



Minutes of the proceedings of the **CHILTON TOWN COUNCIL MEETING** held at
Hutton House, Chilton at 6pm on Tuesday 12th November 2024

Present: -- Chair Cllr. S. Sutherland (Mayor)
Cllrs: - E. Bruce, V. Collinson, D. English, P. Herbert, P. Malpas & S. Reece
Town Clerk (TC) - Mrs. Joanne Dickinson
Member of the public- None

FC92.0/24- Apologies for Absence –County Councillor J. Cairns, Cllrs - K. Hornsby, J. Houlihan & M. Young- accepted by Members. TC informed members that Cllr Chelsea Kipling has been sent an email advising that due to none attendance at meetings since 6th June 2024 she will be automatically disqualified as a Town Councillor on 7th December 2024 if no meetings are attended in November 2024.

FC93.0/24- Declarations of Interest- None received

FC94.0/24 - Member Dispensations- None received

FC95.0/24- Public Participation- None present

FC96.0/24- Mayors Report- The following update was provided by the Mayor-

- Attended a Junior Town Council Meeting where the children elected a Mayor and a Deputy Mayor. Each child provided information about themselves as part of the election process and were issued a set of chains. A cheque for £120 was issued to the group for their projects.
- Attended the Fireworks Event and was helped by the Junior Town Council Mayor to carry out the countdown to set off the fireworks. The Mayor gave a huge thank you to all involved in planning the event which was well organised and a great event.
- Attended volunteering sessions at the Chilton Academy to work on improvements to the courtyard area.
- Took part in volunteering litter picking sessions ahead of Remembrance Sunday.
- Opened the Neighbourhood Plan Meeting which was well attended and very well organised.
- Remembrance Sunday- lay a wreath along with the Junior Town Council Mayor and Junior Town Council Deputy Mayor and there was a Remembrance Service to observe the 2 minutes silence on 11.11.24.
- Looking forward to the Civic Carol Service and the Christmas Lights switch on. There will be a Mayors tombola stall at the event.
- The last of the bins have been installed today at the entrance to Rushyford Farm.

Members accepted the report

FC97.0/24-

a. Minutes of Chilton Town Council Meeting held on 8th October 2024-

RESOLVED- Cllr Reece proposed the minutes be accepted as a true record. Seconded by Cllr English. All agreed

FC98.0/24- Receive minutes of the following committee meetings-

- a. Allotments Committee Meeting held on 16th September 2024
- b. Allotments Committee Meeting held on 23rd September 2024
- c. Policy and Resources Committee Meeting held on 24th September 2024
- d. Community Committee Meeting held on 24th September 2024
- e. Cemetery Committee Meeting held on 24th September 2024

Members received the aforementioned minutes

FC99.0/24-County Councillors Report- Councillor Cairns submitted apologies for the meeting but provided a written report (Appendix 1) which was presented to Members at the beginning of the meeting. The following actions were agreed by Members for the TC to contact/update County Councillor Cairns -

- i. Town Clerk to contact DCC Officer to find out information about the multi-agency walkabouts and how the Town Council can be represented at them.
- ii. Rushyford roundabout- feedback request from residents. Members agreed that there was a lack of consultation at the beginning of the process. The Neighbourhood Plan Survey may have comments from residents as part of the traffic survey questions.
- iii. Reopening of the Eden Arms Hotel- lights have been seen on at night and Members would like to know if there is an expected timeline for the information on the reopening to be provided.
- iv. Members asked for the rationale for voting against removing the 2 child benefit cap at the County Councillor Meeting.
- v. At the Town Council Meeting on 8th October 2024 a request *was asked by a Member if there was an update from the recent County Council Meeting. Cllr Cairns will provide an update to JD to circulate regarding the County Council Meeting. TC to ask Cllr Cairns for this update.*

Members accepted the report

FC100.0/24- Monthly Financial Reconciliation and Budget Review of year to date spend/available funds for each committee- TC explained the new process for financial reconciliation and approval for payments which will be implemented at the next P&R meeting on 26.11.24. TC answered a question from a member about a figure shown in brackets under cost centre 1090.

Members accepted the information provided.

FC101.0/24 – Discuss the information and agree the appropriate response regarding a contract with IOS for stationery supplies- TC provided the background to this agenda item regarding an agreement with IOS for stationery being provided and then only paid for when replenished or the contract ceases. Only the products that are unable to be returned to IOS would be charged for. If no products could be returned then the current liability would be £409.73 excl vat. TC advised that the company are local and their prices are similar to other companies so will continue to use them as a supplier.

RESOLVED Cllr Reece proposed that the council accept the information and request from the Town Clerk to continue using IOS as a supplier taking into the information provided. Seconded by Cllr Malpas. All agreed.

FC102.0/24- Consider a request from the Litter Picking Group for the Town Council to purchase/provide a storage unit at Hutton House for their equipment- Cllr Bruce informed Members that the Litter Picking Group have asked if they could store their equipment in an outside storage box at the Town Council offices. Members discussed this request and agreed that the group provide a valuable service in carrying out the litter picks.

RESOLVED- Cllr Sutherland proposed the council agree to allow the group to store their equipment outside Hutton House; the price of the container is looked into; the location should be at the side of the building where the CCTV can see the container; a key to be provided to the group which will be signed out in the key register; the area where the container is installed to be checked for trip hazards etc; ask if a group representative could come up and visit and have a discussion on these matters. Seconded by Cllr Collinson. All agreed.

FC103.0/24. Appoint the Internal Auditor for the council for the financial year 24/25-

Members agreed to the appointment of Gordon Fletcher as the Internal Auditor for the council for the financial year 24/25.

FC104.0/24- Adopt the Health and Safety Policy – this policy was reviewed and recommended by the Policy and Resources Committee at a meeting held on 22.10.24.

Members agreed to adopt the policy with the inclusion of a section on the front page which states when the policy was adopted and when next to be reviewed.

FC105.0/24- Adopt the Lone Working Policy – this policy was reviewed and recommended by the Policy and Resources Committee at a meeting held on 22.10.24.

Members agreed to adopt the policy as recommended but to produce an annex as a working document on any elements of the policy that may need amending after a meeting between Cllr Collinson and the TC.

FC106.0/24- Adopt the Tree Management Policy – this policy was reviewed and recommended by the Policy and Resources Committee at a meeting held on 22.10.24.

Members agreed to defer this agenda item until the most recent version of the policy can be circulated.

FC107.0/24- Consider a quotation for a new Security System in Hutton House (if information received prior to meeting)- A layout of the building will be carried out and then a quotation provided at a future meeting.

Members agreed that if there was any issue between now and the next meeting then the matter to be brought forward for discussion.

FC108.0/24- Neighbourhood Plan (NP)- Cllr Reece informed Members that the public launch of the NP along with a display of Brian Turners archives was well attended. There were lots of questions and focus on care and maintenance in Chilton. There will be a You Said:We Did section on the NP feedback which will include the issues highlighted at the meeting which were primarily cleanliness, environmental control, and multiple occupancy housing issues. Following on from this feedback a walkabout was arranged attended by 3 Councillors which was useful to see the issues that have been received. The household flyer will be delivered this week and the NP website will be set up this week following on from a delay with the website supplier.

Members agreed that a Town Council walkabout should be arranged on a monthly basis as part of the community engagement with residents and information can be reported to the various agencies.

TC to look into the previous agreement about the terms of the allotment tenant who undertook training paid for by the council for a rodenticide course. Taking into consideration insurance and COSHH matters. Cllr Reece agreed to circulate any flyers/information to Members before they went into the public domain. The Mayor thanked Cllr Reece for her work on this project and for moving it forward. The Mayor reminded Members to direct any questions/comments through him as Chair of the meeting.

Members accepted the report

FC109.0/24- Charity Report- Members discussed a request from the Trust for an advance of £12058 from their annual grant for 25/26 as a 25% match funding contribution for grounds maintenance equipment. This will include a tractor which will be road worthy due to funding from Lloyds to carry this out. The tractor could then be utilised at council owned land if required. Members agreed it was an investment that would save funds in future years as less costs for the regular grounds maintenance carried out.

RESOLVED- Cllr Sutherland proposed the council provide funding of £12058 from the general reserves this financial year which will be repaid by the trust in the financial year 25/26 or reduced from their annual grant amount in 25/26. Seconded by Cllr English. A named vote was offered prior to this vote but all members agreed.

FC110.0/24- Website- Cllr Reece is reviewing the website to see the best way to bring the news and events at the top of the page as concerned that it may affect the website. TC to check the contract details with the website developer.

FC111.0/24- Playground Reports- TC liaising with a DCC Officer regarding the playground reports discrepancy between the annual and monthly inspections. A Member noticed that the Pentlands Play park noticeboard could be better utilised due to its location but requires fixing.

Members agreed that Cllr Sutherland could fix the noticeboard along with the one outside Hutton House.

Exclusion of Press and Public- No public present.

FC112.0/24- Disputed Land- Members will continue to look for any information about the path design which will be shared with the solicitors

FC113.0/24- Staffing updates- the Chair of the HR Committee gave an update as follows-

- Informed Members that the NJC National Pay Award for 24/25 has been agreed and will be paid to staff in arrears from 1st April 2024.
- Informed Members about staffing attendance management.
- Town Clerk has been asked by the Chair of Pelton Parish Council if she will work 10 hours weekly for them. TC answered questions from Members on this request and then left the room.

Members discussed and agreed to this request.

Meeting Closed at 8.02pm.

Cllr S. Sutherland,
Mayor of Chilton Town Council,
14th January 2025