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 18th August 2025

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 in advance of the meeting

4 **Planning**

a. DC/25/03502 Chilton Woods Mixed Development Discharge of Conditions Application for B/15/01718 - Condition 30 (Construction Environmental Management Plan) To North Of Woodhall Business Park Sudbury Suffolk

b. DC/25/02870 Homebase Waldingfield Road Sudbury Suffolk CO10 2YH External alterations comprising the removal of structures, the installation of a delivery ramp and associated enclosure, the reconfiguration of store entrance and formation of a second store entrance, alterations to window and door openings, and minor alterations to car park layout and landscaping, and associated engineering works. Extension granted but only until 20th August.

c. Update on Planning applications.

Application Reference	Address	Description	Babergh DC Comments
DC/24/01788	Bryson House Chilton Grove	Application under S73a for the Removal or Variation of a Condition following grant of	Granted
DC/24/02507	Land At Chilton Priory	Full Planning Application - Erection of 2 No. single storey dwellings.	Granted
DC/25/01279	Sudbury Community	Application for works to Trees subject to Tree Preservation Order BT375/W1 - Reduce 1 No.	Granted
DC/25/02441	Sable Place Waldingfield	Householder Application - Erection of a Single storey rear extension & alteration of existing roof	Awaiting decision
DC/25/02511	Plot 4, Land At 1 Chilton Grove	Application under Section 73A of the Town and Country Planning Act 1990 - Variation of	Granted
DC/22/05120	Land North Of Waldingfield	Application for the Confirmation of Compliance with a Section 106 Planning Obligation relating to	Granted

Actions log for information only

Minute	Action	Who	complete
	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

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231116	Village newsletter to inform re the progress of village hall and councillor vacancy awaiting consultation on the Village Hall	Clerk	ongoing
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	✓ ✓
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 ✓ ✓
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	✓
25114 25214	Clerk to attempt to secure funding during late February, to distribute existing NP and to liaise with Cllrs regarding content and consultant. Action not possible as funding not available to apply for until July.		Funding suspended Contacted MP and petition communicated
25315	Land acquisition Ask CCllr Faircloth-Mutton for help Clerk spoke again to County Farms who has given verbal permission to site the memorial in Waldingfield Road, and also provided contact	Clerk and DCllr	✓ Written permission gained

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	details for Town Clerk says he is drowning under work.		cosnents under way
25/305	Clerk to send letter to Enforcement re 1 Hall Farm Bungalows and re Planning appeal AP/25/00004 Caravan at Keyton's Pit	Clerk	
25/309	Contact Community Justice Payback team re community Service in the churchyard initial chat Monday 24th	Clerk	✓
25/310	Send options for meeting date to BDC along with draft DoV	Clerk	✓
25/307	Contact Sudbury Wardens re SLA	Clerk	✓
25/308	Order refuse bin for fitting in Church Field Road site adjacent to the church lane and contact BDC regarding suitable location. 1 month waiting time delivery expected early May	Clerk	✓
25/314	Contact MP RSVP for NP meeting on 21st March to notify attendance of Clerk and Cllrs Symons and Foster	Clerk	✓
	Create advertorial for new Councillors which could be published in the Sudbury Free Press Clerk to turn this into a newsletter and include reports from the APA and the offer of a copy of Chilton the first 3000 years.	Clerk	✓
25406	Liaise with Cllr Symons re model of computer to purchase Acer £750 Asus 759,89 Dell 760.50, closest Apple is over £1,000	Clerk	Ongoing
25413	Clerk to arrange meeting with Cllrs Foster and Symons to discuss contractors for NP and to feed back at the next meeting. Clerk to forward details of Norwich based consultancy to Andy.	Clerk	Ongoing
25410	Clerk to contact WK to organise a meeting to discuss the internal village hall plans	Clerk	✓
25408	Clerk to notify when the rubbish bin is erected	Clerk	
25409	Forward information re interment in churchyard Nothing received to date 16/6/25 assume an alternative has been found.	Clerk	ONGOING
25409	Organise a meeting between Judicial System and Cllr Foster	Clerk	✓
25411	Enquire about costs for purchasing and fitting additional poles to hold SIDS. Awaiting response from SCC Highways	Clerk	ongoing
25412	Confirm conversation re airfield memoirial with SCC Farms in writing and cc CCllrs Faircloth-Mutton and Nadia Cenci	Clerk	✓
25404	Church Field Road scheme, enquire re funding for the road signage as it was not included in the projected costs	PFM	ongoing
25405	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.	PC	✓ ongoing
25406	To produce first draft of a newsletter	Clerk	✓

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	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		
25209	Report faded road markings and associated signage on B1115 White Horse roundabout to SCC Highways. The council will require the parish council to pay for replacing the lines.	Clerk	✓
25511	Contact CAS insurance to enquire about additional cover to insure against bank failure so that the village hall money is covered	Clerk	✓ Awaiting response
25511	Contact Sudbury Wardens to accept their costs for the year on the terms of the previous SLA No response received	Clerk	✓
25513	Contact CAS insurance re additional cover for financial risk to cover monies for Village Hall. Unfortunately they do not	Clerk	✓
25517	Provide details for Collective Community Planning for investigation and discuss NP including surveys etc with Cllrs Symons and Foster	Clerk	✓
25604	Liaise with TW regarding securing the site that the Travellers encamped on	PC	ongoing
25611	Liaise with ABCT to ensure that any necessary consents with the District Council are in place prior to placing the new memorial Liaise with Mrs Butcher re USAF presence at unveiling ceremony Notify Royal British Legion (via Assington Cllr Wiles a Standard Bearer) re dates for unveiling ceremony once available. Identify whether work is needed to tree on site	Clerk PC Clerk ?	✓
25612	Neighbourhood Plan, identify actions required and undertake	TF,AS & Clerk	
25615	Computer to establish best value for money, establish consent and purchase	Clerk	
25615	Research investments with CCLA and liaise with Cllrs CCLA Investment Management CCLA	Clerk	✓
25703	Amend previous minutes	Clerk	✓
25704	Contact CCllr Faircloth-Mutton and request that he sends report before noon on the day of meeting. Clerk has forwarded future meeting dates to the PFM's executive assistant.	Clerk	✓
25704	Query with CCllr Faircloth-Mutton the Double Yellow lines painted in Church Field Road, as they are not what was requested or agreed with the Parish Council – they do not resolve the problem with HGV parking and the lines extend into Sudbury Cllr Faircloth Mutton challenged that the lines extend into Sudbury, but asked that he be kept informed about any safety problems within Church Field Road	Clerk	✓

25705	Request an extension to allow responses to "Homebase" applications to be formulated. Comments to be received by 20 August	Clerk	✓
25707	Gain information on additional deposit accounts	Clerk	

5 Payments

b. Authorise payments already made

Those agreed at the previous meeting.
£6 bank charges

Payments to be made

£412.11 Clerk Salary for July
£138.24 Clerk expenses, Microsoft 354 professional 1 year
£21.17 Clerk expenses Top Marques printing S106 and plans for Village Hall
£146.47 HMRC
£498.00 BDC dog bins
£66.00 GWVH hall hire

Income

£ nil

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Chilton Parish Council

Bank Reconciliation to Date

	2024-25		2025-26	
	Budget	**To year end**	**Budget**	**YTD**
Balance Brought Forward from year end accounts		52014-09	0.00	184,513.31
Income				
Bank Interest	1,360.00	3,041.47	3,500.00	1,092.68
Churchyard	500.00	489.00	500.00	0.00
Grants	0.00	590.00	15,000.00	0.00
Wayleave	9.20	0.00	9.20	0.00
other / refunds	0.00	547.04	0.00	0.00
VAT Repayment	500.00	2,035.33	1,000.00	2,742.93
Neighbourhood Plan grant funding	0.00	0.00	0.00	0.00
CIL	0.00	0.00	0.00	2,289.56
Precept	27,098.00	27,098.00	32,022.00	16,011.00
Village Hall	tbc	123,815.00	1,200,000.00	0.00
Total Income	**£29,467.20**	**157,615.84**	**1,252,031.20**	**£22,136.17**
Expenditure	ures exclude VAT where paid as it is reclaimed, and is shown as VAT p			
Clerks Salary	6,500.00	6,202.49	7,500.00	**2,549.60**
Website and Email address development	228.00	228.00	250.00	**24.00**
Admin Expenses	2,000.00	956.88	1,000.00	**1,008.04**
Councillor and Clerk Training	1,000.00	0.00	1,000.00	**0.00**
Insurance	350.00	396.00	500.00	**556.22**
Annual Subs	450.00	257.64	237.00	**241.81**
Audit	450.00	430.00	450.00	**260.00**
Donations	250.00	0.00	250.00	**0.00**
Chairman's Allowance	200.00	0.00	200.00	0.00
Dog & Litter Bins	875.00	345.00	900.00	**580.00**
Footpaths	750.00	600.00	600.00	**0.00**
Churchyard / Memorial	2,000.00	472.84	7,000.00	**160.00**
Airfield Memorial			2,000.00	**620.10**
Community Warden	3,000.00	2,588.33	3,500.00	0.00
Projects	11,000.00	0.00	15,000.00	0.00
Neighbourhood Plan	0.00	0.00	2,000.00	**0.00**
VAT Paid	500.00	2,686.73	1,300,000.00	**3,163.82**
Village Hall	0.00	9,882.50	7,435.50	**7,435.50**
Bank Charges		70.21	8,000.00	**24.00**
CIL				**6,578.00**
election costs	500.00		500.00	**0.00**
Total Expenditure	**£30,053.00**	**£25,116.62**	**1,358,322.50**	**£23,201.09**
Totals Income + BF - Expenditure		**132,499.22**		**£183,448.39**
Unity Trust Current Account	**31-Mar-24**	**£1,219.84**	**13-Aug-25**	**£1,062.24**
Unity Trust Instant Access Deposit	**31-Mar-24**	**£69,547.63**	**13-Aug-25**	**£76,417.63**
Unity Trust VH Deposit Account	**31-Mar-24**	**£113,746.14**	**13-Aug-25**	**£105,968.52**
Total held in bank accounts		**£184,513.61**		**£183,448.39**

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6 **Update on the village hall**
To be provided verbally

7 **Neighbourhood Plan**
Discussions have now taken place with three prospective consultants, a route forwards will be discussed at the meeting.

8 Community Justice System contract for review is attached to the covering email.

9 SharePoint, with the professional version of Microsoft 365 comes the ability to use this document sharing facility. Clerk has set up and tested it with the help of Cllr Symons. Some or all Council documents could be uploaded. To what extent would the Council like to see it used?

10 **Questions to the Chair**

16. **Items for future meetings**

17 Time date and place of next meeting, 7.30pm 22nd September 2025 7.30pm Great Waldingfield Village Hall, to consider amending the date for the September and October meetings.

End of Associated Papers