



# CHILTON TOWN COUNCIL

**Minutes of a meeting of Chilton Town Council Allotment**  
held at Hutton House, Chilton, County Durham, on  
Monday 16<sup>TH</sup> October 2023.

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

**Present:** *E. Bruce, P.Malpas.*

**In attendance:** Cllr. J.Houlihan as substitute for Cllr. V.Collinson.

Mr. J. Robinson Town Clerk

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

## **ALL69.0/23. APOLOGIES**

Cllr. A. Bruce (ill health) Cllr. J.Houlihan (family)

## **ALL70.0/23 DECLARATION OF INTERESTS**

Nil.

## **ALL71.0/23 MEMBER DISPENSATION**

None.

## **ALL72.0/23 PUBLIC PARTICIPATION**

The following issues were raised by tenants:-  
a. Fly Tipping on WCT sites becoming a major issue.  
b. Vandalism on vacant plots on WCT  
c. will provision of skips go ahead in November.

## **ALL73.0/23 MINUTES OF 18<sup>TH</sup> SEPTEMBER MEETING**

No issues were raised by members.

## **ALL74.0/23 REPORT ON ALLOTMENT ISSUES**

Members received an update report on the vacancies and allocation of allotment sites. After a detailed discussion it was agreed not to allocate any vacant sites on WCT until a full review has taken place.

### **ALL75.0/23 DRONE FOOTAGE**

Cllr. S.Sutherland reported on the special Council meeting to review the drone footage where 3 members attended. It was agreed to write to those with good allotments and congratulate them. In respect of those that failed. It was agreed to write to them giving them until April 2024 to bring them up to standard. Tenants will also be asked to provide the Town Council with a written plan of how this is to be achieved. It was however agreed not to send these letters until after Full Council has agreed the formal Inspection policy.

### **ALL76.0/23 INSPECTION POLICY**

Cllr. S.Sutherland referred members to the draft Inspection Policy previously circulated. Cllr. E.Bruce advised in her opinion further work is needed to refine the policy and to remove reference to only Chair Vice Chair and to include all members instead. She felt all members should be involved in inspections not just 2.

Cllr. S.Sutherland and E.Bruce referred to the possibility of employing an officer to undertake Inspections and also act as a part time Handyman.

It was agreed Inspection Policy be referred back to Town Clerk for further work and also for a Business Case to be prepared for this additional officer for consideration at Precept setting meetings.

### **ALL77.0/23 TENANCY CONTRACT/DOCUMENTATION**

Town Clerk advised any alterations to the Tenancy Contract need to be agreed no later than the December Full Council to enable them to be implemented in 2024/25 Civic Year. It was agreed to focus November meeting on Tenancy Information and refer to December Full Council for approval.

### **ALL78.0/23 TENANCY INSURANCE**

A discussion took place regarding NAS Insurance Policy and asking all tenants to sign up to same considering recent thefts and vandalism. It was proposed Cllr. E.Bruce and seconded Cllr. P.Malpas not to proceed with all tenants expected to be Insured but instead to offer the scheme to tenants on a voluntary basis. This was carried.

### **ALL79.00/23 SITE SECURITY**

Members expressed concern at the anti-social behaviour in this area. It was agreed to renew the gate locks on WCT as soon as possible. It was also noted DCC had agreed to install covert cameras to monitor fly tipping. Meeting with LIVIN to discuss Joes Field and surrounding allotments until meeting re garages and combine both topics.

### **ALL 80.0/23 REPORT OF NRA MEETING**

Cllr. S.Sutherland gave a report on the recent regional meeting he, Mrs. A.Hall and Town Clerk had attended on behalf of the Council.

### **ALL81.0/23 SKIPS**

It was agreed to defer providing skips until the new financial year due to costs. However, to proceed to obtain quotes for an asbestos skip.

### **ALL82.0/23 LITTER BINS**

Town Clerk advised bins are due to be delivered shortly. It was agreed once arrived to proceed with them being installed. Cllr. S.Sutherland agreed to give Town Clerk the agreed list of sites.

### **ALL83.0/23 SURE START PLAY AREA**

Town Clerk advised it is due to be installed week commencing 6<sup>th</sup> November 2023.

### **ALL84.0/23 PENTLAND PLAY AREA**

2 residents of the area requested members to consider in the spring installing a designated area for football as it is affecting theirs and their neighbour's lives. It was agreed to investigate this at the appropriate time and cost same.

### **ALL85.0/23 SCHOOL PLAY AREA**

Concern was expressed regarding problems with youths and James Herriot Court residents. It was agreed to set up a meeting with Academy, Residents, Police. Cllr. J. Cairns agreed to attend as County Councillor and invite DCC ASB team.

### **ALL86.0/23 CHRISTMAS LIGHTS**

It was agreed Christmas lights to be on 6pm to 10pm only.

### **ALL87.0/23 FLOWER TUBS**

Cllr. J.Houlihan and Mr. N. Strongman have agreed to work on each tub and replace linings.

### **ALL88.0/23 EXCLUSION OF PRESS AND PUBLIC**

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

### **ALL 89.0/23 APPEALS**

Members considered the appeals held earlier by ex-tenants in respect of the fees being charged to clear.

Appeal CTC0060. Whilst the appellant did not attend members considered the submission received. It was agreed to reduce cost by £100 the cost of removing the shed and claim for £220 to proceed.

Appeal CTC0061 It was agreed to reduce the invoice by £200, the cost of removing the sheds, to £620.

### **ALL90.0/23 DATE OF NEXT MEETING**

To be held Monday 20<sup>th</sup> November at 10.30am in Hutton House.

Signed: -

Mayor of Chilton  
14<sup>th</sup> November 2023