AGENDA

1. **Apologies** for absence
2. Receive **declarations of interests** and request for dispensation from Councillors
3. Agree **Minutes** of Chilton Parish Council (CPC) meeting held on 8th August 2018
4. **Public participation session**: 15 minutes for the public, county and district councillors present to make representations and answer questions on matters of interest
5. Agree actions required on the **Clerk’s Report**
6. Agree actions required on **Routine Correspondence** received and emails circulated by the Clerk to Councillors since the last scheduled meeting
7. **Planning**
   a. Consider **Planning Application DC/18/03369 St. Mary’s Church (Behind Suffolk Court), 9 Church Field Road** - Application for Listed Building Consent. Installation of new electric heating system and associated works as per Schedule of Works.
   b. Consider **Planning Application DC/18/03778 Chilton Priory, Waldingfield Road** - Creation of new vehicular Access.
   c. Consider any planning application received since the agenda was posted which requires a response before the next scheduled meeting
   d. Consider the outcomes of the meeting with CODE Development Planners to discuss the land north of Church Field Road and ideas / concepts for development of the land
   e. **Status of planning matters** previously reviewed by CPC.
8. **Finance**
   a. Approve and accept **PKF Littlejohn’s external audit report** for the year ended 31st March 2018
   b. Review and agree **CPC’s Asset Register**
   c. Agree the **insurance cover required by CPC for 2018 / 19** when the Asset Register and other risks are taken into consideration
   d. From the **RFO Report** authorise payments made since last meeting and to be made; note income received since last meeting; review the Reconciliation of Accounts against Bank Statements and the Statement of Accounts vs Budget.
   e. Consider revised **Service Level Agreement** for the use of Sudbury Town Council’s Community Wardens.
9. Agree plan for the development of a **Neighbourhood Plan (NP)** for the parish of Chilton including:
   a. Consideration and approval of the Chilton Neighbourhood Plan Steering Group Terms of Reference
   b. Approve budget for Steering Group costs that cannot be paid from the grant received from My Community
10. **General Data Protection Regulation (GDPR)**
    a. Consider changes to **CPC’s Retention Policy**.
11. Review any issues raised on **Footpaths and other CPC owned assets**
12. Review of **Burial Authority** matters
13. **Questions to the Chair**
14. In accordance to CPC’s Standing Order 3d the councillors to consider the exclusion of the public and press from the meeting due to the **legal privilege advice** contained in the next item
15. Consider response from Babergh District Council to the **Pre-Action Protocol letter** written by Town Legal LLP on behalf of CPC.
16. Date of next scheduled meeting is **Monday 5th November 2018** at Great Waldingfield Village Hall starting at 7.30pm.