



Minutes of the proceedings of the **CHILTON TOWN COUNCIL MEETING** held at
Hutton House, on Tuesday 14th October 2025

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

Cllrs: - D. Bright, E. Bruce, D. English, P. Herbert, R. Hirst, P. Malpas & S. Zapert

Town Clerk (TC) - Mrs. Joanne Dickinson

Member of the public- Two who applied for co-option and after being co-opted joined the meeting as Councillors

The meeting commenced at 6.00pm

86. Apologies for Absence—County Councillor Bowron, Mrs Zapert would be unable to attend the meeting until at least 6.30pm

87. Declarations of Interest- None received

88. Member Dispensations- None received

89. Public Participation- None present

90. Consider the applications for the Co-option Councillor Vacancies- Members agreed to consider the application from Mr Hirst and for the application from Mrs Zapert to be considered when she attended the meeting. Mr Hirst gave a succinct explanation of the reasons he has applied to be co-opted onto the council and Members were given an opportunity to ask Mr Hirst questions.

Exclusion of Press and Public

RESOLVED- Cllr Bruce resolved that under Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of the following item of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted. Seconded by Cllr English. All agreed.

Mr Hirst left the meeting at this point

Members approved the co-option of Mr Hirst onto Chilton Town Council

Mr Hirst was informed of the decision and completed the Declaration of Acceptance of Office form and Trustee Form with the Town Clerk and acted in his capacity as a councillor for the rest of the meeting.

91. Mayor's Report – See Appendix 1 for the update from the Mayor, which is attached to the minutes. The Mayor informed Members that ex-Mayor Mr Sutherland has provided the council with the funds from the sale of the aluminum cans which totals £140. This funding is to be given to the Junior Town Council.

Members accepted the report and agreed to add into the report an update on the cemetery, allotments etc to be circulated on the council website and Facebook page.

92. Approve minutes of the following meeting and recommendations therein-
- a. Chilton Town Council Meeting held on 9th September 2025
RESOLVED- Cllr English proposed the minutes be accepted as a true record. Seconded by Cllr Herbert. All agreed.

93. Receive minutes of the following committee meetings

- a. Allotment, Open Spaces and Cemetery Committee Meeting held on 4th August 2025
Members received the minutes

94. **County Councillors Report-** Cllr Bowron had submitted his apologies due to illness.

A Member asked if Cllr Bowron could advise when the outcome of the Local Government Association Peer Review of Durham County Council will be published.

95. **Review the Resolution Log-** The Town Clerk reviewed the Resolution Log with Members
Members noted the actions from the Resolution Log.

96. **Consider a request for a dog bin from a resident in Denebridge Row-** A resident had emailed the council following on from correspondence they had received from Durham County Council after they had asked Durham County Council for an additional bin. Cllr Hirst offered to take a picture of the overflow. Members discussed the current locations of bins and considered if the Town Council supported the installation of an additional bin.

RESOLVED- Cllr Bruce proposed that the Town Council agree with the resident that the overflow of dog poo bags in the vicinity is a health and safety issue and the Town Council supports the suggestion by the resident of the installation of a new dog bin. Seconded by Cllr Herbert. All agreed.

Mrs Zapert entered the meeting at 6.43pm

The following correspondence was added to the agenda after publication-

96b- Consider a request from a resident to hold a Fibromyalgia Support Group in Hutton House

Members agreed to this request and would provide the room free of charge with the caveat that this is as long as a room is available when the group chooses to meet.

Members agreed to consider the application from Mrs Zapert. Mrs Zapert gave a succinct explanation of the reasons he has applied to be co-opted onto the council and Members were given an opportunity to ask Mrs Zapert questions.

Exclusion of Press and Public

RESOLVED- Cllr English resolved that under Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of the following item of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted. Seconded by Cllr Herbert. All agreed.

Mrs Zapert left the meeting at this point

Members approved the co-option of Mrs Zapert onto Chilton Town Council

Mrs Zapert was informed of the decision and completed the Declaration of Acceptance of Office form and Trustee Form with the Town Clerk and acted in her capacity as a councillor for the rest of the meeting.

97. Receive and agree the recommendations from the External Auditor following the completion of the Annual Governance and Responsibility Return for 2024/2025-

RESOLVED- Cllr English proposed the council agree the recommendations from the External Auditor following the completion of the Annual Governance and Responsibility Return for 2024/2025. Seconded by Cllr Herbert. All agreed.

98. Receive and discuss quotations for the Cemetery Building and Hutton House following on from the meeting held on 9th September 2025-

Members received the information and agreed the following-

RESOLVED- Cllr English proposed the council approve the quotation for the removal of the asbestos from the cemetery building and for a cost to demolish the building to be looked into. Seconded by Cllr Hirst. All agreed.

Members to discuss options of what the building could be utilised for if it's not cost prohibitive to not demolish the building.

RESOLVED- Cllr English proposed the council approve the lower quotation for the roof work on Hutton House. Seconded by Cllr Bright. All agreed.

99. Discuss the quotations for the installation of the Christmas Tree /Decorations- The Clerk advised that two quotations have been received for the works. One from the current contractor and one from Ferryhill Town Council.

RESOLVED- Cllr English proposed the council accept the quotation from Ferryhill Town Council for the installation of the Christmas Tree/Decorations due to the difference in the amounts. Seconded by Cllr Hirst. All agreed.

100. Approve Appendix 1 for August 2025 and September 2025 – Members were asked if they had any questions-

RESOLVED- Cllr Malpas proposed the council approve Appendix 1 for August 2025 and September 2025. Seconded by Cllr Herbert. All agreed.

101. Review and discuss the detailed income and expenditure of the council from 1st April 2025 to 30th September 2025 along with the accompanying Financial report for the financial half year end from the Town Clerk -Members reviewed the information and agreed the following virements-

RESOLVED- Cllr Malpas proposed the council approve a virement of the surplus from the family event cost centre to a new cost centre for County Durham Day on 20th March 2026. Seconded by Cllr Bright. All agreed.

RESOLVED- Cllr Malpas proposed the council approve a virement of the surplus from the Chilton Show cost centre to pay towards the Big Ride for the Fireworks Event. Seconded by Cllr English. All agreed.

102. Review and approve the Awards and Gifts Policy-

RESOLVED- Cllr English proposed the council approve the policy with the proviso that the gift amounts for Members mirrors the staff amounts and that for the funeral section it should state 'purchase a wreath/flowers.' Seconded by Cllr Herbert. All agreed.

103. Review and approve the Mayor's Handbook

RESOLVED- Cllr Reece proposed the council approve the policy in principle on the proviso that the policy be circulated by email to Members and any amendments to be agreed at a future meeting. Seconded by Cllr Herbert. All agreed.

104. To consider if the council has any feedback for the following DCC Consultations

a. Budget proposals for 2026/2027 and Medium-Term Financial Plan 2026/2027-2029/2030

b. Exceptions to the Empty and Unfurnished Properties and Second Homes Council Tax Premium

Members agreed to individually review the consultations and they will be discussed at the next meeting.

105. Consider applying for cycle parking in Chilton- council to review options- Members reviewed various options and agreed that there were no suitable locations on council land at present.

106. Consider suitable locations for EV charging points in Chilton- Members reviewed various options and agreed that each Member should bring any suggestions on locations to a future meeting.

107. DM/25/02685/FPA- Members agreed that they had no comment on this application but will review this decision if any resident contacts the town council.

RESOLVED- Cllr English proposed the council agree to extend the meeting time beyond 2 hours as per standing orders. Seconded by Cllr Malpas. All agreed.

108. Receive an update on the Neighbourhood Plan- Cllr Reece advised that the Advisory Group meeting has been arranged. Following on from the feedback from the NP survey from the transport links a meeting is being set arranged with the North East Mayor for the feedback to be considered.

109. Receive the Charity Report- The Mayor included information within her report. Members agreed the following after receiving a quote for an arch at the Charlie Wayman Playing Fields.

RESOLVED- Cllr Malpas proposed the council approve a quotation for an arch for the Charlie Wayman Playing Fields which had been previously requested in 2005-2007. The funds will be from general reserves. Seconded by Cllr English. All agreed.

110. Receive an update from the Community & Events Working Group- Cllr Malpas gave an update to Members on the upcoming events.

Exempt information- no members of the public present.

111. Discuss the school play park fencing-

RESOLVED- Cllr Malpas proposed the council approve the installation of the fencing at the school play park. Seconded by Cllr English. All agreed.

112. Staffing Update- The Chair advised we have received several applications for the Town Clerk vacancy.

Meeting Closed at 8.17pm.

Cllr Sue Reece,
Mayor of Chilton Town Council,
11th November 2025