

Minutes of the **Allotment Advisory Committee** held on Monday 1st March 2021 at 7pm held remotely via Zoom due to Covid-19 restrictions.

Present: Councillors N Poole (Chairman), Mrs J Briggs, J England, T Foster, J McKellar Main, C Scott (also Allotment representative), Mrs P Skelton, Mrs B Todd

In Attendance: Tracey Black, Parish Clerk

640. Apologies for absence - none received

641. Declarations of interest – None declared

642. Minutes of last meeting

The minutes of the last meeting held on Monday 21st September 2020 had been circulated to all members prior to the meeting. The minutes had been adopted by the Parish Council on Monday 12th October 2020 min ref. 1538 71b.

643. Clerks report

To receive the Clerks report providing information on recent issues and matters.

a) Min 638a – Gap in boundary hedge – The Clerk reported that the handyman had erected a steel framework to prevent entry onto the adjacent private field. Signage showing ‘Private No Entry’ does not remain long but the frame has remained to date. It was noted that pedestrians are now finding other gaps further down the hedgerow and also a new gap had been made closeby.

Resolved: to monitor the situation.

b) Min 639ab – The Clerk reported that signage warning of dangerous substances and to keep dogs on leads, had been erected at all three entrances and the bottom corner of the allotments.

644. Allotment tenancy terminations

To receive and note allotment tenancy terminations and notice of terminations

The Clerk reported that the following allotments had been terminated since the last meeting;

a) Allotment 49A / 49AA Y Farr Terminated 12/10/20

b) **Allotment Notice of termination received**

Allotment 3A	S Pollard	26/10/20	wef April 2021
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Allotment 35A	M May	27/10/20	wef April 2021
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Allotment 3B	J Westoby	19/11/20	wef April 2021
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Allotment 41B	T Strong	24/2/21	wef April 2021
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645. Allotment tenancy applications

a) **To receive and approve allotment tenancy applications;**

McLoughlin R&M	Allocated 49A	19/10/20
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b) **Waiting list**

The Clerk reported the following applications for allotments had been received;

S Hindley	35A	wef April 2021
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Gelder/Johnson	3B	wef April 2021
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Follan	41B	wef April 2021
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Resolved: to approve the applications to commence 6 April 2021.

Signature:

Date:

646. Finances

Cllr C Scott declared a personal & prejudicial interest as an allotment holder prior to discussion of the following items and was placed in the zoom waiting room.

a) To receive the Receipts and Payments summary 2020/21

The Receipts & Payments had been circulated to members prior to the meeting. The Clerk explained the figures and variances. It was noted there was a deficit of £73.69 for the year.

b) To resolve tenant rent payments for 2022/23

It was noted that twelve months' notice is required to be served for any rent increases.

It was noted that the allotments should be self-financing but do not presently include for the Handyman and Clerk time. There was a deficit of £73.69 in 2020/21.

Resolved: to increase the allotment rent payments with effect from 6 April 2022;

Full plot £20; Half plot £10; Quarter plot £5; Small Holding plots £30/half acre.

Clerk to inform allotment holders of the reasons for the increase.

c) To resolve tenant expenses for 2021/22

The Clerk reported amounts for;

Hedging & dyking £387.75 – to recover from all tenants; Water £308.64 – to recover from Garden allotment tenants.

Resolved: Expenses for 2021/22 – Garden Allotments £7 per each quarter held; Small holdings £4 per half acre.

Cllr Scott was returned to the meeting

d) To review tenant deposit payments

It was noted the cost and time involved to clear vacated allotments left in an untidy condition.

Resolved: Deposit charge to increase to £30 per plot with effect from 6 April 2021.

e) To resolve arrangements for annual rent collection due April 2021.

Resolved: Due to Covid-19 restrictions there would be no physical rent collection. Rents will become due on 6 April 2021 with preferred method of payment to be bank transfer or alternatively cheque or cash to be sent to the Clerk.

647. Matters for discussion - To receive any items for consideration and resolve any actions required**a) Allotment 36 – P Chapman - Min 638a) – to receive update and resolve action**

Following letters to the tenant requesting removal of the timber being stored on the plot and to refrain from this in the future, it was noted that although some timber remained there had been a marked improvement.

Resolved: to monitor monthly to ensure that the present condition continues to improve and does not deteriorate. Clerk to inform Mr P Chapman of the decision.

b) Small holding plots 12,13,14,15 – Min 639a) - to resolve layout and action for new allotment plot to include consideration of tree planting as part of the Northern Forest Tree planting scheme.

The Clerk had circulated two proposed plans showing options for one or two tracks to members prior to the meeting.

Resolved: the layout for two access tracks would provide more usable plots. The eastern half of the area to be developed first. Installation of water standby taps in due course. Cllr C Scott to mark out the position of the eastern access track to grass down.

Resolved; to agree in principle to the Parish Council suggestion of planting trees to include a community orchard within this area of land.

This concluded the business of the meeting. The meeting closed at 19:58.

Signature:

Date: