# CHILTON PARISH COUNCIL

Clerk Christine Hargan 4 Northfield Road, Onehouse, Stowmarket, Suffolk IP14 3HF
Telephone 01449 674727 email clerk@chiltonpcsuffolk.org.uk

**Associated Papers for Chilton Parish Council Meeting on 19th May 2025**

**3 Apologies received from Cllr Hart**

**4 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.

5 Agree minutes of the previous meeting

6 Appoint members of the HR Committee (last year Cllrs Steele and Armitage) and Standards Committee (last year Cllrs Symons and Foster)

7 Appoint representative to the Suffolk Associate of Local Councils (SALC) (last year it was Cllr Armitage)

8 To consider Heelis and Lodge as internal auditors – they have provided a good service this and on previous years

9 Public Participation session – information for the Councillor reports can be found on the following links
Council news - Suffolk County Council News » Babergh Mid Suffolk

10 Planning

| Application Reference | Address | Description | Babergh DC Comments |
|---|---|---|---|
| DC/26/01953 | Chilton Woods | Discharge of Conditions for DC/22/05231 garden fencing and landscaping | Awaiting decision |
| DC/26/01841 | Chilton Woods | Reserved matters Primary School and playing field | Awaiting decision |
| DC/26/01735 | Church Field Road | Planning Application. Construction of micro energy storage project. | Awaiting decision |
| C/26/01417 | Chilton Woods | Play area | Awaiting decision |
| DC/26/01256 | Land North of Church Field | EIA Church Field Road | Decided |
| DC/26/00524 | Sab;e Place | Demolition of existing annex and construction of Cartlodge | Granted |

**11** Clerk's Report
Additional hours have been worked during March and April on the Neighbourhood Plan and attending meeting, preparing accounts, for audit and updating website in advance of audit, updating Policies so I'm claiming 22 additional hours. Which would be within June payroll.

**Actions from the previous meeting**

**12 Correspondence**

BDC monthly update report from Babergh District council
Various bulletins and updates including:

- Nationally Significant Infrastructure Projects (NSIPs)
- SALC various including:
- Vacancy bulletins
- Training bulletins

**General**

Contact from former community member who wishes to leave a donation of £50 toward the maintenance of the churchyard as her ancestors are buried there

**13 Finance Report**

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The following documents are attached to the covering email,
Internal auditor's report
Issues to be addressed, March Minutes to be completed and uploaded onto the website
Policies to be agreed Data Protection and Accessibility Statement for the website
Annual CIL return to be signed
AGAR for 2023/24 has been replaced on the website for some reason it was not showing but was saved in the files stored on the website.

Working Together

**Neighbourhood CIL Expenditure Report**

Town or Parish Council: Chilton Parish Council
1 April 2025 to 31 March 2026

| | | |
|---|---|---|
| A | Total CIL income balance carried over from previous year | £16,914.49 |
| B | Total CIL income received in reporting year (receipts received in April and October) | £ 2,289.56 |
| C | Total CIL spent within reporting year (expenditure, net amount if VAT recoverable) | £ 6,578.00 |
| D | Total CIL retained at year end (A+B-C) | £12,626.05 |

Neighbourhood CIL Expenditure – Details of Spent Funds

| Items to which CIL funds have been spent: | (Net amount if VAT recoverable) |
|---|---|
| Speed indicator devices (SIDs) | £6,578.00 |
| | |
| | |
| | |
| Total spent | £6,578.00 |

Neighbourhood CIL – Details of Allocated Funds (not yet spent)

| Items to which CIL funds have been allocated but not yet spent: | (Net amount if VAT recoverable) |
|---|---|
| Parking restrictions in Church Field Road, Chilton | £8,000 |
| | |
| | |
| Total Allocated | £8,000 |

Has the expenditure report been uploaded onto the Parish's website: (Y/N)

This form needs to be signed by two representatives of the Parish/Town Council (electronic signatures are not acceptable)

Signed: ..... Position: .....

Verified: ..... Position: .....

Please scan and email this form to the following email address

infrastructure@baberghmidsuffolk.gov.uk

End of year as published last month for information (to prove both balance) and reconciliation to be sent with the AGAR is below:

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| | | 2024/25 | | 2025 /26 | |
|---|---|---|---|---|---|
| Receipts | | | | | |
| Precept | | 27,098.00 | | 32,022.00 | |
| Bank Interest | | 3,041.47 | | 4,206.72 | |
| Churchyard | | 489.00 | | 300.00 | |
| Grants | | 590.00 | | 547.94 | |
| Wayleave | | 0.00 | | 9.20 | |
| Other / Refunds | | 547.04 | | 2,289.56 | |
| VAT Repayment | | 2,035.33 | | 3,595.49 | |
| | | 123,815.00 | | | |
| | | | £157,615.84 | | £42,970.91 |
| Payments | | | | | |
| Clerk Salary | | 6,202.49 | | 7,036.51 | |
| Website development and management | | 228.00 | | 252.00 | |
| Admin Expenses | | 1,286.88 | | 1,987.54 | |
| Annual Subs | | 257.64 | | 318.81 | |
| Insurance | | 396.00 | | 556.22 | |
| Audit | | 430.00 | | 680.00 | |
| Donations | | 0.00 | | 0.00 | |
| Chairman's Allowance | | 0.00 | | 0.00 | |
| Dog & Litter bins | | 345.00 | | 995.00 | |
| Footpaths | | 600.00 | | 970.00 | |
| Churchyard / Memorials | | 472.84 | | 740.00 | |
| Community Wardens | | 2,588.33 | | 1,977.96 | |
| Clerk & Councillor Training | | 0.00 | | 0.00 | |
| Projects | | | | 0.00 | |
| Neighbourhood Plan | | 0.00 | | 0.00 | |
| Village hall | | 9,552.50 | | 7,453.14 | |
| Bank Charges | | 70.21 | | 73.00 | |
| Election costs | | 0.00 | | 0.00 | |
| VAT Paid | | 2,686.73 | | 3,887.55 | |
| CIL | | 0.00 | | 6,578.00 | |
| | | | £25,116.62 | | £33,505.73 |
| | | | | | |
| Excess of Receipts over Payments | | £132,499.22 | | £9,465.18 | |
| Subtotal | | | | | |
| Add Balance Brought Forward | | £52,014.09 | | £184,513.31 | |
| Balance Carried Forward | | £184,513.31 | | £193,978.49 | |
| | | | | | |
| Represented by | | | | | |
| Current Account | | £1,219.84 | | £378.30 | |
| Instant Access Account | | £69,547.33 | | £86,390.98 | |
| Village Hall Deposit Account | | £113,746.14 | | £107,209.21 | |
| | | | £184,513.31 | | £193,978.49 |
| | | | | | |
| I have prepared these accounts from the books and records of the Chilton Parish Council | | | | | |
| and certify that they are a true record of the Parish Council's transactions | | | | | |
| | | | | | |
| Signed: C A Hargan | | | Date: 20 April 2026 | | |
| | | | | | |
| Christine Hargan | | | | | |
| RFO Chilton Parish Council | | | | | |

# CHILTON PARISH COUNCIL

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## Chilton Parish Council

**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 | 4,206.72 |
| 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 | 3,595.49 |
| 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** | **£42,970.91** |
| | | | | |
| **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 | 7,036.51 |
| Website and Email address development | 228.00 | 228.00 | 250.00 | 252.00 |
| Admin Expenses | 2,000.00 | 956.88 | 1,000.00 | 1,987.54 |
| 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 | 1,977.96 |
| Neighbourhood Plan | 0.00 | 0.00 | 15,000.00 | **0.00** |
| VAT Paid | 500.00 | 2,686.73 | 2,000.00 | **3,887.55** |
| Village Hall | 0.00 | 9,882.50 | 1,300,000.00 | 7,453.14 |
| Bank Charges | | 70.21 | 70.00 | 73.00 |
| 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** | **£33,505.73** |
| **Totals Income + BF - Expenditure** | | **132,499.22** | **2,701,914.00** | **£193,978.49** |
| **Unity Trust Current Account** | **31-Mar-24** | **£1,219.84** | **31-Mar-26** | **£378.30** |
| **Unity Trust Instant Access Deposit** | **31-Mar-24** | **£69,547.63** | **31-Mar-26** | **£86,390.98** |
| **Unity Trust VH Deposit Account** | **31-Mar-24** | **£113,746.14** | **31-Mar-26** | **£107,209.21** |
| **Total held in bank accounts** | | **£184,513.61** | **31-Mar-26** | **£193,978.49** |

# CHILTON PARISH COUNCIL

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**Finance report May 2026**

Finance Report May 2026

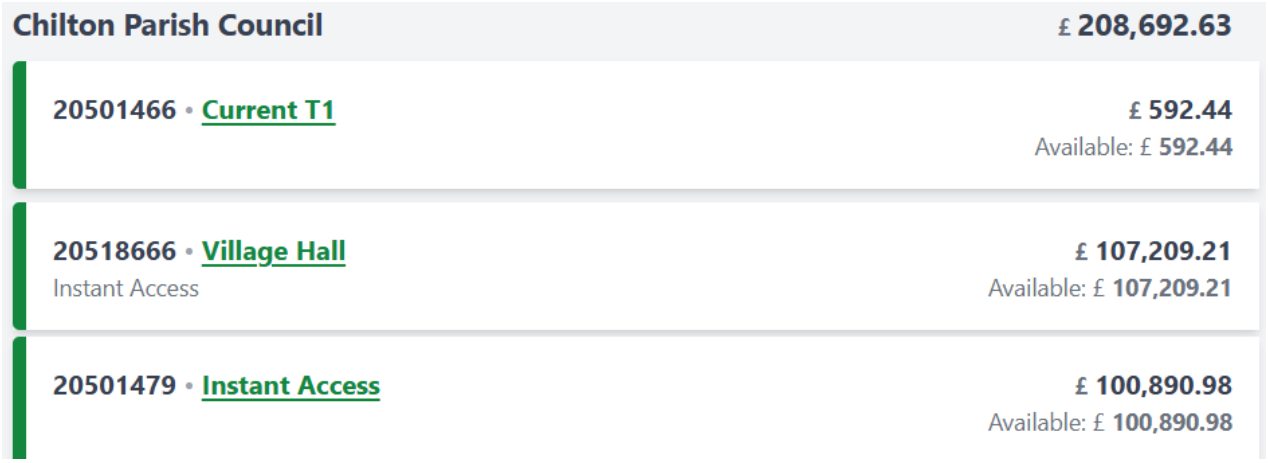
## Chilton Parish Council

**Bank Reconciliation to Date**

| | 2025 - 26 | | 2026 - 27 | |
|---|---|---|---|---|
| | **Budget** | **To year end** | **Budget** | **YTD** |
| **Balance Brought Forward from year end accounts** | | | 0.00 | 193,978.49 |
| **Income** | | | | |
| Bank Interest | 3,500.00 | 4,206.72 | 4,000.00 | 0.00 |
| Churchyard | 500.00 | 300.00 | 500.00 | 0.00 |
| Grants | 15,000.00 | 547.94 | 0.00 | 0.00 |
| Wayleave | 9.20 | 9.20 | 9.20 | 0.00 |
| other / refunds | 0.00 | 0.00 | 0.00 | 0.00 |
| VAT Repayment | 1,000.00 | 3,595.49 | 20,000.00 | 0.00 |
| CIL | 0.00 | 2,289.56 | 0.00 | 0.00 |
| Precept | 32,022.00 | 32,022.00 | 33,478.00 | 16,739.00 |
| Village Hall | 1,200,000.00 | 0.00 | 0.00 | 0.00 |
| **Total Income** | **£52,031.20** | **42,970.91** | **57,987.20** | **£16,739.00** |
| | | | | |
| **Expenditure** | ures exclude VAT where paid as it is reclaimed, and is shown as VAT p | | | |
| Clerks Salary | 7,500.00 | 7,036.51 | 4,000.00 | 558.58 |
| Website and Email address development | 250.00 | 252.00 | 500.00 | 0.00 |
| Admin Expenses | 1,000.00 | 1,987.54 | 0.00 | 66.00 |
| Councillor and Clerk Training | 1,000.00 | 0.00 | 9.20 | **33.00** |
| Insurance | 500.00 | 556.22 | 0.00 | 0.00 |
| Annual Subs | 237.00 | 318.81 | 20,000.00 | 246.51 |
| Audit | 450.00 | 680.00 | | 0.00 |
| Donations | 250.00 | 0.00 | | **0.00** |
| Chairman's Allowance | 200.00 | 0.00 | | 0.00 |
| Dog & Litter Bins | 900.00 | 995.00 | | 0.00 |
| Footpaths | 600.00 | 970.00 | | 0.00 |
| Churchyard / Memorial | 7,000.00 | 740.00 | | 0.00 |
| Airfield Memorial | 2,000.00 | 0.00 | | 0 |
| Community Warden | 3,500.00 | 1,977.96 | | 594.37 |
| Neighbourhood Plan | 15,000.00 | 0.00 | | **412.50** |
| VAT Paid | 2,000.00 | 3,887.55 | | **106.90** |
| Village Hall | 1,300,000.00 | 7,453.14 | | 0.00 |
| Bank Charges | 70.00 | 73.00 | | 7.00 |
| CIL | 8,000.00 | 6,578.00 | | 0.00 |
| election costs | 500.00 | 0.00 | | 0.00 |
| **Total Expenditure** | **£1,350,957.00** | **£33,505.73** | **£24,509.20** | **£2,024.86** |
| **Totals Income + BF - Expenditure** | | **9,465.18** | **49,018.40** | **£208,692.63** |
| **Unity Trust Current Account** | **31-Mar-26** | **£378.30** | **13-May-26** | **£592.44** |
| **Unity Trust Instant Access Deposit** | **31-Mar-26** | **£86,390.98** | **13-May-26** | **£100,890.98** |
| **Unity Trust VH Deposit Account** | **31-Mar-26** | **£107,209.21** | **13-May-26** | **£107,209.21** |
| **Total held in bank accounts** | | **£193,978.49** | **13-May-26** | **£208,692.63** |

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SALC has increased the cost of undertaking payroll to £38 per year for a single employee, they will invoice in March and September.

**Income**
none
**Payments to be made**
Heelis and Lodge, internal audit £245.00
HMRC £126.47
£432.11 Clerk salary April 2026
£50.00 LM Groundcare, servicing SIDS

**Payments already made**
£66 hire of village hall by standing order
£7 Bank charges

g. Confirm Bank signatories - currently Cllrs, Hart, Foster, Symons and Lewin
h. Consider making a donation to the CCT for removal of the vegetation growing from the church tower

14 Footpaths and assets
Maintenance of noticeboards and tasks for LM Groundcare

15 **Burial authority matters**
A former parishioner has contacted the Clerk with a wish to donate to the Parish Council for maintenance of the churchyard that contains the graves of her ancestors

16 Update on the **village hall**
DCllr Clover is in the process of organising a meeting to try and move forward the issue with funding

17 **Neighbourhood Plan**

18 Questions for the chair

19 Items for future meetings
Airfield memorial

Date, Time and Place of next meeting 7.30pm 15th June 2026 Great Waldingfield Village Hall

**End of Associated Papers**