

Minutes of the **Allotment Advisory Committee** held on Monday 16th March 2020 in Messingham Village Hall commencing at 7pm.

Present: Councillors N Poole (Chairman), Mrs J Briggs, T Foster, J McKellar Main, Mrs P Skelton.

Allotment Representatives: Mr C Scott

In Attendance: Tracey Black, Parish Clerk

613. Apologies for absence

Received from Cllr J England, Cllr Mrs B Todd and Mr B Ross

614. Declarations of interest – None declared

615. Minutes of last meeting

The minutes of the last meeting held on Monday 23rd September 2019 were circulated to all members prior to the meeting. The minutes were adopted by the Parish Council on Monday 14th October 2019 Min. Ref. 1483 90b. It was reported that minute ref. 606a should read 29th September 2020 and not 2019. The Clerk reported that this was a mis-print and Notice of termination letter had been issued with the correct date. The minutes were amended and initialled – this will be reported to Full Council.

616. Clerks report

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

- a) Min 606b – It was reported that the new bench had been installed near Allotment 27c.

617. Allotment tenancy terminations/notice of terminations

- | | | | |
|----|---------------|----------|-----------------------|
| a) | Allotment 18A | R Leaper | no longer required |
| b) | Allotment 38A | A Horne | present circumstances |

618. Allotment tenancy applications

To receive allotment tenancy applications;

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

- | | | | |
|----|-----------------------|---------------|----------|
| a) | W Bowers | Allocated 18A | 26/10/19 |
| b) | K Brumby | Allocated 38A | 22/2/20 |
| c) | M Sorochuk & K Horton | Allocated 40B | 2/3/20 |

619. Allotment inspection report

To receive the allotment inspection report and agree any necessary actions

It was noted that it was too early for full inspection as work had not commenced on most plots yet.

The following was reported and raised by the Allotment rep. Mr C Scott;

- | | | |
|----|-------------|---|
| a) | Track | rutted/potholes. Resolved to ask B Ross to remove the centre along the full length |
| b) | Allotment 1 | K Roddis - Pile of waste on plot from off site.
It was resolved Clerk to send letter to advise this is prohibited. |
| c) | Bench | Noted weeds had been sprayed. Could the appearance of the area be improved.
It was resolved to lay wood chippings (available on site) under the bench. |
| d) | Security | Could anything be done to improve security.
It was noted that due to the nature of the site, access could be gained from boundary hedges. Keeping the bottom gate locked was a help. |

Signature:

Date:

620. Finances**a) To receive the Receipts & Payments summary and resolve tenant expenses for 2020/21.**

The Clerk circulated the Receipts & Payments summary for the previous five years.

Mr C Scott declared a Personal & Prejudicial interest as an allotment holder. The Finance items were omitted and the remainder of the agenda discussed then Mr Scott left the meeting.

It was noted the payments do not include Clerk & Handyman time.

The Clerk reported the amounts for Hedging and dyking £279; Water £270.05, these are recovered from tenants.

The present system of charging expenses per plot regardless of size was discussed.

It was agreed a more fair system would be to charge by size based on a quarter plot.

It was resolved expenses for 2020/21 – Garden allotment £5 per each quarter held; Small Holdings to be charged in line with previous years by proportionate acre.

b) To receive the budget forecast and resolve rent payments for 2021/22

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

It was resolved no rent increase for 2021/22

c) To agree rent collection date as Wednesday 15th April 2020 and consider option of online payments.

It was resolved to give an option of online payments.

621. Correspondence for discussion/decision – no correspondence**622. Matters for discussion****a) To consider update to Allotment tenant contact details for communication**

The Clerk reported that the use of email would allow communication to individual tenants and efficient means of disseminating information en masse eg. change to Allotment Rules / Terms & Conditions; notification of burglaries; site / maintenance issues.

It was resolved that the Clerk send a letter and contact details form for completion with the rent invoices. It was resolved to place information on the Allotment page of the website - Clerk to advise tenants.

623. Date/time/venue of next meeting

The next scheduled Allotment Advisory Committee meeting was confirmed as 15 June 2020 in the Village Hall at 7pm.

This concluded the business of the meeting. Meeting closed 7:40pm.

Signature:

Date: