

## CHILTON PARISH COUNCIL

### Minutes of Meeting held on Monday 3<sup>rd</sup> July 2017 at Gt Waldingfield Village Hall

**Present:** Councillors Hart of Chilton (Chairman), Adrian Beckham, Tony Foster, Eileen Gore and Keith Shapley.

**Attending:** Colin Spence (Suffolk County Councillor), Margaret Maybury (Babergh District Councillor), D Crimmin (Clerk) and 2 members of public.

#### **17/074 Apologies for Absence**

Cllrs Reeve (commitment) and Edgeley (holiday) sent their apologies.

#### **17/075 Declaration of Interests and Requests for Dispensation**

Dispensations agreed at meeting on 15<sup>th</sup> February 2016 were used by Cllrs Hart of Chilton, Gore and Shapley in relation to the planning application for Chilton Woods. No further declaration of interests were declared and no requests for dispensation had been received.

#### **17/076 Minutes of Meeting held on 19<sup>th</sup> June 2017**

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

#### **17/077 Public Forum**

Mrs Fisher raised her concern over the lack of action by Suffolk Wildlife Trust, the RSPB and the Police over the damage caused by a tractor to the Skylarks' habitat on the "Prolog" land in Church Field Road. The councillors agreed that a letter to the Police, supporting the crime reported to them, should be sent.

#### **17/078 Clerks Report (Appendix A) and Chairman's Report**

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

#### **17/079 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.

#### **17/080 Planning**

- a. The councillors reviewed Planning Application B/15/01718 Chilton Woods Mixed Use Development Land, North Of Woodhall Business Park - Re-advertisement of Outline application (with all matters reserved except for access) - Erection of up to **1,150** dwellings (Use Class C3); **15ha** 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 1,000m<sup>2</sup> 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. The councillors considered the issues raised by residents at both tonight's meeting and the meeting on the 19<sup>th</sup> June 2017 as well as the supporting documentation and concerns raised on the application as contained on the Babergh Planning website. The councillors resolved to object to the planning application on the grounds outlined in the draft prepared by the Clerk, which would be published on the Chilton website once submitted to the Local Planning Authority on the 4<sup>th</sup> July 2017.
- b. No further planning application had been received since the agenda was posted.
- 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	Re-advertised 15/05/2017
B/16/01406	Chilton Grove, Waldingfield Road	Erection of 5 no. dwellings; ancillary outbuildings and improvement to existing vehicular access.	16/132a	Objected	Permission Granted 22/06/2017
B/17/00173	Low Thatch, Lavenham Road	Adjoining Parish - Application for Listed Building Consent- Insertion of 2 no. dormer windows into rear elevation, insertion of french doors to side elevation and erection of detached cartlodge.	17/025a	No Comment	Permission Granted 04/04/2017
B/17/00172	Low Thatch, Lavenham Road	Adjoining Parish - Insertion of 2 no. dormer windows into rear elevation, insertion of french doors to side elevation and erection of detached cartlodge.	17/025a	No Comment	Permission Granted 04/04/2017
B/17/00443	9 Carbonels	Erection of a first floor side extension; Enlarge bathroom window and render elevations.	17/040a	Support	Permission Granted 03/05/2017
B/17/00484	Business Reply Direct Mail. Ltd, BRMS House, Milner Road	Adjoining Parish - Change of Use of gymnasium to Office Use; construction of new vehicular access.	17/040b	Object	Permission Granted 07/06/2017
B/17/00376	The Red House, Lavenham Road	Adjoining Parish - Application for Listed Building Consent- Construct white shiplap/featheredging over existing cement render.	17/040c	No Comment	
B/17/00954	Grange Farm, Newton Road	Erection of single storey and two-storey side extensions (following demolition of outbuilding); insertion of 1 No additional dormer.	17/056a	Support	Permission Granted 06/06/2017
B/17/01054	McDonalds Drive Thru Restaurant, Northern Road, Chilton Industrial Estate	Adjoining Parish - Erection of front and side extensions and additional extension to provide chiller / freezer area, insertion of booth windows and repositioning of 2 no. signs.	17/056b	No Comment	Permission Granted 19/06/2017
B/17/01055	McDonalds Drive Thru Restaurant, Northern Road, Chilton Industrial Estate	Adjoining Parish - Application for Advertisement Consent- relocation of 2 no. existing signs.	17/056b	No Comment	Permission Granted 19/06/2017

#### 17/081 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.

#### 17/082 Electoral Review of Babergh's Warding

The councillors noted that the Electoral Commission was undertaking a consultation on the proposals for Babergh District Council to reduce its members from 43 to 31 and the subsequent changes to wards to facilitate the reduction. The councillors were minded that their current arrangement of being linked to other parishes on the border with Sudbury should be continued but agreed that Babergh's proposals on the warding should be reviewed first before sending CPC's response. The councillors agreed that the Clerk circulate the proposals by Babergh when made available in mid-July and then to co-ordinate CPC's response for submission.

#### 17/083 Community Led Planning

The councillors asked the Clerk to arrange a meeting with Babergh's Strategic Manager Bill Newman so that they could understand how the current plans for the emerging local plan would impact the parish of Chilton and how a community led plan may help the parish in the longer term.

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#### 17/084 Burial Authority matters

The Clerk updated councillors on the repair being undertaken on the broken gate post to the entrance to the Churchyard. The owner of the vehicle has admitted liability to the damage but this liability may be reduced considering the poor condition of the post.

#### 17/085 Footpaths and other amenities

- a. The councillors requested the Clerk to get permission from BDC to install a dog bin at the junction of the B1115 and Chilton Grove, next to the notice board.
- b. The walk of the parish to review assets was deferred.

#### 17/086 Standing Orders and Financial Regulations

After reviewing CPC's Standing Orders and Financial Regulations the councillors resolved that no changes were required at this time.

#### 17/087 SID Scheme

The councillors were updated that the funds being provided via Colin Spence's Highway budget was in place for the purchase of 3 SID devices by GWPC for the scheme. The Community Wardens will move the equipment around and collect the data held by the units after each 2-week period. The location for the SID to monitor traffic from the Homebase roundabout towards Great Waldingfield is still to be checked with the homeowner.

#### 17/088 Welcome to Chilton

The councillors reviewed to first draft of the proposed booklet and agreed to some changes that should be included for a final review at the September meeting.

#### 17/089 Questions to Chair

The councillors asked the Clerk to circulate the footpath cutting schedule with D Gotts, to confirm responsibility for the hedge cutting along the footpath between the church and business units, and to confirm with Babergh who is responsible for cutting the hedge by 8 Aubrey Drive in Spire Chase.

#### 17/090 Next Meeting

The next scheduled meeting will be held at Gt Waldingfield Village Hall on Monday 4<sup>th</sup> September 2017 starting at 7.30pm.

**The meeting closed at 9.59pm.**

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**Appendix A Clerk's Report**

Minute	Action	Complete ✓
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.	
16/105	Line has been painted across entrance to Church in Church Field Road.	✓
16/106	Broken footpath signs are to be repaired by SCC.	
17/034	Community Wardens asked to clear pavement in Churchfield Road.	
17/044	SALC updated with CPC Chairman.	✓
17/048	Minutes updated on website.	✓
17/049	Website updated with appointments.	✓
17/050	SALC updated with CPC Representative.	✓
17/051	Heelis & Lodge notified of appointment.	✓
17/056	Responses sent re planning applications.	✓
17/057 e	Annual Return sent to BDO.	✓
17/057 f	Payments made to suppliers.	✓
17/060	Burials rights notified to applicants.	✓
17/062	Cllr Beckham booked on BDC meeting.	✓
17/068	Minutes updated on website.	✓
17/070	Responses sent re planning applications.	✓
17/072	Ploughed field issue raised with Babergh Enforcement.	✓

**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 RFO Report

#### Receipt & Payments

Date	Details	Ref	Power	Receipts	Payments
09/05/17	HMRC VAT Repayment			751.80	0.00
30/06/17	Donation from Miss Mole			20.00	0.00
03/07/17	Sudbury Town Council - Community Warden	785	LA 2011 ss 1 to 8	0.00	780.00

#### Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Current Account	30/05/17	£31,739.59	£30,330.11	£1,429.48	£20.00	£0.00
Instant Access Account	20/10/16	£27.07	£27.07	£0.00	£0.00	£0.00
		£31,766.66	£30,357.18	£1,429.48	£20.00	

#### Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£27,561.41				
<b>Income</b>			<b>Expenditure</b>			
Precept	£7,721.00	£3,860.50	Clerks Salary		£2,677.00	£610.48
Bank Interest	£0.00	£0.00	Admin Expenses	£562.00	£1,440.00	£154.00
Churchyard	£0.00	£20.00	Insurance		£200.00	£0.00
Grants	£513.50	£0.00	Annual Subscriptions		£360.00	£211.05
Wayleave	£9.20	£0.00	Audit Inspections		£175.00	£66.00
Other	£0.00	£0.00	Donations		£200.00	£0.00
VAT Repayment	£0.00	£751.80	Chairman's Allowance		£200.00	£0.00
			Dog & Litter Bins		£360.00	£0.00
			Footpaths		£600.00	£0.00
			Churchyard / Memorial		£50.00	£0.00
			Community Warden		£650.00	£650.00
			Street Lighting		£0.00	£0.00
			Projects		£1,000.00	£0.00
			Other		£0.00	£0.00
			VAT Paid		£0.00	£145.00
<b>Total</b>	<b>£8,243.70</b>	<b>£4,632.30</b>	<b>Total</b>	<b>£562.00</b>	<b>£7,912.00</b>	<b>£1,836.53</b>
			Assets C/Forward			£30,357.18
<b>Total</b>		<b>£32,193.71</b>	<b>Total</b>			<b>£32,193.71</b>

#### End of Appendices