



Minutes of the proceedings of the **CHILTON TOWN COUNCIL MEETING** held at
Hutton House, Chilton on Tuesday 9th July 2024.

Present: -- Chair Cllr. S. Sutherland (Mayor)
Cllrs: - E. Bruce, V. Collinson, D. English, P. Herbert, J. Houlihan, S. Reece
Locum Town Clerk (LTC) - Mrs. Joanne Dickinson- left the meeting at 7.36pm
Responsible Financial Officer (RFO) – Mrs Anne Hall- left the meeting at 7.36pm
Member of the public- None

FC28.0/24- Apologies for Absence – Cllrs K. Hornsby, P. Malpas and M. Young- accepted by Members

FC29.0/24- Declarations of Interest- Cllr Collinson declared an interest on agenda item 21, minute number FC48.0/24.

FC30.0/24 - Member Dispensations- None received

FC31.0/24- Public Participation- None present

FC32.0/24-Mayors Report- Civic duties undertaken – visit to school and participated in a science class followed by an assembly. The assembly was regarding energy saving and environmentalism conducted by the organisation OASES. The Eco Champions and Junior Town Council were involved in the assembly. The Eco Champions received awards which were the first received in the county.

A soft launch of the can collection appeal. Installed collection receptacles in the school and Hutton House. 5 bags collected to date in the first week. A request will be made to the organisation who provided the bins for smaller receptacles which can be put in classrooms and for bins to be put elsewhere. A member of the public has asked for a bin to be installed outside Hutton House which can be accessed outside working hours. This will need to be looked into- **Members accepted the Report.**

FC33.0/24- Minutes of Chilton Town Council Meeting held on 11th June 2024-
RESOLVED- Cllr Collinson proposed the minutes be accepted as a true record. Seconded by Cllr Houlihan. All agreed.

FC34.0/24- Monthly Financial Reconciliation and Budget Review of year to date spend/available funds for each committee- RFO has provided information on receipts and payments for June and has circulated budget spend year to date to the Chair of each committee. The full budget spend year to date will be presented at the next Policy and Resources (P&R) Committee Meeting. RFO advised if Members had any queries to let her know. A Member asked if there was any budget spend that need to be flagged to the council. The RFO advised that there wasn't at present. The June receipts and payments had been presented to the P&R committee and were recommended to be presented to Full Council. No further questions from Members.

FC35.0/24- Receive and discuss the cemetery quotes for the work to the path and outside of the Memorial Garden Border- RFO informed Members that a quotation has been received for £4500 for the area to be paved around the corners of the end path where it is churned up and around the edge of the Memorial Garden to tidy it up. The quotation will include sinking the ground slightly and placing gravel on the top so

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that it is level and includes repointing inside the Memorial Garden. The monies would be taken from the £10k budget for repairs and maintenance. Members were informed of the action agreed at the Cemetery Committee Meeting on 25.6.24, Minute number 17 regarding installing turf. Members considered the options available within the Scheme of Delegation for the matter to be discussed at this meeting and/or the Cemetery Committee Meeting so that the matter can be discussed in a timely manner. Members were informed that after a site visit the option of installing turf would require ongoing maintenance and that the ground would need to be dug up to install the turf. Stone chippings were identified as an easier maintenance option than grass. Members were informed that estimates/quotes should try to be obtained as per Financial Regulation 5.9.

RECOMMENDATION- RFO to seek further quotations and for the matter to be discussed at the next Cemetery Committee Meeting.

FC36.0/24 - Consider a funding request from the Junior Town Council for a play park project- A letter had been received at the last Junior Town Council Meeting. The project takes place on a Saturday morning and the current funding is due to end. The funding request is for £5k. Members were informed that the project may not be continuing and the breakdown of the funding request was not provided.

RECOMMENDATION- Contact the school directly and ask for further information, to include how many people attend on average and a reply should be sent to the Junior Town Council. Due to the school holidays commencing soon the follow up could be carried out by a phone call.

FC37.0/24- Consider information provided on the protocol for approving and receiving committee minutes and agree the protocol for Chilton Town Council- The LTC informed Members that the procedure for accepting minutes should be that they are considered at the committee meetings and not Full Council. They can be noted but not approved at the Full Council meetings to ensure all Members are aware of matters discussed/agreed at each committee meeting. The LTC asked Members to consider discussing a protocol for the circulating and publication of the draft minutes/approved minutes at the next P&R Meeting.

RECOMMENDATION- Members received the information and agreed for the aforementioned protocol to be discussed by the P&R Committee.

FC38.0/24- Receive and approve the Tree Management Policy- RFO has met with Cllr Collinson and a draft policy will be presented at the next P&R Meeting.

The following agenda items were added to the agenda after publication- FC39.0/24, FC40.0/24, FC41.0/24 and FC42.0/24.

FC39.0/24- Adopt the Financial Regulations Policy – this policy was reviewed and recommended by the Policy and Resources Committee at a meeting held on 25.6.24- Cllr Collinson agreed to be added as a dual online signatory, subject to approving the payments only.

RESOLVED- Cllr Reece proposed the council adopt the Financial Regulations Policy. Seconded by Cllr English. All agreed.

FC40.0/24- Adopt the Anti-Fraud and Corruption Policy- this policy was reviewed and recommended by the Policy and Resources Committee at a meeting held on 25.6.24-

RESOLVED- Cllr Reece proposed the council adopt the Anti-Fraud and Corruption Policy. Seconded by Cllr Bruce. All agreed.

FC41.0/24- Correspondence- Email from Capture Films re outstanding invoice- RFO provided an update to Members on this matter regarding the 150 Years Group match funding agreed of up to £1k by the Town Council in conjunction with the AAP. The council will fund catering, bottles of water and the monies

remaining will go towards the new boards they require. Awaiting costs on the catering and the matter is being monitored by the RFO.

Additional correspondence received on 9.7.24- RFO informed Members that NERAMS have offered to carry out defibrillator training,

Members noted the information which had been previously circulated.

FC42.0/24- Planning application- DM/24/01790/FPA- No comments from Members on this planning application.

FC42a.0/24- DCC Supplementary Plan Consultation- Cllr Reece provided information to Members about the consultation events organised by DCC which are relevant for the Neighbourhood Plan. The supplementary plans are for Biodiversity which sets out guidance to make sure that new developments deliver the best outcomes for biodiversity; Shopfront Design which sets out guidance to promote good shopfront design, restoration and refurbishment- this consultation event will take place on 10.7.24; Non-Designated Heritage Asset which sets out guidance on defining non-designated heritage assets. Cllr Reece informed Members that the Supplementary Plan has highlighted a wildlife area/nature reserve near to the Eden Arms, Rushyford. During one of the consultation events the DCC Officers offered to visit the Town Council to help with the relevant parts of the Neighbourhood Plan. Cllr Reece asked Members if they have any comments on the consultations they will need to be submitted by 14th July 2024. If the Town Council identified any non-designated heritage assets and they were accepted by DCC then they would need to be considered when planning applications were submitted. It can be a building, monument, a sight, a place or an area of landscape. This can provide protection to the asset if planning applications were considered.

RESOLVED- Cllr Reece proposed that the council support identifying and listing Non-Designated Heritage Assets. Seconded by Cllr Houlihan. All agreed.

RECOMMENDATION- The following were suggested as potential Non-Designated Heritage Assets- Hutton House (which includes the Parish Clock), The Miners' Welfare Pavilion Building at the Bowling Green, Catholic Club which was the Miners Lodge, The Miners Bungalows. Members were asked to let Cllr Reece know if they identify any further potential assets. Cllr Reece to ask DCC what the next steps would be following on from the consultation events to add those identified onto the list for Non-Designated Heritage Assets.

FC43.0/24- Rushyford Roundabout- Cllr Sutherland has received a number of queries from residents regarding changes that have made it more difficult to cross the road. Residents from Chilton to Rushyford and vice versa will now have to cross 5 lanes of traffic where the bus station was situated. The roundabout falls within the Town Council. Where the traditional crossing is to safely cross the road- the northern side is in Chilton Ward and the Southern side is in the Windlestone Parish. Residents are asking if there will be a pedestrian crossing installed. Cllr Sutherland has looked at the plans and is unable to see a crossing included. The road has a speed limit of 60mph. A Members advised that Windlestone Parish Council are receiving complaints from residents about crossing the road and have previously asked Paul Howell MP to attend and see the issues. Paul Howell MP has previously informed Members that DCC have no plan to include a pedestrian crossing to manage the traffic flow. Members would like it on record that they have concerns around not having pedestrian crossings and that there could be a potential impact for the residents of Rushyford and Windlestone not coming into Chilton which would have a negative economic impact on the shops/services in Chilton.

RESOLVED- Cllr Sutherland proposed that the council work in partnership with Windlestone Parish Council and a letter to be sent to DCC advising of the aforementioned concerns. Seconded by Cllr Reece. All agreed.

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FC44.0/24- Neighbourhood Plan- Cllr Reece provided Members with a report for review at the meeting which is attached as Appendix 1 and provided an overview of the report content to Members on the work carried out so far on the Neighbourhood Plan. Cllr Reece advised that the website workflow would also work for a landing page on the council homepage to be dedicated to the Miners' Welfare Trust. Windlestone Parish Council have agreed to hold a meeting and will support the Neighbourhood Plan surveys and endorsed that many of their residents utilise the infrastructure in Chilton. An invite for a Windlestone Parish Councillor to be part of the Neighbourhood Plan Working Group will be offered.

RESOLVED- Cllr Reece proposed the council submit the boundary plan and supporting statement for the Neighbourhood Plan Area to DCC. Seconded by Cllr English. All agreed.

RESOLVED- Cllr Reece proposed the council endorse the webpage specification and governance to include the quotation as part of the Neighbourhood Plan Funding Application. Seconded by Cllr Houlihan. All agreed.

RESOLVED- Cllr Reece proposed the council submit a funding application for the progression of the Neighbourhood Plan. The funding application will be approximately £2k to include a request for the web pages, printing and posting materials, hosting consultation events and administration support. The application form template will be circulated to Members prior to submission. Seconded by Cllr English. All agreed.

FC45.0/24- Charity Report – Actions since last Trustee Meetings are that Cllr English has rectified the issue on the field to a high standard. A grass cut took place on 9.7.24, The weeding is scheduled for 12.7.24. The following points were highlighted-

- i. The Football Association will be attending a meeting on 17th July 2024 to assess the pitch. Following on from that meeting funding applications could be submitted for the maintenance of the pitch and equipment.
- ii. FSL are arranging a Teams Meeting to go through the Planning Application. A decision hasn't been provided yet from DCC Planning. 3 reports have been submitted onto the planning portal recently from Sport England. Sport England are requesting a recommendation be included in the planning application that the Trust work with Sport England on a community access agreement. Further information to be looked into regarding what a community access agreement would entail. There is a possibility that it may state what can and can't take place on the land. This may have an impact on Town Council events that are carried out on the field. Members discussed alternative venues and Joe's Field was suggested.

RECOMMENDATION- The council inform the Trust that they will still require access to the field for events to take place.

RESOLVED- Cllr Herbert proposed the council investigate alternatives to the Charlie Wayman Field for events in the worst case scenario that access was not provided in the future. Seconded by Cllr Houlihan. All agreed.

- iii. SE Landscapes meeting- awaiting a date and time when the contractor returns back to work.

FC46.0/24- Website-Cllr Reece provided an update on this agenda item during agenda item 17, minute number FC44.0/24. RFO informed Members that the new website is up and running and the council have control of the website. Protocol and governance in the Neighbourhood Plan can be transferred to any webpage.

FC47.0/24- Date of next meeting- 10th September 2024

Exclusion of Press and Public- No public present.

FC48.0/24- Livin Garages- Members were informed of the action agreed at the Policy and Resources Committee Meeting on 25.6.24, Minute number 31. Chair recommended that Members take a look at the

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locations. Members discussed an option for the allotment land to be reallocated in alternative allotment land within the ward. Matter to be discussed at the next P&R Meeting.

FC48.0/24- Disputed Land- Members were informed of the action agreed at the Policy and Resources Committee Meeting on 25.6.24, Minute number 32. RFO advised that in January 2024 the P&R Committee agreed a fee of £1500 for the action to be taken. RFO asked permission for the form to be signed.

RESOLVED- Cllr Houlihan proposed that permission be provided for progression of this matter and approval of the £1500. Seconded by Cllr Collinson. All agreed except one abstention.

RESOLVED- Cllr Bruce proposed the funds be taken from General Reserves. Seconded by Cllr Houlihan. All agreed.

Mrs. Anne Hall and Mrs. Joanne Dickinson left the meeting at 7.36pm

FC49.0/24- Staffing Structure- The committee received an update on potential costing of the preferred staffing structure and options based on a phased approach.

It was agreed that the Chair of the HR committee could progress the Job Evaluation process and the preparation for the Staff Consultation with DCC HR Services.

FC50.0/24- Recruitment of New Town Clerk- The Chair and Vice Chair of the HR Committee notified the Council that DCC HR Services had confirmed that it was acceptable to start the recruitment process for the Town Clerk. The DCC. fee was £1125.

RESOLVED- Cllr Reece proposed that the council initiate the process following this meeting and approve the fee of £1125. Seconded by Cllr. All agreed.

Meeting Closed at 8.06pm.

Cllr S. Sutherland,
Mayor of Chilton Town Council,
10th September 2024

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