

Present: Councillors Adrian Beckham (Chairman), Richard Edgeley and Eileen Gore

Attending: D Crimmin (Clerk).

In the absence of the Chairman and Vice Chairman the councillors resolved that Cllr Beckham chair the meeting.

18/045 Election of Chairman

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

18/046 Apologies for Absence

Cllrs Foster (holiday). Hart of Chilton (work), Reeve (work) and Shapley (hospital appointment) sent their apologies as did Frank Lawrenson (Babergh District Councillor), Margaret Maybury (Babergh District Councillor) and Colin Spence (Suffolk County Councillor).

18/047 Election of Vice Chairman

It was resolved unanimously to elect Adrian Beckham as Vice Chairman of CPC.

18/048 Declaration of Interests and Requests for Dispensation

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

18/049 Minutes of Meeting held on 19th March 2018

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

18/050 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.

18/051 Appoint representatives to outside bodies

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

18/052 Internal Auditors

It was resolved unanimously to appoint Heelis & Lodge as internal auditors for 2018 / 2019 and the Clerk to write to confirm appointment.

18/053 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.

18/054 Public Forum

No member of public present.

18/055 Clerks Report (Appendix A) and Chairman's Report

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

18/056 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.

18/057 Planning

- a. No planning application had been received since the agenda was posted which required a response before the next CPC scheduled meeting
- b. The status of planning applications previously reviewed by the council were as follows:

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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	17/080a 17/118a	Objected Objected	Permission Granted 29/03/2018
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/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	Permission Granted 29/03/2018
DC/18/00902	25 Spire Chase	Erection of single storey rear extension.	18/033a	Supported	Permission Granted 24/04/2018

18/058 Finance

- a. The councillors reviewed and resolved to accept the internal audit report from Heelis & Lodge for 2017 / 2018 which included the recommendation to review Fidelity Cover in line with the recommended guidelines of year end balances plus 50% of the precept. The councillors resolved to increase the Fidelity cover to £50,000 at a cost of £25.72 which the Clerk will action.
- b. The councillors resolved to approve the CPC Bank Reconciliation and Receipts and Payments Account (Appendix C) for the year ending 31st March 2018.
- c. The councillors resolved that they will not certify CPC as exempt from a limited assurance review for the year-ending 31st March 2018 and would engage with the external auditors, PKF Littlejohn, as in previous years.
- d. The councillors resolved that Section 1 of the Annual Governance and Accountability Return for 2017 / 2018 was approved and the Chairman signed the section on behalf of CPC.
- e. The councillors resolved that Section 2 of the Annual Governance and Accountability Return for 2017 / 2018 was approved and the Chairman signed the section on behalf of CPC.
- f. The councillors resolved to approve the explanation of the quantified significant variances in relation to Section 2 of Annual Governance and Accountability Return for 2017 / 2018.
- g. All cheques signed and due for signing as itemised in Appendix D were authorised by the councillors. The councillors also noted the income received since the last meeting.

18/059 Burial Authority matters

The councillors agreed to the request of Mr Finch's family that he be buried in St Mary's churchyard. Mr Finch had been a resident of St Mary's Close for many years.

18/060 Neighbourhood Plan

The councillors reviewed the outcomes of the Neighbourhood Plan (NP) element of the Annual Parish Assembly on the 30th April 2018 and the subsequent meeting with Babergh's NP team on the 3rd May 2018. Both meetings have strengthened the councillors resolve to produce a Chilton NP following residents' agreeing the process and putting their names forward to work on and with the Steering Group.

- a. The councillors reviewed the Memorandum of Understanding from BDC, in which the working relationship and responsibilities of BDC and CPC during the process to develop the NP are defined and resolved that the Chairman sign it on CPC's behalf.
- b. The councillors resolved that the NP should allocate any sites required to accommodate housing in the parish.

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- c. It was resolved that the Clerk submits an application for a grant towards the costs of developing a NP to Locality.

18/061 Community Right to Bid (CRtB)

Deferred to July meeting.

18/062 General Data Protection Regulation (GDPR)

The councillors reviewed the CPC data audit compiled by the Clerk which had identified a number of policies that will be required by CPC as well as a review of the existing Data Retention Policy and changes for the website, data storage, processes and forms used by the council. The councillors resolved that a programme of works to be undertaken by CPC be prepared for the July meeting.

18/063 Babergh CIL Fund

The councillors reviewed the bid process for funds from the Community Infrastructure Levy collected by Babergh and agreed that at this time there was not anything that could be presented to Babergh by the 31st May 2018. As the bid process was being held twice a year it would be included in the agenda for CPC meetings at appropriate times during the year.

18/064 Footpaths and other amenities

The brambles by the footpath on Church Field Road need cutting back and the Clerk to ask the Community Wardens to action.

18/065 Questions to Chair

No questions raised.

18/066 CPC's Standing Order 3d

No members of public were present.

18/067 Clerk's Contract of Employment (CoE)

The councillors resolved that the Clerk's hourly rate of pay should increase in line with the 2018 - 2019 National Salary Award and that from the 1st April 2018 his hourly rate will be £9.808

18/068 Next Meeting

The next scheduled meeting will be held at Gt Waldingfield Village Hall on Monday 2nd July 2018 starting at 7.30pm.

The meeting closed at 9.15pm.

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Appendix A 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.	
18/029	Minutes updated on website.	✓
18/033	Responses sent re planning applications.	✓
18/034 a	Payments made to suppliers.	✓
18/034 b	Donations made to organisations.	✓
18/034 d	Welcome booklet printing delayed due to other priorities.	
18/038	Response sent re Babergh Warding proposals.	✓
18/043	Variation of Contract of Employment awaited from Chairman.	
	Clerk Hours	
	As at 29th April 2018 - 30.5 hours worked / 24 hours paid.	
	Speed Watch Outings (Drivers reported)	
	The rota started again in March.	

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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CHILTON PARISH COUNCIL

Minutes of Annual Meeting held on Monday 21st May 2018 at Gt Waldingfield Village Hall

Appendix C Bank Reconciliation and the Receipts and Payments Account

CHILTON PARISH COUNCIL			
County	Suffolk		
D. Crimmin	RFO		19th April 2018
Bank Reconciliation for Financial year ending 31st March 2018			
Balances per Bank Statements as at 31st March			
Current Account		£32,326.15	
Instant Access Account		£27.07	
			£32,353.22
Add any Unbanked Cash as at 31 March			£0.00
Less Unpresented Cheques as at 31 March			
	801	£188.00	
	802	£1,080.00	
	803	£334.34	
	804	£168.19	
	805	£715.28	
	806	£169.00	
	807	£50.00	
	811	£50.00	
			£2,754.81
		Total Cash	£29,598.41
CASH BOOK			
Opening Balance			£27,561.41
Add Receipts in the year			£10,421.85
			£37,983.26
Less Payments in the year			£8,384.85
		Total Cash	£29,598.41

Signed _____

Date _____

CHILTON PARISH COUNCIL

Receipts & Payments Account for the year ending 31st March 2018

	2016 / 2017	2017 / 2018
<u>Receipts</u>		
Precept	£7,579.00	£7,721.00
Bank Interest	£0.00	£0.00
Churchyard	£0.00	£1,170.00
Grants	£619.30	£619.85
Wayleave	£9.20	£9.20
Other	£63.25	£150.00
VAT Repayment	£71.69	£751.80
	£8,342.44	£10,421.85
<u>Payments</u>		
Clerks Salary	£2,774.44	£2,840.52
Admin Expenses	£899.25	£882.95
Annual Subscriptions	£205.84	£241.05
Insurance	£169.71	£172.80
Audit Inspections	£166.00	£66.00
Donations	£200.00	£300.00
Chairman's Allowance	£0.00	£0.00
Dog & Litter Bins	£237.33	£278.62
Footpaths	£525.00	£525.00
Churchyard / Memorial	£265.00	£1,476.30
Community Warden	£650.00	£650.00
Street Lighting	£0.00	£0.00
Projects	£2,183.65	£354.91
Other	£0.00	£0.00
VAT Paid	£751.80	£596.70
	£9,028.02	£8,384.85
Excess of Receipts over Payments	-£685.58	£2,037.00
Add Balance Brought Forward	£28,246.99	£27,561.41
Balance Carried Forward	£27,561.41	£29,598.41
<u>Represented by</u>		
Current Account	£27,534.34	£29,571.34
Instant Access Account	£27.07	£27.07
	£27,561.41	£29,598.41

Appendix D RFO Report

Receipt & Payments

Date	Details	Ref	Power	Receipts	Payments
05/04/18	BDC Precept			3,929.00	0.00
21/05/18	Topline - Churchyard Pest control	813	LA 2011 ss 1 to 8	0.00	136.25
21/05/18	Sudbury Town Council - Community Wardens	814	LA 2011 ss 1 to 8	0.00	390.00
21/05/18	Heelis & Lodge - Internal Audit fee	815	LA 2011 ss 1 to 8	0.00	80.00
21/05/18	SALC - Annual Subscription	816	LA 2011 ss 1 to 8	0.00	179.01
21/05/18	SWT - Annual Subscription	817	LA 2011 ss 1 to 8	0.00	38.00
29/06/18	DF Crimmin - Salary Apr to June	818	LA 2011 ss 1 to 8	0.00	586.17
29/06/18	DF Crimmin - WFHA Apr to June	818	LA 2011 ss 1 to 8	0.00	39.00
29/06/18	HMRC - Clerk Tax	819	LA 2011 ss 1 to 8	0.00	146.40

End of Appendices