



CHILTON TOWN COUNCIL

Minutes of a meeting of Chilton Town Council
held at Hutton House, Chilton, County Durham, on
Tuesday 12th December 2022.

Chairman: *Councillor M. Young (Mayor)*

Present: *E. Bruce, J. Cairns, V. Collinson, P. Davies, J. Houlihan,
S. Sutherland, P. Herbert, L. Rundle, K. Hornsby.*

In attendance: Mr. J. Robinson Town Clerk
Mr. D. Shingleton

Members of the public: one member of the public present

OM140.0/22. APOLOGIES

Cllr. A. Bruce (ill health), P. Malpas (ill health)

OM141.0/22 DECLARATION OF INTERESTS

Cllrs. E. Bruce in regards to any matters appertaining to Allotments/Community Champion, S. Sutherland in regards to Durham County Council due to employment at DCC, Cllr. J. Cairns as member of DCC, P. Herbert in regards to allotments as an allotment holder.

OM142.0/22. MEMBER DISPENSATION

None.

OM143.0/22 PUBLIC PARTICIPATION

Raised the issue of accessing minutes and agendas other than via website or noticeboard. It was agreed to place a file in both Hutton House and Library with minutes and also allotment minutes to go into noticeboards on allotment sites.

OM144.0/21 REPORT OF MAYOR

Cllr. M. Young advised that the agenda has been split into sections covering each committee area and the relevant Chairman will lead on the various items.

OM145.0/22 MINUTES OF CHILTON TOWN COUNCIL HELD ON 8TH NOVEMBER 2022

Cllr. J. Cairns proposed seconded by Cllr. V. Collinson and agreed to accept the minutes of the November Full Council.

OM146.0/22 DRAFT 2023/24 BUDGET

The Mayor on behalf of Council welcomed Mr. D. Shingleton (Accountant) who jointly with the Town Clerk presented the proposed 2023/24 Annual Budget. The budget having been prepared following member discussions. Following member questioning of both officers, it was agreed to formally present the proposals to the January 2023 Full Council for final agreement. It was agreed if any member wished to alter any part of the proposed budget they submit the proposal to Town Clerk by 1st January 2023 to allow officers to make alterations to incorporate the changes to the documents to allow members to consider same prior to the meeting.

Cllr. M. Young thanked Mr. D. Shingleton for his advice and support.

OM147.0/22 COMMUNITY UPDATE

The Town Clerk gave an update on the organisation of Tea with Santa and Reindeer Trail events.

OM148.0/22 CEMETERY UPDATE

Cllr. J. Cairns gave a report on recent cemetery issues. She also advised the consultant commissioned to take the extension forward had produced a draft plan of the area covering roads/spaces (this being previously circulated to members). She advised he is now re-drawing the draft document to include comments made by members and a revised proposal will be presented to members early 2023.

Members considered the revised Cemetery Regulations, previously circulated to members. Cllr. J. Cairns proposed seconded by Cllr. M. Young and agreed to endorse the new Regulations effective from 1st April 2023.

OM149.0/22 ALLOTMENT UPDATE

Cllr. S. Sutherland advised the November Committee meeting had not been quorate and therefore had not taken place. Business to be transferred to January 2023 meeting.

He advised the recent tenant meeting had been well attended and proved fruitful. It is proposed to hold a similar event in spring 2023.

The issue of water charges had been considered and the meeting had recognised the need to increase the fee as proposed in the Council budget. It was agreed to discuss the exact fee for 2023/24 water at the January committee meeting and to be formally agreed at the January Policy and Resources meeting to enable 2023/24 tenancy agreements/fees to be sent to tenants.

Members were also reminded Council had agreed not to raise fees for 23/24 and also 24/25, however, during 2023 all sites size/category to be reviewed, and changes to be implemented 2024.

The Town Clerk reported on discussions with Groundwork North East in regards to establishing a community environment group and a request to allocate the new group a community allotment. It was proposed Cllr. J. Cairns, seconded by Cllr. S. Sutherland and agreed to allocate a community allotment free of charge for this group if established.

OM150.0/22 DOG/LITTER BINS

The Town Clerk advised the first 4 bins had arrived. Cllr. J. Cairns agreed to liaise with DCC and have them installed by DCC. Members agreed to install on the bye-pass first and then around the Town. Both Cllr. S. Sutherland and V. Collinson raised concerns regarding the current state of litter bins owned by the Council across the area. It was agreed the Town Clerk obtain quotes for 8 litter bins for the January meeting.

OM151.0/22 WAR MEMORIAL

Cllr. E. Bruce advised she had received complaints in regard to the poppy wreath containers placed in front/on the War Memorial. The resident had expressed concern that the memorial could be damaged/scratched and that the structure was designed to stand alone and have nothing placed in front to detract from its meaning. She asked if the group had sought permission to attach the structure to the memorial and if a risk assessment had been undertaken. Cllr. S. Sutherland commented that the concept of the containers was good but position is wrong and they should be re-sited within the memorial garden area. Cllr. P. Davies advised he had received positive comments and disagreed with the moving of them.

Cllr. S. Sutherland proposed seconded Cllr. V. Collinson and agreed, that the concept was acceptable but the structures be moved and placed either down the side or attached to the side wall.

OM152.0/22 PLANNING

DM/22/03605/FPA Brooklyn Road Chilton. No objections raised in regard to the application

OM153.0/22 MINUTES OF COMMUNITY MEETING 8TH NOVEMBER 2022

Cllr. J. Cairns proposed, seconded by Cllr. S. Sutherland and agreed to accept both the minutes and recommendations of the Community meeting held 8th November 2022.

OM154.0/22 MINUTES OF POLICY AND RESOURCES MEETING 22ND NOVEMBER 2022

Cllr. J. Cairns proposed seconded by Cllr. S. Sutherland and agreed to accept both the minutes and recommendations of the Policy and Resources meeting held on 22nd November 2022.

OM155.0/22 COUNTY COUNCILLOR REPORT

Cllr. J. Cairns referred to the following during her report:

- a. Full Council had formally discussed the DCC cabinets decision to join the LA7 regional deal
- b. CFA biggest issue is the 2023/24 Budget
- c. She had attended the Safer and Stronger Scrutiny meeting which focused on ASB
- d. A large number of individual casework had been dealt with across the division
- f. Reference was made to the recent issues in regards to the Eden Arms.
- g. She raised the issue of Wingate House and also improving the local bus service
- h. She had attended the recent PACT meeting.

Cllr. M. Young raised the issue of speeding on Durham Road. Cllr. J. Cairns advised she was aware of this issue and had held discussions with the local police. The Town Clerk advised he had agreed with the police to establish early 2023 a Speed Watch group if volunteers would come forward to assist. An article to go into the Chapter in early 2023.

OM156.0/22 CORRESPONDENCE

The following were raised:

- a. Royal Garden Party 2023 from CDALC. It was agreed to nominate as normal practice the Mayor Cllr. M. Young, proposed Cllr. J. Cairns seconded Cllr. P. Davies and carried
- b. Monthly report on play areas. A small number of cleaning issues had been raised in regards to Skate Park and the Muga area. Agreed Town Clerk have these dealt with under Health and Safety
- c. CDALC, a note thanks from Lord Lieutenant for the support given by Towns and Parish Councils at the sad death of Queen Elizabeth II
- g. CDALC legal note re 2023 Parish elections
- d. Annual service report in respect of the clock in Hutton House, no issues raised
- e. letter of thanks for Council support from 1st Chilton Scout Group
- f. card of thanks for support from Royal British Legion Poppy Appeal
- g. DCC Homelessness and Rough Sleeper Consultation, members to comment direct to DCC on an individual basis.

OM157/22 COMMUNITY CHAMPION

Cllrs. K. Hornsby and E. Bruce left the meeting at this point having declared an interest.

The Mayor advised 2 applications had been received Mr. A. Coulthard and Alderman C. Potts. The judging panel had felt both nominations had great value and not to set any precedent a joint award should be made. It was proposed Cllr. S. Sutherland seconded Cllr. J. Cairns and agreed a joint award be given to Mr. A. Coulthard and Alderman C. Potts. The ceremony to be at the start of January Policy and Resources

Cllr. J. Cairns requested for 2023 the Town Clerk produce a marking criteria sheet, this was agreed.

Cllr. K. Hornsby and E. Bruce re-entered the meeting.

OM158.0/22 LARGER LOCAL COUNCIL FORUM

Town Clerk gave a verbal report of the meeting, minutes available from Council office.

OM159.0/22 RESIDENTS FORUM

Cllr. P. Herbert and Town Clerk reported on the recent meeting.

OM160/22 MONTHLY INCOME/RECONCILIATION

Members agreed and noted monthly report.

OM161/22 DELEGATED POWER CHRISTMAS PERIOD

It was agreed to delegate to Mayor, Deputy Mayor and Town Clerk to deal with any urgent issues during the festive period and to report back to Council in January any actions taken.

OM162.0/22 EXCLUSION OF PRESS AND PUBLIC

It was proposed Cllr. J. Cairns seconded by Cllr. S. Sutherland and carried to exclude press and public from the remainder of the meeting.

OM163.0/22 LEGAL PROCEEDINGS

Town Clerk gave a report in regards to unpaid accounts, members agreed to pursue payment via small claims court.

OM164.0/22 ADJOINING LAND TO HUTTON HOUSE

Site visit has been arranged; all members invited to attend.

OM165.0/22 DATE OF NEXT MEETING

To be held 10th January 2023.

Signed: -

Mayor of Chilton
10th January 2023