

## CHILTON PARISH COUNCIL

### Minutes of Meeting held on Monday 7<sup>th</sup> September 2015 at Gt Waldingfield Village Hall

**Present:** Councillors Hart of Chilton (Chairman after arriving late), Adrian Beckham, Andy Green, Thomas Reeve and Keith Shapley.

**Attending:** Margaret Mayberry and Frank Lawrenson (Babergh District Councillors), D Crimmin (Clerk) and one member of public.

**Cllr Shapley took the chair ahead of Cllr Hart of Chilton's arrival.**

#### 15/097 Apologies for Absence

Apologies received from Cllrs Edgeley (work) and Gore (medical treatment).

#### 15/098 Declaration of Interests and Requests for Dispensation

No interests declared and no request for dispensation received.

#### 15/099 Minutes of Meeting held on 3<sup>rd</sup> August 2015

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

**Cllr Hart of Chilton arrived.**

#### 15/100 Public Forum

The reports are contained in Appendix A.

#### 15/101 Clerks Report (Appendix B) and Chairman's Report

After reviewing the Clerk's report there were no further actions requested of the Clerk. The Chairman updated councillors on the farewell evening for Peter Clifford and the Gallipoli service.

#### 15/102 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.

#### 15/103 Planning

- a. No planning application had been received since the agenda was posted.
- b. BDC are expecting SCC to submit the Chilton Woods planning application in October, following discussions between both parties on the key issues. The Clerk to write to SCC and BDC, copying the other councils on the Place Shaping Group, reminding them of the commitment to hold a meeting on the traffic flows generated by the proposed development.
- c. 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.	Certificate Issued 08/07/2015
B/15/00628	Laurel Cottage, Chilton Corner	Erection of first floor rear extension.	15/081	Supported	Permission given 07/08/2015
B/15/00772	6 Aubrey Drive	Erection of first floor side extension.	15/094	Supported	Permission given 27/08/2015

#### 15/104 Finance

- a. The councillors resolved to approve and accept the external audit report produced by BDO for the year ending 31<sup>st</sup> March 2015.
- b. The councillors reviewed the Asset Register and resolved that it correctly reflected assets held by CPC.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
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- c. The councillors resolved to accept the insurance cover offered by Community Action Suffolk in the third year of the Long Term Agreement. The Clerk was asked to circulate the Legal Expenses cover to councillors.
- d. The councillors resolved to reconsider its options for CPC's investment portfolio following the end of the current Lloyds Bank fixed term deposit in October.
- e. 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.

#### **15/105 Burial Authority matters**

The councillors resolved to agree the request for Mrs Jean Zear's headstone although there were a couple of issues with the style of dates and the use of an "&" which would be discussed with the applicant. The councillors were happy for the Clerk to write to Anglian Water, as requested by the St Mary's Trustees, once the trustees have written to confirm the arrangements for the water supply.

#### **15/106 Footpaths and other amenities**

The Clerk was requested to send a map showing the Chilton footpaths to councillors.

#### **15/107 BDC Consultations**

- a. The councillors resolved that any comments that they felt were appropriate to BDC's Affordable Housing consultation, being undertaken in September, would be collated and submitted by the Clerk.
- b. The councillors resolved that any comments on the Licensing Act 2003 Local Policy (2016 - 2021) consultation are to be forwarded to the Clerk for submission.
- c. The councillors resolved that any comments on the Gambling Act 2005 Local Policy (2016 - 2019) consultation are to be forwarded to the Clerk for submission.

#### **15/108 Defibrillator**

The Clerk was asked to review the policy of who can use a defibrillator if one is to be placed on the outside wall of the Health Centre.

#### **15/109 Councillor Training**

The councillors agreed that a training session should be arranged in the Spring of 2016.

#### **15/110 BDC Liaison Meeting**

Cllrs Hart of Chilton and Shapley were asked to represent CPC at the forthcoming BDC Liaison meeting.

#### **15/111 Questions to Chair**

The issues of overnight disturbance by a company operating a courier service from St Mary's Close were raised and the councillors will keep a watching brief on the situation.

#### **15/112 Next Meeting**

The next scheduled meeting will be held at Gt Waldingfield Village Hall on Monday 2<sup>nd</sup> November 2015 starting at 7.30pm.

**The meeting closed at 9.25pm.**



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### Appendix D RFO Report Receipt & Payments

Date	Details	Ref	Power	Receipts	Payments
07/07/15	SALC - Councillor Training	724	LA 2011 ss 1 to 8	0.00	30.00
13/08/15	Burial Fees - Mrs Jean Zear	500021		502.00	0.00
13/08/15	Wayleave	500021		9.20	0.00
13/08/15	P Clifford Farewell	500022		205.00	0.00
20/08/15	SCC P3 Grant			222.18	0.00
06/09/15	GWVH - Hire P Clifford	725	LA 2011 ss 1 to 8	0.00	36.00
07/09/15	BDO LLP - Audit Fee		LA 2011 ss 1 to 8	0.00	0.00
07/09/15	Community Action Suffolk - Insurance	726	LA 2011 ss 1 to 8	0.00	177.14
07/09/15	DF Crimmin - Expenses Feb to Aug	727	LA 2011 ss 1 to 8	0.00	447.43
07/09/15	SLCC - Clerk's membership	728	LA 2011 ss 1 to 8	0.00	20.26
30/09/15	DF Crimmin - Salary July to Sept	729	LA 2011 ss 1 to 8	0.00	478.86
30/09/15	DF Crimmin - WFHA July to Sept	729	LA 2011 ss 1 to 8	0.00	39.00
30/09/15	HMRC - Clerk's Tax	730	LA 2011 ss 1 to 8	0.00	119.60

### Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Current Account	31/07/15	£13,274.91	£12,795.00	£1,418.29	£938.38	£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
		£25,301.98	£24,822.07	£1,418.29	£938.38	

### 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	£1,196.92
Bank Interest	£120.00	£0.00	Admin Expenses	£562.00	£1,320.00	£468.91
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	£331.50	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	£0.00
			Other		£0.00	£164.62
			VAT Paid		£0.00	£10.66
<b>Total</b>	<b>£8,237.35</b>	<b>£5,030.59</b>	<b>Total</b>	<b>£562.00</b>	<b>£7,350.00</b>	<b>£3,207.55</b>
			Assets C/Forward			£24,822.07
<b>Total</b>		<b>£28,029.62</b>	<b>Total</b>			<b>£28,029.62</b>

### End of Appendices

Signed \_\_\_\_\_ Date \_\_\_\_\_  
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