

Minutes of the **Allotment Advisory Committee** held on Monday 14<sup>th</sup> March 2022 held in Messingham Community Hub commencing at 6:15pm.

**Present:** Councillors N Poole (Chairman), J Briggs, J England, T Foster (18:20), C Scott, P Skelton, B Todd.

**In Attendance:** Tracey Black, Parish Clerk

**657. Apologies for absence**

**To receive apologies for absence** – Cllr J McKellarMain

**658. Declarations of interest**

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

**659. Minutes of last meeting**

The minutes of the last meeting held on Monday 28<sup>th</sup> June 2021 had been circulated to all members prior to the meeting. The minutes had been adopted by Full Parish Council on Monday 12<sup>th</sup> July 2021 minute ref. 1595 56c.

**660. Clerks report**

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

i) Min 654 – Water supply – The Clerk reported that the new water supply and 3 taps for allotment rows 12 & 13 had been installed in March 2022.

ii) Min 656a – CCTV – The Clerk reported the following;

- the cost per camera unit is approx. £2,300 + VAT which includes 1 year data allowance and initial installation fee.
- from year 2 the 1TB data SIM would be £60/month.
- NLC would make no charge for recording and retrieving images.
- NLC do not monitor 24/7 – they retrieve the images when there is a request.
- cameras have to be bought and owned by NLC. The lifetime of the cameras is about 5 years.
- the camera would only cover the top allotments.
- Governance carried out by NLC - safeguarding / storage / privacy / transparency / FOI requests / retention.
- must meet the ICO regulations - use of surveillance camera systems must always be for a specified purpose which is in pursuit of legitimate aim and necessary to meet an identified pressing need.

Regular review to prove – appropriate; necessary; effective; justified; a proportionate response to the nature of the problem.

**Resolved:** the cost of a CCTV system was not proportionate to the problem and would not cover all the allotments. Not to pursue CCTV at the present time.

Following discussion it was agreed to migrate the allotments to the top of the site - as vacant allotments occur at the bottom plots they would not be re-let.

The suitability to install an adventure playground on the site was discussed.

iii) Min 656b – Community Orchard – additional 15 fruit trees had been planted in winter 2021/22.

**661. Allotment tenancy terminations**

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

Allotment 2A G Farman Terminated 22/8/21

Allotment 38A B Gravel Terminated 25/10/21

Signature:

Date:

Allotment 2A S Turner Terminated 12/11/21

Allotment 39 B Ross Terminated 28/2/22

**Notice of termination**

Allotment 42A P Bratton moved to 12B wef 31/3/22

Allotment 35A S Hindley moved to 38A wef 31/3/22

**662. Allotment tenancy applications**

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

P Bratton allocated 12B 18/7/21

S Turner allocated 2A 30/8/21

S Hindley allocated 38A 22/10/21

Richard Hafford allocated 12C 28/10/21

S Ingram allocated 2A 10/11/21

J Williams allocated 12D 30/12/21

**Resolved:** to approve the applications.

**663. Allotment inspection report**

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

Cllr C Scott reported that he had carried out an inspection and advised that there were no plots to note at this point in the season.

**664. Finances**

**a) To receive the Receipts and Payments summary to date for 2021/22**

The Receipts & Payments had been circulated to members prior to the meeting. The Clerk explained the figures and variances. It was noted that with the additional water supply there was a deficit of £274.05 for the year.

*Cllr C Scott left the room prior to the following two items.*

**b) To resolve tenant expenses for 2022/23**

The Clerk reported amounts for;

Hedging & dyking £462.50 – to recover from both the Garden allotment tenants and Small Holding tenants; Water £309.43 – to recover from Garden allotment tenants only.

**Resolved:** Expenses for 2022/23 – Garden Allotments £7 per each quarter held; Small holdings £4 per half acre.

**c) To resolve tenant rent payments for 2023/24**

The rent payments for 2022/23 agreed on 1 March 2021 are:

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

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

**Resolved:** to increase the allotment rent payments with effect from 6 April 2023 to;

Full plot £30.00; Half Plot £15; Quarter plot £7.50; Small Holding plots £30/half acre.

*Cllr Scott returned to the meeting*

**d) To resolve arrangements for annual rent collection due April 2022.**

**Resolved:** Rents will become due on 6 April 2022 with preferred method of payment to be bank transfer or alternatively cheque or cash to be sent to the Clerk.

Signature:

Date:

**665. Matters for discussion/decision**

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

**a) ERNLLCA allotment training report**

i) Insurance – the National Allotment Association recommended allotment tenants have Public Liability Insurance.

The Clerk had determined from the Insurers the land is covered under the Parish Council policy until the plots are rented to individuals. BHIB Insurers advise each plot holder has their own Public Liability insurance with a limit of indemnity of no less than £5 million. Cover may be able to be obtained under the tenants house insurance or through allotment associations.

**Resolved:** Clerk to notify tenants of this at the forthcoming annual rent collection.

**b) Play Area proposal** - see min. 660ii). Further discussion by Full Council.

This concluded the business of the meeting. The meeting closed at 18:58.

Signature:

Date: