£0.00	£507.82
			Projects		£750.00	£10.00
			VAT Paid		£0.00	£0.00
Total	£8,377.16	£4,467.04	Total	£1,072.00	£6,958.00	£2,169.41
			Assets C/Forward			£22,061.47
Total		£24,230.88	Total			£24,230.88

Unrecovered VAT = £0.00

End of Appendices