



CHILTON TOWN COUNCIL

Minutes of a meeting of Chilton Town Council Allotment
held at Hutton House, Chilton, County Durham, on
Monday 15th July 2024 at 10.30am

Chair: *Councillor S.Sutherland*

Present: *E. Bruce, P. Malpas*

Members of the public: 0 members of the public present

Deputy Clerk: A. Hall (Minutes)

ALL1.7/24. APOLOGIES

Cllr. V. Collinson, Cllr. S. Reece

ALL2.7/24 DECLARATION OF INTERESTS

None.

ALL3.7/24 MEMBER DISPENSATION

None.

ALL4.7/24 PUBLIC PARTICIPATION

No members of the public were in attendance.

ALL5.7/24 MINUTES OF 17th JUNE 2024 MEETING

The minutes of the meeting held on 17th June were reviewed and recorded as a true record. Proposed Cllr Sutherland, Seconded Cllr Bruce.

ALL6.7/24 REPORT ON NUMBER OF TENANTS TO PAY AND VACANCIES

Members were informed that 8 allotment rents remain outstanding. There are currently 7 allotments vacant and WCT148/150 that require splitting.

ALL7.7/24 TRACK MAINTENANCE

Following the previous meeting, SE Landscaping informed the Deputy Town Clerk that the track had been treated but that it takes time to show. Members accepted this but felt that the treatment used had only killed some of the weeds and not touched the bigger problem of Mares Tail.

Agreed:

1. To check the wording of SE Landscaping's contract with regards to spraying the track
2. To check which would be the best chemicals to use
3. To check with Complete Weed Control for advice.

ALL8.7/24 FENCING WEST CHILTON TERRACE

Unfortunately 2 further quotes have not been found for the fencing at West Chilton Terrace.

Agreed: to seek support from Locum Town Clerk to progress this (AH / JD).

ALL9.7/24 REPAIRS WEST CHILTON TERRACE

Members were informed that all repairs had been completed apart from one. The fencing facing onto the bypass was still on hold. The contractor had suggested it would be a stronger fix to strengthen the fence with 'stays' on the outside of the fence. However, this area of land belongs to Durham County Council. Permission was sought from DCC to allow the work to be carried out. Permission was received from DCC. **Agreed:** to progress the work to be completed (AH)

ALL10.7/24 PLAY INSPECTION REPORT

Members were informed that our insurance company had advised that whether employees, members or volunteers, all would be classed as employees. Therefore eligible to carry out work / maintenance as long as the Town Clerk was made aware of what work was being carried out and that a risk assessment had been produced and given to the Clerk before commencing.

June's playground inspection report highlighted a couple of medium items and the rest were low. Deputy Clerk has requested a quote from DCC to make all the necessary repairs.

Members were informed that the fencing at the West Chilton Terrace Park had been repaired.

ALL11.7/24 FLY TIPPING

A few incidents of fly tipping had been reported to Cllr. Sutherland and had then been reported to DCC. Although little had been spent over the last year on removing fly tipping, it was felt that a record should be kept of all fly tipping reported on the town council's land. **Agreed:** to inform all members of the Council to report fly tipping by email. Information required would be where, what has been fly tipped (photograph would be helpful), the date found, what action (if any) had been taken by the Member and did it need to be reported?

ALL12.7/24 DRONE

A revised Draft Drone Policy was distributed to Members. Following the meeting in June where Members raised data collection within the policy and also required information on how long images would be kept for a revised policy was tabled. **Agreed:** to accept the revised Draft Drone Policy and send to the Policy and Resources Committee for approval (AH)

ALL13.7/24 BEES

Documentation was tabled for Members regarding the keeping of bees on allotments. **Agreed:** to approve this document for use and send to the tenant who had been allowed to keep the bees (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.

ALL14.7/24 ALLOTMENT REPORT

From the 8 tenants still to pay, Members were informed they had been given a timescale to pay. **Agreed:** to move to Notice to Quit after the given time period had elapsed.

ALL15.7/24 DISPUTED SHED

Members were informed of the incident regarding the shed and discussed the options. Members accepted that an administrative error had occurred but also felt it was important to stress that the situation could have been avoided had the ex-tenant contacted the office prior to arranging for the shed to be removed. Some Members felt it was unfair that the new tenant was now without a shed. **Agreed:** Deputy Clerk to compose a response to all parties and send to the Members of the Committee prior to sending to tenants (AH)

ALL17.7/24 SMALL CLAIMS UPDATE

- Tenant WCT140/141 – if no response is received from the letter requesting that payments start. It was **Agreed** to move this forward and request that the courts claim the full amount. Clerk to call tenant to discuss further.
- WCT211 – small claims had been submitted. Tenant responded immediately and requested an extra 14 days to respond. The tenant has until 14 August 2024 to respond.
- WCT121 – no response received.

ALL19.7/24 NOTICE TO QUIT EXTENSION

Letter had been sent informing the tenant of the committee's decision. We are awaiting a response.

ALL20.7/24 DATE OF NEXT MEETING

To be held Monday 16th September 2024 at 10.30am in Hutton House.

Signed: -

Chair of Committee