

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 5th September 2016 at Gt Waldingfield Village Hall

Present: Councillors Keith Shapley (Chairman), Adrian Beckham, Richard Edgeley and Thomas Reeve.

Attending: D Crimmin (Clerk) and 1 member of public.

16/097 Apologies for Absence

Apologies received from Cllrs Hart of Chilton (engagement), Gore (holiday) and Foster (holiday) as well as Colin Spence (Suffolk County Councillor) and Margaret Maybury (Babergh District Councillor).

16/098 Declaration of Interests and Requests for Dispensation

Cllr Edgeley declared a pecuniary interest in item 16/103d as he is a landowner of part of the proposed site and left the meeting while this item was discussed. No requests for dispensation had been received.

16/099 Minutes of Meeting held on 4th July 2016

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

16/100 Public Forum

No issues raised.

16/101 Clerks Report (Appendix A) and Chairman's Report

After reviewing the Clerk's report, the councillors agreed that CPC had maintained the drive to St Mary's churchyard since it had been built by Suffolk County Council.

16/102 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.

16/103 Planning

- a. The councillors reviewed **Planning Application B/16/00974 Jave, Waldingfield Road** - Erection of a conservatory and resolved to support the application.
- b. The councillors reviewed **Planning Application B/16/01000 Jave, Waldingfield Road** - Erection of single-storey front extension to existing garage and resolved to support the application.
- c. No further planning application had been received since the agenda was posted.
- d. The councillors reviewed the outcome of the meeting with SCC on the 27th July 2016 to discuss the concerns of CPC over the Planning Application submitted for Chilton Woods. The councillors were disappointed that SCC had only attempted to cover the "illustrative" masterplan submitted for the development and that none of the other issues raised by CPC in terms of infrastructure had been addressed. The councillors agreed to await further information from SCC on the proposals before giving a response to the LPA.
- e. The status of planning applications previously reviewed by the council were as follows:

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 5th September 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	REFUSED 01/07/2016
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	Permission given 06/07/2016
B/16/00719	1A Chilton Corner Cottages, Valley Road	Erection of single-storey rear extension	16/083a	Supported	Permission given 12/08/2016
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)	16/083b	Supported	Permission given 16/08/2016
B/16/00710	2 Aubrey Drive	Part conversion of existing garage.	16/083c	Supported	Permission given 20/07/2016
B/16/00567	Adjoining Parish - Land west of Sudbury Garden Centre, Sudbury Road, Newton	Amendments to application for the erection of detached agricultural building and surfacing.	16/083c	Objected	

16/104 Finance

- a. The councillors resolved to approve and accept the external audit report produced by BDO for the year ending 31st March 2016.
- b. The councillors reviewed the Asset Register and resolved that it correctly reflected assets held by CPC.
- c. The councillors resolved to accept the insurance cover offered by Community Action Suffolk as it covered all the council's assets and the risks associated with the council's operation. The councillors also resolved to take up a five-year Long Term Agreement.
- d. 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.

16/105 Burial Authority matters

The councillors agreed to raise with SCC, the option of marking the road in front of the church gates in Churchfield Road, to discourage cars parking in front of them. The councillors also requested the Clerk to raise the issue of the broken fence between the drive and Cloisters with SCC.

16/106 Footpaths and CPC Assets

The Clerk was asked to report the broken footpath sign at the entrance to the drive to the Church on Churchfield Road. The Clerk was also asked to look at the possibility of installing a dog bin at the entrance to the footpath in Acton Lane just north of Cllr Edgeley's farm.

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 5th September 2016 at Gt Waldingfield Village Hall

16/107 Defibrillator

The councillors were disappointed that the defibrillator had still not been installed at the Sudbury Health Centre and asked that the matter be escalated with NHS Property Services to ensure that it is installed asap.

16/108 Meeting with BDC

The councillors agreed that Cllrs Beckham and Hart of Chilton attend the BDC meeting, if possible, with Cllr Shapley as reserve.

16/109 Questions to Chair

No questions were raised.

16/110 Next Meeting

The next scheduled meeting will be held at Gt Waldingfield Village Hall on Monday 7th November 2016 starting at 7.30pm.

The meeting closed at 8.40pm.

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?	
16/028	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.	
16/078	Minutes updated on website.	✓
16/083	Response sent re planning applications.	✓
16/084	Payments made to suppliers.	✓
16/085	Contractor is to repair churchyard gates in September.	✓
16/086 a	Awaiting response from Sudbury Health Centre regarding proposed rubbish bin.	✓
16/091	Cllr Beckham and Clerk preparing Welcome Booklet.	
16/092	All matter relating to Mr Foster being a CPC councillor completed.	✓
	Clerk Hours	
	As at 28th August 2016 - 120 hours worked / 110 hours paid.	
	Speed Watch Outings (Drivers reported)	
	No surveys undertaken in 2016.	

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 5th September 2016 at Gt Waldingfield Village Hall

Appendix C RFO Report

Receipt & Payments

Date	Details	Ref	Power	Receipts	Payments
05/09/16	BDO - External Audit Fee	752	LA 2011 ss 1 to 8	0.00	120.00
05/09/16	Sudbury Town Council - Maintenance	753	LA 2011 ss 1 to 8	0.00	20.58
05/09/16	CAS - Insurance	754	LA 2011 ss 1 to 8	0.00	169.71
05/09/16	DF Crimmin - Salary July to Sept	755	LA 2011 ss 1 to 8	0.00	488.42
05/09/16	DF Crimmin - WFHA July to Sept	755	LA 2011 ss 1 to 8	0.00	39.00
05/09/16	HMRC - Clerk Tax	756	LA 2011 ss 1 to 8	0.00	122.00
05/09/16	DF Crimmin - Expenses Mar to August	757	LA 2011 ss 1 to 8	0.00	145.24
05/09/16	SLCC - Clerk Annual Subscription	758	LA 2011 ss 1 to 8	0.00	19.85

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference	
Current Account	01/08/16	£28,681.06	£27,506.26	£1,124.80	£0.00	£50.00	*
Instant Access Account	20/10/15	£27.07	£27.07	£0.00	£0.00	£0.00	
		£28,708.13	£27,533.33	£1,124.80	£0.00		

* Cheque of £50 to Sudbury Newsletter (March 2016) has not been cashed.

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£28,246.99				
Income			Expenditure			
Precept	£7,579.00	£3,789.50	Clerks Salary		£2,650.00	£1,208.88
Bank Interest	£120.00	£0.00	Admin Expenses	£562.00	£1,411.00	£423.09
Churchyard	£0.00	£0.00	Insurance		£200.00	£169.71
Grants	£450.00	£0.00	Annual Subscriptions		£263.00	£205.84
Wayleave	£9.20	£0.00	Audit Inspections		£75.00	£166.00
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	£2,037.15
			Other		£0.00	£0.00
			VAT Paid		£0.00	£427.43
Total	£8,158.20	£3,924.44	Total	£2,799.00	£7,519.00	£4,638.10
			Assets C/Forward			£27,533.33
Total		£32,171.43	Total			£32,171.43

End of Appendices

Signed _____ Date _____
 Chilton Parish Council adopted the General Power of Competence on the 12 May 2015 Series Page 296