

## CHILTON PARISH COUNCIL

### Minutes of Meeting held on Monday 6<sup>th</sup> March 2017 at Gt Waldingfield Village Hall

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

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

#### 17/020 Apologies for Absence

Apologies received from Colin Spence (Suffolk County Councillor) and Frank Lawrenson (Babergh District Councillor).

#### 17/021 Declaration of Interests and Requests for Dispensation

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

#### 17/022 Minutes of Meeting held on 9<sup>th</sup> January 2017

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

#### 17/023 Public Forum

Margaret Maybury updated councillors on the Ward Boundary review being undertaken by Babergh and the Boundary Commission which may see the number of Babergh Councillors reduce from 43 to 31. A consultation with CPC over the proposals is expected to take place towards the end of 2017 with any changes being implemented at the May 2019 Elections. Margaret also outlined the Babergh Budget, the new CEO's first tasks and the reduction in Babergh's use of interim staff.

#### 17/024 Clerks Report (Appendix A) and Chairman's Report

After reviewing the Clerk's report there were no further actions requested of the Clerk. Cllr Hart updated councillors on the issue of the clause causing concern in the legal agreement that SCC want CPC to sign to take part in the SID scheme.

#### 17/025 Routine Correspondence (Appendix B)

After the councillors reviewed the correspondence and the emails circulated by the Clerk, the Clerk was asked to acknowledge receipt of the GoStart consultation on the proposed evening bus service around Sudbury and Great Cornard.

#### 17/026 Planning

- a. Two planning applications had been received since the agenda was posted. The councillors reviewed **Adjoining Parish Planning Application B/17/00173 Low Thatch, Lavenham Road** - 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 and resolved that they had no comments. The councillors reviewed **Adjoining Parish Planning Application B/17/00172 Low Thatch, Lavenham Road** - Insertion of 2 no. dormer windows into rear elevation, insertion of french doors to side elevation and erection of detached cartlodge and resolved that they had no comments.
- b. The councillors reviewed the request from Great Waldingfield Parish Council to join them at a meeting with SCC and BDC to discuss SCC development proposals, and proposals for determining Local Housing Need, in both parishes. The councillors agreed that CPC should attend a meeting but would appreciate an updated summary of the proposals from SCC ahead of the meeting.
- c. The status of planning applications previously reviewed by the council were as follows:

## CHILTON PARISH COUNCIL

### Minutes of Meeting held on Monday 6<sup>th</sup> March 2017 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/16/01406	Chilton Grove, Waldingfield Road	Erection of 5 no. dwellings; ancillary outbuildings and improvement to existing vehicular access.	16/132a	Objected	
B/16/01577	Scrupmys, 23 St Marys Close	Sub-division of 1 no. existing detached dwelling into 2 no. semi-detached dwellings. Alterations to fenestration to front elevation and insertion of new first floor side window.	17/007a	Objected	Permission Granted 26/01/2017
B/16/01627	Winthrop Hall, Newton Road	Conversion of existing attached outbuilding to ancillary/annexe accommodation, erection of single-storey extension and alteration to and creation of new fenestration.	17/007b	Support	Permission Granted 23/01/2017

#### 17/027 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 resolved to join the Suffolk Preservation Society and signed the standing order to pay the subscription annually from January 2018.
- c. The councillors resolved to donate £50 to each of the following organisations
  - the Kernos Centre
  - Suffolk Age UK
  - Sudbury Newstalk
  - East Anglian Air Ambulance
  - Sudbury First Responders.
- d. The councillors resolved that the following Earmarked Reserves be carried forward to 2017 / 2018:

	2016 / 2017
	End of year
Community Centre	6,000.00
Chilton Woods Consultancy	10,000.00
Asset Replacement	1,400.00
Churchyard Maintenance	2,119.00
Welcome Pack	562.00
Election Costs	1,250.00
<b>Total Earmarked Reserves</b>	<b>21,331.00</b>

#### 17/028 Burial Authority matters

The Clerk reported on the fallen tree in the churchyard which had been cleared by the Community Wardens.

#### 17/029 Defibrillator

The councillors agreed that an Awareness session for residents should be held as part of the Annual Parish Assembly on the 3<sup>rd</sup> April if CHT were able to provide the resource.

#### 17/030 Footpaths and CPC Assets

No issues were raised.

## CHILTON PARISH COUNCIL

### Minutes of Meeting held on Monday 6<sup>th</sup> March 2017 at Gt Waldingfield Village Hall

#### 17/031 Welcome Booklet

The item was deferred to the May meeting.

#### 17/032 Speed Indicator Device Scheme

Great and Little Waldingfield Parish Councils have both agreed to the principle of sharing the cost of a third SID device in addition to the 2 devices that Colin Spence is willing to fund. Cllr Hart has raised several concerns with a clause incorporated in the agreement that each PC must sign to operate a scheme but following discussions SCC are not prepared to alter the agreement. The issue has now been raised with the insurers of each parish council who support Cllr Hart's concerns and this issue has been referred to SCC for their further consideration. The 3 proposed locations for SID's in Chilton have been vetted by SCC's contractor and are approved, though should the scheme proceed, CPC will need to discuss the location of one post with a Waldingfield Road resident.

#### 17/033 Annual Parish Assembly

It is hoped that the defibrillator awareness session as well as an update from the Community Wardens will be added to this year's agenda for the APA on the 3<sup>rd</sup> April 2017. The Clerk to issue a newsletter to publicise the event.

#### 17/034 Questions to Chair

Cllr Gore raised the issue of vegetation growth over the pavement in Churchfield Road between the roundabout and the entrance to the Health Centre causing issues to pedestrians and the Clerk was asked to raise this with the Community Wardens. Cllr Beckham raised the Boundary Walk which will be held on the 20<sup>th</sup> April 2017

#### 17/035 Next Meeting

The next scheduled meeting will be held at Gt Waldingfield Village Hall on Monday 8<sup>th</sup> May 2017 starting at 7.30pm.

**The meeting closed at 9.55pm.**

#### 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 to be painted across entrance to Church in Church Field Road.	
16/106	Broken footpath signs are to be repaired by SCC.	
16/115	Lady Hart to write to SCC.	
17/003	Minutes updated on website.	✓
17/007	Responses sent re planning applications.	✓
17/008 a	Payments made to suppliers.	✓
17/008 b	Precept Demand sent to Babergh.	✓
17/008 c	D Gotts notified on award of contract.	✓
17/013	Response sent on SCC's Minerals and Waste consultation.	✓
	Booked Cllr Beckham on the SALC Planning Conference.	✓
	<b>Clerk Hours</b>	✓
	As at 12th February 2017 - 243.5 hours worked / 230 hours paid.	
	<b>Speed Watch Outings (Drivers reported)</b>	
	The rota starts again in March.	

## CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 6<sup>th</sup> March 2017 at Gt Waldingfield Village Hall

### Appendix B Routine Correspondence reviewed by councillors

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

### Appendix C RFO Report Receipt & Payments

Date	Details	Ref	Power	Receipts	Payments
06/03/17	Sudbury Town Council - CCTV Maintenance	767	LA 2011 ss 1 to 8	0.00	168.00
06/03/17	Newton Parish Council - Speed Watch	768	LA 2011 ss 1 to 8	0.00	50.00
06/03/17	BDC - Dog & Litter bin emptying	769	LA 2011 ss 1 to 8	0.00	284.80
06/03/17	DF Crimmin - Expenses Sept to Feb	770	LA 2011 ss 1 to 8	0.00	122.36
28/03/17	DF Crimmin - Salary Jan to March	771	LA 2011 ss 1 to 8	0.00	669.52
28/03/17	DF Crimmin - WFHA Jan to March	771	LA 2011 ss 1 to 8	0.00	39.00
28/03/17	HMRC - Clerk Tax	772	LA 2011 ss 1 to 8	0.00	167.40

### Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Current Account	01/02/17	£29,285.42	£27,784.34	£1,501.08	£0.00	£0.00
Instant Access Account	20/10/16	£27.07	£27.07	£0.00	£0.00	£0.00
		£29,312.49	£27,811.41	£1,501.08	£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	£7,579.00	Clerks Salary		£2,650.00	£2,650.24
Bank Interest	£120.00	£0.00	Admin Expenses	£562.00	£1,411.00	£1,023.45
Churchyard	£0.00	£0.00	Insurance		£200.00	£169.71
Grants	£450.00	£619.30	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	£237.33
			Footpaths		£600.00	£525.00
			Churchyard / Memorial	£265.00	£50.00	£265.00
			Community Warden		£650.00	£650.00
			Street Lighting		£0.00	£0.00
			Projects	£2,237.00	£1,000.00	£2,183.65
			Other		£0.00	£0.00
			VAT Paid		£0.00	£751.80
<b>Total</b>	<b>£8,158.20</b>	<b>£8,342.44</b>	<b>Total</b>	<b>£3,064.00</b>	<b>£7,519.00</b>	<b>£8,778.02</b>
			Assets C/Forward			£27,811.41
<b>Total</b>		<b>£36,589.43</b>	<b>Total</b>			<b>£36,589.43</b>

Unclaimed VAT = £751.80

### End of Appendices

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Chilton Parish Council adopted the General Power of Competence on the 12 May 2015 Series Page 314