

CHILTON PARISH COUNCIL

Minutes of Annual Meeting held on Tuesday 12th May 2015 at Gt Waldingfield Village Hall

Present: Councillors Hart of Chilton (Chairman), Adrian Beckham, Richard Edgeley, Eileen Gore, Andy Green, Thomas Reeve and Keith Shapley.

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

15/054 Election of Chairman

It was resolved unanimously to elect Valerie Hart of Chilton as Chairman of Chilton Parish Council (CPC) who duly signed the Declaration of Acceptance of Office.

15/055 Apologies for Absence

Apologies received from Colin Spence (Suffolk County Councillor).

15/056 Declaration of Acceptance

The Clerk confirmed that Declarations of Acceptance of Office had been received from all councillors.

15/057 Election of Vice Chairman

It was resolved unanimously to elect Keith Shapley as Vice Chairman of CPC.

15/058 Declaration of Interests and Requests for Dispensation

No interests declared and no requests received.

15/059 General Power of Competence

The councillors resolved that as CPC still met the criteria for the Clerk's qualification and the number of councillors who stood at the 2015 Parish Council Election, that CPC would adopt the General Power of Competence.

15/060 Minutes of Meeting held on 26th March 2015

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

15/061 HR and Standards committees

Cllrs Gore, Green and Shapley were elected to the HR Committee and Cllrs Edgeley, Hart and Reeve were elected to the Standards Committee.

15/062 Appoint representatives to outside bodies

Cllr Beckham was appointed as the Suffolk Association of Local Councils (SALC) representative.

15/063 Internal Auditors

It was resolved unanimously to appoint Heelis & Lodge as internal auditors for 2015 / 2016 and the Clerk to write to confirm appointment.

15/064 Annual Subscriptions

It was resolved to renew the annual memberships to SALC, Suffolk Wildlife Trust, Community Action Suffolk, Society of Local Council Clerks and the Suffolk Preservation Society.

15/065 Public Forum

Margaret Mayberry introduced herself as the new member for the Waldingfield Ward and agreed to review the current status of the planning application conditions of the Homebase Car Wash operation.

15/066 Clerks Report (Appendix A) 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). Date of adoption of Church Field

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Road to be sought from SCC Highways (14/028). The Chairman updated councillors on the Annual Parish Meeting discussions on Chilton Woods.

15/067 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. The Councillors agreed that the Clerk be the named contact for the Pensions Regulator with regard to the Pensions Staging date for CPC being 1st May 2017.

Cllrs Hart and Shapley will attend the BDC Liaison meeting on Thursday 11th June at 6.30pm.

15/068 Planning

- a. The councillors agreed a provisional date of the 15th June 2015 for an extra meeting if the Chilton Woods planning application is issued to CPC. The Clerk to write to Concertus to seek the date of publication of the Chilton Woods projected traffic data analysis.
- b. No planning application had been received since the agenda was posted.
- c. The councillors noted that there were no outstanding applications with BDC. It was agreed that Cllr Hart writes a letter to Homebase in relation to its obligations in permitting the franchise car wash to operate from its premises. The Clerk to seek an update from BDC on how the planning permission conditions applicable to the Homebase Car Wash operation are being monitored and managed.

15/069 Finance

- a. The councillors reviewed and resolved to accept the internal audit report from Heelis & Lodge for 2014 / 2015.
- b. The councillors resolved to approve the CPC Receipts and Payments Account for the year ending 31st March 2015 (Appendix C)
- c. The councillors resolved to approve Sections 1 and 2 of the Annual Return for the year ended 31st March 2015 and the Chairman signed the sections accordingly.
- d. 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.
- e. The councillors resolved a donation of £100 towards the funding of the book to commemorate the "History of Chilton". The councillors resolved to move £100 from the Chairman's Allowance to the Donations budget.

15/070 Burial Authority matters

The councillors agreed that a general fertilizer be applied to the Churchyard bulbs within a budget of £40.

15/071 Footpaths and other amenities

No issues raised.

15/072 SALC Briefing

It was resolved that Cllr Green attend the SALC Briefing session on the 15th June and Cllr Beckham attend the session on the 17th June which the Clerk will book.

15/073 Questions to Chair

The Clerk to review the issue of possible encroachment in Spire Chase and the issue of hedge growth along the Waldingfield Road footpath, near the entrance to the airfield.

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15/074 Next Meeting

The next scheduled meeting will be held at Gt Waldingfield Village Hall on Monday 6th July 2015 starting at 7.30pm.

The meeting closed at 10.09pm.

Appendix A Clerk's Report

Minute	Action	Complete ✓
12/025	Church Field Road street lights are part of a county wide project to upgrade to LED's and the project is due for completion in 2015.	✓
14/028	SCC are reviewing CPC request to lease / licence the Drive to Churchyard. How long has CPC maintained Drive?	
15/013	Path from Health Centre is as per SCC requirement.	✓
15/014	Review of Churchyard issues scheduled for 14th May.	
15/026	Minutes updated on website.	✓
15/028	Frank Lawrenson is now progressing CPC's views on being a formal partner for Chilton Woods S106 agreement.	
15/032 a	Payments made to suppliers.	✓
15/032 b	Donations sent to organisations.	✓
15/035	Local Plan response sent to BDC.	✓
15/036	Transparency Code implemented on Chilton website.	✓
15/038	Policies & procedures added to website.	✓
15/039	Stile reported to SCC (3592503)	
15/044	Clerk's appraisal completed and addendum to Contract of Employment exchanged.	✓
15/049	Minutes updated on website.	✓
15/051	Enforcement contacted re Priory. Certificate of Lawfulness submitted to BDC in relation to works at 35 Spire Chase.	✓
15/052	Response on planning application sent to BDC.	✓
	Clerk Hours	
	As at 3rd May 32.75 hours worked / 25 hours paid.	
	Speed Watch Outings (Drivers reported)	
	No surveys undertaken since last meeting.	

Appendix B Routine Correspondence reviewed by councillors

No correspondence received.

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Appendix C Receipts & Payments

Receipts & Payments Account for the year ending 31st March 2015			
Receipts			
Precept		£7,773.96	
Bank Interest		£150.34	
Churchyard		£902.00	
Grants		£763.51	
Wayleave		£9.20	
Other		£302.75	
VAT Repayment		£90.31	
			£9,992.07
Payments			
Clerks Salary		£2,562.08	
Admin Expenses		£1,033.79	
Annual Subscriptions		£251.00	
Insurance		£173.96	
Audit Inspections		£55.00	
Donations		£200.00	
Chairman's Allowance		£0.00	
Dog & Litter Bins		£165.16	
Footpaths		£525.00	
Churchyard / Memorial		£13.30	
Community Warden		£650.00	
Street Lighting		£507.82	
Projects		£483.14	
VAT Paid		£136.63	
			£6,756.88
Excess of Receipts over Payments			£3,235.19
Add Balance Brought Forward			£19,763.84
Balance Carried Forward			£22,999.03
Represented by			
Current Account		£10,971.96	
Instant Access Account		£27.07	
Lloyds Fixed Term Deposit		£12,000.00	
Co-operative Bank		£0.00	
			£22,999.03

Signed _____

Date _____

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Bank Reconciliation for Financial year ending 31st March 2015					
Balances per Bank Statements as at 31st March 2015					
Current Account			£11,133.16		
Instant Access Account			£27.07		
Lloyds Fixed Term Deposit			£12,000.00		
Co-operative Bank			£0.00		
					£23,160.23
Add any Unbanked Cash as at 31 March					£0.00
Less Unpresented Cheques as at 31 March					
		706	£161.20		
					£161.20
			Total Cash		£22,999.03
CASH BOOK					
Opening Balance					£19,763.84
Add Receipts in the year					£9,992.07
					£29,755.91
Less Payments in the year					£6,756.88
			Total Cash		£22,999.03

Signed _____

Date _____

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Appendix D RFO Report Receipt & Payments

Date	Details	Ref	Power	Receipts	Payments
07/04/15	BDC Precept & Grant			3,957.58	0.00
12/05/15	Heelis & Lodge - Audit Fee	713	LA 2011 ss 1 to 8	0.00	66.00
12/05/15	Community Action Suffolk - Annual Subs	714	LA 2011 ss 1 to 8	0.00	30.00
12/05/15	SALC - Annual Subs	715	LA 2011 ss 1 to 8	0.00	162.00
12/05/15	SWT - Annual Subs	716	LA 2011 ss 1 to 8	0.00	38.00
12/05/15	SALC - Councillor Guide	717	LA 2011 ss 1 to 8	0.00	13.30
30/06/15	DF Crimmin - Salary Apr to June	718	LA 2011 ss 1 to 8	0.00	478.86
30/06/15	DF Crimmin - WFHA Apr to June	718	LA 2011 ss 1 to 8	0.00	39.00
30/06/15	HMRC - Clerk Tax	719	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	31/03/15	£11,133.16	£13,982.78	£946.76	£3,957.58	£161.20
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
		£23,160.23	£26,009.85	£946.76	£3,957.58	

Statement of Accounts vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets B/Forward		£22,999.03			
Income			Expenditure		
Precept	£7,658.15	£3,829.08	Clerks Salary	£2,585.00	£598.46
Bank Interest	£120.00	£0.00	Admin Expenses	£562.00	£52.30
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	£128.50	Donations	£200.00	£0.00
VAT Repayment	£0.00	£0.00	Chairman's Allowance	£200.00	£0.00
			Dog & Litter Bins	£210.00	£0.00
			Footpaths	£600.00	£0.00
			Churchyard / Memorial	£50.00	£0.00
			Community Warden	£650.00	£0.00
			Street Lighting	£0.00	£0.00
			Projects	£1,000.00	£0.00
			VAT Paid	£0.00	£0.00
Total	£8,237.35	£3,957.58	Total	£562.00	£7,350.00
			Assets C/Forward		£26,009.85
Total		£26,956.61	Total		£26,956.61

End of Appendices