



Blackshaw Parish Council

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Allotments Committee Meeting

7:30pm, Monday 9th March 2026 at the Hebden Bridge Town Hall

Minutes

Present: Clare Wells, Rosemary Daley, Bob Greenwood, Cllr King, Cllr Higginson, Cllr Dyter

In attendance: Sally Hughes (Clerk)

- 1. Apologies for absence.** – The meeting opened at 7:36pm. There were no apologies.
- 2. Declarations of interest in matters on the agenda.** – None.
- 3. To confirm minutes of the meeting of the Allotments committee from October 2025.** All agreed that the minutes of the meeting held on 13 October 2025 were a true record.
- 4. To receive information about matters arising from the minutes of meeting in October 2025.**

- **To discuss whether it is possible to streamline the signing of contracts by changing from an annual contract to a longer period.** Bob has rung the National Allotment Society (NAS) and received the verbal information that as long as there is an email trail, contracts can roll over without a signed renewal. The clerk will email all ploholders explaining this, giving the new rent amount and bank payment details.
- **To discuss the contract for maintenance of communal areas.** Maintenance will be billed at the start of the year, one invoice for 3 sessions at £70 per session. The clerk has confirmed this with the contractor and he is agreeable. The contract will start in April.

A councillor asked about the state of the trees. Rosemary replied that The Woodsman's owners have cut down a lot of trees, but left some crack willow which is shading plot 8. Cllr Dyter will ask the builders if it can be removed. Ploholders need to agree which, if any, birch and oak trees should be removed, and Rosemary will relay the information to Cllr Dyter. Clare has trimmed silver birches at the front/near the roadway.

- **To clarify the insurance coverage.** The clerk has read the insurance documents and cannot find mention of liability for council-owned land at all. The allotment insurance doesn't cover the front or common area. The clerk will ask the previous clerk about public liability insurance regarding the PC's land. Ploholders will carry on with the perimeter fence repair.
- The committee notes that there are inconsistencies in the ploholders' contract and will clarify the wording in the future when time is available.
- **To consider how the council will charge the allotment holders for water.** Ploholders agreed to a per annum charge of £12 for water added to the existing rent of £15 for a new net rent of £27pa. The clerk will confirm this in her email (above) to ploholders.

4.1. To receive a report of progress from the Charlestown Allotments Group and future action plan, including budget and balances. (Verbal reports - copies of the report and accounts were not available.)

- £90 was raised at the plant sale and has been earmarked for fenceposts. This leaves a balance of £286.90.
- Another big post will be required to secure the gate.
- Question to be resolved: are plotholders responsible for the perimeter fence?
- There have been no plotholder changes. There are three on the waiting list.
- Fundraising plans – Rosemary, Bob and Clare noted that the jobs required are the same as for a big allotment, but this is a small group. **Another plant/bake sale is planned for 9th May.** The clerk offered to bake something to sell.
- Shed and greenhouses are beginning to have maintenance problems. Plotholders look after them and are dealing with the issues as they come up, as the rule is they deal with the upkeep of buildings.
- Two water butts are leaking. Again, plotholders will deal with these.
- Bob has replaced a lot of posts but more need to be replaced.
- Plotholders are trying to keep trees trimmed.
- Cllr King will ask Donna if she holds any early documents about the land that would help clarify responsibilities.
- The clerk will email Cllr King a reminder to do this.

5. To consider any tenancy issues, the waiting list situation and vacant plots.

Dealt with in agenda item 4.

6. To agree the Allotment group's representatives on the Parish Council for the following year.

Clare, Rosemary and Bob, again.

7. To consider and action financial matters:

7.1. Rent payments (to be made at this meeting or online) and contracts signed.

See agenda item 1. (No more signed contract. Clerk to email plotholders.)

8. To set dates and venues of future meetings.

- Date of next liaison meeting: **Saturday 18 July 2026 at 10:30am**
- Date of next Allotments Committee meeting: **Monday 12 October 2026 at 7:00pm** (No pre-meeting of plotholders beforehand.) **Please note earlier time.**

The meeting closed at 8:41pm.