

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 9th January 2017 at Gt Waldingfield Village Hall

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

Attending: Margaret Maybury (Babergh District Councillor), D Crimmin (Clerk) and one resident.

17/001 Apologies for Absence

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

17/002 Declaration of Interests and Requests for Dispensation

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

17/003 Minutes of Meeting held on 5th December 2016

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

17/004 Public Forum

Margaret Maybury updated councillors on her previously circulated report and answered questions on Babergh's governance.

17/005 Clerks Report (Appendix A) and Chairman's Report

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

17/006 Routine Correspondence (Appendix B)

After the councillors reviewed the correspondence and the emails circulated by the Clerk, the councillors asked the Clerk to put the item regarding the beacons to commemorate the centenary of the ending of WWI on the November 2017 agenda.

17/007 Planning

- a. The councillors reviewed **Planning Application B/16/01577 Scrumpys, 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 and resolved to object to the application on the following grounds:
 - i. The impact of extra car parking at this location in the Close would have a detrimental impact upon the residential amenity of neighbouring properties
 - ii. The proposal was an over development of the plot
 - iii. The proposal for semi-detached houses was out of keeping for an estate of 4 / 5 bedroom detached properties
 - iv. The design of the proposed 3-bedroom property suffered from the lack of internal space particularly around the new entrance
 - v. Covenants for houses on the estate only allowed for detached properties.
- b. The councillors reviewed **Planning Application 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 and resolved to support the application.
- c. No further planning application had been received since the agenda was posted.
- d. 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	

Signed _____ Date _____

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17/008 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 expenditure budget and proposed reserves (Appendix D) and resolved to set a Precept of £7,721 for 2017 / 2018 which will mean a 0% increase in the Band D Council Tax.
- c. The councillors resolved to award the 2017 footpath and churchyard cutting contract to D Gotts at a total cost, for 6 cuts and weed spraying, of £540.

17/009 Burial Authority matters

Cllr Beckham updated councillors that the water connection for the churchyard will be completed on the 24th January 2017.

17/010 Defibrillator

Community Heartbeat Trust has confirmed that the defibrillator has been included in the Ambulance service provisions since the 25th November 2016. Awareness sessions for residents and an official opening of the facility are now being planned.

17/011 Footpaths and CPC Assets

No issues were raised.

17/012 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 with CPC should the 3 SID locations in each parish be acceptable to SCC. Cllr Hart of Chilton has raised several concerns with clauses incorporated in the agreement that each PC must sign with SCC and has presented a proposed revision for SCC's consideration. The issue of locations will be raised with SCC and the SID device selection will now take place as the project enters the detailed phase.

17/013 Suffolk Minerals & Waste Local Plan Issues & Options

The councillors resolved that the Clerk collates all the councillors responses on the subject and submit to SCC before the end of the consultation.

17/014 Risk Assessment

The councillors reviewed CPC's Risk Management Register (Appendix E) as at January 2017 and were satisfied that all issues were covered.

17/015 Effectiveness of CPC's Internal Audit and Internal Control process

The councillors reviewed the current system of CPC's internal controls and internal audit and resolved that they were satisfied with the measures currently undertaken by the council.

17/016 Street Names

The councillors reviewed Babergh's request for new street names for the parish and agreed to request input from residents on the subject before submitting any proposed names.

17/017 Welcome Booklet

The councillors were very happy with the draft produced by Cllr Beckham and the Clerk and asked for a draft copy, including pictures to be produced for the March meeting.

17/018 Questions to Chair

No questions were raised.

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17/019 Next Meeting

The next scheduled meeting will be held at Gt Waldingfield Village Hall on Monday 6th March 2017 starting at 7.30pm.

The meeting closed at 8.35pm.

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.	
16/091	Agenda Item 17 - Meeting on 09/01/2017	✓
16/105	I attended site visit by engineer and he is reporting back to Colin Spence.	
16/106	Broken footpath signs are to be repaired by SCC.	
16/113	Minutes updated on website.	✓
16/115	Lady Hart to write to SCC.	
16/117	Response sent re planning applications.	✓
16/118 a	Payments made to suppliers.	✓
16/118 c	Support contract with CAS completed.	✓
16/119 d	Transparency Grant application sent to SALC.	✓
16/120	Dog bin relocated to Acton Lane.	✓
16/122	Response sent to SALC consultation.	✓
16/130	Minutes updated on website.	✓
16/132	Response sent re planning applications.	✓
	Clerk Hours	
	As at 25th December 2016 - 211 hours worked / 195 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 RFO Report

Receipt & Payments

Date	Details	Ref	Power	Receipts	Payments
08/11/16	Gardens Arb Business - Footpath and Churchyard maintenance	763	LA 2011 ss 1 to 8	0.00	630.00
20/10/16	ICO - Data Protection Registration	D/Dr		0.00	35.00
25/11/16	SALC Transparency Fund grant			105.80	0.00
09/01/17	CAS - OneSuffolk Hosting	764	LA 2011 ss 1 to 8	0.00	60.00
09/01/17	GWVHF - Hall Hire 2016 / 2017	765	LA 2011 ss 1 to 8	0.00	252.00
09/01/17	Sudbury Town Council - Wardens & Expenses	766	LA 2011 ss 1 to 8	0.00	787.80

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Current Account	28/11/16	£31,658.66	£29,285.42	£2,373.24	£0.00	£0.00
Instant Access Account	20/10/16	£27.07	£27.07	£0.00	£0.00	£0.00
		£31,685.73	£29,312.49	£2,373.24	£0.00	

Statement of Accounts vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets B/Forward		£28,246.99			
Income			Expenditure		
Precept	£7,579.00	£7,579.00	Clerks Salary	£2,650.00	£1,813.32
Bank Interest	£120.00	£0.00	Admin Expenses	£562.00	£812.09
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	£0.00
			Footpaths	£600.00	£525.00
			Churchyard / Memorial	£265.00	£265.00
			Community Warden	£650.00	£650.00
			Street Lighting	£0.00	£0.00
			Projects	£2,237.00	£1,000.00
			Other	£0.00	£0.00
			VAT Paid	£0.00	£676.33
Total	£8,158.20	£8,342.44	Total	£3,064.00	£7,519.00
			Assets C/Forward		£29,312.49
Total		£36,589.43	Total		£36,589.43

Signed _____

Date _____

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Appendix D Precept for 2017 / 2018

At the November meeting, you agreed an Expenditure Budget of £7,912 as follows:

	2015 / 2016		2016 / 2017			2017 / 2018
	Budget	Actual	Budget	Actual to	To year end	Budget
Income						
Bank Interest	120.00	120.00	120.00	0.00	0.00	0.00
Churchyard	0.00	502.00	0.00	0.00	0.00	0.00
Grants	450.00	2,736.62	450.00	619.30	513.50	513.50
Wayleave	9.20	9.20	9.20	9.20	9.20	9.20
Other	0.00	611.50	0.00	63.25	63.25	0.00
VAT Repayment	0.00	136.63	0.00	71.69	71.69	0.00
Total Income	579.20	4,115.95	579.20	763.44	657.64	522.70
Precept		7,658.15			7,579.00	
Expenditure						
Clerks Salary	2,585.00	2,624.02	2,650.00	1,813.32	2,650.00	2,677.00
Admin Expenses	1,320.00	948.83	1,411.00	812.09	1,411.00	1,440.00
Insurance	200.00	177.14	200.00	169.71	170.00	200.00
Annual Subscriptions	270.00	230.00	263.00	205.84	270.00	360.00
Audit Inspections	65.00	66.00	75.00	166.00	166.00	175.00
Donations	300.00	330.00	200.00	-50.00	200.00	200.00
Chairman's Allowance	100.00	0.00	200.00	0.00	200.00	200.00
Dog & Litter Bins	210.00	165.16	220.00	0.00	275.00	360.00
Footpaths	600.00	525.00	600.00	525.00	600.00	600.00
Churchyard / Memorial	50.00	113.30	50.00	265.00	265.00	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	140.00	1,000.00	2,043.65	3,020.00	1,000.00
Other	0.00	485.00	0.00	0.00	0.00	0.00
VAT Paid	0.00	71.69	0.00	676.33	500.00	0.00
Total Expenditure	7,350.00	6,526.14	7,519.00	7,276.94	10,377.00	7,912.00

Reserves held by CPC

The provision of £10,000 for any consultancy work that CPC may require in relation to the Chilton Woods planning application is now shown separately from the Chilton Woods Community Centre provision. It is assumed that CPC will produce the Welcome Pack during 2017 / 18. Only income received from burials will be set aside in the Churchyard Maintenance Reserve.

	2015 / 2016		2016 / 2017		2017 / 2018	
	Start of	End of	Start of	End of year	Start of	End of year
Community Centre	13,000.00	5,000.00	5,000.00	6,000.00	6,000.00	6,000.00
Chilton Woods Consultancy	0.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Asset Replacement	1,200.00	1,300.00	1,300.00	1,400.00	1,400.00	1,500.00
Defibrillator	0.00	2,237.00	2,237.00	0.00	0.00	0.00
Churchyard Maintenance	1,882.00	2,384.00	2,384.00	2,119.00	2,119.00	2,119.00
Street Light	0.00	0.00	0.00	0.00	0.00	0.00
Welcome Pack	562.00	562.00	562.00	562.00	562.00	0.00
Election Costs	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00
Total Earmarked Reserves	17,894.00	22,733.00	22,733.00	21,331.00	21,331.00	20,869.00

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Precept

Babergh has written to CPC regarding the Tax Base for 2017 / 2018. CPC's Tax Base will increase from **144.61** in 2016 / 17 to **147.32** in 2017 / 18.

Using the projections for income, expenditure and earmarked reserves, CPC will also need to consider the level it wishes to maintain its General Reserves. Best practice would suggest that the level of General Reserves should be somewhere between 50 -100% of main income.

The 3 examples I give below show:

Example 1 Increase the Precept to £7,721 to keep the Band D Council Tax the same as in 2016 / 17

Example 2 Set the Precept at £7,875 + 2%

Example 3 Set the Precept at £8,000 + 3.6%.

	2015 / 2016	2016 / 2017	2017 / 2018	2017 / 2018	2017 / 2018
			Example 1	Example 2	Example 3
START OF YEAR					
Earmarked Reserves	17,894.00	22,733.00	21,331.00	21,331.00	21,331.00
General Reserves	5,105.03	5,513.99	4,775.63	4,775.63	4,775.63
Total Reserves	22,999.03	28,246.99	26,106.63	26,106.63	26,106.63
Income ex Precept	4,115.95	657.64	522.70	522.70	522.70
Precept	7,658.15	7,579.00	7,721.00	7,875.00	8,000.00
Total Income	11,774.10	8,236.64	8,243.70	8,397.70	8,522.70
Expenditure	6,526.14	10,377.00	7,912.00	7,912.00	7,912.00
END OF YEAR					
Earmarked Reserves	22,733.00	21,331.00	20,869.00	20,869.00	20,869.00
General Reserves	5,513.99	4,775.63	5,569.33	5,723.33	5,848.33
Total Reserves	28,246.99	26,106.63	26,438.33	26,592.33	26,717.33
Tax Base	146.12	144.61	147.32	147.32	147.32
Band D Council Tax	£52.41	£52.41	£52.41	£53.46	£54.30

The Council Tax that a Band D household in Chilton pays is the Precept demanded by CPC divided by the Tax Base for that year.

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Appendix E Risk Register

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RISK MANAGEMENT REGISTER AS AT JANUARY 2017				
Risk Identified	Impact	Risk	Insurance Cover	Control Action
Inadequate forward planning and budgetary controls	High	Low	No	Annual Budget Review Actual vs. Budget review at meetings
Fraud by Clerk or Councillors resulting in immediate financial loss	High	Low	Yes	No Petty Cash Councillors check bank reconciliation against bank statements at each meeting Internal Auditor review
Council operates ultra vires or does not comply with current legislation	High	Low	No	Regular training for Councillors and Clerk Within Clerk's job description
Poor reporting to Council, Record Keeping and Book Keeping	Medium	Low	No	Accurate minutes Timely and accurate financial reporting Internal Auditor review External Auditor review
Council lacks relevant skills	Medium	Low	No	Regular training for Councillors and Clerk Create committee and second skills
Lack of maintenance to council owned assets	High	Medium	Yes	Maintenance programme Walk the Parish to review condition of assets
Loss or damage to council owned property	Low	Low	Yes	Asset Insurance cover Review Assets Register against insurance
Injury to persons as a consequence of asset ownership or provision of amenities	Medium	Medium	Yes	Public Liability insurance Walk of Parish to review
Failure to reclaim VAT	Low	Low	No	RFO Report review by councillors Internal Auditor review VAT can be claimed back 3 years
Failure to respond to electors' rights of access	Medium	Low	No	Within Clerk's job description
Unexpected loss of Clerk or Clerk's office	High	Low	Yes	Up to date job description Copy of filing system index and data backup offsite
Churchyard records out of date	Medium	Low	No	Annual review by councillors
Headstone safety issues	Medium	Low	No	Annual walk of churchyard to review 5 yearly external inspection by stonemasons

End of Appendices