CHILTON PARISH COUNCIL

Clerk Christine Hargan 4 Northfield Road, Onehouse, Stowmarket, Suffolk IP14 3HF
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Minutes of the Chilton Parish Council Meeting held on 1 December 2025

Present: Councillors (Cllr) Valerie Hart, Tony Foster, John Steele, Andrew Armitage, and Andy Symons
In attendance:, Christine Hargan Clerk, CCllr Philip Faircloth-Mutton, DCllrs Paul Clover, Margaret Maybury

25/1201 Apologies for absence
Cllr Alastair Lewin

25/1202 **Declarations of interest**
There were none

25/1203 **Minutes** of the previous meeting
Councillors resolved that the minutes of the previous meeting were accurate

25/1204 Public Participation and **District and County Councillor Reports**
Babergh District Council the full report is attached in the appendix DCllrs Maybury and Clover updated the meeting on:

- Councillor enquiry system, Enquiries to be channelled via the District Councillors to a central point within Babergh District Council.
- Energy performance discussed
- Call for sites:
  - the plot behind Chilton corner has been listed as available by the land owner SCC.
  - Responses noted by the councillors;
  - District Councillors to confirm whether the Prolog site has been tendered as within Sudbury.
- One Suffolk Public consultation figures appear contradictary.
  - The Secretary of State to make a decision in March,
  - There are potential savings in children and adult services if performance improves to national levels of service delivery
- Recycling:
  - More lorries required.
  - Each bin to be collected every 3 weeks; food waste weekly.
  - Query raised regarding costings – government initiative is to provide the uniformity of refuse collection nationally.
- SCC to reconfigure Sudbury junction with cycle lanes etc. Cost: £542k.
- Bird Flu: A public notice did not appear.
  - Guidance: dispose of dead birds using gloves; dogs must remain on leads.
- **Locality funding**:
  - DCllr Maybury has £800 remaining, and has requested that any requests are sent to her before 21 January.

Report from CCllr Faircloth-Mutton
No report received

25/1205 Planning Applications
There were none

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25/1206 Clerk's report

Actions on correspondence

Reminder for surveys to be completed

- Consultation on reorganisation of local councils
- Suffolk CC budget – proposed council tax increase
- SAPP and CIPFA consultation on revised proper practices for local councils (audit) Clerk to complete
- NSIP would anyone be interested in attending drop in meetings? No councillors expressed interest

25/1207 Finance

A The Financial Report was accepted

B To approve payments to be made

Resolved to pay invoices as noted in the appendix

C Budget adjustments noted and displayed in appendix. Further discussion regarding the budget is required prior to finalising it in January.

D Review of contractors, Resolved to:

Continue services of Garden's Arb for footpaths and to change supplier to LM Groundcare when economically possible

25/1208 **Footpaths** and other CPC owned assets

25/1209 Burial Authority Matters

Pest control has scheduled the churchyard during December

Clerk to check that Sudbury wardens have scheduled work in churchyard to flatten rabbit warren.

25/1210 Village Hall update

Discussion regarding the requirement for a reliable payment mechanism

25/1211 **Neighbourhood Plan (NP)**

Proposal to appoint Plan-et.

Resolved unanimously to appoint

25/1212 Questions to the Chair

There were none

25/1213 Items for future meetings

Land acquisition, Neighbourhood Plan, Ceremony for airfield memorial. Donations,

25/1214 Time date and place for the meetings in 2026

7.30pm Monday 19th January 2026 Gt Waldingfield Village Hall and the third Monday of each month moving forwards except for the date for May meeting which is to be confirmed.

Meeting closed at 9.29 pm

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Appendix

District Councillor report,

PAUL CLOVER/MARGARET MAYBURY DISTRICT COUNCILLOR'S REPORT FOR CHILTON PARISH COUNCIL MEETING 1ST DECEMBER 2025.

- **New Councillor Enquiry System**
  - A new enquiry system for Councillors has been developed to help ensure that enquiries are directed to the appropriate officer or department. The aim is shorten the timeline in responding to information requests. In effect it will be a triage system that will also allow the council to monitor enquiry volumes and how satisfactorily they are dealt with. The aim is that every contact is dealt with within five days.
- **Energy performance improved for listed buildings**
  - Owners of listed buildings can now improve their energy efficiency by installing secondary glazing or replacing windows on Grade II listed building where they have previously received listed building consent. Both permissions are subject to certain conditions.
- **Call for Sites**
  - The present Call for Sites is in progress in preparation for Babergh's new joint local plan. One of the areas on the Call for sites map is the plot behind Chilton Corner containing a recently confirmed footpath.
- **LGR public consultation period open**
  - The cases for one and three unitary authorities for Suffolk from SCC and BDC respectively have now been submitted to the secretary of state. The public consultation period is now open and closes on 11th January 2026. There are differences from either council over the savings that are claimed to be achievable.
  - One Suffolk claim savings of £78.2m in first five years and £39.4m p.a. thereafter. Their calculations assess that three unitary authorities would cost £145.3m above present costs in the first five years and £13.1m more p.a. after that. In contrast BDC claim that they will make annual savings of £34m per year and reinvest £20m in important services. The reinvestment of £20m will commence in year 1 of the new unitary authority in 2028 but the savings of £34m will not commence until year 3 (2030/31). By year 10 (2037/38) savings have been calculated as £70m.
- **Better Recycling**
  - We have now been briefed on the Better Recycling 5 bin system which is looking to go live 1st June 2026. To recap, each household will retain their original black bin for refuse only (not food
  - waste). The blue bin will be used for glass, tetrapak cartons, metal tin cans/foil and all types of plastic, the new green lidded bins will be used for paper and card only. Each of these 240 litre bins will be collected on three weekly rotation. In addition households will be supplied with a 25 litre food caddy which will be collected weekly. Collections will be on the same day of the week. Garden waste collections will continue as usual. For households where standard issue is not suitable there will be the option of 180/140/50 litre bins plus different coloured sacks.
- **Melford Road Sudbury Junction**
  - Despite objections from various parties, this development is scheduled to go ahead from mid January 2026 at significant cost believed to be upwards of £250k. To our knowledge no case has been properly substantiated as to the needs for these works which will lead to increased congestion and pollution. The works are likely to last for two months.

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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 undergrounding of the cables until full grant of planning application for phase 3 is in place, they have advised that it is their	Chair Clerk	✓

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	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
	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	✓
25409	Forward information re interment in churchyard Nothing received to date 16/6/25 assume an alternative has been found.	Clerk	ONGOING
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	✓
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 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	✓
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	Clerk PC	✓

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2510	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 Erection of memorial delayed until Spring 2026	Clerk ? 	
25612	Neighbourhood Plan, identify actions required and undertake	TF,AS & Clerk	✓
25704	Contact CCllr Faircloth-Mutton and request that he sends report before noon on the day of meeting	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 251005	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	✓
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	✓
25905	provide a link to Parish Online mapping software to Cllr Symons	Clerk	✓

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25905	Query the validity of planning consent with BDC Planning to Plot 15 Churchfield Road as it is on land designated as “a Green Space also Sable Place as It is adjacent to registered Park and Gardens	MM&PC	
25/906	Deal with requests for donations at the January Meeting Request a meeting with Taylor Wimpey to discuss phase 4 of Chilton Woods. Chair to provide availability	All Clerk Chair	
25907	Review Budgetary costs and correct the budget figure for VAT	Clerk	✓
25909	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	Clerk Clerk Clerk	✓ ✓
25910	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	Chair	✓
25912	Draft a letter to the consultants to organise estimates for the Neighbourhood plan and forward to Cllrs for review	Clerk	✓
25914	Liaise with Cllr Hutton (GWPC) re the use of the workers from “Community Justice” and then confer with Chair re wording an email to the team	Clerk/Chair	✓
251004	Extend the “no cold calling” zone to include Waldingfield Road to Chilton Corner	PFM	
251005	Discuss the garage unit at Newton Road, outside the meeting	VH&AL	
251006	Organise meeting between Taylor Wimpey and the Village Hall Committee	Clerk	✓
251006	Forward draft IT Policy to Standards Committee for discussion and review	Clerk	✓
251006	Investigate whether Aldi will still be moving into the old Homebase building. Suffolk County Council unaware of any withdrawal of planning application	Clerk	✓
251009	Forward quotations to Cllrs for churchyard when received	Clerk	
251009	Contact Sudbury Wardens and instruct them to fill rabbit burrow in the churchyard and monitor regularly to prevent trips and falls	Clerk	✓
251009	Approach Acton’s contractor re odd jobs in the village	Clerk	✓
251010	Request that District Councillors meet with Philip Isbell re funding mechanism for the village hall		
251010	Seek legal advice re an alternative way forward other than DoV	Chair	

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251014	Email Community Justice to let them know we won't be using their services	Clerk	✓
251012	Organise NP meeting to decide on contractor once estimates have been received	Clerk	✓
251017	Amend bookings for Village hall to include 1 December and cancel existing nov and Dec meetings	Clerk	✓
251204	Locality fund there is £800 available consider any community projects that will benefit and notify DCllr Maybury prior to 24 January	ALL	
251206	Surveys revised proper practices and report back Consultation on proposed Council tax increases	Clerk all	
251207cd	Amend budget as per discussion Notify contractors of decision to work with them Check agreement with Sudbury Wardens for notice period	Clerk	✓
251209	Check with Sudbury Wardens that work to flatten rabbit warren has been scheduled	Clerk	✓
251210	Complete review of letter to Chief Planning Officer	all	
251211	Notify Plan-et of council decision to appoint and request an action plan	Clerk	✓
251214	Confirm dates for hall booking with GWVH committee	Clerk	✓

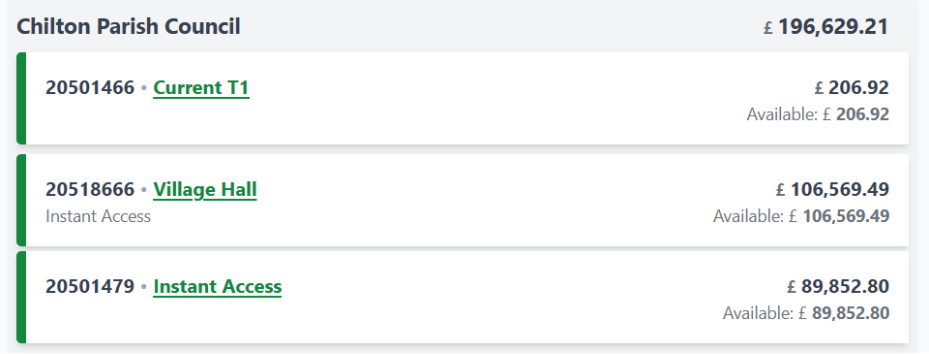
Finance report

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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	2,128.82	4,128.82	5,000.00
Churchyard	500.00	489.00	500.00	0.00	0.00	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**	**£39,192.51**	**£41,192.51**	**£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	**288.81**	288.81	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**		TBD
Airfield Memorial			2,000.00	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	42.00	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**	**£29,757.37**	**£37,196.62**	**£167,945.00**
otals Income + BF - Expenditure		**132,499.22**	**2,701,914.00**	**£193,948.45**	**£3,995.89**	**-£109,285.80**
Unity Trust Current Account	**31-Mar-24**	**£1,219.84**	**24-Nov-25**	**£206.92**		
Unity Trust Instant Access Deposit Account	**31-Mar-24**	**£69,547.63**	**24-Nov-25**	**£89,852.80**		
Unity Trust VH Deposit Account	**31-Mar-24**	**£113,746.14**	**24-Nov-25**	**£106,569.49**		
Total held in bank accounts		**£184,513.61**	**24-Nov-25**	**£196,629.21**		



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b. Authorise payments already made

£6 bank charges

Payments to be made

£273.60 Parish Council Websites GWH this payment did not clear last month.
£66.00 GWVH
£1,164 Garden Arb for the cutting of the footpaths – VAT is added in this invoice
£150.67 HMRC payment for November payroll
£18.47 HMRC payment for October payroll
£407.91 Clerk salary for November
£540.11 Clerk salary for October
£60 for parish online

Income

£547.94 SCC grant for footpaths – remittance received 1/12/25

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	106,500.00	107,000.00	TBC
Total Earmarked Reserves	**28,964.49**	**143,160.99**	**143,160.99**	**123,629.00**	**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		

An explanation of the two tables above

The first as the title suggests illustrates the reserves that the Parish currently has, the earmarked reserves are those pots of money that the parish has put aside for specific purposes, these could be amended up or down as you wish. The general reserve is the money that is available to spend on within reason whatever you deem fit. Good practice is for there to be between 50 -100% of your annual Precept in the General Reserve. The General Reserve is the year end balance less the earmarked reserve - if there appears to be excess money in the General Reserves good practice would be to spend it to benefit the parish, or alternatively put the excess into another reserve, perhaps the community centre/general reserve, or churchyard maintenance at year end.

The second table explains where the CIL money has been accrued and spent. I hope it's self explanatory, but it shows the total received and that money has been spent on the SIDs and expenditure is anticipated on Church Field Road improvements. Leaving an available balance and allows for next year's expenditure to be planned.

c. Budget

Expenditure

Amends discussed are included in the budget table for next year above

Income

Precept it was provisionally agreed to increase by 1% it will show on your council tax bill as £33,150

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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**

Contractors for next year.

- Resolved to continue with Gardens Arb for cutting footpaths? There will be no increase in charges for the next financial year.
- Resolved to appoint LM Groundcare as an alternative to Sudbury Wardens on the grounds of a more comprehensive range of services and a more competitive hourly charge start date and range of work to be decided.
- Cut round the road signs clean as necessary, also the airfield memorial
- Resolve to change supplier when economically possible Clerk to check contract would we want to give notice before the end of the period

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