CHILTON PARISH COUNCIL
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Minutes of the Chilton Parish Council Meeting held on 19 January 2026

Present: Councillors (Cllr) Valerie Hart, Tony Foster, John Steele and Andy Symons
In attendance:, Christine Hargan Clerk, DCllrs Paul Clover, and one member of the public

26/101 Apologies for absence
Cllr Andrew Armitage, Alastair Lewin, CCllr Philip Faircloth-Mutton, DCllr Margaret Maybury

26/102 **Declarations of interest**
There were none

26/103 **Minutes** of the previous meeting
Councillors resolved that the minutes of the previous meeting were accurate

26/104 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:

- BDC to increase car parking charges by 20%
- Development of Melford Road Junction has been overturned the money is now available to spend. A question was raised as to whether some of the funds could be used for pothole repairs.
- Training sessions for local charities are available in January and February only
- Warm Homes grants totalling £1.38M are available for properties graded D or above
- Anglian Water: Thriving Communities Fund offers grants of between £10,000 – £100,000 are available. Further information is on the AW website. Flooding issues were noted on Waldingfield Road
- Unity Healthcare has merged with Glemsford Surgery
- DCllr Clover will take forward any issues with the bus service to Konnect bus services, so please encourage users to report issues to him.

Report from CCllr Faircloth-Mutton
No report received

A warm welcome was extended to a member of the public who had no specific questions in the public forum.

26/105 Planning Applications
There were none

26/106 Village Hall
Cllr Hart had forwarded a draft letter regarding funding to the Councillors prior to the meeting and it was agreed to discuss the village hall more fully at the February meeting.

26/107 Clerk's report
Actions are noted in the appendix

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26/108 **Finance**

A The Financial Report was accepted

B **Payments to be made**

Resolved for Clerk to query the difference in totals for Q2 and Q3 statement from Sudbury Town Council and to forward the response to Councillors for approval to pay. The other payments were approved as noted in the appendix

C Budget

Some amendments were made to the budget figures as shown in the appendix. The budget shows a substantial deficit, which is largely influenced by the expenditure on the village hall as the funds are already held for the planning aspect of the works, it balances the surplus in year 2024/25 and also a partial replacement fence for the church yard.

Donations

None were approved

Training it was agreed to budget £1,000 for the next financial year, and also approved for the Chair to attend a training course at a cost of approximately £100 during February details of which are awaited.

Defibrillator, Cllr Steele volunteered to monitor it and to notify Clerk of any consumables required.

D **Precept Demand 2026/27**

It was resolved to increase the Precept by 2% at £33,478, the demand was completed and signed and will be sent to BDC by the Clerk.

26/109 **Footpaths** and other CPC owned assets

There was nothing to report

26/110 **Burial Authority Matters**

Pest control has attended the churchyard removed 12 rabbits no charge has been made.
Following the recent burial, the burial documents have been presented to the presiding vicar, clerk has chased, to ensure that documents are available to be kept on CPC files.
To discuss and agree amendments to Churchyard Rules.
Following a discussion a minor change has been made to the proposed rules and the finalised version is to be circulated to the Councillors for agreement.

The following items were deferred to the next meeting:

26/111 **IT policy**

26/112 **Neighbourhood Plan (NP)**

26/113 **Questions to the Chair**

26/114 **Items for future meetings**

Land acquisition, Neighbourhood Plan, Ceremony for airfield memorial.

Time date and place for the next meeting

7.30pm Monday 16th February 2026 Gt Waldingfield Village Hall The date for the May meeting cannot be changed at the village hall as they are booked during the other weekday evenings.

Meeting closed at 10.05pm

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Appendix

District Councillor report,
PAUL CLOVER/MARGARET MAYBURY DISTRICT COUNCILLOR'S REPORT FOR CHILTON PARISH COUNCIL MEETING 19TH JANUARY 2026.

- **Car park charging increase**
  When BDC introduced car parking charges, they undertook not to increase them for two years. It would appear have gone back on their word as they are proposing to increase them by 20%. This is before being reviewed by Overview and Scrutiny in February.

  After initial concern that BDC were looking at a £900k budget deficit for the coming year, it now transpires that there is a forecast of a £140k surplus. BDC are claiming that the car park charges have had little impact on retail commerce in our towns, yet they will not engage with shop keepers. Instead BDC have commissioned a University of Suffolk survey of car parking in towns to suggest that car park charges have had no impact. The survey includes town supermarket car parks which have always been free so are therefore an irrelevance. Projecting their own six monthly figures on an annual basis, Hadleigh and Sudbury have suffered 400k less visits per annum to their car parks since the charges came in. This equates to a 50% reduction in Hadleigh and a 30% reduction in car park visits in Sudbury. Many of the social media posts pay testament to this downturn.

  Following lobbying by the Cabinet's own member for Economic Development, the Cabinet agreed to reduce the increase solely for Pin Mill as a tourist venue. Our view is that this is neither reasonable nor fair, as most of Suffolk is acknowledged as a tourist destination. The cost of administering Babergh car parks has been forecast at £1.5m. At the same time, it has been acknowledged that usage rates are unlikely to rise, whilst administration costs will continue to rise. Therefore this policy will create economic stagnation in our town centres, as charges rise and visitors decrease. In short, the goal of full cost recovery will become increasingly difficult to achieve.

  Lord Rose, one of our countries leading retailers urged councils to do whatever they can to help High St retailers to keep them in business and our towns vibrant attractive places to visit. Councillors have a duty to preserve and promote the economy of our town centres and any further increases are therefore counterintuitive.

  Of the retailers we have spoken to, over 70% have said their sales are down year on year. At the cabinet meeting, the motion to charge on Sundays was not carried forward and according to a bbc website, this is to be standardised across the district.

  For the above reasons, we have requested that this Decision be 'called-in'.
- **Funded training sessions for local organisations**
  Four fully funded training courses are available to help local organisations strengthen and build for the future. Presented by Community Action Suffolk, the courses will take place in January and February and will cover such subjects as
    - Understanding trustee roles and responsibilities
    - Essentials for launching a charity
    - Volunteer leadership

  Further details are to be found on the Community Action Suffolk website.
- **Warm homes local grants fund**
  Free energy saving improvements are available to poorly insulated homes where the resident is on low income, benefits or in certain postcode areas. Available to private homeowners or landlords with an EPC of D or below. SCC have a fund of £1.38m which

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has to be allocated by March 2026. Visit: www.warmhomessuffolk.org or call 03456 037 686

- **Anglian Water's thriving communities fund**
  This fund supports projects that improve the water environment and bring real social benefits to local communities. Applications for grants of between £10k and £100k can be applied for including projects to reduce flood risk. £5.8m is available with the aim of distributing £1.5m in the first year. Further information is to be found on the Anglian Water website.
- **Unity healthcare merger**
  Unity healthcare which serves Lavenham, Long Melford, Haverhill has now merged with Glemsford surgery. It is hoped that this will increase patient services and reduce wait times.
- **Bus service**
  This week I have spoken to Konnect bus services re the local services that they provide with a view to understanding residents needs. If anyone has any points they wish to raise, please contact me and I will take these forward.

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	Clerk Clerk Clerk	Ongoing ✓ ✓

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	Write to Matthew, CC Nadia.Cenci@suffolk.gov.uk cc Philip elected member airfield memorial		
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 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

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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 2510	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 Erection of memorial delayed until Spring 2026	Clerk PC 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	✓

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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	✓
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	

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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	
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	
251207c d	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	✓
26103	Minutes of December meeting to be amended	Clerk/Chair	
26106	Draft letter to BDC Planning, comments to Chair Chair to send letter to BDC Planning by email	All Chair	✓
26107	a) query payments received form with GWPC Clerk to amend to allow for additional and cancelled meetings	Clerk	✓

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	b) query totals of costs for Q 2 & 3 with STC, there are some inconsistencies in the dates in each quarter c) Amend budget for 2026/27 Provide details for requested training course d) send Precept Demand to BDC	Clerk Chair Clerk	✓ ✓ ✓
26110	Retrieve documents from recent burial from Diocese vicar for parish files	Clerk	
	Churchyard rules amended and attached	Clerk	

Finance report

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 clerk to ask for more information
£656.76 Sudbury Town Council Warden Service to end December

Income

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

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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 acc		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	4,000.00
Churchyard	500.00	489.00	500.00	0.00	300.00	500.00
Grants	0.00	590.00	15,000.00	547.94	547.94	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	33,478.00
Village Hall	tbc	123,815.00	1,200,000.00	0.00	0.00	0.00
Total Income	**£29,467.20**	**157,615.84**	**1,252,031.20**	**£40,819.13**	**£42,919.13**	**£57,987.20**
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	1,000.00
Insurance	350.00	396.00	500.00	**556.22**	556.22	650.00
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	1,000.00
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	7,000.00
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	2,500.00
Neighbourhood Plan	0.00	0.00	15,000.00	**0.00**	800.00	13,500.00
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	107,156.00
Bank Charges		70.21	70.00	54.00	70.00	70.00
CIL			8,000.00	6578.00	15,000.00	TBD
election costs	500.00		500.00	**0.00**	0.00	1,250.00
Total Expenditure	**£19,053.00**	**£25,116.62**	**£1,350,957.00**	**£29,799.37**	**£37,226.62**	**£167,801.00**
otals Income + BF - Expenditure		**132,499.22**	**2,701,914.00**	**£195,533.07**	**£5,692.51**	**-£109,813.80**
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**		

c. Budget

Reserves currently held

Given that General Reserves at year end should be equal to about a single year's running costs No decision was made regarding amending the Earmarked Reserves

Expenditure

Income

It was resolved to increase the Precept by 2% which will provide £33,478 and will be shown on the Council tax bill as:

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

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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		

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