



# 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> September 2024 at 10.30am

**Chair:** *Councillor S.Sutherland*

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

**Members of the public:** 0 members of the public present

**Deputy Clerk:** A. Hall (Minutes)

## **ALL1.9/24. APOLOGIES**

Cllr. V. Collinson, Cllr. S. Reece

## **ALL2.9/24 DECLARATION OF INTERESTS**

None.

## **ALL3.9/24 MEMBER DISPENSATION**

None.

## **ALL4.9/24 PUBLIC PARTICIPATION**

No members of the public were in attendance.

## **ALL5.9/24 MINUTES OF 15<sup>th</sup> JULY 2024 MEETING**

The minutes of the meeting held on 15<sup>th</sup> July were reviewed and recorded as a true record.

**Proposed** Cllr Sutherland, **Seconder** Cllr Malpas

## **ALL6.9/24 REPORT ON NUMBER OF TENANTS TO PAY AND VACANCIES**

Seven of the eight still to pay in July had been issued with Notice to Quits which ended on 12<sup>th</sup> September. Cllr Sutherland, with 2 additional members would arrange to visit these sites to carry out the end of tenancy inspection.

One tenant had handed their allotment back before the end of the Notice to Quit ended.

Discussion took place on how many plots were available and what work needed to be carried out.

Discussion took place regarding allocations, Members felt it was important that the allocations take place as soon as possible. **Proposed** Cllr Malpas **Seconded** Cllr Houlihan - members agreed to hold an additional meeting on 23<sup>rd</sup> September for Members to allocate the allotments.

Members discussed HW14-19 – all deadlines had now passed and no response had been received. Photographs to be taken and date stamped to show the current state of the plots.

Members discussed 100 and 103 – it was agreed that this tenant was outside of the current rules and therefore would need to be issued with a Notice to Quit.

**Cllr Houlihan left the meeting at 11.01am**

#### **ALL7.9/24 FENCING WEST CHILTON TERRACE**

Members were informed that no further quotes had been received. The job had been posted on Checkatrade but no providers had replied. Support to be requested from Locum Town Clerk.

#### **ALL8.9/24 GATE KEYS – WEST CHILTON TERRACE**

Members were informed that the letters were ready to go out regarding the keys. An agreement was required from the Committee regarding the costs to tenants for a key. **Agreed:** It was agreed that tenants would pay £3 for a key (1 per tenant) and £5 in the event of the key being lost. It was also agreed that tenants would have their £3 returned at the end of their tenancy once the key had been returned.

Discussion took place regarding replacement of keys on other sites.

#### **ALL9.9/24 PLAY INSPECTION REPORT**

The inspection report from Durham County Council for September had not been received at the time of the meeting. Defer to next meeting.

#### **ALL10.9/24 FLY TIPPING**

Issue raised regarding reporting flytipping to DCC – officer reported 3 items of flytipping and received a response to say that it had all be removed. It appears this was not the case. Members were asked to continue to report flytipping cases to the office with as much detail as possible so that a log can be kept.

#### **ALL11.9/24 DRONE**

Members felt that there was little benefit having the drone scheduled for September 2024 due to inclement weather causing delays on allotments this year. Proposed to leave until April 2025. **Agreed:** All members attending agreed.

#### **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.

### **ALL12.9/24 ALLOTMENT REPORT**

As agreed at the previous meeting – letter had been sent to all parties concerned – no further communication had been received.

Cllr Sutherland raised concerns regarding an allotment on WCT regarding the amount of commercial waste and also an amount of himalayan balsam. Officer requested a detailed report regarding this allotment so that a letter could be sent.

Discussion took place regarding a number of allotments that were not up to standard. Cllr Sutherland and other members to visit some of the allotments after the meeting to carry out inspections.

### **ALL17.9/24 SMALL CLAIMS UPDATE**

- Tenant WCT140/141 – Agreed to move this forward and request that the courts claim the full amount. Clerk to call tenant to discuss further.
- WCT211 – tenant had requested mediation, which took place on 3<sup>rd</sup> September – tenant offered to pay £150. Officer declined this offer and requested the amount of £200 be paid – tenant agreed to this and would pay £10 per month starting 4<sup>th</sup> September.

### **ALL19.9/24 NOTICE TO QUIT EXTENSION**

No response had been received – it was agreed to send a letter to tenant explaining that the deadline has passed and we would be taking possession of the allotment.

### **ALL20.9/24 DATE OF NEXT MEETING**

To be held Monday 23<sup>rd</sup> September 2024 at 10.30am in Hutton House.

Signed: -

Chair of Committee