

## CHILTON PARISH COUNCIL

### Minutes of Annual Meeting held on Monday 9<sup>th</sup> May 2016 at Gt Waldingfield Village Hall

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

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

#### **16/047 Election of Chairman**

It was resolved unanimously to elect Valerie Hart of Chilton as Chairman of Chilton Parish Council (CPC).

#### **16/048 Apologies for Absence**

Apologies received from Cllrs Gore and Hart of Chilton as well as Colin Spence (Suffolk County Councillor) and Frank Lawrenson (Babergh District Councillor).

#### **16/049 Declaration of Interests and Requests for Dispensation**

Cllr Beckham declared a non-pecuniary interest in item 16/061 as he is a Trustee of the Church.

#### **16/050 Election of Vice Chairman**

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

#### **16/051 Minutes of Meeting held on 4<sup>th</sup> April 2016**

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

#### **16/052 HR and Standards committees**

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

#### **16/053 Appoint representatives to outside bodies**

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

#### **16/054 Internal Auditors**

It was resolved unanimously to appoint Heelis & Lodge as internal auditors for 2016 / 2017 and the Clerk to write to confirm appointment.

#### **16/055 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.

#### **16/056 Public Forum**

Margaret Maybury updated councillors on the appointments made by Babergh following the recent AGM.

#### **16/057 Clerks Report (Appendix A) and Chairman's Report**

After reviewing the Clerk's report, there were no further actions requested of the Clerk.

#### **16/058 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.

#### **16/059 Planning**

- a. No planning application had been received since the agenda was posted.
- b. 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 Floor Area (GFA) of retail floor space (A1, A2, A3, A4 and A5), village hall (D2), workspace (B1a), residential dwellings (C3), primary school (D1), pre-school (D1) and car parking); creation of new vehicular access points and associated works; sustainable transport links; community woodland; open space (including children's play areas); sustainable drainage (SuDS); sports pavilion (D2) and playing fields; allotments; and associated ancillary works.	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	

#### 16/060 Finance

- a. The councillors reviewed and resolved to accept the internal audit report from Heelis & Lodge for 2015 / 2016 which included the recommendation for CPC to review its Standing Orders and Financial Regulations.
- b. The councillors resolved to approve CPC's Bank Reconciliation and Receipts and Payments Account for the year ending 31<sup>st</sup> March 2016 (Appendix C)
- c. The councillors resolved to approve Section 1 of the Annual Return for the year ended 31<sup>st</sup> March 2016 and the Chairman signed the section accordingly.
- d. The councillors resolved to approve Section 2 of the Annual Return for the year ended 31<sup>st</sup> March 2016 and the Chairman signed the section accordingly.
- e. The councillors resolved to approve the explanation of significant variances within Section 2 of the Annual Return.
- f. 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.

#### 16/061 Burial Authority matters

The Church Trustees are finalising plans for an electricity supply to the Church and are still working towards the provision of water in the churchyard. The Clerk will obtain a quotation for the replacement of the two posts supporting the gate and kissing gate at the entrance to the churchyard. The Trustees will be forwarding proposals to CPC for a footpath from the entrance of the churchyard to the church door in the immediate future.

#### 16/062 Footpaths and other amenities

The councillors reviewed the letter they had received from Ethan Hand regarding the amount of rubbish he collects and the need for a rubbish bin in the parish. The councillors agreed that the Clerk write to Ethan and ask for his suggestion on the proposed location of a bin.

#### 16/063 Defibrillator

The defibrillator and cabinet have been delivered to the Health Centre, but as the Health Centre has changed its maintenance contractor a delay of one month is expected for the provision of an electrical supply and installation of the defibrillator.

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### 16/064 Councillor Vacancy

No applications have been received in relation to the councillor vacancy.

### 16/065 BDC Meeting

Cllr Beckham will represent CPC at the BDC meeting in Cockfield on the 7<sup>th</sup> June 2016.

### 16/066 Questions to Chair

No questions were raised.

### 16/067 Next Meeting

The next scheduled meeting will be held at Gt Waldingfield Village Hall on Monday 4<sup>th</sup> July 2016 starting at 7.30pm.

**The meeting closed at 9.15pm.**

## 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	Letter written to Colets Piling and no response received.	
16/015	Health Centre do not consider that a dog bin is required on their site.	✓
16/026	Minutes updated on website.	✓
16/028	Frank Lawrenson asked for status regarding CPC being a formal partner for Chilton Woods S106 agreement.	
16/030 a	Newsletter issued	✓
16/030 a	Response sent re Chilton Woods.	✓
16/031 a	Payments made to suppliers.	✓
16/031 b	Donations sent.	✓
16/041	Minutes updated on website.	✓
16/043 a	Response sent re planning application.	✓
	<b>Clerk Hours</b>	
	As at 27th March - 295.5 hours worked / 260 + 25 hours paid.	

## Appendix B Routine Correspondence reviewed by councillors

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

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**Appendix C End of Year Accounts**

<b>CHILTON PARISH COUNCIL</b>			
<b>Bank Reconciliation for Financial year ending 31st March 2016</b>			
<b>Balances per Bank Statements as at 31st March 2016</b>			
Current Account		£29,280.98	
Instant Access Account		£27.07	
Lloyds Fixed Term Deposit		£0.00	
			£29,308.05
Add any Unbanked Cash as at 31 March			£0.00
Less Unpresented Cheques as at 31 March			
	737	£143.42	
	738	£701.84	
	739	£165.80	
	742	£50.00	
			£1,061.06
		<b>Total Cash</b>	<b>£28,246.99</b>
<b>CASH BOOK</b>			
Opening Balance			£22,999.03
Add Receipts in the year			£11,774.10
			£34,773.13
Less Payments in the year			£6,526.14
		<b>Total Cash</b>	<b>£28,246.99</b>

Signed \_\_\_\_\_

Date \_\_\_\_\_

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<b>CHILTON PARISH COUNCIL</b>			
<b>Receipts &amp; Payments Account for the year ending 31st March 2016</b>			
<b>Receipts</b>			
Precept	£7,658.15		
Bank Interest	£120.00		
Churchyard	£502.00		
Grants	£2,736.62		
Wayleave	£9.20		
Other	£611.50		
VAT Repayment	£136.63		
		<b>£11,774.10</b>	
<b>Payments</b>			
Clerks Salary	£2,624.02		
Admin Expenses	£948.83		
Annual Subscriptions	£230.00		
Insurance	£177.14		
Audit Inspections	£66.00		
Donations	£330.00		
Chairman's Allowance	£0.00		
Dog & Litter Bins	£165.16		
Footpaths	£525.00		
Churchyard / Memorial	£113.30		
Community Warden	£650.00		
Street Lighting	£0.00		
Projects	£140.00		
Other	£485.00		
VAT Paid	£71.69		
		<b>£6,526.14</b>	
<b>Excess of Receipts over Payments</b>			<b>£5,247.96</b>
Add Balance Brought Forward			£22,999.03
<b>Balance Carried Forward</b>			<b>£28,246.99</b>
<b>Represented by</b>			
Current Account	£28,219.92		
Instant Access Account	£27.07		
Lloyds Fixed Term Deposit	£0.00		
		<b>£28,246.99</b>	
I have prepared these accounts from the books and records of the Chilton Parish Council and certify that they are a true record of the Parish Council's transactions			
Signed: _____ Date: _____			
DF Crimmin RFO Chilton Parish Council			

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### Appendix D RFO Report

#### Receipt & Payments

Date	Details	Ref	Power	Receipts	Payments
20/04/16	BDC Precept & Grant			3,852.75	0.00
09/05/16	Community Heartbeat Trust - Defibrillator & Cabinet	745	LA 2011 ss 1 to 8	0.00	2,424.00
09/05/16	GWVH - Hall Hire April to Nov 2016	746	LA 2011 ss 1 to 8	0.00	180.00
09/05/16	Heelis & Lodge - Audit Fee	747	LA 2011 ss 1 to 8	0.00	66.00
09/05/16	Suffolk Wildlife Trust - Ann Subs	748	LA 2011 ss 1 to 8	0.00	38.00
30/06/16	DF Crimmin - Salary April to June	749	LA 2011 ss 1 to 8	0.00	478.86
30/06/16	DF Crimmin - WFHA April to June	749	LA 2011 ss 1 to 8	0.00	39.00
30/06/16	HMRC - Clerk Tax	750	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	31/03/16	£29,280.98	£28,727.21	£3,345.46	£3,852.75	£1,061.06
Instant Access Account	20/10/15	£27.07	£27.07	£0.00	£0.00	£0.00
		£29,308.05	£28,754.28	£3,345.46	£3,852.75	

#### 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	£1,411.00	£219.00
Churchyard	£0.00	£0.00	Insurance	£200.00	£0.00
Grants	£450.00	£0.00	Annual Subscriptions	£263.00	£38.00
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	£0.00	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	£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>£3,852.75</b>	<b>Total</b>	<b>£0.00</b>	<b>£7,519.00</b>
					<b>£3,345.46</b>
			Assets C/Forward		£28,754.28
<b>Total</b>		<b>£32,099.74</b>	<b>Total</b>		<b>£32,099.74</b>

#### End of Appendices