



# CHILTON TOWN COUNCIL

**Minutes of a meeting of Chilton Town Council Allotment Committee**  
held at Hutton House, Chilton, County Durham, on  
Thursday 17th June 2021 at 10.30am

**Chairman:** *Councillor E.Bruce ( for election of Chairman only)*

**Present:** *P.Davies,K.Hornsby,A.Hughes, P.Malpas,G.Wheadon, M.Young*

**In attendance:** J.Robinson (Acting Town Clerk)

**Members of the public:** *1 member of the public*

## **ALL1.0.0/21. APOLOGIES**

Cllr. A.Bruce, J.Cairns,S.Sutherland.

## **ALL2.0/21 DECLARATION OF INTERESTS**

Cllr. A.Hughes (tenant of an allotment), E.Bruce (husband tenant of an allotment)

## **ALL3.0/21. MEMBERS' DISPENSATION**

None.

## **ALL4.0/21 TENANT PARTICIPATION**

Items raised included, water and issues around leaks,fencing on West Chilton Terrace, Council finances. Matters discussed later in the meeting.

## **ALL5.0/21 ELECTION OF CHAIRMAN**

**RESOLVED:-** Cllr.A.Hughes be Chairman of the Allotment Committee for the 2021/22 Civic Year

## **ALL6.0/21 ELECTION OF VICE CHAIRMAN**

**RESOLVED:-** Cllr.G.Wheadon be Vice Chairman of the Allotment Committee for the 2021/22 Civic Year

## **ALL7.0/21 MOTION TO CHANGE MEETING DATE**

It was agreed to change meeting times to 6.00pm 4<sup>th</sup> Tuesday of the month.

**Cllr. M.Young left the meeting at this point.**

**ALL8.0/21 REPORT ON TENANCY RENEWAL**

Acting Town Clerk advised there remains 9 tenants still to renew their tenancy for the coming year. It was agreed to write to them all extending the collection period till end of July, thereafter to assume tenancy not required and re-let.

**ALL9.0/21 WAITING LIST**

Acting Town Clerk advised there were 9 identified applications for tenancies, all to be considered under exempt business.

**ALL10.0/21 ALLOTMENT INSPECTIONS**

It was agreed to inspect all allotments on a 6 monthly basis. The Chairman and Vice Chairman agreed to undertake this. First round of Inspections to begin July 1<sup>st</sup> 2021.

**ALL11.0/21 WATER**

A general discussion took place in regards to water to the 3 allotment sites. It was agreed to re-start the monthly recording of water used. Cllrs. P.Davies, G.Wheandon along with Mr. K.Tracey agreed to undertake this task. First recording to be 1<sup>st</sup> July 2021.

**ALL12.0/21 PLAYGROUNDS**

Deferred to next meeting as Councillor J.Cairns was not present and she had placed the item on the agenda. It was however agreed Acting Town Clerk arrange a date for members to undertake a site visit of all playgrounds.

**ALL13.0/21 SUMMER BEDDING /HANGING BASKETS**

Deferred to next meeting as Councillor J.Cairns was not present. Acting Town Clerk did advise all in hand and due to be in situ in next 10 days.

**ALL14.0/21 PUBLIC OPEN SPACES**

Agreed to set up a monitoring system of Environment Contract, and the Chairman, Vice Chairman and Acting Town Clerk to meet with contractor to discuss same, and report back to Committee on a monthly basis. Contractor to be invited to every meeting to present a report/any concerns on his behalf.

**ALL 15.0/21 EXCLUSION OF PRESS AND PUBLIC**

Cllr. E.Bruce proposed and Cllr. G.Wheadon seconded, and carried, that under Paragraph 1 (2) of The Public Bodies (Admission to meetings) Act of 1960 that the public and press be excluded for the remainder of the meeting.

**ALL16.0/21 TENANCY RELATED MATTERS**

It was agreed to accept the report presented by the Acting Town Clerk and to allocate allotments to all on the current waiting list, who have submitted a formal application form, and they have lived in the Parish for at least 12 months as per. Allocation Policy. Chairman

and Vice Chairman to visit all Allotments needing Inspection as identified by previous Council members. Acting Town Clerk to prepare a list of outstanding requests for remedial action in particular fencing. Chairman and Vice Chairman will also visit all sites to consider other areas requiring action by the Council.

**ALL17.0/21 WORKING PARTY FOR CONTRACT TENDERING**

The following members agreed to serve on the above working party and to report back to September Full Council the programme for contract tendering including time line, Cllrs. A.Hughes, G.Wheadon, M.Young, J.Cairns,P.Davies,K.Hornsby, E.Bruce, P.Malpas, S.Sutherland.

**ALL18.0/21 NEXT MEETING**

To be held on Tuesday 13<sup>th</sup> July 2021 St. Aidans Church Hall at 6.00pm to meet with Secretary of Northern Regional Allotment Society and normal meeting to follow on Tuesday 27<sup>th</sup> July 2021.

The meeting closed at 12.35pm

Signed:-

Mayor of Chilton  
13<sup>th</sup> July 2021