Agenda Item 2  Councillors’ Request for Dispensation
If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation you need to write to the Clerk ahead of the meeting stating your reasons on why you should be given a dispensation.

Agenda Item 5  Clerk’s Report

<table>
<thead>
<tr>
<th>Minute</th>
<th>Action</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>14/028</td>
<td>SCC are reviewing CPC request to lease / licence the Drive to Churchyard. How long has CPC maintained Drive?</td>
<td>✓</td>
</tr>
<tr>
<td>15/028</td>
<td>Frank Lawrenson is now progressing CPC’s views on being a formal partner for Chilton Woods S106 agreement.</td>
<td>✓</td>
</tr>
<tr>
<td>15/088</td>
<td>Area at front of Health Centre has now been confirmed as being left unmanaged as per the S106 agreement.</td>
<td>✓</td>
</tr>
<tr>
<td>15/099</td>
<td>Minutes updated on website.</td>
<td>✓</td>
</tr>
<tr>
<td>15/103 b</td>
<td>Meeting with BDC re management of community centre will also cover Place Shaping Group update.</td>
<td>✓</td>
</tr>
<tr>
<td>15/104 a</td>
<td>BDO report published on noticeboards and website.</td>
<td>✓</td>
</tr>
<tr>
<td>15/104 e</td>
<td>Payments made to suppliers.</td>
<td>✓</td>
</tr>
<tr>
<td>15/105</td>
<td>Wrote to Mr Zear and Anglian Water.</td>
<td>✓</td>
</tr>
<tr>
<td>15/106</td>
<td>Footpath map sent to councillors.</td>
<td>✓</td>
</tr>
<tr>
<td>15/110</td>
<td>Cllrs Hart and Shapley booked on BDC liaison meeting.</td>
<td>✓</td>
</tr>
</tbody>
</table>

Clerk Hours
As at 18th October 2015 - 149.75 hours worked / 145 hours paid.

Speed Watch Outings (Drivers reported)
No surveys undertaken since last meeting.

Agenda Item 6  Correspondence
Only correspondence contained elsewhere in this pack has been received since the last meeting.

Agenda Item 7d  Status of Planning Applications
No applications or referrals are outstanding.
**Agenda Item 8a**  
**RFO Report**  
**Receipt & Payments**

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
<th>Ref</th>
<th>Power</th>
<th>Receipts</th>
<th>Payments</th>
</tr>
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<tbody>
<tr>
<td>10/09/15</td>
<td>BDC Precept</td>
<td></td>
<td>3,829.07</td>
<td>0.00</td>
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<tr>
<td>27/10/15</td>
<td>P Clifford Farewell</td>
<td>500023</td>
<td>280.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>02/11/15</td>
<td>P Clifford - Farewell balance</td>
<td>731</td>
<td>LA 2011 ss 1 to 8</td>
<td>0.00</td>
<td>320.38</td>
</tr>
<tr>
<td></td>
<td>Sudbury Town Council - CCTV Maint</td>
<td>732</td>
<td>LA 2011 ss 1 to 8</td>
<td>0.00</td>
<td>168.00</td>
</tr>
<tr>
<td>02/11/15</td>
<td>GWVH - Room hire 2015 to 2016</td>
<td>733</td>
<td>LA 2011 ss 1 to 8</td>
<td>0.00</td>
<td>223.50</td>
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</table>

**Reconciliation**

<table>
<thead>
<tr>
<th>Account</th>
<th>Statement Date</th>
<th>Statement Balance</th>
<th>Actual Balance</th>
<th>Unpresented Cheques</th>
<th>Credits not shown</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Account</td>
<td>01/10/15</td>
<td>£17,942.36</td>
<td>£16,192.19</td>
<td>£2,030.17</td>
<td>£280.00</td>
<td>£0.00</td>
</tr>
<tr>
<td>Instant Access Account</td>
<td>31/03/15</td>
<td>£27.07</td>
<td>£27.07</td>
<td>£0.00</td>
<td>£0.00</td>
<td>£0.00</td>
</tr>
<tr>
<td>Lloyds Fixed Term Deposit</td>
<td>21/10/14</td>
<td>£12,000.00</td>
<td>£12,000.00</td>
<td>£0.00</td>
<td>£0.00</td>
<td>£0.00</td>
</tr>
</tbody>
</table>

| Total                            |               | £29,969.43        | £28,219.26     | £2,030.17           | £280.00          | £0.00      |

**Statement of Accounts vs Budget**

- **Assets B/Forward**  
  - **Income**: £22,999.03
  - **Expenditure**: £562.00
  - **Reserves**: £3,279.00
  - **Total**: £32,138.69

- **Assets C/Forward**  
  - **Total**: £28,219.26

<table>
<thead>
<tr>
<th>Income</th>
<th>Budget</th>
<th>Actual</th>
<th>Expenditure</th>
<th>Budget</th>
<th>Actual</th>
<th>Reserves</th>
<th>Budget</th>
<th>Actual</th>
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</thead>
<tbody>
<tr>
<td>Precept</td>
<td>£7,658.15</td>
<td>£7,658.15</td>
<td>Clerks Salary</td>
<td>£2,585.00</td>
<td>£1,196.92</td>
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<tr>
<td>Bank Interest</td>
<td>£120.00</td>
<td>£0.00</td>
<td>Admin Expenses</td>
<td>£562.00</td>
<td>£1,320.00</td>
<td>£692.41</td>
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<tr>
<td>Churchyard</td>
<td>£0.00</td>
<td>£502.00</td>
<td>Insurance</td>
<td>£200.00</td>
<td>£0.00</td>
<td>£177.14</td>
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<tr>
<td>Grants</td>
<td>£450.00</td>
<td>£222.18</td>
<td>Annual Subscriptions</td>
<td>£270.00</td>
<td>£230.00</td>
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<tr>
<td>Wayleave</td>
<td>£9.20</td>
<td>£9.20</td>
<td>Audit Inspections</td>
<td>£65.00</td>
<td>£66.00</td>
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<td></td>
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<tr>
<td>Other</td>
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<td>£611.50</td>
<td>Donations</td>
<td>£300.00</td>
<td>£130.00</td>
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<tr>
<td>VAT Repayment</td>
<td>£0.00</td>
<td>£136.63</td>
<td>Chairman’s Allowance</td>
<td>£100.00</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Dog &amp; Litter Bins</td>
<td>£210.00</td>
<td>£0.00</td>
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<td></td>
<td></td>
<td></td>
<td>Footpaths</td>
<td>£600.00</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Churchyard / Memorial</td>
<td>£50.00</td>
<td>£113.30</td>
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<td></td>
<td></td>
<td></td>
<td>Community Warden</td>
<td>£650.00</td>
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<td></td>
<td></td>
<td></td>
<td>Street Lighting</td>
<td>£0.00</td>
<td>£0.00</td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Projects</td>
<td>£1,000.00</td>
<td>£140.00</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Other</td>
<td>£0.00</td>
<td>£485.00</td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>VAT Paid</td>
<td>£0.00</td>
<td>£38.66</td>
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</tbody>
</table>

| Total Income    | £8,237.35| £9,139.66 | Total Expenditure | £562.00  | £7,350.00 | £3,919.43 |

| Assets B/Forward | £22,999.03 | | | | | |
| Assets C/Forward | | | | | | |

Prepared by: Dave Crimmin
Agenda Item 8b  Community Caretaker Scheme

The letter below outlines the offer that BDC is making CPC with regard to this scheme.

Place Directorate
Responsible for the Economy and the Environment

Mr D Crimmin
Chilton Parish Council
Cragston
Sudbury Road
Newton
Sudbury
CO10 0QH

Dear Mr Crimmin

Community Caretaker Scheme

Thank you for completing the Community Caretaker scheme consultation last year. I am pleased to inform you that we are now in a position to complete a trial with a number of the towns and parishes who expressed an interest in the scheme. I have enclosed an agreement which estimates the number of hours per week and hourly rate payable for your town/parish. Initially the trial will be for a period of 6 months however if it is successful, both for the district council and town and parish councils, we will continue the scheme and make it available to other areas.

What next?

If you wish to take part in the trial you will need to recruit a local cleanser. Quite often there are people who live directly in the community who are keen to undertake a few hours work per week that not only brings them some income but they feel that they are giving something back to their locality. From our experience we know that it works to have a local employee as others in the town or village are less likely to litter if they know the person who has to come behind them and clear up and it builds a sense of civic pride. Once you have a cleanser on board we can agree a start date; we hope you will be in a position to proceed by 1st January 2016.

What you will need to do prior to the cleanser starting:
- Carry out a risk assessment (we can help you with this – we have a standard template that you can adapt to suit the individual needs of your area.
- Provide protective equipment for the cleanser
- Provide a safety briefing for your cleanser (again we can advise on this)
- Find a suitable location for storage of waste (this will be collected by us on a weekly basis)

I look forward to hearing from you and will gladly answer any questions or queries you may have.

Kind regards

Sarah Carter
Public Realm Officer
Public Realm Service

Babergh District Council
Council Offices, Corks Lane, Hadleigh, Ipswich, IP7 6SJ
Telephone (01473) 822803
Facsimile (01473) 825742
Minicom (01473) 825878
www.babergh.gov.uk

Mid Suffolk District Council
Council Offices, High Street, Needham Market, Ipswich, IP6 8DL
Telephone (01449) 724600
Facsimile (01449) 724627
SMS Text Mobile (07827) 942633
www.midsuffolk.gov.uk

Strategic Director (Place): Lindsay Barker
Head of Economy: Peter Burrows  Head of Environment: Chris Fry
Community care taking scheme – Chilton Parish Council

Currently Chilton is litter picked and swept by The Landscape Group (TLG) on behalf of BDC as required. The Landscape Group arranges cleansing schedules in accordance with the Council’s responsibilities under the Environmental Protection Act 1990.

Rapid Response: TLG will attend any large littering or incidences of fly tipping.

Road sweeper: TLG road sweeper mechanically sweeps kerbed areas quarterly or 6 monthly as required.

Litter/Dog bins: Litter bins and dog bins are cleared weekly by TLG (if requested by the Parish and the Parish Council contributes towards the cost of this service).

Community Caretaker Agreement:

1. Chilton Parish Council seeks local labour to attend to daily litter clearance. This will be supported financially by BDC (as below), who will also continue to make available rapid response service, mechanical sweeping, dog and litter bin clearing and weekly rubbish removal.

2. BDC Public Realm Service is able to contribute £7.85 per hour at 2.5 hours per week towards the hiring of a local street cleaner by Chilton Parish Council;
   • Yearly remuneration: £1020.50

3. Chilton Parish Council is responsible for recruiting, employing and training the street cleaner. A risk assessment should be completed on an annual basis. BDC can provide support and guidance with training, risk assessment and Health and Safety advice.

4. Chilton Parish Council is responsible for purchasing equipment, protective clothing and consumables for the use of the street cleaner.

5. BDC will maintain its responsibilities under the EPA 1990 Act.

6. A weekly, free of charge, collection of waste bags will be made by TLG from a suitable location to be provided by the parish.

7. BDC will provide a claim form at the end of each quarter for the Parish to complete and return. On receipt of this, BDC will arrange payment to the Parish Council for the appropriate amount.

8. This agreement is for a trial period of 6 months but can be extended, if both parties wish to do so, at the end of the initial period.

Note: Any incidents of vomit, needles or large quantities of litter will involve the TLG rapid response being made available to assist at the earliest opportunity, please call 0845 606 6170 to report.

BDC does not devolve to Chilton Parish Council any responsibility placed upon it via the EPA 1990 Act.

The issue that I foresee, in addition to the protective equipment, cleaning materials, training and health & safety that CPC would need to cover, is that there is also additional work for the Clerk to undertake as follows:

- The cleaner would be an employee of CPC so a contract of employment and job specification would need to be drawn up as well as developing processes for holidays and sickness.
- The Clerk would need to run a monthly payroll for payment to the cleaner (the Clerk is paid quarterly).
- The Clerk would need to complete a quarterly return in order to receive the grant from BDC.

In addition, the hourly rate paid by BDC may need to be supplemented by CPC when the “living wage” is introduced by the government.

BDC has confirmed that should CPC wish to contract Sudbury Town Council’s Community Wardens for the work, who currently cost £15 an hour, this would be acceptable. However, CPC would then need to make up the hourly difference and this would have to be in addition to the current arrangement with STC for the Community Wardens.
Agenda Item 13  Communication Protocol

Parish Council Correspondence

i. Official correspondence on behalf of the Council should normally be sent in the name of the Clerk, rather than in the name of a Councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter to appear in the name of a Councillor, but this should be the exception rather than the norm.

ii. Correspondence that, for example, create obligations or give instructions on behalf of the Council should never be sent out in the name of a Councillor.

iii. The point of contact for the parish council is the Clerk, and it is to the Clerk that all correspondence for the parish council should be addressed.

iv. The Clerk should deal with all correspondence following a meeting.

v. No individual Councillor should be the sole custodian of any correspondence or information in the name of the parish council or working party. In particular, Councillors do not have a right to obtain confidential information / documentation unless they can demonstrate a ‘need to know’.

vi. All official correspondence should be sent by the Clerk in the name of the council using council letter headed paper or via the council’s email account.

vii. Where correspondence from the Clerk to a Councillor is copied to another person, the addressee should be made aware that a copy is being forwarded to that other person (e.g. copy to XX).

viii. Where the Clerk or a Councillor wishes fellow Councillors to receive matters for “information only”, this information will be circulated via the Clerk.

Communications with the Press and Public

ix. The Clerk will clear all press reports, or comments to the media, with the Chair of the council.

x. Press reports from the council should be from the Clerk or via the reporter’s own attendance at a meeting.

xi. Unless a Councillor has been authorised by the council to speak to the media on a particular issue, Councillors who are asked for comment by the press should make it clear that it is a personal view and ask that it be clearly reported as their personal view.

xii. Unless a Councillor is absolutely certain that he / she is reporting the view of the council, they must make it clear to members of the public that they are expressing a personal view.

xiii. If Councillors receive a complaint from a member of the public on a council decision or conduct of the Clerk or councillor(s), this should be dealt with under the Council’s adopted complaints procedure, or via a council agenda item.

Councillor Correspondence to external parties

xiv. As the Clerk should be sending most of the council’s correspondence from the council to other bodies, it needs to be made clear by the Councillor that it is written in their official capacity and has been authorised by the parish council.

xv. A copy of all outgoing correspondence relating to the council or a Councillor’s role within it, should be sent to the Clerk, and it be noted on the correspondence, e.g. “copy to the Clerk” so that the recipient is aware that the Clerk has been advised.
Communications with the Clerk and other members

xvi. Councillors must not give instructions to the Clerk, unless authorised to do so (for example, three or more Councillors sitting as a committee or sub-committee with appropriate delegated powers from the council).

xvii. No individual Councillor, regardless of whether or not they are the Chair of the council, may give instructions to the Clerk which are inconsistent or conflict with council decisions or arrangements for delegated power.

xviii. E-mails
- Instant replies should not be expected from the Clerk; reasons for urgency should be stated;
- Information to Councillors should normally be directed via the Clerk;
- E-mails from Councillors to external parties should be copied to the Clerk;
- Councillors should acknowledge their e-mails when requested to do so.

xix. Meetings with the Clerk:
- Wherever possible an appointment should be made;
- Meetings should be relevant to the work of the Clerk.

Council Decisions

It should be noted that no decision can be made by Councillors outside of a parish council meeting unless the appropriate Delegated Power has been given to the Clerk.

Agenda Item 14 2016 meeting dates

The following Mondays are proposed for CPC’s scheduled meetings in 2016:

- 4th January
- 7th March
- 4th April - Annual Parish Assembly
- 9th May - Annual Meeting of Parish Council
- 4th July
- 5th September
- 7th November.