

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 2nd March 2015 at Gt Waldingfield Village Hall 7.30pm

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

Attending: D Crimmin (Clerk) and 1 member of public.

15/023 Apologies for Absence

Apologies received from Jenny Antill (Babergh District Councillor).

15/024 Declaration of Interests

Cllr Edgeley declared a pecuniary interest in item 15/033, as he is a landowner of part of the proposed Chilton Woods site and Cllr Clifford declared a pecuniary interest in item 15/035 as he lives in a proposed site on the Local plan. Both councillors left the meeting while their item was discussed.

15/025 Requests for councillor dispensation

No requests received.

15/026 Minutes of Meeting held on 5th January 2015

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

15/027 Public Forum

The Police report is recorded in Appendix A.

15/028 Clerks Report (Appendix B) and Chairman's Report

After reviewing the Clerk's report the councillors requested the Clerk to contact Frank Lawrenson regarding progress on the S106 for Chilton Woods (12/010) Cllr Clifford undertook to pursue information relating to the history of the care of the Church driveway, as this relates to options on its future ownership (14/028).

The Chairman updated councillors on the EIR request made to Suffolk County Council (SCC) regarding Chilton Woods. The councillors resolved that a further letter be sent regarding the EIR request in order that SCC send the data to CPC in a piecemeal fashion rather than waiting for all information to be collated and then sent. Following an invitation from SCC to submit CPC meeting dates to them, so that they could speak directly to councillors, a further option of Monday 13th April was agreed to be offered in addition to the scheduled meeting dates. It was agreed that Colin Spence, Jenny Antill and Frank Lawrenson would also be invited to attend the meeting.

15/029 Questions to the Chair

Cllr Shapley raised the question of unfair press articles relating to the Prolog application being quashed in the judicial review.

15/030 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.

15/031 Planning

- a. No further planning application had been received since the agenda was posted.
- b. The councillors noted that there were no outstanding applications with BDC.

15/032 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.

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- b. The councillors resolved that the following donations be made:
- Suffolk Age UK £50
 - Sudbury Newstalk £50
 - East Anglian Air Ambulance £50
 - Sudbury First Responders £50.
- c. The councillors resolved that the following Earmarked Reserves be carried forward to 2015 / 2016:

Community Centre	£13,000.00
Asset Replacement	£ 1,200.00
Churchyard Maintenance	£ 1,882.00
Welcome Pack	£ 562.00
Election Costs	<u>£ 1,250.00</u>
Total	£ 17,894.00

- d. The changes to the Lloyds Bank signatories have now be lodged with the bank.

15/033 Chilton Woods

The councillors reviewed the impact that the work of the 4 parish councils working together to raise the profile of the Chilton Woods engagement issues and agreed that as a result the work had ensured that the public consultation was well publicised to parishioners and that attendances had increased as a result. It was agreed that the publicity afforded by SCC to the public consultation events had fallen well below the standard expected from a developer of such a scheme.

The 4 parishes had also held a meeting with 3 of the candidates for the forthcoming South Suffolk Parliamentary Election and had the opportunity to highlight the PC's concerns over the proposed development.

15/034 Community Infrastructure Levy consultation

The councillors reviewed BDC's consultation on the CIL and resolved that they had no comments.

15/035 Local Plan consultation

The councillors reviewed BDC's Local Plan consultation and were very concerned over the proposal to put further housing development in Chilton along the Chilton boundary with Great Cornard from the Esso roundabout up the A134 towards the boundary with Newton. The councillors agreed that a response over CPC's concerns be finalised by the Clerk and circulated to councillors before submission to BDC. The councillors who attended BDC's Local Plan public briefing event at the Kingfisher pool on the 23rd February 2015 commented on how poor the event had been with little information other than that obtainable on the website being available.

15/036 Transparency Code

After reviewing the information that CPC will be required to publish online from the 1st April 2015, the councillors resolved that draft minutes be published in order for the Clerk to comply fully with the Code's requirements.

15/037 Burial Authority matters

The councillors noted the issue of moles in the Churchyard and that a water connection was due to be installed in the Churchyard by the Trustees.

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15/038 Policies & Procedures

The councillors reviewed the following policies and procedures:

- Charitable Giving Policy
- Statement of Community Engagement Policy
- Health & Safety Policy
- Equality Policy
- Freedom of Information Request.

and resolved to adopt them from the 2nd March 2015.

15/039 Footpaths and other amenities

The stile at Grange farm was now considered dangerous by the councillors and the Clerk to write to SCC to request an urgent repair / replacement.

15/040 Outstanding issues with SCC

Hedging has now been planted along the fence line at Aubrey Drive with the help of 21 residents.

15/041 Annual Parish Assembly

The councillors noted the APA will be held on Monday 27th April 2015 and hope to make Chilton Woods the main theme of the evening.

15/042 CPC Election 2015

The Clerk updated councillors on the keys dates for this year's election and confirmed that further information would be publicised on the noticed boards, website and newsletter ahead of the nomination period.

15/043 Standing Order 3d

There were no members of the public present.

15/044 Clerk's Appraisal and Contract of Employment

The councillors agreed the council's comments on the Clerk's appraisal and resolved that Cllr Hart of Chilton sign the appraisal on the council's behalf. The councillors confirmed the additional 4 days holiday that the Clerk was entitled to after his five years at the council and also resolved the change to the Contract of Employment that his additional holiday generates. The councillors resolved that Cllr Hart of Chilton authorises the addendum to the Clerk's contract in this regard.

15/045 Next Meeting

The next scheduled meeting will be held at Gt Waldingfield Village Hall on Monday 12th May 2015 starting at 7.30pm.

The meeting closed at 10.30pm.

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Appendix A Public Forum

The Police report for January showed that no crimes were reported in Chilton.

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 repaired	✓
15/005	Minutes updated on website.	✓
15/007	Wrote to Jenny Antill regarding Car Wash who will chase.	
15/011 a	Payments made to suppliers.	✓
15/011 b	Precept Demand sent to Babergh.	✓
15/011 c	Wrote to D Gotts re footpath contract.	✓
15/012	Letter sent to Leaders of SCC and BDC regarding Chilton Woods and EIR request raised with SCC.	✓
15/013	Wrote to Colin Spence regarding Health Centre path to Waldingfield Road.	
15/014	Review of Churchyard issues still outstanding.	
15/015	Policies and Procedures updated on website.	

Appendix C Routine Correspondence reviewed by councillors

Cores Log Ref	Date Received	From	Regarding	Agenda	Routine
CH15001		Newsletter	SWT /Clerks & Councils Direct		✓

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Appendix D RFO Report Receipt & Payments

Date	Details	Ref	Power	Receipts	Payments
08/01/15	Mrs Shaw Burial Fee	500019		250.00	0.00
30/01/15	Mrs Lane Burial Fee	500020		250.00	0.00
30/01/15	Mr Herbert Ashes Fee	500020		102.00	0.00
02/03/15	GWVH - Room Hire Dec to Mar	702	LA 2011 ss 1 to 8	0.00	108.00
02/03/15	BDC - Litter & Dog Bin emptying	703	LA 2011 ss 1 to 8	0.00	198.19
02/03/15	Sudbury Town Council - Maint to Memorial	704	LA 2011 ss 1 to 8	0.00	17.50
02/03/15	DF Crimmin - Salary Jan to Mar	705	LA 2011 ss 1 to 8	0.00	644.11
02/03/15	DF Crimmin - WFHA Jan to Mar	705	LA 2011 ss 1 to 8	0.00	39.00
02/03/15	HMRC - Clerk Tax	706	LA 2011 ss 1 to 8	0.00	161.20
02/03/15	DF Crimmin - Expenses Aug to Feb	707	LA 2011 ss 1 to 8	0.00	244.78

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Current Account	12/02/15	£12,622.54	£11,209.76	£1,412.78	£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
		£24,649.61	£23,236.83	£1,412.78	£0.00	

Statement of Accounts vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets B/Forward		£19,763.84			
Income			Expenditure		
Precept	£7,773.96	£7,773.96	Clerks Salary	£2,583.00	£2,562.08
Bank Interest	£144.00	£150.34	Admin Expenses	£562.00	£1,002.29
Churchyard	£0.00	£902.00	Insurance		£173.96
Grants	£450.00	£763.51	Annual Subscriptions		£251.00
Wayleave	£9.20	£9.20	Audit Inspections		£55.00
Other	£0.00	£302.75	Donations		£0.00
VAT Repayment	£0.00	£90.31	Chairman's Allowance		£0.00
			Dog & Litter Bins		£165.16
			Footpaths		£525.00
			Churchyard / Memorial		£13.30
			Community Warden		£650.00
			Street Lighting	£510.00	£507.82
			Projects		£483.14
			VAT Paid		£130.33
Total	£8,377.16	£9,992.07	Total	£1,072.00	£6,958.00
			Assets C/Forward		£23,236.83
Total		£29,755.91	Total		£29,755.91

Unrecovered VAT = £130.33

End of Appendices

Signed _____ Date _____
 Chilton Parish Council adopted the General Power of Competence on the 4th September 2012 Series Page 244