

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 15th January 2018 at Gt Waldingfield Village Hall

Present: Councillors Hart of Chilton (Chairman), Adrian Beckham, Tony Foster, Thomas Reeve and Keith Shapley.

Attending: Frank Lawrenson (Babergh District Councillor) and D Crimmin (Clerk).

18/001 Apologies for Absence

Cllrs Edgeley and Gore (both unwell) sent their apologies as did Colin Spence (Suffolk County Councillor) and Margaret Maybury (Babergh District Councillor).

18/002 Declaration of Interests and Requests for Dispensation

Cllrs Hart of Chilton, Foster, Reeve and Shapley declared non-pecuniary interests in item 18/007a as they are neighbours to the site. No requests for dispensation had been received.

18/003 Minutes of Meeting held on 27th November 2017

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

18/004 Public Forum

Frank Lawrenson updated councillors on the completion of the BDC move to Endeavour House, the new Leader for Babergh, John Ward, the referendum to be held to consider the dissolution of Babergh and Mid Suffolk District Councils and the formation of a new authority and the Local Plan consultation and its impacts upon the communities surrounding Sudbury.

18/005 Clerks Report (Appendix A) and Chairman's Report

After reviewing the Clerk's report, the hours worked by the Clerk were noted and will be reviewed at the March meeting.

18/006 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.

18/007 Planning

- a. The councillors reviewed the re-consultation of **Planning Application 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. After considering the changes to the application against CPC objections to the original application, which were sent to BDC on the 5th September 2017 and the 5th October 2017, the councillors resolved that those objections still stood and that additional points should be raised with the LPA which Cllr Hart of Chilton would prepare and circulate to councillors before submission by the Clerk.
- b. The councillors reviewed **Planning Application 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 and resolved that they had no objections to the proposed changes to the garage.
- 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:

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Application Reference	Address	Planning Details	CPC Minute	Parish Council Comments	Babergh DC Comments
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	
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	Objected Objected	
DC/17/05313	2 Chilton Grove Bungalows Waldingfield Road	Erection of two detached dwellings following demolition of existing bungalow.	17/129a	Support	Permission Granted 15/12/2017
DC/17/04867	Winthrop Hall Newton Road	Householder Planning Application - Erection of single storey side extension and replacement of boundary wall.	17/146a	Objected	Permission Granted 22/12/2017

18/008 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 £7,858 for 2018 / 2019 which will mean a 0% increase in the Band D Council Tax.
- c. The councillors resolved to award the 2018 footpath and churchyard cutting contract to D Gotts at a total cost, for 6 cuts and weed spraying, of £663.

18/009 Burial Authority matters

The councillors reviewed and approved the plan of action undertaken by the Clerk to eradicate rats from the Churchyard and resolved that an annual maintenance programme be agreed with Topline Pest Control for the Churchyard for the councillors to review at the next meeting. The Church Trustees are to write to CPC to see if a path can be built from the Churchyard entrance to the main entrance of the Church. The provision of disabled access is the prime requirement for the improved surface.

18/010 Neighbourhood Plan

The councillors were updated that CPC's application for the designation of a Neighbourhood Area based on the Chilton Parish Boundary had been approved by Babergh. The councillors agreed that prior to their next meeting, they would work on the main issues, as they see them, that a NP will be able to address for Chilton. Following a review of the draft at the March meeting, this will be circulated to all residents with an invitation to attend the Annual Parish Assembly on the 23rd April

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2017 so that their views can be incorporated into a Visions and Objectives for the NP. Alongside this work, the Clerk will arrange a meeting with Babergh's NP support and Policy team to start the support process and the identification of the impacts that the emerging Local Plan will have on the Parish of Chilton.

18/011 Babergh's Merger consultation

The councillors asked the Clerk to write to Babergh to say that CPC fully support a referendum on of the proposed merger between Babergh and Mid Suffolk District Councils and that it should be held on the same day as Parish and District council elections in May 2019 in order to minimise the costs.

18/012 Risk Assessment

The councillors reviewed CPC's Risk Management Register (Appendix E) as at January 2018 and were satisfied that all issues were covered.

18/013 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.

18/014 Footpaths and other amenities

No issues raised.

18/015 Welcome to Chilton

The councillors resolved to issue the proposed Welcome to Chilton booklet to all households, after the incorporation of the Chilton Parish boundary onto the footpath map, and would agree the production run and associated costs at the March meeting.

18/016 Questions to Chair

No questions raised.

18/017 Next Meeting

The next scheduled meeting will be held at Gt Waldingfield Village Hall on Monday 12th March 2018 starting at 7.30pm.

The meeting closed at 10.22pm.

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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.	
17/125	Minutes updated on website.	✓
17/129	Responses sent re planning applications.	✓
17/130 a	Payments made to suppliers.	✓
17/130 c	Transparency grant received.	✓
17/131	Submissions made re Local Plan consultation.	✓
17/132	Response sent re Babergh Warding.	✓
17/133	Response sent re Minerals & Waste consultation.	✓
17/144	Minutes updated on website.	✓
17/146 a	Responses sent re planning applications.	✓
17/146 b	Neighbourhood Plan Area designated for Chilton Parish.	✓
17/147	Permission given re headstone wording.	✓
	Clerk Hours	
	As at 31st December 2017 - 298.75 hours worked / 195 hours paid.	
	Speed Watch Outings (Drivers reported)	
	The rota starts 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.

Signed _____

Date _____

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Appendix C RFO Report

Receipt & Payments

Date	Details	Ref	Power	Receipts	Payments
27/11/17	CAS - Website Hosting	798	LA 2011 ss 1 to 8	0.00	60.00
17/11/17	SCC Hedge cutting payment			150.00	0.00
30/11/17	SALC Transparency Grant			106.35	0.00
15/01/18	GWVHF - Hall Hire 2017 / 18	799	LA 2011 ss 1 to 8	0.00	252.00
15/01/18	Navigus Planning - consultancy	800	LA 2011 ss 1 to 8	0.00	294.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Current Account	01/12/17	£33,811.63	£32,556.15	£1,255.48	£0.00	£0.00
Instant Access Account	20/10/16	£27.07	£27.07	£0.00	£0.00	£0.00
		£33,838.70	£32,583.22	£1,255.48	£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	£1,929.09
Bank Interest	£0.00	£0.00	Admin Expenses	£562.00	£1,440.00	£741.91
Churchyard	£0.00	£1,170.00	Insurance		£200.00	£172.80
Grants	£513.50	£619.85	Annual Subscriptions		£360.00	£211.05
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	£0.00
			Footpaths		£600.00	£525.00
			Churchyard / Memorial		£50.00	£388.30
			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	£360.98
Total	£8,243.70	£10,421.85	Total	£562.00	£7,912.00	£5,400.04
			Assets C/Forward			£32,583.22
Total		£37,983.26	Total			£37,983.26

Signed _____

Date _____

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Appendix D Precept Proposal

At the November meeting you agreed an Expenditure Budget of £8,135.30 as follows:

	2016 / 2017		2017 / 2018			2018 / 2019
	Budget	Actual	Budget	Actual to Date	To year end	Budget
Income						
Bank Interest	120.00	0.00	0.00	0.00	0.00	100.00
Churchyard	0.00	0.00	0.00	1,170.00	1,170.00	0.00
Grants	450.00	619.30	513.50	619.85	513.50	513.50
Wayleave	9.20	9.20	9.20	9.20	9.20	9.20
Other	0.00	63.25	0.00	150.00	0.00	0.00
VAT Repayment	0.00	71.69	0.00	751.80	751.80	0.00
Total Income	579.20	763.44	522.70	2,700.85	2,444.50	622.70
Precept		7,579.00			7,721.00	
Expenditure						
Clerks Salary	2,650.00	2,774.44	2,677.00	1,929.09	2,677.00	2,730.30
Admin Expenses	1,411.00	899.25	1,440.00	741.91	1,440.00	1,440.00
Insurance	200.00	169.71	200.00	172.80	172.80	200.00
Annual Subscriptions	263.00	205.84	360.00	211.05	360.00	370.00
Audit Inspections	75.00	166.00	175.00	66.00	66.00	275.00
Donations	200.00	200.00	200.00	0.00	200.00	200.00
Chairman's Allowance	200.00	0.00	200.00	0.00	200.00	200.00
Dog & Litter Bins	220.00	237.33	360.00	0.00	360.00	420.00
Footpaths	600.00	525.00	600.00	525.00	600.00	600.00
Churchyard / Memorial	50.00	265.00	50.00	388.30	1,288.30	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	2,183.65	1,000.00	354.91	1,000.00	1,000.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
VAT Paid	0.00	751.80	0.00	360.98	500.00	0.00
Total Expenditure	7,519.00	9,028.02	7,912.00	5,400.04	9,514.10	8,135.30

Reserves held by CPC

The provision of £10,000 is for planning consultancy work that CPC may require in relation to the Chilton Woods planning application or Neighbourhood Plan. Only income received from burials will be set aside in the Churchyard Maintenance Reserve.

	2016 / 2017		2017 / 2018		2018 / 2019	
	Start of year	End of year	Start of year	End of year	Start of year	End of year
Community Centre	5,000.00	6,000.00	6,000.00	6,500.00	6,500.00	7,000.00
Planning Consultancy	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Asset Replacement	1,300.00	1,400.00	1,400.00	1,500.00	1,500.00	1,500.00
Defibrillator	2,237.00	0.00	0.00	0.00	0.00	0.00
Churchyard Maintenance	2,384.00	2,119.00	2,119.00	2,800.00	2,800.00	2,800.00
Welcome Pack	562.00	562.00	562.00	0.00	0.00	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	22,733.00	21,331.00	21,331.00	22,050.00	22,050.00	22,550.00
General Reserves	5,513.99	6,230.41	6,230.41	6,162.81	6,162.81	?

Signed _____

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Precept for 2018 / 2019

Babergh has written to CPC regarding the Tax Base for 2018 / 2019. CPC's Tax Base will increase from **147.32** in 2017 / 18 to **149.93** in 2018 / 19.

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 a:

Example 1 Precept to £7,858 to keep the Band D Council Tax the same as in 2017 / 18

Example 2 Precept at £8,000

Example 3 Precept at £8,200

	2016 / 2017	2017 / 2018	2018 / 2019	2018 / 2019	2018 / 2019
			Example 1	Example 2	Example 3
START OF YEAR					
Earmarked Reserves	22,733.00	21,331.00	22,050.00	22,050.00	22,050.00
General Reserves	5,513.99	6,230.41	6,162.81	6,162.81	6,162.81
Total Reserves	28,246.99	27,561.41	28,212.81	28,212.81	28,212.81
Income ex Precept	763.44	2,444.50	622.70	622.70	622.70
Precept	7,579.00	7,721.00	7,858.00	8,000.00	8,200.00
Total Income	8,342.44	10,165.50	8,480.70	8,622.70	8,822.70
Expenditure	9,028.02	9,514.10	8,135.30	8,135.30	8,135.30
END OF YEAR					
Earmarked Reserves	21,331.00	22,050.00	22,550.00	22,550.00	22,550.00
General Reserves	6,230.41	6,162.81	6,008.21	6,150.21	6,350.21
Total Reserves	27,561.41	28,212.81	28,558.21	28,700.21	28,900.21
Tax Base	144.61	147.32	149.93	149.93	149.93
Band D Council Tax	£52.41	£52.41	£52.41	£53.36	£54.69

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 Management

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RISK MANAGEMENT REGISTER AS AT JANUARY 2018				
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