

CLEVEDON TOWN COUNCIL
ALLOTMENTS COMMITTEE MEETING HELD ON MONDAY 2 NOVEMBER 2020 AT
7.30PM VIA ZOOM

This meeting was held under The Local Authorities and Police and crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England & Wales) Regulations 2020 section 5

PRESENT: Cllr Westwood, Committee Chairman
 Cllrs N Barton, A Goodliffe, B Hatch, G Hill & H Young
 Mrs C Boundy, Committee Clerk, Mrs S Howard, Deputy Town Clerk
 J Forbes (ML),

AL/20/1166 TO RECEIVE APOLOGIES FOR ABSENCE

A Cunningham (HA), S Murtagh (WA), J Burleton (VR)

PART 1

AL/20/1167 TO PROPOSE CLLR HATCH TO JOIN THE ALLOTMENT COMMITTEE

Proposed, seconded, and **RECOMMEND** to COUNCIL that Cllr Hatch joins the Allotment Committee.

AL/20/1168 TO DISCUSS AND AGREE THE FENCE REPAIRS AND TREE STUMP GRINDING WORK FOR MOOR LANE SITE DEFERRED FROM THE LAST COMMITTEE MEETING

AL/20/1168.1 Members received and noted the report circulated to all committee members prior to meeting.

Proposed, seconded, and **AGREED** by 5 votes to 0 to **RECOMMEND TO COUNCIL** that 1) to remove the concrete post of the former fence, undertake the stump grinding of the removed leylandii trees up to a budget of £5000 2) plant a new beech hedge on the site of the former leylandii hedge up to a budget of £400.

Proposed, seconded, and **AGREED** by 5 votes to 0 to **RECOMMEND TO COUNCIL** that a new larger dip tank is purchased with concrete supports, mesh lid and associated plumbing items at a budget of £1500 by ML13; tenant to be notified in advance.

Proposed, seconded, and **AGREED** that budget underspent on minute no AL/20/1159 be used for the associated plumbing and fixture for the dip tank.

Action - Committee Clerk

AL/20/1168.2The Church Hill Cllr Representative requested a printout of the Allotment Committee reserves to be put on the agenda at the next meeting.

Action – Town & Committee Clerks

PART 2

AL/20/1169 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

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

AL/20/1170 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD ON 17 AUGUST 2020

Proposed, seconded, and **RESOLVED:** that the minutes of the 17th August 2020 are accepted as a true record of the meeting and authorised for the Chairman to sign at a point when Covid-19 restrictions are lifted.

AL/20/1171 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS

The members **NOTED** the financial report which had been circulated before the meeting.

AL/20/1172 TO RECEIVE THE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 17 AUGUST 2020 MEETING

1172.1 Moor Lane – Plot Reports

There were no issues reported by the Tenant Representative.

1172.2 Highdale Avenue – Plot Reports

The Cllr Representative reported no issues with plots being worked. The new path has some bare patches where the seed has not taken. We may need to re-seed it in the spring. Also, the paths would benefit from being rolled, but no-one knew of a roller that we could use. This will be monitored.

1172.3 Victoria Road – Plot Reports

The Committee Clerk read out the Tenant Representative's Report.

VR78A – Tenant has cleared shed and left open and verbally advised he is handing allotment back. Committee Clerk has emailed and phoned requesting this in writing but to no avail. The Committee agreed to accept tenant has left as the annual bill has not been paid and the tenant is on a six-month Tenancy Agreement.

Action – Committee Clerk

1172.4 Rat Infestation

The Tenant Rep has indicated that the rat problem has abated for the time being due to there not being any produce for them to eat. The problem needs to be monitored next year.

1172.5 Tenant Representative

The Tenant representative has handed in their notice but has agreed to carry out the Risk Assessment with the Chairman and also to turn off the water and take a reading; they are happy to be a point of contact until we can find a replacement.

Action – Committee Clerk

1172.6 Westbourne Avenue – Plot Reports

The Committee Clerk read out the report from the Tenant Representative, no issues with any plots, just the ongoing issue with the gate. The Committee Clerk updated the Committee on the situation with the gate, explaining that the Town Clerk has today sent an email to the CEO of Alliance Homes and we are waiting to hear back.

1172.7 Church Hill – Plot Reports

CH101 – A new shed door has been fitted and request this is monitored for the removal of the old door from site.

Action – Tenant Representative

CH105 – Allotment is very unkempt, need to monitor.

Action – Tenant Representative

CH110 – Incinerator and pallets on site. Can we write to the tenant to ask what their intentions are/remove from site?

Action – Committee Clerk

CH120 – The Cllr Representative advised that some rubbish needs to be cleared and removed from between CH120 and CH134A.

Action – Committee Clerk

CH132 – This allotment has been abandoned and the annual invoice returned from Royal Mail as not known at this address. The Committee agreed to take back the allotment and offer it on to the next person on the waiting list.

Action – Committee Clerk

CH133 – The Committee Clerk had an email from the tenant asking when his rental period was up as they were thinking of handing it back due to demands of a young family. The Committee Clerk confirmed that the rental had expired on 28 September and has requested them to confirm they do not wish to continue with the tenancy. The Committee agreed to take back the allotment and offer it on.

Action – Committee Clerk

CH134A – The Cllr Representative enquired as to the situation with this allotment, the Committee Clerk explained that a letter had been received from the former tenant requesting to continue with this plot; the Town Clerk is responding to the letter. It was **AGREED** that the site should be tidied, removing the fencing erected by the former tenant and offered to the next person on the waiting list.

Action – Town Clerk

1172.8 Dip Tank

The Cllr Representative noticed an old water tank turned upside down. The Committee requested that the Tenant Rep be contacted to ascertain if this dip tank is usable or whether it needs to be removed from site.

Action – Tenant Representative

1172.9 Cemetery – Plot Reports

CEM148 – The plot is not being worked and 90% has been covered by tarpaulin for several years. The Committee requested that a WPC1 letter is sent.

Action – Committee Clerk

CEM153 – The marker peg is faint, but the Committee have decided that because the tenants wish to transfer due to the position of overhanging trees and being next to the boundary wall, no action will be taken and the Committee **AGREED** not to let this plot and discuss at a future meeting the possibility of converting it into a communal area.

CEM157 – The apple tree needs to be monitored as it could get out of hand quite quickly.

Action – Tenant Representative

AL/20/1173 TO DISCUSS AND AGREE A PROGRAMME OF WORKS FOR THE MAINTENANCE OF ALL DIP TANKS

The Committee decided to write to all Tenant and Cllr Representatives for each allotment and ask them to audit the dip tanks on their site over the winter – i.e. ball valve assembly working, no leaks, standing water level in the tank, no corrosion plus the amount of silt in the bottom which should be drained and sludge removed. Also, the non-return valve in the feed line should be checked. Written reports to be provided as soon as possible for consideration with 2021/22 budgets

Action – Committee Clerk

AL/20/1174 TO DISCUSS AND AGREE THE INSTALLATION OF PERMANENT BAIT STATIONS ALONG THE PERIMETER FENCE AT VICTORIA ROAD SITE

Following the report from the Tenant Representative, it was **AGREED** to contact the pest controller and request a report from the order that was placed on 25 August 2020.

Action – Committee Clerk

AL/20/1175 TO DISCUSS AND AGREE A RESOLUTION WITH THE WILDLIFE AT THE CEMETERY SITE

All sites have problems with wildlife, and there is very little that we can do. This issue will now be deferred until after the wall repairs have been completed by North Somerset Council to see if this has any impact on the wildlife.

AL/20/1176 TO DISCUSS AND AGREE SHED REQUESTS FROM ML03A and HA65B

The Committee **AGREED** for ML03A to have a shed. It was also **AGREED** for HA65B to have a 4' x 4' shed sited at the boundary in line with the wall.

Action – Committee Clerk

AL/20/1177 TO DISCUSS AND AGREE SHED REQUEST FROM NEW TENANT ON CEM159 AND THE SITING OF IT ON THE EXISTING CONCRETE BASE WHERE THE GREENHOUSE WAS

The Committee **AGREED** for CEM159 to erect a small 4' x 4' shed and also to warn the tenant of the forthcoming works to the allotment wall.

Action – Committee Clerk

AL/20/1178 TO DISCUSS AND AGREE THE RETURN OF KEY, SHED AND HOLDING DEPOSITS FOR WA91

The Committee **AGREED** for the return of the £20.00 key, £30.00 shed and £50.00 holding deposits for WA91.

Action – Committee Clerk

AL/20/1179 TO DISCUSS AND AGREE RETURN OF HOLDING AND SHED DEPOSITS PAID FOR ML11B AND ML28B

The Committee **AGREED** for the refund of £50.00 holding deposit and £30.00 shed deposit for both ML11B and ML28.

Action – Committee Clerk

AL/20/1180 TO DISCUSS AND AGREE THE RETURN OF THE HOLDING DEPOSIT FOR ML28A

The Committee **AGREED** for the refund of £50.00 holding deposit for ML28A.

Action – Committee Clerk

AL/20/1181 TO REQUEST CLLRS AND TENANT REPS TO CARRY OUT RISK ASSESSMENTS TOGETHER FOR EACH SITE IN ORDER TO COMPLY WITH OUR INSURANCE POLICY

The Committee **AGREED** that the Risk Assessments would be carried out across all sites and reports to be handed in to the Committee Clerk with works needed to go on the agenda for the next meeting.

AL/20/1182 TO ANNOUNCE THE WINNERS OF BEST GARDEN AWARDS FOR EACH SITE

The Committee Clerk announced the winners as follows:

Moor Lane -	Best appearance ML36	Best Cropping ML08
Highdale Avenue -	Best Appearance HA62	Best Cropping HA59B
Victoria Road -	Best Appearance VR86A	Best Cropping VR82B
Westbourne Ave -	Best Appearance WA93A	Best Cropping WA97
Church Hill -	Best Appearance CH128	Best Cropping CH134
Cemetery -	Best Appearance CEM154	Best Cropping CEM150

The Committee Clerk confirmed each winner had been sent a letter and a £10 garden voucher in the post this year, as due to the pandemic, it was not possible for the awards to be presented in person.

AL/20/1183 TO DISCUSS AND AGREE WITH THOSE TENANTS ON A SIX-MONTHLY TENANCY AGREEMENT WHETHER A FULL TENANCY AGREEMENT CAN BE AWARDED

The Committee **AGREED** to give full tenancies to ML05A, ML48A, HA65B, CH115A & CEM159.
Action – Committee Clerk

AL/20/1184 TO NOTE THE FOLLOWING INFORMATION

- 1184.1** Termination of tenancy – ML11B, ML28A, ML28B, WA91, CH131
- 1184.2** Allocation of tenancy – ML28B, WA91, CH113A, CH116B, CH131
- 1184.3** Waiting list – 74 @ 21 October 2020
- 1184.4** Still to allocate – ML11B, ML28A

AL/20/1185 CHAIRMANS ITEMS FOR INFORMATION

The Chairman updated the Committee on the status of works to the boundary wall that will be carried out by North Somerset Council.

AL/20/1186 TO DETERMINE PART I AND PART II ITEMS

Part 1 items - agenda item 5 the proposal of Cllr Hatch to join the Committee and Agenda item no 8 the works to Moor Lane as this is over the £1000 limit.

The meeting closed at 9.06pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date

Date of next Committee meeting – Monday 15 March 2021