



Minutes of the proceedings of the **CHILTON TOWN COUNCIL MEETING** held at
Hutton House, on Tuesday 9th September 2025

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

The meeting commenced at 6.00pm

66. Apologies for Absence –Cllr Herbert and County Councillor Bowron

67. Declarations of Interest- None received

68. Member Dispensations- None received

69. Public Participation- None present

70. Mayor's Report – See Appendix 1 for the update from the Mayor which is attached to the minutes. The Mayor advised that due to the Summer gap that a lot had taken place in the last few months which are detailed in the report. Running total to date into the Mayor's Charity is £1442.60. The Christmas Chilton Toy Appeal has started. Stuart Sutherland has stepped down from his role as Town Councillor and Trustee. The Mayor thanked him for his service to the community. It's been a pleasure to work alongside him and the Council wish him well for the future. Residents are contacting the council with ASB complaints and a walkabout took place with partner agencies. Residents were asked to report incidents. The Mayor asked Members if we can start circulating the report onto the website and asked permission to include information about the allotments, cemetery etc as a report on behalf of the council. Members discussed whether a regular newsletter would be beneficial and communication methods to be discussed at a future meeting.

Members accepted the report and agreed to add into the report an update on the cemetery, allotments etc to be circulated on the council website and Facebook page.

71. Approve minutes of the following meeting and recommendations therein-

- a. Chilton Town Council Meeting held on 8th July 2025
RESOLVED- Cllr Malpas proposed the minutes be accepted as a true record. Seconded by Cllr English. All agreed.
- b. Chilton Town Council Special Meeting held on 18th August 2025
RESOLVED- Cllr English proposed the minutes be accepted as a true record. Seconded by Cllr Bruce. All agreed.

72. Receive minutes of the following committee meetings

- a. Financial, Audit, Risk and Health and Safety Committee Meeting held on 24th June 2025
- b. Allotment, Open Spaces and Cemetery Committee Meeting held on 21st July 2025

Members received the minutes

73. County Councillors Report- Cllr Bowron had submitted his apologies and provided a written report to Members.

Members agreed to accept the report

74. Review the Resolution Log- The Town Clerk reviewed the Resolution Log with Members
Members noted the actions from the Resolution Log

75. Review and agree the planting of the planters and hanging baskets for the Summer Bedding 2026-
Members discussed the current locations and numbers of the planters and hanging baskets.

RESOLVED- Cllr English proposed the following –

- i. to maintain the same number of hanging baskets for Summer 2026.
- ii. For the council to research sustainable planting for the planters for review prior to the installation- Town Clerk to ask Thinford Nurseries.
- iii. Members to review the location of the planters as they are all concentrated together. Seconded by Cllr Bright. All agreed.

76. Agree the pay settlement 2025/2026 by the Local Government Services National Joint Council and for backdated pay from 1st April 2025 to be paid in September 2025 to all staff- Town Clerk advised that the council had budgeted a 5% increase as part of the budget planning therefore the increase is within the allocated budget.

RESOLVED- Cllr Bruce proposed the council agree the pay settlement for 2025/2026. Seconded by Cllr English. All agreed.

77. Receive Appendix 1 for July 2025- this was agreed at the Financial, Audit, Risk and Health and Safety Committee Meeting held on 22.7.25-
Members received the information

78. Receive the detailed income and expenditure of the council from 1st June 2025 to 30th June 2025- this was agreed at the Financial, Audit, Risk and Health and Safety Committee Meeting held on 22.7.25 -
Members received the information

79. Receive and discuss quotations for the Cemetery Building and Hutton House –

RESOLVED- Cllr English proposed that the electricity at the Cemetery Building is switched off and that the toilets be lit up with sensor lights. Seconded by Cllr Bruce. All agreed.

RESOLVED- Cllr English proposed that the investigation into the foundations at Hutton House be looked into initially and we will look into work being carried out following on from the results of the investigation. Seconded by Cllr Bruce.

80. Policy and Procedural Matters- No Policy and Procedural matters as at the meeting date.

81. Receive an update on the Neighbourhood Plan- Cllr Reece advised that she had spoken to the Coundon and Leeholme Forum today to give them an overview on the Neighbourhood Plan process. A visit to the Veolia plant was carried out where local infrastructure matters were discussed.

82. Receive the Charity Report- The Mayor included information within her report. The Banks Community Fund are attending a site visit on Monday at 9am and all councilors were invited to attend. The Heritage Lottery Bid has been submitted and if unsuccessful then alternative funding will be looked into.

83. Receive an update from the Community & Events Working Group- Cllr Malpas asked permission for the payment to be paid to Luke Brown for the Rave Event up front.

RESOLVED- Cllr English proposed the council approve the payment to be paid upfront. Seconded by Cllr Bright. All agreed.

The food at the event on 25.10.25 is to be provided by a trader who currently attends events at the club. The following matters were part of the debrief from the Chilton Show-

- i. A radio mike is to be provided at the next show and the council were almost unable to have all the events carried out. Town Clerk to contact WBSE and ask for a discount..
- ii. The date of the show was the week of the bank holiday week and a lot of people are at work on a Saturday. Members discussed the option of changing the dates and agreed to change the show day to a Sunday. Date to be confirmed.
- iii. Cars being allowed on the field was discussed.
- iv. Do we still need to still close the road. Options were discussed and to discuss at a future meeting.

Remembrance Sunday- Members considered attending the cemetery at 9am in honour of those in the cemetery who died in conflicts.

RESOLVED- Cllr Malpas proposed the council agree to this taking place. seconded by Cllr Bruce. All agreed.

Upcoming Mayor Events

- **24th January 2026-** Save the dates to be sent out and look into the catering for the event
- **20th March 2026-** County Durham Day and would like to hold an event for this day such as an Artesan Market and have evening entertainment.
- Chilton Town Council Flag to be ordered if not in a good condition- Save the Date to be sent out.

Members agreed to the information

Exempt information- no members of the public present.

84. Discuss the school play park- The Mayor advised the cost of the fence and the installation will cost £2100. Members discussed the various options and agreed to discuss other solutions at the next council meeting.

85. Staffing Update- The Chair informed Members of the resignation of the Town Clerk due to her change in personal circumstances which require flexible working. Members were sorry that she was leaving but were grateful that she will support the council during the transition period and be involved in the recruitment process. Members agreed to commence recruitment for a new Town Clerk in a timely manner to respect the timeframe for the Town Clerk to leave. The Town Clerk will work with Cllr Reece on the recruitment process and has agreed to assist with a handover when the appointment is agreed.

Meeting Closed at 7.53pm.

Cllr Sue Reece,
Mayor of Chilton Town Council,
14th October 2025