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 30th September 2026

Present: Councillors (Cllr) Valerie Hart, Tony Foster, Andy Symons, Andrew Armitage and John Steele,
In attendance: Christine Hargan (Clerk), CCllr Philip Faircloth-Mutton

26/901 **Apologies for absence**
(DCllr) Paul Clover, Cllr Mark Frost
Absent DCllr Rev'd Margaret Maybury

26/902 **Declarations of interest**
There were none

26/903 **Minutes** of the previous meeting
The minutes were accepted as an accurate record of the meeting

26/904 **Public Participation session**
District Councillor Maybury's Report
No report was received

County Councillor Philip Faircloth-Mutton's Report

- No further County Farm land will be sold; Suffolk County Council are considering placing all remaining land into a Trust.
- The Local Government Review has been withdrawn for Suffolk, Norfolk, Essex, and Hampshire; other proposals have been paused. Reform challenged the District Council reorganisation because it was unlawful and had serious cost concerns.
  - District Council elections will proceed alongside Parish Council elections next year.
  - County Council elections will next take place in 2030.
  - Financial modelling indicated:
  - BDC/Mid Suffolk would take four years to break even.
  - West Suffolk would benefit from proximity to neighbouring counties for social care commissioning.
  - North Suffolk could become insolvent within five years.
  - South Suffolk and Ipswich would also face adverse impacts.
  - Adult care requires long-term planning and investment in technology (e.g., sensors in homes).
  - Devolution remains separate, with Mayoral elections expected in 2028 (aspiration for 2027 is now considered highly unlikely).
  - A Mayoral Combined Authority would receive £30m per year for 30 years for investment projects.
  - The Mayor would hold powers over policing, fire, environmental policy, nature recovery, investment spending, and enhanced planning authority (including approval of housing estates).
  - County Councils will be financially better off under devolution, but democratic oversight will be reduced.
  - If Suffolk does not proceed, the funding will be allocated elsewhere.

- **Horse Pond:** Andrew Murray Wood expressed strong interest in visiting and a report was promised promptly.
- **Chilton Corner/Carbonels Pond:** SCC previously indicated funding may be available for reinstatement. Clarification provided:
  - Spring-fed ponds may qualify for central government grant funding.
  - Ground-fed ponds do not.
- **Cemetery expansion** an offer of £19,700 per acre has been made verbally, Cllrs queried the price as the value of agricultural land has fallen, a brief market check suggests Grade 3 land typically sells for £9,000–£12,000 per acre, indicating the quoted price is high.
  - The plot is 3.02 acres.
  - Cllr Faircloth-Mutton to explore available options in person.
  - Discussion established that the land was part of a medieval village with evidence of Bronze Age activity, but it is not a scheduled monument.
  - Babergh Heritage must be consulted before any decision on cemetery expansion.
- RE Traveller's encampment County Council action demonstrated that statutory powers are effective.
  - The main impact was on Spire Chase residents.
  - Taylor Wimpey's approach allowed travellers easy access; proposed bollards would be insufficient as they can be moved.
  - A pond on the site would act as a physical deterrent and prevent future incursions.

26/905 Planning Applications

a. DC/26/04092 Bryson House Chilton Grove Waldingfield Road Chilton Sudbury Suffolk CO10 0PR Creation of a garden room

Resolved no objection

Other Planning matters

Re Chilton Woods and Design code please consult on development.

Meeting re the Churchfield road,

- Substantial harm now confirmed; Historic England recommend refusal.
- Application assessed as high harm to listed assets.
- Red-lined site 12 ha; developable area 8 ha.
- Site to be excluded from NP as building land.
- Clerk to ask Simon Lanning about ACV registration process.
- If development becomes impossible, explore acquisition at a more favourable cost.

Winthrop Close planning Enforcement

No update has been received

A Pond in Aubrey Drive will resolve the Traveller problem.

Cllrs support the idea of a pond and surrounding landscaping, but questioned how it will be managed?

26/906 **Clerk's Report** The following were discussed:

Airfield Memorial RAF Sudbury, Correspondence had been received prior to the meeting. Clerk to respond confirming the wish to receive a memorial Cllrs were content with the wording for the memorial and Clerk to contact the donors with a request to progress.

Resolved that Clerk should order combined dog and litter bin to replace the Sudbury Town Council assets and to request a donation from Cllr Clover's locality Budget.

Noticeboard for refurbishment Chair to Liaise with DCllr Hurren to arrange collection - he is aware, and needs a mutually convenient date.

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Signed Date

Proof of stone colour for Christine Chaplin's memorial, It was agreed that the York Stone is compatible, Clerk to contact Family and Stone Mason to that affect.

26/907 Finance

a. **To receive a financial report**

The RFO report was acknowledged and is attached in the appendix

Resolved to accept the report and to undertake the payments listed in the appendix

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. The External Auditor disagreed and confirmed that the Council had complied with everything they should have done. 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. No action is required.

26/908 Review any issues raised on **Footpaths** and other CPC owned **assets**

Address suggestions Latin names for trees or birds Cllrs Symons and Armitage to provide

26/909 Review of **Burial Authority** matters

Memorial discussed under correspondence

26/910 **Village Hall update**

- Funding Issue Remains Unresolved
- Cllr Faircloth Mutton is happy to convene a meeting with Chief Planner, CEO, District and Councillors into his office for an informal chat to help progress the village hall funding issue.
- Clerk to consult DCllr Maybury on whether such a meeting would be constructive.
- DCllr Maybury to request an urgent briefing on the current status of the village hall funding from the District Council's perspective.

26/911 **Neighbourhood Plan (NP)**

Meeting cancelled due to power cut resulting in two people being unable to attend meeting was reorganised for Monday 5th

26/912 **Questions to the Chair**

There were none.

26/913 Items for future meetings

Ceremony for airfield memorial,

Time date and place of next meeting

To be 19 October 2026 7.30pm

The meeting closed at 11.00pm

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Signed Date

District Cllr Report

County Councillor Report

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	

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Signed Date

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,		

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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	✓
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	Chair	✓
26808	Resurfacing footpaths confirm the intent of the correspondence	Clerk	
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	

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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	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	✓
26904	Forward information regarding Horse Pond once received	Clerk	
26904	Query cost of land re churchyard extension as the acreage cost seems high for low grade ground	PFM	
26905	Contact BDC regarding Asset of Community Value process – distribute to Cllrs	Clerk	✓
26906	Contact ABCT to agree wording of memorial	Clerk	✓
26906	Consult BDC re combined dog and litter bin and if agreeable to them order one		✓
26906	Request grant funding to assist with purchase of above bin from locality budget	Clerk	
26906	Contact DCllr Hurren re collection and refurb of noticeboard	Chair	
26906	Contact Mason and family of Mrs Chaplin to agree colour of stone for memorial	Clerk	✓
26910	Contact DCllr Maybury to discuss potential meeting to break deadlock with Village Hall funding	Clerk	✓
26910	Organise meeting as above	PFM	In progress

7 Finance Report September 2026

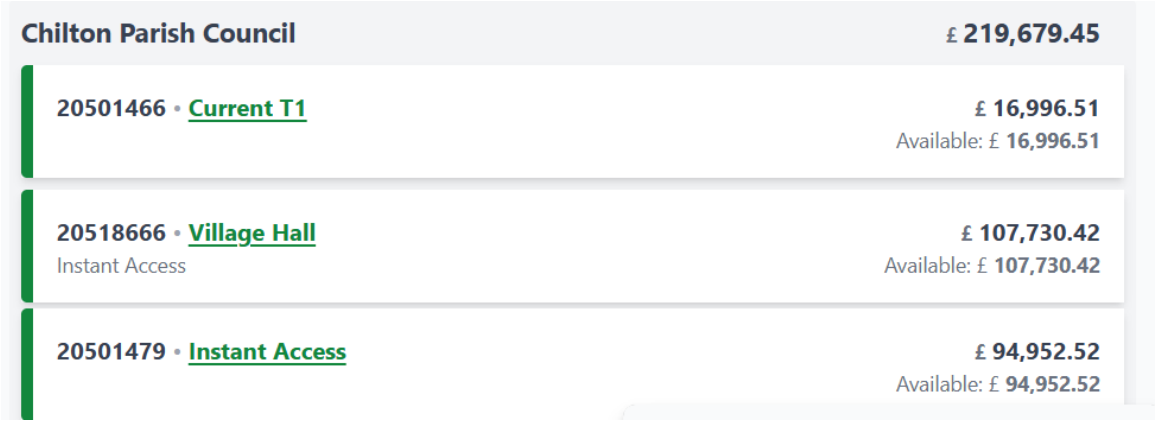
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£7 bank charges
£66 GWVH by standing order this will be subject to a reconciliation

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/making good holes in the footpath – advice on suitable surfacing for the path to follow
£252.00 PKF Littlejohn External Audit
£55. 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
Resolved to pay



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Signed Date

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**

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Signed Date

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 SIGNED Date 09/09/2026

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Signed Date