

CHILTON PARISH COUNCIL

Minutes of Meeting held on Tuesday 2nd September 2014 in the Christopher Centre at 7.30pm

Present: Councillors Lady Hart of Chilton (Chairman), Peter Clifford, Richard Edgeley, Eileen Gore, Andy Green and Steve Graham.

Attending: D Crimmin (Clerk).

14/108 Apologies for Absence

Apologies received from Cllr Shapley (attending funeral), Jenny Antill (Babergh District Councillor) and PCSO Debbie Rudd.

14/109 Declaration of Interests

None were declared.

14/110 Requests for councillor dispensation

No requests received.

14/111 Minutes of Meeting held on 1st July 2014

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

14/112 Public Forum

Matters raised are recorded in Appendix A.

14/113 Clerks Report (Appendix B) and Chairman's Report

After reviewing the Clerk's report there were no further actions requested of the Clerk.

14/114 Questions to the Chair

Cllr Hart updated councillors that the outcome of the judicial review of Babergh's approval of the Prolog planning application is still awaited. Questions were also raised with regard to the Minerals Plan and the street light unit on Aubrey Drive.

14/115 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.

14/116 Planning

- a. No further planning application had been received since the agenda was posted.
- b. 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/14/00698	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	Permission Granted 25/07/2014

The Clerk was asked to contact BDC to seek status of their review of the conditions applied to the Car Wash planning applications.

14/117 Finance

- a. The councillors resolved to approve and accept the external audit report produced by BDO.
- b. The councillors reviewed the Asset Register and resolved that it correctly reflected assets held by CPC.
- c. The councillors resolved to accept the insurance cover offered by Community Action Suffolk in the second year of the Long Term Agreement.
- d. The councillors reviewed the options of re-investing its portfolio in the Co-Operative Bank or to invest the sum at Lloyds Bank. Due to the difficulties that the Co-Op Bank had been under in the previous 18 months, and that there is no protection available for CPC's

Signed _____ Date _____

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investments the councillors resolved to remove the funds upon maturity from the Co-Op Bank and invest £6,000 in a one-year Fixed Bond and £6,000 in a two-year Fixed Bond at Lloyds Bank.

- e. 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.
- f. The changes to the Lloyds Bank signatories are still being processed.

14/118 Chilton Woods

The councillors were updated on the Chilton Woods Place Shaping Group (PSG) meeting held on the 1st September 2014 by Cllr Clifford. The meeting had an update from AMEC on the assessments and surveys that were currently being undertaken and the fact that in early October they hope to give the PSG a technical update on these. There was no update from AMEC on the transport assessment which all members of the PSG considered to be a key element of any master plan. AMEC also hope to hold public consultations on the development by end October / early November.

The remainder of the meeting looked at the issues, challenges and opportunities for long term management of facilities at Chilton Woods and discussed different models of management in use locally and elsewhere. Cllr Clifford had informed the PSG that as the vast majority of the housing development and the community hub appeared to be earmarked for the Chilton Parish area of the development that CPC was willing to take on a number of the management responsibilities either directly or in partnership with other Town and Parish Councils.

Cllr Clifford outlined the concerns of the PSG that there was no officer representation from SCC, nor any attendance by SCC's consultants AMEC, at the meeting. It was also a concern that the master plan used for the discussions was the one produced by Redrow over 2 years earlier. Cllr Hart was asked to contact Jenny Antill over CPC's concerns and question why the project plan for the phase to produce the outline planning application was still not defined.

14/119 Gypsy & Traveller short stay consultation

With SCC withdrawing the consultation the matter was not discussed.

14/120 BDC's Caretaker Scheme consultation

The councillors resolved to respond to the consultation that CPC would like to be part of the scheme in order that it could make further use of the Community Wardens.

14/121 Health Centre

Cllr Clifford updated councillors on the latest status of development at the Health Centre with the building now being open to the public on the 20th October 2014 and that a second bus company has agreed to include the Health Centre in its regular Sudbury route.

14/122 Burial Authority matters

The councillors reviewed a request from two Great Cornard residents to be granted a plot at Chilton Churchyard. The councillors considered the capacity of the churchyard and the applicants' connections with the Parish of Chilton but concluded that their connections were not strong enough to permit them to be buried in the churchyard.

14/123 Footpaths and other amenities

No further issues were raised.

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14/124 Outstanding issues with SCC

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

14/125 BDC meeting with Parishes

The Clerk to circulate the date and time of the meeting as soon as it is received from BDC in order that two councillors will hopefully be available to attend.

14/126 Date of next Meeting

The next scheduled meeting will be held on Tuesday 4th November 2014 starting at 7.30pm in the Christopher Centre.

The meeting closed at 9.20pm.

Appendix A Public Forum

The Clerk read the Police Report which showed one crime being reported in the Parish in the past 2 months compared to 1 during the same period in the previous year.

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 are part of a county wide project to upgrade to LED's currently being tendered by SCC. Contract to be decided in early 2015.	
14/028	SCC are reviewing CPC request to lease / licence the Drive to Churchyard. How long has CPC maintained Drive?	
14/073	Broken footpath sign notified to SCC (Ref 3374486) awaiting photograph.	
14/092	Minutes updated on website.	✓
14/093	SALC advised of CPC adopting revised Code of Conduct and placed on website.	✓
14/099 a	Payments made to suppliers.	✓
14/099 b	Locality Budget agreed with Colin Spence. CPC asked to purchase goods.	✓
14/100	Response sent to Babergh regarding Community Infrastructure Levy.	✓
14/106	Publication scheme updated on website.	✓
	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
CH14007		Cornard residents	Request to be buried in churchyard.	✓	
CH14008		Newsletters	The Local Councillor / Clerks & Councils Direct		✓

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Appendix D RFO Report

Receipt & Payments

Date	Details	Ref	Power	Receipts	Payments
02/07/14	The Christopher - Room Hire	687	LA 2011 ss 1 to 8	0.00	49.20
04/07/14	UK Power Networks Wayleave	56502		9.20	0.00
17/07/14	SCC P3 Scheme			222.18	0.00
02/09/14	Cancelled	688	LA 2011 ss 1 to 8	0.00	0.00
02/09/14	SLCC - Clerk's annual subs	689	LA 2011 ss 1 to 8	0.00	23.01
02/09/14	DF Crimmin - Salary July to Sept	690	LA 2011 ss 1 to 8	0.00	468.39
02/09/14	DF Crimmin - WFHA July to Sept	690	LA 2011 ss 1 to 8	0.00	39.00
02/09/14	HMRC - Clerk's Tax	691	LA 2011 ss 1 to 8	0.00	117.20
02/09/14	DF Crimmin - Expenses Feb to Aug	692	LA 2011 ss 1 to 8	0.00	615.88
02/09/14	Business Services at CAS - Insurance	693	LA 2011 ss 1 to 8	0.00	173.96

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Current Account	12/08/14	£11,757.96	£10,320.52	£1,437.44	£0.00	£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
		£22,243.65	£20,806.21	£1,437.44	£0.00	

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	£1,171.18
Bank Interest	£144.00	£0.00	Admin Expenses	£562.00	£1,160.00	£454.81
Churchyard	£0.00	£300.00	Insurance		£200.00	£173.96
Grants	£450.00	£411.93	Annual Subscriptions		£255.00	£251.00
Wayleave	£9.20	£9.20	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	£328.56
			VAT Paid		£0.00	£63.72
Total	£8,377.16	£4,698.42	Total	£1,072.00	£6,958.00	£3,656.05
			Assets C/Forward			£20,806.21
Total		£24,462.26	Total			£24,462.26

Unrecovered VAT = £63.72