CHILTON PARISH COUNCIL

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Associated Papers for Chilton Parish Council Meeting on 17th August 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. DC/26/02968 Outline Planning application Land to the North of Church Field Road, Chilton

Erection of up to 210 homes, to include open spaces and access points

DC/26/03090 Rosemere 19 St Marys Close Chilton Sudbury Suffolk CO10 0PN

Demolition and replacement of existing conservatory with single story rear extension

DC/26/00236 Chilton Woods Phase 4 Part Discharge of Conditions 38 (Landscaping) and 43 (Open Space). – an objection was voiced to the previous application for discharge

b. Other Planning matters

- Winthrop Close Parking of stored vehicles adjacent to the car repair workshop.
- Travellers at Aubrey Drive, issue has been reported to Taylor Wimpey, BDC and SCC, the travellers are expected to move of their own accord by 17th August, apparently they are undertaking hedge management in the area

C. Update on Planning applications from previous meeting.

Application Reference	Address	Description	Babergh DC Comments
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.	Granted
DC/26/01417	Chilton Woods	Play area	Granted
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
DC/26/02211	The Stables Chilton Grove	Discharge of conditions, Biodiversity	Granted
DC/26/02968	Land to the north of Church Field	Outline Planning permission for 210 houses	Awaiting decision
DC/26/03090	Rosemere St Mary's Close	Replacement of existing conservatory and extension	Awaiting decision

6 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
- Suffolk Connected Police news board
- NALC devolution case studies resource

General

- Norwich To Tilbury update
- Travellers in Aubrey Drive

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

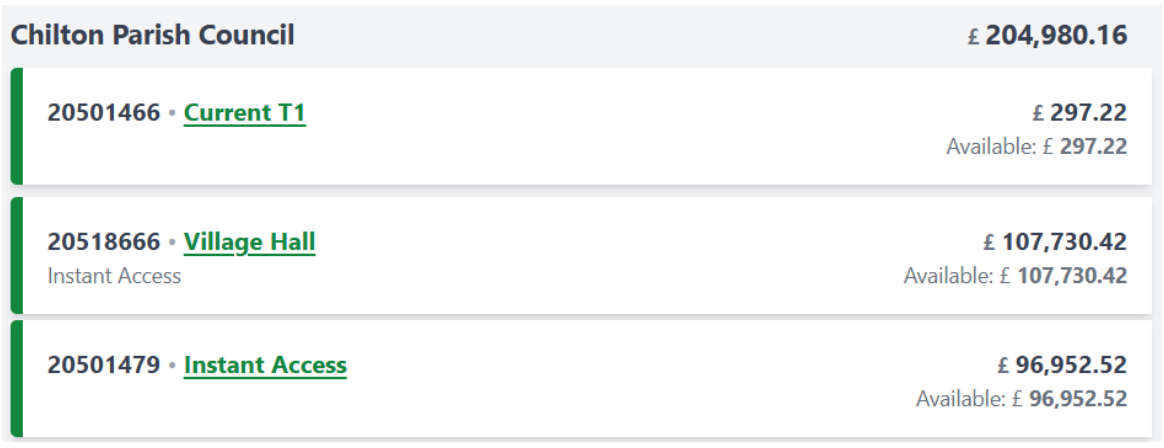
	Thanks recorded to Parish Clerk for work on the newsletter image of proposed village hall as headline, Clerk to add information on NP and Village Hall following meetings, draft created, feedback awaited		
26107	a) query payments received form with GWPC Clerk to amend to allow for additional and cancelled 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 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	✓
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 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	✓
26605	Sable Place planning application.	Chair	
26607	investigate investment accounts with Unity trust bank 6 month and to forward to Cllrs	Clerk	✓
26611	Thank volunteers for the NP working party	Clerk	✓
26611	NP Meeting to further comments from drop in	Clerk MF,TF, AS	
26611	Analyse comments from community	AS	✓
26608	Walk Waldingfield Road, to assess trimming back to 30mph signs and report as work flow for LM Groundcare. All reported to SCC and reports awaited	AS Clerk	✓ ✓
26609	Respond to applicants for burial plots	Clerk	✓
26609	Contact surveyors re churchyard plan and additional burial plots	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				193,978.49
Income				
Bank Interest	3,500.00	4,206.72	4,000.00	982.75
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	9.20
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**	**£18,230.95**
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	2,628.49
Website and Email address development	250.00	252.00	500.00	228.00
Admin Expenses	1,000.00	1,987.54	0.00	264.00
Councillor and Clerk Training	1,000.00	0.00	9.20	33.00
Insurance	500.00	556.22	0.00	548.53
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	540.00
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	744.37
Neighbourhood Plan	15,000.00	0.00	13,500.00	1,570.88
VAT Paid	2,000.00	3,887.55	20,000.00	152.50
Village Hall	1,300,000.00	7,453.14	107,156.00	0.00
Bank Charges	70.00	73.00	84.00	28.00
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**	**£7,229.28**
Totals Income + BF - Expenditure		**9,465.18**	**359,098.40**	**£204,980.16**
Unity Trust Current Account	**31-Mar-26**	**£378.30**	**11-Aug-26**	**£297.22**
Unity Trust Instant Access Deposit	**31-Mar-26**	**£86,390.98**	**11-Aug-26**	**£96,952.52**
Unity Trust VH Deposit Account	**31-Mar-26**	**£107,209.21**	**11-Jul-26**	**£107,730.42**
Total held in bank accounts		**£193,978.49**	**05-Jun-26**	**£204,980.16**



b. Authorise payments already made

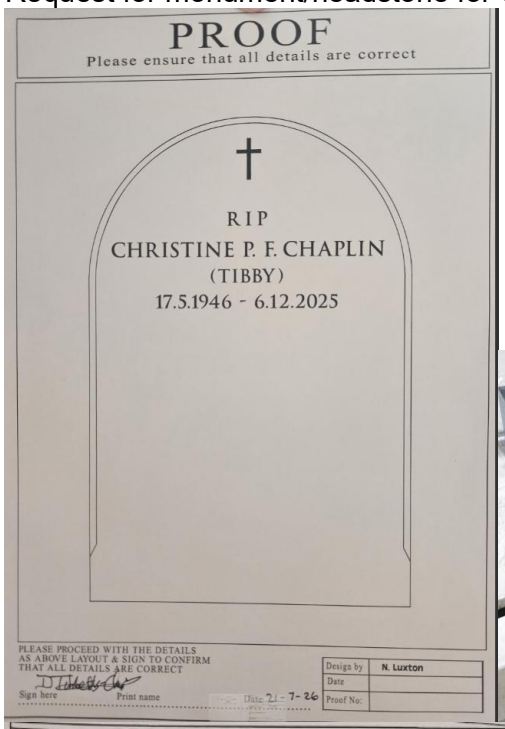
£7 bank charges
£66 GWVH by standing order

Payments to be made
£693.89 Clerk Salary which includes 21 hours overtime on the Neighbourhood plan during June
£240.94 HMRC
£50.00 LM Groundcare recharging SIDS
£66.28 Clerk expenses, Toner cartridge
£129.60 Clerk expenses Microsoft Office subscriptions
£720.00 Alpha Surveys – survey of the churchyard

Income
There was none

8 **Footpaths and assets**

9 **Burial authority matters**
Request for monument/headstone for Christine Chaplin


PROOF
Please ensure that all details are correct

†

RIP
CHRISTINE P. F. CHAPLIN
(TIBBY)
17.5.1946 - 6.12.2025

PLEASE PROCEED WITH THE DETAILS AS ABOVE LAYOUT & SIGN TO CONFIRM THAT ALL DETAILS ARE CORRECT
Sign here Print name Date 21-7-26
Design by N. Luxton
Date
Proof No:



MEMORIAL	MEMORIAL DETAIL
Material Honed South African Dark grey granite	Please see proof attached
Type of Headstone: Monolith	
Height: 36" out of ground.	
Width: 24"	
Thickness: 3"	
Base Size : N/A	
Other Information:	Letters / Carving: - machine engraved white.

Luxstone make this application to erect a memorial / inscribe existing memorial

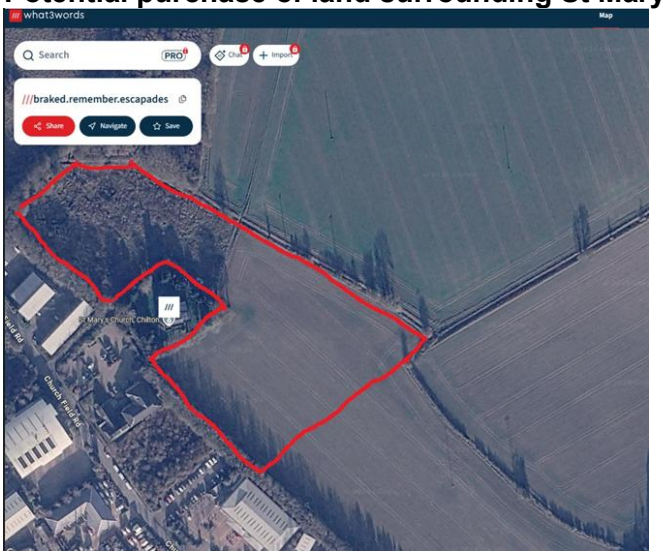
Signed L.Sines Dated 01/07/2026

Cemetery Office: Please complete the following:

Application Checked	Memorial / Inscription approved
	Signed
	Dated

The stone requested is dark grey honed/unpolished granite colour as per the image pictured. Clerk queried as to whether the ground would be sufficiently stable, given the fairly recent burial.
The mason has advised that if the ground is not ready they will hold off fitting until after the winter.

Potential purchase of land surrounding St Mary's Church



The following has been produced, does it record accurately the land that the Parish Council is interested in purchasing?

10 **Village Hall update**

11 **Neighbourhood Plan**

12 To consider approval of the draft Data Protection Policy and the Accessibility Statement both for publication on the website.

Data Protection Policy
We were pulled up at the audit for failure to hold a Data Protection Policy, the remit is the same as the currently held Privacy Notice so the name has simply been changed to fall in line with current regulations.

Accessibility Statement

This website is run by Chilton Parish Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- change colours, contrast levels and fonts using browser or device settings
- zoom in up to 400% without the text spilling off the screen
- navigate most of the website using a keyboard or speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also made the website text as simple as possible to understand.

AbilityNet has advice on making your device easier to use if you have a disability.

How accessible this website is

We know some parts of this website are not fully accessible:

- you cannot modify the line height or spacing of text
- most older PDF documents are not fully accessible to screen reader software
- live video streams do not have captions
- you cannot skip to the main content when using a screen reader
- there's a limit to how far you can magnify the map on our 'contact us' page

Feedback and contact information

If you find any problems not listed on this page or think we're not meeting accessibility requirements:

- Email Clerk@chiltonpcsuffolk.org.uk
- Phone: 01449 674727

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille:

- Email Clerk@chiltonpcsuffolk.org.uk
- Phone: 01449 674727

We'll consider your request and get back to you within 14 days.

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS).

This statement was approved at the parish council meeting on ..... and will be reviewed annually

13 **Questions to the Chair**
14 None previously advised

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

Time date and place of next meeting, To be confirmed at the meeting.

End of Associated Papers