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 17th March 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**

A planning appeal has been lodged by Mr Keyton against application DC/24/00387 AP/25/00004 on the original application you did not support or object, but drew attention to a previous refused application

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 25/104	Request further action from Suffolk County Council for improvement of roundabout Churchfield Road, Provide update on plans as they progress Work to complete prior to end February	PFM	ongoing
	Pay vendors,	Clerk	✓
23/209	Agree rewritten Churchyard Rules to clarify choice of design and stone	Clerk	ongoing
23/512	Clerk to implement Councillor Vacancy procedure following the Parish Council meeting in June.	Clerk	✓

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24/204	Contact two potential Councillors	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 awaiting consultation on the Village Hall	Clerk	
24212 243 24/410 09/24 January 25	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 Awaiting response from Town Legal prior to arranging meeting with TW&BDC	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	✓ ✓
24/406	Apply for grant funding for SIDS Additional funding refused	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 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	Clerk Clerk Clerk	Ongoing ✓
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	✓
24/708	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	Clerk	

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	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.		
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	✓
25/106	Contact author regarding Chilton book, he wishes to know how many you want and when you wish to collect? Contacted and liaised clarity please of how many boxes of books can be stored by the individual Parish Councillors.	Clerk	ongoing
25/107	Precept demand sent Budget amended and sent to councillors for information Financial Regulations finalised and published		✓ ✓
25114	Clerk to attempt to secure funding during late February, to distribute existing NP and to liaise with Cllrs regarding content and consultant.		

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
- Devolution update

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. This is being addressed.
- "Chilton - the first three thousand years." David Burnett boxes of books to be collected from the Town Hall in Sudbury. Clarification please as to the number of boxes required.
- Safety of lithium batteries – request to resend letter of support to maintain pressure.
- Correspondence from member of community re moles excavating the churchyard, quotes obtained.
- Offer of additional locality budget
- Enquiry by parishioner as to boundary of villages of Chilton and Gt Waldingfield as unsure which village she resided in and also why not consulted on GW Neighbourhood Plan. Sent outlines of both villages via SCC map and also link to GW NP from BDC website.

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- Update on moles – 3 trapped and the hills have been flattened, and the key padlocks replaced with heavy duty marine combination locks.
- Update on rabbits 19 caught, but they are already breeding recommendation that Eastern Pest Control is called in again in November
- Correspondence from the Community Justice Payback Team asking if the Parish Council has any projects that they would appreciate help on, tidying up the churchyard was one that sprung to mind?

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

£456 Eastern Counties Pest Control for controlling rabbits and moles in the churchyard

£540.11 Clerk salary February

£190.76 Clerk expenses 6 months WFHA, mileage and padlocks.

Agreement sought to pay Clerk salary by standing order on 28th of the month in line with employment contract

B Finanical report

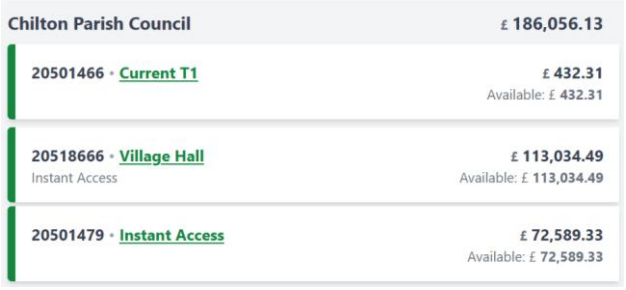
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Chilton Parish Council

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	**5,662.38**
Website and Email address development	1,000.00	997.00	228.00	**228.00**
Admin Expenses	1,610.00	709.55	2,000.00	**801.93**
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	**9,816.50**
Bank Charges				**64.21**
election costs	500.00	679.24	0.00	**0.00**
Total Expenditure	**£26,650.00**	**£13,541.56**	**£29,553.00**	**£21,814.15**
Totals Income + BF - Expenditure		**£15,851.07**		**£186,056.13**
Unity Trust Current Account	**2 April 2024**	**£52,190.09**	**12-Mar-25**	**£432.31**
Unity Trust Instant Access Deposit	**2 April 2024**	**£0.00**	**12-Mar-25**	**£72,589.33**
Unity Trust VH Deposit Account	**2 April 2024**	0.00	**12-Mar-25**	**£113,034.49**
Total held in bank accounts				**£186,056.13**



8 **Footpaths and assets**
Locality budget applied for toward litter bin

9 **Burial authority matters**
Vermin in the churchyard. 19 rabbits and 3 moles have been caught

Gates replacement furniture/catch on the rear gate. Have discussed with Sudbury Wardens and chased them costs have not arrived yet.

10 **Update on the village hall**

11 **SID/speed reduction update**

. Have been ordered and should be delivered during March

12 **Airfield Memorial**

No update

13 **Devolution**

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

14 **Neighbourhood Plan**

James Cartlidge is holding a workshop on **Friday 21st March**, from **13:00 – 14:30**, at **Sudbury Town Hall, Assembly Room, CO10 1TL**. The Leader of Babergh District Council, Councillor Deborah Saw, senior officers and representatives from Babergh's planning department will be on hand to provide practical guidance.
It is not possible to apply for funding until the finance has been obtained from the Government it is anticipated that this may be in July. Clerk has pre-completed the application form downloaded from the website in preparation.

15 **Land acquisition in the Parish**

Clerk has chased County Farms but at the time of publishing no update has been received.

16 **Annual review of Policies**

This year changes are: due to the new Financial Regulations

- There has been a minor change in the Standing Orders in Paragraph 18 relating to the use of the EU contracts database, the other change is that the maximum duration of the Parish Council meeting has been changed to three hours.

- The Risk Management Register has been made into a Policy, by simply renaming it and providing a short introduction, in addition The Standards Committee have included External Auditor, to risk prevention and also included storage of data on Microsoft's Cloud as a slight risk, full policies for re-adoption can be found on the Parish Website link Policies and Procedures. Permission is sought to write off the Projector and Printer from the asset list as both are old and therefore software is out of date and neither has been used for some years.

17. Questions for the chair

18. **Items for future meetings**

Time date and place of next meeting, 7.30pm 28th April 2025 7.30pm Great Waldingfield Village Hall.

End of Associated Papers