



Chilton Town Council

“To conserve and enhance Chilton as an attractive and sustainable place in which to live, visit and do business.”

ANNUAL REPORT 2022 - 2023

Mayors Report

On behalf of the Town Council may I welcome each and every one of you to tonight's Annual Assembly. The Town Council welcomes and values your interest and support.

May I thank my fellow Town Councillors for their support during my year as Mayor for the 22/23 Civic Year.

I am pleased to present this Annual Report on behalf of the Town Council, a Council which prides itself on the services and facilities it provides for the local community. Once again it has been a very busy year for the Council with our Town and facilities continuing to be improved and developed for future generations. We have built on the community's desire to move on from COVID and rebuild our Community Spirit once more.

The year saw wonderful celebrations and community spirit as we celebrated the Platinum Jubilee of Queen Elizabeth II. Then with sadness we came together in various events to remember and commemorate her reign when she sadly died in Autumn. May I thank everyone who supported and assisted in the various events we organised to ensure their success.

As I write this report, we are organising the celebration events for the Coronation of His Majesty King Charles III, and I hope you will all take part and celebrate this historic event.

This could not have happened without the continuing hard work from our staff team. We especially wish to thank our Town Clerk John Robinson and our Finance and Admin Officer Anne Hall, our Community Officer Joanne Jones and Support Officer Alison Smith for the service they have given to Chilton during this exceedingly difficult time.

2022 saw the co-option of Cllr. Herbert who is a welcome addition to the team.

During 2022 we saw many people in the Town step up and support our community. We must place on record our thanks to everyone who played their part. There are many in our community who work in the Health Service, Care Homes, including our own Care Home, in Chilton and all other front-line services, our thanks go out to them in buckets full of praise.

We have made clear efforts this year to support ALL our residents and have opened up Hutton House for community use. We have many groups and organisations now in Hutton House and plans for more are being taken forward. During the year we have had superb advice drop-in surgeries from Mr. Nigel Jones and the team of the Ladder Centre, a service so valuable to our community and so well received. Special thanks to Nigel and his colleagues for continued support. We received funding from Believe Housing to provide warm space days and I thank them on behalf of us all. Funding has also been sought from PCP to help us establish a Men's Group and shortly a Craft group. Community Action Support Team are working in the area now. We are also shortly to have debt advice sessions and establish links with credit union. As a Council we wish to thank all of them for their support and commitment to our community.

2022 proved community spirit and support is still alive and thriving not only here in Chilton but across the Country. We must also thank the Church and Chilton Academy who have fully supported all our events and requests throughout the year.

The Junior Town Council has been an excellent addition to our Council Democracy, and many ideas and thoughts have come from the young people and made US as Adults sit back and think. This is a valued addition to our Council and Community. Many thanks to all our Junior Town Councillors and staff at Chilton Academy.

I would also like to pay mine and the communities thanks to my fellow Councillors, both County and Town, for their support to me personally during my time as Mayor, and to the whole Community in general. They all take their role seriously and conscientiously for the people we serve.

A special thank you, to the Mayoress my wife Karen, for her support and advice during my term in office.

We sadly lost our former Councillor Brian Avery and Alderman Frank Forrest, who passed away during my time as Mayor. Our thoughts and prayers go to their families.

Cllr. Michael Young
Mayor of Chilton

Council Introduction

This is the Annual Report for Chilton Town Council for the Civic Year Ending 31st March 2023.

During the year the Council has continued to be actively involved in the management of the areas in its control, especially the areas of public open space.

Investment is continuing in the parks and play areas, and this is supported by grant funding applications to ensure that our Town provides a wide range of facilities that help our residents, both young and old, to develop to their maximum potential, keep fit and active and make new friends at the same time.

We will continue to do all that is possible to maintain our facilities and are open to all new ideas and suggestions from residents that will help to further improve our Town for our residents and visitors. Community Consultation has taken place during the year and our Action Planning for the coming year will be in response to the ideas and suggestions the Community has made.

STATEMENT OF RESPONSIBILITY

Chilton Town Council is responsible for the preparation of this Annual Report and for the information and assessments set out in it and the assumptions and estimates on which it is based. Any member of the public may examine Council documents by appointment at the address below: -

Town Clerk & Responsible Financial Officer, Chilton Town Council, Hutton House, Chilton County Durham, DL17 0HE

Tel: **01388 721788**

Email: townclerk@chiltondurham-tc.gov.uk

EQUALITY AND DIVERSITY STATEMENT

We aim to ensure that everyone using our services is treated fairly and without prejudice or discrimination. All our customers are different with different aspirations and needs in an ever-changing community. We are committed to ensuring that no one is excluded from using our services and that all our residents have the same opportunities to improve the qualities of their lives and secure new life experiences. All residents should have equal access to our services, and we recognise this and will do all that is possible to meet these.

The Council in early 2023 signed up and supported NALC Civility and Respect Project along with many other Councils across the Country.

VISION STATEMENT

A Town that seeks opportunity and choice for future generations, while retaining a pride in its local heritage

MISSION STATEMENT

“To conserve and Enhance Chilton as an attractive and sustainable place in which to live, visit and do business.”

The 5 core values of Chilton Town Council are:

- **Community Safety**
- **Develop a prosperous business community.**
- **Protect and enhance the environment.**
- **Support residents, community and voluntary groups**
- **Continue to improve the services the Council provides.**

The Council Offices are open to the public at the following times:

Monday to Friday 10.00am to 2.00pm as core hours, and additional hours when required.

The Town Council's offices are located at:

**Council Offices Hutton House, Durham Road, Chilton County Durham
DL17 0HE**

Tel: 01388 721788

Email enquiries: info@chiltondurham-tc.gov.uk or townclerk@chiltondurham-tc.gov.uk

Councillors:

Chilton Town Council comprises 12 elected members who also act as Trustees to our Miners Welfare Charity.

The Councillors decided not to accept the allowance available for their role and all their time is given voluntarily to help run an efficient, effective and successful Council. The Council do have the opportunity to have a remuneration allowance but voted not to adopt.

Each year the Council elects a Chair (Mayor) who acts as a Civic Leader and Chairs Council Meetings and Deputy Chair (Deputy Mayor) who deputises in his/her absence.

The Town Mayor is elected annually by Members of Chilton Town Council at its Annual Town Council meeting which is held in May. The Town Mayor holds office until immediately after the election of the Town Mayor at the next annual meeting of the Council even though he/she may not have been re-elected as a Councillor. The

Town Mayor is supported by a Deputy Mayor who deputises him/her. Cllr. M. Young was elected as Mayor and Cllr. P. Malpas as Deputy Mayor.

The Town Mayor has two roles:

- Chairman of the Town Council
- Civic Ambassador for the Town

As Chairman the Mayor's duties are prescribed by the relevant local government legislation:

- He/she may convene a meeting of the Council at any time, and he may also be required to call a meeting at the request of councillors.
- He/she has a casting vote at meetings. The Mayor votes like any other councillor but if there is an equality of votes, he/she can use a second casting vote. Apart from this the Mayor does not make decisions for the Council, which is a corporate body with collective responsibility.
- If the Town Mayor is present at a full meeting of the Town Council, he/she must preside and is responsible for ensuring that meetings are properly conducted. This includes involving all councillor's, ensuring discussion is kept to the point, summarising debates and facilitating the resolving of clear decisions.

Ambassador for Chilton:

In the role as Civic Ambassador, the Town Mayor is the public face of the Council and Civic Head and representative of the Town of Chilton. He/she attends many community events especially those organised by local charity and volunteer groups such as fundraising events, AGMs and special meetings. The Mayor also attends some Civic functions as well as events organised by other Councils in the area. The charities that a Mayor may elect to raise funds for are chosen by the Mayor at the commencement of the municipal year. In 2022 the Mayor has chosen Great North Ambulance, LADDER centre and local Charities.

The Mayor represents the Town at various functions throughout the County and has also undertaken a number of local engagements, including attending many events organised by clubs and organisations based within Chilton. Several special presentations have been made to residents celebrating milestone wedding anniversaries and birthdays. The Mayor leads the community's Remembrance Service and laying of the wreath each November. During the Civic year, Cllr. M. Young has attended only a few events outside of Chilton due to ongoing issues re COVID.

The role of Mayor is very time consuming, and shows the dedication made by any individual Councillor who is elected to this very important position.

Members of The Town Council: -

Elected in May 2021 and elected into post at Annual Town Council meeting May 2021

Cllr. M.Young, Mayor of Chilton (Chair Policy and Resources)
Cllr. P. Malpas Deputy Mayor of Chilton (Chair of Community Committee, Vice Chair Policy and Resources)
Cllr. A. Bruce
Cllr. E. Bruce
Cllr. J. Cairns (Chairman Cemetery Committee)
Cllr. V. Collinson
Cllr. P. Davies (Vice Chair Allotments Committee)
Cllr. J. Houlihan
Cllr. K. Hornsby (Vice Chair of Community Committee)
Cllr. P. Herbert
Cllr. L. Rundle
Cllr. S. Sutherland (Chair Allotments Committee)

PCVC

Mrs. J. Allen

County Councillor

Cllr. J. Cairns

Member of Parliament

Mr. P. Howell

Meetings:

The Council meets on a monthly basis (August in recess). Meetings are held in the Council Chamber, Hutton House, Chilton. There is a 20-minute public representation session on Agenda items only at all meetings. This enables members of the public to ask questions of the Council and raise awareness on various matters of interest. A Public Participation Policy is in place that clearly shows what and how the sessions should be managed.

In addition to the full Council Meetings, the Council has one standing Committee to ensure the effective management of its business.

- Policy and Resources

It also has three sub-committee made up of elected members

- Allotments and Open Spaces Committee
- Community
- Cemetery

In addition, Council also has working parties to ensure community events for example are coordinated.

All Council and committee including sub-committee meetings are advertised on the website www.chiltondurham-tc.gov.uk and on noticeboards located throughout the Town.

YOUR COUNCIL – WHAT WE DO

Residents often wonder what their Town Council does.

As a tier of local government, they are elected bodies, with discretionary powers and rights laid down by Parliament to represent their communities and provide services for them. Policy has centred on the fact that they act as a focus for local opinion and provide a way to get things done in a way that is best suited to their local community.

There are certain obligations which, by law, a Town Council must fulfil. For example:

- It must hold an annual meeting;
- It must hold at least three other meetings a year;
- It must appoint such officers as it believes necessary for the proper discharge of its functions. This must include an officer responsible for the proper administration of its financial affairs;
- It must make Standing Orders for the supply of goods and services to the Council.

The arrangements for meetings and proceedings of local councils are set out in Part II of Schedule 12 to the Local Government Act 1972, as supplemented by any standing orders adopted by a Council.

The Council is also responsible for maintaining/providing:

- Council offices, gardens and memorials
- Five allotment sites (221 plots)
- Five public parks and play areas
- Two football pitches*
- A Pavilion for bowls and community use*
- Football changing facilities*
- Various open spaces throughout the town
- Various advertising signs and notice boards
- Various bus shelters and street furniture
- Cemetery
- Street Lighting (section of by-pass and old Cemetery road)
- Christmas Lighting
- Flower beds and hanging baskets

*Through their role as trustees

TOWN COUNCIL STAFF

The Town Council is always keen to promote local employment and aims to promote a clean and safe environment to work in. Staff training is provided to ensure staff are up to date with changes and developments in legislation and working practices. The Council employs four staff as well as an accountant and an internal auditor for three days per year.

- Town Clerk & Responsible Financial Officer (Mr. J. Robinson)
- Finance and Administration Officer (Mrs. A. Hall)
- Administrative Support Officer (Mrs. J. Jones)
- Support Worker (Mrs. A. Smith)

The Council is continually developing its Corporate Plan and best way forward to reflect the changing needs and aspirations of the local community. A rolling four-year Medium-Term Financial Plan covering the 4-year Term of Office is in place. It will be reviewed and update annually.

In regard to Hutton House, we continue to undertake general maintenance and upgrading of the premises. Under the guidance of the Trustees the Pavilion has had a number of maintenance issues repaired.

GROUNDS MAINTENANCE CONTRACTS

The Town Council's ground maintenance is contracted out, so all its ground's maintenance is carried out by a professional ground's maintenance company, S.E. Landscaping Limited of Shildon. This was open for tender during the year and S.E.landscape have been awarded the new contract up to 31st March 2025. All of the Town Council's hanging baskets are supplied and maintained (watered & fertilized) by Thinford Nurseries, Thinford, Spennymoor.

We also every year undertake bulb planting in September across the Town, so enhancing our Spring Show.

FINANCE

Please note separate 2021/22 Audited Statement of Accounts. We gave a number of Grants to Community Organisations as highlighted in the report. We have SLAs with Durham County Council (DCC) for IT/HR Services. We also have a SLA with DCC to inspect all play areas. We now take finance payments by bank transfer, and pay as many of our invoices by bank transfer. Our Rialtas system has been upgraded and the Pear Technology is proving an asset for legal and land issues. Our finances are managed by Mrs. A.Hall, and the RFO is Mr. J. Robinson, Town Clerk. The Miners Welfare is now totally separate from the Town Council Finances.

PLANNING

The Town Council has considered applications during the year, which included the proposed Housing Estate at Denebridge. Members unanimously objected to this proposal and the subsequent objection was forwarded to the Planning Department.

This objection was re-affirmed recently when the planning appeal for the development was considered. We await the outcome of the appeal.

It's important to remember that the Town Council is a consultee on planning issues – decisions are made by the Local Planning Authority (LPA) – Durham County Council. When objections are raised to the granting of planning permission, Councillors must give reasons based on material planning considerations, issues that may be relevant to the decision. Details of these are provided as follows but there may exist further material planning considerations not included here. The Town Council may if they have adequate planning reasons call in applications for determination by elected members. 90% plus of applications are dealt with under delegated power. During the civic year Council has not called in any application.

- Local, strategic, national planning policies and policies in the Development Plan
- Emerging new plans which have already been through at least one stage of public consultation
- Pre-application planning consultation carried out by, or on behalf of, the applicant
- Government and Planning Inspectorate requirements - circulars, orders, statutory instruments, guidance and advice
- Previous appeal decisions and planning Inquiry reports
- Principles of Case Law held through the Courts
- Loss of sunlight (based on Building Research Establishment guidance)
- Overshadowing/loss of outlook to the detriment of residential amenity (though not loss of view as such)
- Overlooking and loss of privacy
- Highway issues: traffic generation, vehicular access, highway safety
- Noise or disturbance resulting from use, including proposed hours of operation
- Smells and fumes
- Capacity of physical infrastructure, e.g. in the public drainage or water systems
- Deficiencies in social facilities, e.g. spaces in schools
- Storage & handling of hazardous materials and development of contaminated land
- Loss or effect on trees
- Adverse impact on nature conservation interests & biodiversity opportunities
- Effect on listed buildings and conservation areas
- Incompatible or unacceptable uses

- Local financial considerations offered as a contribution or grant
- Layout and density of building design, visual appearance and finishing materials
- Inadequate or inappropriate landscaping or means of enclosure

Our local County Councillor, Cllr. J. Cairns is a member of the South Durham Planning Committee. This application lost at appeal.

Non-Material Planning Issues

Issues that are not relevant to the decision:

(There exist further non-material planning considerations not included in this list)

- Matters controlled under building regulations or other non-planning legislation e.g. structural stability, drainage details, fire precautions, matters covered by licences etc.
- Private issues between neighbours e.g. land/boundary disputes, damage to property, private rights of access, covenants, ancient and other rights to light etc.
- Problems arising from the construction period of any works, e.g. noise, dust, construction vehicles, hours of working (covered by Control of Pollution Acts).
- Opposition to the principle of development when this has been settled by an outline planning permission or appeal
- Applicant's personal circumstances (unless exceptionally and clearly relevant, e.g. provision of facilities for someone with a physical disability)
- Previously made objections/representations regarding another site or application
- Factual misrepresentation of the proposal
- Opposition to business competition
- Loss of property value
- Loss of view

Planning Aid England provides free, confidential and independent planning advice. Call: **0330 123 9244** or Email: advice@planningaid.rtpi.org.uk

THE CIVIC FUNCTION

ACTIVITIES FOR YOUNG PEOPLE

There are six play areas that young people are encouraged to use with the addition of other active areas, including tennis courts, croquet, bowling green, MUGA, skate park located throughout the Town. This is supplemented by external organisations who provide activities for young people, for example, Scouts, dancing, etc. We have recently repaired play equipment across the Town.

An Annual Christmas Card Competition is organised by the Council involving all the school children, the winning design being printed and distributed by the Mayor. The Gala, Christmas lights Switch on, Fun in the Park are all events that are to be enjoyed by the young people in the Town.

A Funday was held in August with support from local businesses and in particular The Wheatsheaf Public House. This is to be repeated this coming year. During the year we were proud to see the formation and election to our Junior Town Council, with our Junior Mayor being Stuart and Deputy Mayor, Summer. The Junior Council has met 3 times and are a delight to work with.

It is hoped a Youth Club supported by the town Council will begin in Autumn 2023.

The Pentlands Play area has had £80,000 refurbishment programme and in memory of the later Queen is now called The Queen Elizabeth II Playground.

PROMOTING CHILTON

Chilton is a Town with a great sense of community and is fortunate to have some residents who give willingly of their time and energy. The Council is now looking at ways to promote the town to the wider communities.

We are proud of our Town Litter picking group who venture out the first Saturday of the month, thank you to them all. Our Community Champions 2022 are Alderman Christine Potts and Mr. A.Coulthard.

The Town Council provide a newsletter and release numerous press releases to inform the public and other organisations on developments/achievements within the Town. Officers also attend networking meetings and seminars to promote the Council and also to obtain updates on changes that may affect the Town Council or the Town of Chilton. We are updating our Website and now have our own Facebook page. Mrs. J.Jones is our lead officer for Social media and Website.

We were able once more to celebrate Remembrance Day and Sunday supported by the whole Community. As referred to by the mayor the 2 major events of the year were the Queens Jubilee and sadly her death, numerous events/services were held for both.

In February 2022 as part of Her Majesty's Platinum Celebration, on the day itself with support from our Junior Mayor and Council we planted 7 trees as part of the Queen's Canopy Project, 1 Oak and 6 Cherry, one for every decade of her Reign.

The Town Council has noticeboards around the Town. The noticeboards are to be updated regularly and provide a valuable source of information about forthcoming events and activities. The noticeboards are located at:

- Outside of Hutton House
- The Pentlands Play Area

The Town Council have a dedicated website, residents are encouraged to visit regularly for news and updates. www.chiltondurham-tc.gov.uk

Christmas sees the Civic Carol Service where we all come together to celebrate this wonderful time of year, and we held it once again supported by the school and Ferryhill Town Band. The Christmas Light Switch on Event was a wonderful night enjoyed by all. Over the Christmas period we arranged sessions for tea with Santa,

Santa in his Grotto and hugely successful Toy Appeal. Cllr. E. Bruce was the future at our Christmas Wreath making Day, again enjoyed by all.

The Annual Firework night was supported by over 1000 residents and will be repeated again this year.

COMMUNITY SAFETY

The Town Council works with the police to support community safety and crime detection efforts in Chilton.

The Town Council also monitor around Hutton House using its own CCTV system. This system records images and stores them for 31 days before being erased and new recordings begin.

The local P.A.C.T. (Police and Communities Together) meeting is held in the Chilton Social Club on Durham Road on a monthly basis and new members are always welcome. Councillors and officers are able to attend this meeting as and when required.

The Town Council also maintain a confidential Police reporting book for concerned residents to record their concerns and for the Police to follow up were necessary. The Police also hold a weekly surgery in Hutton House on Thursdays.

External Representation

The Council appoints Members as representatives on various outside bodies. This ensures good working relationships with local groups and organisations. During the year the Council has been represented on the following outside bodies:

- County Durham Association of Local Councils (CDALC)
- Smaller Local Councils' Forum
- Larger Local Council Forum
- Residents Association
- Miners Welfare Recreation Grounds
- P.A.C.T
- SLCC (Clerk)

Chilton Town Council owns and maintains a number of play areas and open spaces, including several of local landscape importance, which contribute to the visual quality and amenities provided within the Town.

CHILTON CEMETERY



This is the only cemetery available in Chilton for burials. Chilton Town Council has been providing the facility for over 100 years and is currently in the process of substantially improving and extending the area. The Cemetery is the only local Cemetery to provide sections both Church of England and Roman Catholic dominations.

Land adjacent to Chilton Cemetery has now been provided under a planning application scheme "Section 106" to create an extension to the existing cemetery. Consultation with the community will begin in the summer/autumn as part of the Neighbourhood Plan process.

During the year we found documents relating to 100 still born babies being buried near the wall. We were proud that the Bishop of Durham did a special dedication service for our Children Memorial Garden.

All metal work has been cleaned and re-painted as has the noticeboard and some seats. The remaining seats are to be varnished shortly. It is also hoped to bring back into action the water feature in the remembrance Garden. One tree has been removed and we are to Pollard 4 more shortly.

ALLOTMENTS



Chilton Town Council currently provides over 221 allotments on five different sites around Town, these are located at West Chilton Terrace (site 1 and 2), Prospect Terrace and Hambleton Way (site 1 and 2)

PARKS AND PLAY AREAS

There are five parks within Chilton these are located at;

West Chilton Terrace
SureStart within the Miners Welfare Grounds
Play Area within Chilton Academy
The Queen Elizabeth II Playground
Rushyford Play Area

Miners Welfare Charity

All members of the Council are also Trustees for the Miners Welfare Charity. Cllr. J. Cairns is Chairman, Cllr. S. Sutherland Vice Chairman and Cllr. L. Rundle Board Secretary. The posts are elected annually and the Mayor and Deputy Mayor are not automatically appointed to any post.

The Trustees are a separate body to the Council, and they own both the Miners Welfare and Charlie Wayman Complex.

Councillors E-mails

You are able to contact our members via their e-mails listed below:-

Cllr. E. Bruce – cllrebruce@chiltondurham-tc.gov.uk
Cllr. A. Bruce – cllrabruce@chiltondurham-tc.gov.uk
Cllr. P. Malpas – cllrpmalpas@chiltondurham-tc.gov.uk
Cllr. K. Hornsby – cllrkornsby@chiltondurham-tc.gov.uk
Cllr. S. Sutherland – cllrssutherland@chiltondurham-tc.gov.uk
Cllr. J. Houlihan – cllrjhoulihan@chiltondurham-tc.gov.uk
Cllr. L. Rundle – clllrundle@chiltondurham-tc.gov.uk
Cllr. M. Young – cllrmyoung@chiltondurham-tc.gov.uk
Cllr. J. Cairns – cllrjcairns@chiltondurham-tc.gov.uk
Cllr. V. Collinson – cllrvcollinson@chiltondurham-tc.gov.uk
[Cllr.P. Herbert- cllrphebert@chiltondurham-tc.gov.uk](mailto:cllrphebert@chiltondurham-tc.gov.uk)

Councillor Attendance

Listed below are member's attendance figures for Full Council meetings only. Committee attendance figures are available on request.

Cllr. A. Bruce 2 out of 12
Cllr. E. Bruce 12 out of 12
Cllr. J. Cairns 11 out of 12

Cllr. V. Collinson 11 out of 12
Cllr. P. Davies 11 out of 12
Cllr. K. Hornsby 11 out of 15
Cllr. J. Houlihan 7 out of 12
Cllr. P. Herbert 5 out of 5
Cllr. P. Malpas 7 out of 12
Cllr. L. Rundle 5 out of 12
Cllr. S. Sutherland 11 out of 12
Cllr. M. Young 12 out of 12

A central record is maintained of attendances at all meetings and is available for inspection at the Town Council offices in Hutton House. Members are in place till the next elections in May 2025.