CHILTON PARISH COUNCIL

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

Minutes of the Chilton Parish Council Meeting held on 7 October 2024

Present: Cllrs Valerie Hart, Alastair Lewin, Andrew Armitage and John Steele
In attendance: DCllr Paul Clover, Margaret Maybury and Christine Hargan Clerk

24/1001 **Apologies for absence**
Cllrs, Tony Foster, Andy Simons

24/1002 **Declarations of interest**
None

24/1003 **Minutes** of the previous meeting
The Councillors resolved to amend the minutes as follows: and adopt the amended minutes as an accurate record of the meeting on 15th July 2024.

24/1004 **Public Participation session**
DCllr Maybury reported that

- Proposed Devolution has been withdrawn
- Norfolk and Suffolk County Councils have combined to invest Norfolk and Suffolk
- Solar together which aims to discount the purchase of solar panels through large purchasing power to close 18 October
- Norwich to Tilbury, more pylons will be placed along the route to deliver "green energy"
- Call for land summit is a sell out however presentations may be available after the event to provide information on resources to encourage wildlife.
- The Nut Farm, BDC Enforcement have summoned the owners to court at the next appearance due to the lack of planning related to a change of use for operations on their land.
- Refuse collection bins will be collected on a 3 weekly rota, from 2027 Black for general rubbish, brown bin for garden waste, Blue and green recycling bins which will extend to collection of soft film and glass. Each household will be provided with a kitchen caddy for recycling of kitchen waste, some concern was expressed regarding encouragement of rodents
- Landowners have been encouraged to cut hedges prior to winter although doing so removes food for wildlife and would seem to be contra the green agenda the PROW officer will provide them with further information.
- The District Council are recharging tenants, for repairs to their properties and in addition will add a 15% admin fee. Private landlords are unable to lawfully recharge tenants.
- Repairs for local authority social housing, initiative "first time fix" to speed up repairs and make more the repairs more accountable.
- BDC new economic strategy survey on line
- CIL monies £836k to be used for community facilities from the general pots.
- Kingfisher pool damage to the roof is far more extensive than originally thought so swimmers will have to attend Hadleigh or Bury St Edmunds pools
- Anyone in parish with financial difficulties who needs financial support to service gas central heating should contact DCllr Maybury. Help for elderly residents to fund boiler replaced does not cover oil fired boilers. Cllr Lewin to provide information there is a loan scheme.

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CCllr Faircloth-Mutton

- **Winter Fuel Allowance**
  The Suffolk County Council Administration voiced its opposition to the Government's proposed cut in the winter fuel allowance earlier this month and was supported by local South Suffolk MP James Cartlidge in the parliamentary vote. Unfortunately, the vote was defeated in the final vote.
- **Quarter 1 Finance Report**
  The County Council's budget produced a small surplus in Quarter 1 of the current tax year (April to June), as a result of continued successes from the Adult and Community Care directorate's ongoing digital transformation programme. This is the first balanced Quarter 1 figure for this council term and is a welcome piece of news in light of earlier budgetary decisions.
- **Churchfield Road HGV Restrictions given go-ahead**
  Funded by my highways locality budget and the Parish Council, I am pleased to report that restrictions on HGV parking is to be limited by new double yellow lines.
  The Highways Team should be in touch shortly with regard to payment from the Parish Council for its proportion of funding. So long as this is secured in good time, the installation of the new lines are estimated to be painted by January and February 2025. The traffic regulation order will be maintained parking wardens are employed by Babergh District Council.
- **City Fibre Application DC/24/02812 Rejected**
  Thank you for informing me of the above. The application has subsequently been rejected and I'm pleased that by coming together, we have been able to stand up for the area and stop a poorly thought out scheme.

24/1005 **Planning**

The Parish Council have not been consulted on any planning applications

Additional planning matters

The Nut Farm appears to be in Chilton. It would be helpful to be notified of enforcement action Cllr Maybury to discuss all outstanding enforcement actions with BDC

24/1006 **Clerk's Report**

a. See actions in Appendix
b. Correspondence. No action required. Police update on speeding on CF road raise with Community team. Ask Cllr Faircloth Mutton to get an officer to speak re the speed limit

24/1007 **Finance**

a. from the RFO Report authorise payments made since last meeting and to be made and note income received since last meeting. Resolved to pay.
b. **To receive a financial report**
   The RFO report was acknowledged.
c. **Audit report**
   - External Audit Report Queries were acknowledged regarding increase of income and resubmission of AGAR form

24/1008 Review any issues raised on **Footpaths** and other CPC owned **assets**

There were none

24/1009 Review of **Burial Authority** matters

Gates to the churchyard, Cllr Armitage agreed to investigate and to report back.

24/1010 **Village Hall update**

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- Cllr Hart commented on Deed of Variation to solicitors
- Has queried with TW the undergrounding of Power lines due their being adjacent to public open space. TW commented that undergrounding was dependent upon BDC decision with phase 3, DCllr Maybury seems incongruous that overhead cables were so close to residential properties. Legislation states not within 50 metres due to Electro Magnetic Field, (EMF)
- A further proposal was for a PROW with boarded sides. It is unlikely that, Police will agree, due to fears of antisocial behaviour.
- Ms Butters requests a meeting to discuss, VH and BDC to update on Sports Pavilion
- Clerk to organise a meeting with Wincer Kievenaar Cllr Hart to forward her availability to Clerk to facilitate

24/1011 **Clerk employment**

Contract agreed in principle with a start date of 1 October 2024 Cllr Hart to confer with Clerk re details

24/1012 **Airfield memorial**

Following much discussion none of the sites suggested are on land that is owned or rented by CPC It was resolved that the memorial be placed on the land of the proposed Village Hall site. The memorial would be in the village centre on a grassed area with public open space behind it.

24/1013 **Questions to the Chair**

Clerk to meet with Cllr Hart to further outstanding issues including Bungalows 3 and 1

24/1014 **Items for future meetings**

Planning meeting with BDC and planning meeting with Wincer Kievenaar

24/1015 **SIDs**

The application for funding has been turned down. Clerk to contact the Police Commissioner's Office with a request for assistance in reducing the speed along the stretch of road

24/1016 Time date and place of next meeting

7.30pm 18th November 2024 Gt Waldingfield Village Hall.
Meeting closed at 10.30 pm

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Actions

Actions from the previous meeting

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,	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	
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 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. Draft Deed Of Variation has been distributed	Clerk Clerk Clerk Clerk Clerk Clerk Chair	✓ ✓ ✓ ✓ ✓ ✓
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	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	Clerk Clerk Clerk	✓ ✓ ✓

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March May September	Discuss funding from neighbourhood CIL both SIDs and purchase of Amenity land Further grant application made response awaited Grant funding refused	 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 using the chancel as a toilet and on multiple occasions defaecation has been removed.	Clerk Clerk	✓
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	Clerk	✓

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24/1005	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. Gain information re enforcement cases	DCllr Maybury	
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	✓
24/708 24/1009	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. Councillor to inspect the gates and posts and will feed back to enable quotations to be sought	Clerk AA	
24/7010 24/1010 24/1010	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 to underground the cables if permitted by National Grid. Clerk to make further enquiries to identify what is preventing the application from being made Organise two meetings with Cllrs and WK and secondly BDC, TW and Cllrs, to discuss village hall	Chair Clerk Clerk Clerk	✓
24/1012	Notify Cllrs Foster and Symons re the Airfield Memorial, thanking them for their report and notifying that preferred site would be the Village Hall once the exact location is decided.	Clerk	
24/10/15	Contact Police Commissioners office re speeding reduction in the area of Chilton Bends Contacted CCllr PFM to organise speeding survey.	Clerk Clerk	
24/1013	Organise meeting with Chair to discuss outstanding issues	Clerk	

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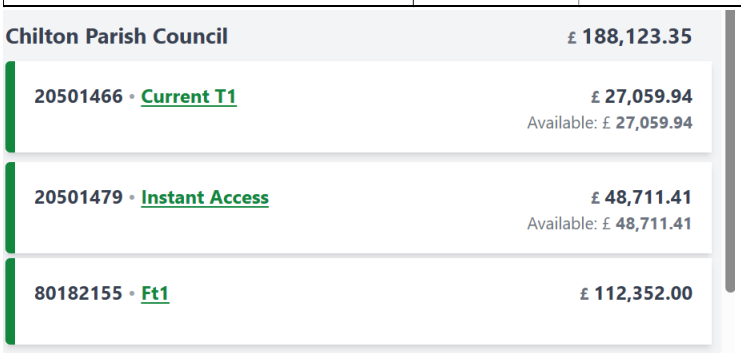
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Finance Report

Chilton Parish Council

Bank 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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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

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Signed Date