



Minutes of the proceedings of the **CHILTON TOWN COUNCIL MEETING** held at
Hutton House, Chilton, on Tuesday 14 April 2026

Present: **Chair:** Councillor S. Reece (Mayor)
 Councillors: E. Bruce, D. English, R. Hirst (from 6.30pm), S. Zapert
 In attendance: C. Llewelyn, Town Clerk
 Members of the public: None

The meeting commenced at 6.07pm.

234. To receive apologies for absence

Apologies received from Councillors P. Malpas (Vice Chair), D. Bright, P. Herbert and M. Smith. Councillor Hirst had advised he would be late.

Resolved: to receive the apologies. All agreed.

Apologies were also noted from County Councillor Bowron, and from the candidate who had expressed an interest in co-option.

235. To receive declarations of interest

Councillor Bruce declared an interest in agenda item 22 Chilton Academy Section 106 Application for refurbishment of existing Squash Courts.

236. To receive member dispensations

None received.

237. Public participation

No members of the public were present.

238. Mayor's Report

Mayor Councillor Reece presented a verbal report. The Mayor's April report is to be updated to include the completed work on the cemetery building and circulated after the meeting.

Resolved: to note the Mayor's Report.

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

a) Chilton Town Council Meeting held on 10 March 2026

Resolved: the minutes of the meeting held on 10 March 2026 and the recommendations therein be accepted as a true record, proposed by Councillor Bruce, seconded by Cllr English. All agreed.

b) Chilton Town Council Special Meeting held on 25 March 2026

Resolved: the minutes of the special meeting held on 25 March 2026 and the recommendations therein be accepted as a true record, proposed by Councillor English, seconded by Cllr Zapert. All agreed.

240. County Councillor's Report

County Councillor Bowron had sent his apologies and a written report, including meetings about the economy and facilities and the proposed CCTV.

Resolved: Councillors noted County Councillor Bowron's report and asked the Clerk to report back that the Council is undertaking work in Chilton with Economic Development.

241. To consider Co-option to the Town Council

A candidate had expressed an interest and had sent apologies for the meeting.

Resolved: to add co-option to the agenda for the Council's May meeting, to allow more information to be considered.

242. To review the Resolution Log

The Clerk provided an update which included:

- Service Level Agreements have been signed with Durham County Council for play area inspections
- The work on the cemetery building has been completed
- The Clerk attended the Society of Local Council Clerks Northern Seminar and will circulate a report

Members asked that the Allotment, Open Spaces and Cemetery Committee consider whether the public is to be consulted about the space where the cemetery building was.

Resolved: to note the update and the actions from the Resolution Log. All agreed.

243. To consider correspondence received:

a) Consider a response to Durham County Council's proposed 20 mile per hour speed limit at the Coppice, Chilton

Councillors discussed the proposal, and that the Town Council has already raised that a number of areas in Chilton would benefit from traffic control.

Resolved: the Town Council is supportive of the proposed 20 miler per hour speed limit at The Coppice, and the Clerk to advise that Councillors would be happy to meet with Highways Officers to discuss traffic control issues, proposed by Councillor English, seconded by Councillor Bruce. All agreed.

b) Consider a response to Durham County Council consultation on interim Houses in Multiple Occupation Policy

Councillors discussed the consultation, including that residents are not always informed about who to contact. Councillor Reece has registered for a public online meeting.

Resolved: Councillor Reece to draft a response following the online meetings, to be circulated and agreed by Councillors by the consultation end date of 5 May.

c) Note County Durham Association of Local Councils (CDALC) Special General Meeting Minutes

The CDALC Special General Meeting minutes dated 7 March 2026 had been circulated. The minutes confirm that Chilton Town Council is represented by Councillor Reece on the Larger Councils' Executive Committee.

Resolved: to note the CDALC Special General Meeting Minutes, including Town Council representation on the Larger Councils' Executive Committee.

Councillor Hirst joined the meeting at this point.

Councillor Hirst declared an interest in the allotments and the Church Hall.

d) Consider training opportunities

Resolved: to note the training opportunities circulated, and to approve expenditure for Councillor Zapert to attend New Councillor training.

244. To approve the payment schedule

Resolved:

(1) the Clerk to advise that expenditure on projected legal and professional fees is not instructed until the Council can discuss and agree in advance, proposed by Councillor Reece, seconded by Councillor English. All agreed.

(2) the Clerk to review the charges for the cemetery building, and the payment is approved, proposed by Councillor Zapert, seconded by Councillor Reece. All agreed.

(3) to approve the payments in the schedule. Proposed by Councillor Bruce, seconded by Councillor Hirst. All agreed.

245. To note the detailed income and expenditure

The Clerk spoke through the detailed income and expenditure, and the projections for budget areas which are likely to be over spent or underspent.

Resolved: to note the detailed income and expenditure including areas where expenditure is higher and lower than allocated in the budget. All agreed.

246. To review earmarked reserves

Resolved:

(1) to establish an earmarked reserve for event expenditure. All agreed.

(2) any surplus event income (where income exceeds expenditure) will be transferred to this reserve on an ongoing basis, starting with transferring surplus income from events during the 2025 to 2026 financial year. All agreed.

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

a) Allotment, Open Spaces and Cemetery Committee 16 March 2026

Resolved: to receive the draft minutes of the Allotment, Open Spaces and Cemetery Meeting held on 16 March 2026, proposed by Councillor English, seconded by Councillor Hirst.

b) Junior Town Council 27 March 2026

Resolved:

(1) to receive the draft minutes of the Junior Town Council Meeting held on 27 March 2026.

(2) that Town Councillors note there are extraordinarily talented young people on Chilton Junior Town Council.

248. To confirm an appointment to an Appeals Committee and its terms of reference

Resolved:

(1) to establish an Appeals Committee with the membership being Councillors Reece, Bruce, English, Hirst and Zapert.

(2) to set the Terms of Reference for the Appeals Committee as the following: there will be at least four Committee Members; a quorum will be three Members, and that the Committee is delegated to hear, decide on and report back on complaints received by the Council.

249. To receive an update and consider expenditure regarding health and safety matters, furniture requirements and works required at Hutton House

Resolved:

(1) the Clerk, in consultation with the Chair, to accept the lowest quote that reaches satisfactory quality standards for treating damp in Hutton House, proposed by Councillor Reece, seconded by Councillor Zapert.

(2) the Clerk and Chair to discuss utility bills further with the broker and circulate information to Councillors particularly regarding costs and potential shorter contract times; noting that the Council may postpone a decision till later in the year.

(3) to note the Clerk is purchasing a new lock for Hutton House.

250. To consider the future facilities and infrastructure needs of the Town Council

Resolved: the Clerk is to circulate dates, in order to establish an initial Working Group meeting to begin discussions on the Council's facilities and infrastructure needs. All agreed.

251. To review and approve the risk register and risk assessments

Resolved: to delegate to the Financial, Audit, Risk and Health and Safety Committee to review the risk register and asset risk assessments, with changes and updates to be recommended to a full Council meeting. All agreed.

252. [DM/26/00411/FPA](#) 8 Bradbury Way, Chilton DL17 0GZ

Councillor English declared an interest and took no part in the discussion of this item.

Resolved: the Council confirms that there are no current objections to the planning application DM/26/00411/FPA, but the Town Council would take note if any residents asked them to raise objections on their behalf.

253. [DM/26/00548/FPA](#) Rushyford Farm, Rushyford DL17 0LJ

Resolved: the Council confirms that there are no current objections to the planning application DM/26/00548/FPA, but the Town Council would take note if any residents asked them to raise objections on their behalf.

254. [DM/26/00280/FPA](#) Land To The North Of 9 Malvern Close And South Of 16 The Cotswolds, Chilton DL17 0QB

Resolved: planning application DM/26/00280/FPA is noted.

255. Chilton Academy Section 106 Application for refurbishment of existing Squash Courts

Councillor Bruce declared an interest and left the meeting, taking no part in any discussion or vote.

Resolved: that the Town Council requests an extension to the time allowed for a response, as it is difficult to comment without further information; the Council wishes to be certain what amount is being requested, and to receive up to date information about how this fits with other potential projects in Chilton and what amount of Section 106 funding is currently available.

Councillor Bruce returned to the meeting.

256. To receive an update on the Neighbourhood Plan

a) To consider an update on the registration of the Church building as a Non Designated Heritage Asset

Councillor Reece advised that Durham County Council is holding a meeting to discuss if there are any further funding opportunities for Neighbourhood Planning. The Planning Officer is to update Councillor Reece.

The application for registration of the Church building, and the Pavilion Park, as a Non Designated Heritage Asset and a response is expected after the Easter break.

Resolved: to receive the update on Neighbourhood Planning and the registration of the Church building as a Non Designated Heritage Asset.

257. To receive the Miners' Welfare Charity Report

Councillor Reece reported that the risk register has been updated and some risks downgraded. Governor briefing sessions have been held and a Strategic Plan is to do. A copy of the document about the Church Hall had been received. The Trust wished to consider the options and to report that Trustees are happy to work with Chilton Town Council with no obligation to proceed, considering risks, options and external advice, and current operations.

The Trust was chosen as a case study for progress made on the conditions of the football fields on Charlie Wayman fields.

Resolved: to receive the Miners' Welfare Charity Report.

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

The Clerk provided an update including that the Miners Gala road closure has been submitted and progress or arrangements for Chilton Show.

Resolved: the update on decisions of the Community and Events Working Group is noted.

259. 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

Resolved:

(1) in accordance with Standing Order 3(w), the meeting time be extended beyond the two-hour limit, proposed by Councillor English, seconded by Councillor Hirst. All agreed.

(2) the Council noted the draft proposals regarding the future of St Aidan's Church building, and continues to look at options in line with the proposed closure of the Church, in accordance with discussions which have taken place.

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

A request for involvement in discussions about the Church Hall had been received. The group will also receive a response on behalf of the Miners' Welfare Trust.

Resolved: to note the request, and to respond to the group to ask if they can arrange a joint meeting for information and to discuss the response from the Diocese.

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

Resolved: the Clerk is requested to find out as much information as possible about ownership, liability, insurance provision and obligations; if the work can be done the Clerk is to instruct the repair, and in any case is to bring information to the next meeting.

262. To consider a request for an event on Joe's Field in Summer 2026

The Clerk had circulated information from the Showman requesting the hire of the field. Members discussed the requirement for a firm agreement. It was suggested that the Showman be requested to meet with residents soon, and a letter drop to be arranged if a meeting is to go ahead.

Resolved: to ask the Showman if they would meet with residents in the next two weeks.

263. 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, proposed by Councillor English, seconded by Councillor Bruce. All agreed.

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

The Clerk provided an update.

Resolved: to receive the update about the disputed land.

265. To receive an update about the Livin Garages

The Clerk advised that she is expecting an update from Livin.

Resolved: to receive the update about the Livin Garages.

266. To review and update on allotment evictions and consider the process and costs for allotment clearance and fly tipping

The Clerk provided information regarding fly tipping.

Resolved:

(1) the Clerk to arrange removal of a small amount of fly tipping at Hambleton Way at the quoted cost, proposed by Councillor Reece, seconded by Councillor English. All agreed.

(2) the Clerk is approved to take the action agreed, to remove further fly tipping, at the quoted cost, and to take any information about use of the items to the Allotment, Open Spaces and Cemetery Committee. All agreed.

Councillor Hirst declared an interest in allotments, and left the meeting, taking no part in any discussion or vote.

The Clerk and Councillor Reece provided an update regarding allotment operations and requested Members' views.

Further resolved:

(3) to note the update provided on allotment management, and that this is to be further considered by the Allotments, Open Spaces and Cemetery Committee. All agreed.

(4) Members requested that the Allotment, Open Spaces and Cemetery Committee considers current allotment charges alongside the charges previously made by Livin.

(5) the Clerk is approved to arrange removal of items left on an allotment as discussed, proposed by Councillor Reece, seconded by Councillor English. All agreed.

Meeting Closed at 8.48pm.

Signed:

Councillor Sue Reece, Mayor of Chilton Town Council

Dated: