



**Minutes of a meeting of the Gift of A. Burrow for Allotments Sub-Committee held on
Tuesday 9 April 2019 at 6.30pm at the Hayridge Centre**

Present: Councillors: Eileen Andrews, Janet Johns & Lloyd Knight

Also Present: Nigel Middlewick (Cullompton Allotment Association) & 2 no. Tiverton Road Allotment (non-Association) plot holders (Richard & Deborah Thorne)

Clerk: Maria Weston (Deputy Town Clerk)

1. **APOLOGIES:** Received from Cllr. Iain Emmett (personal) & Cllr. Oxford-Booth (work)
RESOLVED: To accept apologies from Cllr. Emmett (personal) & Cllr. Oxford-Booth (work)
Proposed: Cllr. Johns **Seconded:** Cllr. Andrews
2. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT:** None.
3. **CHAIRMAN: To elect a Chairman for the meeting.**
RESOLVED: That Cllr. Knight is elected as Chairman for the meeting.
Proposed: Cllr. Andrews **Seconded:** Cllr. Johns
4. **PUBLIC QUESTION TIME: To receive questions from members of the public present at the meeting.**
 - Mr. Thorne spoke about the Tiverton Road Allotment, stating there was no mention in the current policy about site security and that it would appear, that various roles and responsibilities are currently shared between the Cullompton Allotment Association and the Town Council (as Trustees for the Gift of A. Burrows Charity).
 - Mr. Middlewick informed the Committee there had been an issue with site security historically, as it had been non-existent. The Cullompton Allotment Association had installed security measures in the first place and so by default, it had fallen to the Association to maintain the security.
 - Cllr. Andrews stated that it was extremely important to remember that the Allotment land was a gift from the A. Burrows legacy and that the Council were the Trustees.
 - Mr. Thorne asked if all historical arrangements could be reviewed and for the Council to clarify and set-out the responsibilities of the Cullompton Allotment Association and the Charity within the Allotment policy and tenancy agreements. The Clerk explained that, as was resolved at the last Committee meeting, the Council were currently working on the allotment policies. The policies were being revised to account for the differences with the three sites (with Tiverton Road

being run by the Gift of A. Burrows charity) and in order to ensure the policies and agreements were as comprehensive as possible and stipulated exactly who was responsible for what (especially in light of the disparity with the responsibility for security and that the Cullompton Allotment Association members had paid for the security - locks). The Clerk will liaise with both the Association and non-Association members to get feedback and input and that the documents should be ready for the next meeting.

5. **MINUTES:** To approve the Minutes of the previous meeting held on 12 March 2019.

RESOLVED: That the Minutes of the meeting held on 12 March 2019 are approved and accepted as a true record of the meeting.

Proposed: Cllr. Andrews **Seconded:** Cllr. Johns

6. **FINANCES:** To receive Income & Expenditure report.

Note: Clerk informed the Committee the invoice for the skip hire (removal of shed & contents on plot 16A) had not yet been received and so the balance would be reduced substantially (by approximately £375.00) - this should be considered when making any expenditure decisions e.g. contribution to the hedge works, site security.

RESOLVED: To accept the Gift of A. Burrows Income & Expenditure report.

Proposed: Cllr. Johns **Seconded:** Cllr. Knight

7. **CULLOMPTON ALLOTMENT ASSOCIATION:** To consider any matters that the Allotment Association wish to bring to the attention of the Trustees. None.

8. **ALLOTMENT POLICY:** To receive an update on the new Allotment policies. This has already been covered under Public Question Time, Agenda Point 4.

9. **ALLOTMENT SITE SECURITY:** To receive report and to consider the request from the Cullompton Allotment Association for the Council and or the Gift of A. Burrows for Allotments Charity to share the costs of site security (Tiverton Road Allotment site)

The Clerk read the report in relation to security (gates, locks, signage) and discussion ensued about the historic, current and future arrangements for the Allotment sites security provision.

- Cllr. Andrews stated that it would be better if the Gift of A. Burrows Charitable Trust paid for the security of the Allotment site, as this provision would benefit all Allotment plot holders (not just Allotment Association members)
- Cllr. Andrews asked what security measures there were on the Council's other two Allotment sites (Hayman's Close & Top Field), the Clerk advised there were none.
- Mr. Middlewick explained that in the past, produce had been stolen from some plots and it was agreed that security of the site is essential. There are three (lockable) gates on the site and these are the only entrances to the plots, any shed security is the responsibility of the individual plot holder.
- The Clerk confirmed Mrs. Thorne's point that there would be a separate policy for the Tiverton Road site and a combined policy for both the Hayman's Road and Top Field sites.

RESOLVED:

- The Gift of A. Burrows for Allotments Charitable Trust (with the Council as sole trustee) will take over the responsibility for the site security of the Tiverton Road Allotment site (Gift of A. Burrows legacy);
- Clerk to investigate what grant funding is available to pay for any security provision on the Tiverton Road Allotment site;
- Clerk to liaise with the Council’s Maintenance Team to determine what work is required to repair the existing gates and to arrange for this work to be carried out by Council staff if practicable - should this not be feasible:
Clerk to obtain three quotations from external contractors to repair/replace the gates.

Proposed: Cllr. Knight **Seconded:** Cllr. Johns

10. DATE & TIME OF NEXT MEETING: Agreed as Tuesday 11 June 2019 at 6:00pm at the Hayridge Centre.

With no further business, the Chair thanked attendees and closed the meeting.

It is certified these Minutes are a true and accurate record of the meeting:

Signed:

Name:

Date:/...../.....