CHILTON PARISH COUNCIL

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Associated Papers for Chilton Parish Council Meeting on 30th September 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/26/04092 Bryson House Chilton Grove Waldingfield Road Chilton Sudbury Suffolk CO10 0PR Creation of a garden room

b. The following applications were not consulted on

c. DC/26/03834 Land East And West Of Aubrey Drive Sudbury Part In The Parish Of Chilton Discharge of Conditions Application for DC/21/06676

d. DC/26/03605 Chilton Woods Mixed Development To North Of Woodhall Business Park Sudbury Suffolk Amendment to open space

e. DC/26/03450 Chilton Woods Mixed Development Land North Of Woodhall Business Park Sudbury Suffolk Application for the Modification of a Section 106 Planning Obligation

f. 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/26/01953	Chilton Woods	Discharge of Conditions for DC/22/05231 garden fencing and landscaping	Granted
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	Granted

6 Clerk's report

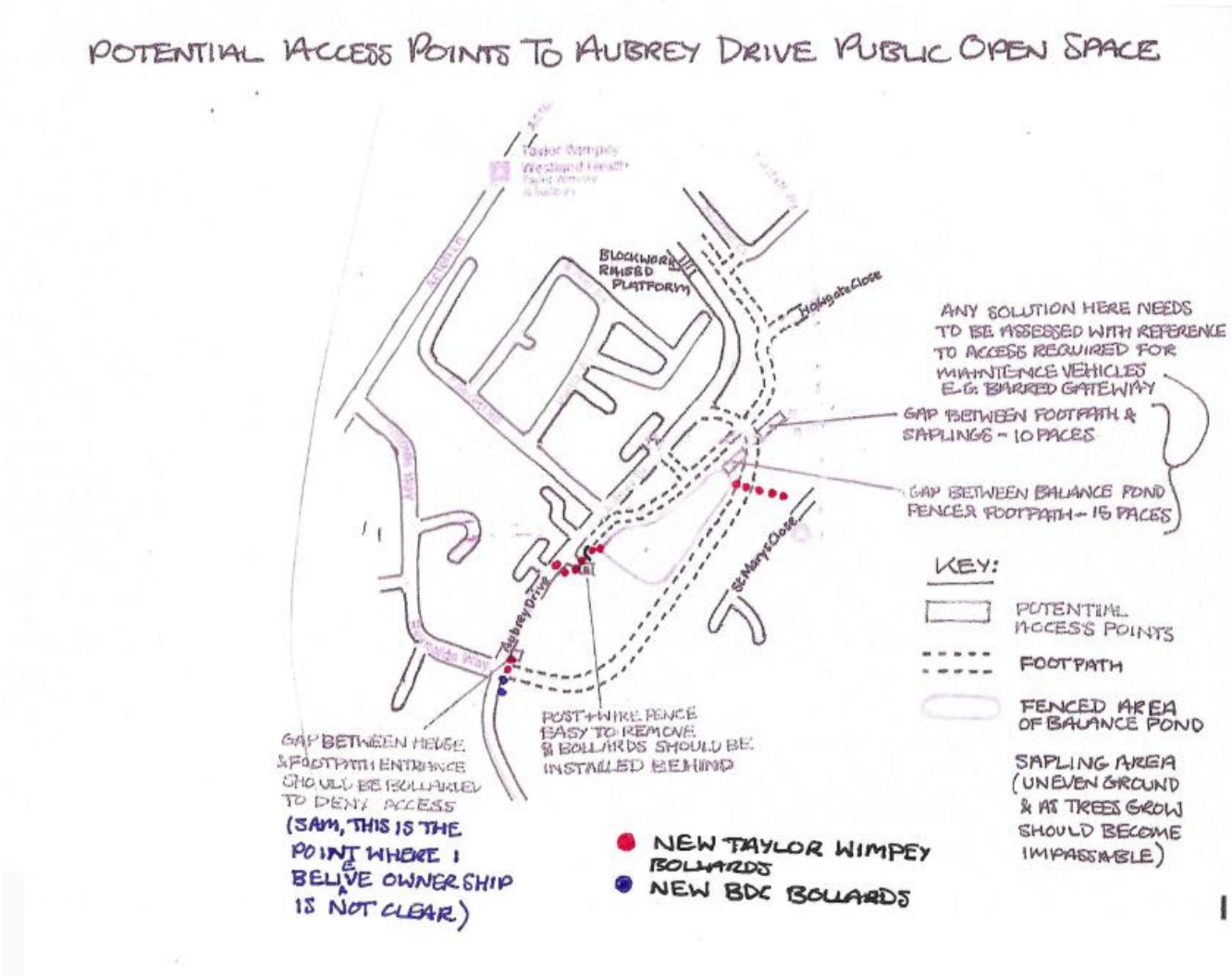
Correspondence

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
- Devolution has now been halted elections for BDC and Parish Councillors will take place next year as previously scheduled.
- Councilwise, is an alternative to SALC and based in Gt Dunmow, they offer advice, and training via Zoom, at their offices or bespoke courses on request, the staff and trainers worked for the disbanded Essex ALC.
- Travellers in Aubrey Drive, following the departure replacement of litter and dog bins was requested by BDC, they have been notified that the bins do not belong to the Parish Council.
- Action to prevent the reoccurrence of visits notification was sent by DCllr Clover that bollards will be placed, some by Taylor Wimpey and others by Babergh District Council as per the diagram below:
- Emergency Plan Should the parish consider an emergency plan? Prepare your community - Suffolk Resilience Forum. There is a training and information session at Long Melford Village Hall 6-9pm on 26 November.



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 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

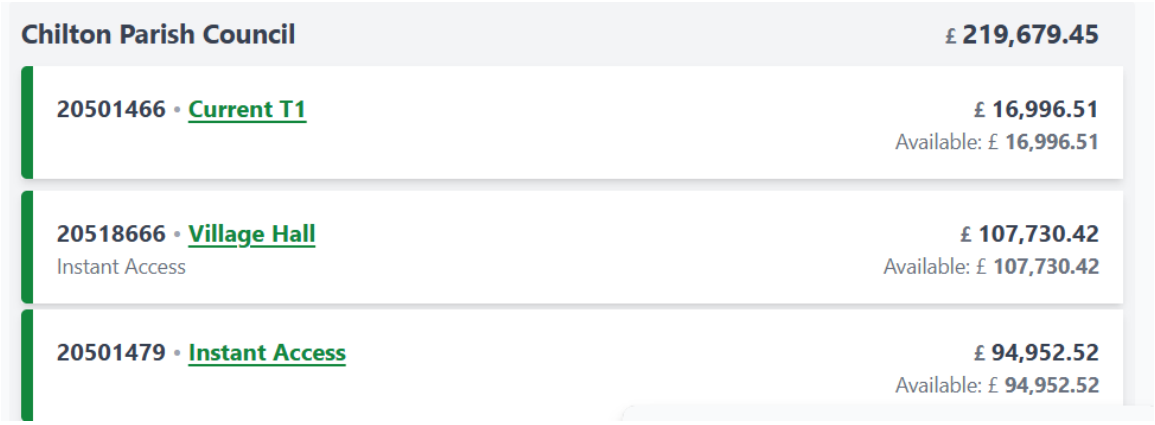
26107	a) query payments received form with GWPC Clerk to amend to allow for additional and cancelled meetings b) query totals of costs for Q 2 & 3 with STC, there are some inconsistencies in the dates in each quarter c) Amend budget for 2026/27 Provide details for requested training course d) send Precept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

	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 Clerk	✓
26411	Neighbourhood Plan, Chair agreed for advertising to be placed on her land adjacent to Waldingfield Road,		
26508	Notify internal 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	✓
26805	Write to Taylor Wimpey regarding Travellers and security of open areas they are responsible for and also process for clarifying that the land once vacant is certified as fit for public use	Clerk	✓

26805	Write to Taylor Wimpey regarding Phase 4 planning consent asking them to clarify the amendments made on the submitted plans for landscape and open areas	Clerk	✓
26806	Write to provider re airfield memorial to suggest wording for the memorial	Clerk	✓
26806	Contact owner of Barn Workshop regarding refurb of noticeboard for installation at Chilton Place. Clerk has spoken to him he will be in contact with the Chair	Chair	✓
26809	Contact applicant regarding stone colour as whilst in the churchyard rules a darker stone may look out of place in a run of very light colour stones	Chair	
26809	Contact CCllr Faircloth-Mutton and SCC County Farms re acquisition of land in original map adjacent to the church and possibility of gaining a larger chunk of land.	Clerk	✓
26809	If successful in acquiring land contact DCllr Rev'd Maybury regarding consecration of the land	Clerk	
26810	Contact DDllr Hurren re breaking deadlock Organise meeting between 4 DCllrs	Chair Clerk	
26814	Contact SCC re an update on the Horse Pond SCC are in the process of undertaking a survey and clean up of the pond and will identify species following which volunteers will be organised to maintain the pond	Clerk	✓

7 Finance Report September 2026

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	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	33,478.00
Village Hall	1,200,000.00	0.00	0.00	0.00
Total Income	**£52,031.20**	**42,970.91**	**57,987.20**	**£34,969.95**
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	3,563.32
Website and Email address development	250.00	252.00	500.00	228.00
Admin Expenses	1,000.00	1,987.54	0.00	580.83
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	600.00
Airfield Memorial	2,000.00	0.00	200.00	0
Community Maintenance	3,500.00	1,977.96	2,500.00	794.37
Neighbourhood Plan	15,000.00	0.00	13,500.00	1,570.88
VAT Paid	2,000.00	3,887.55	20,000.00	283.55
Village Hall	1,300,000.00	7,453.14	107,156.00	0.00
Bank Charges	70.00	73.00	84.00	35.00
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**	**£9,268.99**
Totals Income + BF - Expenditure		**9,465.18**	**359,098.40**	**£219,679.45**
Unity Trust Current Account	**31-Mar-26**	**£378.30**	**23-Sep-26**	**£16,996.51**
Unity Trust Instant Access Deposit	**31-Mar-26**	**£86,390.98**	**23-Sep-26**	**£94,952.52**
Unity Trust VH Deposit Account	**31-Mar-26**	**£107,209.21**	**23-Sep-26**	**£107,730.42**
Total held in bank accounts		**£193,978.49**	**23-Sep-26**	**£219,679.45**



b. Authorise payments already made

£7 bank charges
£66 GWVH by standing order this will be subject to a reconciliation

Payments to be made
£432.11 Clerk Salary
£126.47 HMRC
£50.00 LM Groundcare recharging SIDS
£500.00 LM Groundcare trimming hedge in the lane from Churchfield Road to the church gate and filling holes in the footpath – advice on suitable surfacing for the path to follow
£252.00 PKF Littlejohn External Audit
£66.00? TBC Hall Hire for Sudbury Resource Centre/ Leading Lives re additional hall hire for meeting on 30 September Invoice not yet received. Clerk unsure whether total is subject to VAT.

Income
£16,739.00 Precept

C External Audit report

Clerk had incorrectly completed the AGAR (Annual Governance and Accountability Review) form and had ticked the box saying that the parish council had **not** complied with everything that they should have done, as the internal auditor had indicated a missing Policy which was subsequently corrected/renamed after his report was received and prior to sending off the AGAR. The external auditor was content with the explanation provided.

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of **Chilton Parish Council – SF0089**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review.

- The smaller authority has confirmed that the response to Section 2, Box 11 is incorrect and should be 'yes'.

Section 1, Assertion 8 has been incorrectly completed, and the correct response should have been 'Yes'.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertions in Section 1, Box 10, and it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the Internal Auditor's response to Internal Control Objective O.

The approval date for Section 2 was not recorded on the AGAR. The minutes of the meeting at which the AGAR was approved have been reviewed and demonstrate that Sections 1 and 2 have been approved in the correct order. The smaller authority should ensure that the correct date is recorded on the AGAR in future.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name: **PKF LITTLEJOHN LLP**

External Auditor Signature: PKF Littlejohn LLP Date: 09/09/2026

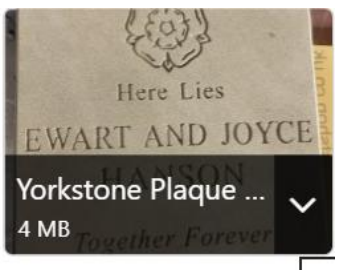
8 **Footpaths and assets**

9 **Burial authority matters**

Request for monument/headstone for Christine Chaplin







The stone requested is Natural York Stone colour as per the images pictured above.

Potential purchase of land surrounding St Mary's Church
Update will be provided by CCllr Faircloth-Mutton

10 **Village Hall update**
Taylor Wimpey have expressed a wish to reconvene meetings with

11 **Neighbourhood Plan**
The first formal meeting is organised for 29th September, following which an update will be provided.

12 **Airfield Memorial**
A draft has been sent over by Airfields of Britain Conservation Trust. Does it need to be edited? please comment.



13 Address suggestions for Phase 4 Chilton Woods

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

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

Time date and place of next meeting,
Monday 19th October at Gt Waldingfield Village Hall.

End of Associated Papers