



**A meeting of the Gift of A. Burrow for Allotments Sub-Committee will be held on
Thursday 15 August 2019 at 6:00pm at the Town Hall**

Judy Morris

SIGNED: Mrs Judy Morris (Town Clerk)

DATE: 9 August 2019

Membership: Councillors: Eileen Andrews, Mel Davey, Gordon Guest, Janet Johns (Chair)
& Ian Morton
+ Will Jones (Ex-officio) & Lloyd Knight (Ex-officio)

Members of the public are very welcome to attend this meeting

AGENDA

- 1. APOLOGIES:** To receive apologies for absence.
- 2. DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT:** Members are reminded of the requirement to declare any interest, including the type of interest and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.
- 3. PUBLIC PARTICIPATION:** 15 minutes is set aside at the beginning of the meeting to enable members of the public to raise matters which are relevant to the work of the Committee. Up to 3 minutes is allowed for each question. It may not be possible to reply straightaway and the question may only be noted and a written response sent at a later date.
- 4. MINUTES:** To approve the Minutes of the meeting held on 18 July 2019 (Appendix A)
- 5. CULLOMPTON ALLOTMENT ASSOCIATION:** To consider any matters that the Allotment Association wish to bring to the attention of the Trustees.

6. **ALLOTMENT POLICY & SITE SECURITY:** To receive update on the position with the new Allotment Policy and site security.
7. **ALLOTMENT FINANCES:** To receive report detailing financial position (Appendix B)
8. **ALLOTMENT RENT:** To agree the Allotment rents for 2020-21 (Appendix B)
9. **ALLOTMENT RENT INVOICES:** To approve sending Allotment rental invoices out via E-mail (where possible) (Appendix B)
10. **DATE & TIME OF NEXT MEETING:** To confirm the date and time of the next meeting as Thursday 19th September 2019 at 6:00pm in the Town Hall.

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



**Minutes of a meeting of the Gift of A. Burrow for Allotments Sub-Committee held on
Thursday 18 July 2019 at 6.00pm at the Town Hall**

Present: Councillors: Eileen Andrews, Janet Johns & Mel Davey + Cllr. Lloyd Knight for part only of the meeting

Also Present: John Wright & 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 & accepted from Cllr. Findlay (personal), Cllr. Oxford-Booth (personal), Cllr. Gordon Guest (personal), Cllr. Oxford (personal)

NOTE: As only 2 no. Councillors present (Cllr's. Andrews & Johns) are members of the Community Wellbeing Committee, these members agreed to co-op Cllr. Davey onto the Committee (for this meeting only) in order for the meeting to be quorate.

2. **A. CHAIRMAN: To elect a Chairman for this Committee for the 2019-20 Civic year.**

RESOLVED: That Cllr. Johns is elected as Chairman for the meeting.

Proposed: Cllr. Andrews **Seconded:** Cllr. Davey

- B. DEPUTY CHAIR: To elect a Deputy Chairman for this Committee for the 2019-20 Civic year.**

It was agreed to defer this Agenda item until the next meeting when hopefully more members would be present.

3. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT:** None.

4. **PUBLIC QUESTION TIME: To receive questions from members of the public present at the meeting.**

An in-depth discussion took place in which the Councillors and representatives from Cullompton Allotment Association and the 2 no. non-Association members discussed the Burrow's Field Allotment site.

Concern was expressed that the Council were failing in its duty to manage the allotments effectively and that there was a concern about the level of neglect and lack of control by the Council. Various plots (vacant & abandoned) are overgrown and there are issues with weeds and dispersal of seeds etc., on neighbouring plots.

The current policy, whilst noted that this was a 'work in progress' draft document and that further work was required, did not mention how vacant and abandoned plots are managed or about site security. Confirmation on the use of weed killer is needed.

A reporting mechanism for dealing with abandoned plots needs to be considered.

As the Council is collecting rents it has a responsibility and the Council needs to honour its side of the agreement.

It was suggested that perhaps the Council could ask for deposits from plot holders so that should a plot be abandoned there would be money available which could be used to clear the plot (strimming/rubbish clearance etc.). However, it was agreed that a deposit along these lines would need to be fairly substantial and so was perhaps not practicable.

Cllr. Johns spoke about the procedure and time-frames that the Council has of sending reminder/warning letters out to tenants and it was agreed that perhaps this should be reviewed to reduce both the number of letters and the time given for tenants to respond and for required action to be taken.

The general feeling is that more needs to be done by the Council to facilitate the effective management of the allotment site. In immediate response to the issue of the overgrown plots, it was:

RESOLVED: The Clerk is to arrange for a maintenance operative to attend the Burrows Field Allotment site (Tiverton Rd) as soon as possible in order to cut back (strim) any overgrown plots. A period of approximately 2 no. hours should be allocated for this task. Priority should be given to the 2 no. plots as identified as being the most urgent (Plots 19A & 31A)

Proposed: Cllr. Knight Seconded: Cllr. Davey Vote: All in favour.

NOTE: Clerk will liaise with Cullompton Allotment Association and Mr. & Mrs. Thorne in terms of the intended date of the work to ensure that at least one of these individuals is on site to offer guidance/direction.

NOTE: The Cullompton Allotment Association spoke about a noticeboard that the Council had agreed to install at the Allotment site but this had not been provided. Clerk will investigate and will liaise with the Association directly.

5. **MINUTES:** To approve the Minutes of the previous meeting held on 9 April 2019.
RESOLVED: That the Minutes of the meeting held on 9 April 2019 are approved and accepted as a true record of the meeting.
Proposed: Cllr. Andrews Seconded: Cllr. Johns Vote: All in favour
6. **FINANCES:** To receive background & financial report. Noted.
NOTE: The Clerk highlighted the fact that the current balance in the Charity's account is fairly minimal at £ 227.17 and so this would need to be taken into account when determining any spend on items such as site security.
RESOLVED: To approve the Gift of A. Burrows Income & Expenditure report.
Proposed: Cllr. Johns **Seconded:** Cllr. Knight
7. **ALFRED BURROW DEED (INDENTURE):** To receive for reference, a copy of the Gift of A. Burrows Deed. Noted.

8. ALLOTMENT POLICY: To receive an update on the new Allotment policies.

This topic had been discussed (to an extent) under the Public Participation section of the meeting. Clerk advised that she had been working in conjunction with the Administrative Assistant on the policy document which has been revised but re-iterated the point that work was still needed i.e. amendment, revision, additions.

It was agreed that a 'working', comprehensive policy document needs to be approved by the Council and distributed to all plot holders so that everyone was aware of the rules and regulations pertaining to their plots and also their responsibilities and also those of the Council. As it was agreed by members that a policy document should be expedited, it was:

RESOLVED: That the Clerk and Administration Assistant liaise with representatives of the Cullompton Allotment Association and named non-Association member (Richard Thorne), as soon as possible with a view to drafting a comprehensive policy.

Proposed: Cllr. Johns Seconded: Cllr. Andrews Vote: All in favour

NOTE: Clerk to supply this document to the Committee for their approval.

9. CULLOMPTON ALLOTMENT ASSOCIATION: To consider any matters that the Allotment Association wish to bring to the attention of the Trustees.

The association wishes to discuss a few issues (e.g. site gates & security) but these will be dealt with under Site Security – Agenda point 10.

10. ALLOTMENT SITE SECURITY: To consider arrangements for site security.

NOTE: 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. However, the Council resolved to take over the responsibility for site security of the Gift of A. Burrows (Tiverton Rd) site at their meeting on 9th April 2019:

- 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);

Discussion ensued about the current provision of the Gift of A. Burrows (Tiverton Road) site particularly in relation to the gates and locks which had been provided by the Association.

There are 3 no. gates which access the site. The Cullompton Allotment Association highlighted the issues with 2 no. of the site gates (e.g. displaced post/s) and it was noted that as these comprised part of the security of the site that these issues would need to be addressed urgently. There was also discussion about the current provision for locking the gates (1 no. padlock with key, 2 no. code locks) and that as one of the gates has keys, the Council would need to agree on how the keys are distributed and records kept.

RESOLVED: That the Clerk arranges (as soon as possible) for the Maintenance team to carry out any repairs required on the 2 no. gates which require immediate attention in order to make them secure.

Proposed: Cllr. Johns Seconded: Cllr. Andrews Vote: All in favour

11. DATE & TIME OF NEXT MEETING: Agreed as Thursday 15th August 2019 at 6:00pm at the Town Hall.

With no further business, the Chair thanked attendees and closed the meeting @ 6:55pm.

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

Signed:

Name:

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

DRAFT

APPENDIX B

Report to: Gift of Alfred Burrows for Allotments Sub-Committee
Completed by: Maria Weston- Deputy Town Clerk
Date: 9th August 2019
RE: **Financial Report**

RENTAL INCOME

The Gift of A. Burrows allotment site (Tiverton Road) invoices plot holders each September. The current rental charges are:

- Full plots £35.00
- Half plots £20.00
- If a plot holder has two half plots this is charged at the full plot cost of £35.00.

NOTE: Plot holders need to be given a year's notice if the rents are changed (e.g. increased) and so the Committee will need to decide how much will be charged for plots as from September 2020.:

Please could members consider how much to charge for plots as from September 2020. The Committee will need to factor in any plans for expenditure when determining these figures e.g. site security.

INVOICES

In order to save both time and money and to also help with reducing the Council's 'carbon footprint', could the Committee please consider allowing all rental invoices, where possible, to be sent to plot holders via e-mail.

ADMINISTRATION

The Council make a charge to the Gift of A. Burrows services for administrative services. Last year, the Council charged the charity the sum of £200.00.

BANK BALANCE, SIGNATORIES, DEBTORS & CREDITORS

- The current balance (as @ 9th August 2019) of the charities Bank account is £227.17.
 - There are no debtors or creditors at present.
 - There are 2 no. signatories for the Bank account.
-