

CHILTON PARISH COUNCIL

Minutes of meeting held on Tuesday 5th January 2010 in The Christopher Centre at 7.30pm

Present: Councillors Peter Clifford (Chairman), Richard Edgeley, Steve Graham and Veryan Herbert.

Attending: D Crimmin (Clerk).

10/001 Apologies for Absence

Apologies received from Cllrs Cornish, Manning and Shapely. Apologies also received from Jenny Antill (District Councillor) and Colin Spence (District and County Councillor).

10/002 Declaration of Interests

Cllr Clifford declared a personal interest in item 10/012 a and b and Cllr Edgeley declared a personal interest in item 10/012 a.

10/003 Tribute to Gillian Applegate

The Chairman paid tribute to previous clerk, Gillian Applegate, who sadly died on the 2nd December 2009.

The meeting adjourned at 7.36pm for the Public Forum (Appendix B) and reconvened at 7.40pm

10/004 Minutes of Meeting held on 3rd November 2009

The minutes of the meeting were approved and signed by the Chairman as a correct record.

10/005 Routine Correspondence and Clerks Report (Appendices C & D)

Following a review of the Routine Correspondence it was resolved that the Clerk should give the first copy of The Local Councillor to the Chairman and circulate the second 2nd copy to the remaining councillors. There were no further actions required after reviewing the Clerks Report.

10/006 Planning

- a. The councillors agreed with the response that there were no objections to Planning Application **B/08/01794 Potters Tye Farm, Mills Lane** for the retention of shed.
- b. The councillors reviewed and agreed that they had no objections to Planning Application **B/09/01119 Caxton House, Milner Road** - change of use of ground floor and part of first floor from B1 to Health and Fitness Centre (incorporating Gymnasium (D2) and Beauty Therapist (Sui Generis)) as amplified by details received 12/11/2009 and 27/11/2009.
- c. Since the agenda was posted a further planning application had been received. The councillors reviewed and agreed that they had no objections to Planning Application **B/08/01794 Potters Tye Farm, Mills Lane** - retention of general store/workshop to be used in relation to the agricultural activities of Potters Tye Farm, as amplified by agricultural justification statement received 15th December 2009.
- d. The status of previous applications, reviewed by CPC were as follows:

Application Reference	Address	Planning Details	CPC Minute	CPC Comments	Babergh DC Comments
B/09/01119	Siemens Medical Solutions Milner Road (Adjoining Parish)	Change of use from Class B1 use (light industry) to health and fitness centre.		No objections	
B/09/01098	111 Bantocks Road Great Waldingfield (Adjoining Parish)	Erection of first floor extension over existing double garage		No objections	Permission granted 02/12/2009
B/08/01794	Potters Tye Farm Mills Lane Long Melford (Adjoining Parish)	Retention of shed.		No objections	

10/007 Police Report

The contents were noted.

10/008 Finance

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- a. All cheques signed and due for signing, as itemised in Appendix E, were authorised by the councillors. The councillors also noted the income received since the last meeting, agreed the Reconciliation of Accounts against the Bank Statements and reviewed the Statement of Accounts against the budget.
- b. The councillors resolved that the Precept for 2010 / 11 be set at £5,000 and the Chairman, Cllrs Herbert and Edgeley signed the P2 Charging Authority for submission to Babergh District Council.

10/009 Boundary Committee recommendation for a unitary authority in Suffolk

After reviewing the Boundary Committee recommendation to the Secretary of State, the councillors resolved that a letter be sent to the Secretary of State supporting the option to create two unitary authorities in Suffolk, The Ipswich and Felixstowe authority and the Rural Suffolk authority.

10/010 National Grid consultation on the overhead line between Bramford and Twinstead

The councillors resolved that a letter be sent to National Grid supporting the Corridor 2 option which would take down the existing 132,000 volt distribution line and build a new 400,000 volt National Grid line in its place. The councillors also support the undergrounding of as much of the route as possible.

10/011 School Organisation Review

The councillors noted Suffolk County Council's (SCC) proposal to close the All Saints (CEVC) Middle School and consider the site for alternative educational or community use or, if no use is identified, then sell the site.

10/012 Chairman's Report

- a. Chilton Woods - Ashwells has now gone into administration. Lloyds Bank being the majority creditor has now set up a new company Brookgate, which has a number of Ashwell's staff, in order to negotiate with SCC on the development. SCC is employing a consultancy firm in order to review the project but it will be a number of months before any news on the development will be forthcoming.
- b. New Health Facility - the Primary Health Trust are still negotiating with the Strategic Health Authority and a tender to potential developers is expected to be issued in February.

10/013 Church Matters

The new CCTV system has been installed and is now operational. Notices in respect to the system are still to be installed.

10/014 Footpaths and other amenities

- a. With SCC having agreed to pay for a new dog bin and its installation on the Chilton airfield, BDC are not happy with the proposed location for the bin. The councillors resolved that the Chairman meets with BDC to resolve the issue.
- b. The Clerk was requested to seek quotations for repairing / replacing the 3 wooden notices boards for consideration at the March meeting.
- c. The Chairman will write to Carbonnells / Chilton Corner residents to see if there is an alternative location they can suggest for the pampas grass at the junction with Waldingfield Road or whether it should be removed entirely.

10/015 Questions to the Chair

- a. Following the concerns from a resident in St Mary's Close on the dangers that the hedge was presenting to people walking between St Marys Close and The Priory gateway the councillors resolved that a letter to be sent to Weldons asking for the hedge to be maintained before the 1st March. The councillors also want the resident's concern on the safety of a tree on the land to be pointed out to Weldons.

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- b. The councillors resolved that a request be sent to SCC in respect to the shrub growth across the footpath at the Church Field Road roundabout.
- c. The Chairman updated the councillors with the news that BDC did not support CPC's nomination for the Community Achievement Award. SCC had advised that roundels were not permitted on the Homebase roundabout and that all the issues raised with the police at the last meeting had been resolved satisfactorily.
- d. The Speed Watch scheme has now progressed to the stage where the purchasing of equipment will take place this week. Once the equipment is received it will enable the Police to train the volunteers from the 5 parish councils. Vetting of volunteers has progressed well. With the cost of equipment now reduced, the grants received from SCC's Locality Budget will now cover all the set-up costs. Newton Parish Council will administer the scheme and there will be annual costs for the member parish councils to cover in respect to insurance and maintenance costs.
- e. The Chairman will raise with Sudbury Town Council the concern in respect to the opening hours being operated by MWAH.
- f. The Clerk will review the issue of the Churchyard contact details on the Church Notice Board.
- g. The Clerk will update the changes to the Standing Orders adopted at the last meeting and forward to Cllr Graham who will produce the booklet for councillors.
- h. The Clerk will be responsible for updating the Parish Council page of the Chilton website.

10/016 Clerk's Contract of Employment

The councillors agreed that they were happy with the draft contract of employment and resolved that the Chairman sign it on the council's behalf.

10/017 Date of next Meeting

The next scheduled meeting will be held in The Christopher Centre on Tuesday 2nd March 2010.

The meeting closed at 9.24pm.

Appendix B Public Forum

With the Police not present at the meeting the Clerk read out their report. "The report tonight covers the period from 30th October 2009 through to the 23rd December 2009. During this time 1 crime has been recorded within the parish, this compares to no crimes for the same period last year. Breakdown of Crime: Theft – 1 report - Overnight on 15/16th November an attempted theft of underground BT phone cable was reported on the Chilton airfield, however damage was caused."

Appendix C Routine Correspondence reviewed by councillors

Pro Scape	Play equipment installer
Babergh District Council	Litter & Dog Bin emptying
Babergh District Council	Media Releases re ne CAB kiosk at Babergh and Focus on abused men
Communities and Local Government	War Memorials - maintenance, repair and protection - penalties for vandalism
Babergh Domestic Violence & Abuse Forum	Charity Lunch
Suffolk Accident Rescue Service	Donation Request
Babergh District Council	Home Grown
Suffolk County Council	Valley Road weight limit
Babergh District Council	Meetings with Parish Councils
Babergh District Council	Media release re Christmas Bin Collections & Tree Recycling
Suffolk County Council	2008/9 Sustainable Development Monitoring Report

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SALC
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Results of Annual Surveys
The Local Councillor

Appendix D Clerks Report

Items completed since starting role on 1st December

- All filing is now at my residence as well as the CPC laptop. As I do not have space for a third printer this has been left with the Chairman. I do not have any data files relating to the council except the cash book system. The Chairman is to obtain a copy of the data files.
- Change of correspondence address for Lloyds and National Savings account passed to Chairman for authorisation by signatories
- P1 form returned to Babergh District Council with indication that £5,000 will be set as the 2010 / 11 precept for Chilton Parish Council
- I have made reservations for the 2010 CPC meetings with The Christopher Centre (the Resource Centre meeting is still outstanding)
- I have confirmed with Heelis & Lodge (Internal Auditors) that un-presented cheques as at 31st March 2009 should have remained in 2008 / 9 accounts instead of being reversed out. The cheques totalling £129 will remain in 2009 / 10 accounts.
- I have written to David Gotts requesting a breakdown of his grass cutting costs in order that we can write to SCC to request support from P3 funding for petrol and machinery costs.
- I have contacted Daniel Whymark at BDC re dog bin on airfield. He will provide map showing area where BDC will support placement of dog bin.

Signed _____

Date _____

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Appendix E RFO Report Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
26/11/09	G Applegate - Salary Oct to Nov	508	LGA 1972 s 112	0.00	300.24
26/11/09	G Applegate - Expenses	509	LGA 1972 s 142	0.00	189.68
05/01/10	SLCC - Clerk's Annual Subs	510	LGA 1972 s 143	0.00	9.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Current Account	12/11/09	£2,529.33	£1,534.41	£994.92	£0.00	£0.00
Instant Access Account	07/08/09	£27.07	£27.07	£0.00	£0.00	£0.00
National Savings Account	10/02/09	£11,138.39	£11,138.39			£0.00
		£13,694.79	£12,699.87	£994.92	£0.00	

Statement of Accounts v's Budget

	Budget	Actual		Budget	Actual
Assets Brought Forward		£12,028.48			
Income			Expenditure		
Precept	£4,500.00	£4,500.00	Clerks Salary	£1,802.74	£1,369.13
Bank Interest	£300.01	£0.01	Admin	£517.30	£467.52
Churchyard	£0.00	£0.00	Insurance	£231.45	£231.45
Grants	£126.50	£0.00	Annual Subscriptions	£286.55	£227.00
Wayleave	£9.20	£9.20	Audit Inspections	£110.50	£110.50
Other	£0.00	£0.00	Donations	£200.00	£200.00
VAT Repayment	£0.00	£76.50	Chairman's Allowance	£100.00	£89.03
			Dog & Litter Bins	£230.00	£94.61
			Footpaths	£459.00	£459.00
			Churchyard / Memorial	£0.00	£0.00
			Community Warden	£574.41	£574.41
			Street Lighting	£75.00	£20.69
			VAT Paid	£79.45	£70.98
Total	£4,935.71	£4,585.71	Total	£4,666.40	£3,914.32
			Assets Carried Forward		£12,699.87
Total		£16,614.19	Total		£16,614.19

Un-recovered VAT £70.98

End of Appendices

Signed _____ Date _____