



C H I L T O N T O W N C O U N C I L

Minutes of a meeting of Chilton Town Council Allotment, Open Spaces & Cemetery Committee
held at Hutton House, Chilton, County Durham, on
Monday 2nd June 2025 at 10.30am

Chair: Councillor S.Sutherland

Present: E. Bruce, P. Herbert

Members of the public: 2

Finance & Admin Officer: A. Hall (Minutes)

1. APOLOGIES

None received

2. DECLARATION OF INTERESTS

Cllr. Sutherland expressed a declaration of interest for items 16., 17. and 29. as he has applied for an allotment on that site.

3. MEMBER DISPENSATION

The following dispensation has been provided to Committee Members on 20th May 2025 until May 2026 –
The dispensation will limit Cllr Herbert from participating in the discussion of and/or vote on the following matters which effect the allotment site on which they hold an allotment to a greater degree than any other allotment size within the parish:

- a. The eviction of an allotment holder on the West Chilton Allotment site;
- b. The award of a grant/tender to the West Chilton Allotment site.

4. PUBLIC PARTICIPATION

A member of the public raised the following issues and information provided:

- a. Fencing on WCT leading onto the bypass – *informed that this work had been approved and should be progressed.*
- b. Is the rest of WCT South being provided with green fencing – *to be discussed at point 19.*
- c. What happened with the fencing / railings around the cemetery – *informed that the railings and pillars had been removed for health and safety of the public reasons and at this time it was not expected they would be replaced.*
- d. What happens with headstones that have been laid down – *the process for the inspections of headstones was briefly explained, stating that the responsibility for headstones was down to the owner of the grave not the town council. The Town Council have a responsibility to inspect and make safe any headstone failing the inspection.*

5. RESOLUTION LOGS – CEMETERY AND ALLOTMENTS

Members were given the updated resolution log – no issues raised.

6. TO DISCUSS THE REMIT OF THE NEW COMMITTEE

Members discussed the report and requested the following changes be put forward and passed to Full Council for approval:

- a. Grounds Maintenance should be split – day to day issues to stay with this committee and all contractual issues be given to full council
- b. Committee to be authorised to spend up to £1,000 on funding pre-authorised in the budget

- c. The committee cannot spend more than £500 on a single item or not budgeted for.

Proposed: Cllr Bruce, Seconded: Cllr Herbert

7. TO DISCUSS QUOTATION TO REPLACE BROKEN STUBS, DESCALE AND PAINT RAILINGS, INCLUDING CEMETERY GATES

Quote for £2,090 had been received – Members asked if this included 2 coats of paint and it was felt 1 would not be sufficient. The quote was approved in principle, but requested that the above question is asked.

Proposed: Cllr Bruce, Seconded: Cllr Sutherland

8. MINUTES OF THE CEMETERY COMMITTEE HELD ON 15TH APRIL 2025

Although these minutes were agreed at this meeting, they would be approved at Full Council on 10th June as the Cemetery Committee does not exist in the new structure.

9. MINUTES OF THE CEMETERY COMMITTEE HELD ON 14TH APRIL 2025

These minutes would be approved at Full Council on 10th June as the Allotment Committee does not exist in the new structure.

10. REPORT ON NUMBER OF TENANTS TO PAY AND VACANCIES

Members were informed that out of 136 tenants, who had been issued with a new agreement, there were 11 still outstanding at the time of the meeting. Request was made to progress these non-payment tenants to Notice to Quit as the current rules state it must be paid within 40 days.

Proposed: Cllr Sutherland, Seconded: Cllr Bruce

11. UPDATE REGARDING ASBESTOS POLICY AND INFORMATION

The policy had been amended following Full Council to remove any mention of tenants removing asbestos. This is now live and available on the website.

12. UPVC RECYCLING

AH had contacted a UPVC recycling company and was told that free collections were available, either to individual allotments or as a collection. Members discussed how to disseminate this to tenants. AH to email as many as possible with the information, requesting that they let the office know if they have any to dispose of. Any without emails should receive a letter in the post. Notices to go into noticeboards and a Facebook post be produced. Not to mention individual company but to advise people to search for companies providing this service.

13. REPORT ON WEED CONTROL MARE'S TAIL / INVASIVE WEEDS

Members were informed that the contractor had stated he would be carrying this out w/c 26th May 2025.

14. UPDATE ON AVIAN FLU

Members were informed that all restrictions had now been lifted regarding poultry on allotments.

15. REPAIRS AND MAINTENANCE

- a. Locks on gates on WCT sites – AH to get quotes for repairs to all gates and to fit handle locks to the gates north of bypass.
- b. AH to arrange for Committee to attend each site with fencing issues to confirm what work needs to be carried out.

16. TO DISCUSS QUOTATIONS TO REPLACE FENCING ON HW ALLOTMENTS (NO. 14-19)

As a member of the Committee had applied for an allotment on this site, the Committee were not quorate to make this decision and asked for it to be discussed at full council on 10th June 2025.

17. HW16-19 CLEARING BUILDING

As a member of the Committee had applied for an allotment on this site, the Committee were not quorate to make this decision and asked for it to be discussed at full council on 10th June 2025.

18. ANTI-SOCIAL BEHAVIOUR

No new issues had been reported on the allotment sites.

19. TO DISCUSS FUTURE WORK REQUIRED TO THE ALLOTMENT SITES

Members discuss what work would be required this year to the allotments and it was agreed to get quotes for the following items, ready to take to full council for approval:

- a. Remaining green mesh fence on the track at WCT
- b. Upgrading the gates on WCT (both sites)

20. REPORT ON SUGGESTED REMIT OF COMMUNITY GARDEN AND SUPPORT FROM OUTSIDE AGENCIES

AH had spoken to Groundworks and Wellbeing for Life contacts and both were keen to be involved in the project. Groundworks run these projects in lots of places very successfully. Meeting to be arranged with the Committee, Groundworks, Wellbeing for Life and Kevin Tracey, who has been involved with the Community Garden and carried out a lot of work on the plots. Members felt the remit and sample constitution were appropriate to start this conversation and should be used as part of the meeting.
AGREED: AH to arrange meeting.

21. CORRESPONDENCE

None received.

22. NATIONAL ALLOTMENTS WEEK – 11TH TO 17TH AUGUST 2025

Members felt this would be a good opportunity to promote the Community Garden. This item to stay on the agenda.

23. DRONE INSPECTION ARRANGEMENTS

Members were informed that drone picture would be taken week commencing 16th June 2025, weather permitting.

24. WATER

A quote had been received to move the taps to the front of the new fencing, officers are waiting for a second quote to be received.

25. FLY TIPPING

No new incidents had been received.

EXCLUSION OF PRESS AND PUBLIC

Cllr. S. Sutherland proposed and was agreed to exclude due to the nature of business to be transacted both press and public.

26. END OF TENANCY – COSTS FOR WORK

Members were given a report by AH which gave examples of how a pricing structure could work. Members felt this could work but for they wanted to look at it again at the next meeting.

27. INSPECTIONS

Nothing new to discuss.

28. GRAZING LICENCE REVIEW 2026-2027

To be tabled for next meeting on 23rd June 2025

29. ALLOCATIONS

Due to the Member Dispensation and Declarations of Interest, it was not possible to discuss the allocations at this meeting.

30. DATE OF NEXT MEETING

The next meeting would be held on 23rd June 2025, at 10.30am.

Signed: -

Chair of Committee

Dated:-