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 16 March 2026

Present: Councillors (Cllr) Tony Foster (Vice Chair), John Steele, Alastair Lewin, Mark Frost and Andy Symons
In attendance: DCllr Margaret Maybury and DCllr Paul Clover, Philip Faircloth-Mutton and one member of the public

26/301 **Apologies for absence**
Cllr Andrew Armitage and Christine Hargan

26/302 **Declarations of interest**
Cllr Hart on item 5a Cllr Lewin on item 5b

26/303 **Minutes** of the previous meeting
Councillors resolved to defer approval of the minutes of the previous meeting.

26/304 Public Participation and **District and County Councillor Reports**
Attached in the appendix
The member of the public distributed photographs to the Councillors showing the volume of vehicles parked by a business located In Winthrop Drive and discussed the effects of the parking on access to homes

Report from CCllr Faircloth-Mutton is attached in the appendix

26/305 Planning Applications

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
Resolved to object due to the application failing to comply with planning policy.

b. Management of Parking in Winthrop Drive
Following discussion it was agreed that the parking was not in line with planning consent gained in 1996 Chair to compose letter to BDC.

26/306 Village Hall

26/307 **Clerk's report**
Actions are noted in the appendix

26/308 Finance

A The Financial Report was accepted

B **Payments to be made**
The other payments were approved as noted in the appendix

26/309 Footpaths and other CPC owned assets

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Noticeboard, Clerk to contact Taylor Wimpey with regard to providing and erecting a noticeboard on the Chilton Woods Estate.
Advice to be sought regarding erection of the refurbished Noticeboard on the Chilton Place estate.

26/310 **Burial Authority Matters**
No issues have been reported

26/311 Neighbourhood Plan (NP)
Cllr Foster reported on the initial meeting held with Plan-et and discussed the draft promotion that had been produced, it was agreed that additional photos should be substituted to include the new housing developments and also a minor adjustment to wording. The clerk is in the process of confirming number of properties for printing. It was agreed that the consultation should be held on Monday 27th April to be combined with the Annual Parish Assembly. The venue is to be confirmed

26/312 Questions to the Chair
There were none

26/313 Items for future meetings
Neighbourhood Plan, Ceremony for new Airfield memorial.

Time date and place for the next meeting
7.30pm Monday 27th April 2026 Gt Waldingfield Village Hall.

Meeting closed at 10 pm

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Appendix

District Councillor report Paul Clover and Margaret Maybury
Local County Council Elections

- Following new legal advice that elections can only be postponed once, the Govt has announced that the County Council elections must now go ahead in May, albeit for a shortened term of just two years prior to the implementation of LGR. The situation has now been further complicated by the leader of Norfolk County Council announcing that they intend to withdraw from the LGR process. Norfolk are partnering up with Suffolk under one mayor with an equal number of Unitary Authorities for each County. What is certain is that the Mayoral elections will go forward. It is within the Govt's gift to cancel Unitary Authority elections and impose whatever system they decide although this would require an Act of Parliament. The pre-election period (purdah) will begin on 27th March.
- Strategic Housing Land Availability Assessment (SHLAA) Call for Sites
  Due to the recent publication of the latest Call for Sites map, a number of residents have expressed concern over the latest potential developments. There have been two Babergh Call for Sites. One at the beginning of 2024 where just over 580 were identified and their Assessment is to be found in the SHLAA section on the Babergh website.
  The second Call for Sites occurred between October 2025 and January 2026. A map of these 500 additional sites is again to be found on the Babergh website. Babergh have decided to deploy a slightly different methodology to assess the suitability of these sites, both the original 580 and the most recent 500 sites, so as to ensure fairness.
- BDC hope to publish the Strategic Housing and Economic Land Availability Assessment (SHELAA) around May and this will assign each site an overall Red/Amber/Green rating. Following this, further assessment work will be carried out working with experts from heritage, highways and sustainability to select a list of preferred sites which will then be published for public consultation. Objections from Lavenham and Acton residents have already been received, however no decisions have yet been made as to which sites will be allocated for development.
- Chilton Row
  Removal of hedge has been reported to the planning enforcement dept.
- No Smoking Day support
  Feel Good Suffolk is promoting the benefits of not smoking with media campaigns to help support residents. One campaign is targeted at paid 'Carers' where incidence of smoking is much higher than the national average. Feel Good Suffolk are also offering free vape kits to help people begin their journey to quitting smoking.
- Chilton Fields *Post meeting note – this is in Mid Suffolk not the Chilton Woods site*
  Preliminary works is now beginning to clear the site for the construction of the Sports Pavillion at Chilton Fields. This will necessitate the removal of approx. 40 trees, to be replaced by more than 60 trees once the build is complete.
- Suffolk Digital Help Finder
  This new service has been designed to help residents learn how to use digital services. The tool will allow people to find free local support and make it easier for staff and volunteers to match residents with trusted support, learning opportunities and practical resources.
- Business Rates Valuation
  The new business rates will come into effect on 1st April 2026. Any business that thinks their current rateable value is wrong have until 31st March to request a change from the Valuation Office Agency.
- Good Health at Work
  A new online hub promoting good health at work for employees and employers. The tools provide simple steps to support physical and mental wellbeing. Employers can also access free resources to help them navigate their legal responsibilities and guidance on workplace adjustments.

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- Flooding Advice
  The Healthy Suffolk website has been updated to help residents learn more about the risks of flooding, how to respond in an emergency, what they can do to protect themselves and what support is available in the event of a flood.

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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	Clerk	ongoing

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Signed Date

	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	✓ ✓ ✓
25808	Review Budgetary costs and correct the budget figure for VAT	Clerk	✓

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Signed Date

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. 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	✓
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	✓

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Signed Date

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	✓
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	All Clerk	 ✓

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	churchyard and footpaths 6 times and sprays the drive to churchyard 3 times		
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	
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Finance report

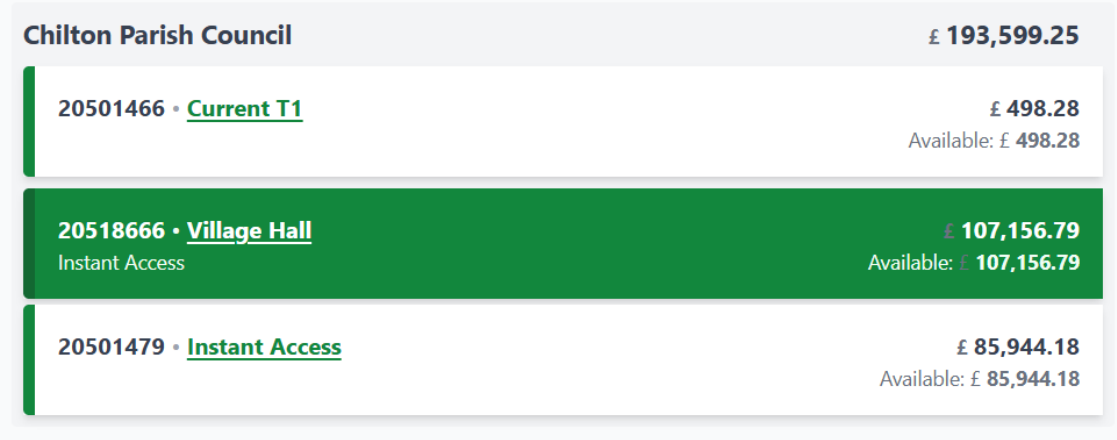
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Bank Reconciliation to Date				
	2024-25		2025-26	
	Budget	To year end	Budget	YTD
Balance Brought Forward from year end accounts		52014-09	0.00	184,513.31
Income				
Bank Interest	1,360.00	3,041.47	3,500.00	3,207.50
Churchyard	500.00	489.00	500.00	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**

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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
£656.76 Sudbury Town Council Warden Service to end December outstanding from previous meeting

Income

£852.56 HMRC VAT rebate

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	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 ✓ ✓

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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 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. 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	✓

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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. 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	✓
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	✓

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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	✓
26206	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	AL/Clerk	

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	March meeting in order for action to be requested by Planning Enforcement		
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	DCllr Clover to mediate between CPC and BDC re Village Hall in an effort to gain a written agreement re funding.	PC	
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	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	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	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	Clerk	

…… ……

Signed Date