



CHILTON TOWN COUNCIL

Minutes of a meeting of Chilton Town Council Allotment
held at Hutton House, Chilton, County Durham, on
Monday 17th June 2024 at 10.30am

Chair: *Councillor S.Sutherland*

Present: *E. Bruce, S. Reece*

Members of the public: 0 members of the public present

Deputy Clerk: A. Hall (Minutes)

ALL1.6/24. APOLOGIES

Cllr. V. Collinson, Cllr. J. Houlihan, Cllr. P. Malpas

ALL2.6/24 DECLARATION OF INTERESTS

None.

ALL3.6/24 MEMBER DISPENSATION

None.

ALL4.6/24 PUBLIC PARTICIPATION

No members of the public were in attendance.

ALL5.6/24 MINUTES OF 20th MAY 2024 MEETING

The minutes of the meeting held on 20th May were reviewed and recorded as a true record. Proposed Cllr Sutherland, Seconded Cllr Reece.

ALL6.6/24 REPORT ON NUMBER OF TENANTS TO PAY AND VACANCIES

Members were informed that 11 allotment rents remain outstanding and letters would be sent w/c 24/6/24. There are currently 6 allotments vacant, 2 vacant but under offer and WCT148/150 that require splitting.

ALL7.6/24 JOINT TENANT / COMMUNITY GROUP

Members were informed of an email that had been received from Learning Abilities, requesting permission to support the tenant on WCT193. They state that they will be covered under their insurance and have first aid and health and safety covered. They have also request support with equipment. Members felt there are other opportunities to discuss and clarification on what they would like from 193. **Agreed:** To request a meeting with sender to discuss further (AH)

ALL9.6/24 TRACK MAINTENANCE

Members had been made aware that the tracks at Hambleton Way Allotments had not been weed treated. **Agreed:** to contact SE Landscaping and request this be completed (AH).

ALL10.6/24 FENCING WEST CHILTON TERRACE

Due to reduced staffing, we have not been able to acquire 2 quotes for this work. This is to be actioned. Members were also keen to see if there was any funding available to support this work. **Agreed:** To get two quotes for the fencing work and look at funding opportunities (AH)

ALL11.6/24 REPAIRS WEST CHILTON TERRACE

Members were informed a site visit was required to confirm with the contractor exactly the work that is required. Due to staffing and availability this has not been possible. **Agreed:** to progress as soon as possible (SS & AH)

ALL12.6/24 PLAY INSPECTION REPORT

Members were informed that the Inspection Report for May showed the Medium issues from April and the rest were Low risk. Concern had been raised regarding elements that had not been repaired by DCC for some time. A Cllr had cleaned graffiti from one of the parks and had replaced a bolt in a gate – which DCC had not completed. This discussion raised the question of insurance for such work and volunteers.

From the meeting in May 2024, it was noted that clearing of graffiti was not in SE Landscaping's contract to carry out but it was felt that this should be reported when found.

Cllr Sutherland requested permission to carry out edging to the Durham County Council footpath as the grass had grown and was covering quite a lot of the path. It was discussed that it was SE Landscaping's responsibility to cut the grass but we need to check what is required for the edging.

Agreed: to clarify situation with insurance regarding volunteer working (AH).

ALL13.6/24 FLY TIPPING

Members were informed that the Chair of the Committee had been given the same name by different people for the person responsible for some of the fly tipping on the West Chilton Terrace allotments, unfortunately, no-one was prepared to come forward.

Members raised the issue of costs to the Council for getting rid of fly tipping and also for repairs due to anti-social behaviour. It was felt appropriate to post on our Facebook account details of fly tipping incidents, incorporating the costs incurred, if any, by the Council.

ALL14.6/24 DRONE

A Draft Drone Policy was distributed to Members. The contents were based on the detailed information received from the current drone footage provider. Members were asked to look through the Policy and highlight any additions or amendments as soon as possible.

Members raised data collection within the policy and also required information on how long images would be kept for. **Agreed:** to research legislation or best practice regarding data protection on images (AH)

ALL15.6/24 BEES

Following the approval by Full Council on 11th June 2024. A beekeeping policy and application from the National Allotment Society was distributed to members. This was felt to be adequate for the Council's needs and it was agreed that this be adopted. **Agreed:** to produce Beekeeping documentation for approval at the next meeting (AH).

EXCLUSION OF PRESS AND PUBLIC

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

ALL16.6/24 ALLOTMENT REPORT

- Request by WCT155 to erect a poly tunnel (6m x 3m x 2m) and a greenhouse (10' x 6' x 7') – **Approved**
- Plots HW30 / 31 have been returned to the Council

ALL17.6/24 SMALL CLAIMS UPDATE

- Further to a meeting with the tenant from WCT140/141 an offer was made to pay half the claimed amount, which would be £345. At the meeting the ex-tenant agreed to start paying instalments from 5/5/2024. At the time of the meeting no payments had been received. **Agreed:** Members felt that a decision to reduce the bill could not be considered until payments had started. This should be communicated to the ex-tenant.
- WCT211 – no response received. **Agreed:** to move to small claims court
- WCT211 (new tenant) – reminder letter to be sent.
- WCT121 – no response received. **Agreed:** to move to small claims court

ALL18.6/24 ASBESTOS

As previously agreed the asbestos on PT68 was removed on Friday 14/6/2024.

Members discussed the container on WCT allotments that contains asbestos. It was felt that if this was removed and the container was cleaned professionally it could be used. This was to be discussed at future meeting.

ALL19.6/24 NOTICE TO QUIT EXTENSION

Members were informed that the ex-tenant for HW14-19 had been in touch regarding an extension of his Notice to Quit. After a lengthy discussions Members did not feel that this was appropriate. Some members felt it was important to agree a financial settlement for the work left to be done.

Agreed: to write to ex-tenant explaining the situation and negotiating an offer to be paid by the ex-tenant to vacate the property with no additional penalties (AH).

ALL20.6/24 DATE OF NEXT MEETING

To be held Monday 15th July 2024 at 10.30am in Hutton House.

Signed: -

Mayor of Chilton