

HANSLOPE PARISH COUNCIL

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Minutes of the Allotment Committee held on Thursday 13th April 2023, 2pm the Pavilion, Hanslope Recreation Ground, MK19 7LG.

Minutes

Present: C Walmsley (Chair) R Simpkins
S Proctor P Cook
I Laurie
G Merry (recording) Members of Public: 0

23.011 Co-option of new committee members and acceptance of resignation.

Fiona Scott will come onto the committee, effective immediately and Mr Walmsley is standing down.

MOTION: To elect Fiona Scott to the committee PROPOSED by Cllr Simpkins SECONDED by Mrs Cook and AGREED.

23.012 Apologies

No apologies

23.013 Declarations of interest

Mr Walmsley, Mr Laurie and Mrs Cook declared an interest as allotment tenants themselves.

23.014 Minutes of the last meeting

MOTION: To agree the minutes of the meeting held January 19th 2023, PROPOSED by Mr Walmsley SECONDED by Cllr Simpkins and AGREED

23.015 Plot uptake and invoicing

- i. **Vacancies:** Cllr Simpkins advised that following the Open Morning(s), there was now full occupancy with 4 on the waiting list.
- ii. **Payment check:** The clerk reported that all tenants had paid.

23.016 Admin

- i. **Review of committee Terms of Reference:** These had been circulated and amendments agreed as follows:
 - Membership of the committee and chairman for the year ahead, would be agreed in May of each year (April agenda).
 - The maximum number for committee membership would be 7, ideally with an equal balance between allotments holders and non-allotments holders. Ideally with no more than 3 of each.
 - New members would continue to be sought throughout the year, until 7 is reached.
 - The Term of the Committee will be 4 years, with the option to continue.
- ii. **Review of allotment rules:** These had been circulated, along with some proposed new wording, suggested by Cllr Simpkins. Mr Walmsley expressed concern that the rules are not enforced. It was agreed the wording 'in good order' re. vacating of a plot, needed to be clearer. The clerk enquired about the reference to appendices, as there are no appendices with the current rules. It was clarified that these are separate documents re. keeping bees and chickens, and can be sent if needed. It was agreed the proposed changes would be considered

via email and Cllr Simpkins would then circulate the new wording to be finalised and agreed. Tenants would have a chance to comment before these were implemented.

- iii. **Tool hire update: Booking system and updating tool hire documents:** Mr Laurie reported that the rotavator is faulty and jumps out of 'drive'. He offered to contact a specialist to find a solution and report back. This is not a risk to users as it just stops working. More volunteers were needed to 'man' the hiring slots and Mr Walmsley agreed to continue helping with this for the time being. A request will also be posted on the group chat.
- iv. **Progress on CAD:** Mr Laurie had circulated the updated CAD and stated it will take at least another month to complete. It was agreed the over-riding reason for this, was to ensure rents are being correctly charged.
- v. **Allotment Vacation Policy:** It was agreed this would be dealt with under the review of the rules but it was hoped would be less of an issue now that plots are fully let.
- vi. **Bees – obtaining permission:** Cllr Simpkins stated that tenants expressing an interest in keeping bees, are asked to apply to the parish council and to-date none have enquired. It was agreed that keeping bees would no longer be permitted at the allotments.

23.017 Maintenance

- i. **Maintenance of Machines:** It was agreed that the machines for hire need to be regularly maintained, ideally throughout winter, or they will not last. The clerk advised that for reasons of liability, the parish council should implement and pay for maintenance, by a qualified supplier. This would be arranged post-growing season (October). If anyone passes on a machine to a neighbouring tenant during a hire session, the second user must sign a hire form.
- ii. **'Back' Fence:** Although the neighbouring farmer was happy for the fence to be replaced, he asked that this is done to the current specification. When the contractor came to look at this, he advised it would be a more complicated job than had originally been quoted for and declined the work. Cllr Simpkins asked whether to pursue the repairs or not. It was suggested that the gaps only, could be repaired with new fencing just inside the current fence line. It was agreed that Mrs Cook, Mr Walmsley and Mr Laurie would site visit and report back on this.
MOTION: To agree that the above will assess the site and the motion will be discussed at the next meeting. MOTION DEFERRED.
- iii. **Any other Maintenance Issues:** Mrs Cook reported a large quantity of debris on the 'triangular' section with brambles and also one plot with an excess of glass. It was agreed a skip would be needed but a request would be put on the group chat, for volunteers to form a working party to help clear the debris. The weekend of 12/5/23 would be suggested and providing there were enough helpers, a large skip would be arranged by the clerk.
MOTION: To agree no jobs currently for the contractor PROPOSED by Cllr Simpkins SECONDED by Mr Walmsley and AGREED

23.018 Plot Inspections/issues with plots

- i. **Plots 16a and 16b:** The tenant had used a contractor to carry out significant landscaping and this had caused an issue with the contractor bringing a heavy vehicle onto the site during the winter, without permission, and contrary to instruction from the clerk and committee. It was discussed and agreed that no further action would be taken.
- ii. **Rule Breaches:** No actions needed.
- iii. **General issues and follow-up from previous inspections:** No issues at present, as the growing season had not started. This would be discussed again after the June inspections.
- iv. **New issues:** No issues
MOTION: To agree any letters or potential evictions needed, MOTION NOT REQUIRED

23.019 Date of next meeting:

Thursday July 13th 2023 – 2pm

Mr Walmsley was thanked for all his work with the committee during his term of office.

..... **Signed (Chairman)**

..... **Date**