



# CHILTON TOWN COUNCIL

## **Minutes of a meeting of Chilton Town Council Allotment** held at Hutton House, Chilton, County Durham, on Monday 15<sup>th</sup> January 2024

**Chairman:** *Councillor S.Sutherland*

**Present:** *E. Bruce, V.Collinson*

**In attendance:** Cllr. J.Houlihan as substitute for Cllr. P.Malpas.

Mr. J. Robinson Town Clerk

**Members of the public:** 1 member of the public present

### **ALL91.0/23. APOLOGIES**

Cllr. P.Malpas (family)

### **ALL92.0/23 DECLARATION OF INTERESTS**

Nil.

### **ALL93.0/23 MEMBER DISPENSATION**

None.

### **ALL94.0/23 PUBLIC PARTICIPATION**

The following issues were raised by tenant:-

- a. State of roads on Prospect/Albert/Arthur Streets. Cllr. S.Sutherland agreed to raise the issue with DCC and Town Clerk will raise the issue with County Councillor J. Cairns.

### **ALL95.0/23 MINUTES OF 20<sup>TH</sup> NOVEMBER 2023 MEETING**

Members noted there had been no meeting as it had not been quorate. Issues due to be raised had been dealt with and actioned at the December 10<sup>th</sup> 2023 meeting.

### **ALL96.0/23 REPORT ON ALLOTMENT ISSUES**

Members received an update report on the vacancies and allocation of allotment sites.

### **ALL97.0/23 2024 TENANCY RENEWAL**

Town Clerk advised all documentation is being prepared including the new Allotment Handbook. Tenancy renewals will go out beginning of February and all rents to be paid by 1<sup>st</sup> April 2024.

### **ALL98.0/23 2024/25 ALLOTMENT BUDGET**

Members noted the 2024/25 Budget had allocated £14,000 for maintenance of the sites. A discussion took place regarding the potential use of this funding. It was proposed Cllr. S.Sutherland seconded Cllr. V.Collinson and carried that £4000 be retained for direct maintenance work on the sites and £10,000 to be used to replace external fencing on WCT. It was agreed Cllr. S.Sutherland, V.Collinson and Town Clerk undertake a site visit of WCT to identify fence size, and report back to the next meeting with costings for same.

### **ALL99.0/23 INSPECTION REGIME**

Town Clerk advised the drone has been provisionally booked for March. A draft job description for the inspection post agreed in the 2024/25 budget to be brought to the February meeting for discussion prior to going to full council.

### **ALL100.0/23 TENANTS MEETING**

It was agreed to hold the meeting on Saturday 10<sup>th</sup> February 2024 at 10am in the Chilton Club.

### **ALL101.0/23 LITTER BINS**

Town Clerk advised bins have arrived and we are waiting for DCC to instal. A list of sites has been given to DCC by Cllr. S.Sutherland based on members previous requests.

### **ALL102.0/23 EXCLUSION OF PRESS AND PUBLIC**

Cllr. S.Sutherland proposed seconded Cllr. J.Houlihan and agreed to exclude due to the nature of business to be transacted both press and public.

### **ALL 103.0/23 APPEALS**

Members considered the appeals held at the previous meeting and noted no funding had been paid by the appellants. It was prosed Cllr. S.Sutherland seconded by Cllr. V.Collinson and agreed to proceed to claim the outstanding amounts via the Small Claims Court.

### **ALL 104.0/23 RECLAIMING OF ALLOTMENT**

Members noted from the report an allotment allocated in the last year has not been cultivated and rent paid. The tenant had been served a notice to quit. It was also noted the site had needed to be cleared. It was agreed to charge the previous tenant £280 to cover the cost of the skip and removal of the rubbish deposited.

### **ALL105.0/23 ALLOTMENTS HAMBELTON WAY**

Cllr. S.Sutherland advised members of several sites, referred to in the written report, that had not been cultivated. A meeting had previously been held with the tenant who assured he would rectify the situation, and this has not happened. It was agreed to write to the tenant raising all the concerns highlighted in regard to their tenancy and to invite them to a meeting to discuss same.

### **ALL106.0/23 ALLOTMENTS WEST CHILTON TERRACE**

Cllr. S.Sutherland advised members of several sites, referred to in the written report where no cultivation has taken place over the last year. It was agreed to write to the tenant and invite them in for a meeting to discuss Councils concerns and future tenancy.

### **ALL107.0/23 HAMBLETON WAY SITE**

Town Clerk advised a resident had been into the offices and stated his late father had purchased 2 garages on this site in the early 1990s. Town Clerk advised there is no records of this happening and indeed the Council would have need Secretary of State approval to sell allotment land. He had advised the resident to supply any written documentation of the sale for members before any further action could be taken. Members agreed with this action.

### **ALL108.0/23 RESIZING OF ALLOTMENT SITES.**

The Town Clerk presented a report on the work Mrs. A.Hall had undertaken on the size/banding of every allotment. A number of allotments via this work would see an increase and others a decrease in their rent. It would have a final outcome of around £160 extra to the Council.

Cllr. E.Bruce raised the issue of having 2 allotments and would it be advantageous to tenants to have them declared as one as opposed to 2 separate. She gave an example on the Prospect Terrace site. It was agreed to investigate this for the next meeting.

Proposed Cllr. S.Sutherland seconded Cllr. J.Houlihan and agreed to contact all those affected and invite them into a meeting to discuss. Any alterations to banding to come into effect from 20245.

### **ALL109.0/23 NORTHERN COUNTIES ALLOTMENT COURSES**

Notification of courses organised by the above group was circulated. Cllr. V.Collinson advised he wished to undertake principles of rodent control on 22<sup>nd</sup> February and for details to be sent to him of same.

### **ALL110.0/23 DATE OF NEXT MEETING**

To be held Monday 19<sup>th</sup> February 2024 at 10.30am in Hutton House.

Signed: -

Mayor of Chilton  
13<sup>th</sup> February 2024