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 22nd September 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 Clerk **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

Devolution in full here LGA briefing available online

5 Planning

a. No planning applications in the parish

b. Plamning applications outside the parish

i. DC/25/03766 discharge of conditions to plot 15 Church Field Road

ii. DC/25/03796 Full planning application for 8 Windham Road, Chilton Industrial

c. Update on Planning applications

Application Reference	Address	Description	Babergh DC Comments
DC/25/02441	Sable Place Waldingfield	Householder Application - Erection of a Single storey rear extension & alteration of existing roof	Granted
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
DC/25/03766	Plot 15 Church Field Road	Discharge of conditions	Awaiting decision

6 Clerk's report

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
- Update - devolution and LGR
- Additional Surveys

General

- Village newsletter? Where do we go with the Village Hall and the Neighbourhood plan. Something needs to be put out at least about the NP.

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- Information re electrical applicance recycling. Various bins available in car parks at recycling points
- Request for funding from Compassion domestic abuse charity
- Consultation on phase 4 of the Chilton Woods site.- invitation for councillors/general public /the parish council to comment

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
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	Chair Clerk	✓

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	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		
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 details for Town Clerk says he is drowning under work.	Clerk and DCllr	✓ Written permission gained 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	✓

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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 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	Clerk	✓
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	✓
25703	Amend previous minutes	Clerk	✓
25704	Contact CCllr Faircloth-Mutton and request that he sends report before noon on the day of meeting	Clerk	✓

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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	Clerk	✓
25705	Request an extension to allow responses to "Homebase" applications to be formulated	Clerk	✓
25707	Gain information on additional deposit accounts	Clerk	
25805	Raise with Taylor Wimpey that they are advertising phase 4 consultation before notifying the parish council.. It was apparently an admin problem and a different parish had been communicated with. The website was corrected.	Clerk	✓
25805	Speak to MacDonalds re litter picking. Contact attempted via telephone and email but no response to either.	Clerk	✓
25807	Liaise with P4P regarding a meeting and Councillors regarding a meeting and also GWPC Clerk regarding their NP	Clerk	✓
25808	Liaise with Community Justice re outstanding queries response awaited	Clerk	✓
25808	Liaise with insurance company re cover for volunteers. **Post meeting note.** If the volunteers are working for the Parish Council on PC land they will be covered under Employer's Liability, if they are working on public land they will be covered under public liability.	Clerk	✓
25809	SharePoint Add a folder for Churchyard and add plan and key. Add NP	Clerk	✓

7 Finance Report

Chilton Parish Council £ 198,291.37

20501466 • Current T1 £ 16,905.22
Available: £ 16,905.22

20518666 • Village Hall £ 105,968.52
Instant Access Available: £ 105,968.52

20501479 • Instant Access £ 75,417.63
Available: £ 75,417.63

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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	32,022.00
Village Hall	tbc	123,815.00	1,200,000.00	0.00
Total Income	**£29,467.20**	**157,615.84**	**1,252,031.20**	**£38,147.17**
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	**3,126.45**
Website and Email address development	228.00	228.00	250.00	**24.00**
Admin Expenses	2,000.00	956.88	1,000.00	**1,074.04**
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	**995.00**
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	**3,250.35**
Village Hall	0.00	9,882.50	7,453.14	**7,453.14**
Bank Charges		70.21	8,000.00	**30.00**
CIL				**6,578.00**
election costs	500.00		500.00	**0.00**
Total Expenditure	**£30,053.00**	**£25,116.62**	**1,358,340.14**	**£24,369.11**
Totals Income + BF - Expenditure		**132,499.22**		**£198,291.37**
Unity Trust Current Account	**31-Mar-24**	**£1,219.84**	**16-Sep-25**	**£16,905.22**
Unity Trust Instant Access Deposit	**31-Mar-24**	**£69,547.63**	**16-Sep-25**	**£75,417.63**
Unity Trust VH Deposit Account	**31-Mar-24**	**£113,746.14**	**16-Sep-25**	**£105,968.52**
Total held in bank accounts		**£184,513.61**		**£198,291.37**

b. Authorise payments already made

Those agreed at the previous meeting.
£6 bank charges

Payments to be made

£412.11 Clerk Salary for August
£138.24 Clerk expenses Microsoft Office Professional
£146.47 HMRC

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£580 Bryn Hurren – for Churchyard gates
£66 GWVH
£504 PKF Littlejohn – external Audit
£9.85 Cllr admin expenses/Village Hall

Income

£16011 Precept

External Audit Report

Attached separately to covering email

8 **Footpaths and assets**

There are none

9 **Burial authority matters**

- Request frum Luxstone to refurbish baby's memorial stone including reinstating lettering and anchoring/re securing the stone to the base.
- Rabbit Warren

10 **Update on the village hall**

BDC have rejected the wording of the Deed of Variation but have made a verbal agreement to pay some moneys up front quarterly when they are in receipt of a statement of projected spend from a contractor at such time as one is awarded

11 **Airfield Memorial**

No date for installation currently available

12 **Neighbourhood Plan**

Four meetings have taken place and it has been agreed to gain cost estimates from three of them.in no particular order Plan– et, O'Neil Homer and Places 4 People

13 **Community Justice System undertaking work in the village**

Insurance is in place, both from the Community Justice team but also from our own insurers both public and employers liability. The people will not enter the church, and also there will be a welfare van so that they do not need toilet/welfare facilities. They cannot work on the memorial because of it's proximity to a main road. They will hold and store their own tools so that is not an issue.

15. Questions for the chair

16. **Items for future meetings**

17 **Time date and place of next meeting,** 7.30pm 27 October 2025 7.30pm Great Waldingfield Village Hall

End of Associated Papers