



Minutes of the proceedings of the **CHILTON TOWN COUNCIL MEETING** held at
Hutton House, Chilton at 6pm on Tuesday 8th October 2024

Present: -- Chair Cllr. S. Sutherland (Mayor)
Cllrs: - E. Bruce, D. English, P. Herbert, J. Houlihan, P. Malpas & S. Reece
Locum Town Clerk (LTC) - Mrs. Joanne Dickinson (JD)
Member of the public- None
County Councillor- J. Cairns (left the meeting at 6.40pm)

FC75.0/24- Apologies for Absence – Cllrs K. Hornsby & M. Young- accepted by Members

FC76.0/24- Declarations of Interest- Cllr Malpas for agenda item 17, minute number FC91.0/24. Cllrs Bruce and Sutherland declared an interest on agenda item 9c regarding the Miners Banner, minute number FC83c.0/24.

FC77.0/24 - Member Dispensations- None received

FC78.0/24- Public Participation- None present

FC79.0/24- Mayors Report- The following update was provided by the Mayor which had been circulated prior to the meeting-

The month with support from Cllrs we held a Mayors coffee morning at Hutton House.

The identified cause for the events fundraising was the School Garden Projects and attendees were shown progress photos and the planned design.

We held a raffle and alongside donations we raise £118.

I would like to thank all attendees for the generous donation of cakes and funds, and for the exceptional support from Cllrs who ensured the event ran smoothly.

I would like to begin to deliver funding throughout the year so projects and groups can utilise the support of the community earlier. I hope the council will support me in doing so.

I have continued to promote volunteering and the positive outcomes of involvement. I have been proud to have spent time this month building raised beds for the school courtyard playground.

Preparations for Civic Events is currently underway alongside the Events Working Group and details will be sent when finalised.

Thank you for your continued support.

Members accepted the report.

FC80.0/24-

a. Minutes of Chilton Town Council Meeting held on 10th September 2024-

RESOLVED- Cllr Reece proposed the minutes be accepted as a true record. Seconded by Cllr Bruce. All agreed

Signed by Mayor ----- 12th November 2024

FC81.0/24- Receive minutes of the following committee meetings-

- a. Policy and Resources Committee Meeting held on 23rd July 2024
- b. Community Committee Meeting held on 23rd July 2024
- c. Cemetery Committee Meeting held on 23rd July 2024

Members received the above committee meetings and agreed that going forward the HR & Allotment Committee Meetings should be included within this standing agenda item. A Member asked for a point of clarity on the publication of HR Minutes which may have sensitive information within the minutes. JD advised that they could be published if the content did not include confidential information.

FC82.0/24- County Councillor J. Cairns provided a verbal report which will be followed up with a written report. The following salient points were highlighted-

- Cllr Cairns had attended a recent Residents' Association meeting
- Rushyford roundabout traffic management will be completed this week and by the end of October 2024 all of the works will be completed at the roundabout.
- Cllr Cairns has asked Highways to review the yellow box at the traffic lights coming out of Chilton which is causing issues especially at peak times. This is restricting residents leaving Chilton at peak times. Highways will take a look and an option being considered may be to extend the yellow box. Cllr Cairns will continue to chase this up with Highways.
- Awaiting information to confirm if the Eden Arms Hotel will be reopening. Cllr Cairns confirmed that it will not be reopening as an Immigration Centre after recent confirmations from relevant parties.
- Cllr Cairns has been looking into the halfway house at Prospect Terrace and met with representative from NACRO and the Ministry of Justice. Cllr Cairns has had several meetings with local residents which has an exclusive Facebook page for the residents to voice any concern direct to Cllr Cairns. There are no concerns with the current tenant but there are concerns about any future occupiers.
- Miners Welfare Roof Funding of £25k from the Neighbourhood Budget has been approved and the payment will be made to the Miners Welfare Trust.
- Chilton Academy have had funding approved towards the Garden Project.
- Multi Agency Walkabout will take place at the end of October 2024. The previous walkabout focused on 5 streets and issues were ASB, bins in the back street and flytipping.
- Cllr Cairns was asked by a Member if there was an update from the recent County Council Meeting. Cllr Cairns will provide an update to JD to circulate regarding the County Council Meeting.

Members accepted the report

FC83.0/24- Correspondence

- a. Consider a request from Windlestone Parish Council for their website to share links to Chilton Town Council website- Currently the Town Council website doesn't have a signposting section and this matter was agreed to be discussed during agenda item 14, minute number FC88.0/24.
- b. Consider an appropriate response to a resident if the Soldier Silhouette has not be returned to the office.
The Mayor informed Members that the Soldier Silhouette has been returned. Other organisations have updated their Facebook Pages to advise of its return.
- c. Consider a request from the Miners Banner Committee for a meeting with the Council to discuss future funding of the event. Cllr Bruce and Sutherland declared an interest in this agenda item and did not take part in the voting.

Members agreed to the request for a meeting with the Miners Banner Committee. JD to arrange.

FC84.0/24- Monthly Financial Reconciliation and Budget Review of year to date spend/available funds for each committee- RFO was not present but information had been provided prior to the meeting. JD was asked what the breakdown is for grants and donations. JD provided the information to Members. JD was asked to provide specific breakdown amounts within the grants and donations income and expenditure. JD to circulate the Nominal Ledger to all Members. Members to send through any questions to JD once circulated.

FC85.0/24 – Adopt the Attendance Management Policy-this policy was reviewed and recommended by the Policy and Resources Committee at a meeting held on 24.9.24. The Chair of the P&R Committee reminded Members that this policy was provided by DCC as part of their SLA with the council. The policy was reviewed and adapted to fit in with the Town Council as part of the review at the P&R meeting on 24.9.24.
RESOLVED- Cllr Bruce proposed the council adopt the Attendance Management Policy. Seconded by Cllr Malpas. All agreed.

The following agenda item was added after the publication of the agenda at the discretion of the Chair. There were no objections to this request.

FC85a.0/24. To consider the following request from the Environmental Contract Working Group- Having reviewed the list of additional works on the contract we would request that Christmas Lighting will be removed from the contract and put out as a separate quote. This work does not align with the other activity required in the contract.
RESOLVED- Cllr Reece proposed the council agree to the aforementioned request from the Environmental Contract Working Group. Seconded by Cllr Houlihan. All agreed.

FC86.0/24- Neighbourhood Plan- Cllr Reece informed Members that the Neighbourhood Plan Funding has been received for Stage 1. The funding pays for the development of the website and the survey and the public engagement exercises. The initial meeting of the Advisory Group is on 16th October 2024 which will introduce the plan and give external organisations an opportunity to confirm if they would like to be part of the Advisory Group. Council membership of the Advisory Group includes the Chair of the Community Committee as a named place as is the Chair of the P&R Committee and 4 other Councillors can be part of the group. Cllr Reece will email an invitation to Members to ascertain who would like to volunteer to be part of the group. Public meeting is proposed to be on 16th November 2024 which is the launch of the survey and commencement of the Focus Groups and Surgeries. The survey will be delivered to all residents in Chilton and the public meeting will have a theme of 'Looking Back, Looking Forward'. Exhibits from Mr B Turner will be included as part of the display and his family will be invited to attend.

Members accepted the report

Chair asked JD to look into older minutes as there was an understanding that the council had previously agreed the purchase of a display cabinet. JD to look into this request.

County Councillor Cairns left the meeting at 6.40pm.

Cllr Reece left the meeting at 6.40pm and returned at 6.43pm.

The Chair adjourned the meeting and the meeting resumed at 6.43pm.

FC87.0/24- Charity Report- The planning application is awaiting a final document to be submitted, the Bat Survey which is being chased. Once the planning application is ready to be resubmitted the Planning Officer will then recirculate the information to all relevant parties for any feedback. The drainage assessment will take place on 23rd October 2024 and the report will follow. The Trustees Meeting on 8.10.24 will include discussion on the FA Funding bids, match funding and the SLA with users of the grounds.

Members accepted the report

Signed by Mayor ----- 12th November 2024

FC88.0/24- Website- Web Developer is working on the updates to the website for the Neighbourhood Plan and the Miners Welfare Trust. Signposting information is not an option on the current website. A review of the website functions/requirements could be considered at a future meeting, if required.

Further discussion took place regarding the best options to provide information to residents on matters such as Dementia and The Herbert Protocol that would be relevant on the council website and facebook page.

Members agreed that the council include on the council website the contact details with a link to Windlestone Parish Council website. JD to inform Windlestone Parish Council of the decision.

FC89.0/24- Playground Reports- A Member asked when the reports are carried out. The current reports and the annual report do not match and there are discrepancies with what is being reported in. JD asked to look into the tyre swing at West Chilton Terrace, Denebridge Row regarding the amount of wear that has been previously reported.

Recommendation- JD to contact the Team Leader at DCC to ask for a review of the reports based on the discrepancies.

Exclusion of Press and Public- No public present.

FC90.0/24- Disputed Land- JD had emailed a photograph taken in 1994 to the solicitors. The solicitor has asked if Members are aware of the path plans, designs. Cllr Sutherland and Cllr Houlihan to look into this request.

FC91.0/24- Livin Garages- JD had previously circulated a report providing updated information on this agenda item- See Appendix 1. Members discussed the report and it had previously been agreed that one of the benefits of the access to the Prospect Terrace garage site is also access to a section of the Hambleton Way allotments and Joes Field. If this access road was removed due to any future development a new track would need to be installed. The risks to the council of not taking over ownership is that land may be utilised for development and they may be liable for garages/allotments that are not maintained and the tenants aren't traceable. An inspection of the garages prior to considering taking them over would be beneficial. Members discussed a garage which is currently insecure and has waste stored within it. The Chair informed Members that the council has powers under The Highways Act 1993 to take on the land. The LTC did not comment on this point of view.

RECOMMENDATION- Costs to be looked into to install a dirt track road at the boundary of Joes Field and compare with the costs of taking on the lease of the garages/allotments. This information to be brought back to a future meeting.

Meeting Closed at 7.20pm.

Cllr S. Sutherland,
Mayor of Chilton Town Council,
12th November 2024

Signed by Mayor ----- 12th November 2024