



CHILTON TOWN COUNCIL SPECIAL COUNCIL MEETING

IN ATTENDANCE: -

Cllr Julie Cairns (Chair); Cllr Victor Collinson; Cllr Lenny Potts; Cllr Peter Davies; Cllr Stuart Sutherland; Cllr Michael Young; Cllr Dave Allanson; Cllr Stephanie Jackson (in attendance remotely via internet link).

Also, in attendance: Town Clerk and 1 Member of the public.

SOM 25/08/20 85 APOLOGIES

Apologies were received and accepted from Cllrs Lily Dixon, Alan Bruce, Elizabeth Bruce and Joe Parker had advised the Town Clerk that he may be a little bit late due to work commitments.

SOM 25/08/20 86 DECLARATIONS OF INTEREST – None received.

SOM 25/08/20 87 DISPENSATIONS – None received

SOM 25/08/20 88 COUNCIL & COMMITTEE MINUTES: -

IT was AGREED that the previously circulated draft minutes of the Council Meeting held on 4th August 2020 be agreed as a true and correct record.

IT was AGREED that the circulated minutes of the Allotments Committee held on 20th August 2020 be agreed as a true and correct record.

SOM 25/08/20 89 CEMETERY WORKING GROUP :- IT was AGREED that subject to the clarification submitted by the Chair of the Cemetery Working group regarding the ring fencing of £50,000 within the Council's reserves for the development of the Cemetery extension, once the transfer of the land by deed of gift was completed, that the following recommendations put forward to the Council by the Cemetery Working Group be agreed and confirmed :-

- i) **Land Transfer (land for Cemetery extension) IT WAS AGREED** that the Town Clerk progress the transfer by way of gift to the Council and contact the solicitors to expedite matters
- ii) **Feasibility Work (land for Cemetery extension) IT WAS AGREED** that the Cemetery Working Group would recommend to the Council that the views of the Environment Agency at an estimated cost of £300-£500 to be sought as advised by the consultant.

iii) **Memorial Testing** **IT WAS AGREED** that the Cemetery Working Group would recommend to the Council:-

a) That the Town Clerk make further enquiries of another company based in Consett to see if their charges were competitive. **AND**

b) That the Town Clerk would make enquiries of the relevant professional bodies to see if it would be possible to run a Memorial Stability Testing Course "in-house" so that our Grounds Maintenance Contractor and his Staff and other Cemetery Staff from neighbouring authorities could attend.

iv) **Cemetery Records Storage** **IT WAS AGREED** that the Cemetery Working Group would recommend to the Council that a suitably sized and fire rated cabinet be purchased.

v) **Staff and Member Training** Following discussion about the training required for the Town Clerk and the Office Manager on the Cemetery software system, **IT WAS AGREED** that the Cemetery Working Group would recommend to the Council that

a) Arrangements be put in place to have the Town Clerk and the Office Manager fully trained, in house on the full range of Cemetery software and that if necessary to ensure the effectiveness of the training that the office should be closed **AND**

b) That the Town Clerk make enquiries about Chilton Town Council hosting a Cemetery Management And Transfer of Exclusive Rights Of Burial Course so that Officers and Members and Contractors from other burial authorities can attend.

vi). **Cemetery Budget Fees and Charges**

IT WAS AGREED that the Cemetery Working Group would recommend to the Council that during the 21/22 Budget Setting Process that :-

a) There would be a full review of current Cemetery Fees and Charges undertaken with a benchmarking exercise of the fees of other local burial authorities.

b) That consideration be given to levying a fee for the associated paperwork and drafting of Statutory Declarations and Deeds of Assignment or Renunciation required in connection with the Transfer of an Exclusive Right of Burial.

c) Budget Provision be made for the tree survey and memorial stability testing and remediation.

d) That on completion of the land transfer to the Council of the land for the Cemetery extension that £50K be identified and ringfenced in the 21/22 to fund the future costs associated with the creation of the Cemetery extension.

vii). **Pest Control**

IT WAS AGREED that as this was a potential health and safety risk that the Town Clerk should use her delegated authority to advertise as soon as possible for a suitably qualified and insured individual to deal humanely with the pest of rabbits.

viii) **Memorial Management Issues and Rules**

The Town Clerk circulated photographs of a grave that did not comply with our Cemetery rules, making it difficult and dangerous for the Grounds Maintenance Contractor to cut the grass. IT WAS AGREED to recommend to Council that notices be placed within the Cemetery advising families of the rules and that the family in question be written to and invited in to speak to the Town Clerk and Cllrs Young and Cairns, so that the situation could be sensitively explained.

ix) **Request for CCTV on the Cemetery Main gate**

IT WAS AGREED to recommend to Council that this request be declined at this stage.

SOM 25/08/20 90 COVID 19 IMPACT ON FORTHCOMING TOWN COUNCIL HOSTED AND MANAGED / FACILITATED EVENTS

It was AGREED that the Town Clerk would investigate the costs of Zoom purchase and to see if training could be arranged via CDALC so that if necessary remote/hybrid meetings could take place.

In relation to the following specific events: -

REMEMBRANCE DAY & REMEMBRANCE SUNDAY **It was AGREED** that the Town Clerk would proceed with the Road Closure application and that discussions would take place with Rev. Gary Norman as to whether the Church Service would proceed as normal.

FIREWORKS DISPLAY The Town Clerk confirmed that all other Town Council's locally had cancelled their event as a result of the Covid 19 restrictions on large gatherings of people and **It was AGREED** with a heavy heart and sadness, that this years Fire work display would have to be cancelled.

CHRISTMAS LIGHT SWITCH ON EVENT Following discussion on this matter, and taking into account the Government Guidance in relation to large gatherings of people **IT was AGREED** that the Christmas lights would be erected and switched on as normal but that there would be no related planned event because of Covid 19 restrictions. **IT was also AGREED** that the Town Council would work in partnership with Santa Claus and his Elves to ensure that something special happened for the boys and girls of Chilton Parish that they can enjoy from the safety and comfort of their own homes.

SOM 25/08/20 91 EXCLUSION OF THE PRESS & PUBLIC

IT WAS AGREED that in accordance with Paragraph 1(2)of the Public Bodies (Admission to Meetings) Act 1960 that the press and public shall be excluded from the meeting during the consideration of the remaining items on the grounds that publicity would be prejudicial to the public interest due to the confidential nature of the business transacted.

Consideration was given to the usual invoice raised by the Citizens Advice Bureau for the additional services they deliver in Chilton. Notwithstanding that the service had to be by way of telephone because of Covid 19 **IT was AGREED** that the Town Clerk should pay the invoice.

Minutes of The Special Council Meeting of Chilton Town Council held at 6pm on 25th August 2020 in
St Aidan's Church Hall, Chilton, Co. Durham