



Minutes of the proceedings of the **CHILTON TOWN COUNCIL ORDINARY AND ANNUAL MEETING** held at Hutton House, Chilton, on Tuesday 12 May 2026

Present: **Chair:** Councillor S. Reece (Mayor)
Councillors: P. Malpas (Vice Chair), D. Bright, E. Bruce, D. English, R. Hirst (from 7.23pm).
In attendance: C. Llewelyn, Town Clerk
Members of the public: None

The meeting commenced at 6.07pm, directly following the Annual Town Assembly.

Before the start of the meeting, the Mayor advised that she had received the resignation as Town Councillor of P. Herbert. The Mayor expressed thanks to P. Herbert for her service, on behalf of the Town Council.

273. Election of Mayor for the 2026 to 2027 Civic Year

Resolved: Councillor S. Reece is elected as Mayor of Chilton Town Council for the 2026 to 2027 civic year, proposed by Councillor Bruce, seconded by Councillor Malpas. All agreed.

274. To receive the Mayor's Acceptance of Office

Resolved: to receive the Mayor's Declaration of Acceptance of Office which was signed by Councillor S. Reece and countersigned by the Town Clerk.

Councillor Reece thanked Councillors for their continuing confidence.

275. Election of Deputy Mayor for the 2026 to 2027 Civic Year

Resolved: Councillor P. Malpas is elected as Deputy Mayor of Chilton Town Council for the 2026 to 2027 civic year, proposed by Councillor Bright, seconded by Councillor English. All agreed.

276. To receive the Deputy Mayor's Acceptance of Office

Resolved: to receive the Deputy Mayor's Declaration of Acceptance of Office which was signed by Councillor P. Malpas and countersigned by the Town Clerk.

Councillor Malpas expressed thanks to Councillors.

277. Mayor will undertake a presentation and thank you to the retiring Mayor (if required)

Councillor Reece requested Councillor Bruce to be the Mayor's Consort for the civic year.

Councillor Reece invited suggestions from Councillors for local charities to benefit from the Mayor's fundraising this year.

The Council noted it wishes to undertake an annual 'toy run' operated through the Council, which will be added to a meeting agenda.

Resolved: the Clerk to provide Council with costs for new Consort attire.

278. To receive apologies for absence

Apologies received from Councillors M. Smith and S. Zapert. Councillor Hirst had advised he would be late.

Resolved: to receive the apologies. All agreed.

Apologies were also noted from County Councillor Bowron.

279. To receive declarations of interest

Councillor Malpas declared an interest in Livin Garages.

280. To receive member dispensations on any agenda item

No dispensation requests had been received.

The Society of Local Council Clerks had provided advice regarding dispensations.

The Council noted its preference that Members who do not require a dispensation are appointed to Committees in the first instance.

281. Public participation

No public were present.

282. To approve minutes of the following meetings and recommendations therein:

a) Chilton Town Council Meeting held on 14 April 2026

Resolved: the minutes of the Town Council Meeting held on 14 April 2026 and the recommendations therein be accepted as a true record, proposed by Councillor Malpas, seconded by Cllr Bright. All agreed.

b) Chilton Town Council Special Meeting held on 28 April 2026

Resolved: the minutes of the Special Meeting held on 28 April 2026 and the recommendations therein be accepted as a true record, proposed by Councillor English, seconded by Cllr Bruce. All agreed.

283. County Councillor's Report

Councillors noted that a report from County Councillor Bowron had been presented to the Annual Town Assembly earlier in the evening. There were no further queries for the County Councillor.

284. To review the Resolution Log

The resolution log had been sent to Councillors. The Clerk provided a brief update.

Resolved: to receive the Resolution Log. All agreed.

Correspondence

285. To consider correspondence received:

a) **To consider Chilton Traffic Regulation Order including Avenue 4 (Chilton Industrial Estate); Chilton Way; Durham Road; Norman Terrace; South View; The Crescent**

A Traffic Regulation Order had been received from Durham County Council, for comment by the Town Council. The Clerk advised that she has made the County Council aware that one of the areas included is not within the parish boundary, and it was not discussed at the meeting.

Resolved:

(1) to respond regarding the Traffic Regulation Order for 'no waiting' restrictions at West Chilton Way that the Miners Welfare Trust has been in touch with the Traffic Control Officer to advise that there is to be an application for a

dropped kerb at the other entrance to the Trust, and to request that any work be done at the same time and the yellow line to be extended to prevent blockage of both entrances. All agreed.

(2) the Council is in support of traffic controls at Norman Terrace, and requests that Durham County Council consider extending the controls, although the Council is aware that there may be issues with residents' parking. All agreed.

(3) with reference to the Order proposed for South View, the Council suggests a layby on the other side of the road may be more appropriate to prevent school pupils crossing the busy road. All agreed.

(4) the Town Council supports the proposed Order for The Crescent. All agreed.

(5) the Council supports the Order for Durham Road disabled parking bay. All agreed.

(6) the Council supports the proposed Traffic Regulation Order for Avenue 4, Chilton Industrial Estate. All agreed.

286. To approve the payment schedule, including:

a) Payroll Service Level Agreement for 2026 to 2027

The Clerk had sent a copy of the Payroll Service Level Agreement provided by Durham County Council.

Resolved:

(1) to approve the Payroll Service Level Agreement for 2026 to 2027, proposed by Councillor Malpas, seconded by Councillor Bright. All agreed.

(2) to approve the payments in the schedule, proposed by Councillor Bright, seconded by Councillor Bruce. All agreed.

287. To note the detailed income and expenditure

The Clerk had tabled a report, and gave a brief update.

Resolved: to note the detailed income and expenditure, proposed by Councillor English, seconded by Councillor Bright. All agreed.

288. To receive minutes from the following meetings and approve actions therein:

a) Allotment, Open Spaces and Cemetery Committee 20 April 2026

Resolved: to receive the draft minutes of the Allotment, Open Spaces and Cemetery Meeting held on 20 April 2026. All agreed.

b) Financial, Audit, Risk and Health and Safety Committee 22 July 2025

Resolved: to receive the draft minutes of the Allotment, Open Spaces and Cemetery Meeting held on 20 April 2026, proposed by Councillor Bright, seconded by Councillor Bruce. All agreed.

c) Junior Town Council 24 April 2026

Resolved: to receive the draft minutes of the Junior Town Council Meeting held on 24 April 2026. All agreed.

289. Awards and Gifts Policy including review of grant criteria

The Council noted that Town Councillors do not take up allowances which enables more money to be allocated to community grants.

Councillor Bruce declared an interest in any matters relating to the School and did not take part in any discussion which related to any potential funding for the School.

Resolved:

(1) to approve the Community Grants Policy with the following amendments: to add that the Council will encourage applications from organisations who have not previously applied; to add that there may be instances where the Town Council provides match funding for activity where the Council may wish to work in partnership with the organiser; to

add that if not all grants are taken up at during the funding round, it is at the discretion of the Council to award a grant(s) later in the year.

(2) the community grant programme to be advertised with a suitable closing date, after which applications will be considered at one meeting.

(3) the Council will review where funding has been allocated and the process of awarding community grants.

290. To agree the process for Community Champions' Nominations

The Clerk had circulated information used in a previous process for Community Champions.

Resolved:

(1) there will be one award for a Community Champion of any age.

(2) to publicise that nominations are to close in March 2027 to allow time for decision making and award at the Annual Town Assembly in May 2027, proposed by Councillor Malpas, seconded by Councillor Bright. All agreed.

291. To approve Town Council policies and governance

a) **Standing Orders**

Resolved: to approve the Standing Orders, proposed by Councillor Bruce, seconded by Councillor Malpas. All agreed.

b) **Financial Regulations**

Resolved: to approve the Financial Regulations, proposed by Councillor Bruce, seconded by Councillor Bright. All agreed.

c) **Scheme of Delegation**

Resolved: to defer this item to later in the agenda, proposed by Councillor Malpas, seconded by Councillor Bright. All agreed.

d) **Code of Conduct**

Resolved: to approve the Code of Conduct, proposed by Councillor English, seconded by Councillor Malpas. All agreed.

e) **Asset Register**

Resolved: to approve the Asset Register, proposed by Councillor English, seconded by Councillor Bright. All agreed.

f) **Confirmation of arrangements for insurance cover**

The Clerk gave a report of insurance arrangements.

Resolved: to confirm the arrangements for the Town Council's insurance cover, proposed by Councillor Bright, seconded by Councillor English. All agreed.

g) **Review the Council's expenditure under Section 137 of the Local Government Act 1972**

The Clerk gave a report about Section 137 expenditure, and advised the amount for the new financial year.

Resolved: to note that there was no expenditure under Section 137 of the Local Government Act 1972 in the year 2025 to 2026, proposed by Councillor English, seconded by Councillor Malpas. All agreed.

h) **Review of subscriptions to other bodies**

Resolved: to approve the subscriptions to the Society of Local Council Clerks; the National Association of Local Councils and associated County Durham Association of Local Councils; the Institute of Cemetery and Crematorium

Management; the National Allotment Society, and to the North east Regional Employers; Organisation and approval including the payment of the annual fee, proposed by Councillor English, seconded by Councillor Bruce. All agreed.

i) Complaints Policy

Resolved: to approve the Comments, Compliments and Complaints Procedure with the suggested amendments, proposed by Councillor Reece, seconded by Councillor Malpas. All agreed.

j) Review of data protection policies

Resolved: to approve the Data Protection, Freedom of Information and CCTV Policy, proposed by Councillor English, seconded by Councillor Bright. All agreed.

k) Approve a Policy for Dealing with the Press and Media

Resolved: to approve the draft Policy and Procedure for dealing with the Press and Media, proposed by Councillor Reece, seconded by Councillor English. All agreed.

l) Approve a Policy for the Recording of Meetings

Resolved: to approve the draft Policy for the Recording of Meetings, proposed by Councillor Bruce, seconded by Councillor English. All agreed.

m) Approve a review of the Council's employment policies and procedures

Resolved: to approve the Disciplinary Policy and Grievance Policy, proposed by Councillor Reece, seconded by Councillor Bright. All agreed.

n) To review the Mayor's Handbook

A draft had been circulated with suggested amendments.

It was noted that the current Mayor is not taking an allowance.

Resolved:

(1) Amendments suggested in the draft document were approved at the meeting.

(2) £300 is to be allocated under a new budget code in the draft budget for the next financial year to provide for a Mayor's Allowance.

292. Meeting dates and Appointment of Committees

a) Appointment of Committees, membership and Committee dates until May 2026

Councillor Hirst joined the meeting during this discussion at 7.23pm.

Resolved:

(1) to appoint an Allotments, Open Spaces & Cemetery Committee, Members to be Councillors E. Bruce, D. English, D. Bright, P. Malpas, S. Reece and S. Zapert, proposed by P. Malpas, seconded by D. English. All agreed.

(2) to appoint a Financial, Audit, Risk and Health and Safety Committee, to be open to all Members. All agreed.

(3) to appoint a Human Resources Committee which meets as and when required, Members to be Councillors S. Reece, E. Bruce, P. Malpas and M. Smith, proposed by P. Malpas, seconded by D. Bright. All agreed.

(4) to appoint a Human Resources Appeals Committee which meets as and when required, Members to be Councillors D. English, D. Bright, R. Hirst, S. Zapert. All agreed.

(5) to appoint a Complaints and Appeals Committee which meets as and when required, Members to be Councillors D. English, S. Reece, P. Malpas and E. Bruce; and that each Member of the Complaints and Appeals Committee is permitted to appoint a proxy Member of the Council, in cases of conflicts of interest. All agreed.

(6) to appoint a Community and Events Working Group which is open to all Members. All agreed.

(7) the Allotments, Open Spaces & Cemetery Committee is to meet at 6.00pm on the third Monday of the month; and following that meeting on the same day will be the meeting of the Financial, Audit, Risk and Health and Safety Committee. All agreed.

b) Election of Chair and Vice Chair for each Committee

Resolved:

(1) Chair of the Allotment, Open Spaces and Cemetery Committee is Councillor P. Malpas, proposed by S. Reece, seconded by D. English. All agreed.

(2) Vice Chair of the Allotment, Open Spaces and Cemetery Committee is Councillor D. Bright, proposed by E. Bruce, seconded by D. English. All agreed.

(3) Chair of the Financial, Audit, Risk and Health and Safety Committee is Councillor D. English, proposed by S. Reece, seconded by D. Bright. All agreed.

(4) Vice Chair of the Financial, Audit, Risk and Health and Safety Committee is Councillor E. Bruce, proposed by S. Reece, seconded by D. Bright. All agreed.

(5) Chair of the Human Resources Committee is Councillor S. Reece, proposed by E. Bruce, seconded by D. Bright. All agreed.

(6) Vice Chair of the Human Resources Committee is Councillor E. Bruce, proposed by P. Malpas, seconded by D. Bright. All agreed.

(7) Chair of the Complaints and Appeals Committee is Councillor D. English, proposed by S. Reece and seconded by E. Bruce. All agreed.

(8) Vice Chair of the Complaints and Appeals Committee is Councillor S. Reece, proposed by D. English, seconded by P. Malpas. All agreed.

(9) Chair of the Community and Events Working Group is Councillor P. Malpas, proposed by S. Reece, seconded by D. English. All agreed.

c) Approve Terms of Reference for Committees

Resolved: the Terms of Reference for the Complaints and Appeals Committee was approved and will be added in to the Scheme of Delegation, proposed by Councillor Bruce, seconded by Councillor English. All agreed.

d) Scheme of Delegation

This matter had been deferred earlier in the meeting.

Resolved: the draft Scheme of Delegation was approved with the suggested amendments, proposed by Councillor Bright, seconded by Councillor Malpas. All agreed.

e) Approve Town Council Meeting Dates until May 2027

Resolved:

(1) the Council will not schedule a December meeting, proposed by Councillor English, seconded by Councillor Malpas. All agreed.

(2) to approve the Town Council meeting dates presented, proposed by Councillor Hirst, seconded by Councillor Bright. All agreed.

293. Election to outside bodies and approve arrangements for reporting back

a) County Durham Association of Local Councils (two Councillors and Clerk)

This matter is addressed under the next agenda item.

b) **Larger Local Council Forum (two Councillors and Clerk)**

Councillor Reece is able to attend this meeting as a member of the Larger Council Forum Executive Committee. The Clerk is also able to attend.

Resolved: Councillor Bruce and Councillor Malpas are the Town Council representatives on the County Durham Association of Local Council's Larger Council Forum, proposed by Councillor English, seconded by Councillor Reece. All agreed.

c) **Residents' Forum**

Councillor Reece declared an interest in this agenda item as a committee member of the Residents' Forum and did not take part in the discussion or vote.

Resolved: Councillor Bright is the Council's representative on the Residents' Forum, proposed by Councillor Malpas, seconded by Councillor English. All agreed.

294. **Review of arrangements with other bodies**

a) **Report on advice provision from Ferryhill Ladder Centre**

N. Jones from Ferryhill Ladder Centre had provided a report on his advice provision at Hutton House.

Resolved: that Town Councillors express thanks to N. Jones and Ferryhill Ladder Centre for the high-level professional work and how important it is to residents in the community. All agreed.

295. **Planning**

a) **To receive an update on the Neighbourhood Plan, including an update on the registration of the Church building and the Pavilion as a Non Designated Heritage Asset**

Councillor Reece said that information has been received from Durham County Council and she will send a full report for the next Council meeting. No feedback has been received on the registration of the Church building or Pavilion as Non Designated Heritage Assets.

Resolved: to note the update.

296. **To receive the Miners' Welfare Charity Report**

Councillor Reece gave an update. Correspondence has been received from the Football Club thanking the Trust for the work done. A competitive bowls session was held last week. The planning application is to be started by applying for a dropped kerb outside the pavilion park. The budget and Heritage Lottery project are on track.

Resolved: to note the update.

297. **To approve decisions and expenditure on contractors and events in the Community and Events Working Group action log**

Resolved: to note the action log and approve the decisions of the Community and Events Working Group, proposed by Councillor Hirst, seconded by Councillor Bright. All agreed.

298. **To receive draft proposals regarding the future of St Aidan's Church building and consider a response to the proposed closure of St Aidan's Church building by the Parochial Church Council**

It was noted that there have been no further developments.

299. **To consider a request from the Parochial Church Council for Town Council involvement in discussions regarding St Aidan's Church Hall**

It was noted that discussions regarding the Church Hall are to be taken over by the Diocese, with P. Stringer and the Venerable L. Wilkinson.

Resolved: to note that discussions regarding the Church Hall are to be taken over by the Diocese.

300. To consider expenditure towards the repair of Chilton Miners' Memorial

The Clerk provided an update and discussion took place regarding residents' concerns, health and safety, ownership and liability.

Resolved: the Clerk is to write to Durham Miners' Association to advise, and is to commission the repair to Chilton Miners' Memorial, proposed by Councillor Malpas, seconded by Councillor English. All agreed.

301. To consider any update on the permission provided for an event on Joe's Field in Summer 2026

Resolved:

(1) Councillors requested a meeting with the Showman, for further discussion about the fair.

(2) the Clerk to write to Hambleton Way allotment tenants to make sure they are aware of the fair.

302. To RESOLVE 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

Resolved: to ask any or all members of the press and public to leave the meeting for the following items of business in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

303. To receive any update about the disputed land and consider associated expenditure

The Clerk gave an update.

Resolved: all costs are to come to Council before agreement.

304. To receive an update about the Livin Garages

An update was provided.

Resolved: the Clerk to take the action proposed in the update.

Meeting Closed at 7.55pm.

Signed:

Councillor Sue Reece, Mayor of Chilton Town Council

Dated: