

## CHILTON PARISH COUNCIL

### Minutes of Meeting held on Monday 4<sup>th</sup> July 2016 at Gt Waldingfield Village Hall

**Present:** Councillors Hart of Chilton (Chairman), Adrian Beckham, Eileen Gore and Thomas Reeve.

**Attending:** Margaret Maybury (Babergh District Councillor), D Crimmin (Clerk) and 1 resident.

#### **16/076 Apologies for Absence**

Apologies received from Cllrs Edgeley (holiday) and Shapley as well as Colin Spence (Suffolk County Councillor) and Frank Lawrenson (Babergh District Councillor).

#### **16/077 Declaration of Interests and Requests for Dispensation**

No interests declared and no requests for dispensation received.

#### **16/078 Minutes of Meeting held on 6<sup>th</sup> June 2016**

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

#### **16/079 Public Forum**

Margaret Maybury updated councillors on the usage by lorries on the airfield, the use of land next to the Sudbury Garden Centre, Babergh's call for development sites less than 2 hectares and the survey to see if parish councils would be willing to see the district councillors attend one meeting every 3 months. The councillors felt that the district councillors should attend as many meetings as possible in order to support the community.

#### **16/080 Police Report**

The councillors did not have any issues with the newsletter being proposed by the Police and published on the SNT web pages. The Clerk also updated councillors that the PCSO responsible for liaison with the Town and Parish Councils, is planning to meet Clerk's on a quarterly basis.

#### **16/081 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 reported on the meeting she and the Clerk had attended with SCC over the Chilton Woods Planning Application (see Item 16/083d).

#### **16/082 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 Clerk was asked to include a "priority" on the emails he circulated to indicate the importance to councillors.

#### **16/083 Planning**

- a. The councillors reviewed **Planning Application B/16/00719 1A Chilton Corner Cottages, Valley Road** - Erection of single-storey rear extension and resolved to support the application.
- b. The councillors reviewed **Planning Application B/16/00745 Nursery Lodge, Newton Road** - Erection of extensions and cladding to existing including first floor rooms (following demolition of existing flat roof extension) and resolved to support the application as it would not have any impact on neighbouring properties.
- c. Two planning applications had been received since the agenda was posted. The councillors reviewed **Planning Application B/16/00710 2 Aubrey Drive** - Part conversion of existing garage and resolved to support the application.

The councillors also reviewed amendments to **Planning Application B/16/00567 Adjoining Parish - Land west of Sudbury Garden Centre, Sudbury Road, Newton** - Erection of detached agricultural building and surfacing and resolved that they still objected to the application on the grounds previously submitted. They considered that the additional

## CHILTON PARISH COUNCIL

### Minutes of Meeting held on Monday 4<sup>th</sup> July 2016 at Gt Waldingfield Village Hall

information provided by the applicant had not answered the issues raised by CPC with particular reference to the following points (as numbered by planning officer):

- i. The answer does not demonstrate viability or sustainability of the operation. CPC consider this to be fundamental for the applicant to demonstrate how the operation will provide a return for the capital investment required for the proposed agricultural building. The applicant has stated for the agricultural need that "The expectation is the need will continue for the foreseeable future". The applicant should show how this will be achieved.
- ii. Will the photographs demonstrate how long the "buildings" and livestock were on site? Local knowledge suggests that there is no history of this type of operation on the site.
- iii. The application does not show any shelters outside of the proposed building. The site is very small **at just over half an acre**, and stocking rates for goats is 5 to 10 per acre during the grazing season (mid-April to end of September). An all year system would require a lower stocking rate.
- iv. As argued in iii, CPC would contend that there is insufficient grazing area not "a large grazing area" as answered by the applicant.
- v. With only sick animals being kept inside the building, and the applicant's answer to vii that the barn will not produce animal waste, the need for the gator is highly questionable. The small scale size of the site negates the need for a utility vehicle to move hay and feed.
- vi. CPC would argue that there is insufficient land for the livestock.
- vii. No attempt is made by the applicant to explain the waste management plan for the operation. The applicant should indicate the amount of waste being produced, how it will be stored and the method of disposal. This should also include how liquid produced by the stored waste will be collected and stored. The applicant should also explain what precautions are being taken to ensure that no waste milk enters the drainage system.

CPC does not consider that the applicant has answered the Planning Officer queries or the Parish Council queries in sufficient depth to justify the proposed agricultural building. If necessary, the LPA should appoint an expert in the agricultural field to review this application and produce an independent report. However, if the LPA is minded to grant permission for this then it should also include a condition that the building be removed if the agricultural need no longer exists as was included in Point 3 of Planning Permission determined on B/16/00101/FUL/SAS dated 3<sup>rd</sup> March 2016.

- d. The councillors reviewed the outcome of the meeting with SCC to discuss the concerns of CPC over the Planning Application submitted for Chilton Woods. Colin Spence agrees with CPC's concerns and the lack of reference to the issues raised by the community, over many years, in the planning application submitted to BDC. The lack of detail in the "illustrative" masterplan submitted for the development meant that apart from agreeing to the access requirement for the site nothing else was definite in the plan. SCC had indicated that it was up to BDC to place conditions on any approval in order to give the level of definition required but agreed to look to see what definition they could give the masterplan. SCC also agreed to look at the other concerns that CPC had raised over the application and agreed to meet again towards the end of July to discuss further. Cllr Hart will write to thank Colin Spence and other SCC councillors for the meeting as well as sending a summary of the points raised at the meeting to Margaret Maybury and Frank Lawrenson so that they can ask Babergh to meet with the councils of the Place Shaping Group to discuss the planning application.
- e. The status of planning applications previously reviewed by the council were as follows:

**CHILTON PARISH COUNCIL**  
**Minutes of Meeting held on Monday 4<sup>th</sup> July 2016 at Gt Waldingfield Village Hall**

Application Reference	Address	Planning Details	CPC Minute	Parish Council Comments	Babergh DC Comments
B/15/01718	Chilton Woods Mixed Use Development, Land North of, Woodhall Business Park, Sudbury	Outline application (with all matters reserved except for access) - Erection of up to 1,100 dwellings (Use Class C3); 16.4ha of employment development (to include B1, B2 and B8 uses, a hotel (C1), a household waste recycling centre (sui generis) and a district heating network); village centre (comprising up to 1,000m2 Gross	16/030a	Objected	
B/16/00218	Chilton Airfield	Use of land for parking of vehicles, washing and cleaning of own vehicles, installation of anti-theft cabin.	16/043a	Objected	
B/16/00567	Adjoining Parish - Land west of Sudbury Garden Centre, Sudbury Road, Newton	Erection of detached agricultural building and surfacing.	16/072a	Objected	
B/16/00422	Adjoining Parish - The Red House, Lavenham Road, The Heath, Great Waldingfield	Application for Listed Building Consent - Erection of weather-boarding to gable end of house.	16/072b	No comment	

**16/084 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.

**16/085 Burial Authority matters**

The councillors resolved to accept the quotation from S Scammell for the repairs to the churchyard gate and kissing gate at a total cost of £265. The councillors also requested that gravel be placed in the kissing gate area.

**16/086 Footpaths and other amenities**

- a. The councillors reviewed the letter they had received from Ethan Hand regarding possible locations for a rubbish bin in Church Field Road. The councillors resolved that subject to BDC and Sudbury Health Centre (SHC) agreeing to the location of the bin at the entrance to the Health Centre and SHC being prepared to pay for the bin, CPC would pay the annual charge for collection.
- b. The councillors agreed to respond individually to the footpath consultation.

**16/087 Defibrillator**

The defibrillator and cabinet have been delivered to the SHC, but CPC is still awaiting an installation date from SHC.

**16/088 Document Retention**

The councillors reviewed the document retention periods proposed by the Clerk and resolved to adopt the policy as from 4<sup>th</sup> July 2016.

**16/089 CPC's Standing Orders and Financial Regulations**

The councillors reviewed the changes proposed by NALC to CPC's Financial Regulations and Standing Orders and resolved to adopt the changes to both from the 5<sup>th</sup> July 2016.

**16/090 Walk the Parish**

The councillors agreed to review the CPC assets in the parish and to raise any issues at the September meeting.

**CHILTON PARISH COUNCIL**  
**Minutes of Meeting held on Monday 4<sup>th</sup> July 2016 at Gt Waldingfield Village Hall**

**16/091 Welcome to Chilton booklet**

The councillors agreed that Cllr Beckham and the Clerk prepare a draft welcome booklet for their review.

**16/092 Questions to Chair**

No questions were raised.

**16/093 Standing Order 3d**

The councillors resolved that in accordance to CPC's Standing Order 3d the public and press be excluded from the meeting due to the confidential nature of interviews for the councillor vacancy and the Clerk's Contract of Employment

**16/094 Councillor Vacancy**

An application had been received from Mr Tony Foster of St Mary's Close for the vacancy created by the resignation of Andrew Green. The councillors discussed with Mr Foster his aspirations and reasons for wishing to become a member of CPC. The councillors considered that Mr Foster would be a very good addition to the council and resolved that he be offered the vacant position. Mr Foster accepted the council's offer of co-option.

**16/095 Clerk's Contract of Employment**

The councillors reviewed the agreement reached by the National Joint Council on the cost of living rises from the 1<sup>st</sup> April 2016 and the 1<sup>st</sup> April 2017 which equated to 1% each year. The councillors noted the agreement and resolved that the Clerk was eligible to both increase under his contract of employment on the dates specified.

**16/096 Next Meeting**

The next scheduled meeting will be held at Gt Waldingfield Village Hall on Monday 5<sup>th</sup> September 2016 starting at 7.30pm.

**The meeting closed at 9.35pm.**

**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?	
16/005	Motor cycles no longer using area after letter sent.	✓
16/028	Frank Lawrenson has reported that Babergh said that they hadn't started the S106 discussions re Chilton Woods and would involve Chilton in the consultation process when it started.	
16/047	SALC advised of Chairman.	✓
16/051	Minutes updated on website.	✓
16/053	SALC advised of CPC representative.	✓
16/060 e	Annual Return sent to BDO.	✓
16/060 f	Payments made to suppliers.	✓
16/065	Cllr Beckham attended Babergh meeting.	✓
16/070	Minutes updated on website.	✓
16/072	Response sent re planning application.	✓

**Appendix B Routine Correspondence reviewed by councillors**

Apart from items in agenda no other correspondence has been received since the last meeting.

## CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 4<sup>th</sup> July 2016 at Gt Waldingfield Village Hall

### Appendix C RFO Report

#### Receipt & Payments

Date	Details	Ref	Power	Receipts	Payments
04/05/16	HMRC VAT Repayment			71.69	0.00
04/07/16	SALC - Annual Subscription	751	LA 2011 ss 1 to 8	0.00	167.84

#### Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Current Account	01/06/16	£29,486.36	£28,631.06	£805.30	£0.00	£50.00
Instant Access Account	20/10/15	£27.07	£27.07	£0.00	£0.00	£0.00
		£29,513.43	£28,658.13	£805.30	£0.00	

#### Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£28,246.99				
<b>Income</b>			<b>Expenditure</b>			
Precept	£7,579.00	£3,789.50	Clerks Salary		£2,650.00	£598.46
Bank Interest	£120.00	£0.00	Admin Expenses	£562.00	£1,411.00	£219.00
Churchyard	£0.00	£0.00	Insurance		£200.00	£0.00
Grants	£450.00	£0.00	Annual Subscriptions		£263.00	£205.84
Wayleave	£9.20	£0.00	Audit Inspections		£75.00	£66.00
Other	£0.00	£63.25	Donations		£200.00	£0.00
VAT Repayment	£0.00	£71.69	Chairman's Allowance		£200.00	£0.00
			Dog & Litter Bins		£220.00	£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	£2,237.00	£1,000.00	£2,020.00
			Other		£0.00	£0.00
			VAT Paid		£0.00	£404.00
<b>Total</b>	<b>£8,158.20</b>	<b>£3,924.44</b>	<b>Total</b>	<b>£2,799.00</b>	<b>£7,519.00</b>	<b>£3,513.30</b>
			Assets C/Forward			£28,658.13
<b>Total</b>		<b>£32,171.43</b>	<b>Total</b>			<b>£32,171.43</b>

#### End of Appendices