

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 8th May 2017 at Gt Waldingfield Village Hall

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

Attending: D Crimmin (Clerk).

17/044 Election of Chairman

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

17/045 Apologies for Absence

Cllrs Hart of Chilton (commitment) and Gore (holiday) sent their apologies.

17/046 Declaration of Interests and Requests for Dispensation

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

17/047 Election of Vice Chairman

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

17/048 Minutes of Meeting held on 24th April 2017

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

17/049 HR and Standards committees

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

17/050 Appoint representatives to outside bodies

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

17/051 Internal Auditors

It was resolved unanimously to appoint Heelis & Lodge as internal auditors for 2017 / 2018 and the Clerk to write to confirm appointment.

17/052 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.

17/053 Public Forum

With no members of public present the councillors used the opportunity to review the issues surrounding development in the area, Chilton Woods and other areas of Chilton. The councillors would like to discuss the issues involved in developing a Neighbourhood Plan at the next meeting.

17/054 Clerks Report (Appendix A) and Chairman's Report

After reviewing the Clerk's report there were no further actions requested of the Clerk. The Clerk confirmed that the draft Welcome booklet should be prepared ahead of the July meeting.

17/055 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.

17/056 Planning

- a. The councillors reviewed **Planning Application 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 and resolved to support the application.

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- b. Two planning applications had been received since the agenda was posted. The councillors reviewed **Adjoining Parish Planning Application B/17/01054 McDonalds Drive Thru Restaurant, Northern Road, Chilton Industrial Estate** - Erection of front and side extensions and additional extension to provide chiller / freezer area, insertion of booth windows and repositioning of 2 no. signs and resolved that they had no comments. The councillors reviewed **Adjoining Parish Planning Application B/17/01055 McDonalds Drive Thru Restaurant, Northern Road, Chilton Industrial Estate** - Application for Advertisement Consent - relocation of 2 no. existing signs and resolved that they had no comments.
- c. The status of planning applications previously reviewed by the council were as follows:

| 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/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 | |
| 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 | |
| B/17/00443 | 9 Carbonels | Erection of a first floor side extension; Enlarge bathroom window and render elevations. | 17/040a | Support | |
| 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 | |
| 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 | |

17/057 Finance

- a. The councillors resolved to approve CPC's Bank Reconciliation and Receipts and Payments Account for the year ending 31st March 2017 (Appendix C)
- b. The councillors resolved to approve Section 1 of the Annual Return for the year ended 31st March 2017 and the Chairman signed the section accordingly.
- c. The councillors reviewed and resolved to accept the internal audit report from Heelis & Lodge for 2016 / 2017 which included the recommendation to review Fidelity Cover in line with the recommended guidelines of year end balances plus 50% of the precept.
- d. The councillors resolved to approve the explanation of the restated 2015 / 2016 accounts and the quantified significant variances within Section 2 of the Annual Return.
- e. The councillors resolved to approve Section 2 of the Annual Return for the year ended 31st March 2017 and the Chairman signed the section accordingly.
- 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.
- g. The councillors noted the Clerk's 1% increase in his hourly rate of pay from the 1st April 2017.

Signed _____

Date _____

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17/058 Pensions Regulator

The councillors noted that CPC has a staging date of the 1st May 2017 as far automatic enrolment for workplace pensions. Under the regulations, due to the Clerk's circumstances, CPC does not have to provide a workplace pension and the councillors resolved that the Chairman writes to the Clerk accordingly, in line with the recommended practice.

17/059 SID Scheme

The councillors were updated that SCC has provided alternative wording for the clause that is causing both Cllr Hart of Chilton and CPC's insurers concern. There have been some changes proposed to SCC on this and their response is awaited. The councillors resolved that subject to Cllr Hart of Chilton and CPC's insurers agreeing that any revised clause is fully covered by CPC's insurance provisions, the Clerk to proceed with the project subject to CPC's funding commitments being the same as previously agreed.

17/060 Burial Authority matters

The councillors noted the approval of the request for Lord and Lady Hart to have burial rights in a single plot in St Mary's churchyard. The councillors considered the request from David Tibbetts-Chaplin and his parents to have burial rights in a single plot (two burial and one ashes) at the churchyard. The councillors considered that despite none of the family living in the parish, their services to St Mary's Church and Chilton residents over many years entitled them to the right to be buried in the churchyard. The Clerk to draw up the necessary paperwork so that the Deed of Grant of Exclusive Right of Burial can be completed with the parties concerned.

17/061 Footpaths and CPC Assets

No issues were raised.

17/062 BDC Meeting

Cllr Beckham to represent CPC at the BDC meeting at Stoke by Nayland on the 29th June 2017 starting at 7.30pm.

17/063 Questions to Chair

The councillors asked that suggestions for new locations for litter / dog bins in the parish be considered at the next meeting. Questions were raised on the upkeep of the memorial at the entrance to the airfield.

17/064 Next Meeting

The next scheduled meeting will be held at Gt Waldingfield Village Hall on Monday 3rd July 2017 starting at 7.30pm.

The meeting closed at 9.10pm.

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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 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. | |
| 17/022 | Minutes updated on website. | ✓ |
| 17/026 | Responses sent re planning applications. | ✓ |
| 17/027 a | Payments made to suppliers. | ✓ |
| 17/025 | Responded to GoStart consultation. | ✓ |
| 17/027 b | Sent Standing Order instruction to SPS. | ✓ |
| 17/027 c | Donations distributed to organisations. | ✓ |
| 17/029 | Defibrillator Awareness session held at APA. | ✓ |
| 17/034 | Community Wardens asked to clear pavement in Churchfield Road. | |
| 17/038 | Minutes updated on website. | ✓ |
| 17/040 | Responses sent re planning applications. | ✓ |
| 17/041 | Sent response to GoStart. | ✓ |
| | | |
| | Clerk Hours | |
| | As at 2nd April 2017 - 288 hours worked / 260 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 Bank Reconciliation and the Receipts and Payments Account

| CHILTON PARISH COUNCIL | | | |
|--|------------------------------------|-------------------|-----------------------|
| Bank Reconciliation for Financial year ending 31st March 2017 | | | |
| Balances per Bank Statements as at 31st March | | | |
| Current Account | | £27,534.34 | |
| Instant Access Account | | £27.07 | |
| | | | £27,561.41 |
| Add any Unbanked Cash as at 31 March | | | £0.00 |
| Less Unpresented Cheques as at 31 March | | | |
| | | | £0.00 |
| | | Total Cash | £27,561.41 |
| CASH BOOK | | | |
| Opening Balance | | | £28,246.99 |
| Add Receipts in the year | | | £8,342.44 |
| | | | £36,589.43 |
| Less Payments in the year | | | £9,028.02 |
| | | Total Cash | £27,561.41 |
| D. Crimmin | RFO, Chilton Parish Council | | 8th April 2017 |

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| CHILTON PARISH COUNCIL | | | |
|--|--|------------|-------------------|
| Receipts & Payments Account for the year ending 31st March 2017 | | | |
| Receipts | | | |
| Precept | | £7,579.00 | |
| Bank Interest | | £0.00 | |
| Churchyard | | £0.00 | |
| Grants | | £619.30 | |
| Wayleave | | £9.20 | |
| Other | | £63.25 | |
| VAT Repayment | | £71.69 | |
| | | | £8,342.44 |
| Payments | | | |
| Clerks Salary | | £2,774.44 | |
| Admin Expenses | | £899.25 | |
| Annual Subscriptions | | £205.84 | |
| Insurance | | £169.71 | |
| Audit Inspections | | £166.00 | |
| Donations | | £200.00 | |
| Chairman's Allowance | | £0.00 | |
| Dog & Litter Bins | | £237.33 | |
| Footpaths | | £525.00 | |
| Churchyard / Memorial | | £265.00 | |
| Community Warden | | £650.00 | |
| Street Lighting | | £0.00 | |
| Projects | | £2,183.65 | |
| Other | | £0.00 | |
| VAT Paid | | £751.80 | |
| | | | £9,028.02 |
| Excess of Payments over Receipts | | | -£685.58 |
| Add Balance Brought Forward | | | £28,246.99 |
| Balance Carried Forward | | | £27,561.41 |
| Represented by | | | |
| Current Account | | £27,534.34 | |
| Instant Access Account | | £27.07 | |
| | | | £27,561.41 |

Signed _____ Date _____
 Chilton Parish Council adopted the General Power of Competence on the 12 May 2015

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Appendix D RFO Report Receipt & Payments

| Date | Details | Ref | Power | Receipts | Payments |
|----------|---------------------------------------|-----|-------------------|----------|----------|
| 05/04/17 | BDC Precept | | | 3,860.50 | 0.00 |
| 08/05/17 | SPS - Planning Training for A Beckham | 778 | LA 2011 ss 1 to 8 | 0.00 | 40.00 |
| 08/05/17 | SALC - Planning Conference A Beckham | 779 | LA 2011 ss 1 to 8 | 0.00 | 90.00 |
| 08/05/17 | SALC - Annual Membership | 780 | LA 2011 ss 1 to 8 | 0.00 | 173.05 |
| 08/05/17 | SWT - Annual Membership | 781 | LA 2011 ss 1 to 8 | 0.00 | 38.00 |
| 08/05/17 | Heelis & Lodge - Audit Fee | 782 | LA 2011 ss 1 to 8 | 0.00 | 66.00 |
| 30/06/17 | DF Crimmin - Salary Apr to June | 783 | LA 2011 ss 1 to 8 | 0.00 | 488.48 |
| 30/06/17 | DF Crimmin - WFHA Apr to June | 783 | LA 2011 ss 1 to 8 | 0.00 | 39.00 |
| 30/06/17 | HMRC - Clerk Tax | 784 | LA 2011 ss 1 to 8 | 0.00 | 122.00 |

Reconciliation

| Account | Statement Date | Statement Balance | Actual Balance | Unpresented Cheques | Credits not shown | Difference |
|------------------------|----------------|-------------------|----------------|---------------------|-------------------|------------|
| Current Account | 31/03/17 | £27,534.34 | £30,338.31 | £1,056.53 | £3,860.50 | £0.00 |
| Instant Access Account | 20/10/16 | £27.07 | £27.07 | £0.00 | £0.00 | £0.00 |
| | | £27,561.41 | £30,365.38 | £1,056.53 | £3,860.50 | |

Statement of Accounts vs Budget

| | Budget | Actual | | Reserves | Budget | Actual |
|------------------|------------------|-------------------|-----------------------|----------------|------------------|-------------------|
| Assets B/Forward | | £27,561.41 | | | | |
| Income | | | Expenditure | | | |
| 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 | £0.00 | 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 | £0.00 | 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 | £0.00 |
| | | | Street Lighting | | £0.00 | £0.00 |
| | | | Projects | | £1,000.00 | £0.00 |
| | | | Other | | £0.00 | £0.00 |
| | | | VAT Paid | | £0.00 | £15.00 |
| Total | £8,243.70 | £3,860.50 | Total | £562.00 | £7,912.00 | £1,056.53 |
| | | | Assets C/Forward | | | £30,365.38 |
| Total | | £31,421.91 | Total | | | £31,421.91 |

End of Appendices

Signed _____ Date _____
 Chilton Parish Council adopted the General Power of Competence on the 12 May 2015 Series Page 322