

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 4th March 2014 in the Christopher Centre at 7.30pm

Present: Councillors Peter Clifford (Chairman), Richard Edgeley, Eileen Gore, Steve Graham and Keith Shapley.

Attending: D Crimmin (Clerk), Frank Lawrenson (Babergh District Councillor), Simon Butler-Finbow (Mattanna Limited) and 2 residents.

14/021 Apologies for Absence

Apologies received from Cllr Hart of Chilton (work commitments). Jenny Antill (Babergh District Councillor), PC Enise Bala and Colin Spence (Suffolk County Councillor) also sent their apologies.

14/022 Veryan Herbert

The Chairman informed councillors of the passing of Veryan Herbert on the 15th February 2014 at the age of 83. Veryan had made a huge contribution to Chilton during his lifetime and served as both Chairman and a councillor of Chilton Parish Council for many years. He had also served as Trustee for St Mary's during this time as well. A service to celebrate his life will be held at St Gregory's in Sudbury on Thursday 13th March starting at 11.30am. There will be a service later in the year to intern his ashes at St Mary's Churchyard.

14/023 Declaration of Interests

None were declared.

14/024 Requests for councillor dispensation

No requests received.

14/025 Minutes of Meeting held on 6th January 2014

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

14/026 Public Forum

A question was raised by a resident regarding the number of haulage lorries using the airfield. Frank Lawrenson will review matter with Babergh and update both the resident and CPC. Other matters raised are recorded in Appendix A.

14/027 Proposed housing development off Waldingfield Road

Simon Butler-Finbow gave councillors an outline of the concept for a development on land owned by Mr Bird, adjacent to The Grove, which is currently part of the Chilton Woods designated site. The councillors were not in favour of any access to Waldingfield Road unless it was through the Chilton Woods development itself via the Homebase roundabout.

14/028 Clerks Report (Appendix A) and Chairman's Report

Following a review of the Clerk's report (14/019) the councillors requested the Clerk to raise a Community Right to Bid with Babergh for the drive to St Mary's Churchyard as well as requesting a licence / lease from SCC with regard to CPC use as the Burial Authority. The Chairman updated councillors with his plans to leave the area in 2014 and BDC's plan to use a room at the pub in Great Waldingfield as the Polling Station for the EU elections in May 2014. Babergh hope to use the Health Centre as a Polling Station once it opens.

14/029 Questions to the Chair

There were no questions raised.

14/030 Routine Correspondence (Appendix B)

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

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Chilton Parish Council adopted the General Power of Competence on the 4th September 2012 **Series Page 203**

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14/031 Planning

- a. No planning application had been received since the agenda was posted.
- b. The Chairman will visit Collets Pilling in Church Field Road to discuss with owner the appearance of the site. 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/09/00932	Land East of County Farm fronting, Church Field Road, Waddingfield Road, Chilton	Erection of 2 no. detached industrial buildings (Use Class B1, B2 & B8), centrally located service yard area, surface car parking, landscaping and associated works Amendments to application - a Socio Economic Impacts Addendum to the ES and SES.		Objected to application	Permission Granted 31/01/2014
B/09/00932	Land East of County Farm fronting, Church Field Road, Waddingfield Road, Chilton	Re-Advertisement - Erection of 2 no. detached industrial buildings (Use Class B1, B2 & B8), centrally located service yard area, surface car parking, landscaping and associated works.	12/125b	Objected to application	Permission Granted 31/01/2014
B/09/00932	Land East of County Farm fronting, Church Field Road, Waddingfield Road, Chilton	Erection of 2 no. detached industrial buildings (Use Class B1, B2 & B8), centrally located service yard area, surface car parking, landscaping and associated works.	13/069	Objected to S106 provisions	Permission Granted 31/01/2014
Cleud	Chilton Grove Works, Waddingfield Road	Lawful Development certificate - Use of land serving as the operational area involving the stockpiling of processed, unprocessed and screened road flake, graded fines, aggregate storage bays (4 no), mobile screen crusher and mobile aggregate screen, loading of vehicles and siting of a skip.	13/144a	No objection.	
B/13/01475	Grove Hall, Waddingfield Road	Application for a Certificate of Lawfulness for a Proposed Use or Development - Conversion of loft into additional living accommodation and insertion of roof windows.	14/009a	Noted	Certificate of Lawfulness issued 31/01/2014

14/032 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 resolve to allocate the footpath cutting contract to D Gotts for 2014.
- c. The councillors resolved to give £50 to each of the following organisations:
 - i. Sudbury First Responders
 - ii. Sudbury Newstalk
 - iii. Suffolk Age UK
 - iv. East Anglian Air Ambulance.
- d. The councillors resolved that the following Earmarked Reserves be carried forward into 2014 / 2015:

Community Centre	£11,000
Asset Replacement	£ 1,100
Street Light	£ 510
Churchyard maintenance	£ 980
Welcome Pack	£ 562
Election Costs	£ 1,150
 Total	 £15,302

14/033 Chilton Woods

The next meeting of the Chilton Woods Shaping group will be held on the 31st March when SCC's newly appointed consultant for the scheme will be in attendance.

14/034 Health Centre

Cllr Clifford updated councillors on the latest status of development at the Health Centre and mentioned that the recent windy and wet weather had delayed the plan to make the building

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watertight although other internal works have continued. With the centre being opened from 8am to 8 pm Monday to Friday local bus companies are being asked to review their services to see if there are opportunities to go via the Health Centre. It is hoped that a half hourly service may be available to / from Sudbury town centre.

14/035 Burial Authority matters

No issues raised.

14/036 Footpaths and other amenities

Clerk was asked to report the broken footpath sign in Grange Farm Road to SCC.

14/037 Outstanding issues with SCC

The current status of issues are as follows:

Issue	SCC Response	Review date
Ownership of St Mary's drive to CPC?	SCC do not want to sell.	Closed
Aubrey Drive fence around green	Meeting being scheduled to look at a fence including a hedge.	May

14/038 BDC's Statement of Community Involvement

The councillors resolved that a response covering the following areas should be sent to Babergh regarding the consultation on the draft SCI:

- BDC failing to communicate with local representatives at Parish level
- "Community exclusion" rather than "community involvement"
- BDC's lack of real commitment to transparency and public participation which could be improved by:
 - the inclusion of all correspondence relating to a planning application being kept on the planning website
 - changing policy on public speaking at planning meetings to allow more supporters / objectors to speak when substantial planning applications are on the agenda.
- BDC's obligations under the general development order or the public participation requirements under the Aarhus convention.

14/039 Councillor Vacancy

The statutory notice of the vacancy, caused by the passing of Vervan Herbert, which allows 10 registered voters to call for a by-election has been posted. If Babergh does not receive this request within 2 weeks they will write to CPC saying that the vacancy can be filled by co-option.

If CPC is allowed to co-opt then notices will be placed on notice boards and website and a newsletter issued, requesting applications from residents to fill the vacancy. A closing date for applications will be the 25th April 2014 which will allow CPC to consider applications at its meeting on the 6th May 2014.

14/040 Exclusion of Public and Press

In accordance to CPC's Standing Order 1c the councillors resolved to exclude the public and press from the meeting due to the confidential nature of the Clerk's Contract of Employment.

14/041 Clerk's Contract of Employment

The councillors resolved to increase the Clerk's Working from Home Allowance by £1 to £3 per week from the 1st April 2014.

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14/042 Date of next Meeting

The next scheduled meeting will be held on Tuesday 6th May 2014 starting at 7.30pm in the Christopher Centre.

The meeting closed at 9.55pm.

Appendix A Public Forum

The councillors were updated by Frank Lawrenson on BDC's Budget; the rise in Council rents by 7.5%; Locality Offices are now being allocated to BDC Councillors; the plans for solar panels on their housing stock; the Transformation Fund and the Core strategy approval.

The Clerk read the Police Report which showed no crimes being reported in the Parish in the past 2 months.

Appendix B Clerk's Report

Minute	Action	Complete ✓
12/010	Jenny Antill is 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.	
14/004	Minutes updated on website.	✓
14/006	Letter of complaint sent to Babergh re car wash. Babergh has written to owner of franchise requesting application for development which they have now received.	✓
14/010 a	Payments made to suppliers.	✓
14/010 b	Precept demand sent to BDC.	✓
14/019	Community Right to Bid for Woodland Bats land received by BDC. In light of response from SCC do councillors still want to raise application for Churchyard Drive?	
	Speed Watch Outings (Drivers reported)	
	No surveys undertaken since last meeting.	
	Other Issues	
	Clerk Hours till 23rd February- Worked 231.75 Paid 235	

Appendix C Routine Correspondence reviewed by councillors

Cores Log Ref	Date Received	From	Regarding	Agenda	Routine
CH13015	13/01/14	Babergh District Council	Cas Wash Enforcement reference.		✓
CH13016	17/02/14	Babergh District Council	Community Right to Bid receipt		✓
CH13017		Newsletters	The Local Councillor / SWT / Clerks & Councils Direct		✓

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Appendix D RFO Report Receipt & Payments

Date	Details	Ref	Power	Receipts	Payments
07/01/14	The Christopher Centre - Hall Hire	664	LA 2011 ss 1 to 8	0.00	33.00
04/03/14	Sudbury Town Council - Community Wardens	665	LA 2011 ss 1 to 8	0.00	650.00
04/03/14	BDC - Litter & Dog Bin emptying	666	LA 2011 ss 1 to 8	0.00	193.58
04/03/14	SCC - Street Lighting	667	LA 2011 ss 1 to 8	0.00	48.99
04/03/14	DF Crimmin - Salary Jan to Mar	668	LA 2011 ss 1 to 8	0.00	619.79
04/03/14	DF Crimmin - WFHA Jan to Mar	668	LA 2011 ss 1 to 8	0.00	26.00
04/03/14	HMRC - Clerk Tax	669	LA 2011 ss 1 to 8	0.00	155.00
04/03/14	DF Crimmin - Expenses 26 August to 25 Feb	670	LA 2011 ss 1 to 8	0.00	166.65

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Current Account	12/02/14	£11,338.16	£9,478.15	£1,860.01	£0.00	£0.00
Instant Access Account	14/10/13	£27.07	£27.07	£0.00	£0.00	£0.00
Co-operative Bank	17/01/14	£10,458.62	£10,458.62			£0.00
		£21,823.85	£19,963.84	£1,860.01	£0.00	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£16,815.97				
Income			Expenditure			
Precept	£7,250.00	£7,250.00	Clerks Salary		£2,582.00	£2,531.59
Bank Interest	£250.00	£258.06	Admin Expenses	£562.00	£1,126.00	£694.09
Churchyard	£0.00	£0.00	Insurance		£220.00	£180.54
Grants	£450.00	£444.60	Annual Subscriptions		£244.00	£222.00
Wayleave	£9.20	£9.20	Audit Inspections		£145.00	£155.00
Other	£0.00	£665.00	Donations		£200.00	£0.00
VAT Repayment	£0.00	£95.02	Chairman's Allowance		£200.00	£198.90
			Dog & Litter Bins		£180.00	£161.32
			Footpaths		£550.00	£525.00
			Churchyard / Memorial		£50.00	£0.00
			Community Warden		£650.00	£650.00
			Street Lighting		£50.00	£40.83
			Projects		£750.00	£124.43
			VAT Paid		£0.00	£90.31
Total	£7,959.20	£8,721.88	Total	£562.00	£6,947.00	£5,574.01
			Assets C/Forward			£19,963.84
Total		£25,537.85	Total			£25,537.85

Unrecovered VAT = £90.31

End of Appendices