



Chilton Town Council
Mayor Cllr. S. Sutherland

You are summoned to a meeting of Chilton Town Council Policy and Resources Committee to be held on Tuesday 23rd July 2024, 6pm at Hutton House, Chilton

Agenda

1. To receive and accept apologies for absence
2. To receive declarations of interest on an agenda item
3. To receive Member Dispensations
4. To approve and accept the recommendations therein-
 - a. Minutes of Policy and Resources Committee Meeting held on 25th June 2024
5. Matters Arising
 - a. Street Lighting (on agenda)
 - b. School Playground (on agenda)
6. To receive the year to date Financial Report and budget spend year to date
7. To receive the information added to the External Funding Log
8. To receive an update on the Neighbourhood Plan- to include the Terms of Reference for the Neighbourhood Plan Working Group.
9. Website Governance
10. Policy Review
 - Drone Policy for Allotment Inspections
 - Tree Management Policy
11. To receive the proposed protocol for the publication of the draft minutes/approved minutes onto the Town Council website and noticeboard.
12. Items to be taken to next Council Meeting
13. Date of next meeting

Exclusion of Press and Public To RESOLVE that under Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of the following item of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

14. Street Lighting
15. School Playground

A handwritten signature in black ink, appearing to read 'Dickinson', is written over the list items.

Joanne Dickinson, Locum Town Clerk, 17th July 2024

To Committee Members: Cllrs S Reece (Chair), V Collinson (Vice Chair), E Bruce, J Cairns, D English, P Herbert, K Hornsby, J Houlihan, C Kipling, P Malpas, S Sutherland, M Young

Information for Councillors on each agenda item

Agenda item 1- Members are to resolve if they accept the reasons provided for the apologies for absence.

Agenda item 2- Members are to consider if any agenda item should be stated as a declaration of interest.

Agenda item 3- Member dispensations to be provided to the Proper Officer as per Standing Orders Section 13.

Agenda item 4- To approve the minutes which are published on the website [draft-and-unapproved-PR-Meeting-minutes-25.6.24.pdf \(chiltondurham-tc.gov.uk\)](#) and should be signed immediately by the Chair of the Committee.

Agenda item 5a and 5b- to be discussed later on in the meeting- see specific information when detailed on the agenda – numbers 14 & 15.

Agenda item 6- To receive the information from the RFO

Agenda item 7- To receive the information from the RFO

Agenda item 8- Information to be provided at the meeting by Cllr Reece

Agenda item 9- Information to be provided at the meeting by Cllr Reece

Agenda item 10-

- a. See attached policy reviewed by Mrs Anne Hall
- b. Policy to be provided after Mrs Anne Hall has reviewed with Cllr Victor Collinson

Agenda item 11- Mrs Joanne Dickinson, Mrs Anne Hall and Mrs Joanne Jones have held a meeting to discuss the practicalities of publishing the draft and unapproved minutes and then the approved minutes onto the website and noticeboard. It was agreed by Mrs Dickinson that the draft and unapproved minutes will be circulated with the deadline date and time for any feedback to be provided by Councillors within 10 working days of the meeting (unless in exceptional circumstances agreed with the Mayor) copied into the email will be Mrs Hall and Mrs Jones. Once the deadline has passed, Mrs Dickinson will inform Mrs Jones that any updates have been added. At that point Mrs Jones will upload the minutes onto the website and noticeboard clearly stating 'Draft and Unapproved Minutes'. Mrs Jones will then remove 'Draft and Unapproved' following on from each meeting. Mrs Dickinson has agreed to put together a spreadsheet where the information can be logged by Mrs Jones.

Agenda item 12- To be agreed at the meeting

Agenda item 13- Date to be confirmed

Agenda item 14- The following was agreed as an action at the P & R Meeting on 25.6.24- The RFO informed Members that a meeting is to be arranged to discuss the street lighting at the A167.

ACTION REQUIRED- Once the meeting is scheduled the RFO will email Members to see if they would like to attend.

Further information is required regarding the column number for the lighting near to the Catholic Club.

ACTION REQUIRED- Cllr English volunteered to investigate the company that may need to be contacted to re-energise the light.

Members to receive an update on the above information

Agenda item 15- The following action was agreed at the P&R Meeting on 25.6.24-

Cllr Sutherland updated Members on the ASB taking place over the last week of which various complaints have been logged. Members discussed various options including installing cameras, getting quotes for climbing plants.

RECOMMENDATION- Cllr Reece recommended that a public meeting should be arranged to include the Community Action Team, Police, Neighbourhood Wardens and any other relevant partner to share the issues that are being raised by residents. Seconded by Cllr Sutherland.

Members to receive an update on the above information