CHILTON PARISH COUNCIL

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Associated Papers for Chilton Parish Council Meeting on 16th March 2026

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
Public participation

5 **Planning**

a. **DC/26/00524** .Sable Place Waldingfield Road Chilton Sudbury CO10 0PP Householder Application. Demolition of existing garage & annexe. Construction of new cartlodge with annex accommodation to first floor

b. Management of parking in Winthrop Drive

c. Update on Planning applications from previous meeting – No decisions have been made on any planning applications since the last meeting.

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
- CCT Spring Bulletin
- Update - devolution and LGR
- Highways and Pothole social media campaign
- Suffolk Connected Police news board
- NALC devolution case studies resource
    - Additional Surveys
      Reservoir Safety Reform Programme
      Road safety consultation

General

- 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!
- Request to reinstate monthly Village Hall meetings with BDC and TW
- Norwich To Tilbury update

- Info on the BDC new recycling scheme and bins
- Planning Reform training fact sheet.
- Suffolk Preservation Society are planning to hold a Neighbourhood Planning study day on 15 May which is free to members venue TBC currently one Cllr has expressed interest,
- Jobs Fair 10 April 2026 Stevenson Centre free to all
- Notification that BDC are increasing the cost of emptying dog and waste bins

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

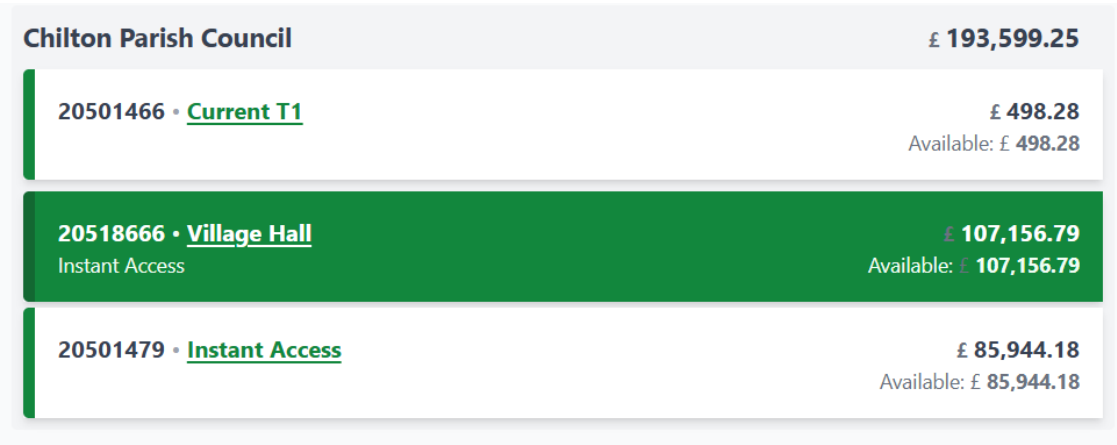
	information on NP and Village Hall following meetings, draft created, feedback awaited		
25412	Report faded road markings and associated signage on B1115 White Horse roundabout to SCC Highways. The council will require the parish council to pay for replacing the lines.	Clerk	✓
25406	Contact CAS insurance 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. Chair to provide availability	Clerk	✓ ✓ ✓
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.	Clerk	✓

	Awaiting draft		
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	✓
251207cd	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	✓
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 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 Clerk Chair Clerk	
26110	Retrieve documents from recent burial from Diocese vicar for parish files	Clerk	
	Churchyard rules amended and attached	Clerk	
	Planning issue lane to Winthrop Hall. A local business is using the lane to store vehicles and tyres. It is both an eyesore and causing access issues for the residents. Cllr Lewin requested that it be placed on the agenda for the March meeting in order for action to be requested by Planning Enforcement	AL/Clerk	✓
26206	Clerk to contact Clerks at Sudbury and Long Melford re comments to various Chilton Woods planning applications to discuss their potential responses and to feed back to Cllrs.	clerk	✓
26207	Hedge at the rear of 2 Hall Farm Bungalows, enquire as to whether permission was sought to remove hedge	PC	
26208	Organise temporary Clerk to cover meeting on 16 March Despite best efforts unable to find temp clerk	Clerk	
26211	Publish revised Churchyard Rules	Clerk	✓
26212	Publish IT Policy	Clerk	✓
26212	Update and publish regulations Policies etc	Clerk	✓
26213	Organise “Kick Off” meeting with Plan-et and Cllrs Foster, Frost and Symons held on 3 March notes distributed	Clerk	✓
26214	Consider tasks for a formal programme for the new Contractor within the village, Clerk to check what the existing grass cutting contractor does and report back to enable a Schedule of work to be created contractor cuts churchyard and footpaths 6 times and sprays the drive to churchyard 3 times	All Clerk	 ✓
26214	Contact CCllr Faircloth-Mutton to establish whether it is possible to maintain hedges and the Horse Pond to allow access to Public Footpaths. Awaiting response	Clerk	✓

8 Finance Report

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	3,207.50
Churchyard	500.00	489.00	500.00	300.00
Grants	0.00	590.00	15,000.00	547.94
Wayleave	9.20	0.00	9.20	9.20
other / refunds	0.00	547.04	0.00	0.00
VAT Repayment	500.00	2,035.33	1,000.00	2,742.93
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**	**£41,119.13**
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	6,477.93
Website and Email address development	228.00	228.00	250.00	252.00
Admin Expenses	2,000.00	956.88	1,000.00	1,737.34
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	318.81
Audit	450.00	430.00	450.00	680.00
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	970.00
Churchyard / Memorial	2,000.00	472.84	7,000.00	740.00
Airfield Memorial			2,000.00	0
Community Warden	3,000.00	2,588.33	3,500.00	1,430.65
Neighbourhood Plan	0.00	0.00	15,000.00	**0.00**
VAT Paid	500.00	2,686.73	2,000.00	**3,778.10**
Village Hall	0.00	9,882.50	1,300,000.00	7,453.14
Bank Charges		70.21	70.00	66.00
CIL			8,000.00	6,578.00
election costs	500.00		500.00	0.00
Total Expenditure	**£19,053.00**	**£25,116.62**	**£1,350,957.00**	**£32,033.19**
Totals Income + BF - Expenditure		**132,499.22**	**2,701,914.00**	**£193,599.25**
Unity Trust Current Account	**31-Mar-24**	**£1,219.84**	**10-Mar-26**	**£498.28**
Unity Trust Instant Access Deposit	**31-Mar-24**	**£69,547.63**	**10-Mar-26**	**£85,944.18**
Unity Trust VH Deposit Account	**31-Mar-24**	**£113,746.14**	**10-Mar-26**	**£107,156.79**
Total held in bank accounts		**£184,513.61**	**10-Mar-26**	**£193,599.25**



b. Authorise payments already made

£6 bank charges

Payments to be made

£401.71 Clerk salary
£120.20 Clerk expenses WFHA £3 x 26 weeks +travel to meetings
£156.87 HMRC
£66.00 GW Village Hall by Standing Order
£54.00 SALC provision of payroll for 6 months

Income
None

9 **Footpaths and assets**

There are no reported issues

10 **Burial authority matters**

Nothing to report

11 **Neighbourhood Plan**

Initial meeting with consultant has taken place and a draft flyer has been recieved

12 Questions to the Chair

a. Should the parish council install additional noticeboards on the new estates?
b. Can a date for a joint Annual Parish Assembly and Neighbourhood Plan Consultation be agreed for April please?

13 **Items for future meetings**

Ceremony for airfield memorial

Time date and place of next meeting, 7.30pm 20th April 2026 Great Waldingfield Village Hall

End of Associated Papers