CHILTON PARISH COUNCIL

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Associated Papers for Chilton Parish Council Meeting on 1 December 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

5 Planning

a. There are no current planning applications in the parish. The two items below are for information.

I. Non Material Amendment DC/25/05552 re Chilton Woods revised wording for condition 12 to agree revised drawing as the approved drawing, the Parish Council has not been consulted.

II. And also DC/25/0535 which is an Environment Impact Assessment in Long Melford Parish but is an extension to the Chilton Woods site.

b. No update on Planning applications from previous meeting

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 - surface water	Granted

6 Update on the village hall
To be discussed.

7 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
- The Councillor Magazine
- Update - devolution and LGR
  - Additional Surveys

- The budget for Suffolk - Suffolk County Council
- SAPPP and CIPFA launch consultation on proper practices for smaller authorities

General

- Village newsletter?
- NSIP drop in meetings, Would anyone be interested in attending if they are set up?
- Public meeting re Long Melford Neighbourhood plan at their Village hall 6pm 28th January or 10am 7th February.
- Meeting in May, the village hall are unable to change week days as they are fully booked but they can do Bank Holiday Monday – that's going to work well!
- Invoicing for Village Hall they've lost the VH committee and the Clerk is struggling with the extra workload particularly billing, can we set up a DD/Standing order to pay monthly? And them amend if we cancel a meeting, they can send a statement to sort out the payments at year end, or pay quarterly in month 2?
- Maintenance of the Defibrillator. The Health Centre has been in touch, the lady who has been looking after it has retired, and they are looking to the Parish Council to maintain the machine and pay for consumables.

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
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 ✓ ✓
24/7010	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	✓
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	Clerk and DCllr	✓ Written permission

	provided contact details for Town Clerk says he is drowning under work.		gained consents under way
	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. Advertorial created awaiting approval.	Clerk	✓
25409	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.	Clerk	ONGOING
25411	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, draft created, feedback awaited	Clerk	ongoing
25412	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	✓
25406	Contact CAS insurance re additional cover for financial risk to cover monies for Village Hall. Unfortunately they do not	Clerk	✓
25209	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 David Wiles a Standard Bearer) re dates for unveiling ceremony once available. Identify whether work is needed to tree on site Erection of memorial delayed until Spring 2026	Clerk PC	✓
25511	Neighbourhood Plan, identify actions required and undertake	Clerk	✓
25513	Contact CCllr Faircloth-Mutton and request that he sends report before noon on the day of meeting	Clerk	✓
25704	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	✓
25705	Speak to McDonalds re litter picking. Contact attempted via telephone and email but no response to either. McDonalds already litter pick around the industrial estate and into Waldingfield Road in Sudbury and will extend the litter pick for 100 yards within Chilton village	Clerk	✓
25707	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	
25805	SharePoint Add a folder for Churchyard and add plan and key. Add NP	Clerk	✓
25808	Deal with requests for donations at the January Meeting Request a meeting with Taylor Wimpey to discuss phase 4 of Chilton Woods.	Clerk	✓ ✓ ✓

	Chair to provide availability		
25808	Review Budgetary costs and correct the budget figure for VAT	Clerk	✓
25809	Contact memorial mason and confirm agreement to revive child's memorial Contact Eastern Counties Pest Control re managing the rabbit warren and notify the councillors of the result Organise a tree surgeon to review and manage the lower branches of a tree shielding the rabbit warren, awaiting feedback from Chair who queried additional trees needing attention	Clerk Chair	✓ ✓ ✓
25905	Consult with Town Legal and then draft a letter to respond to Mr Isbell to state that the Parish is not prepared to bear costs for further varying a Deed to which they are not party. Awaiting draft	Clerk	✓
25905	Draft a letter to the consultants to organise estimates for the Neighbourhood plan and forward to Cllrs for review	MM&PC	
25907	Extend the "no cold calling" zone to include Waldingfield Road to Chilton Corner	Clerk	✓
25910	Organise meeting between Taylor Wimpey and the Village Hall Committee	Chair	✓
25912	Forward draft IT Policy to Standards Committee for discussion and review	Clerk	✓
25914	Investigate whether Aldi will still be moving into the old Homebase building. Suffolk County Council unaware of any withdrawal of planning application	Clerk/Chair	✓
251004	Forward quotations to Cllrs for churchyard when received. Awaiting feedback from Chair who felt that additional trees needed attention	Clerk	✓
251005	Contact Sudbury Wardens and instruct them to fill rabbit burrow in the churchyard and monitor regularly to prevent trips and falls	Clerk	✓
251006	Approach Acton's contractor re odd jobs in the village	Clerk	✓
251006	Request that District Councillors meet with Philip Isbell re funding mechanism for the village hall	Clerk	✓
251006	Seek legal advice re an alternative way forward other than DoV	Chair	✓
251009	Email Community Justice to let them know we won't be using their services	Clerk	✓
251009	Amend bookings for Village hall to include 1 December and cancel existing nov and Dec meetings	Clerk	✓
251010	Locality fund there is £800 available consider any community projects that will benefit and notify DCllr Maybury prior to 24 January		
251010	Surveys revised proper practices and report back Consultation on proposed Council tax increases	Chair	
251014	Amend budget as per discussion Notify contractors of decision to work with them Check agreement with Sudbury Wardens for notice period	Clerk	✓
251012	Check with Sudbury Wardens that work to flatten rabbit warren has been scheduled, work has been undertaken	Clerk	✓
251017	Complete review of letter to Chief Planning Officer	Clerk	✓
251206	Confirm dates for hall bookings in 2026 with GWVH committee Chair requested that May meeting date is changed to different day VH are unable to – fully booked weeknights	Clerk	✓

251207c d	Amend budget as per discussion Notify contractors of decision to work with them Check agreement with Sudbury Wardens for notice period. Contract to run until end of March	Clerk	✓ ✓
251209	Check with Sudbury Wardens that work to flatten rabbit warren has been scheduled – finally completed in late December	Clerk	✓
251210	Complete review of letter to Chief Planning Officer. Awaiting draft from chair.	all	
251211	Notify Plan-et of council decision to appoint and request an action plan. Awaiting, chased 12/1/26	Clerk	✓
251214	Confirm dates for hall booking with GWVH committee	Clerk	✓

8 Finance Report

The financial report and budget have been merged into one document I have simply added two columns to represent the projected year end and budget for next year. You will see that the year to date figures balance with the bank account.

Chilton Parish Council

Budget 2026/27

	2024-25		2025-26			2026/27
	Budget	**To year end**	**Budget**	**YTD**	**Projected to year end**	**Budget**
Balance Brought Forward from year end ac		52014-09	0.00	184,513.31		
Income						
Bank Interest	1,360.00	3,041.47	3,500.00	3,207.50	5,007.50	5,000.00
Churchyard	500.00	489.00	500.00	0.00	300.00	500.00
Grants	0.00	590.00	15,000.00	0.00	0.00	0.00
Wayleave	9.20	0.00	9.20	9.20	9.20	9.20
other / refunds	0.00	547.04	0.00	0.00	0.00	0.00
VAT Repayment	500.00	2,035.33	1,000.00	2,742.93	2,742.93	20,000.00
CIL	0.00	0.00	0.00	2,289.56	2,289.56	0.00
Precept	27,098.00	27,098.00	32,022.00	32,022.00	32,022.00	33,150.00
Village Hall	tbc	123,815.00	1,200,000.00	0.00	0.00	TBD
Total Income	**£29,467.20**	**157,615.84**	**1,252,031.20**	**£40,271.19**	**£42,371.19**	**£58,659.20**
Expenditure	Figures exclude VAT where paid as it is reclaimed, and is shown as VAT paid					
Clerks Salary	6,500.00	6,202.49	7,500.00	**5,360.77**	7,275.00	8,000.00
Website	228.00	228.00	250.00	**252.00**	525.60	300.00
Admin Expenses	2,000.00	956.88	1,000.00	**1,605.34**	2,500.00	2,500.00
Councillor and Clerk Training	1,000.00	0.00	1,000.00	**0.00**	0.00	TBD
Insurance	350.00	396.00	500.00	**556.22**	556.22	600.00
Annual Subs	450.00	257.64	237.00	**318.81**	318.81	325.00
Audit	450.00	430.00	450.00	**680.00**	720.00	800.00
Donations	250.00	0.00	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	875.00	345.00	900.00	**995.00**	995.00	100.00
Footpaths	750.00	600.00	600.00	**970.00**	1,100.00	1,100.00
Churchyard / Memorial	2,000.00	472.84	7,000.00	**740.00**	0.00	TBD
Airfield Memorial			2,000.00	0.00	0.00	200.00
Community Warden	3,000.00	2,588.33	3,500.00	**620.10**	3,500.00	TBD
Neighbourhood Plan	0.00	0.00	15,000.00	**0.00**	800.00	27,000.00
VAT Paid	500.00	2,686.73	2,000.00	**3,615.99**	3,615.99	20,000.00
Village Hall	0.00	9,882.50	1,300,000.00	**7,453.14**	tbd	106,500.00
Bank Charges		70.21	70.00	48.00	70.00	70.00
CIL			8,000.00	6578.00	15,000.00	TBD
election costs	500.00		500.00	**0.00**	0.00	0.00
Total Expenditure	**£19,053.00**	**£25,116.62**	**£1,350,957.00**	**£29,793.37**	**£37,226.62**	**£167,945.00**
otals Income + BF - Expenditure		**132,499.22**	**2,701,914.00**	**£194,991.13**	**£5,144.57**	**-£109,285.80**
Unity Trust Current Account	**31-Mar-24**	**£1,219.84**	**12-Jan-26**	**£232.10**		
Unity Trust Instant Access Deposit Account	**31-Mar-24**	**£69,547.63**	**12-Jan-26**	**£88,144.18**		
Unity Trust VH Deposit Account	**31-Mar-24**	**£113,746.14**	**12-Jan-26**	**£107,156.79**		
Total held in bank accounts		**£184,513.61**	**12-Jan-26**	**£195,533.07**		



b. Authorise payments already made

£6 bank charges

Payments to be made

£401.71 Clerk salary
£156.87 HMRC
£66.00 GW Village Hall
£972.66 Sudbury Town Council Warden Service to end September
£656.76 Sudbury Town Council Warden Service to end December

Income

£587.30 Bank interest Village Hall account
£491.38 Bank interest Deposit account

c. Budget

The figures for the budget are in the table on the previous page. A firm decision needs to be made regarding the Precept. With 0% rise in Precept you are permitted to claim £ with 1% £ with 3% £

Reserves currently held

Reserves held by CPC

	2024 / 2025		2025 / 2026		2026 / 2027	
	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
Neighbourhood Plan					27,000.00	
CIL	16,914.49	16,914.49	16,914.49	5,079.00	TBC	0.00
S106/Village Hall	0.00	114,196.50	114,196.50	107,500.00	107,000.00	TBC
Total Earmarked Reserves	**28,964.49**	**143,160.99**	**143,160.99**	**124,629.00**	**146,050.00**	**12,050.00**
General Reserves	24,695.37	41,352.32	41,352.32	TBC	TBC	TBC

CIL	**2024 / 2025**		**2025 / 2026**			**2026 / 2027**	
	Start of year	**End of year**	**Start of year**	**income**	**Expenditure**	**Start of year**	**Planned spend**
	16,914.49	16,914.49	16,914.49			TBC	TBC
Received				2,742.93			
Spent - Wescotec - SIDs					6,578.00		
Anticipated spend CF Road Lines					8,000.00		
Total available to spend		16,914.49			5,079.42		

Given that General Reserves at year end should be equal to about a single year's running costs Clerk suggests that reserves should be amended to spend on different things, fence for churchyard? Community Centre furnishings? There is potential to move another 10k to move to another earmarked reserve.

Expenditure

There are a number of discussion points, please let me know if you would like an excel copy of the bank file to interrogate for budgetary purposes.
You need to consider the following:
work to be attended to in the churchyard.
A rise in employment costs is anticipated in the budget
Cost of living rise for audit
I have anticipated a charge for the yellow lines in Churchfield Road which is still to be charged by Suffolk County Council
Defibrillator maintenance.

Income

You need to consider the amount of Precept that you wish to claim. It would appear logical that given the build of houses in the parish a 0% rise in Precept will provide you with £32,822 it will show on your council tax bill as

Council tax base	A	387.13	396.80
*Total Precept (Note 1)	B	£32,022	£32,822
Band D Council Tax (B/A) =	C	£82.72	£82.72
Council Tax increase for 2025/26 in %			0.00% ← Type in Council Tax % increase

A 1% rise will provide £33,150

Council tax base	A	387.13	396.80
*Total Precept (Note 1)	B	£32,022	£33,150
Band D Council Tax (B/A) =	C	£82.72	£83.54
Council Tax increase for 2025/26 in %			1.00% ← Type in Council Tax % increase

2% will provide:

Based on Council Tax % Increase			
Council tax base	A	387.13	396.80
*Total Precept (Note 1)	B	£32,022	£33,478
Band D Council Tax (B/A) =	C	£82.72	£84.37
Council Tax increase for 2025/26 in %			2.00% ← Type in Council Tax % increase

3% will provide

Based on Council Tax % Increase			
Council tax base	A	387.13	396.80
*Total Precept (Note 1)	B	£32,022	£33,807
Band D Council Tax (B/A) =	C	£82.72	£85.20
Council Tax increase for 2025/26 in %			3.00% ← Type in Council Tax % increase

Or you could apply for a different amount?

Donations

The following charities have requested donations **Compassion,** a domestic abuse charity based in Sudbury

Communities Together East Anglia (CTEA) supports more than 3,000 people across Suffolk who are experiencing loneliness and social isolation. As we move into 2026, we are reaching out to local businesses to ask whether you might be able to support this work with a one-off donation.

Brave Futures are a specialist support service for children and young people, who have experienced sexual abuse. Who work throughout Suffolk and Norfolk, providing a safe place for children and young people to make sense of the confusion they feel, to give them the skills and tools they need to re-build their futures and manage the trauma they have experienced.

9 **Footpaths and assets**

There are no reported issues

10 **Burial authority matters**

Update on rabbits and trees. 12 rabbits were removed with the use of ferrets during December, there was no charge.

A Churchyard Rules – The draft is attached to the covering email as a separate document

11 **IT Policy**

It is now a statutory requirement for each parish to have an IT Policy in addition to the existing linked policies such as data protection and risk assessment. To discuss the draft IT Policy which is attached to the covering email as a separate document.

12 **Neighbourhood Plan**
Awaiting start date from the consultant

13 **Questions to the Chair**

14. **Items for future meetings**
Land acquisition in the village

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

End of Associated Papers