

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 19th March 2018 at Gt Waldingfield Village Hall

Present: Councillors Hart of Chilton (Chairman), Adrian Beckham, Richard Edgeley, Tony Foster, Eileen Gore and Thomas Reeve.

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

18/027 Apologies for Absence

Cllr Shapley (engagement) sent his apologies as did Colin Spence (Suffolk County Councillor).

18/028 Declaration of Interests and Requests for Dispensation

Cllr Reeve declared a pecuniary interest in Item 18/033a as he owns the property and left the meeting while the item was discussed. Cllr Gore declared a non-pecuniary interest in Item 18/033a as she neighbours the property. No requests for dispensation had been received.

18/029 Minutes of Meeting held on 19th February 2018

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

18/030 Public Forum

Frank Lawrenson updated councillors on the Local Plan progress, the Boundary Review, West Suffolk Hospital land adjoining the Health Centre and Chilton Airfield.

18/031 Clerks Report (Appendix A) and Chairman's Report

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

18/032 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.

18/033 Planning

- a. A planning application had been received since the agenda was posted which required a response before the next CPC scheduled meeting. The councillors reviewed **Planning Application DC/18/00902 25 Spire Chase** - Erection of single storey rear extension and resolved to support the application.
- b. The councillors noted that SCC Highways had made a S106 claim of £80,000 for highway improvements in Waldingfield Road in relation to **Planning Application DC/17/04052 - Land North of Waldingfield Road**. The councillors resolved that should the LPA be minded to approve the application then S106 funding should also be provided for the Chilton Woods community centre and for the development of an appropriate bund along Waldingfield Road the give protection to the Chilton Hall land on the other side of Waldingfield Road. CPC to write to the LPA accordingly. The status of planning applications previously reviewed by the council were as follows:

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 19th March 2018 at Gt Waldingfield Village Hall

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	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

18/034 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 resolved to donate £50 to each of the following organisations
 - the Kernos Centre
 - Suffolk Age UK
 - Sudbury Newstalk
 - East Anglian Air Ambulance
 - Sudbury First Responders
 - EACH.
- c. The councillors resolved that the following Earmarked Reserves be carried forward to 2018 / 2019:

Community Centre	6,500.00
Planning Consultancy	10,000.00
Asset Replacement	1,500.00
Churchyard Maintenance	2,800.00
Welcome Pack	0.00
Election Costs	1,250.00
Total Earmarked Reserves	22,050.00

- d. The councillors resolved that the Clerk undertake the production of 180 copies of the Welcome to Chilton booklet on 100gsm paper for a total cost of £164.

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 19th March 2018 at Gt Waldingfield Village Hall

18/035 Burial Authority matters

The councillors resolved an annual maintenance programme for the Churchyard with Topline Pest Control at a cost of £285 per annum with £92 set-up costs. The Church Trustees were requested to write to CPC regarding plans for electricity at the church, a disabled path from the Churchyard entrance to the main entrance of the Church, a new kissing gate for disabled access and an eco loo within the churchyard. This will allow CPC to review and agree any plans before submission to the LPA.

18/036 Neighbourhood Plan

The councillors resolved that Navigus Planning be engaged to facilitate the Neighbourhood Plan element of the Annual Parish Assembly on the 23rd April 2018. A newsletter inviting all residents to the meeting to be produced for circulation by the end of March. The Clerk reported that the 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 is being scheduled for the end of April / early May.

18/037 Community Right to Bid (CRtB)

The councillors reviewed the feedback received from Babergh and a planning consultant on the proposals to raise CRtB on the NHS land around the Health Centre and for the tree belt that adjoins the NHS land. The councillors resolved to apply for a CRtB for both parcels of land.

18/038 Babergh Ward Boundaries consultation

The councillors noted in paragraph 39 of the consultation document that the Local Government Boundary Commission (LGBC) had omitted to mention that CPC supported a ward that included Chilton, Acton, Great Waldingfield, Little Waldingfield and Lavenham in the previous consultation. The councillors do not agree that Cockfield should replace Acton in the latest consultation and there is a stronger case for keeping Chilton, Great Waldingfield and Acton in the same ward due to:

- All have adjoining boundaries
- Have a very close proximity to Sudbury
- Share adjoining footpaths and Chilton Airfield which allow residents from all parishes to engage with each other
- Chilton Airfield, which has the potential for long term development of housing, community amenities and tourism is within the 3 parishes.

CPC still maintains its strong opposition to be warded with either Great Cornard or Sudbury.

18/039 General Data Protection Regulation (GDPR)

The councillors reviewed the information received from NALC, SALC the ICO and the Clerk's training courses on the subject of GDPR. The councillors agreed that whilst we await the outcome of the new UK Data Protection legislation still going through Parliament, which is intended to align the UK's with the EU legislation, the Clerk was asked to prepare the following for the 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 suggested changes to the council's data retention policy.

18/040 Footpaths and other amenities

No issues raised.

18/041 Questions to Chair

No questions raised.

18/042 CPC's Standing Order 3d

No members of public were present.

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 19th March 2018 at Gt Waldingfield Village Hall

18/043 Clerk's Contract of Employment (CoE)

The councillors reviewed the hours worked by the Clerk over the past 6 years and resolved that from the 1st April 2018 his hours of work should increase from 5 to 6 hours a week. The Chairman to write to confirm the variation to his CoE.

The councillors resolved that if there is a need for the Clerk to work with a steering group on the development of a Neighbourhood Plan then all such hours will be paid as additional hours as defined in paragraph 13 of his CoE.

18/044 Next Meeting

The next scheduled meeting will be held at Gt Waldingfield Village Hall on Monday 21st May 2018 starting at 7.30pm.

The meeting closed at 10.28pm.

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.	
18/003	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.	

Appendix B Routine Correspondence reviewed by councillors

Apart from items in agenda no other correspondence has been received since the last meeting.

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 19th March 2018 at Gt Waldingfield Village Hall

Appendix C 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	£1,440.00	£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	£8,084.85
			Assets C/Forward			£29,898.41
Total		£37,983.26	Total			£37,983.26

End of Appendices