



Minutes of the proceedings of the **CHILTON TOWN COUNCIL MEETING** held at Hutton House, Chilton at 6pm on Tuesday 11th February 2025

Present: -- Chair - Cllr. S. Sutherland (Mayor)

Cllrs: - D. Bright, E. Bruce, D. English, P. Herbert, J. Houlihan, S. Reece and M. Young

Town Clerk (TC) - Mrs. Joanne Dickinson

Member of the public- None

FC140.0/24- Apologies for Absence –Councillors V. Collinson, K. Hornsby and P. Malpas & County Councillor J. Cairns

FC141.0/24- Declarations of Interest- Cllr English for agenda item 17, minute number FC156.0/24. Cllr Sutherland for agenda item 11b, minute number FC124b.0/24. Cllr English and Cllr Herbert for agenda item 21, minute number FC160.0/24.

FC142.0/24 - Member Dispensations- None received

FC143.0/24- Public Participation-

FC144.0/24- Mayors Report- The following update was provided by the Mayor-

- Pleasure of attending the Neighbourhood Plan meeting held at Chilton Academy. Thank you to those who organised and took part in the meeting.
- Undertaken Safeguarding Training today on behalf of the Trust.
- Along with several other councillors attended the multi-agency walkabout today and it's good to see some progress following on from the reporting being carried out.
- A DCC Officer from the Private Rented Landlord Team at DCC has agreed to carry out a drop in session which will be organised by the staff. Members agreed to this session.
- Attending usual monthly litter pick which was a successful session
- Pleased to be invited to a test screening of the film showing by the 150 years in Chilton and Windlestone group. They will need further funding required to progress the project.
- Delighted to provide funds to the Friends of the School group. Looking to support Elemore School and the Community Garden with funding from the Mayors Charity. We would need to hold funds on behalf of the Community Garden as they are not constituted as a group and they do not have a bank account.
- BBC journalist visited Chilton to speak to residents of West Chilton Terrace and Denebridge Row. The Officers are signposting residents to the journalist if they have any information to share.
- Interest in Gala Day- Members agreed that the stall charge will be the same as last year which is £5 plus a donation to the raffle.
- Attended the funeral of Mrs Murray who was a keen advocate of the Junior Town Council and will be dearly missed by many. Members took a moment in memory of Mrs Murray.
- Thank you letter from the Scouts Group for the monies provided through the Mayors Charity.
- Mayor advised that the next event will be arranged with the assistance of Cllr Houlihan.

Members accepted the report

FC145.0/24-

- a. Minutes of Special Council Meeting held on 7th January 2025

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

- b. Chilton Town Council Meeting held on 14th January 2025

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

- c. Special Council Meeting held on 20th January 2025

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

FC146.0/24- Receive minutes of the following committee meetings-

- a. Human Resources Committee Meeting held on 22nd October 2024
- b. Allotments Committee Meeting held on 25th November 2024
- c. Policy and Resources Committee Meeting held on 26th November 2024
- d. Cemetery Committee Meeting held on 26th November 2024
- e. Community Committee Meeting held on 26th November 2024
- f. Human Resources Committee Meeting held on 6th January 2025

Members agreed to receive the aforementioned minutes

FC147.0/24-County Councillors Report- Councillor Cairns submitted apologies for the meeting due to illness and had submitted a written report which was circulated at the meeting. Members asked for clarification on whether the Eden Arms Hotel had reopened. The Trust will inform the AAP when the work on the roof is completed and it's on the agenda for discussion at the Trust meeting following on from this meeting.

Members accepted the report

FC148.0/24- Agree the information required to open a bank account with Hinckley and Rugby Building

Society- Members asked for further review of other available accounts. Town Clerk will report to Members at the next meeting.

FC149.0/24- Monthly Financial Reconciliation and Budget Review of year to date spend/available funds

for each committee- Town Clerk advised a payment to Premier Traffic Management is to be added to Appendix 1. Town Clerk to check the payment being paid to Thinford Nurseries prior to payment.

Members accepted the report

FC150.0/24- Adopt the Cemetery Regulations- this policy was reviewed and recommended by the Policy and Resources Committee at a meeting held on 28th January 2025

RESOLVED- Cllr Young proposed the policy be adopted. Seconded by Cllr Reece. All agreed.

FC151.0/24- Adopt the Headstone Inspection Policy- this policy was reviewed and recommended by the Policy and Resources Committee at a meeting held on 28th January 2025

RESOLVED- Cllr Reece proposed the policy be adopted. Seconded by Cllr Houlihan. All agreed.

FC152.0/24- Adopt the Transfer and Ownership Policy - this policy was reviewed and recommended by the Policy and Resources Committee at a meeting held on 28th January 2025-

Town Clerk gave an update on the questions asked at the P&R meeting. The first time the £25 was taken was 2.11.23.

Minutes in the previous year have been checked and there is no information about the fee of £25. No fee has been paid to anyone for the notarisation. Clerk to check if the £25 will cover the costs of notarisation

RESOLVED- Cllr Reece proposed the policy be adopted and the amount for notarisation to be circulated by email. Seconded by Cllr English. All agreed.

FC153.0/24- Adopt the Allotment Inspection Policy- this policy was reviewed and recommended by the Policy and Resources Committee at a meeting held on 28th January 2025

RESOLVED- Cllr Houlihan proposed the policy be adopted. Seconded by Cllr Young. All agreed.

FC154.0/24- Adopt the Whistleblowing Policy- this policy was reviewed and recommended by the Policy and Resources Committee at a meeting held on 28th January 2025

RESOLVED- Cllr Young proposed the policy be adopted. Seconded by Cllr Reece. All agreed.

FC155.0/24- Adopt the Cemetery Grave Measurements Policy- this policy was reviewed and recommended by the Cemetery Committee at a meeting held on 28th January 2025

RESOLVED- Cllr Young proposed the policy be adopted. Seconded by Cllr Bright. All agreed.

FC156.0/24- Consider a quotation for a new Security System in Hutton House -Members were given an overview of the proposed alarm system which is the same system approved for the Pavilion. The system was identified when reviewing the Lone Working Policy.

RESOLVED- Cllr Young proposed the proposed alarm system be installed and the council insurers to be informed. Seconded by Cllr Herbert. All agreed except Cllr English who abstained due to an aforementioned declaration of interest.

FC157.0/24- Agree the best way to remove wreaths from the cemetery after 3rd March 2025- Members asked for the notice to state Christmas Wreaths will be removed as other types of wreaths are also placed at the graveside.

RECOMMENDATION- Town Clerk to contact DCC and ask for the cost to put a commercial 1100 litre bin at the cemetery.

FC158.0/24- Consider lighting options for outside of the building for various events and occasions-

RESOLVED- Cllr Reece proposed that the council purchase 1 x 2 pack of the outdoor lights that have been identified and purchase an additional 1x 2 pack if they are a good option. Seconded by Cllr Herbert. All agreed

FC159.0/24- Discuss if the number of planters maintained by Chilton Town Council are required

Members discussed the number of planters and where they are located-

RESOLVED- Cllr Bruce proposed that the tiered planters be removed on grounds of safety pending a risk assessment. Seconded by Cllr Reece. All agreed.

RESOLVED- Cllr Reece proposed that if the 4 tier planter in the cemetery needs to be removed then it should be reviewed at the Cemetery Committee Meeting when discussing a replacement option. Seconded by Cllr Herbert. All agreed.

FC160.0/24- Review the fencing options for allotment fencing- this matter was discussed at the Allotment Committee Meeting and recommended for review at Full Council- Members discussed the pros and cons of each fencing type within the report.

RESOLVED- Cllr Reece proposed that the council look further into the galvanised fencing options and provide quotes to the Allotment Committee for review. Seconded by Cllr Sutherland. All agreed except Cllr English and Herbert who abstained due to an aforementioned declaration of interest.

A zoning map should be provided to the tenants on the order of the work.

FC161.0/24- Update the council with the agreed office opening hours for 17th Feb 2025 to 4th March 2025 and 18th December 2025 to 5th January 2026- agreed by HR Committee on 3.2.25

RESOLVED- Cllr Young proposed the council receive the information from the HR Committee. Seconded by Cllr Herbert. All agreed.

FC162.0/24 - Update the council regarding an eye test policy that was agreed by the HR Committee on 3.2.25- Members received the information

FC163.0/24- Consider installing a larger noticeboard outside Hutton House

RESOLVED- Cllr Bruce proposed the council purchase 2 aesthetically pleasing noticeboards for installation outside Hutton House up to a budget of £500 from the repairs and maintenance budget. Seconded by Cllr Reece. All agreed.

Cllr English and Cllr Houlihan offered to install the noticeboards.

FC164.0/24- Receive an update on the Neighbourhood Plan- Cllr Reece informed members that the main survey closed on 31st January but several were hand delivered after the date. The online polls are being well responded to. At the recent public meeting it was well attended and several officers from DCC attended to provide information to residents. Ongoing work with the 2 schools for the mapping work. They will all receive a certificate and a badge. Feedback from the school is extremely positive. There is a Business Breakfast arranged for the 4th March 2025. Council members are invited. Livin Housing would like to attend. Mr Neil Schneider has offered to help with the business engagement due to his experience in town centre regeneration schemes.

Members accepted the report

FC165.0/24- Receive the Charity Report- Cllr Reece advised that updates will be provided at the Trust meeting following on from this meeting.

Members accepted the report

FC166.0/24- Receive an update on the website- The website is continuing to be updated. The Neighbourhood Plan pages are updated.

Members accepted the report

FC167.0/24- Playground Reports- TC liaising with a DCC Officer regarding the playground reports received for January 2025 and logging and diarising the moderate risk issues. Town Clerk asked to monitor low risk issues for any cumulative issues to be monitored.

RESOLVED- Cllr Young proposed that **Members accept the report. Seconded by Cllr Houlihan. All agreed.**

The following 2 agenda items were added to the agenda after publication. There were no objections to this request.

FC168a.0/24- Planning application- DM/25/00214/FPA- No comments from Members

FC168b.0/24-Planning application- DM/25/00169/FPA- No comments from Members

Exclusion of Press and Public- No public present.

FC169.0/24 - Consider if the Town Council will extend the lease with Durham County Council for the playground next to Chilton Academy- Town Clerk had looked into the paperwork and the lease ends on 26.2.2027.

RESOLVED- Cllr Reece proposed the matter be deferred for discussion at a future meeting. Seconded by Cllr Bruce. All agreed.

FC170.0/24- Disputed Land- Town Clerk advised the Solicitor is ready to put together the report and Town Clerk asked if Members gave permission to proceed.

RESOLVED- Cllr Reece proposed the council give permission for the solicitor to complete the report. Seconded by Cllr Houlihan. All agreed.

FC171.0/24- Staffing updates- Nothing to report.

Meeting Closed at 7.40pm.

Cllr S. Sutherland,
Mayor of Chilton Town Council,
11th March 2025