CHILTON PARISH COUNCIL
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Associated Papers for Chilton Parish Council Meeting on 16th November 2026

Agenda item

1 Apologies for Absence

2 Declarations of interest
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 will need to write to the clerk ahead of the meeting stating your reasons on why you should be given a dispensation, or to raise the item now.

3 Minutes of the previous meeting
If any amendments are requested please notify Clerk **in advance** of the meeting

4 Public Participation session – information for the Councillor reports can be found on the following links
Council news - Suffolk County Council News » Babergh Mid Suffolk
Devolution in full here
Public participation

5 **Planning**

a. DC/26/04497 Thatch Cottage, Chilton Corner, Chilton, Sudbury Suffolk CO10 0RG
b. DC/26/04183 Reconsultation Construction of new vehicular access 1 Northern Road, Chilton Industrial Estate
c. Other Planning matters
- Winthrop Close Parking of stored vehicles adjacent to the car repair

Update on Planning applications from previous meeting. No decisions on planning applications have been made during the monthly period.

Application Reference	Address	Description	Babergh DC Comments
DC/26/01256	Land North of Church Field	EIA Church Field Road	Decided
DC/26/00524	Sable Place	Demolition of existing annex and construction of Cartlodge	Granted
DC/26/02211	The Stables Chilton Grove	Discharge of conditions, Biodiversity	Granted
DC/26/02968	Land to the north of Church Field	Outline Planning permission for 210 houses	Awaiting decision
DC/26/03090	Rosemere St Mary's Close	Replacement of existing conservatory and extension	Granted
DC/26/03605	Chilton Woods	Non Material Amend, reposition play area not consulted	Granted
DC/26/03450	Chilton Woods	Variation of S106 re Housing Association -not consulted	Awaiting decision
DC/26/04092	Bryson House	Erection of garden room	Awaiting decision
DC/26/03834	Chilton Woods	Dischargeof conditions surface water	Granted

6 Clerk's report

Correspondence
BDC monthly update report from Babergh District Council
Various bulletins and updates including:
- Nationally Significant Infrastructure Projects (NSIPs)
- SALC various including:
- Vacancy bulletins
- Bulletins
- Update - devolution and LGR

- Suffolk Connected Police news board
- NALC devolution case studies resource

General

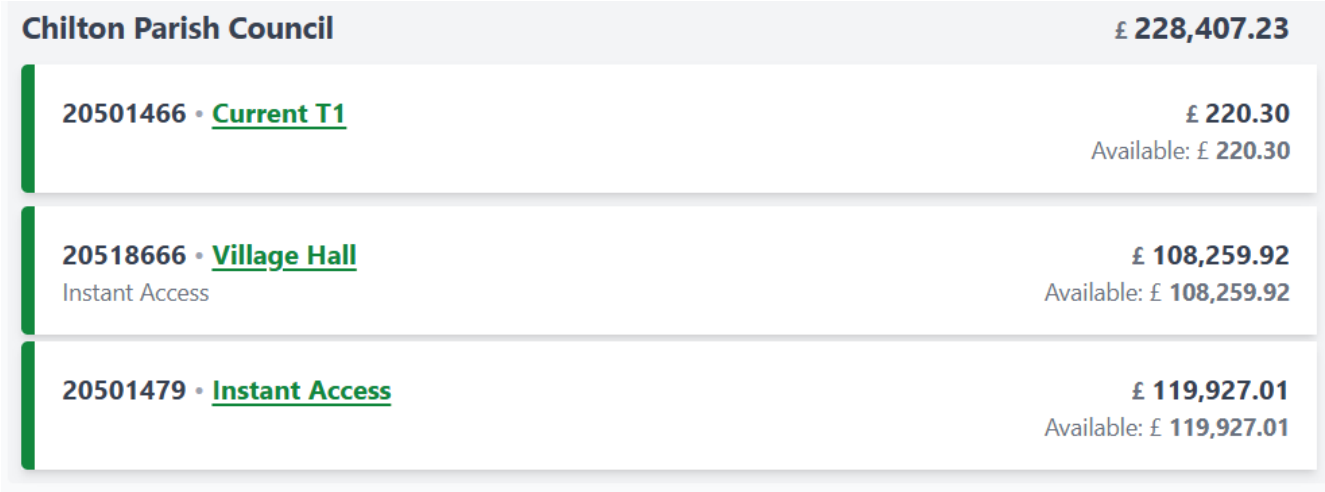
- Norwich To Tilbury update
- Dog/litter combined bins have been agreed and can be purchased up to 120 litres Clerk recommends Glasdon Jubilee™ City 100 - 100L Litter Bin
- Airfield memorial should be installed before the end of the month.
- Additional hours worked 5 on Neighbourhood plan and an additional 2 on the Village Hall 7@ £15.58= £109.06 to be claimed on November salary.
- Sudbury Defibs (a local charity) have called with a view to managing the defibrillator at the Health Centre they will email over details prior to the meeting on Monday 16th Clerk has given authority to open the box and see what is required to get the defib up and running again.

Minute	Action	Who	complete
	Pay vendors,	Clerk	✓
24/411 24/709 December 24 January 25	Clerk to explore funding for purchase of land. Enquire about acquisition of the meadow in the most economical way possible. Spoke to Suffolk County Farms who confirmed that it may be possible. Communicated with Suffolk County Farms. To be discussed at CC meeting re land for memorial, Meadow to be discussed with STC as they expressed and interest in the land in the first place Clerk to contact SC Farms request to be included in discussion with STC re acquisition of meadow Write to Matthew, CC Nadia.Cenci@suffolk.gov.uk cc Philip elected member airfield memorial	Clerk Clerk Clerk	Ongoing ✓ ✓
25409	Enquire about a meeting with planning team to clarify how planning decisions and the number of conditions are made and to notify the PC awaiting response from Chair regarding meeting dates.	Clerk	ONGOING
25411	To produce first draft of a newsletter Thanks recorded to Parish Clerk for work on the newsletter image of proposed village hall as headline, Clerk to add information on NP and Village Hall following meetings, draft created, feedback awaited	Clerk	ongoing
26207	Hedge at the rear of 2 Hall Farm Bungalows, enquire as to whether permission was sought to remove hedge	PC	
26208	Organise temporary Clerk to cover meeting on 16 March Despite best efforts unable to find temp clerk	Clerk	
26211	Publish revised Churchyard Rules	Clerk	✓
26212	Publish IT Policy	Clerk	✓
26212	Update and publish regulations Policies etc	Clerk	✓
26213	Organise "Kick Off" meeting with Plan-et and Cllrs Foster, Frost and Symons held on 3 March notes distributed	Clerk	✓
26406	Liaise regarding availability for a meeting re Village Hall funding	Chair/PC	
26408	Clerk to query end of year pay with SALC as the deductions differ from the norm. End of year reconciliation on tax.	Clerk	✓
26410	Exclusive rights of burial agree in principle, query length of time involved with St Mary's church to enable clarification on churchyard rules18 years	Clerk	✓
26410	Condition of church building and grounds, Request costings from CCT re the removal of plants from the walls of the tower. Renovation of noticeboards, request Contractor to provide costs. These have not been provided. CCT contractor to repair	Clerk Clerk	✓
26411	Neighbourhood Plan, Chair agreed for advertising to be placed on her land adjacent to Waldingfield Road,		
26514/5	Clerk to ask LM Ground care to Maintain 3 noticeboards and replace legs on board at Chilton Grove, replace latch on gate at	Clerk	✓

	churchyard, trim hedging around the noticeboard and to trim the canopy where necessary along the Waldingfield Road, to allow pedestrians to walk safely		
26514	Contact Taylor Wimpey regarding noticeboard on Chilton Woods development and also banners on hoarding	Clerk	✓
26515	NP liaise with all parties to agree artwork, organise printing of flyers, banners and posters for delivery to Cllr Foster	Clerk	✓
26515	Organise delivery of flyers and erection of posters and banners, deliver flyers	TF Cllrs	✓
26515	Gain information re maps from Auditor and BDC print copies of maps to A00. Price of printing to A00 was ridiculous so they and posters for the event have been organised locally A0 for maps and A2 for the posters	Clerk	✓
26515	Organise refreshments and printing for the drop in event, stationery and refreshments have been ordered.	Clerk	✓
26605	Sable Place planning application.	Chair	
26607	investigate investment accounts with Unity trust bank 6 month and to forward to Cllrs	Clerk	✓
26611	Thank volunteers for the NP working party	Clerk	✓
26611	NP Meeting to further comments from drop in	Clerk MF,TF, AS	
26611	Analyse comments from community	AS	✓
26608	Walk Waldingfield Road, to assess trimming back to 30mph signs and report as work flow for LM Groundcare. All reported to SCC and reports awaited	AS Clerk	✓ ✓
26609	Respond to applicants for burial plots	Clerk	✓
26609	Contact surveyors re churchyard plan and additional burial plots	Clerk	✓
26805	Write to Taylor Wimpey regarding Travellers and security of open areas they are responsible for and also process for clarifying that the land once vacant is certified as fit for public use	Clerk	✓
26805	Write to Taylor Wimpey regarding Phase 4 planning consent asking them to clarify the amendments made on the submitted plans for landscape and open areas	Clerk	✓
26806	Write to provider re airfield memorial to suggest wording for the memorial	Clerk	✓
26806	Contact owner of Barn Workshop regarding refurb of noticeboard for installation at Chilton Place. Clerk has spoken to him he will be in contact with the Chair	Chair	✓
26809	Contact applicant regarding stone colour as whilst in the churchyard rules a darker stone may look out of place in a run of very light colour stones	Chair	✓
26809	Contact CCllr Faircloth-Mutton and SCC County Farms re acquisition of land in original map adjacent to the church and possibility of gaining a larger chunk of land.	Clerk	✓
26809	If successful in acquiring land contact DCllr Rev'd Maybury regarding consecration of the land	Clerk	
26810	Contact DDllr Hurren re breaking deadlock Organise meeting between 4 DCllrs Taken forwards by CCllr Faircloth Mutton	Chair Clerk	
26814	Contact SCC re an update on the Horse Pond SCC are in the process of undertaking a survey and clean up of the pond and will identify species following which volunteers will be organised to maintain the pond	Clerk	✓
26904	Forward information regarding Horse Pond once received	Clerk	
26904	Query cost of land re churchyard extension as the acreage cost seems high for low grade ground	PFM	
26905	Contact BDC regarding Asset of Community Value process – distribute to Cllrs	Clerk	✓
26906	Contact ABCT to agree wording of memorial	Clerk	✓
26906	Consult BDC re combined dog and litter bin and if agreeable to them order one		✓

26906	Request grant funding to assist with purchase of above bin from locality budget	Clerk	
26906	Contact DCllr Hurren re collection and refurb of noticeboard	Chair	
26906	Contact Mason and family of Mrs Chaplin to agree colour of stone for memorial	Clerk	✓
26910	Contact DCllr Maybury to discuss potential meeting to break deadlock with Village Hall funding	Clerk	✓
26910	Organise meeting as above	PFM	In progress
26/1003	Clerk to amend and republish previous minutes	Clerk	✓
26/1005	Contact Architect for further information on DC/26/4183 Response received and forwarded to Cllrs. The PC and all other relevant parties have been reconsulted	Clerk	✓
26/1006	Contact ABCT to approve memorial and to enquire about providers of information boards The garden has been tidied, tree branches pruned and fence removed ready for the plinth to be installed and the memorial should be in place by the end of the November.	Clerk	In progress
26/1006	Contact Address Management	Clerk	✓
26/1005	Contact DCllr Maybury and Planning Enforcement re the Planning issue with the Garage at Winthrop Close	Clerk	
26/1009	Contact surveyor to amend the churchyard plan as per original instructions	Clerk	✓
26/1009	Adjust gate catch on front churchyard gate	AA	
26/1011	Amend Terms of Reference for Steering group and distribute prior to meeting on Tuesday 27th. The TOR were also agreed by the NP Steering group at their recent meeting		✓

Bank Reconciliation to Date				
	2025 - 26		2026 - 27	
	Budget	To year end	Budget	YTD
Balance Brought Forward from year end accounts			0.00	193,978.49
Income				
Bank Interest	3,500.00	4,206.72	4,000.00	1,986.74
Churchyard	500.00	300.00	500.00	700.00
Grants	15,000.00	547.94	0.00	0.00
Wayleave	9.20	9.20	9.20	9.20
other / refunds	0.00	0.00	0.00	0.00
VAT Repayment	1,000.00	3,595.49	20,000.00	0.00
CIL	0.00	2,289.56	0.00	9,797.45
Precept	32,022.00	32,022.00	33,478.00	33,478.00
Village Hall	1,200,000.00	0.00	0.00	0.00
Total Income	**£52,031.20**	**42,970.91**	**57,987.20**	**£45,971.39**
Expenditure	ures exclude VAT where paid as it is reclaimed, and is shown as VAT p			
Clerks Salary	7,500.00	7,036.51	8,000.00	4,554.01
Website and Email address development	250.00	252.00	300.00	228.00
Admin Expenses	1,000.00	1,987.54	2,500.00	977.40
Councillor and Clerk Training	1,000.00	0.00	1,000.00	33.00
Insurance	500.00	556.22	650.00	548.53
Annual Subs	237.00	318.81	325.00	246.51
Audit	450.00	680.00	800.00	497.00
Donations	250.00	0.00	250.00	0.00
Chairman's Allowance	200.00	0.00	200.00	0.00
Dog & Litter Bins	900.00	995.00	1,000.00	540.00
Footpaths	600.00	970.00	1,100.00	0.00
Churchyard / Memorial	7,000.00	740.00	7,000.00	600.00
Airfield Memorial	2,000.00	0.00	200.00	0
Community Maintenance	3,500.00	1,977.96	2,500.00	1,394.37
Neighbourhood Plan	15,000.00	0.00	13,500.00	1,570.88
VAT Paid	2,000.00	3,887.55	20,000.00	303.95
Village Hall	1,300,000.00	7,453.14	107,156.00	0.00
Bank Charges	70.00	73.00	84.00	49.00
CIL	8,000.00	6,578.00	0.00	0.00
election costs	500.00	0.00	1,250.00	0.00
Total Expenditure	**£1,350,957.00**	**£33,505.73**	**£167,815.00**	**£11,542.65**
Totals Income + BF - Expenditure		**9,465.18**	**335,630.00**	**£228,407.23**
Unity Trust Current Account	**31-Mar-26**	**£378.30**	**09-Nov-26**	**£220.30**
Unity Trust Instant Access Deposit	**31-Mar-26**	**£86,390.98**	**09-Nov-26**	**£119,927.01**
Unity Trust VH Deposit Account	**31-Mar-26**	**£107,209.21**	**09-Nov-26**	**£108,259.92**
Total held in bank accounts		**£193,978.49**	**09-Nov-26**	**£228,407.23**



b. Authorise payments already made

£7 bank charges
£47 ICO by direct debit

Payments to be made
£540.00 BDC emptying dog bins
£50.00 LM Recharging sids
£210.00 Alpha Surveys adding plots to churchyard plan and adding plot numbers
£60.00 Parish online (mapping software)
£519.37 Clerk salary
£164.62 HMRC

C Annual Review of Clerk salary and expenses
There has been no review of expenses or salary since 2024. Cost of living rise of 5.5% please. WFHA (Working From Home Allowance) has not been reviewed since 2017 and is £3 per week can it please be increased to £6 and travel expenses are still 45p, can they please be increased to 55p per mile.

D Initial look at budget for 2027-28
Clerk has requested projected increases from various vendors but has not received any. Paper copies of the budget forecast will be brought to the meeting

8 **Footpaths and assets**

9 **Burial authority matters**
Surveyor has requested additional information regarding the placement of additional burial and cremation plots in the churchyard.
Pest control to monitor churchyard?

Potential purchase of land surrounding St Mary's Church
Update will be provided by CCllr Faircloth-Mutton

10 **Village Hall update**

11 **Neighbourhood Plan**
Update

12 **Airfield Memorial**
Should be in place by the end of November.

13 **Questions to the Chair**

13 **Items for future meetings**
Ceremony for airfield memorial
Budget 2027/28

Time date and place of next meeting,

Monday 21st December at Gt Waldingfield Village Hall, provisional for urgent planning matters only. The next scheduled meeting will be held on Monday18th January 2027.

Dates for meetings in 2027
Assuming meetings to be held in GWVH dates will be:

18 January, 15 February, 15 March, 19 April, 17 May, 21 June, 19 July, 16 August, 20 September,18 October, 15 November, 20 December

End of Associated Papers