



Draft Minutes of Allotments Committee Meeting

7.30pm, Monday 12th March 2018

Present: Councillors Goodman, King and Moss. Allotment holders: Bob, Jenny, Allen, Melanie, Claire, Alison.

1. Apologies for absence. Ian and June
2. Declarations of interest in matters on the agenda. None
3. Confirmed minutes of the meeting of the Allotments committee on 9/10/2017.
4. Information about matters arising from the minutes of meeting on 9/10/2017 – None.
5. To outline the changes to the Allotment Committee as agreed at the Parish Council meeting of 22nd January:

The Allotment Committee will be a committee acting for and on behalf of the Council and will meet twice a year as well as carry out an annual inspection. It will consist of three councillors and up to five plot holders who will be appointed at the annual PC meeting in May. The term of office is for one year and they may be reappointed the following May. The Committee will have authority to make any decision pertaining to the management of the allotments, including expenditure of the money allocated in the annual Council budget (around £80). Exceptions to this will be:

- 1) Any issues pertaining to the revoking of tenancies – the Allotment Committee can advise the council, but the final decision on terminating a tenancy must be agreed by the whole council.
- 2) Any amount of money to be spent over and above the budget for the allotments as allocated in the annual budget.

Also resolved to appoint Sarah Moss to the Allotment Committee as the third councillor member alongside Cllr King and Cllr Goodman.

Plotters confirmed that they understood the changes outlined above, but they whether the 5 plotters who are part of the committee also take part in the inspection. This didn't seem necessarily appropriate. Agreed that the new Allotment Committee, as agreed at the upcoming May meeting, would meet in October and clarify all the terms of the committee, including procedure for inspections. For the inspection prior to this first meeting of the committee, the inspection would be carried out by the three councillors, but any plot holder welcome to attend also. The Committee can also agree its own quorum and other terms of reference.

6. Discussed the proposed termination and appeal procedure as outlined in the attached papers. Plotters largely agreed with the institution of formal procedures but had problem with point 5, in terms of getting 3 other plotters support. This may create awkwardness as other do not want to be involved with a neighbour's termination process etc. Point was made that what is most important was the state of the plot rather than how much support they've got. It was agreed to remove the line 'and will require written support of three plotters'. Point 9 was also discussed - how notices were served – After some discussion agreed to remove sub-section b and c. Melanie raised point 7 as an issue. It was clarified that this would only occur on the third year, so added in the word 'previous' to make this clear. Cllr Moss felt the appeals process was very lengthy, and others agreed. Clerk explained that this was to give most possible opportunity to plotters to rectify the situation, but hence the cut-off on the third year. Agreed to leave out the section relating to difference between cultivation and weeds. Agreed that with these amendments, the Termination and Appeal Procedure is adopted.

7. Report of progress from the Charlestown Allotments Group and future action plan: Have arranged workday for 12th May, and there are various areas that need sorting out, including fence post, and the

group shed needs urgent work. DG noted that we could put the Chairman's report online – Bob will email something over to Clerk to publish. Put end of year report on parish website.

7.1. Report from Allotments Group on budget and balances. June reported to the AGM that balance is £94.74. Will send copy to the Clerk once signed by accountant.

8. Discuss the contract for maintenance of communal areas – all agreed that three cuts per year was improvement. Agreed the current contractor doing a good job, and should continue. Noted that he left a piece of machinery, looked like strange rotavator. First cut in May. Agreed didn't need the leaf blow as suggested by contractor.

9. Reported that tenancy issues and vacant plots, and signed contracts for 2018/9. One new tenant, with one person on the waiting list. No vacant plots.

10. Financial matters:

10.1. Rent payments – all up to date

10.2. Water bills – up to date.

11. Dates and venue of future meetings - 8th October or 15th depending on Greenwood Room availability.