CHILTON PARISH COUNCIL

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

Minutes of the Chilton Parish Council Meeting held on 27 April 2026

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

26/401 **Apologies for absence**
Cllr Mark Frost

26/402 **Declarations of interest**
There were none

26/403 **Minutes** of the previous meeting Deferred

26/404 Public Participation and **District and County Councillor Reports**
Attached in the appendix

26/405 Planning Applications

i. DC/26/01417 Chilton Woods details for matters relating to Appearance, Scale, Layout and Landscaping relating to Open Space, Child Play facilities and associated development, on land adjacent to Phase 1. Concern was expressed regarding potential proximity to SUDS. Clerk was asked to request that more detailed maps be attached to the application in future
Resolved No comment. It was noted that Taylor Wimpey should be notifying the PC of planning applications before the District Council

a. Other Planning matters

ii. DC/26/01256 Land On The North Side Of Church Field Road Chilton Industrial Estate Chilton Suffolk Request for an Environmental Impact Assessment for a residential development of up to 210 residential dwellings, public open space, pedestrian and cycle links, play area, drainage, landscaping, and all other associated works.
The Parish Council were not notified of the EIA. Clerk was asked to request that the application form is added to the website for clarity. It was noted that a previous application was refused; councillors questioned what has changed. The information provided in the developer's letter was generic, and parishioners questioned the need for a further 200 houses in the parish, as well as the reference to the site being in Sudbury. The Clerk will notify the developer that the Council is willing to meet to discuss the proposal.

iii. Accuracy of Planning decision letters – Sable Place It was noted that the planning decision failed to consider comments submitted by the Parish Council and a parishioner. The decision was granted on a Thursday, and demolition of the garage starting on the Sunday. Pre-planning advice is

not added to the website. Concerns were raised regarding the absence of conditions and the presence of asbestos in the old building. Cllr Clover will arrange a meeting with Planning (Green).

iv. Management of parking in Winthrop Drive, no update was available.

v. Last minute application DC/26/01603 Ful Planning Application - Change of use of existing store building to retail sales at existing garden centre site, with replacement of roller shutter door with glazed auto door.Perrywood Garden Centre Newton Road Sudbury Suffolk CO10 0PZ As the site is not within the parish, **no comment** was necessary.

Call for sites the following three were noted HE23532 HE23524, and Hollies HE23367

26/406 **Village Hall**

Correspondence indicates that an impasse has been reached. DCllr Clover agreed to organise a meeting with BDC and their lawyers. The Chair will provide availability.

26/407 **Clerk's report**

Actions are noted in the appendix

26/408 **Finance**

A The Financial Report was accepted

B **Payments to be made**

The other payments were approved as noted in the appendix. Clerk was requested to seek clarification of the discrepancy with HMRC deductions on the final salary payment of the year,

26/409 **Footpaths** and other CPC owned assets

Nothing was reported

26/410 **Burial Authority Matters**

A request was received for Exclusive Rights of Burial for a gentleman who, although not resident in Chilton, was a long-standing member of the community, a lay preacher and regular reader at St Mary's. He has been a "Friend" and fundraiser for the church for 18 years. It was agreed to revisit the Churchyard Rules to define the number of years that constitute a long-standing connection with the village.

LM Groundcare reported that the hedge near the church is in urgent need of cutting as it is overgrown, obscuring the noticeboard and potentially obstructing a hearse entering the churchyard. Small trees are growing out of the church tower brickwork and require removal. The Clerk reported this to the CCT, who have requested a donation towards the upkeep of the church and grounds. They were advised that a decision cannot be made at this meeting, as donation requests must appear on the agenda; this will be added next month.

The Clerk will seek an opinion on whether the removal work is straightforward and ask the CCT whether quotations have already been obtained. The Chair will ask Bryn Hurren to assess the condition of the noticeboard.

26/411 **Neighbourhood Plan (NP)**

Date for consultation agreed of 13th June at Acton Village hall is booked for the afternoon between 12.30-5pm Chair requested further amends to the leaflet.

26/412 **Questions to the Chair**

There were none

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26/413 Items for future meetings

Neighbourhood Plan, Ceremony for new Airfield memorial.

Time date and place for the next meeting

7.30pm Monday 18th May 2026 Gt Waldingfield Village Hall.

Meeting closed at 10.30 pm

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Appendix

PAUL CLOVER/MARGARET MAYBURY DISTRICT COUNCILLOR'S REPORT FOR CHILTON PARISH COUNCIL MEETING 27TH APRIL 2026.

Three Unitary Authorities for Suffolk

The Secretary of State for Housing and Local Government has confirmed that three unitary councils will replace SCC and the five district and borough councils for Suffolk. These will cover western Suffolk, central and eastern Suffolk and Ipswich and Southern Suffolk. Lavenham and Sudbury will come under western Suffolk with approximately 60-66 councillors -all with increased workloads. Elections for the new Councillor positions will be held in 2027 and a year long transition will occur where the new UA councillors work alongside the incumbent County/District councillors in creating the new administration which will come into operation in April 2028. During transition the new UA councillors will not be involved in the day to day duties covered by County/District councillors. It will be some 4-5 years before the cost of transition breaks even.

Forthcoming county council elections

We are now in the pre-election period with its usual restrictions on publicity and use of council resources.

Call for Sites

At a recent meeting BDC briefed parish councils on the process to be expected under the new Call for Sites. Following evaluation, the first list of accepted sites is expected to be published in May 2026. This list will then be refined to sites that are suitable for development alongside the content of adopted and emerging Neighbourhood Development Plans (NDP's). Up to £20k funding is available in 2026-27 to support NDP's. Parish Council's will then be invited to make expressions of interest. When considering the merits or otherwise of a particular site this should be carried out with reference to the overall new housing target set for the parish. References to the new Joint Local Plan (2026-2045) will also come into play here, therefore a full understanding of these individual elements will be required in order to present the best case for the parish. Indicative housing requirements for NPD's will continue to evolve in 2026. It will probably be 2029-30 before the final list of sites is agreed.

Better Recycling

Bins will begin to be delivered in late April/May. Just as a recap and excluding the brown garden waste bin, in a standard household, alongside your black and blue 240litre bins there will be a black green lidded bin. These will be collected on a three week rotational basis.
The Black bin will be for general waste but not food.
The Blue bin will take clean, dry glass bottles, jars, tetrapak cartons, plastics of all types and aluminium products including foil.
The Green lidded bin will take paper and card.
Additionally, residents will receive two food caddies, one small one for kitchen surface and one larger external one for collection on a weekly basis.
Should additional storage of bins be a problem, the following will apply:

The Council will evaluate properties to determine their suitability for the Standard Waste Collection Service based on the following criteria:

- Steep Slope/Bank
- Number of steps
- No garden (both front and back)
- No external access to waste containers (i.e. only presented by access through property
- Restricted access for vehicle or crews

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For properties that do not meet the criteria, the Council will undertake a discretionary assessment.
If a property is deemed unsuitable for the Standard Waste Collection Service, residents will be contacted and informed about the wheeled bins or containers they will receive as part of the Non-Standard Collection Service.
The Council's assessment decision is final.
For non standard waste collections:
If it is determined that the Standard Waste Collection Service is not suitable for a household, alternative containers will be provided.
Where refuse collections are made using authorised single use sacks for refuse, the Council will supply and deliver these upon request (maximum of once a year).
Where collections for recycling cannot be achieved using wheeled bins, the Council will make provision by supplying sacks or smaller containers for the relevant waste stream. Recycling materials will still be required to be separated as per the Standard Waste Collection Service requirements.
Non-standard waste collections will be made to the same schedule as the Standard Waste Collection Service.

For situations where more/less bins are required, these will be assessed on various criteria and is on application. There will be a one-off charge for additional capacity.

Fuel prices
Despite escalating fuel prices, the Govt has so far refused to delay the forthcoming tax hike in fuel duty in direct contrast to other European countries.
Compared with many counties, Suffolk has a high number of properties that are subject to the wild fluctuations on heating oil prices. Some 20,000 homes in Babergh and Mid Suffolk alone. Presently help appears to be in the form of community oil clubs where savings can be effected by buying in bulk. Interest free loans are also available from Eastern Savings and Loan Credit Union subject to credit checks. The Govt. have awarded Suffolk £1.7m in funding and it may be possible to apply for a grant from the Suffolk Local Welfare Assistance Scheme. Further advice can be sought from Sudbury Citizens Advice on 01787 321400.

Minute	Action	Who	complete
	Pay vendors,	Clerk	✓
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 ✓ ✓
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	Clerk	ongoing

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	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, 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	✓ ✓ ✓
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. Awaiting draft	Clerk	✓
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	✓

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251004	Forward quotations to Cllrs for churchyard when received. Awaiting feedback from Chair who felt that additional trees needed attention	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	✓
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	✓
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	✓
251207c d	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	✓

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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	✓
263	Find venue for the APA/Consultation meeting on 27 April. GWVH booked	Clerk	✓
263	Send additional photos to Plan-et and request to amend wording on the booklet also date and time	Clerk	
26312	Contact Taylor Wimpey re new noticeboard on the Chilton Woods site	Clerk	
26312	Contact DCllr Clover for advice re noticeboard on Chilton Place	Clerk	
26405	Request that TW liaise with PC re planning applications prior to submitting to the DC	Clerk	
26405 ii	Land to north of Church Field Road, Application form not uploaded to BDC website due to Data Protection issues. Contact the developer re a meeting. Upload the information re the development to the parish website.	Clerk	
26405 iii	Accuracy and timing of planning grant letters, organise a meeting with BDC planning to discuss planning matters including why the planning officer had claimed that no comments had been received by CPC when they were listed on the website some weeks prior to the decision being made. Query why on this occasion the works commenced in the days following the grant of application	PC/Clerk	
26406	Liaise regarding availability for a meeting re Village Hall funding	Chair/PC	
26408	Clerk to query end of year pay with SALC as the deductions differ from the norm. End of year reconciliation on tax.	Clerk	
26410	Exclusive rights of burial agree in principle, query length of time involved with St Mary's church to enable clarification on churchyard rules18 years	Clerk	
264	Condition of church building and grounds, Request costings from CCT re the removal of plants from the walls of the tower. Renovation of noticeboards, request Contractor to provide costs	Clerk Clerk	
26411	Neighbourhood Plan, Chair agreed for advertising to be placed on her land adjacent to Waldingfield Road, and also additional		
264			

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Finance report

End of year

Chilton Parish Council

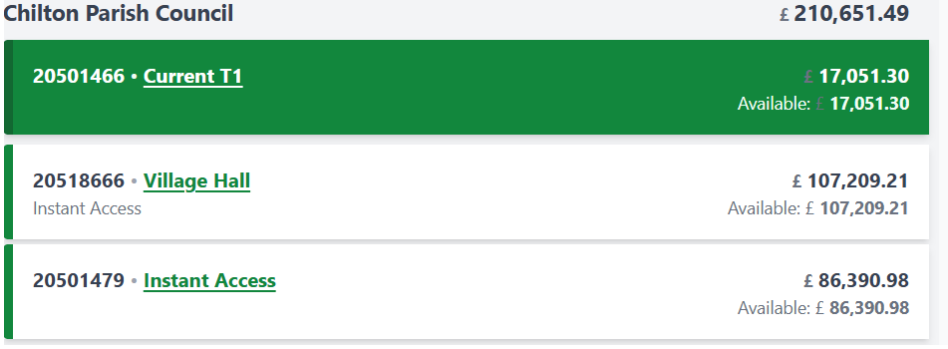
Bank Reconciliation to Date

	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**

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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	0.00
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	**0.00**
Insurance	500.00	556.22	0.00	0.00
Annual Subs	237.00	318.81	20,000.00	0.00
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		0.00
Neighbourhood Plan	15,000.00	0.00		**0.00**
VAT Paid	2,000.00	3,887.55		**0.00**
Village Hall	1,300,000.00	7,453.14		0.00
Bank Charges	70.00	73.00		0.00
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**	**£66.00**
Totals Income + BF - Expenditure		**9,465.18**	**49,018.40**	**£210,651.49**
Unity Trust Current Account	**31-Mar-26**	**£378.30**	**22-Apr-26**	**£17,051.30**
Unity Trust Instant Access Deposit	**31-Mar-26**	**£86,390.98**	**22-Apr-26**	**£86,390.98**
Unity Trust VH Deposit Account	**31-Mar-26**	**£107,209.21**	**22-Apr-26**	**£107,209.21**
Total held in bank accounts		**£193,978.49**	**22-Apr-26**	**£210,651.49**



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b.Authorise Payments already made
£7 bank charges
£66 GWVH by standing order

Payments to be made
£540.11 Clerk salary
£18.47 HMRC
£50.00 LM Groundcare – recharging SIDS
£42.89 LM Groundcare – replacing catch on Churchyard gate
£39.60 SALC provision of payroll
£246.51 SALC membership
£601.78 Sudbury Town Council Q4 Sudbury Wardens
£412.50 Plan-et work on NP meeting and leaflet approved

Income
£16,739 Precept
£ 524.20 interest VH account
£ 446.80 Interest Deposit account

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