

HANSLOPE PARISH COUNCIL

☎ 07383 091319

✉ clerk@hanslopeparishcouncil.gov.uk

Minutes of The Allotment's Committee held on Thursday 14th January 2021 at 2.00pm via Zoom.

Minutes

Present: C Walmsley (Chair) R Simpkins
J Cass B Cass
P Cook
G Merry (recording) Members of Public: 0

21.001 Apologies

No apologies

21.002 Election of committee chairman

There were 2 volunteers and Mr Walmsley was elected.

MOTION: To agree that Mr Walmsley will act as chairman for the year, proposed by Mr Cass seconded by Mrs Cook and AGREED.

21.003 Signing up to Code of Conduct and parish council policies.

The Code of Conduct and all council policies had been previously circulated, and all present agreed to adhere to them.

21.004 Declarations of interest

It was agreed that with the exception of Cllr Simpkins, all members were allotment holders and therefore would always declare that as their interest.

21.005 Allotment's round-up and any work needed.

- i. Boundary definition: Concern was expressed that plots had been let where the boundary was not yet defined or was potentially inaccurate. It was discussed and agreed that there was a general need to break up some of the larger plots to provide smaller ones and that prior to letting, there needs to be a discussion to agree which ones may be let. This is particularly important now that there is a waiting list for plots. It was agreed Cllr Simpkins will continue to allocate plots.
- ii. Plot measurement: Concern was expressed that some plots were not documented with the correct measurements and Mr Cass offered to carry out a full measuring exercise. The clerk suggested these were historical inaccuracies and it would be important this year to move towards accurate recording, for invoicing purposes. It was discussed and agreed that Mr Cass, Mr Walmsley, and Mrs Cook will carry out the measuring once the ground is firmer.
- iii. Realignments: It was reported that the tenants for plots 74-75 will be moving away and will need help to clear their plots. It was discussed and agreed that some realignment would also be needed, and this could be carried out at the same time as the clearance work. Mr Cass, Mr Walmsley and Mrs Cook agreed to help when the time came. It was suggested the shed on the plot may contain asbestos and the clerk advised that the PC would cover the cost of safe removal.
- iv. Hedges: Concern was expressed that too large a machine had been used to trim the hedges and this had churned up large section of ground. It was discussed and agreed that the contractor should only trim the hedges in October and the clerk would discuss both issues with them.

- v. Other work: The verge outside the allotments is becoming very churned up and tenants are struggling to park their vehicles. It was suggested a parking area could be installed using either plot 18a, or adjacent to the planned container. Concern was expressed that non-tenants would use the parking area and it was agreed that the committee would need to manage this. It was agreed to bring this up at the Tenant's Meeting on 25/1/21 to gauge support. Disabled space(s) would need to be provided and planning permission obtained. It was suggested that the boarding from the soon-to-be-replaced AstroTurf would be available to use for delineating a parking area. It was also agreed to monitor the condition of the back fence.

21.006 Finances

- i. Income and expenditure update and 2021 take-up: The clerk reported that 63 payments had been received to-date and had circulated the expenditure account for the year to-date. The budget for 2021-22 had been set at £3350. The clerk confirmed that she can authorise expenditure under £500 but anything above that must go to the full PC.
- ii. Phasing out cheque payments: Cllr Cass expressed concern that phasing out of cheque payments might be discriminatory to those who do not do online banking. The clerk agreed to include suitable wording in this year's renewal letter, that cheques will be phased out in due course, but without imposing a complete ban just yet.

21.007 2021 Improvement project

- i. Timeframe & project management: The project has received approval from MKC but planning permission needs to be sought, meaning a possible 12-week delay. Installation timeframes were discussed, taking into account a 16-weeks order time for the gates. It was discussed and agreed to aim to install all items in one go but none can be progressed until the ground is firmer.
- ii. MKC & S106 issues: The project plan had been agreed by MKC and the clerk will submit MKC's project form as a means to securing payment confirmation.
- iii. Orders: It was agreed that planning permission would be applied for first, followed by ordering the gates, then orders for the toilet and container.

21.008 Tenant's meeting – 25/1/2021

Agenda items were discussed and agreed as follows: Payments (including a reminder of the 10p/per year increase, agreed at the 2020 meeting) and insurance; water issues and dipping tanks; car parking; signage; the improvement project and chickens. Those committee members who were happy to have their contact details given out, would do so, so that they could be the first point of contact for any immediate issues at the allotments.

21.010 Timeframe for next meeting

It was suggested and agreed to meet soon after the Tenant's Meeting to discuss feedback and 4/2/21 was agreed.

Signed: **Date:**.....