



**A meeting of Gift of A Burrow for Allotments Sub-Committee will be held on
Tuesday 11 September 2018 at 6.30pm at the Hayridge Centre**

Judy Morris

SIGNED: Mrs Judy Morris (Town Clerk)

DATE: 4 September 2018

Membership: Town Mayor Cllr Iain Emmett, Cllrs Eileen Andrews, Jordann Barge, James Buczkowski, Janet Johns, Will Jones, Liza Oxford-Booth and Rachel Sinclair.

PUBLIC QUESTION TIME: 15 minutes is set aside at the beginning of the meeting to enable members of the public to bring issues relevant to the Committee to the attention of Councillors. Up to 3 minutes is allowed for each question.

It may not be possible to reply and the question may only be noted. The question will be recorded and a response sent within 10 working days.

AGENDA

- 1. APOLOGIES:** To receive apologies for absence.
- 2. CHAIRMAN:** To elect a Chairman.
- 3. PUBLIC QUESTION TIME:** To receive questions from members of the public present at the meeting.
- 4. MINUTES:** To approve the Minutes of the previous meeting held on 10 July 2018 (Appendix A) and 16 August 2018 (Appendix B).
- 5. ALLOTMENT RENTS:** To consider any rent increase for 2019/20. Current rent £30 per annum for a full plot and £16 per annum for a half plot (Report at Appendix C).
- 6. Any other matters relating to the Tiverton Road Allotment site.**

7. Date and time of next meeting: To confirm the date and time of the next meeting

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.

APPENDIX A



Minutes of a meeting of the Trustees of Gift of A Burrow for Allotments held on Tuesday 10 July 2018 at 6.30pm at the Hayridge Centre, Cullompton

Trustees: Town Mayor Cllr Iain Emmett and Cllrs Rachel Sinclair, Eileen Andrews, James Buczkowski and Daniel Barnes

Present: Cllr James Buczkowski (In the chair) and Cllrs: Eileen Andrews, Iain Emmett, Janet Johns, Will Jones and Liza Oxford-Booth

Also in attendance: John Wright, Nigel Middlewick and Teresa Fisher (Cullompton Allotment Association) and Judy Morris – Clerk

1. **APOLOGIES:** None
2. **CHAIRMAN:** Cllr James Buczkowski was appointed Chairman for the meeting. Proposed Cllr Eileen Andrews, seconded Cllr Iain Emmett.
3. **MINUTES:** The Minutes of the previous meeting held on 29 November were approved. Proposed Cllr Iain Emmett, seconded Cllr James Buczkowski.
4. **CULLOMPTON ALLOTMENT ASSOCIATION: To consider any matters that the Allotment Association wish to bring to the attention of the trustees:**

John Wright explained the Allotment Association's concerns about allotments in a poor condition and requested that Council representatives carried out one-off plot inspections if/when the Allotment Association feel that there is a need for a plot to be looked at. He asked that the Council considers spraying a weed killer such as Round-Up on plots which have become overgrown

It was explained that an inspection was carried out about two months ago and warning letters had been issued.

AGREED: 1. That the 1st warning letter is amended to include a statement that "that if the condition of the plot doesn't improve immediately that the Council reserves the right to spray with weedkiller"

2. Council representatives will carry out a further inspection before September 2018.

5. UPDATE REPORT: A report was circulated with the agenda and discussion included:

- (i) **Judging:** It was noted that the judging of allotment plots had been completed. As this competition is only open to members of the Allotment Association it was suggested that the Council organises a competition which is open to all allotment tenants on all the Cullompton allotment sites managed by the Town Council.
- (ii) **AGREED:** That an item is included on the agenda for the next meeting to consider organising a competition for all allotment tenants.
- (iii) **Hedge:** Council representatives will take a look at the hedge between the allotment field and the recreation field and also the hedge at the front of the allotment field bordering Tiverton Road to assess what work is required. The Allotment Association will also provide feedback about what work needs doing in order to write a specification for work to be carried out in the autumn/winter.
- (iv) **Vermin boxes:** It was explained that the Town Council had purchased traps whereas the Allotment Association would prefer bait boxes. Allotment Association to purchase the boxes for reimbursement from the trust's funds.

6. FINANCE: To approve Income and Expenditure accounts 2017.18

AGREED: That the Income and Expenditure account for 2017.18 is approved. Proposed Cllr Iain Emmett, seconded Cllr Eileen Andrews.

NOTE: The Accounts will be audited and then posted on the Charity Commission website.

7. ANY OTHER MATTERS RELATING TO TIVERTON ROAD ALLOTMENTS: None

8. DATE AND TIME OF NEXT MEETING: 14 August at 6pm (this was later amended to Thursday 16 August at 7pm at the Town Hall).

SIGNED: _____ DATE: _____

APPENDIX B



Minutes of a meeting of the Trustees of Gift of A Burrow for Allotments held on Thursday 16 August 2018 at 7pm at Cullompton Town Hall

Trustees: Town Mayor Cllr Iain Emmett and Cllrs Rachel Sinclair, Eileen Andrews, James Buczkowski and Daniel Barnes

Present: Cllr Iain Emmett (in the chair) and Cllr Janet Johns.

Also in attendance: John Wright, Nigel Middlewick and Teresa Fisher (Cullompton Allotment Association) and Judy Morris – Clerk

1. **APOLOGIES:** Cllr James Buczkowski (personal).
2. **CHAIRMAN:** Cllr Iain Emmett was appointed Chairman for the meeting.
3. **MINUTES:** The Minutes of the previous meeting held on 10 July were deferred until the next meeting due to only two trustees being present.
4. **CULLOMPTON ALLOTMENT ASSOCIATION:** To consider any matters that the Allotment Association wish to bring to the attention of the trustees: John Wright asked if he could raise points as the agenda was worked through and this was agreed.
5. **UPDATE REPORT: A report was circulated with the agenda as follows:**
 - (i) **Cutting of hedges:** The Council employs a regular contractor to cut the roadside hedge and the hedge between the allotment field and the recreation field each year in September. This entails just reducing the width of the hedge and a general tidy up. The hedge now requires more substantial work to reduce the height and remove trees which have grown in the hedge. In order to obtain estimates for the work we will need to first produce a specification of what work is required.
 - (ii) **Waiting list:** Currently 5 plus one person waiting for a second plot and another waiting for a third plot. Two plots have been transferred to new tenants.

- (iii) **Rent:** Due at the end of September, letters to be sent at the beginning of September. We will also be sending out forms to meet the requirements of the GDPR. Current charge £30 for a full plot and £16 for a half plot.

In comparison the Council currently charges £35 for a full size plot at Top Field and £18 for a half and at Haymans Close the rent is £24 and £13 but there is no water supply.

- (iv) **Allotment Inspections:** Re-inspection of untidy plots has recently been carried out. It was confirmed that letters would be sent to two untidy plots.

- (v) **Tap:** has now been repaired, cost to be charged back to Gift of A Burrow.

6. **FINANCE: To receive Income & Expenditure report:** John Wight asked:

- (i) ***For an idea of the costs and charges for the Council's other allotment sites.*** It was explained that the Council doesn't currently apportion staff time for each function it undertakes and has only recently started to do this for Gift of A Burrows.

- (ii) ***John Wright asked why the cost of removing wasp nests had been charged to the charity.*** It was explained that, as a Pest Controller was employed to remove the wasp nests from the allotment site, then this was a cost to the charity as the land owner.

7. **CHARITY TRUSTEES: To confirm arrangements with regard to charity trustees:** The Clerk explained that it has now been established that as the Council is the sole trustee then there is no requirement to appoint trustees. It is the Council that is the trustee and not the individual councillors.

8. **BANK SIGNATORIES: To review banking arrangements and confirm signatories for bank account.** It was suggested that, as it is the Council that is the trustee, the bank signatories could be the same as those for the Council's bank accounts.

9. **ALLOTMENT RENTS: To consider any rent increase for 2019/20. Current rent £30 per annum for a full plot and £16 per annum for a half plot:** As there were only two Councillors present it was agreed to defer this item and arrange another meeting, date and time to be agreed.

John Wright explained why the Allotment Association considered that there was no requirement to increase allotment rents. He felt that there was no business case and if no work was carried out to the hedge then there would be surplus money.

It was explained that the Council is required to give 12 months' notice of any rent increase which means that any increase would not take effect until September 2019. If rents are increased then the Council will have the ability to do more work on the allotment site.

10. HEDGE CUTTING: To consider writing a specification in order to obtain quotes for the reduction of hedge and trees along the hedge between allotment field and recreation field. Discussion about what work was needed. This included:

- Branches overhanging allotment plots, how to access.
- Trees need cutting back.

Clerk to obtain estimates for work.

11. SHARED PLOTS: To consider proposal from the Allotment Association about a shared plot for young families: It was agreed to explore whether there is any interest, using social media etc.

12. Any other matters relating to the Tiverton Road Allotment site.

(i) Use of mulch/chippings: MDDC has recently contacted the Council to ask if the allotments holders would be interested in any mulch/chippings they generate whilst hedge cutting in the area.

It was thought that hedge cuttings were not something that the allotment holders would want.

(ii) Allotment Association representative: Nigel Middlewick offered to meet with new plot holders if/when John Rayner is not available.

13. Date and time of next meeting: To be agreed.

SIGNED: _____ DATE: _____

APPENDIX C

To: **Gift of A Burrow for Allotments**

Re: **Allotment rents**

Date: **September 2018**

The Council is required to give allotment tenants one year's notice of a rent increase. Allotment rents for the Tiverton Road site are traditionally due at Michaelmas (29 September) in each year. This means that if the Council intends to increase the rents for the allotment plots in Tiverton Road from September 2019 then it will need to inform the tenants by 29 September 2018.

The rent was last increased in 2015 when the rent was increased from £12.50 for a half plot and £24 for a full plot to the current rent of £16 for a half plot and £30 for a full plot.

Note: The rent is due on the Council's other two sites in April/May of each year.

ALLOTMENT SITES COMPARISON RENTS

Allotment site	Full plot annual rent	Half plot annual rent	Comment
Tiverton Road	£30	£16	Last increased 2015, some site maintenance carried out by the Allotment Association Water supplied
Top Field, Cullompton (this site is owned by the Town Council)	£35	£18	All maintenance carried out by Town Council as tenants of this site have no allotment association. Water supplied
Haymans Close, Cullompton (this site is leased from Mid Devon District Council for a peppercorn)	£24	£13	All maintenance carried out by Town Council as tenants of this site have no allotment association. No water supply.
Bradninch	£50	£25	49 half plots and 8 full plots
Willand	£21 (plus £2 for water)	£15 (plus £2 for water)	
Crediton	22p per square metre. (An allotment 8mx20m would cost £35.20)		100 plots over 3 sites
Tiverton	£32.00	£16.00	Deposit of £25 refunded if plot is returned in good condition and within the cancellation timeframe

APPENDIX C

Note: Both Crediton and Willand make membership of the Allotment Association a condition of renting an allotment to ensure that all tenants have insurance cover.

ALLOTMENT RUNNING COSTS

At the present time the Council does not carry out a cost analysis for the maintenance work carried out at the Top Field and Haymans Close allotment sites, (we charge the cost of materials etc. to the budget line but not staff hours).

The Council makes an admin charge of £10 per week to cover staff time to carry out administration services for the Tiverton Road site as it is a registered charity for which the Town Council is the sole trustee. The £10 charge is subsidised by the Council as the actual hours worked by Council staff to administer the charity, charged out at £25 per hour, is a lot more than 24 minutes each week.

As it is a registered charity the accounts for the allotment site are kept separate from those of the Town Council and it has its own bank account. For this reason the Council has recently (2018/19 financial year) started to keep a record of maintenance works carried out by its maintenance staff and will, in future, charge this back to the charity at £25 per hour.

Draft budget for 2018.19 shows a carry forward to 2019.20 of £30 but this does not allow for any contingency such as the hire of a skip (approx. £250) or any maintenance works. It does, however, include an estimate for hedge and tree works, this is based on an estimate obtained in 2017, the work was not carried out in 2017 as Gift of A Burrow did not have sufficient funds to cover this cost.

The Council has received complaints from allotment tenants about the trees which are now overhanging some allotment plots and appreciates that substantial maintenance to the hedge and trees is required. The actual cost of this work may be in excess of the £850 estimated in the budget, if this is the case then it can investigate applying for a grant towards the cost or Gift of a Burrow could repay the cost to the Council over a number of years.

NOTE: The Council does not yet have quotes for the hedge and tree works required as it first needs to find a specialist to write a specification for this work.

RECOMMENDATION: If the allotment site is to be maintained to a good standard in future years then an increase to the allotment rents from 2019 is recommended. It should be noted that small incremental increases are generally preferable to a sudden large percentage rent increase.

CULLOMPTON TOWN COUNCIL

GIFT OF A BURROW FOR ALLOTMENTS

BUDGET 1 April 2018- 31 MARCH 2019 (ESTIMATE)

2017.18		2018.19
	INCOME	
972.00	Allotment rents (estimate based on 2017)	972.00
273.00	Allotment Association fees	0.00
1245.00		972.00
	EXPENSES	
273.00	Allotment Association fees	0.00
105.70	Water	120.00
276.00	Skip	0.00
500.00	Donation to St Andrews PCC (Foodbank)	0.00
500.00	Administration charge	500.00
13.00	Plot Markers	0.00
35.00	Hedge cutting (estimated contribution based on previous quote)	850.00
0.00	Wasp nest removal	144.00
0.00	Purchase of bait boxes	17.85
0.00	Repairs to tap Labour and materials	41.31
1702.70		1673.16
1188.86	Balance in reserve at 1st April 2018	731.16
1245.00	Add total income	972.00
2433.86		1703.16
1702.70	Less total expenditure	1673.16
731.16	Balance to carry forward	30.00

