

**CHILTON PARISH COUNCIL**  
**Minutes of Meeting held on Monday 6<sup>th</sup> July 2015 at Gt Waldingfield Village Hall**

**Present:** Councillors Keith Shapley (Chairman), Adrian Beckham, Andy Green and Thomas Reeve.

**Attending:** Margaret Mayberry (Babergh District Councillor) and D Crimmin (Clerk).

**15/075 Apologies for Absence**

Apologies received from Cllrs Edgeley (work), Gore (holiday) and Hart of Chilton (business abroad) as well as Frank Lawrenson (Babergh District Councillor).

**15/076 Declaration of Interests and Requests for Dispensation**

No interests declared and no request for dispensation received.

**15/077 Minutes of Meeting held on 12<sup>th</sup> May 2015**

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

**15/078 Public Forum**

Margaret Mayberry updated councillors on the work Babergh is doing with regard to its strategy, the issue regarding hedge growth over the pavement in Waldingfield Road and the current status of enforcement action regarding the planning application conditions of the Homebase Car Wash operation.

**15/079 Clerks Report (Appendix A) and Chairman's Report**

After reviewing the Clerk's report there were no further actions requested of the Clerk.

**15/080 Routine Correspondence (Appendix B)**

After the councillors reviewed the correspondence and the emails circulated by the Clerk, there were no further actions requested of the Clerk.

**15/081 Planning**

- a. The councillors reviewed **Planning Application B/15/00628 Laurel Cottage, Chilton Corner** - Erection of first floor rear extension and resolved to support the application.
- b. No further planning application had been received since the agenda was posted.
- c. SCC is unable to give CPC an update on when the Chilton Woods planning application is expected to be submitted to BDC despite its earlier plans to submit by the end of May 2015.
- d. 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/15/00328            | Mulberry House, 35 Spire Chase | Application for a Certificate of Lawfulness for a Proposed Use or Development - Erection of single-storey side extension and rear facing roof dormer, together with front facing roof lights. |            | CPC are not consulted as the decision will be made by BDC Legal Services. |                     |

**15/082 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. The councillors requested the Clerk to prepare options for short term investment of its funds.

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#### **15/083 Gallipoli Commemorative Service**

The councillors resolved to purchase a wreath from the Royal British Legion with a donation of £30 for the Gallipoli Service on the 23<sup>rd</sup> August 2015 at 3pm. The councillors also hoped that Lady Hart of Chilton would be able to lay the wreath on the parish's behalf.

#### **15/084 Data Protection**

The councillors reviewed the Clerk's paper on data protection which recommended that CPC be registered with the Information Commissioner. The councillors resolved that CPC should be registered for data protection at a cost of £35 per annum.

#### **15/085 Burial Authority matters**

The councillors resolved to agree any request for Mrs Jean Zear to have her ashes buried in the churchyard.

#### **15/086 Footpaths and other amenities**

No issues raised.

#### **15/087 Councillor Training**

The Clerk to prepare options for councillor bespoke training to be held at Great Waldingfield Village Hall as well as the training programme offered by SALC.

#### **15/088 Questions to Chair**

The Clerk to make arrangements for a meeting on the 3<sup>rd</sup> August 2015 should the Chilton Woods planning application be issued for consultation in July. The Clerk to circulate to councillors the outcome of SCC Highways review of the Homebase roundabout in 2012. The Clerk to establish when the landscape area at the entrance to the Health Centre is to be completed. No councillor was able to undertake the lead for the Parish Walk on Sunday 12<sup>th</sup> July 2015.

#### **15/089 Next Meeting**

The next scheduled meeting will be held at Gt Waldingfield Village Hall on Monday 7<sup>th</sup> September 2015 starting at 7.30pm.

**The meeting closed at 8.55pm.**

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**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?  |            |
| 15/014   | Review of Churchyard issues scheduled for July.   |            |
| 15/028   | Frank Lawrenson is now progressing CPC's views on being a formal partner for Chilton Woods S106 agreement.  |            |
| 15/039   | Stile reported to SCC has now been removed.   | ✓          |
| 15/054   | SALC advised of Chairman.   | ✓          |
| 15/056   | Register of Interests completed.  | ✓          |
| 15/059   | SALC advised of CPC adoption of the General Power of Competence.  | ✓          |
| 15/060   | Minutes updated on website.   | ✓          |
| 15/062   | SALC advised of CPC representative.   | ✓          |
| 15/063   | Heelis & Lodged advised of appointment as Internal Auditor for 2015 / 2016.   | ✓          |
| 15/067   | Pensions Regulator updated with CPC contact.  | ✓          |
| 15/068 c | Councillors updated via emails on progress of Enforcement actions at Homebase car wash.   |            |
| 15/069 c | Annual Return sent to BDO LLP.  | ✓          |
| 15/069 d | Payments made to suppliers.   | ✓          |
| 15/069 e | Donation sent re History of Chilton.  | ✓          |
| 15/070   | Mr Clifford applied fertilizer to the Churchyard.   | ✓          |
| 15/072   | Bookings made for SALC Briefing and cancellation made re Cllr Green.  | ✓          |
| 15/073   | Possible encroachment in Spire Chase - review outstanding.  |            |
|          | Response on planning application sent to BDC.   | ✓          |
|          | Following the last meeting in May, a review of the damage caused by the moles in the Churchyard was considered as dangerous for anyone using the area. After discussing the issue with the Chairman a contractor was hired and 6 moles were removed at a total cost of £75. He will return in the Autumn to remove as many rabbits as possible from the site. |            |
|          | <b>Clerk Hours</b>  |            |
|          | As at 31st May 60.75 hours worked / 45 hours paid.  |            |
|          | <b>Speed Watch Outings (Drivers reported)</b>   |            |
|          | No surveys undertaken since last meeting.   |            |

**Appendix B Routine Correspondence reviewed by councillors**

No correspondence received.

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### Appendix C RFO Report Receipt & Payments

| Date     | Details                                 | Ref | Power             | Receipts | Payments |
|----------|---|-----|-------------------|----------|----------|
| 12/05/15 | Sudbury History Society - Donation      | 720 | LA 2011 ss 1 to 8 | 0.00     | 100.00   |
| 18/05/15 | HMRC VAT Repayment                      |     |                   | 136.63   | 0.00     |
| 06/07/15 | Topline Pest Control - Churchyard       | 721 | LA 2011 ss 1 to 8 | 0.00     | 75.00    |
| 06/07/15 | Sudbury Town Council - Community Warden | 722 | LA 2011 ss 1 to 8 | 0.00     | 650.00   |
| 06/07/15 | BDC - Election costs                    | 723 | LA 2011 ss 1 to 8 | 0.00     | 87.50    |

### Reconciliation

| Account                   | Statement Date | Statement Balance | Actual Balance | Unpresented Cheques | Credits not shown | Difference |
|---------------------------|----------------|-------------------|----------------|---------------------|-------------------|------------|
| Current Account           | 01/06/15       | £15,064.17        | £13,204.91     | £1,859.26           | £0.00             | £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      |
|                           |                | £27,091.24        | £25,231.98     | £1,859.26           | £0.00             |            |

### Statement of Accounts vs Budget

|                  | Budget           | Actual            |                       | Reserves       | Budget           | Actual            |
|------------------|------------------|-------------------|-----------------------|----------------|------------------|-------------------|
| Assets B/Forward |                  | £22,999.03        |                       |                |                  |                   |
| <b>Income</b>    |                  |                   | <b>Expenditure</b>    |                |                  |                   |
| Precept          | £7,658.15        | £3,829.08         | Clerks Salary         |                | £2,585.00        | £598.46           |
| Bank Interest    | £120.00          | £0.00             | Admin Expenses        | £562.00        | £1,320.00        | £139.80           |
| Churchyard       | £0.00            | £0.00             | Insurance             |                | £200.00          | £0.00             |
| Grants           | £450.00          | £0.00             | Annual Subscriptions  |                | £270.00          | £230.00           |
| Wayleave         | £9.20            | £0.00             | Audit Inspections     |                | £65.00           | £66.00            |
| Other            | £0.00            | £126.50           | Donations             |                | £300.00          | £100.00           |
| 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           | £75.00            |
|                  |                  |                   | Community Warden      |                | £650.00          | £650.00           |
|                  |                  |                   | Street Lighting       |                | £0.00            | £0.00             |
|                  |                  |                   | Projects              |                | £1,000.00        | £0.00             |
|                  |                  |                   | VAT Paid              |                | £0.00            | £0.00             |
| <b>Total</b>     | <b>£8,237.35</b> | <b>£4,092.21</b>  | <b>Total</b>          | <b>£562.00</b> | <b>£7,350.00</b> | <b>£1,859.26</b>  |
|                  |                  |                   | Assets C/Forward      |                |                  | £25,231.98        |
| <b>Total</b>     |                  | <b>£27,091.24</b> | <b>Total</b>          |                |                  | <b>£27,091.24</b> |

End of Appendices