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 20th January 2025

Agenda item

1 Apologies

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 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

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
DC/24/00387	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	
DC/24/01788	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	
DC/24/04740	Units 20A to 22 Addison Road	Application for an extension to provide addiitional floor space and an ancilliary office	Granted	
DC/24/02507	Land At Chilton Priory	Erection of 2 No. single storey dwellings.	Awaiting decision	
DC/24/02812	Land To The North Of	Erection and siting of fibre exchange telecommunications infrastructure (full fibre	Refused	
DC/24/03131	Caravan At Keytons Pit	Lawful Development certificate - use of caravan as a residence	was not lawful	
DC/24/03869	Land At Chilton Corner Chilton	install 1 10m light pole	Granted	

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

CHILTON PARISH COUNCIL

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

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	CONTACT architects re village hall	Clerk	✓
	Obtain costs from Town Legal so that the funding application for S106 can be lodged,	Clerk	✓
	Lodge S106 Application with BDC – awaiting costs	Clerk	
243	from Birketts for conveyance between TW and CPC	Clerk Clerk	✓
	Liaise with Wincer Kievenaar regarding meeting and confer with Cllrs		✓
24/410	Obtain estimate for professional charges from WK	Clerk	✓
	Lodge S106 Grant application with BDC		
09/24	Chase BDC for response to grant application	Clerk	✓
	Funds now in the bank		✓
	Meeting held on		
24213	Research suitable replacement for Parish Computer, possibly a Dell	AS/Clerk	✓
March	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	✓
24214	Complete application for Locality budget funding send to DCllr Clover and Grants team. £400 Grant	Clerk	✓
	received from Cllr Clover toward SID	Clerk	✓
	Contact GWPC for advice re SID – awaiting return from holiday to confer further	Clerk	✓
	Discuss funding from neighbourhood CIL both		
March	SIDs and purchase of Amenity land		✓
May	Further grant application made response awaited	Clerk	✓
September	Grant funding refused		
24/406	Liaise with PFM re storage of historic planning applications	Clerk	✓
May	Now in communication with the SCC Archivist.		
	Clerk to arrange for document storage on her return from holiday.		✓
September	Documents taken to The Hold but only 3 files accepted		✓
24/406	Apply for grant funding for SIDS	Clerk	✓
	Additional funding refused		
24/409	Monitor repair of gate post and report back		
24/511	Correspond with CCT and Friends re acquisition of	Clerk	✓
24/511	combination padlock for churchyard gates		
	Auditor suggests the purchase of a heavy duty Squire combination padlock	Clerk	✓
24/411	Clerk to explore funding for purchase of land.	Clerk	ongoing
24/709	Enquire about acquisition of the meadow in the most economical way possible. Spoke to Suffolk County Farms who confirmed that it may be	Clerk	
December	possible.		
24	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		

CHILTON PARISH COUNCIL

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

24/610	Comment on S106 agreement re existence of overhead power cables affecting siting of village hall	Chair	
24/705 December 2024	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. BDC Enforcement decided that no action necessary	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.. They have	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 to underground the cables if permitted by National Grid	Chair Clerk	✓
24/1109	Send details of the grant scheme to CCT with a view to developing a lavatory inside the church building	Clerk	✓
24/1109	Notify family of Mr Smith that the memorial has been approved and issue invoice	Clerk	✓
24/1110	Village Hall meeting with WK email agenda items to Cllrs, all to respond with additional items following which clerk to email WK in advance of meeting	Clerk All	✓
24/1110	Thank Cllr Armitage for work at the Churchyard Cllr Armitage did not undertake/complete the work	Clerk	
24/1111	Scan signed employment contract and save to file. Email agreement for HR services to SALC	Clerk	✓

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
- Various surveys

General

- BDC require an update re availability for a meeting to discuss the village hall and also they want the Deed of Variation for S106 agreement.
- SCC have responded to enquiry re land acquisition, the memorial garden will be discussed at the CC meeting on 29 January and the meadow will first be discussed with STC and then a decision will be made regarding the acquisition by the parish council. A purchase price would be around £60,000.
- Request from funding from the Kernos Centre. They have been asked for the number of Chilton residents in receipt of their services during the last year.
- Response from BDC re the enforcement notices no action to be taken by them
- STC broken bin at the health centre, Clerk established property of NHS who have agreed to replace
- Thanks from resident for informing of commemorative plaque to airmen on playground
- National Grid update on Norwich to Tilbury

7 Finance Report

A Authorise payments already made

Those agreed at the previous meeting.

Payments to be made

£66.00 hire of Gt Waldingfield Village Hall
£864.22 Clerk salary November and December
£216.00 HMRC Clerk tax

CHILTON PARISH COUNCIL

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

B Finanical 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	1,871.82
Churchyard	0.00	0.00	500.00	489.00
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	2,035.33
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**	**£155,856.19**
Expenditure	ures exclude VAT where paid as it is reclaimed, and is shown as VAT pa			
Clerks Salary	6,500.00	5,685.88	6,500.00	**4,042.05**
Website and Email address development	1,000.00	997.00	228.00	**0.00**
Admin Expenses	1,610.00	709.55	2,000.00	**813.93**
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	**257.64**
Audit	300.00	170.00	450.00	**430.00**
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	**600.00**
Churchyard / Memorial	2,000.00	1,613.00	2,000.00	**63.00**
Community Warden	2,300.00	1,725.91	3,000.00	**885.33**
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	**2,264.16**
Village Hall	0.00	135.00	0.00	**9,684.50**
Bank Charges				**52.21**
election costs	500.00	679.24	0.00	**0.00**
Total Expenditure	**£26,650.00**	**£13,541.56**	**£29,553.00**	**£19,833.82**
Totals Income + BF - Expenditure		**£15,851.07**		**£188,036.46**
Unity Trust Current Account	**2 April 2024**	**£52,190.09**	**08-Jan-25**	**£812.64**
Unity Trust Instant Access Deposit	**2 April 2024**	**£0.00**	**08-Jan-25**	**£74,189.33**
Unity Trust VH Deposit Account	**2 April 2024**	0.00	**08-Jan-25**	**£113,034.49**
Total held in bank accounts				**£188,036.46**

C Agree Budget

Printed copies of the budget to be available at the meeting

CHILTON PARISH COUNCIL

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

Budget 2025-26

	2023-24		2024-25			2025-26		
	Budget	To year end	Budget	YTD	Projected To year end	Budget	To year end	
Balance Brought Forward from year end accounts				52,014.09		0.00		
Income								
Bank Interest	0.00	27.17	1,360.00	1,871.82	3,101.82	3500.00		
Churchyard	0.00	0.00	500.00	489.00	1,900.00	500.00		
Grants	486.00	0.00	0.00	0.00	500.00	200.00		
Wayleave	9.20	9.20	9.20	0.00	0.00	9.20		
other / refunds	0.00	0.00	0.00	547.04	600.00	0.00		
VAT Repayment	500.00	0.00	500.00	2,035.33	3,000.00	1000.00		
CIL	9,235.75	16,914.49	0.00	0.00	8,000.00			
Precept	17,170.00	17,170.00	27,098.00	27,098.00	27,098.00	32022.00		sum of current number of houses in the village (429) x £78 which was the tax base from last year
S106 Village Hall		0	tbc	123,815.00	123,815.00	0.00		
Total Income	**27,400.95**	**34,120.86**	**£29,467.20**	**£155,856.19**	**£168,014.82**	**£37,231.20**	**£0.00**	
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	**4,042.05**	7,000.00	7,500.00		
Website and Email address deve	1,000.00	997.00	228.00	**228.00**	230.00	250.00		
Admin Expenses	1,610.00	709.55	2,000.00	**585.93**	1,000.00	1,000.00		
Councillor and Clerk Training	1,000.00	124.00	1,000.00	**0.00**	200.00	1,000.00		
Insurance	300.00	300.00	350.00	**396.00**	396.00	500.00		insurance increases with the quantity of precept
Annual Subs	400.00	212.66	450.00	**257.64**	257.64	237.00		2% increase forecast by SALC
Audit	300.00	170.00	450.00	**430.00**	430.00	450.00		
Donations	250.00	30.00	250.00	0.00	250.00	250.00		
Chairman's Allowance	200.00	0.00	200.00	**0.00**	0.00	200.00		
Dog & Litter Bins	560.00	396.97	875.00	**345.00**	875.00	900.00		Estimate awaited
Footpaths	730.00	600.00	750.00	**600.00**	600.00	600.00		Bill not yet received from contractor
Churchyard / Memorial	2,000.00	1,613.00	2,000.00	**63.00**	200.00	2,000.00		
Community Warden	2,300.00	1,725.91	3,000.00	885.33	3,000.00	3,000.00		
Projects	4,000.00	0.00	11,000.00	0.00	0.00	11,000.00		
Neighbourhood Plan	5,000.00	0.00	0.00	**0.00**	0.00	2,000.00		
VAT Paid	0.00	162.35	500.00	**2,264.16**	3,000.00	20,000.00		
Village Hall	0.00	135.00	0.00	**9,684.50**	15,000.00	100,000.00		This is just a guess assuming that WK bill half as much again for
Bank Charges				**52.21**	70.00	70.00		
CIL								
election costs	500.00	679.24	0.00	**0.00**	0.00	0.00	0.00	
Total Expenditure	**£26,650.00**	**£13,541.56**	**£29,553.00**	**£19,833.82**	**£32,508.64**	#########	**£0.00**	
als Income + BF - Expenditure		**£15,851.07**		**£188,036.46**				
Unity Trust Current Account	**2 April 2024**	**£52,190.09**	08-Jan-25	**£812.64**				
Unity Trust Instant Access Deposit Account	**2 April 2024**	**£0.00**	08-Jan-25	**£74,189.33**				
Unity Trust Village Hall deposit account			08-Jan-25	**£113,034.49**				
Subtotal				**£188,036.46**				
minus Unbanked Cheques								
Total held in bank accounts				**£188,036.46**				£0.00

Reserves held by CPC

	2023 / 2024		2024 / 2025		2025 / 2026		
	Start of year	End of year	Start of year	End of year	Start of year	End of year	
Community Centre/general	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	
Asset Replacement	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	
Churchyard Maintenance	3,300.00	3,300.00	3,300.00	3,300.00	3,300.00	3,300.00	
Welcome Pack	0.00	0.00	0.00	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	
CIL	0.00	585.93	16,914.49	16,914.49	16,914.49	0.00	*
S106/Village Hall	0.00	0.00	0.00	114,196.50	114,196.50	TBC	* Further monies to be spent but not clear how much
Total Earmarked Reserves	**12,050.00**	**12,635.93**	**28,964.49**	**143,160.99**	**143,160.99**	**12,050.00**	
General Reserves	24,340.00	24,695.37	24,695.37	tbc	TBC	tbc	

Precept	**Collected 2024**	**To be collected 2025 / 26**				
		0.00%	**1%**	**2%**	**3.00%**	
	£27,098.00	£32,022.00	£32,352.00	£32,663.00	£32,983.00	
Band D Council tax	£82.72	£82.72	£83.54	£84.37	£85.20	Figures from Precept Calculator

D Sign off Precept requirement

E Formalise Finanical Regulations

Attached to the covering email.

The financial regulations were discussed with the Standards Committee in August and amended accordingly whilst there are several clauses included that do not currently apply to CPC it was decided it was better to leave them in lest circumstances change which require the Financial Regs to be rewritten in the future.

8 **Footpaths**

Nothing to report

9 **Burial authority matters**

Remittance received from family of Mr Smith and also from memorial mason – refund Mason?

CHILTON PARISH COUNCIL

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

10 **Update on the village hall**
Notes from the meeting with Wincer Keivenaar have been received and the following information is requested from Taylor Wimpey, request for current plan for village centre, including heights of planned buildings. Availability of infrastructure information on roads, planned buildings, parking and electric vehicle charging points, whether the Planning for Village Hall and the centre as a whole will be dealt with singularly or collectively and information on all relevant reports, ecology, drainage, contamination etc.

11 **SID/speed reduction update**
. Results of the Speed survey were received from the Police who maintained that no action needed to be taken. Response from Police. The two highest were 71 and 70. Then a handful in the 60's before the rest 50'2 a high 40's. The trouble will always be establishing IF (and please note the BIG if) the higher speeds are emergency service vehicles responding to an emergency, especially with the B1115 being a main arterial road connecting Sudbury with Lavenham. As I said, from my perspective I always look towards the collision history (beyond looking at 'just' injury collisions and including all recorded collisions in this case) and compliance. Not necessarily as two connected sets of data, since if there is a significant level of non-compliance, regardless of collision history I would still look at what enforcement can be achieved, but together when considering the safety and appropriate speed limit at any location.

12 **Airfield Memorial**

13 **Devolution**
in full here Update from the County Councillor. LGA briefing available online.

14 **Neighbourhood Plan**
To revisit and complete?

15 **Land acquisition in the Parish**
Correspondence received from County Farms that they will be recommending the transfer of the land surrounding the air field memorial for a nominal sum at the next council meeting. The meadow land will be discussed with STC to establish availability following which if available it could be offered to the Parish Council

Questions for the chair
Items for future meetings

16 Time date and place of next meeting, 7.30pm 17th February 2025 at 7.30pm Great Waldingfield Village Hall.

End of Associated Papers