

## **CHILTON PARISH COUNCIL**

**Minutes of Meeting held on Tuesday 4<sup>th</sup> November 2014 in the Christopher Centre at 7.30pm**

**Present:** Councillors Lady Hart of Chilton (Chairman), Peter Clifford, Eileen Gore, Andy Green and Keith Shapley.

**Attending:** D Crimmin (Clerk) and 4 residents.

### **14/127 Apologies for Absence**

Apologies received from Cllrs Edgeley and Graham (work commitments), Jenny Antill (Babergh District Councillor), Frank Lawrenson (Babergh District Councillor) and PCSO Jamie Fudge.

### **14/128 Declaration of Interests**

Lady Hart declared a pecuniary interest in Agenda Item 14/135b as she has sought the Judicial Review into Babergh District Council's determination of the Prolog planning application. Lady Hart left the meeting while the councillors discussed what action CPC should take in the matter with Cllr Clifford taking the Chair for the item.

### **14/129 Requests for councillor dispensation**

No requests received.

### **14/130 Minutes of Meeting held on 2<sup>nd</sup> September 2014**

Following an amendment to item 14/122 the minutes of the meeting were approved and signed by the Chairman as a correct record.

### **14/131 Public Forum**

A resident was concerned over a rumour that a future development along Waldingfield Road was to have vehicular access via St Mary's Close. Councillors confirmed that the current Chilton Woods development proposal did not have this access in the master plan. The Police report is recorded in Appendix A.

### **14/132 Clerks Report (Appendix B) and Chairman's Report**

After reviewing the Clerk's report the councillors requested the Clerk to write to BDC informing them that the car wash at Homebase was still not observing the opening / closing times on a Sunday and that cars continued to queue by parking on the pavement thus obstructing pedestrians.

### **14/133 Questions to the Chair**

Questions were raised on the house sale at Carbonnells and the obstructed 30mph sign in Waldingfield Road. The Clerk was asked to write to the Police regarding the cars continuing to park on the pavements in Spire Chase and the cars parking on the pavement at the car wash.

### **14/134 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.

### **14/135 Planning**

- a. No further planning application had been received since the agenda was posted.
- b. The councillors reviewed the letter written to CPC by Lady Hart on the current situation with the Judicial Review into the legality of the permission given by BDC for the Prolog planning application. The High Court judge found that BDC should have notified the Secretary of State before determining the application and therefore their decision to grant permission was unlawful. However, rather than quashing the decision, the judge requested BDC to seek the view of the SoS on whether he would have called the application in for his determination if BDC had referred it to him. The hearing will reconvene on the 14<sup>th</sup> December 2014.

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The councillors resolved unanimously to support Lady Hart's position to request the SoS to call in the application and let him determine whether the damage caused to the heritage assets of Chilton Church, Chilton Hall and Gardens by the proposed development are wholly justified by the exceptional circumstances of the 500 jobs promised by Prolog. The Clerk will circulate a copy of the letter to councillors ahead of submission to the SoS

#### **14/136 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 reviewed the proposed CPC Budget (Appendix E) and resolved to set an expenditure budget of £7,350 for 2015 / 2016.
- c. The Clerk confirmed that £12,000 had been placed on a 1 year fixed term deposit at 1% interest with Lloyds Bank. The Clerk also updated councillors that following his complaint to Lloyds Bank on the handling of the transaction to place £12,000 on a fixed term deposit CPC has been awarded £9 in lost interest and £104 in compensation.
- d. The changes to the Lloyds Bank signatories are still being processed.
- e. The councillors reviewed the proposed changes to the Financial Regulations and resolved to adopt them as at 4<sup>th</sup> November 2014.

#### **14/137 Chilton Woods**

The councillors were updated on the Chilton Woods Place Shaping Group (PSG) meeting held on the 27<sup>th</sup> October 2014 by Cllr Clifford. Whilst the consultants are still working on the evolving master plan, Cllr Clifford was very concerned that a number of key issues, as far as Chilton was concerned, appear to have been removed from the scheme. He was also concerned as to the effectiveness of the Shaping meeting to allow engagement with the councils' representatives. The councillors resolved that the Clerk writes to BDC and Atlas highlighting these concerns.

#### **14/138 Health Centre**

Cllr Clifford updated councillors that due to key project management staff from NHS Property being removed from the Health Centre project, slippage has now meant that the centre will not now open until mid-January 2015

#### **14/139 Burial Authority matters**

No matters raised.

#### **14/140 Standing Orders**

The councillors reviewed the proposed changes to the Standing Orders and resolved to accept the modifications.

#### **14/141 Policies & Procedures**

The councillors reviewed the list of additional policies and procedures, required by any council that is considering an application for Quality Status, and agreed that the Clerk prepare drafts for their consideration.

#### **14/142 Footpaths and other amenities**

No further issues were raised.

#### **14/143 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.

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### 14/144 Meetings in 2015

The councillors resolved that all meetings in 2015, with the exception of the Annual Meeting in May, will move from Tuesday to Monday. The dates will be as follows:

- 5<sup>th</sup> January
- 2<sup>nd</sup> March
- 27<sup>th</sup> April - Annual Parish Assembly
- 12<sup>th</sup> May - Annual Meeting of Parish Council
- 6<sup>th</sup> July
- 7<sup>th</sup> September
- 2<sup>nd</sup> November.

**The meeting closed at 10.15pm.**

### Appendix A Public Forum

The Clerk read the Police Report for the period 02/09/14 to 31/10/14. Between the 12<sup>th</sup> and the 17<sup>th</sup> of October there was an attempted break in at the Church. There was minor damage but nothing was taken.”

### 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	
14/111	Minutes updated on website.	✓
14/116	Christine Thurlow will update CPC on the enforcement issues regarding Car Wash.	✓
14/117 a	BDO Audit published on website and notice boards.	✓
14/117 e	Payments made to suppliers.	✓
14/120	Response sent to BDC regarding Caretaker Scheme.	✓
14/122	Letter sent regarding burial plots.	✓
	<b>Speed Watch Outings (Drivers reported)</b>	
	No surveys undertaken since last meeting.	

### Appendix C Routine Correspondence reviewed by councillors

Cores Log Ref	Date Received	From	Regarding	Agenda	Routine
CH14009		Newsletters	Suffolk Wildlife Trust / Clerks & Councils Direct	✓	

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### Appendix D RFO Report Receipt & Payments

Date	Details	Ref	Power	Receipts	Payments
03/09/14	Sudbury Town Council - CCTV Maintenance (50% share)	694	LA 2011 ss 1 to 8	0.00	168.00
04/09/14	BDO - Audit Fee			0.00	0.00
09/09/14	Transfer from Co-Operative Bank			10,608.96	0.00
15/09/14	SCC Locality Grant	500018		319.15	0.00
22/09/14	BDC Precept	BACS		3,886.98	0.00
21/10/14	Transfer to Fixed Term Deposit			0.00	12,000.00
04/11/14	The Christopher - Room Hire	695	LA 2011 ss 1 to 8	0.00	35.00
04/11/14	Sudbury Town Council - War Memorial maint	696	LA 2011 ss 1 to 8	0.00	15.96
04/11/14	DF Crimmin - Salary Oct to Dec	697	LA 2011 ss 1 to 8	0.00	468.59
04/11/14	DF Crimmin - WFHA Oct to Dec	697	LA 2011 ss 1 to 8	0.00	39.00
04/11/14	HMRC - Clerk Tax	698	LA 2011 ss 1 to 8	0.00	117.00
09/09/14	Interest			150.34	0.00

### Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Current Account	10/10/14	£24,967.61	£12,292.06	£12,675.55	£0.00	£0.00
Instant Access Account	20/10/14	£27.07	£27.07	£0.00	£0.00	£0.00
Lloyds Fixed Term Deposit	21/10/14	£12,000.00	£12,000.00			£0.00
Co-operative Bank	09/09/14	£0.00	£0.00			£0.00
		£36,994.68	£24,319.13	£12,675.55	£0.00	

### Statement of Accounts vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets B/Forward		£19,763.84			
<b>Income</b>			<b>Expenditure</b>		
Precept	£7,773.96	£7,773.96	Clerks Salary	£2,583.00	£1,756.77
Bank Interest	£144.00	£150.34	Admin Expenses	£562.00	£528.81
Churchyard	£0.00	£300.00	Insurance	£200.00	£173.96
Grants	£450.00	£731.08	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	£13.30
			Community Warden	£650.00	£650.00
			Street Lighting	£510.00	£507.82
			Projects	£750.00	£468.56
			VAT Paid	£0.00	£94.38
<b>Total</b>	<b>£8,377.16</b>	<b>£9,054.89</b>	<b>Total</b>	<b>£1,072.00</b>	<b>£6,958.00</b>
			Assets C/Forward		£24,319.13
<b>Total</b>		<b>£28,818.73</b>	<b>Total</b>		<b>£28,818.73</b>

Unrecovered VAT = £94.38

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### Appendix E Budget Proposal

Please find below tables which show a comparison between 2013 / 14 budget and actual, 2014 / 15 budget, actual to date and that **anticipated at year end** and the proposed budget for 2015 / 16.

#### Income

Income sources for 2015 / 16 have been based on those for 2014 / 15 but also make provision for the £12,000 invested with the Lloyds Bank at 1% which will be paid in October 2015. The assumption is that the Footpath Annual Surface Clearance scheme **will be** operated by SCC next year.

#### Expenditure

It is assumed that there will be extra meetings in order to review the planning issues with the Chilton Woods development. It is anticipated that, there will be a cost of living increase paid to the Clerk in 2015 / 16 and for the purpose of the budget this is assumed to be 2.2%. The following should be noted:

- A Training Budget is proposed at £450
- A £1,000 budget is proposed for projects (and Contingency) that CPC may wish to undertake in 2015 / 16.

CPC is asked to consider a **total expenditure budget of £7,350 for 2015 / 16.**

	2013 / 2014		2014 / 2015			2015 / 2016
	Budget	Actual	Budget	Actual to Date	To year end	Budget
<b>Income</b>						
Bank Interest	250.00	258.06	144.00	150.34	<b>150.34</b>	120.00
Churchyard	0.00	0.00	0.00	300.00	<b>300.00</b>	0.00
Grants	450.00	444.60	450.00	541.33	<b>763.63</b>	450.00
Wayleave	9.20	9.20	9.20	9.20	<b>9.20</b>	9.20
Other	0.00	665.00	0.00	189.75	<b>302.75</b>	0.00
VAT Repayment	0.00	95.02	0.00	90.31	<b>90.31</b>	0.00
<b>Total Income</b>	<b>709.20</b>	<b>1,471.88</b>	<b>603.20</b>	<b>1,280.93</b>	<b>1,616.23</b>	<b>579.20</b>
<b>Precept</b>		<b>7,250.00</b>			<b>7,773.96</b>	
<b>Expenditure</b>						
Clerks Salary	2,582.00	2,531.59	2,583.00	1,756.77	<b>2,583.00</b>	2,585.00
Admin Expenses	1,126.00	694.09	1,160.00	528.81	<b>1,160.00</b>	1,320.00
Insurance	220.00	180.54	200.00	173.96	<b>173.96</b>	200.00
Annual Subscriptions	244.00	222.00	255.00	251.00	<b>251.00</b>	270.00
Audit Inspections	145.00	155.00	160.00	55.00	<b>55.00</b>	65.00
Donations	200.00	200.00	200.00	0.00	<b>200.00</b>	200.00
Chairman's Allowance	200.00	198.90	200.00	0.00	<b>200.00</b>	200.00
Dog & Litter Bins	180.00	161.32	200.00	0.00	<b>200.00</b>	210.00
Footpaths	550.00	525.00	550.00	0.00	<b>550.00</b>	600.00
Churchyard / Memorial	50.00	0.00	50.00	13.30	<b>50.00</b>	50.00
Community Warden	650.00	650.00	650.00	650.00	<b>650.00</b>	650.00
Street Lighting	50.00	40.83	0.00	507.82	<b>507.82</b>	0.00
Projects	750.00	124.43	750.00	468.56	<b>750.00</b>	1,000.00
VAT Paid	0.00	90.31	0.00	94.38	<b>135.00</b>	0.00
<b>Total Expenditure</b>	<b>6,947.00</b>	<b>5,774.01</b>	<b>6,958.00</b>	<b>4,499.60</b>	<b>7,465.78</b>	<b>7,350.00</b>

**End of Appendices**