# CHILTON PARISH COUNCIL

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**Associated Papers for Chilton Parish Council Meeting on 15th June 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.** Other Planning matters

**i.** accuracy of Planning decision letters – Sable Place

C. Update on Planning applications from previous 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**

- Norwich To Tilbury update
- Funding for the village hall, it appears the parish is at a stalemate with BDC who are unwilling to shift their stance from a Memorandum of Understanding.
- A letter has been received from a member of the public regarding maintenance of The Horse Pond. Clerk has contacted SCC regarding permissions and responsibility to maintain the pond

| Minute | Action | Who | complete |
|---|---|---|---|
| | Pay vendors, | Clerk | ✓ |
| 24/411<br>24/709<br><br><br>December 24<br><br><br><br>January 25 | Clerk to explore funding for purchase of land.<br>Enquire about acquisition of the meadow in the most economical way possible. Spoke to Suffolk County Farms who confirmed that it may be possible.<br>Communicated with Suffolk County Farms. To be discussed at CC meeting re land for memorial,<br>Meadow to be discussed with STC as they expressed and interest in the land in the first place<br>Clerk to contact SC Farms request to be included in discussion with STC re acquisition of meadow<br>Write to Matthew, CC Nadia.Cenci@suffolk.gov.uk cc Philip elected member airfield memorial | Clerk<br><br>Clerk<br><br><br><br><br><br>Clerk | Ongoing<br><br>✓<br><br><br><br><br><br>✓ |
| 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<br>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 | Clerk | ongoing |
| 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.<br>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<br>Liaise with Mrs Butcher re USAF presence at unveiling ceremony<br>Notify Royal British Legion (via Assington Cllr David Wiles a Standard Bearer) re dates for unveiling ceremony once available.<br>Identify whether work is needed to tree on site<br>Erection of memorial delayed until Spring 2026 | Clerk<br><br><br>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.<br><br>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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| 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<br>Request a meeting with Taylor Wimpey to discuss phase 4 of Chilton Woods.<br>Chair to provide availability | Clerk | ✓<br>✓<br>✓ |
| 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.<br>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 | ✓ |
| 251004 | Forward quotations to Cllrs for churchyard when received.<br>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<br>Consultation on proposed Council tax increases | Chair | |
| 251014 | Amend budget as per discussion<br>Notify contractors of decision to work with them<br>Check agreement with Sudbury Wardens for notice period | Clerk | ✓ |
| 251206 | Confirm dates for hall bookings in 2026 with GWVH committee<br>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<br>Notify contractors of decision to work with them<br>Check agreement with Sudbury Wardens for notice period.<br>Contract to run until end of March | Clerk | ✓<br>✓ |
| 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.<br>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<br>Chair to send letter to BDC Planning by email | All<br>Chair | |

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|---|---|---|---|
| 26107 | a) query payments received form with GWPC Clerk to amend to allow for additional and cancelled meetings<br>b) query totals of costs for Q 2 & 3 with STC, there are some inconsistencies in the dates in each quarter<br>c) Amend budget for 2026/27 Provide details for requested training course<br>d) send Precept Demand to BDC | Clerk<br>Clerk<br><br><br>Chair<br><br>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<br><br>Clerk | <br><br>✓ |
| 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 | PC/Clerk | ✓✓ |

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|---|---|---|---|
| | 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 | | |
| 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 | ✓ |
| 26410 | 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. These have not been provided. CCT contractor to repair | Clerk<br><br>Clerk | ✓ |
| 26411 | Neighbourhood Plan, Chair agreed for advertising to be placed on her land adjacent to Waldingfield Road, | | |
| 26508 | Notify Auditor of appointment for current year's audit | Clerk | |
| 26513 | Documents to PKF Littlejohn, and BDC, laminate Audit documents and provide to Cllr Foster for Noticeboards | Clerk | |
| 26514/5 | Clerk to ask LM Ground care to Maintain 3 noticeboards and replace legs on board at Chilton Grove, replace latch on gate at churchyard, trim hedging around the noticeboard and to trim the canopy where necessary along the Waldingfield Road, to allow pedestrians to walk safely | Clerk | ✓ |
| 26514 | Contact Taylor Wimpey regarding noticeboard on Chilton Woods development and also banners on hoarding | Clerk | ✓ |
| 26515 | NP liaise with all parties to agree artwork, organise printing of flyers, banners and posters for delivery to Cllr Foster | Clerk | ✓ |
| 26515 | Organise delivery of flyers and erection of posters and banners, deliver flyers | TF Cllrs | ✓ |
| 26515 | Gain information re maps from Auditor and BDC print copies of maps to A00. Price of printing to A00 was ridiculous so they and posters for the event have been organised locally A0 for maps and A2 for the posters | Clerk | ✓ |
| 26515 | Organise refreshments and printing for the drop in event, stationery and refreshments have been ordered. | Clerk | ✓ |
| | | | |

# 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 | 500.00 |
| 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** | **£17,239.00** |
| | | | | |
| **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 | 1,117.16 |
| Website and Email address development | 250.00 | 252.00 | 500.00 | 0.00 |
| Admin Expenses | 1,000.00 | 1,987.54 | 0.00 | 132.00 |
| 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 | 800.00 | 245.00 |
| Donations | 250.00 | 0.00 | 250.00 | **0.00** |
| Chairman's Allowance | 200.00 | 0.00 | 200.00 | 0.00 |
| Dog & Litter Bins | 900.00 | 995.00 | 1,000.00 | 0.00 |
| Footpaths | 600.00 | 970.00 | 1,100.00 | 0.00 |
| Churchyard / Memorial | 7,000.00 | 740.00 | 7,000.00 | 0.00 |
| Airfield Memorial | 2,000.00 | 0.00 | 200.00 | 0 |
| Community Maintenance | 3,500.00 | 1,977.96 | 2,500.00 | 644.37 |
| Neighbourhood Plan | 15,000.00 | 0.00 | 13,500.00 | **484.50** |
| VAT Paid | 2,000.00 | 3,887.55 | 20,000.00 | **106.90** |
| Village Hall | 1,300,000.00 | 7,453.14 | 107,156.00 | 0.00 |
| Bank Charges | 70.00 | 73.00 | 84.00 | 14.00 |
| CIL | 8,000.00 | 6,578.00 | 0.00 | 0.00 |
| election costs | 500.00 | 0.00 | 1,250.00 | 0.00 |
| **Total Expenditure** | **£1,350,957.00** | **£33,505.73** | **£179,549.20** | **£3,023.44** |
| **Totals Income + BF - Expenditure** | | **9,465.18** | **359,098.40** | **£208,194.05** |
| **Unity Trust Current Account** | **31-Mar-26** | **£378.30** | **05-Jun-26** | **£693.86** |
| **Unity Trust Instant Access Deposit** | **31-Mar-26** | **£86,390.98** | **05-Jun-26** | **£100,290.98** |
| **Unity Trust VH Deposit Account** | **31-Mar-26** | **£107,209.21** | **05-Jun-26** | **£107,209.21** |
| **Total held in bank accounts** | | **£193,978.49** | **05-Jun-26** | **£208,194.05** |




**b. Authorise payments already made**

£7 bank charges
£66 GWVH by standing order
£72, hire of Acton Village Hall

**Payments to be made**
£432.11 Clerk salary
£126.47 HMRC
£50.00 LM Groundcare – recharging SIDS
£554.60 Clerk expenses Posters, flyers and banners
£61.80 Clerk expenses Posters and Maps for event
£81.81 Clerk expenses, refreshments and stationery for event
£450.00 Plan-et Monthly invoice for work on the event 13 June
**Income**
£500 donation toward churchyard upkeep

9 **Footpaths and assets**
Work to trim the canopy in Waldingfield Road to allow safe access to the footpath has been scheduled, as has repair to the rear gate in the churchyard.

10 **Burial authority matters**
No issues reported

11 **Neighbourhood Plan**
Update following the event on Saturday 13th June

**12 Questions to the Chair**

13 **Items for future meetings**
Ceremony for airfield memorial

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

**End of Associated Papers**