

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 6th November 2017 at Gt Waldingfield Village Hall

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

Attending: Colin Spence (Suffolk County Councillor), Margaret Maybury (Babergh District Councillor), D Crimmin (Clerk) and 1 member of public.

17/123 Apologies for Absence

Cllr Reeve (work) sent his apologies as did Frank Lawrenson (Babergh District Councillor).

17/124 Declaration of Interests and Requests for Dispensation

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

17/125 Minutes of Meeting held on 2nd October 2017

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

17/126 Public Forum

Colin Spence reported on SCC's budget plans for 2018 / 2019 and the current position regarding his locality budget. After reviewing issues raised in the process of Babergh agreeing the outline planning permission for Chilton Woods, it was agreed that CPC would write to him requesting SCC to honour its commitments for a community centre and community woodland within the scheme by ensuring that adequate money is specified in the S106 agreement.

Margaret Maybury reported on BDC's budget plans for 2018 / 2019 and the current review of the business case for Babergh and Mid Suffolk to merge. Cllr Hart raised CPC's concerns that no notification of the planning committee date to determine the Chilton Woods planning application had been made to the two district councillors responsible for the ward, ahead of notice of the meeting. Cllr Hart questioned what period of notice that the applicant had received ahead of the meeting, and doubted that it would have been the same 14 days given to CPC and other stakeholders.

17/127 Clerks Report (Appendix A) and Chairman's Report

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

17/128 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.

17/129 Planning

- a. The councillors reviewed **Planning Application DC/17/05313 2 Chilton Grove Bungalows Waldingfield Road Chilton** - Erection of two detached dwellings following demolition of existing bungalow and resolved to support the planning application.
- b. The councillors noted **Planning Application DC/17/04692 6 Hilltop Waldingfield Road** - Tree Preservation Order - Fell selected trees along southern boundary closest to property covered by TPO BT375/W1 but were disappointed that no dimensions of the trees to be felled were given in the application.
- c. The councillors reviewed the outcomes of the Planning Committee meeting which agreed the basis on which planning permission will be granted for **Planning Application B/15/01718 Chilton Woods**. The councillors agreed that CPC should ask the local planning authority for full participation in the process to agree the S106 agreements and the detailed conditions that will be applied to the permission, as specified in Babergh's Policy CS4. CPC will write to BDC to agree the framework for the engagement process as the outcomes of the permission will have long term impacts upon the residents living around the site. The councillors thanked Cllr Hart for preparing CPC's objections to the planning officer's report and presenting these to the Planning Committee.

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 6th November 2017 at Gt Waldingfield Village Hall

d. No further planning application had been received since the agenda was posted.

e. The status of planning applications previously reviewed by the council were as follows:

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/15/01718	Chilton Woods Mixed Use Development Land North Of Woodhall Business Park	Re-advertisement - 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 1,000m2 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.	17/080a 17/118a	Objected Objected	Planning Committee has granted planning permission subject to S106 agreement and conditions being agreed.
DC/17/03804	The Lodge, Waldingfield Road	Erection of single storey ancillary outbuilding (garden store).	17/095a	Support	Permission Granted 01/09/2017
DC/17/03630	Venator, Milner Road	Construction of open sided lorry trailer cover structure.	17/095b	Support	Permission Granted 29/08/2017
DC/17/04052	Land North Of Waldingfield Road	Outline planning application for residential development of up to 130 dwellings (Use Class C3) including means of access into site (not internal roads), parking and associated works, with all other matters (relating to appearance, landscaping, scale and layout) reserved.	17/106a 17/119b	Objected Objected	

17/130 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 £8,135.30 for 2018 / 2019.
- c. The councillors reviewed the application for a grant towards CPC's costs of £106.35 in complying with the Transparency Code and resolved that the Clerk submit the application to SALC for consideration.
- d. With HMRC discontinuing the option to pay the quarterly bill at the Post Office, the councillors agreed that the Clerk send the payment by post, as CPC could not comply with the Direct Debit requirement of having a single signature authority to create the mandate.

17/131 Babergh Local Plan

The councillors agreed that Cllr Hart and the Clerk prepare the response to the Local Plan consultation and submit it before the deadline of the 10th November 2017. Following CPC's meeting with Acton, Long Melford and Great Waldingfield Parish Councils' the councillors agreed with the response in which it is requested that a green buffer zone be created to the north and east of Sudbury, to protect the villages from becoming part of an enlarged market town. The Clerk was asked to additionally send this submission to BDC.

17/132 Babergh Warding consultation

The councillors were supportive of the Local Government Boundary Commission's proposal that Chilton remains in an enlarged Waldingfield ward which additionally includes Lavenham, and will be known as the Lavenham ward. The Clerk to submit CPC's response to the consultation.

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 6th November 2017 at Gt Waldingfield Village Hall

17/133 Minerals and Waste Local Plan consultation

The councillors agreed with the decision of SCC to remove the previously proposed quarry at Chilton from the revised Minerals sites in the current consultation. CPC has always felt that the disruption caused to the area by the proposal in terms of traffic, noise and disturbance to the habitat were not acceptable for such a small deposit of minerals.

17/134 Burial Authority matters

- a. The councillors resolved to accept the quotation from David Gotts to select the best specimen trees to be retained in the churchyard then to clear the undergrowth, thinning out saplings, shrubs and trees that have no use for a cost of £900 plus VAT. Cllr Beckham will attend the clearance works on behalf of the council.
- b. The councillors agreed that a review of burial fees be undertaken in 2018 by the Clerk.

17/135 Footpaths and other amenities

No issues raised.

17/136 SID Scheme

The clerk updated councillors of the theft of a SID from Churchfield Road on the 22nd / 23rd October. The broken device has now been recovered and has been sent back to the manufacturer for assessment. An insurance claim has been raised by Great Waldingfield Parish Council on behalf of the scheme.

17/137 Welcome to Chilton

The councillors reviewed the final draft of the proposed booklet and asked that the request to include details on the Chilton History book be included prior to production.

17/138 Navigus Planning

The councillors confirmed the arrangements and costs for the presentation by Navigus Planning on the Neighbourhood Plan process that could be undertaken by CPC.

17/139 Meetings in 2018

The councillors agreed the following dates for meetings in 2018:

- 15th January
- 19th March
- 21st May
- 2nd July
- 10th September
- 5th November.

The APA will be held on Monday 23rd April 2018.

17/140 Questions to Chair

No questions raised.

17/141 Next Meeting

The next scheduled meeting will be held at Gt Waldingfield Village Hall on Monday 15th January 2018 starting at 7.30pm.

The meeting closed at 10.40pm.

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 6th November 2017 at Gt Waldingfield Village Hall

Appendix A Clerk's Report

Minute	Action	Complete ✓
16/028	Frank Lawrenson asked for update on Babergh's S106 discussions re Chilton Woods.	
17/085	Dog Bin installed at junction of B1115 and Chilton Grove.	✓
17/089	SCC to get hedge cut on footpath between Church and business units and along edge of field to Grange Farm Road.	
17/097	Community Wardens undertook leaflet drop on vehicles parking on pavement in Spire Chase.	✓
17/102	Minutes updated on website.	✓
17/106	Responses sent re planning applications.	✓
17/107	Payments made to suppliers.	✓
17/108	Cllrs booked on events.	✓
17/117	Minutes updated on website.	✓
17/119	Responses sent re planning applications.	✓
17/120	Councillors attended event at Acton Parish Council and copies of Local Plan consultation distributed to councillors.	✓
	Clerk Hours	
	As at 29th October 2017 - 241.25 hours worked / 150 hours paid.	

Appendix B Routine Correspondence reviewed by councillors

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

Signed _____

Date _____

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 6th November 2017 at Gt Waldingfield Village Hall

Appendix C RFO Report Receipt & Payments

Date	Details	Ref	Power	Receipts	Payments
25/09/17	BDC Precept			3,860.50	0.00
18/10/17	ICO - Data Registration	D/Dr	LA 2011 ss 1 to 8	0.00	35.00
30/10/17	SCC Footpath cutting grant			513.50	0.00
06/11/17	Flowers Groundcare - Church maintenance	793	LA 2011 ss 1 to 8	0.00	180.00
06/11/17	Sudbury Town Council - Dog bin installation	794	LA 2011 ss 1 to 8	0.00	28.07
06/11/17	Garden Arb Business - Footpath cutting 2017	795	LA 2011 ss 1 to 8	0.00	630.00
29/12/17	DF Crimmin - Salary Oct to Dec	796	LA 2011 ss 1 to 8	0.00	488.28
29/12/17	DF Crimmin - WFHA Oct to Dec	796	LA 2011 ss 1 to 8	0.00	39.00
29/12/17	HMRC - Clerk Tax	D/Dr	LA 2011 ss 1 to 8	0.00	122.20

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Current Account	29/09/17	£35,177.01	£32,905.80	£2,784.71	£513.50	£0.00
Instant Access Account	20/10/16	£27.07	£27.07	£0.00	£0.00	£0.00
		£35,204.08	£32,932.87	£2,784.71	£513.50	

Statement of Accounts vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets B/Forward		£27,561.41			
Income			Expenditure		
Precept	£7,721.00	£7,721.00	Clerks Salary	£2,677.00	£1,929.09
Bank Interest	£0.00	£0.00	Admin Expenses	£562.00	£1,440.00
Churchyard	£0.00	£1,170.00	Insurance	£200.00	£172.80
Grants	£513.50	£513.50	Annual Subscriptions	£360.00	£211.05
Wayleave	£9.20	£9.20	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	£525.00
			Churchyard / Memorial	£50.00	£388.30
			Community Warden	£650.00	£650.00
			Street Lighting	£0.00	£0.00
			Projects	£1,000.00	£109.91
			Other	£0.00	£0.00
			VAT Paid	£0.00	£301.98
Total	£8,243.70	£10,165.50	Total	£562.00	£7,912.00
			Assets C/Forward		£32,932.87
Total		£37,726.91	Total		£37,726.91

Signed _____

Date _____

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 6th November 2017 at Gt Waldingfield Village Hall

Appendix D Budget Proposal

	2016 / 2017		2017 / 2018			2018 / 2019
	Budget	Actual	Budget	Actual to Date	To year end	Budget
Income						
Bank Interest	120.00	0.00	0.00	0.00	0.00	100.00
Churchyard	0.00	0.00	0.00	1,170.00	1,170.00	0.00
Grants	450.00	619.30	513.50	513.50	513.50	513.50
Wayleave	9.20	9.20	9.20	9.20	9.20	9.20
Other	0.00	63.25	0.00	0.00	0.00	0.00
VAT Repayment	0.00	71.69	0.00	751.80	751.80	0.00
Total Income	579.20	763.44	522.70	2,444.50	2,444.50	622.70
Precept		7,579.00			7,721.00	
Expenditure						
Clerks Salary	2,650.00	2,774.44	2,677.00	1,929.09	2,677.00	2,730.30
Admin Expenses	1,411.00	899.25	1,440.00	439.91	1,440.00	1,440.00
Insurance	200.00	169.71	200.00	172.80	172.80	200.00
Annual Subscriptions	263.00	205.84	360.00	211.05	360.00	370.00
Audit Inspections	75.00	166.00	175.00	66.00	66.00	275.00
Donations	200.00	200.00	200.00	0.00	200.00	200.00
Chairman's Allowance	200.00	0.00	200.00	0.00	200.00	200.00
Dog & Litter Bins	220.00	237.33	360.00	0.00	360.00	420.00
Footpaths	600.00	525.00	600.00	525.00	600.00	600.00
Churchyard / Memorial	50.00	265.00	50.00	388.30	1,288.30	50.00
Community Warden	650.00	650.00	650.00	650.00	650.00	650.00
Street Lighting	0.00	0.00	0.00	0.00	0.00	0.00
Projects	1,000.00	2,183.65	1,000.00	109.91	1,000.00	1,000.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
VAT Paid	0.00	751.80	0.00	301.98	500.00	0.00
Total Expenditure	7,519.00	9,028.02	7,912.00	4,794.04	9,514.10	8,135.30

End of Appendices