



## **CHILTON TOWN COUNCIL**

Minutes of the Ordinary Council meeting of Chilton Town Council  
Held at Hutton House, Durham Road, Chilton, Co. Durham on  
Tuesday 14<sup>th</sup> January 2020 at 6.00pm

### **MEMBERS PRESENT:**

Cllr Elizabeth Bruce (Chair); Cllr Alan Bruce; Cllr Julie Cairns; Cllr Stephanie Jackson; Cllr Joe Parker; Cllr Peter Davies; Cllr Victor Collinson; Cllr Lenny Potts; Cllr Lily Dixon; Cllr Michael Young

### **IN ATTENDANCE:**

Ms. Pauline Cant (Town Clerk); Mr. John Robinson (Interim Town Clerk); Mr. Derek Shingleton (Accountant)

Two Members of the public.

### **OM 14/1/20/01 APOLOGIES:**

Apologies were received from Cllr. David Allanson who was unwell.

### **OM 14/1/20/02 DECLARATIONS OF INTEREST:**

None received.

### **OM 14/01/20/03 DISPENSATIONS:**

None received.

### **OM 14/01/20/04 MAYORS REPORT**

The Mayor gave a verbal report to the meeting to the effect that her diary had been quiet since the last meeting of the Council, given that it had been the Christmas and New Year period.

### **OM 14/01/20/05 PUBLIC PARTICIPATION**

There was no public participation in the meeting.

### **OM 14/01/20/06 DRAFT MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 10<sup>th</sup> DECEMBER 2019**

Following consideration of the previously circulated draft minutes of the Ordinary Council Meeting held on 10<sup>th</sup> December 2019 **IT WAS AGREED** to approve them as a true and correct record.

### **OM 14/01/20/07 CLERKS REPORT**

The Town Clerk explained to the meeting that she would be providing a monthly report to the Council on her actions taken since the last meeting as an update to Members, for information only, together with producing action sheets after each Council meeting so that members could monitor progress on their decisions.

Members were updated on the meeting that the Town Clerk had attended with the Gala Committee and the Mayor on 6<sup>th</sup> January 2020 in the Wheatsheaf Public House, given the timescale for the proposed drainage works to the Charlie Wayman field it was noted that it may be likely that this year's Gala attractions may need to be on the road (that will be closed to vehicles) rather than the field.

The Town Clerk advised that she had met briefly with some of the Councillors already and that she would be addressing some of the issues in her Corporate Governance report later on the agenda. **IT WAS AGREED** to note the Clerks report.

#### **OM 14/01/20/08 COUNTY COUNCILLORS REPORT**

County Councillor Christine Potts was unable to attend the meeting, however she asked for her report which addressed the following matters to be tabled in her absence; selective licensing for homes which are privately rented; WASPI Concessionary travel scheme; regeneration; Millwood tree felling and Multi Agency monthly walkabouts.

**IT WAS AGREED** to receive and note the report of County Councillor Christine Potts.

#### **OM 14/01/20/09 REVIEW OF COUNCIL FEES & CHARGES**

Members briefly considered their current fees and charges and whether any increase or decrease should be brought into effect **IT WAS AGREED** not to increase or decrease any of the Town Council's fees and charges until a full local benchmarking exercise had been undertaken.

#### **CEMETERY WORKING PARTY HELD ON 10<sup>th</sup> January 2020**

Prior to the consideration of the next item on the published agenda, at the request of the Chairman of the Cemetery Working Group the Mayor agreed to exercise her discretion as Chair to vary the order of the Agenda given that one of the recommendations of the Cemetery Working Party related to the Budget and it was agreed that the minutes of the Cemetery Working Party be given consideration prior to the consideration of the budget report.

**IT WAS AGREED** to accept the following recommendations of the Cemetery working Party held on 10<sup>th</sup> January 2020

i. That the Town Clerk write to the solicitors acting for the Town Council requesting that they contact the landowners agents requesting that the remaining part of the land up to the main road be incorporated in the deed of gift of the land to the Council with an appropriate covenant confirming that the land would only be put to future community use for the benefit of the people of Chilton.

- ii. That the Town Clerk write to the landowner's agents requesting permission for PSD Agronomy to enter on to the land to undertake their survey as set out in the commissioned part of their brief.
- iii. That the Town Council be recommended to set aside £10,000 (rather than the previously agreed £4,000) in a ring-fenced reserve fund towards the capital cost of the future cemetery extension.
- iv. That the working group recommend to the Council that the remaining Cemetery toilet be closed on the grounds of concerns for the health and safety of the public.
- v. That the Town Clerk gather local bench marking data from other Town and Parish Council's locally so that the revision of fees and charges can be considered.
- vi. That the Town Clerk present to the next meeting of the Cemetery Working Party her proposals relating to the process for Memorial safety checks.

#### **OM 14/01/20/10 BUDGET 2020/21**

The accountant presented his report on the budget to members identifying that the projected underspend in the region of £6000 could be transferred to the capital contingency fund and advising that any underspending could be vired as appropriate at the year end when the situation regarding staffing needs was clearer.

Recognising that the important matter to be addressed was the setting of the precept, **IT was AGREED** that the agreed precept for Chilton Town Council for the 2020/21 year would be £250,960 which was a zero-percentage increase on last year's precept.

#### **OM 14/01/20/11 CO-OPTION TO VACANT TOWN COUNCIL POSITION**

Members considered the previously circulated NALC legal briefing on Co-option, together with the advertisement that had been placed in the Chapter requesting expressions of interest from those individuals who wished to be co-opted on to the Town Council by Friday 10<sup>th</sup> January 2020.

The Town Clerk advised Members that one expression of interest had been received from a Chilton resident named Mr. Stuart Sutherland.

#### **IT WAS AGREED**

- a) That in future the advertisement should include the qualification and disqualification criteria for Co-opted Members and
- b) That the Town Clerk would contact Mr. Stuart Sutherland to ensure that he met the required criteria to enable him to be a Councillor and that if so, Stuart Sutherland be duly Co-opted as a Member on to Chilton Town Council.

#### **OM 14/01/20/12 COMMUNITY EVENTS**

Members gave consideration to the schedule of Community Events provided by the interim Town Clerk and it was noted that there would also be a fun day at the Miners Welfare.

Councillor Davis proposed the following Motion

*“That in view of the fact that we leave the European Union on Friday 31<sup>st</sup> January 2020 we should mark BREXIT in some way to show our appreciation of the event given that many of the Chilton Community voted in support of Brexit”*

A discussion then took place as to what was planned to commemorate the event nationally and following a discussion about the chiming of Big Ben in London, Councillor Davis went on to suggest that to mark Brexit, the Union Flag should be flown from the flagpole outside Hutton house

Councillor Young seconded the Motion put forward by Councillor Davis.

A recorded vote was requested on this motion:

Members who voted in **FAVOUR** of the motion were :- Councillor Peter Davis and Councillor Michael Young

Members who voted **AGAINST** the motion were :- Councillor Elizabeth Bruce, Councillor Alan Bruce, Councillor Julie Cairns.

Members who **ABSTAINED** from voting in favour of maintaining a neutral position were:-Councillor Lenny Potts, Councillor Lily Dixon, Councillor Stephanie Jackson and Councillor Victor Collinson.

As the number of votes against the motion exceeded the number of votes in favour of the motion, the motion was not carried and fell.

#### **OM14/01/20/13 GROUNDS MAINTENANCE SERVICES**

Following discussions **IT WAS AGREED**

in relation to the Grounds Maintenance Service

- i. That the Town Clerk would take up with the contractor the desire of members to receive more detailed reports.
- ii. That the Town Clerk would chase up the situation regarding the gate to be installed at the play area adjacent to Chilton Academy
- iii. That the Town Clerk send a letter of appreciation to the contractor expressing our thanks for the excellent work that he had undertaken on the Town Council's behalf in installing the Christmas lights within the Town.

#### **OM14/01/20/14 REVISED SLA WITH DURHAM COUNTY COUNCIL IN RELATION TO THE PROVISION OF HR SERVICES**

Following consideration of an email received from Durham County Council HR division, detailing that their fees had increased from £65 to £70 an hour **IT WAS AGREED** to receive and note the email and the increase in the hourly rate.

**OM14/01/20/15 PLANNING APPLICATIONS**

It was noted that no planning applications had been received.

**OM14/01/20/16 BANK RECONCILIATION**

**IT WAS AGREED** to receive and note the previously circulated Bank reconciliation for the periods 1<sup>st</sup> – 31<sup>st</sup> December 2019.

**OM14/01/20/16 CHILTON MINERS WELFARE RECREATION GROUND MANAGEMENT BOARD**

**IT WAS AGREED** to note the remarks of The Chair of the Management Board that as the Management Board had not met over the Christmas and New Year period there was no report.

**OM14/01/20/17 EXCLUSION OF THE PRESS AND PUBLIC**

**IT WAS AGREED** that in accordance with Paragraph 1(2) of The Public Bodies (Admission to Meetings) Act 1960 the press and public shall be excluded from the meeting during the consideration of the remaining items on the Agenda on the grounds that publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

**OM14/01/20/17 GROUNDS MAINTENANCE CONTRACT**

Following consideration of the previously circulated report of the Town Clerk **IT WAS AGREED** to defer this item for further consideration at a Special Meeting of The Council on 28<sup>th</sup> January 2020 at 6pm.

**OM14/01/20/18 CORPORATE GOVERNANCE**

Following consideration of the previously circulated report of the Town Clerk on Corporate Governance Matters **IT WAS AGREED** to read and note the matters of Corporate Governance raised within the report and to agree and accept the recommendations set out in the report of the Town Clerk.

Signed .....

Date .....