



CHILTON TOWN COUNCIL

Minutes of a meeting of Chilton Town Council Allotment
held at Hutton House, Chilton, County Durham, on
Monday 17th February 2025 at 10.30am

Chair: *Councillor S.Sutherland*
Present: *E. Bruce, J. Houlihan, P. Malpas*
Members of the public: 1
Finance & Admin Officer: A. Hall (Minutes)

ALL1.02/25. APOLOGIES

Cllr S Reece

ALL2.02/25 DECLARATION OF INTERESTS

None.

ALL3.02/25 MEMBER DISPENSATION

None.

ALL4.02/25 PUBLIC PARTICIPATION

One member of the public was in attendance. No issues raised.

ALL5.02/25 MINUTES OF 20th JANUARY 2025

The minutes of the meetings held on 20th January 2025 were reviewed by the Committee and approved as a true record.

Proposed Cllr. S. Sutherland, Seconder Cllr. E. Bruce

ALL6.02/25 REPORT ON NUMBER OF TENANTS TO PAY AND VACANCIES

As new tenancy agreements had been sent out there was no report on tenants not paid. There are currently 13 vacant plots.

ALL7.02/25 CAMERA SURVEILLANCE

Cameras had been purchased. Members discussed appropriate locations for the cameras. It was agreed to have these installed as soon as possible.

ALL8.02/25 RODENTICIDE

Members were given details of the rodenticide procedures agreed at a meeting with the contractor. Approved to accept procedures.

Proposed: Cllr Malpas Seconder: Cllr Bruce

ALL9.02/25 END OF TENANCY PROCEDURES

End of tenancy procedures issued to members to consider. Approved by all.

Proposed: Cllr Malpas **Seconded:** Cllr Houlihan

ALL10.02/25 FENCING WEST CHILTON TERRACE

Following a decision at Full Council, prices to be sought for plastic coated, metal fencing for the allotments. Agreed for officer to seek prices and refer back to next full council with details.

ALL11.02/25 REPAIRS AND MAINTENANCE

A number of repairs had been made to fences following the recent storm.

ALL12.02/25 INSPECTIONS - DRONE

A further quote had been received from a local drone operator. Following review it was agreed to stay with the current contractor as the price was the same and the current contractor knew what we needed. It was also felt that April was not the most appropriate time for the inspection photographs as this was the start of the season. It was agreed that a more appropriate time would be the end of May to the beginning of June. **Proposed:** Cllr Bruce **Seconded:** Cllr Houlihan

ALL13.02/25 ANTI-SOCIAL BEHAVIOUR

Nothing to report. However, it was noted that there were still issues with flytipping on the Livin' garage site at the top of Prospect Terrace. This had been reported.

ALL14.02/25 COMMUNITY GARDEN

Advice had been sought from our insurance company regarding community gardens and the advice given was for a separate group to be formed for the community garden so that they can get their own separate insurance and liability cover. This is to be investigated further and to work with current volunteers to encourage more people to engage and hopefully to form a committee for the garden. **Agreed:** officer to look at national good practice and bring to the next meeting.

ALL16.02/25 CORRESPONDENCE

Nothing to report.

ALL17.02/25 WATER

Nothing further to report.

ALL18.02/25 FLY TIPPING

No new incidents were reported.

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.

ALL19.02/25 ALLOTMENT REPORT

Members were informed that a tenant had questioned the increase in the allotment rent. It was acknowledged they had previously been accepted to pay £35 following the previous allotment resizing programme. However, it was felt that the allotment may not be fully cultivatable but there were trees at one end and this area was still part of their allotment and that the new price should be enforced. **Agreed:** office to draft a letter and pass to the Chair of the Committee for approval.

ALL20.02/25 INSPECTIONS

Following a review of the drone companies available, it was felt that the current company had served the council well and that this should continue. As previously mentioned it was felt that the next drone inspections should take place in May/June. **Agreed:** officer to arrange with current drone provider.

ALL21.02/25 ALLOCATIONS

Following the allocation meetings on 20th January, nine people had been invited to attend, 2 accepted allotments, 3 meetings to rearrange and 4 did not attend or contact the office. Two applications had been received for specific allotments. Members considered these and approve their allocation. **Agreed:** officer to contact and arrange allocation meetings as necessary.

Discussion took place regarding the charging for allotments in the month leading up to renewal. It was proposed that there should be a six month grace period from October of each year given to new allotment tenants. **Proposed:** Cllr Bruce **Seconded:** Cllr Malpas

ALL22.02/25 SMALL CLAIMS COURT UPDATE

Nothing further to report.

ALL19.02/25 DATE OF NEXT MEETING

To be held on Monday 17th March 2025 at 10.30am in Hutton House.

Signed: -

Chair of Committee