



## C H I L T O N   T O W N   C O U N C I L

### Minutes of a meeting of Chilton Town Council Allotment, Open Spaces & Cemetery Committee held at Hutton House, Chilton, County Durham, on Monday 20 April 2026 at 10.30am

**Chair:** Councillor P. Malpas.

**Present:** Councillors D. Bright (Committee Vice Chair), E. Bruce, S. Reece (joined the meeting at 11.10am).

**In attendance:** Councillor R. Hirst; Town Clerk C. Llewelyn.

**Members of the public:** one present.

#### 96. To receive apologies for absence

Councillor Reece had advised she would be late for the meeting.

#### 97. Declaration of Interest

Councillor Hirst declared an interest as a tenant of West Chilton Allotments, attending as a non-Committee Member.

98. Member Dispensation – The following dispensation has been provided to Committee Members on 20 May 2025 until May 2026 – The dispensation will limit Cllr Herbert from participating in the discussion of and/or vote on the following matters which effect the allotment site on which they hold an allotment to a greater degree than any other allotment size within the parish:

- a. The eviction of an allotment holder on the West Chilton Allotment site;
- b. The award of a grant/tender to the West Chilton Allotment site.

#### 99. Public Participation

The public raised the following matters:

- fly tipping, gates and fencing. at West Chilton Terrace
- Laws on dogs worrying livestock

**Resolved: (1) the Clerk is to consider action regarding the gates and bring to Committee or Council.**

**Further resolved (2): the Clerk to check if there is any advice issued regarding new livestock laws.**

#### 100. Review Resolution Log for Cemetery and Allotments and Open Spaces

The Committee expects the Council to consider make a decision at its next meeting about the Miners' Memorial.

**Resolved: to note the matters raised from the Resolution Log.**

#### 101. To review and accept the Minutes of the Allotment, Open Spaces & Cemetery Committee meeting held on 16 March 2026

**Resolved: the minutes of the meeting of the Allotment, Open Spaces and Cemetery Committee held on 16 March 2026 be accepted as a true record, proposed by Councillor Bright, seconded by Cllr Reece. All agreed.**

102. To consider if there are any further improvements to be made to the cemetery in the centenary year

Discussion took place about the new part of the cemetery. Biodiversity net gain is not a requirement. Mixed hedgerow is likely to be preferable to fencing. The matter of consecration was briefly discussed.

**Resolved (1): the Clerk to investigate marking out the boundary and paths of the new part of the cemetery.**

**Resolved (2): to investigate if the Woodland Trust would donate hedgerows.**

103. To consider options and budget regarding the space where the building has been removed, including suggestions of a metal feather structure or seating area

A plaque to mark the centenary year and other ideas such as a sculpture, bench and hanging baskets were discussed.

**Resolved: to carry out consultation on social media, asking residents for ideas and preferences for this area, and bring responses back to the Committee.**

104. To consider matters relating to cemetery operations and management

**Resolved: the Clerk to obtain costs for improvements to or replacement of paths in the cemetery.**

105. To receive any fly tipping updates

**Resolved (1): the Clerk to report clothes left around the clothing bank.**

**Further resolved (2): the Clerk to report rubbish on Albert Street as raised at the Committee.**

106. To consider Town Council Open Spaces, planting, noticeboards and any other matters

**Resolved (1): the flower beds to the side of Hutton House and the Memorial Garden are to be planted.**

**Further resolved (2): a request for a memorial plaque on a bench is to be taken to Council.**

**Further resolved (3): the Clerk to arrange removal of rubbish and cutting of bushes to the back of Hutton House.**

107. To receive any update on the Community Garden

It was noted that a lot of work is being done at the Community Garden.

108. To receive any fly tipping updates

No further reports were provided.

109. To consider allotments management including operations, allocations, rent and charges, and access

**Resolved: to note the reports given by the Clerk.**

110. To review fencing

**Resolved: the Clerk to arrange required work on fencing at Hambleton Way allotments as discussed.**

111. To consider use of water on allotments

**Resolved: to defer consideration of this item until later in the agenda, with the press and public excluded under the Public Bodies (Admissions to Meetings) Act 1960.**

112. To consider any correspondence and requests

**Resolved: to note the contents of two letters received by the Clerk.**

113. Date of next meeting: to be confirmed

**Resolved: the next Committee meeting date will be confirmed at the Council's Annual Meeting in May.**

114. 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 in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

The meeting continued with only Committee Members and the Clerk in attendance.

115. To review and confirm actions on allotment non-compliance and operational matters

Resolved (1): the Clerk is authorised to approve backflow improvements to taps on allotment sites, proposed by Councillor Reece, seconded by Councillor Malpas. All agreed.

Further resolved (2): the Council is to issue communications regarding water on allotments using a standard statement, which all Councillors are to be issued with.

Further resolved (3): the Clerk to seek further quotes for works to water provision on allotments.

Further resolved (4): the Clerk to investigate fencing and water supply.

Further resolved (5): the Clerk to communicate to the correspondent that the Council is working to resolve matters.

Further resolved (6): that at the end of a tenancy however it is ended, the outgoing tenant is to be re-charged the actual costs of removal and reinstatement.

The Clerk and Council Chair gave updates on discussions with tenants and new information provided.

Further resolved (7): new, clear agreements are to be implemented for current plots with livestock; the Clerk to communicate this to affected tenants, proposed by Councillor Reece, seconded by Councillor Malpas. All agreed.

Further resolved (8): to approve the Clerk to place signage and take the actions agreed at the meeting.