CHILTON PARISH COUNCIL

Clerk Christine Hargan 4 Northfield Road, Onehouse, Stowmarket, Suffolk IP14 3HF
Telephone 01449 674727 email chiltonparish1@gmail.com

Minutes of the Chilton Parish Council Meeting held on 2 October 2023

Present: Cllrs Valerie Hart, Tony Foster, Andy Symons, Alastair Lewin
In attendance: DCllr Paul Clover, Christine Hargan (Clerk)

23/101 **Apologies** for absence were received from Cllr Armitage, DCllr Maybury, CCllr Faircloth-Mutton

23/102 **Declarations of interest**
none

23/103 **Minutes** of the previous meeting
The minutes were agreed by the councillors who resolved that the Chair should sign them as a record of the previous meeting

23/104 **Public Participation session**
DCllr Clover Report
Traveller encampment the elderly couple are moving into Gt Waldingfield and the younger couple are moving to Nayland. The caravans will be cleared and one stored at one of the houses, the others will be scrapped.
Joint Local Plan Part 1 has been agreed. Part 2 date yet to be agreed.
BDC vision for next 4 years public engagement is being sought, to help shape priorities of the plan.
State of District Reports will be published on the BDC website.
Climate Action Roadshow to visit Sudbury on 14th October between 9-12noon.
Policing across Suffolk various meetings are being held across the county, an invite to the Teams meeting is available from spcc@suffolk.police.uk
Feelgood Suffolk health and wellbeing services across Suffolk The Council is trying to work with all agencies to pull services together
Offering pets as prizes to be outlawed across Suffolk
Val question Affordable housing on Chilton Place. CPC have not been consulted. The chair requested confirmation that local people have been provided with housing. The Housing Officer should be able to advise.

Cllr Lewin entered 19.55

23/105 **Planning**
DC/23/04435 Application under S73a for Removal or Variation of a Condition following grant of DC/22/02827 dated 25/11/2022 Town and Country Planning Act 1990 (as amended) - Erection of 4no dwellings and new vehicular access. To vary Condition 2 provision of garage buildings to each plot
Resolved no comment
DC/23/04112 Householder application - Erection of Golf Swing studio/Home office Thistle House Chilton Grove Waldingfield Road Chilton Sudbury Suffolk CO10 0PR
Resolved to object The property appears to have been built in a different location from that on the planning application. Request that the applicant reapplies showing the actual position of the building and to make good the landscaping agreed on the original planning consent.
Additional planning matters – Query single storey building at Bungalow 1 Hall Farm, Chilton. There are two structures in the garden of this building and no apparent planning permission. Clerk to ask Cllr Armitage for more information /documentary evidence. Defer to the next meeting due to insufficient information

CHILTON PARISH COUNCIL

Clerk Christine Hargan 4 Northfield Road, Onehouse, Stowmarket, Suffolk IP14 3HF
Telephone 01449 674727 email chiltonparish1@gmail.com

23/106 **Clerk's report**

Actions requested are noted in the action log in the appendix

Agree actions on **correspondence**

None requested

23/107 **Finance**

From the **RFO Report** authorise payments made since last meeting and to be made and note income received since last meeting

RFO report was acknowledged.

Resolved to pay invoices according to the schedule attached in the appendix.

23/108 Review any issues raised on **Footpaths** and other CPC owned **assets**

Nothing to report

23/109 Review of **Burial Authority** matters including an application for a memorial

a. Request for two memorials

Double memorial Resolved to accept with honed light grey granite colour close to ligher coloured granite stone as discussed.

b. Request for single memorial. Amended inscription approved and Sera light grey granite as the choice of stone.

Resolve to accept

c. Sudbury Municipal Cemetery.

Sudbury Town Clerk, has contacted the chair regarding plans to purchase land to build a new cemetery. Concerns were voiced that the plan may separate Chilton from its church and also cause access and parking problems for mourners. Cllr Hart to draft and circulate a response.

9.30pm resolved to continue

23/1010 **Clerk Contract of employment**

Clerk to forward draft contract to Chair for revision. The Councillors reported that they are generally content with the contract.

23/1011 Offer of an Airfield Memorial

Cllrs Foster, Symons and Clerk to liaise with the Airfields of Britain Conservation Trust to accept their kind offer and discuss a location and potentially moving the existing memorial to a new more suitable location.

23/1012 Village Hall update

Following attendance at a Procurement training seminar it is necessary to update financial regulations and Standing Orders to include, minimum and maximum figures.

The third architect is now in place, and has requested a completion date of 23 October. Resolved to agree response date. Presentation to include Justification for their idea, a fee proposal and a written brief to accompany/follow the presentation which will be concise and to the point. Meetings to be arranged AM PM and AM in late October or early November and to notify that a decision will be made by 15 November 2023, Clerk to organise venue and confirm with councillors.

Questions, answers and voting mechanism to be agreed in advance of the presentations to ensure transparency in the decision making process. Clerk to organise additional meeting.

Chair to write to Taylor Wimpey requesting £60,000 to secure the fees to the architects

231013 Update on **website and email**

Chair has a problem with emails on the new domain. Clerk to forward contact details for Parish Council websites.

23/1014 Items for future meetings

…… ……

Signed Date

CHILTON PARISH COUNCIL

Clerk Christine Hargan 4 Northfield Road, Onehouse, Stowmarket, Suffolk IP14 3HF
Telephone 01449 674727 email chiltonparish1@gmail.com

There were no additional items suggested

23/1015 Questions to the Chair

There were none

23/1016 Time date and place of the next meeting TBC

Meeting closed at 11pm

Actions

Minute	Action	Who	complete
22/90	Request further action from Suffolk County Council for improvement of roundabout Churchfield Road.	PFM	ongoing
23/107	Pay vendors	Clerk	✓
23/209	Agree rewritten Churchyard Rules to clarify choice of design and stone	clerk	ongoing
23/512 23/10	Clerk to implement Councillor Vacancy procedure following the Parish Council meeting in June Advertise the Cllr Vacancy locally, volunteers for a leaflet drop? Discuss promotion of vacancy with internal auditor	Clerk All? Clerk	✓
23/617	Items for the next meeting Clerk contract of employment	Clerk	
23/104	Send information re Police meeting to Chair	Clerk	✓
23/109 a & b	Approval of monuments, notify Stone masons and families	Clerk	✓
23/109c	Chair to circulate response to Sudbury Town Council Clerk and distribute to councillors for approval	VH	
23/1010	Clerk to forward copy of annotated contract to chair for minor amends.	Clerk/VH	✓
23/1011	Liaise re position of Air memorial with AOBCT and potentially moving the existing memorial to a more fitting location.	TF/AS/Clerk	✓
23/1012	Liaise with architects and councillors regarding availability for presentation and request that fee proposal is included Liaise with Councillors re suitable date and venue. Organise meeting to discuss transparent grading process for proposed schemes	Clerk Clerk Clerk	✓ ✓
23/1013	Provide details for Parish Council Websites to chair to resolve potential issue with emails	Clerk	✓

…… ……

Signed Date

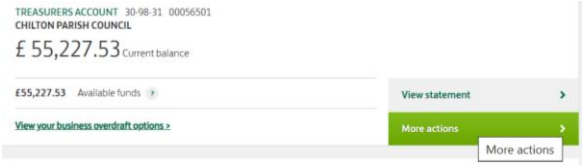
CHILTON PARISH COUNCIL

Clerk Christine Hargan 4 Northfield Road, Onehouse, Stowmarket, Suffolk IP14 3HF
Telephone 01449 674727 email chiltonparish1@gmail.com

Chilton Parish Council

Bank Reconciliation to Date

	2022/23		2023-24	
	Budget	**To year end**	**Budget**	**YTD**
Income				
Balance Brought Forward from year end accounts				**29,560.42**
Bank Interest	50.00	0.04	0.00	27.17
Churchyard	0.00	0.00	0.00	0.00
Grants	513.50	966.52	486.00	0.00
Wayleave	9.20	9.20	9.20	9.20
other / refunds	0.00	273.32		0.00
VAT Repayment	500.00	2,246.26	500.00	0.00
Neighbourhood Plan grant funding	4,500.00	0.00	5,000.00	0.00
CIL	0.00		9,235.75	14,968.02
Precept	14,214.00	14,210.00	17,170.00	17,170.00
Village Hall			?	0.00
Total Income	**19,786.70**	**17,705.34**	**£32,400.95**	**£61,734.81**
Expenditure	Figures exclude VAT where paid as it is reclaimed, and is shown as VAT paid			
Clerks Salary	6,000.00	5,111.45	6,500.00	1,925.00
Website and Email address development			1,000.00	1,143.97
Admin Expenses	1,080.00	1,861.35	1,610.00	221.95
Councillor and Clerk Training	800.00	633.00	1,000.00	0.00
Insurance	350.00	300.00	300.00	300.00
Annual Subs	390.00	243.80	400.00	212.66
Audit	300.00	90.00	300.00	170.00
Donations	250.00	158.50	250.00	0.00
Chairman's Allowance	200.00	0.00	200.00	0.00
Dog & Litter Bins	500.00	390.32	560.00	232.65
Footpaths	730.00	600.00	730.00	0.00
Churchyard / Memorial	650.00	3,915.33	2,000.00	1,350.00
Community Warden	2,300.00	2,416.05	2,300.00	795.54
Projects	1,500.00	1,838.60	4,000.00	0.00
Neighbourhood Plan	4,500.00	5,627.40	5,000.00	0.00
VAT Paid	500.00	1,349.12	500.00	128.34
Total Expenditure	**£20,050.00**	**£24,534.92**	**£26,650.00**	**£6,480.11**
Totals Income - Expenditure		**£15,851.07**		**£55,254.70**
Lloyds Bank Treasurer's Account	**31 March 2023**	**£29,626.42**	**20 September 2023**	**£55,227.53**
Lloyds Bank Savings Account	**31 March 2023**	**£29.11**	**20 September 2023**	**£27.17**
Total held in bank accounts				**£55,254.70**



Income
£8,585 Precept
Authorise payments already made

…… ……
Signed Date

CHILTON PARISH COUNCIL

Clerk Christine Hargan 4 Northfield Road, Onehouse, Stowmarket, Suffolk IP14 3HF
Telephone 01449 674727 email chiltonparish1@gmail.com

None

Payments to be made

£66 hire of Gt Waldingfield Village Hall
£57.50 Hire of Bowls Club for 14 August meeting
£737.50 Clerk Salary 10 July – 22 September
£135 Babergh District Council repay election charges
£72 SALC training Procurement, Parkinson Partnership
£36 SALC training Procurement, Parkinson Partnership
£25 Expenses Claim Cllr Foster

…… ……
Signed Date

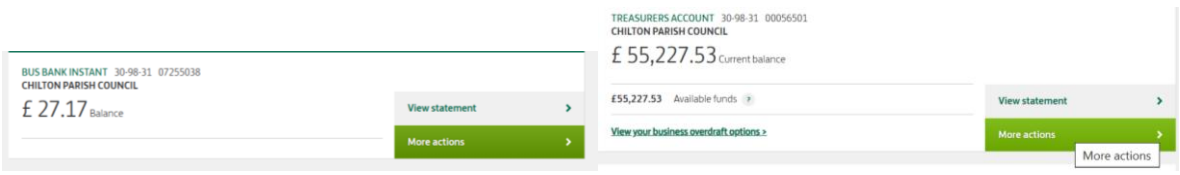
CHILTON PARISH COUNCIL

Clerk Christine Hargan 4 Northfield Road, Onehouse, Stowmarket, Suffolk IP14 3HF
Telephone 01449 674727 email chiltonparish1@gmail.com

Chilton Parish Council

Bank Reconciliation to Date

	2022/23		2023-24	
	Budget	**To year end**	**Budget**	**YTD**
Income				
Balance Brought Forward from year end accounts				**29,560.42**
Bank Interest	50.00	0.04	0.00	27.17
Churchyard	0.00	0.00	0.00	0.00
Grants	513.50	966.52	486.00	0.00
Wayleave	9.20	9.20	9.20	9.20
other / refunds	0.00	273.32		0.00
VAT Repayment	500.00	2,246.26	500.00	0.00
Neighbourhood Plan grant funding	4,500.00	0.00	5,000.00	0.00
CIL	0.00		9,235.75	14,968.02
Precept	14,214.00	14,210.00	17,170.00	17,170.00
Village Hall			?	0.00
Total Income	**19,786.70**	**17,705.34**	**£32,400.95**	**£61,734.81**
Expenditure	Figures exclude VAT where paid as it is reclaimed, and is shown as VAT paid			
Clerks Salary	6,000.00	5,111.45	6,500.00	1,925.00
Website and Email address development			1,000.00	1,143.97
Admin Expenses	1,080.00	1,861.35	1,610.00	221.95
Councillor and Clerk Training	800.00	633.00	1,000.00	0.00
Insurance	350.00	300.00	300.00	300.00
Annual Subs	390.00	243.80	400.00	212.66
Audit	300.00	90.00	300.00	170.00
Donations	250.00	158.50	250.00	0.00
Chairman's Allowance	200.00	0.00	200.00	0.00
Dog & Litter Bins	500.00	390.32	560.00	232.65
Footpaths	730.00	600.00	730.00	0.00
Churchyard / Memorial	650.00	3,915.33	2,000.00	1,350.00
Community Warden	2,300.00	2,416.05	2,300.00	795.54
Projects	1,500.00	1,838.60	4,000.00	0.00
Neighbourhood Plan	4,500.00	5,627.40	5,000.00	0.00
VAT Paid	500.00	1,349.12	500.00	128.34
Total Expenditure	**£20,050.00**	**£24,534.92**	**£26,650.00**	**£6,480.11**
Totals Income - Expenditure		**£15,851.07**		**£55,254.70**
Lloyds Bank Treasurer's Account	**31 March 2023**	**£29,626.42**	**20 September 2023**	**£55,227.53**
Lloyds Bank Savings Account	**31 March 2023**	**£29.11**	**20 September 2023**	**£27.17**
Total held in bank accounts				**£55,254.70**



Income

…… ……

Signed Date

CHILTON PARISH COUNCIL

Clerk Christine Hargan 4 Northfield Road, Onehouse, Stowmarket, Suffolk IP14 3HF
Telephone 01449 674727 email chiltonparish1@gmail.com

…….. ……..
Signed Date