



Minutes of the proceedings of the **CHILTON TOWN COUNCIL MEETING** held at
Hutton House, on Tuesday 20th May 2025

Present: -- Chair - Cllr. S. Reece (Mayor)

Cllrs: - D. Bright, E. Bruce, D. English, P. Herbert, P. Malpas & S. Sutherland

Town Clerk (TC) - Mrs. Joanne Dickinson

Member of the public- One

County Councillor – S. Bowron

The meeting commenced at 7.10pm

FC1.0/25- Apologies for Absence –None received

FC2.0/25- Declarations of Interest- Cllr Malpas for agenda item 21, minute number FC21.0/25

FC3.0/25 - Member Dispensations- None received

FC4.0/25- Public Participation- No questions from the member of the public

FC5.0/25-

a. Chilton Town Council Meeting held on 8th April 2025

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

FC6.0/24- Receive minutes of the following committee meetings-

- a. Junior Town Council Meeting held on 4th April 2025
- b. Cemetery Committee Meeting held on 18th March 2025
- c. Policy and Resources Committee Meeting held on 18th March 2025
- d. Community Committee Meeting held on 18th March 2025
- e. HR Committee Meeting held on 17th March 2025
- f. Allotment Committee Meeting held on 17th March 2025

Members agreed to receive the aforementioned minutes

FC7.0/24- County Councillors Report- Cllr Bowron advised that over the last few weeks he has been attending training courses for the role. He has been attending meetings and liaising with residents regarding the Denebridge Row and West Chilton Terrace cladding issues. He will be attending the County Council Meeting on 21.5.25. Members were asked if they had any questions. No questions were asked by Members.

Members agreed to accept the report

FC8.0/24- Consider a request from County Councillor Bowron to hold a weekly surgery at Hutton House on a Tuesday between 2pm and 5pm-

RESOLVED- Cllr Bruce proposed the council agree to the aforementioned request, that the room hire is free and that if an event is due to take place at the same time throughout the year then the booking may need to be changed. Seconded by Cllr Malpas. All agreed.

Members to discuss at a future meeting if the Town Council will hold a surgery at the same time.

FC9.0/25- Adopt the Asbestos Management Template- This policy was recommended for adoption at the Policy and Resources Committee held on 15.4.25-

RESOLVED- Cllr Malpas proposed the council approve the Asbestos Management Template. Seconded by Cllr Bruce. All agreed.

FC10.0/25- Adopt the Allotment Asbestos Management Policy- This policy was recommended for adoption at the Policy and Resources Committee Meeting on 15.4.25- Town Clerk had arranged for the amendments to be carried out that were agreed at the P&R Committee Meeting on 15.4.25.

RESOLVED- Cllr English proposed the council approve the procedure. Seconded by Cllr Sutherland. All agreed.

FC11.0/25- Adopt the Petitions Policy- This policy was recommended for adoption at the Policy and Resources Committee Meeting on 15.4.25-

RESOLVED- Cllr Bruce proposed the council approve the policy. Seconded by Cllr English. All agreed.

FC12.0/25- Adopt the Safeguarding Policy - This policy was recommended for adoption at the Policy and Resources Committee Meeting on 15.4.25-

RESOLVED- Cllr Malpas proposed the council approve the policy. Seconded by Cllr Bright. All agreed.

FC13.0/25 – Adopt the Grant Awarding Policy - This policy was recommended for adoption at the Policy and Resources Committee Meeting on 15.4.25-

RESOLVED- Cllr Malpas proposed the council approve the policy. Seconded by Cllr Bruce. All agreed.

FC14.0/25 - Adopt the Modern Slavery Statement- This policy was recommended for adoption at the Policy and Resources Committee Meeting on 15.4.25

RESOLVED- Cllr Herbert proposed the council approve the policy. Seconded by Cllr Sutherland. All agreed.

FC15.0/25 – Receive an update on the gazebo for the Chilton Show – Town Clerk informed Members that there was a budget of £1k in the budget this year for the purchase of a gazebo. Members discussed who would be the volunteers to put up the gazebo. Cllr English is able to trial a gazebo through another organisation to check how they could be put up. Town Clerk confirmed that as long as a risk assessment is carried out then the installation of a gazebo would be covered under the council insurance. There could be an option for the organisation

RECOMMENDATION -Cllr English to trial setting up a gazebo which is similar in size from another organisation for the council to review the size which would need 4 people to set it up. Cllr English to report back if it's feasible. If not feasible then a gazebo would be hired for the event. Cllr English to report back to council at the next Town Council Meeting.

FC16.0/25 - Receive an update on the Neighbourhood Plan- Due to the pre-election publicity period this was put on hold. A meeting of the Neighbourhood Plan Advisory Group will be set up in June 2025 and the date and information will be circulated.

FC17.0/25- Receive the Charity Report- Trust asked council to formally note that the planning application has been approved with a long list of conditions based on phase and available funding. The charity is working on a Heritage Lottery Bid for funding to repair the Pavilion.

FC18.0/25- Receive and consider if any actions required from the Playground Inspection reports- Town Clerk had circulated the April reports on that day. Information has been collated on the playground repairs but not the surface repairs as they are training staff internally for those repairs which could save costs. County Councillor Bowron offered to assist with funding for the repairs.
RECOMMENDATION- The report on the costings to be added to the agenda for the discussion at the new Financial, Audit, Risk and Health and Safety Committee Meeting.

RESOLVED- Cllr Sutherland proposed that that under Public Bodies (Admissions to Meetings) Act 1960, the public, Cllr Herbert 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. Seconded by Cllr English. All agreed.

FC19.0/25 – Consider a request for planting at the play park next to the school – Members discussed this request which has been asked for previously by residents. Cllr Sutherland has explored various plants that can be a climber plant that could act as a barrier. At a previous Chilton Residents' Association meeting there was a recommendation for residents affected to put anti-climb paint on the top of their wall. There are currently no signs at the park to say 'Please don't climb on the walls'.
RESOLVED- Cllr Herbert proposed the council install securely 2 signs in the park up to the cost of £150. Seconded by Cllr Bruce. All agreed.

FC20.0/25 – Receive an update, if received regarding the disputed land - Town Clerk advised there has been no update but that two photographs have been found showing the installation of the War Memorial and the boundary line is in the background. Town Clerk to send to the Solicitor and Chartered Surveyor.

Members received the information

FC21.0/25- Receive an update from Livin regarding the proposed transfer of garages and small gardens- Town Clerk advised there had been no response from Livin to the emails that had been sent.
RECOMMENDATION- Members agreed for the Town Clerk to contact Livin one more time to advise the Town Council are interested in pursuing this matter but require a response to the question from the council about inspecting the plots prior to any transfer.

Town Clerk to contact Highways to ask how access to the allotments can be given.

Cllr Malpas did not take part in discussions on this agenda item due to aforementioned declaration of interest.

Meeting Closed at 7.49pm.

Cllr Sue Reece,
Mayor of Chilton Town Council,
10th June 2025