

Associated Papers CPC Meeting on 19th March 2018

Agenda Item 2 Councillors' Request for Dispensation

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation **you need to write to the Clerk ahead of the meeting** stating your reasons on why you should be given a dispensation.

Agenda Item 5 Clerk's Report

Minute	Action	Complete ✓
17/089	SCC to get hedge cut on footpath between Church and business units and along edge of field to Grange Farm Road.	
18/003	Minutes updated on website.	✓
18/007	Responses sent re planning applications.	✓
18/008 a	Payments made to suppliers.	✓
18/008 b	Precept demand set to Babergh.	✓
18/008 c	Confirmed with D Gotts the contract for 2018.	✓
18/009	See Agenda Item 9 - 19th March 2018	✓
18/010	Still awaiting date from Babergh NP Support team for meeting.	
18/011	Wrote to Babergh re proposed merger.	✓
18/020	Minutes updated on website.	✓
18/022	Responses sent re planning applications.	✓
18/023	Chris Bowden can attend APA on the 23rd April if required.	✓
18/024	Wrote to SCC and Colin Spence re Community Self Help survey.	✓
	Clerk Hours	
	As at 4th March 2018 - 360.75 hours worked / 240 hours paid.	
	Speed Watch Outings (Drivers reported)	
	The rota started again in March.	

Agenda Item 6 Correspondence

No correspondence other than that listed in this pack has been received since the last meeting. If there is an email that I have circulated which is not included on the agenda and you consider it should be discussed, please raise the item at this point.

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Agenda Item 7b Status of Planning Applications

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	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/17/04052	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 18/007a	Objected Objected Objected	
DC/17/06267	Avalon, Newton Road, Chilton	Application under Section 73 of the Town and Country Planning Act. Erection of a detached single storey dwelling including garage and construction of new vehicular access under application B/17/01099 without compliance with condition 2 (Approved plans) to revise siting and layout.	18/007b	No objections	Permission Granted 22/02/2018
DC/18/00025	Chilton Hall Farmhouse Waldingfield Road	Outline Planning Application (some matters reserved) - Erection of 1No new dwelling and creation of new access.	18/022a	Objected	
DC/18/00010	Grove Hall Waldingfield Road	Outline Planning Application (some matters reserved) Erection of up to 2No detached, two storey dwellings and outbuildings utilising existing access.	18/022b	Not against development of 2 dwellings.	Permission Granted 01/02/2018

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Agenda Item 8a RFO Report

Receipt & Payments

Date	Details	Ref	Power	Receipts	Payments
02/01/18	SPS - Annual Subscription	D/Dr	LA 2011 ss 1 to 8	0.00	30.00
19/03/18	Topline - Pest control in churchyard	801	LA 2011 ss 1 to 8	0.00	188.00
19/03/18	Garden Arb Business - Trees in churchyard	802	LA 2011 ss 1 to 8	0.00	1,080.00
19/03/18	BDC - Dog & Litter bin emptying	803	LA 2011 ss 1 to 8	0.00	334.34
19/03/18	DF Crimmin - Expenses Aug to Feb	804	LA 2011 ss 1 to 8	0.00	168.19
29/03/18	DF Crimmin - Salary Jan to Mar	805	LA 2011 ss 1 to 8	0.00	676.28
29/03/18	DF Crimmin - WFHA Jan to Mar	805	LA 2011 ss 1 to 8	0.00	39.00
29/03/18	HMRC - Clerk Tax	806	LA 2011 ss 1 to 8	0.00	169.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Current Account	01/03/18	£32,526.15	£29,871.34	£2,654.81	£0.00	£0.00
Instant Access Account	20/10/16	£27.07	£27.07	£0.00	£0.00	£0.00
		£32,553.22	£29,898.41	£2,654.81	£0.00	

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	£2,840.52
Bank Interest	£0.00	£0.00	Admin Expenses	£562.00	£882.95
Churchyard	£0.00	£1,170.00	Insurance	£200.00	£172.80
Grants	£513.50	£619.85	Annual Subscriptions	£360.00	£241.05
Wayleave	£9.20	£9.20	Audit Inspections	£175.00	£66.00
Other	£0.00	£150.00	Donations	£200.00	£0.00
VAT Repayment	£0.00	£751.80	Chairman's Allowance	£200.00	£0.00
			Dog & Litter Bins	£360.00	£278.62
			Footpaths	£600.00	£525.00
			Churchyard / Memorial	£50.00	£1,476.30
			Community Warden	£650.00	£650.00
			Street Lighting	£0.00	£0.00
			Projects	£1,000.00	£354.91
			Other	£0.00	£0.00
			VAT Paid	£0.00	£596.70
Total	£8,243.70	£10,421.85	Total	£562.00	£7,912.00
			Assets C/Forward		£29,898.41
Total		£37,983.26	Total		£37,983.26

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Agenda Item 8a Clerk Expenses

Date	Description	Postage			Telephone		Printing			Travel
		1st	2nd	Other	No of Calls	Phone Call to	A4 Print	A3 Print	Lams	Miles
30/08/17	Meeting Pack						298	16	16	
31/08/17	Notices				1	Resident				9
26/09/17					1	Bradley				
27/09/17	Meeting Pack & Notices				1	V Hart	91	7	8	9
02/10/17	Meeting									4
04/10/17					1	A Beckham				
06/10/17	Local Plan						450			
10/10/17	Distribute Local Plan									8
18/10/17					1	BDC				
19/10/17					1	V Hart				
20/10/17					5	T Foster, V Hart x 3, K Shapley				
23/10/17	Acton Village Hall				1	A Beckham				4
25/10/17	BDC & AB				1	T Foster				22
30/10/17					1	BDC				
31/10/17	Meeting Pack & Welcome				1	C Spence	208	11	8	
01/11/17	Notices									9
06/11/17	Meeting									4
07/11/17			3							
09/11/17					4	V Hart, BDC x 3				
10/11/17					2	R Edgeley, V Hart				
20/11/17	Meeting Pack				2	K Shapley, E Gore	91	7	8	
21/11/17	Notices									9
28/11/17	BDC Lavenham									12
30/11/17					1	Navigus				
04/12/17					1	BDC				
05/12/17					3	A Tuffs, D Gots, A Beckham				
07/12/17							8		8	
08/12/17					1	V Hart				
19/12/17							4		4	5
28/12/17			1							
02/01/18					1	A Tuffs				
03/01/18					1	A Tuffs				
04/01/18	Churchyard				2	A Tuffs, Bradley				5
08/01/18	Meeting Pack				1	A Beckham	117	9	8	
09/01/18	Notices				1	Bradley				9
11/01/18					1	V Hart				
15/01/18	Chilton Hall & Meeting				1	C Bowden	67			8
16/01/18			2		2	D Gots, A Tuffs				
17/01/18	Churchyard - D Gots				2	A Beckham x 2				5
22/01/18					1	A Beckham				
23/01/18					1	A Beckham				
25/01/18					1	N Elliott				
01/02/18					1	BDC				
14/02/18	Meeting Pack & Notices						113	9	8	
16/02/18					2	J Steele, L Munson				
17/02/18	NP Meeting						90	9		4
18/02/18					1	Bradley				
19/02/18	Meeting				2	Bradley, T Foster	15			4
20/02/18	Traveller meeting / Training									17
27/02/18					1	Bradley				
		0	6		51		1552	68	68	147
		£0.00	£3.36	£0.00	£6.12		£77.60	£6.80	£8.16	£66.15

Expenditure on behalf of Chilton Parish Council

Date	Description	Ref	Gross	VAT	Net	Account Heading
	Postage		£3.36		£3.36	Admin £102.04
	Cost of Calls		£6.12		£6.12	Staff £66.15
	Printing		£84.40		£84.40	Projects
	Laminates		£8.16		£8.16	VAT
	Travel Costs		£66.15		£66.15	£168.19
	Total		£168.19	£0.00	£168.19	Balanced
	Mileage rate from 6/4/2011	45p				
	1st Class Post	65p				
	2nd Class Post	56p				
	Telephone Calls	10p+VAT				
	A4 Printing per page	5p				
	A3 Printing per page	10p				
	Laminates	12p				

Agenda Item 9 Pest Control

Topline Pest Control have prepared a quotation for an annual rodent control programme for the Churchyard. During the recent outbreak 25 kg of bait was used to rid you of the rats.

A set-up fee of £92.00 will be payable followed by 6 visits per year at 8 weekly intervals at £71.25 per quarter (£285.00 per annum).

Agenda Item 10 Neighbourhood Plan

The plan is to use the output from your meeting at Chilton Hall in order that Chris Bowden can prepare an engagement meeting with residents at the APA on the 23rd April 2018. The purpose of the meeting would be for the residents to support the development of a NP for Chilton and to understand what may be achieved and how.

Agenda Item 11 Community Right to Bid (CRtB)

In reviewing the process to make an application for a CRtB for the NHS land adjoining the Health Centre, I did discuss the criteria to make an application with the officer who receives all such applications.

My concern was that from the Locality document "Understanding the Community Right to Bid" it is explained:

What is an Asset of Community Value?

A building or other land ***is an asset of community value if its main use has recently been or is presently used to further the social wellbeing or social interests of the local community and could do so in the future.*** The Localism Act states that "social interests" include cultural, recreational and sporting interests.

In discussing the criteria, Babergh's officer confirmed that whilst the land might have been identified for community use in the last Local Plan, unless it has been used recently then it does not fulfil the criteria and the application would be rejected.

How does the land along the edge of the "Prolog" field compare with these criteria?

Agenda Item 12 Babergh Ward Boundaries review

Further to my email to you on the 6th March containing the links etc for this third consultation by the Local Government Boundary Commission.

In the first consultation it was proposed that Chilton be part of Gt Cornard or Sudbury which CPC opposed and requested that it continued to be linked with Acton and Great Waldingfield. In the second consultation it was proposed that Chilton be part of the Lavenham Ward with Great and Little Waldingfield, Acton and Lavenham which CPC supported.

In this consultation, it is proposed that Cockfield replaces Acton in the Lavenham Ward.

Agenda item 13 General Data Protection Regulation (GDPR)

The EU GDPR legislation, due for implementation on the 25th May 2018, has been in the public domain since last summer. However, the UK's Data Protection Act has also to be replaced to be in line with the EU. Not surprisingly, considering all the other legal issues that are facing the UK, the new legislation is still making its way through Parliament and it is not clear when the full implications of the legislation on parish councils will be clear.

Your council will be subject, as a local authority, to the legislation and so will you in your capacity as a councillor. There has been a lot of lobbying at Parliament on behalf of town and parish councils on what can be achieved in relation to GDPR, including who can be the Data Protection Officer for the smaller councils!

In the recent email from SALC's Sally Longmate, in which she linked NALC's 63-page guide to GDPR, she said:

I very much appreciate that over recent months you have received a lot of information alongside guidance produced by NALC, which I hope has assisted with clarifying a number of queries and concerns. However, I also understand there still remains a lot for you to digest, practical changes to implement and decisions to make. This Toolkit, whilst lengthy, is a custom build for councils and its sole purpose is to guide you to work towards achieving compliance. Remember too that it is recognised that full compliance by the implementation date of 25th May 2018 may not be possible in all cases, it is considered that would not be problematic providing councils (and parish meetings) can show they are working towards it.

Equally, I feel that you need to understand what the legislation means to the council and yourselves before making changes to your processes to meet the requirements. I have attended 3 training sessions to date and I am still being told to await the final outcome of the UK legislation!

I attach 3 useful documents from the Information Commissioner Office:

- a postcard checklist on personal data
- a "12 steps to take now" guide on GDPR
- a checklist for the 12 steps.

SALC, SLCC, LCPAS and NALC have / are preparing templates and guidance for council's use in relation to GDPR and most of these should be out in April.

At this time it may be appropriate to request the Clerk to prepare for your May meeting:

- a data map of the council's operation
- suggested changes for the website, data storage, processes and forms used by the council
- any changes to the council's data retention policy
- any other items?