

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE COUNCIL
OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 15 JUNE 2015 AT 7.30 pm.

PRESENT: Cllr J Middleton, Committee Chairman
 Cllr B Hatch, Committee Vice Chairman
 Cllr Flint, Cllr Hale & Cllr Norton-Sealey
 Tenant Representatives, W Rowlinson (ML), J Pilsworth (ML),
 J Clark (VR) & N Foster (CEM).
 Mrs S Howard (Committee Clerk)

AL/15/525 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Hill (CH), Cllr J Geldart (WA), A Cunningham (HA), A Baker (WA), A Stephens (CH) & P Cornock (CH).

PART 2

AL/15/526 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest for items on the agenda.

AL/15/527 TO ELECT A VICE CHAIRMAN OF THE ALLOTMENTS COMMITTEE

It was **PROPOSED**, **SECONDED** and **AGREED** to elect Cllr Hatch as the Vice Chairman of the Allotment Committee

AL/15/528 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING ON 13 APRIL 2015

The minutes were **AGREED** as correct and were ratified at Full Council on 29 April 2015.

AL/15/529 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT ACCOUNTS

The Members of the Committee **NOTED** the Financial Report.

AL/15/530 TO RECEIVE THE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 13 APRIL 2015 MEETING

530.1 Moor Lane

530.1.1 WPC Reports

ML31 - It was **AGREED** to monitor this plot.

Action – Tenant Representatives

ML22B, 36 & 55 – It was **AGREED** to send letters to Tenants asking them to tidy their paths.

Action – Committee Clerk

ML10 – It was **AGREED** to send a WPC1 warning letter

Action – Committee Clerk

ML29 & 40 – Tenant has used weed killer on the plot and has killed the grass on the paths.

Action – Councillor Representative

530.1.2 General

The Committee Clerk advised that the tenant of ML41 had advertised on a social media page on the internet for an Open Day to be held on 31 July 2015 on the Allotment site. The Committee Clerk advised that the tenant had been contacted and advised that the Open Day is a breach of their tenancy agreement and the event has now been cancelled.

531.1 Highdale Avenue**531.1.1 WPC Reports**

HA57 – It was **AGREED** to send a WPC1 warning letter.

Action – Committee Clerk

531.1.2 General

The paths on site are uneven, narrow and some are blocked. It was **AGREED** to have a site meeting to discuss further.

Action – Committee Clerk

HA60 – The Committee **AGREED** to the refund of the shed and holding deposits as the tenant has terminated the tenancy of the allotment garden.

532.1 Victoria Road**532.1.1 WPC Reports**

VR74 – It was **AGREED** to write to the tenant to ask for the removal of the tyres from the allotment garden.

Action – Committee Clerk

532.1.2 General

VR70 – The Tenant Representative advised that a scaffolding arrangement to support the tenant's fruit bushes had been erected on site. It is quite tall and very visible from the boundary fence. The Committee **AGREED** to write to the tenant asking for the structure to be removed at the end of the season.

Action – Committee Clerk

Sycamore Tree – The Tenant Representative advised that the sycamore tree in the Hawthorns estate needs to be cut back. The Committee Clerk to send a letter to the Hawthorns.

Action – Committee Clerk

533.1 Westbourne Avenue**533.1.1 WPC Reports**

WA96 – It was **AGREED** to send a letter of concern

WA91 – It was **AGREED** to send a WPC2 warning letter.

Action – Committee Clerk

534.1 Church Hill**534.1.1 WPC Reports**

CH118 – It was **AGREED** to monitor the garden

Action – Tenant Representatives

CH120 & CH124A – It was **AGREED** to send path warning letters

Action – Committee Clerk

CH129 & CH130 – It was **AGREED** to send shed letters as the tenants sheds are in disrepair

Action – Committee Clerk

535.1 Cemetery**535.1.1 WPC Reports**

CEM138 – It was **AGREED** to monitor the plot

Action – Councillor Representative

CEM152 – It was **AGREED** to arrange a site meeting with the tenant due to the large number of fruit bushes and the ground not being fully worked.

Action – Committee Clerk

CEM137 – It was **AGREED** to send a WPC1 letter

Action – Committee Clerk

535.1.2 General

CEM143 – Concern was raised by the Councillor Representative at the number of paving slabs on the tenants plot. It was **AGREED** to write to the tenant to ask for some slabs to be removed and replaced with organic materials.

Action – Committee Clerk

PETROL – The Tenant Representative submitted a receipt for petrol costs for the cutting of the grass on site. The Committee **AGREED** to the reimbursement of £6.59 for the fuel.

Action – Committee Clerk

AL/15/536 TO DISCUSS AND AGREE WITH THOSE TENANTS ON A SIX MONTHLY TENANCY AGREEMENT AND WHETHER A FULL TENANCY AGREEMENT CAN BE AWARDED

There were no gardens due to have a full tenancy agreement awarded.

AL/15/537 TO RECEIVE AN UPDATE CONCERNING THE REPLACING OF THE VICTORIA ROAD ALLOTMENT BOUNDARY FENCE

The Committee Clerk advised the Planning application has been submitted and we are now awaiting a response from North Somerset Council as to whether our application has been approved. The expected decision date is 1 July 2015.

AL/15/538 TO DISCUSS WHETHER TO CONTINUE WITH THE LETTER OF CONCERN

The Committee Chairman advised that the Letter of Concern does not fall under Allotment Law and is a letter we send out to tenants whom we have early concerns about. The letter currently gives the tenant 2 weeks before the formal warning procedure starts. The Committee felt that a letter should still be sent to the tenant so they could provide us with a reason why their allotment isn't being worked. It was also **AGREED** to reduce the time for the tenant to contact us from 2 weeks to 1 week and for a tenant to receive 'one' letter of concern only. If the plot continues to not be worked, then the warning procedure will commence.

AL/15/539 TO DISCUSS THE BEE HIVE ON CEMETERY ALLOTMENT SITE, RECEIVE THE SITE REPORT AND AGREE THE FUTURE OF THE HIVE

The Committee Chairman advised that the resident in the property next door the allotment had complained about the hive being too close to the boundary wall and the residents were being stung. A site meeting was arranged with an authorised beekeeper, Chairman of the Allotment Committee, Councillor Representative, and the residents of the neighbouring property and Committee Clerk. The Tenant Representative sent his apologies. The Committee Chairman confirmed that the residents had requested that the hive be moved to another location. The bee hive was also examined by the beekeeper and it was identified that the hive was not being maintained and the honey had not been extracted. The Council took steps for the removal of the hive by an authorised bee keeper from the communal area on the allotment site to a suitable location.

It was noted that the Council's formal Rules and Regulations for the keeping of bees had not been agreed and followed in respect of this hive. The hive had originally been installed by the YMCA who are no longer tenants. The current operator of the bee hive informed the Committee that he was upset that he had not been part of the site meeting, although invited, and that the meeting had not been re-arranged as he could not attend.

He resigned as the Tenant Representative for the Cemetery Allotment site with immediate effect. The cutting of the grass on the allotment site would no longer be undertaken by the Tenant and the Council would seek alternative arrangements.

AL/15/540 TO RECEIVE THE FINANCIAL AUDITORS REPORT CONCERNING THE ALLOTMENT FINANCIAL YEAR AND THE COUNCILS FINANCIAL YEAR NOT COINCIDING

The Committee Chairman advised the Committee that the Councils Internal Auditor has queried that the Allotment Committees financial year does not match the rest of the Council accounts. The Allotment Committee **AGREED** that the Allotment Committee's financial year fits the purpose of the gardening year for the allotment sites and wished to retain the September to September accounting period and accepts that the rents are allocated to the year at which they are issued and not split between the two financial years.

AL/15/541 TO DISCUSS AND AGREE TO THE ALLOTMENT PLOTS RENT INCREASE FOR 2015/16

The Committee Chairman advised the Committee that the rent had not been increased since 2008. The Committee were reminded that the proposed rent increase had been notified in the Allotment newsletter 2014.

Proposed & seconded to increase the rent by 20%.

An amendment was proposed and seconded to increase the rent by 25%.

Vote - 2 For and 7 Against, the amendment fell.

Proposed, seconded & **AGREED** by 7 For and 2 Against, to increase the rent by 20% and to reviewed each year.

The Committee also discussed and **AGREED** to average out all water bills received over the entire allotment sites and amalgamate the cost for water with the rent from 2015/16 invoices and reviewed each year.

AL/15/542 TO DISCUSS AND AGREE THE PRIZE VALUES FOR THE BEST GARDEN AWARDS

The Committee Clerk advised the Committee that the prize values for the different categories for the Best Garden Awards had not changed for some years. The Committee discussed and **AGREED** that prizes would only be awarded for Best Garden on each site being a £10.00 gardening voucher and 1st prize of £20, 2nd prize of £15.00 and 3rd prize of £10.00 overall in gardening vouchers. Commended Certificates only would be awarded to tenants agreed by the Council Chairman. There would no longer be a coaster given to replace the trophy cup.

AL/15/543 TO ORGANISE A WORKING PARTY FOR THIS YEARS CLEVEDON FLOWER SHOW

The Committee discussed the flower show and agreed that half the stall would be information about the Council's different Committees on the Council which the Committees would provide the information themselves. The other half of the stand would be the Allotment table around the theme, 'Grow, Make, Eat' organised by the Allotment Clerk with help.

Action – Committee Chairman and Committee Clerk

AL/15/544 TO RECEIVE TENANTS REQUESTS

- ML3B** – The Committee **AGREED** to the 4'x4' shed on the 2.60 perch plot.
ML41 – The Committee **AGREED** to the 8'x12' polytunnel on the 5.00 perch plot.
ML45A – The Committee **AGREED** to the 6'x4' walk in grow tunnel on a 2.50 perch plot.
VR75 – The Committee **AGREED** to the 6'x4' shed on the 5.00 perch plot.
VR85A – The Committee **AGREED** to the 4'x4 shed on the 2.50 perch plot.
CH113B – The Committee **AGREED** to the 4'x4' shed on the 2.50 perch plot.
CH124A – The Committee **AGREED** to the 4'x3' shed on the 2.50 perch plot.

AL/15/545 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH

The Committee Clerk advised the tenant of CH112 had suffered a theft of some 4'x2' timber edging strips in May 2015. They have also lost a wooden bench that would have been difficult for one person to move on their own. Both thefts have been reported to the Police.

AL/15/546 TO NOTE THE FOLLOWING INFORMATION

Termination of Tenancy – ML2, ML4B, ML5B, VR74, CH106, CH113A & CEM148
 Allocation of Tenancy – ML5B, CH106, CH110 & CEM148
 Waiting List – The waiting list is 95 @ 8 June 2015.
 Still to Allocate – ML2, ML4B, VR74 & CH113A

AL/15/547 CHAIRMAN ITEMS FOR INFORMATION ONLY

The Committee Clerk advised that a tenant from Victoria Road has raised concerns that glyphosate is being used on the allotment site which is harmful to health and is being banned in some countries.

The Tenant Representative confirmed that he was aware of the empty round up container which had been seen in the bin outside the boundary of the allotments and was not connected to the allotment site. **RESOLVED.**

The Committee Clerk asked Tenant Representatives to ensure that site noticeboards were kept up to date and any out of date notices removed. Any notices not sent by the office are also to be removed from site.

AL/14/548 TO DETERMINE PART I AND PART II ITEMS

There are no Part I items. All other items are Part II items.

The meeting closed at 9.28pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date