

## CHILTON PARISH COUNCIL

### Minutes of Meeting held on Monday 7<sup>th</sup> November 2016 at Gt Waldingfield Village Hall

**Present:** Councillors Hart of Chilton (Chairman), Richard Edgeley, Eileen Gore and Keith Shapley.

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

#### **16/111 Apologies for Absence**

Apologies received from Cllrs Beckham (engagement), Reeve (engagement) and Foster (holiday) as well as Colin Spence (Suffolk County Councillor) and Frank Lawrenson (Babergh District Councillor).

#### **16/112 Declaration of Interests and Requests for Dispensation**

No declaration of interests were declared and no requests for dispensation had been received.

#### **16/113 Minutes of Meeting held on 5<sup>th</sup> September 2016**

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

#### **16/114 Public Forum**

Margaret Maybury updated councillors on Babergh's newly appointed CEO, Devolution, revised governance and the move of Babergh's administration to Endeavour House, Ipswich. The councillors were extremely disappointed that Babergh's administration was moving out of the District and the impact this would have on residents and parish councillors travel arrangements to meet officers and attend meetings. The councillors were also disappointed that Babergh had not engaged with the Parish Councils on the proposals for the move nor felt it necessary to consult with its residents on the options available.

#### **16/115 Clerks Report (Appendix A) and Chairman's Report**

After reviewing the Clerk's report there were no further actions requested of the Clerk. The councillors agreed with Cllr Hart of Chilton that she write to SCC over the lack of detailed information in the proposed Chilton Woods illustrative masterplan and that the communication from them in the summer, previously reviewed by CPC at the September meeting (Item 16/103d), had not provided any more certainty in this regard.

#### **16/116 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.

#### **16/117 Planning**

- a. A planning application had been received since the agenda was posted but councillors felt that it should be discussed at the January meeting, if Babergh were willing to wait till then, or at an extra meeting before January.
- b. There has been no further update on the resubmission of the transport assessment by SCC to BDC. After reviewing the discussion paper submitted by SCC on the proposal to develop near The Hollies, the councillors felt that a discussion with SCC Property Management at a CPC meeting in the new year would enable councillors to understand the proposals in more detail. The Clerk to arrange the meeting.
- c. The status of planning applications previously reviewed by the council were as follows:

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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/16/00567	Adjoining Parish - Land west of Sudbury Garden Centre, Sudbury Road, Newton	Erection of detached agricultural building and surfacing.	16/072a	Objected	Permission Granted 21/10/2016
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	Permission Granted 21/10/2016
B/16/00974	Jave, Waldingfield Road	Erection of a conservatory.	16/103a	Supported	Permission Granted 08/09/2016
B/16/01000	Jave, Waldingfield Road	Erection of single-storey front extension.	16/103b	Supported	Permission Granted 08/09/2016

#### 16/118 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.
- b. The councillors reviewed the proposed CPC Budget (Appendix D) and resolved to set an expenditure budget of £7,912 for 2017 / 2018.
- c. After reviewing the proposal on moving the support of the Chilton OneSuffolk website from Suffolk County Council to Community Action Suffolk the councillors resolved for this to happen from the 1<sup>st</sup> November 2016 at a cost of £50 per annum.
- d. The councillors reviewed the application for a grant towards CPC's costs in complying with the Transparency Code and resolved that the Clerk submit the application to SALC for consideration.

#### 16/119 Burial Authority matters

No issues were raised.

#### 16/120 Footpaths and CPC Assets

The councillors agreed that with the new dog and rubbish bin being installed by the Health Centre at Churchfield Road entrance, the need for a dog bin on the same side of Churchfield Road by the roundabout is no longer required. Babergh has agreed that a dog bin can be installed by the footpath in Acton Lane, close to New Farm, so the councillors resolved that the dog bin from Churchfield Road be relocated by the Community Warden to Acton Lane.

#### 16/121 Speed Indicator Device Scheme

The councillors reviewed Colin Spence's proposal for CPC to combine with Great Waldingfield and Little Waldingfield Parish Council's in operating a SID scheme in the parish every 2 weeks out of 6. There is the potential for 3 SID's to be used in Chilton at any one time and the councillors agreed to express their interest at joining the scheme, which a budget commitment of £500, should their proposed SID location sites in Waldingfield Road and Churchfield Road meet the criteria for the scheme.

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#### 16/122 SALC Consultation

The councillors gave their response to the SALC questions on Broadband, Policing, Highways and Parking for the Clerk to submit.

#### 16/123 Defibrillator

The councillors were pleased that finally after 6 months since delivery the NHS had finally managed to install the defibrillator at the Sudbury Health Centre. Once the necessary paperwork is submitted by the NHS the defibrillator will become operational. Plans are now afoot to hold awareness meetings for residents which show how the defibrillator works and to hold an official opening of the facility.

#### 16/124 Pensions Regulator

CPC's Staging Date as far as the Pensions Regulator is concerned is the 1<sup>st</sup> May 2017. Because of the criteria established by the PR and reviewing the Clerk's details against these, CPC is an employer who doesn't have to provide a pension but still has duties to undertake. The councillors agreed that these duties will be undertaken and compliance reported to the Pension Regulator within 5 months of the Staging Date - 30<sup>th</sup> September 2017. The councillors resolved that should an employee wish to join a pension scheme on their own accord, the NEST scheme will be used by CPC.

#### 16/125 Meeting Dates

The councillors resolved to meet on the following dates during 2017:

2017	Chilton
Jan	9th - Meeting
Feb	
Mar	6th - Meeting
Apr	3rd - APA
May	8th - Annual Meeting
Jun	
Jul	3rd - Meeting
Aug	
Sep	4th - Meeting
Oct	
Nov	6th - Meeting
Dec	

#### 16/126 Questions to Chair

No questions were raised.

#### 16/127 Next Meeting

The next scheduled meeting will be held at Gt Waldingfield Village Hall on Monday 9<sup>th</sup> January 2017 starting at 7.30pm.

**The meeting closed at 10.20pm.**



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### Appendix C RFO Report Receipt & Payments

Date	Details	Ref	Power	Receipts	Payments
05/09/16	BDC Precept			3,789.50	0.00
26/09/16	UK Power Networks wayleave			9.20	0.00
30/09/16	Reversal of unrepresented cheque # 742			0.00	50.00
17/10/16	SCC P3			444.36	0.00
24/10/16	SCC P3			69.14	0.00
07/11/16	Sudbury Town Council - Signs	759	LA 2011 ss 1 to 8	0.00	15.60
07/11/16	PA Scammell - Churchyard Maintenance	760	LA 2011 ss 1 to 8	0.00	265.00
31/12/16	DF Crimmin - Salary Oct to Dec	761	LA 2011 ss 1 to 8	0.00	483.44
31/12/16	DF Crimmin - WFHA Oct to Dec	761	LA 2011 ss 1 to 8	0.00	39.00
31/12/16	HMRC - Clerk Tax	762	LA 2011 ss 1 to 8	0.00	121.00

### Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unrepresented Cheques	Credits not shown	Difference
Current Account	30/09/16	£32,004.38	£30,944.42	£1,573.46	£513.50	£0.00
Instant Access Account	20/10/16	£27.07	£27.07	£0.00	£0.00	£0.00
		£32,031.45	£30,971.49	£1,573.46	£513.50	

### 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	£7,579.00	Clerks Salary	£2,650.00	£1,813.32
Bank Interest	£120.00	£0.00	Admin Expenses	£562.00	£475.09
Churchyard	£0.00	£0.00	Insurance	£200.00	£169.71
Grants	£450.00	£513.50	Annual Subscriptions	£263.00	£205.84
Wayleave	£9.20	£9.20	Audit Inspections	£75.00	£166.00
Other	£0.00	£63.25	Donations	£200.00	£-50.00
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	£265.00	£265.00
			Community Warden	£650.00	£0.00
			Street Lighting	£0.00	£0.00
			Projects	£2,237.00	£1,000.00
			Other	£0.00	£0.00
			VAT Paid	£0.00	£430.03
<b>Total</b>	<b>£8,158.20</b>	<b>£8,236.64</b>	<b>Total</b>	<b>£3,064.00</b>	<b>£7,519.00</b>
			Assets C/Forward		£30,971.49
<b>Total</b>		<b>£36,483.63</b>	<b>Total</b>		<b>£36,483.63</b>

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Chilton Parish Council adopted the General Power of Competence on the 12 May 2015 Series Page 301

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### Appendix D Budget Proposal

Please find below tables which show a comparison between 2015 / 16 budget and actual, 2016 / 17 budget, actual to date and that **anticipated at year end** and the proposed budget for 2017 / 18.

#### Income

Income sources for 2017 / 18 have been based on those for 2016 / 17. The assumption is that the Footpath Annual Surface Clearance scheme **will be** operated by SCC next year.

#### Expenditure

The following should be noted:

- A Training Budget is proposed at £450
- A £1,000 budget is proposed for projects (and Contingency) that CPC may wish to undertake in 2017 / 18.

CPC is asked to consider a **total expenditure budget of £7,912.00 for 2017 / 18.**

	2015 / 2016		2016 / 2017			2017 / 2018
	Budget	Actual	Budget	Actual to	To year end	Budget
<b>Income</b>						
Bank Interest	120.00	120.00	120.00	0.00	<b>0.00</b>	0.00
Churchyard	0.00	502.00	0.00	0.00	<b>0.00</b>	0.00
Grants	450.00	2,736.62	450.00	513.50	<b>513.50</b>	513.50
Wayleave	9.20	9.20	9.20	9.20	<b>9.20</b>	9.20
Other	0.00	611.50	0.00	63.25	<b>63.25</b>	0.00
VAT Repayment	0.00	136.63	0.00	71.69	<b>71.69</b>	0.00
<b>Total Income</b>	<b>579.20</b>	<b>4,115.95</b>	<b>579.20</b>	<b>657.64</b>	<b>657.64</b>	<b>522.70</b>
<b>Precept</b>		<b>7,658.15</b>			<b>7,579.00</b>	
<b>Expenditure</b>						
Clerks Salary	2,585.00	2,624.02	2,650.00	1,813.32	<b>2,650.00</b>	2,677.00
Admin Expenses	1,320.00	948.83	1,411.00	475.09	<b>1,411.00</b>	1,440.00
Insurance	200.00	177.14	200.00	169.71	<b>170.00</b>	200.00
Annual Subscriptions	270.00	230.00	263.00	205.84	<b>270.00</b>	360.00
Audit Inspections	65.00	66.00	75.00	166.00	<b>166.00</b>	175.00
Donations	300.00	330.00	200.00	-50.00	<b>200.00</b>	200.00
Chairman's Allowance	100.00	0.00	200.00	0.00	<b>200.00</b>	200.00
Dog & Litter Bins	210.00	165.16	220.00	0.00	<b>275.00</b>	360.00
Footpaths	600.00	525.00	600.00	0.00	<b>600.00</b>	600.00
Churchyard / Memorial	50.00	113.30	50.00	265.00	<b>265.00</b>	50.00
Community Warden	650.00	650.00	650.00	0.00	<b>650.00</b>	650.00
Street Lighting	0.00	0.00	0.00	0.00	<b>0.00</b>	0.00
Projects	1,000.00	140.00	1,000.00	2,037.15	<b>3,020.00</b>	1,000.00
Other	0.00	485.00	0.00	0.00	<b>0.00</b>	0.00
VAT Paid	0.00	71.69	0.00	430.03	<b>500.00</b>	0.00
<b>Total Expenditure</b>	<b>7,350.00</b>	<b>6,526.14</b>	<b>7,519.00</b>	<b>5,512.14</b>	<b>10,377.00</b>	<b>7,912.00</b>

**End of Appendices**