

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 6th May 2014 in the Christopher Centre at 7.30pm

Present: Councillors Valerie Hart of Chilton (Chairman), Peter Clifford, Richard Edgeley, Eileen Gore, Steve Graham (left early) and Keith Shapley (arrived late).

Attending: D Crimmin (Clerk) and 3 residents.

14/054 Election of Chairman

It was resolved unanimously to elect Valerie Hart of Chilton as Chairman of Chilton Parish Council (CPC) who duly signed the Declaration of Acceptance of Office. Peter Clifford was thanked by councillors for all his work as Chairman over the past 10 years. His dedicated work on issues affecting the Chilton community has increased the profile of CPC in the locality.

14/055 Apologies for Absence

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

14/056 Declaration of Interests

Cllr Clifford did not take part in the decision to appoint a co-opted councillor as he knew one of the candidates from his work on Woodland Bats.

14/057 Requests for councillor dispensation

No requests received.

14/058 Election of Vice Chairman

It was resolved unanimously to elect Steve Graham as Vice Chairman of CPC.

14/059 Minutes of Meeting held on 1st April 2014

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

14/060 HR and Standards committees

Cllrs Graham, Gore and Shapley were elected to the HR Committee and Cllrs Clifford, Edgeley and Hart were elected to the Standards Committee.

14/061 Appoint representatives to outside bodies

After reviewing that the Clerk was the Suffolk Association of Local Councils (SALC) representative for 2 of the other councils that he worked for it was resolved that Dave Crimmin be CPC's representative to SALC.

14/062 Internal Auditors

It was resolved unanimously to appoint Heelis & Lodge as internal auditors for 2014 / 2015 and the Clerk to write to confirm appointment.

14/063 Annual Subscriptions

It was resolved to renew the annual memberships to SALC, Suffolk Wildlife Trust, Community Action Suffolk, Society of Local Council Clerks and the Suffolk Preservation Society.

14/064 Public Forum

Issues were raised by a resident on Speedwatch, Cllr Clifford's Church responsibilities and the tree belt on the Prolog site. Other matters raised are recorded in Appendix A.

Cllr Shapley arrived

14/065 Clerks Report (Appendix B) and Chairman's Report

Following a review of the Clerk's report (14/028) Cllr Clifford will get evidence on CPC's maintenance of the drive to the Churchyard.

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 6th May 2014 in the Christopher Centre at 7.30pm

14/066 Questions to the Chair

There were no questions raised.

14/067 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.

14/068 Planning

- a. The councillors reviewed **Planning Application 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 and resolved that they had no objection subject to:
 - i. The notice board being position a further metre to the right, away from the dog bin
 - ii. The contractors notify CPC of the date of the installation works so that CPC can arrange the pruning of the nearby cherry tree, which it owns.
- b. The councillors reviewed **Planning Application 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 and resolved to object to the retrospective application. CPC objects strongly to this planning application by the franchise holder, FS Partnership, for retrospective approval of alterations to the Homebase Car Wash, all of which is sited in Chilton. From CPC's research is it clear that this company has a deliberate strategy of making alterations and then, if and when required to do by the LPA, seeking retrospective planning approval at a number of sites throughout the country, presenting planning authorities with a fait accompli. This deliberate conduct should not be allowed to continue. Specific points of objection in relation to the application are as follows:
 - i. The hours of working are incorrect on the application. CPC strongly objects to any extension of their Sunday operating hours to 9.00am to 5.00pm as they have consistently failed to comply with the conditions of their existing planning permission which was also made retrospectively. Since they first opened, they have completely ignored the conditions to operate in conjunction with the Sunday Trading laws between 10.00am and 4.00pm, as do Homebase themselves. During summer months, it is not uncommon to see this outfit operating as a law unto themselves, cleaning cars from 8.00am to 8.00pm on Sundays. They have also failed to maintain the planting conditions of the previous planning approval and, until the recent "makeover", allowed the site to get into a poorly maintained state.
 - ii. All the previous planting has been removed from the back of the site and replaced by gravel. This looked fine for five minutes, but is now completely covered by silt. There is no proper waste management policy included in the application. What there is seems only to deal with paper waste / rubbish. Care wash residues constitute trade effluent and a contaminant, and residues being swept onto the side of the road and the verges is unsatisfactory and a health hazard.
 - iii. Accordingly, CPC question the efficiency of the silt interceptor installed in their drainage system, as this company generates vast quantities of silt from car washes on a daily basis. Does the operator have the necessary environmental licence - CPC doubt it. Is this emptied regularly? Is it inspected by BDC Environmental Health on a regular basis? Are Anglia Water aware of the huge amount of silt and/or cleaning chemicals getting into the Chilton industrial estate sewage system?
 - iv. High pressure hoses are frequently used on site in the vicinity of the electricity sub-station on one corner of the site. Wood, cardboard, other packaging materials, a

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 6th May 2014 in the Christopher Centre at 7.30pm

bicycle and a pram, are frequently left leaning against the caging of the electricity sub-station or adjacent to it, despite frequent requests to the manager not to allow this to happen. We believe this is a potential fire hazard.

- v. Cars wishing to use the car wash frequently back-up into the Homebase approach road, thereby creating a hazard for delivery lorries wishing to get into the Homebase unloading bay. The car wash site was originally a pre-parking area for these lorries.
- vi. The Police have recently, for the second time, removed two illegal immigrants working at this site. Once again, this company seems quite happy to flout the law when it suits them and we would question whether they are a proper and adequate management to be running this operation in the first place.

For these reasons CPC request that you reject this planning application and that the car wash operation at this site should cease.

- c. No further planning application had been received since the agenda was posted.
- d. Cllr Clifford reported that he had spoken to Collets Piling regarding 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/14/0004 | Car Wash, Homebase | Enforcement case re changes to car wash operation. | | | Planning Application requested. See B/14/00202 |
| B/14/00171 | Grove Hall, Waldingfield Road | Conversion of loft into additional living accommodation & insertion of roof lights. | 14/049 | No comments | |

Cllr Graham left meeting.

14/069 Finance

- a. The councillors reviewed and resolved to accept the internal audit report from Heelis & Lodge for 2013 / 2014.
- b. The councillors resolved to approve the CPC Receipts and Payments Account for the year ending 31st March 2014 (Appendix D)
- c. The councillors resolved to approve Sections 1 and 2 of the Annual Return for the year ended 31st March 2014 and the Chairman signed the sections accordingly.
- d. All cheques signed and due for signing, as itemised in the RFO Report (Appendix E), 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.

14/070 Chilton Woods

The meeting of the Chilton Woods Shaping group scheduled for the 31st March was postponed and has not been rescheduled to date. Cllr Hart to Contact Colin Spence in order that an update may be given to residents at the Annual Parish Assembly on the 29th May 2014.

14/071 Health Centre

Cllr Clifford updated councillors on the latest status of development at the Health Centre with the date that the building will be handed over to the NHS being 15th September 2014 and the building being open to the public on the 29th September 2014.

14/072 Burial Authority matters

The councillors noted the approvals given for the Headstones for Messrs Beckham and Herbert. The councillors also agreed to a tree in memory of Veryan Herbert be planted in the Churchyard. Cllr Clifford confirmed that the Trustees will seek approval for the water and electricity works across the Churchyard from CPC as well as indemnifying CPC against any future costs of the services.

Signed _____ Date _____
Chilton Parish Council adopted the General Power of Competence on the 4th September 2012 Series Page 211

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 6th May 2014 in the Christopher Centre at 7.30pm

14/073 Footpaths and other amenities

The Clerk was asked to report the broken footpath sign on the footpath between Grange Farm Road and Valley Road to SCC.

14/074 Outstanding issues with SCC

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

14/075 Exclusion of Public and Press

With the exception of the 3 candidates for the councillor vacancy there were no members of the public present.

14/076 Co-option of councillor

The councillors interviewed the 3 candidates for the vacancy created by the passing of Vervan Herbert. Martin Brody, Andrew Green and Andrea Harrison outlined their reasons for wishing to serve as a councillor on CPC and answered questions put to them by the councillors.

With each candidate offering qualities that would enhance CPC's operation, the councillors resolved to offer the position to Andrew Green. The two remaining candidates were asked to maintain their interest as it was quite likely that there would be a vacancy before the next council election in May 2015.

14/077 Date of next Meeting

The next scheduled meeting will be held on Tuesday 1st July 2014 starting at 7.30pm in the Christopher Centre.

The meeting closed at 9.50pm.

Appendix A Public Forum

The Clerk 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.

Appendix B Clerk's Report

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 6th May 2014 in the Christopher Centre at 7.30pm

| 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 | CIr Hart to write to Inspector over Core Strategy process concerns. | |
| 14/019 | Community Right to Bid for Woodland Bats now registered by BDC. | ✓ |
| 14/025 | Minutes updated on website. | ✓ |
| 14/028 | Community Right to Bid for Drive to Churchyard received by BDC. | |
| 14/028 | SCC are reviewing CPC request to lease / licence the Drive to Churchyard. How long has CPC maintained Drive? | |
| 14/032 a | Payments made to suppliers. | ✓ |
| 14/032 b | D Gotts informed of contract award. | ✓ |
| 14/032 c | Donations sent. | ✓ |
| 14/036 | SCC to replace footpath sign. (Ref 3319447) | |
| 14/038 | Response on SCI sent to BDC | ✓ |
| 14/039 | Councillor Vacancy advertised. | ✓ |
| 14/041 | Chairman wrote to Clerk regarding increase in WFHA. | ✓ |
| 14/046 | Minutes updated on website. | ✓ |
| 14/049 a | Response sent to BDC re planning application. | ✓ |
| | | |
| | 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 |
|---------------|---------------|--------------------------|---|--------|---------|
| CH14001 | 01/04/14 | Babergh District Council | Community Right to Bid - receipt of Drive application | | ✓ |
| CH14002 | 02/04/14 | Babergh District Council | Community Right to Bid - acceptance of Woodland Bats application. | | ✓ |
| CH14003 | 04/04/14 | Babergh District Council | Street Naming & Numbering Service | | ✓ |
| CH14004 | | SALC | Training Plan for 2014 / 15 | | ✓ |
| CH14005 | | Newsletters | The Local Councillor /Clerks & Councils Direct | | |

Appendix D Receipts and Expenditure Accounts

CHILTON PARISH COUNCIL
Minutes of Meeting held on Monday 6th May 2014 in the Christopher Centre at 7.30pm

| CHILTON PARISH COUNCIL | | |
|--|------------|-------------------|
| | | |
| Receipts & Payments Account for the year ending 31st March 2014 | | |
| | | |
| Receipts | | |
| Precept | £7,250.00 | |
| Bank Interest | £258.06 | |
| Churchyard | £0.00 | |
| Grants | £444.60 | |
| Wayleave | £9.20 | |
| Other | £665.00 | |
| VAT Repayment | £95.02 | |
| | | £8,721.88 |
| Payments | | |
| Clerks Salary | £2,531.59 | |
| Admin Expenses | £694.09 | |
| Annual Subscriptions | £222.00 | |
| Insurance | £180.54 | |
| Audit Inspections | £155.00 | |
| Donations | £200.00 | |
| Chairman's Allowance | £198.90 | |
| Dog & Litter Bins | £161.32 | |
| Footpaths | £525.00 | |
| Churchyard / Memorial | £0.00 | |
| Community Warden | £650.00 | |
| Street Lighting | £40.83 | |
| Projects | £124.43 | |
| VAT Paid | £90.31 | |
| | | £5,774.01 |
| Excess of Receipts over Payments | | £2,947.87 |
| Add Balance Brought Forward | | £16,815.97 |
| Balance Carried Forward | | £19,763.84 |
| Represented by | | |
| Current Account | £9,278.15 | |
| Instant Access Account | £27.07 | |
| Co-operative Bank | £10,458.62 | |
| | | £19,763.84 |

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 6th May 2014 in the Christopher Centre at 7.30pm

Appendix E RFO Report Receipt & Payments

| Date | Details | Ref | Power | Receipts | Payments |
|----------|---|-----|-------------------|----------|----------|
| 01/04/14 | Mr Beckham Memorial Fee | | | 150.00 | 0.00 |
| 10/04/14 | BDC Precept | | | 3,886.98 | 0.00 |
| 10/04/14 | BDC Tax Grant | | | 189.75 | 0.00 |
| 24/04/14 | VAT Repayment | | | 90.31 | 0.00 |
| 06/05/14 | The Christopher - Room Hire | 675 | LA 2011 ss 1 to 8 | 0.00 | 35.00 |
| 06/05/14 | Woodland BATS - QDJ Tree | 676 | LA 2011 ss 1 to 8 | 0.00 | 10.00 |
| 06/05/14 | Heelis & Lodge - Audit Fee | 677 | LA 2011 ss 1 to 8 | 0.00 | 55.00 |
| 06/05/14 | GWVH - Room Hire | 678 | LA 2011 ss 1 to 8 | 0.00 | 36.00 |
| 06/05/14 | Community Action Suffolk - Annual subscriptions | 679 | LA 2011 ss 1 to 8 | 0.00 | 30.00 |
| 06/05/14 | SALC - Annual subscriptions | 680 | LA 2011 ss 1 to 8 | 0.00 | 158.00 |
| 06/05/14 | SPS - Annual subscriptions | 681 | LA 2011 ss 1 to 8 | 0.00 | 25.00 |
| 06/05/14 | SWT - Annual subscriptions | 682 | LA 2011 ss 1 to 8 | 0.00 | 38.00 |
| 06/05/14 | DF Crimmin - Salary Apr to June | 683 | LA 2011 ss 1 to 8 | 0.00 | 468.59 |
| 06/05/14 | DF Crimmin - WFHA Apr to June | 683 | LA 2011 ss 1 to 8 | 0.00 | 39.00 |
| 06/05/14 | HMRC - Clerk Tax | 684 | LA 2011 ss 1 to 8 | 0.00 | 117.00 |

Reconciliation

| Account | Statement Date | Statement Balance | Actual Balance | Unpresented Cheques | Credits not shown | Difference |
|------------------------|----------------|-------------------|----------------|---------------------|-------------------|------------|
| Current Account | 11/04/14 | £9,428.15 | £12,583.60 | £1,011.59 | £4,167.04 | £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 |
| | | £19,913.84 | £23,069.29 | £1,011.59 | £4,167.04 | |

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 | £110.00 |
| Churchyard | £0.00 | £150.00 | 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 | £0.00 |
| | | | Street Lighting | £510.00 | £0.00 |
| | | | Projects | £750.00 | £10.00 |
| | | | VAT Paid | £0.00 | £0.00 |
| Total | £8,377.16 | £4,317.04 | Total | £1,072.00 | £6,958.00 |
| | | | Assets C/Forward | | £23,069.29 |
| Total | | £24,080.88 | Total | | £24,080.88 |

Unrecovered VAT = £0.00

End of Appendices

Signed _____ Date _____
 Chilton Parish Council adopted the General Power of Competence on the 4th September 2012 Series Page 215