CHILTON PARISH COUNCIL

Clerk Christine Hargan 4 Northfield Road, Onehouse, Stowmarket, Suffolk IP14 3HF
Telephone 01449 674727 email clerk@chiltonpcsuffolk.org.uk

Associated Papers for Chilton Parish Council Meeting on 7th October 2024

Agenda item

1 Apologies have been received from Cllr Foster

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.

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

5 **Planning**

Update on Planning applications Please note that there are no updates since last month

Application Reference	Address	Description	Babergh DC Comments	Determination Deadline date
3/05872	Perrywood Garden Centre, Newton	Application under S73 for Removal or Variation of a Condition following grant of Planning Permission DC/20/03810 dated 11/06/2021. To vary Conditions 2 (Approved Plans and Documents,) 5 (Construction Management,) 10 (Surface Water) and 12 (Surface Water Management) and introduction of phasing plan.	Awaiting decision	
4/00387	Keytons Pit Newton Road Chilton Sudbury Suffolk CO10 0PY	Application for a Lawful Development Certificate for an Existing Use or Operation or Activity including those in breach of a planning condition. Town & Country Planning Act 1990 - Existing use of a static caravan as a dwelling	was not lawful	
4/01788	Bryson House Chilton Grove Waldingfield Road Chilton Sudbury Suffolk CO10 0PR	Application under S73a for the Removal or Variation of a Condition following grant of DC/21/05572 dated 03/12/2021 Town and Country Planning Act 1990 (as amended) Erection of 1no. two storey dwelling, ancillary out-building and	Granted with condition re garage being used for domestic purposes and parking only	

6 Clerk's report

Actions from the previous meetings

Minute	Action	Who	complete
22/90 24/104	Request further action from Suffolk County Council for improvement of roundabout Churchfield Road, Provide update on plans as they progress	PFM	ongoing
	Pay vendors, contact Town Legal to explain that the invoice will be settled as soon as money is received from BDC and also request a breakdown of time billed.	Clerk	✓
23/209	Agree rewritten Churchyard Rules to clarify choice of design and stone	Clerk	ongoing
23/512 24/204	Clerk to implement Councillor Vacancy procedure following the Parish Council meeting in June. Contact two potential Councillors	Clerk Chair	✓
23/611	Provide photographs and dialogue for website	All	Ongoing
231116	Village newsletter to inform re the progress of village hall and councillor vacancy	Clerk	

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24210	Contact Sudbury Wardens re adjusting Church Yard gates as following heavy rain they are now difficult to open	Clerk	✓
24212 243 24/410 09/24	CONTACT architects re village hall Obtain costs from Town Legal so that the funding application for S106 can be lodged, Lodge S106 Application with BDC – awaiting costs from Birketts for conveyance between TW and CPC Liaise with Wincer Kievenaar regarding meeting and confer with Cllrs Obtain estimate for professional charges from WK Lodge S106 Grant application with BDC Chase BDC for response to grant application Funds now in the bank	Clerk Clerk Clerk Clerk Clerk Clerk	✓ ✓ ✓ ✓ ✓ ✓
24213 March	Research suitable replacement for Parish Computer, possibly a Dell Further research undertaken and recommended purchase of an ASUS computer at £645 along with business software. Awaiting further computer issues prior to purchase acknowledged that model and cost may vary slightly	AS/Clerk AS	✓ ✓
24214 March May September	Complete application for Locality budget funding send to DCllr Clover and Grants team. £400 Grant received from Cllr Clover toward SID Contact GWPC for advice re SID – awaiting return from holiday to confer further Discuss funding from neighbourhood CIL both SIDs and purchase of Amenity land Further grant application made response awaited Grant funding refused	Clerk Clerk Clerk Clerk	✓ ✓ ✓ ✓ ✓
24/406 May September	Liaise with PFM re storage of historic planning applications Now in communication with the SCC Archivist. Clerk to arrange for document storage on her return from holiday. Documents taken to The Hold but only 3 files accepted	Clerk	✓
24/406	Apply for grant funding for SIDS	Clerk	✓
24/409 24/511 24/511	Monitor repair of gate post and report back Correspond with CCT and Friends re acquisition of combination padlock for churchyard gates Auditor suggests the purchase of a heavy duty Squire combination padlock	 Clerk Clerk	 ✓ ✓
24/411 24/709	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. Awaiting Chair to approve letter to them. Funding is available from	Clerk Clerk	ongoing
24/509	Investigate unsociable behaviour at Church and report back to Cllrs. Unsociable behaviour involved	Clerk Clerk	✓

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	using the chancel as a toilet and on multiple occasions defaecation has been removed.		
24/511	Confirm procedure for lodging documents at Suffolk County Archive and arrange date. Clerk to arrange date in July on her return from holiday. Clerk took files to the Hold but they would only accept three files	Clerk Clerk	✓
24/513	Send audit reports to external auditor and CIL report to BDC Ensure that AGAR is laminated for addition to noticeboards and placed on website Implement PAYE system	Clerk Clerk	✓ ✓ Not yet
24/610	Comment on S106 agreement re existence of overhead power cables affecting siting of village hall	Chair	
24/704	Emai/text CCllr Faircloth Mutton for information on Enhanced funding for educational/wildlife projects and also to check whether there is an issue with email. Discussed via phone funding is available however all project must have an educational bias such as information boards. There has been a problem receiving emails so clerk to nudge via text/phone for further information as required	Clerk	✓
24/705	Liaise with Planning Enforcement regarding We Buy Any Car which has moved onto a different site in the parish. Also to report that the White Horse Pub is placing advertisements on fencing. Clerk notified via email but no response. The advertising has been resolved by the replacement of the fence.	Clerk	✓
24/705	Liaise with BDC Address Management re choice of street names for the Priory development Enquire whether tree names have been adopted at Chilton Woods.	Clerk	✓
24/705	Liaise with parishioner regarding the use of names of Deceased USAF servicemen as street names and suggest perhaps a roll of honour for them and the local people who died as a result of the war.	clerk	✓
24/708	Clerk to acquire quotations for replacement of fence posts for gates at the church, quotes requested, Sudbury Wardens and B Hurren awaiting return from holiday. Spoken to three contractors, Mr Hurren said that he would attend, but nothing further, ditto with Sudbury Wardens, Hartleys Landscapes have attended and need further advice regarding the large gate and also for the gate to be opened in order to provide quotation and advice.	Clerk	
24/7010	Draft response to the S106 “grant” letter, Send approved letter to BDC and defer meeting until Wayleave/viability of undergrounding cables has been organised by TW. S106 monies received.TW are unable to apply for undergrounding of the cables until full grant of planning application for phase 3 is in place, they have advised that it is their intention	Chair Clerk	✓

	to underground the cables if permitted by National Grid		

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
- Address management request for suggestions for development at Chilton Priory

General

- Correspondence with BDC regarding S106 grant, Has now been paid but they will not pay future stage payments until a public meeting re Village Hall has been undertaken.
- BDC require an update re availability for a meeting to discuss the village hall and also they want the amended S106 agreement.
- Grant application made for the SIDs – application unsuccessful
- Chasing email from Sudbury Town Council re non payment of the invoice received at the end of July

7 Finance Report

Authorise payments already made
Those agreed at the previous meeting.
Payments to be made
£66.00 hire of Gt Waldingfield Village Hall
£1,088.10 Clerk salary July, August and September
£220.00 PKF Littlejohn
£144.94 expenses Mileage to meetings, 6 months WFHA and stationery
£ 373.39 Sudbury Town Council
Information Commissioner has notified that a Direct Debit is required to be set up for
£35.00 GDPR, Data Protection
Income
£369.66 Interest
£547.04 SCC grant for grass cutting
£123,815.00 BDC S106
£13,549 precept
£50.00 donation toward upkeep of the churchyard

External Audit report – The Parish Council is acting unlawfully, it must comply with UK law and operate a legal payroll system via HMRC The Clerk cannot be self employed must by law have a contract/written terms of employment, the standard NALC Clerk employment contract is attached.
The original AGAR form was rejected by the external auditor because the pale blue form did not scan effectively it was reprinted in black, signed and resent
The Auditor queried the increase in income from the previous financial year and it was explained that it was due to an increase in residents from two new housing estates and a CIL payment.

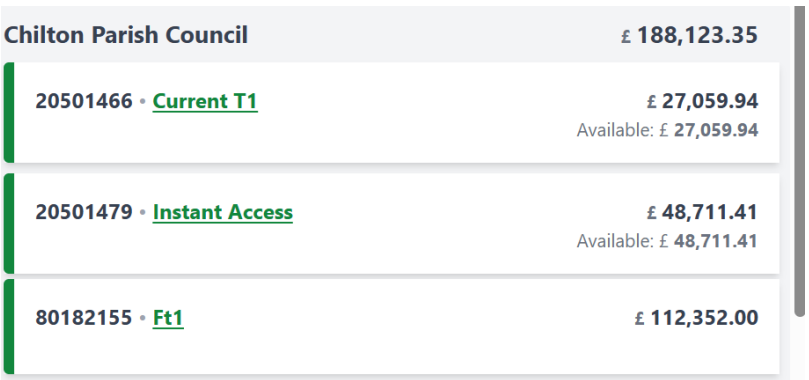
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ank Reconciliation to Date

	2023-24		2024-25	
	Budget	**To year end**	**Budget**	**YTD**
Balance Brought Forward from year end accounts				52,014.09
Income				
Bank Interest	0.00	27.17	1,360.00	711.41
Churchyard	0.00	0.00	500.00	200.00
Grants	486.00	0.00	0.00	0.00
Wayleave	9.20	9.20	9.20	0.00
other / refunds	0.00	0.00	0.00	547.04
VAT Repayment	500.00	0.00	500.00	0.00
Neighbourhood Plan grant funding	5,000.00	0.00	0.00	0.00
CIL	9,235.75	16,914.49	0.00	0.00
Precept	17,170.00	17,170.00	27,098.00	27,098.00
Village Hall		0	tbc	123,815.00
Total Income	**32,400.95**	**34,120.86**	**£29,467.20**	**£152,371.45**
Expenditure	Figures exclude VAT where paid as it is reclaimed, and is shown as VAT paid			
Clerks Salary	6,500.00	5,685.88	6,500.00	**2,451.75**
Website and Email address development	1,000.00	997.00	228.00	**0.00**
Admin Expenses	1,610.00	709.55	2,000.00	**355.99**
Councillor and Clerk Training	1,000.00	124.00	1,000.00	**0.00**
Insurance	300.00	300.00	350.00	**396.00**
Annual Subs	400.00	212.66	450.00	**227.64**
Audit	300.00	170.00	450.00	**220.00**
Donations	250.00	30.00	250.00	**0.00**
Chairman's Allowance	200.00	0.00	200.00	0.00
Dog & Litter Bins	560.00	396.97	875.00	**345.00**
Footpaths	730.00	600.00	750.00	**0.00**
Churchyard / Memorial	2,000.00	1,613.00	2,000.00	**0.00**
Community Warden	2,300.00	1,725.91	3,000.00	**574.17**
Projects	4,000.00	0.00	11,000.00	0.00
Neighbourhood Plan	5,000.00	0.00	0.00	0.00
VAT Paid	0.00	162.35	500.00	**2,104.33**
Village Hall	0.00	135.00	0.00	**9,552.50**
Bank Charges				**34.81**
election costs	500.00	679.24	0.00	**0.00**
Total Expenditure	**£26,650.00**	**£13,541.56**	**£29,553.00**	**£16,262.19**
Totals Income + BF - Expenditure		**£15,851.07**		**£188,123.35**
Unity Trust Current Account	**2 April 2024**	**£52,190.09**	**30-Sep-24**	**£27,059.94**
Unity Trust Instant Access Deposit	**2 April 2024**	**£0.00**	**30-Sep-24**	**£48,711.41**
30 day deposit			**30-Sep-24**	**£112,352.00**
Subtotal				**£188,123.35**
minus Unbanked Cheques				
Total held in bank accounts				**£188,123.35**



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8 **Footpaths**
Nothing to report

9 **Burial authority matters**
Memorial for Lord Hart is now in place
Gate posts, Hartley Landscapes have visited the churchyard and reported that fixing the post to the small rear gate may be problematic due to the vicinity of the ancient wall, they are concerned about undermining the footings to the wall but could effect a temporary repair by fixing the existing gate post to the wall. They require full access and further advice regarding the front gate posts.

10 **Update on the village hall**
Decision needed on the site for the hall.

11 Clerk employment contract

12 Airfield Memorial
airfield memorial

13 SID
To purchase or not as grant application was unsuccessful quotation is attached to covering email?

14 **Questions for the chair**

15 Items for future meetings

16 Time date and place of next meeting, 7.30pm 18th November Great Waldingfield Village Hall

End of Associated Papers