



Minutes of the proceedings of the **CHILTON TOWN COUNCIL MEETING** held at Hutton House, on Tuesday 8th April 2025

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

Cllrs: - D. Bright, E. Bruce, D. English, P. Herbert, J. Houlihan, P. Malpas & S. Reece

Town Clerk (TC) - Mrs. Joanne Dickinson

Member of the public- One – left the meeting at 6.30pm

The meeting commenced at 6.02pm

FC190.0/24- Apologies for Absence –Councillor V. Collinson and M. Young

FC191.0/24- Declarations of Interest- Cllr Malpas for agenda item 19, minute number FC208.0/24

FC192.0/24 - Member Dispensations- None received

FC193.0/24- Public Participation- Thanked the Councillors for introducing themselves

FC194.0/24-

a. **Chilton Town Council Meeting held on 11th March 2025**

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

FC195.0/24- Receive minutes of the following committee meetings-

- a. Cemetery Committee Meeting held on 28th January 2025
- b. Policy and Resources Committee Meeting held on 28th January 2025
- c. Community Committee Meeting held on 28th January 2025
- d. HR Committee Meeting held on 3rd February 2025
- e. Allotment Committee Meeting held on 17th February 2025

Members agreed to receive the aforementioned minutes

FC196.0/24- Consider a request from Jules Howe regarding the Menopause Group Sessions- Jules has asked if the council would look after any funds the group may receive if it becomes independent from the Pioneering Care Partnership and sets up in its own right. Members asked several questions around the rationale for the change.

RESOLVED- Cllr Reece proposed the council look after the funds as long as there is no reputational risk to the council. Seconded by Cllr Herbert. All agreed.

Council agreed the room hire could be free in the short term but that any funding requests should preferably ask for the room hire as part of the funding amount. The council delegated discussion on this to the Town Clerk.

FC197.0/24- Consider a request from a resident for mail responses regarding the issues at Denebridge Row and West Chilton Terrace to be handed in to Hutton House.

RESOLVED- Cllr Reece proposed the council agree to the aforementioned request. Seconded by Cllr Bruce. All agreed.

FC198.0/24- Receive the financial transactions for February 2025 and March 2025- These were approved at the Policy and Resources Committee Meeting on 18.3.25-

RESOLVED- Cllr Reece proposed the council receive the aforementioned information. Seconded by Cllr Malpas. All agreed.

FC199.0/24- Receive the year to date Financial Report and budget spend year to date – These were approved at the Policy and Resources Committee Meeting on 18.3.25.

RESOLVED- Cllr Reece proposed the council receive the aforementioned information. Seconded by Cllr Malpas. All agreed.

FC200.0/24- Approve the Training Schedule for Councillors from 6th May 2025.

RESOLVED- Cllr Bruce proposed the council approve the training schedule with the addition of Code of Conduct and Equality, Diversity and Unconscious Bias Training. The Trustee Training to be Good Governance Training and carried out annually. Seconded by Cllr Reece. All agreed.

FC201.0/24- Adopt the Procedure for Approving Headstones- This policy was recommended for adoption at the Policy and Resources Committee Meeting on 18.3.25- Town Clerk had arranged for the amendments to be carried out that were agreed at the P&R Committee Meeting on 18.3.25.

RESOLVED- Cllr Malpas proposed the council approve the procedure. Seconded by Cllr English. All agreed.

FC202.0/24- Agree a Modern Slavery Statement for Chilton Town Council- Members agreed to defer the matter for discussion at the P&R Meeting with the template from Melbourn Parish Council.

FC203.0/24- Agree the location(s) of the tree planting-

RESOLVED- Cllr Malpas proposed the trees are split for planting by the Miners Welfare Trust and at Joe's Field. Seconded by Cllr Sutherland.

Cllr Houlihan and Cllr Sutherland will liaise with each other for the planting and the Town Clerk will let them know what the mix of trees are.

FC204.0/24 - Receive an update on the Neighbourhood Plan- Due to the current pre-election publicity period there was no update on this standing agenda item.

FC205.0/24- Receive the Charity Report- Due to the current pre-election publicity period there was no update on this standing agenda item.

FC206.0/24- Playground Reports- Town Clerk advised that the reports had not been received yet and will circulate them once received.

Exclusion of Press and Public- No public present.

FC207.0/24- Disputed Land- Town Clerk advised the Solicitor had provided information on the next steps that they can carry out following receipt of the report from the Chartered Surveyor.

RESOLVED- Cllr Reece proposed the council accept the recommendations from the Solicitor to take the matter forward. Seconded by Cllr Bright. All agreed.

FC208.0/24- Receive an update from Livin regarding the proposed transfer of garages and small gardens- Town Clerk had provided Members with the email from Livin detailing their responses to the queries raised by the council at the Special Council Meeting on 20.1.25. One response was queried- ‘ Storage of hazardous materials on the sites is not permitted under the licence agreement: however, we cannot legally inspect the inside of garages. Town Clerk has emailed to advise that it is stated in the tenancy agreements that Livin can inspect the garages.

Members agreed to await a response on this matter from Livin before carrying out any further discussion.

Cllr Malpas did not take part in discussions on this agenda item due to aforementioned declaration of interest.

FC209.0/24- Discuss the options for completing the tenancy agreement for land farmed on the cemetery extension land- Town Clerk provided an overview of this matter and advised Savills have offered to set up a new tenancy for between £400-600.

Members asked the Town Clerk to contact the tenant to ask if it is their intention to farm the land. Cemetery Committee to discuss the timeframe for the cemetery extension. Town Clerk has looked into the information about the cemetery extension and is unable to see a cut off date. If any Member has any further information to let the Town Clerk know. Matter to be brought to next meeting after these questions have been looked into.

FC210.0/24- Staffing updates- Cllr Reece advised that there was no update.

Meeting Closed at 6.50pm.

Mayor of Chilton Town Council,
Date TBC