



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 15 June 2026 at 6.00pm

Chair: Councillor P. Malpas.

Present: Councillors D. Bright (Committee Vice Chair), E. Bruce, S. Reece (from 6.08pm), S. Zapert.

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

Members of the public: one present (representing the Community Garden).

140. To receive apologies for absence

Apologies were received from Councillor English.

Resolved: to receive the apologies.

141. Declaration of Interest

None received.

142. Member Dispensations

None received.

143. To note the Terms of Reference (within the Scheme of Delegation)

Resolved: to note that the Terms of Reference were reviewed at the Council's Annual Meeting in May.

Councillor Reece joined the meeting during this item.

144. To review and accept the Minutes of the Allotment, Open Spaces & Cemetery Committee meeting held on 18 May 2026

Resolved: the minutes of the meeting of the Allotment, Open Spaces and Cemetery Committee held on 18 May 2026 be accepted as a true record. All agreed.

145. Public Participation (10 minutes)

The member of the public raised that items had been left on a garage site.

Resolved: the Clerk to report the fly tip on the garage site.

146. Review Resolution Log for Cemetery and Allotments and Open Spaces

It was agreed that most items are on the meeting agenda.

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

No matters raised.

148. To consider options and budget regarding the space where the building has been removed

Resolved: the Clerk is to seek plans and costs for a corner-shaped shelter where benches can be inside and outside.

149. To consider plaques for the Memorial Garden

Resolved:

(1) that all plaques at the Memorial Garden will be replaced by brass plaques at the quoted cost, with efforts made to contact all plaque holders; the Clerk to consult with the Committee Chair if there are any problems, proposed by Councillor Reece, seconded by Councillor Bright. All agreed.

(2) to review the cost of plaques to the public at the next meeting, proposed by Councillor Reece, seconded by Councillor Bright. All agreed.

150. To consider matters relating to cemetery operations and management

The Clerk has requested topping up of some graves and is liaising with the Grounds Maintenance Contractor.

Resolved: to note the update.

151. To receive any fly tipping reports or updates (including allotments and other areas)

Resolved:

(1) the Clerk to report the clothes bin next to Morrisons is overflowing.

(2) there was no update from the Police regarding a fire on an allotment, and that the fence repair should be completed the day after the meeting.

152. To consider arrangements and expenditure for seasonal displays including Christmas

The Clerk advised that the lamppost testing for the Christmas displays is completed.

Resolved: the Clerk to seek quotes for erecting the Christmas tree and lights, providing specific information about what is required.

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

The Clerk advised that she is still awaiting a quote to repair the noticeboard at Pentlands, that the watering for the cemetery and other areas will be separated on invoices, and confirmed with Members that weekly reports are expected from the Contractor.

Resolved: to note the update.

154. To review and consider planting, hanging baskets, planters, flowerbeds and floral arrangements

The current plants and arrangements, and the future planting programme were discussed, including opportunities for community involvement.

Resolved: the Clerk to seek information from other areas which have moved towards planting by the community.

155. To consider an application for free trees or hedgerow saplings from the Woodland Trust

Resolved: the Clerk to make an application for free trees or hedgerows for the cemetery boundary, which would be received in November. All agreed.

156. To consider a request for a memorial plaque on a bench to the front of Hutton House

Resolved: to move this item to later in the meeting, proposed by Councillor Reece, seconded by Councillor Malpas. All agreed.

157. To receive any update on the Community Garden, and consider its agreement with the Council

The Community Garden representative gave an update. They have crops growing and are running out of space. Entries are planned for Chilton Show. The Garden wish to have a stall at the Show. Councillor Bright had attended a Committee Meeting.

Resolved: to note the update.

158. To consider fences, gates and locks on allotment sites

Requests have been received to look at West Chilton Terrace allotment gates to improve security.

Resolved: to note the update.

159. To consider any correspondence and requests

None raised.

160. Date of next meeting: 20 July 2026

Resolved: the next meeting will be on Monday 20 July at 6.00pm.

161. 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, proposed by Councillor Reece, seconded by Councillor Bruce. All agreed.

140. To consider a request for a memorial plaque on a bench to the front of Hutton House

Resolved: That the Committee approves the installation of a commemorative plaque on the bench outside Hutton House, with costs paid by the requester, subject to confirmation that the bench is owned by the Town Council and an agreement that no flowers, ornaments or other attachments will be placed on or around the bench, and their acknowledgement that any such items may be removed by the Town Council if they are placed there.

141. To review and confirm actions on allotment management, issues, data, non-compliance and operational matters

It was noted that Councillors appreciated the new map-based format for presenting information.

Resolved:

- (1) to approve the drone inspections to take place shortly, with fewer pictures required than previously.**
 - (3) to accept payment from tenants who had not yet paid the allotment rent during their notice period.**
 - (4) that the appeals which had been received were all upheld and the Clerk is to take the appropriate action.**
 - (5) a tenant may move plots if no one else is waiting.**
 - (6) the Clerk is to write a letter regarding fencing and horses.**
 - (7) a report to be brought to the next Committee including all lengths of fencing that are suggested for replacement.**
 - (8) the clearance required on the plots presented was approved.**
 - (9) the licence for the Community Garden is to be considered at the next Committee Meeting.**
- All resolutions proposed by Councillor Reece, seconded by Councillor Malpas. All agreed.**

142. To review charges for all allotments, gardens and garages

Resolved: to review payment processes and consider whether online payments can be introduced.

Councillor Malpas declared an interest and left the meeting, and did not take part in any discussion or vote on the next agenda item.

Councillor Bright assumed the Chair for the next agenda item.

143. To consider matters relating to the Livin gardens and garages

Resolved: to note that Livin are considering the clause sent by the Council's Solicitor.

Councillor Malpas returned to the meeting and resumed the Chair.

144. To consider operational matters relating to open spaces

The Clerk advised that funding may be available for rubber matting from County Councillor Bowron. Committee Members said they were unclear how the County Councillor was aware of the matter.

Resolved:

(1) opportunities for funding are to be brought in a report by the Clerk to the Town Council meeting, as part of a review of play parks which identifies priorities and then funding will be considered.

(2) the Clerk to arrange signs for Joe's Field gate.

Meeting Closed at 7.58pm.

Signed:

Chair of Committee Meeting

Dated: