

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 2nd November 2015 at Gt Waldingfield Village Hall

Present: Councillors Hart of Chilton (Chairman), Adrian Beckham, Richard Edgeley and Andy Green.

Attending: Margaret Maybury and Frank Lawrenson (Babergh District Councillors) with D Crimmin (Clerk).

15/113 Apologies for Absence

Apologies received from Cllrs Gore, Reeve and Shapley as well as Colin Spence (Suffolk County Councillor).

15/114 Declaration of Interests and Requests for Dispensation

No interests declared and no request for dispensation received.

15/115 Minutes of Meeting held on 7th September 2015

After removing the last part of the final sentence in Item 15/103b, the minutes of the meeting were approved and signed by the Chairman as a correct record.

15/116 Public Forum

Frank Lawrenson and Margaret Maybury updated councillors on a number of issues including Babergh Strategic Review, Budget setting, Devolution, Prevent training, Community Achievements Awards and a cycling grant.

15/117 Clerks Report (Appendix A) and Chairman's Report

After reviewing the Clerk's report there were no further actions requested of the Clerk. The Chairman had no items to raise.

15/118 Routine Correspondence (Appendix B)

After the councillors reviewed the correspondence and the emails circulated by the Clerk, the councillors hoped that either a councillor or the Clerk could attend the Police meeting on the 10th December 2015.

15/119 Planning

- a. The councillors reviewed **Planning Application B/15/01343 15 Rimmer Close, Sudbury - Adjoining Parish** - Erection of single storey side extension and resolved that they had no comment on the application.
- b. No planning application had been received since the agenda was posted.
- c. It is hoped that more information on the likely timeframe for the Chilton Woods planning application consultation will be forthcoming at a meeting being held by BDC on the 6th November 2015.
- d. No planning applications or referrals are outstanding at the present time. The councillors asked the Clerk to report to Babergh the issue of a sign being displayed at the Homebase Car Wash and the painted white stones placed on the verge of the A134 near Whyvales. The Clerk was also asked to distribute the planning permission for the Collet Piling extension in Church Field Road.

15/120 Finance

- a. All cheques signed and due for signing, as itemised in the RFO Report (Appendix C), 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 terms offered by BDC to CPC to operate the Community Caretaker Scheme. The councillors agreed that to take on an employee to undertake the 2½ hours work will add an unsustainable amount of work and resource management on the Clerk. However, as BDC had confirmed that the grant offered could be used to engage with

Signed _____ Date _____
Chilton Parish Council adopted the General Power of Competence on the 12 May 2015 Series Page 262

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 2nd November 2015 at Gt Waldingfield Village Hall

the Community Warden scheme in Sudbury, CPC would add an extra 2½ hours per week to the existing contract for the trial period of January to June 2016. Clerk to approach McDonalds to see if they are willing to contribute towards CPC's costs of litter collection.

- c. The councillors reviewed the proposed CPC Budget (Appendix D) and resolved to set an expenditure budget of £8,019 for 2016 / 2017.
- d. The councillors agreed to place the £12,000 investment portfolio in a 3-month short term deposit with Lloyds Bank and to review further option for a longer term deposit in January.
- e. The councillors reviewed the application for a grant towards CPC's costs in complying with the Transparency Code and resolved that the Clerk submit the application to SALC for consideration.

15/121 Burial Authority matters

No issues were raised.

15/122 Footpaths and other amenities

No issues were raised.

15/123 Short Stay Stopping Sites for the Gypsy and Traveller community

After reviewing the criteria for the Short Stay stopping sites the councillors could not identify any location in the parish that met the specification.

15/124 Defibrillator

The Clerk updated councillors that a defibrillator on the outside wall of the Health Centre would be used in an emergency for all households in a ½ mile radius of the Health Centre. The councillors asked the Clerk to prepare the financial case for a defibrillator to be installed at the Health Centre and to see what grants and donations would be available for the project.

15/125 Communications Protocol

The item was deferred to the January meeting.

15/126 Meeting dates for 2016

The councillors agreed the following dates 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.

15/127 Questions to Chair

No issues were raised.

15/128 Next Meeting

The next scheduled meeting will be held at Gt Waldingfield Village Hall on Monday 4th January 2016 starting at 7.30pm.

The meeting closed at 10.17pm.

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 2nd November 2015 at Gt Waldingfield Village Hall

Appendix A Clerk's Report

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

Appendix B Routine Correspondence reviewed by councillors

Only correspondence relating to the Community Caretaker Scheme has been received since the last meeting.

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 2nd November 2015 at Gt Waldingfield Village Hall

Appendix C RFO Report Receipt & Payments

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

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Current Account	01/10/15	£17,942.36	£16,192.19	£2,030.17	£280.00	£0.00
Instant Access Account	31/03/15	£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
		£29,969.43	£28,219.26	£2,030.17	£280.00	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£22,999.03				
<u>Income</u>			<u>Expenditure</u>			
Precept	£7,658.15	£7,658.15	Clerks Salary		£2,585.00	£1,196.92
Bank Interest	£120.00	£0.00	Admin Expenses	£562.00	£1,320.00	£692.41
Churchyard	£0.00	£502.00	Insurance		£200.00	£177.14
Grants	£450.00	£222.18	Annual Subscriptions		£270.00	£230.00
Wayleave	£9.20	£9.20	Audit Inspections		£65.00	£66.00
Other	£0.00	£611.50	Donations		£300.00	£130.00
VAT Repayment	£0.00	£136.63	Chairman's Allowance		£100.00	£0.00
			Dog & Litter Bins		£210.00	£0.00
			Footpaths		£600.00	£0.00
			Churchyard / Memorial		£50.00	£113.30
			Community Warden		£650.00	£650.00
			Street Lighting		£0.00	£0.00
			Projects		£1,000.00	£140.00
			Other		£0.00	£485.00
			VAT Paid		£0.00	£38.66
Total	£8,237.35	£9,139.66	Total	£562.00	£7,350.00	£3,919.43
			Assets C/Forward			£28,219.26
Total		£32,138.69	Total			£32,138.69

Signed _____ Date _____
 Chilton Parish Council adopted the General Power of Competence on the 12 May 2015 Series Page 265

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 2nd November 2015 at Gt Waldingfield Village Hall

Appendix D Budget Proposal for 2016 / 2017

Please find below tables which show a comparison between 2014 / 15 budget and actual, 2015 / 16 budget, actual to date and that anticipated at year end and the proposed budget for 2016 / 17.

Income

Income sources for 2016 / 17 have been based on those for 2015 / 16. 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 but no provision has been made for outside consultancy costs for any review of the detailed planning application. It is anticipated that, there will be a cost of living increase paid to the Clerk in 2016 / 17 and for the purpose of the budget this is assumed to be 1%.

	2014 / 2015		2015 / 2016			2016 / 2017
	Budget	Actual	Budget	Actual to	To year end	Budget
Income						
Bank Interest	144.00	150.34	120.00	0.00	120.00	120.00
Churchyard	0.00	902.00	0.00	502.00	502.00	0.00
Grants	450.00	763.51	450.00	222.18	444.36	450.00
Wayleave	9.20	9.20	9.20	9.20	9.20	9.20
Other	0.00	302.75	0.00	611.50	611.50	0.00
VAT Repayment	0.00	90.31	0.00	136.63	136.63	0.00
Total Income	603.20	2,218.11	579.20	1,481.51	1,823.69	579.20
Precept		7,773.96			7,658.15	
Expenditure						
Clerks Salary	2,583.00	2,562.08	2,585.00	1,196.92	2,585.00	2,650.00
Admin Expenses	1,160.00	1,033.79	1,320.00	692.41	1,320.00	1,411.00
Insurance	200.00	173.96	200.00	177.14	177.14	200.00
Annual Subscriptions	255.00	251.00	270.00	230.00	270.00	263.00
Audit Inspections	160.00	55.00	65.00	66.00	66.00	75.00
Donations	200.00	200.00	300.00	130.00	300.00	200.00
Chairman's Allowance	200.00	0.00	100.00	0.00	100.00	200.00
Dog & Litter Bins	200.00	165.16	210.00	0.00	210.00	220.00
Footpaths	550.00	525.00	600.00	0.00	600.00	600.00
Churchyard / Memorial	50.00	13.30	50.00	113.30	180.00	50.00
Community Warden	650.00	650.00	650.00	650.00	650.00	1,650.00
Street Lighting	0.00	507.82	0.00	0.00	0.00	0.00
Projects	750.00	483.14	1,000.00	140.00	500.00	500.00
VAT Paid	0.00	136.63	0.00	38.66	135.00	0.00
Total Expenditure	6,958.00	6,756.88	7,350.00	3,434.43	7,093.14	8,019.00

End of Appendices