

Minutes of the **Allotment Advisory Committee meeting** held on Monday 11th March 2024 in Messingham Community Hub commencing at 7pm.

Present: Councillors J McKellarMain (Chairman), J Briggs, J England, T Foster, C Scott, P Skelton, A Tasker.

Allotment representative: Mr S Waddingham.

In Attendance: Tracey Black, Parish Clerk

694. Apologies for absence

To receive apologies for absence – Cllr N Poole.

695. Declarations of interest

Cllr C Scott declared a personal & prejudicial interest as an allotment holder.

Mr S Waddingham declared a personal & prejudicial interest as an allotment holder.

696. Minutes of last meeting

The minutes of the last meeting held on Monday 18th September 2023 had been circulated to all committee members prior to the meeting. It was noted that the minutes had been adopted by Full Parish Council on Monday 9th October 2023 minute ref. 1756 120b.

697. Clerks report

To receive the Clerks report and update on recent and on-going matters.

i) Min. 688d – Gate – The Clerk reported that work had been completed to site the original gate adjacent to plot 1.

ii) Min. 693a – Ownership of hedge on northern boundary – The Clerk reported that the hedge belonged to the owner of the adjacent agricultural field.

698. Allotment tenancy terminations / notice of terminations

a) To receive and note allotment tenancy terminations and notice of terminations since the last meeting.

| | | | |
|---------------|-----------|--------------------------------------|--------------------|
| Allotment 44A | J Berry | terminated 11/10/23 | Moved to 2C |
| Allotment 2C | P Stones | terminated by Parish Council 30/9/23 | due to unpaid rent |
| Allotment 12D | L Rockett | terminated by Parish Council 30/9/23 | due to unpaid rent |

b) Notice of termination

| | | |
|---------------------|--------------|---|
| Allotment 42B | S Waddingham | no longer required - terminating with effect from 31/3/24 |
| Allotment 11B | S Cox | no longer required - terminating with effect from 31/3/24 |
| Allotment 27A & 27B | C Scott | no longer required - terminating with effect from 31/3/24 |
| Allotment 11G | D Martin | no longer required - terminating with effect from 31/3/24 |

699. Allotment tenancy applications

a) To receive and approve allotment tenancy applications since the last meeting.

| | | |
|----------|---------------|----------|
| J Berry | allocated 2C | 11/10/23 |
| R Storrs | allocated 12D | 24/10/23 |

Resolved: to approve the applications.

b) Allotment applications awaiting allocation

Enquiry and site visit - awaiting application form for 12E

Signature:

Date:

700. Finances**a) To receive the Receipts & Payments summary to date.**

The Receipts & Payments summary had been circulated to all the committee prior to the meeting. The Clerk explained the figures.

Cllr C Scott & Mr S Waddingham left the meeting room prior to the following three items

b) To resolve the tenant expenses for 2024/25.

The Clerk reported amounts of;

Flailing the Hedges & Dykes – £87.50

Water - £340.20

It was noted the reduction in the cost of Hedge cutting, due to the new Farm Business Tenancy agreement of 15.94 acres, including the responsibility of the tenant for cutting that part of the hedgerows.

Resolved: expense payments for 2024/25 for Garden Allotments - £ 4.60 per each quarter.

c) To resolve the tenant rent payments for 2025/26.

The Clerk reported the rent payments for 2024/25 had been agreed on 6th March 2023 as follows;

Full plots £30; Half plots £15; Quarter plots £7.50.

It was noted that the 15.94 acres had been let on a fixed 3-year Farm Business Tenancy which commenced 1 October 2023.

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

Resolved: no change to the rent payments for Garden Allotments for 2025/26.

Full plots £30; Half plots £15; Quarter plots £7.50.

d) To resolve the tenant deposit payments for 2024/25

Resolved: no change to the deposit amount of £30 / plot.

Cllr C Scott and Mr S Waddingham returned to the meeting room.

701. Allotment inspection report**a) To receive the allotment inspection report and resolve any actions required.**

The following allotments were noted in the inspection report carried out by Cllr C Scott & Mr S Waddingham;

i) Allotment 46A – J Hesp - no activity or response following letter 1 on 20 September 2023.

Resolved: untidy allotment letter 2 to be sent.

ii) Allotment 49A – Mr & Mrs McLoughlin – response received following letter 1 on 20 September 2023.

Tenants had been unable to work the plot due to personal reasons but hoped to return and re-design the plot for ease of use.

Resolved: to monitor.

iii) Allotment 6B – G Ombler – little attention following letter 2 on 20 September 2023.

It was noted that there had been little activity on the plot for a number of years.

Resolved: not to renew the tenancy in 2024-25.

Signature:

Date:

702. Matters for discussion/decision

To receive any items for consideration and resolve any actions required.

- i) Mulberry Tree – the Parish Council had agreed to purchase a mulberry tree, it was reported that this had been purchased and will be planted shortly.

- ii) Northern boundary hedge – Mr S Waddingham raised the issue of access to the allotments through gaps in the boundary hedge. It was noted as per minute 697ii) that the hedge belonged to the owner of the adjacent agricultural field.
Resolved: Clerk to contact the owner to determine their acceptance for the Parish Council to infill the hedge with hawthorn based bare root hedging.
Chairman and Clerk to have authority to spend up to £200.

This concluded the business of the meeting. The meeting closed at 18:54.

Signature:

Date: