

## APPENDIX A



### **Minutes of a meeting of the Trustees of Gift of A Burrow for Allotments held on Wednesday 23 August 2017 at 7pm at Cullompton Town Hall**

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

**Present:** Town Mayor Cllr Iain Emmett (in the chair) and Councillors Eileen Andrews, Daniel Barnes and James Buczkowski plus John Wright and Teresa Fisher (Cullompton Allotment Association)

Also in attendance: Mrs J Moyses (Allotment Administrator) and Mrs J Morris – Clerk

1. **APOLOGIES:** None
2. **MINUTES:** The Minutes of the previous meeting held on 26 July were approved and signed as a correct record. Proposed Cllr James Buczkowski, seconded Cllr Daniel Barnes.
3. **CHAIRMAN:**
  - Town Mayor Cllr Iain Emmett was elected Chairman for the 2017/18 civic year, proposed Cllr James Buczkowski, seconded Cllr Daniel Barnes.
  - Cllr James Buczkowski was elected as Vice-Chairman for the 2017/18 civic year. Proposed Cllr Daniel Barnes, seconded Cllr Iain Emmett.
4. **CULLOMPTON ALLOTMENT ASSOCIATION: To consider any matters that the Allotment Association wish to bring to the attention of the trustees:** The Allotment Association representatives circulated a report to all those present and highlighted the following matters:
  - **Erection of greenhouse:** The Allotment Association request permission to erect a 12' x 8' timber framed greenhouse on their Plot 26A. It will have polycarbonate sheeting and allow members to raise seeds and plants for their own allotment plots.

**AGREED:** That the Allotment Association's request to erect a 12' x 8' timber framed greenhouse with polycarbonate sheeting on Plot 26A is approved. Proposed Cllr Eileen Andrews, seconded Cllr James Buczkowski.

**NOTE:** It was suggested that the Allotment Association could apply for a grant from the Council if necessary. Allotment Association explained that they had sufficient funds to purchase the greenhouse and had been approached by the National Lottery to enter a competition for additional funding for allotment improvements.

- **Warning letters:** Discussion about the timing of letters and agreement that the Allotment Association will copy the Council's Allotment Administrator into any correspondence they send to allotment tenants about the condition of their plots.
- **H&S Risks:** Town Council to prepare a risk assessment and Health & Safety information sheet for circulation to all allotment tenants.

The Allotment Association advised the Town Council that there is a first aid kit in the resource hut but that this is only available to Allotment Association members.

- **Hedge cutting:** The Town Clerk reported that the Council has a contract to have the hedge along the road and between the Allotment Field and the Upcott Recreation Field cut annually at the end of August/beginning of September. Council staff will cut back the overgrowth at the Tiverton Road entrance to the lane.
- **Plot inspections:** It was suggested that, when Trustees carry out the plot inspections they are accompanied by a member of the Allotment Association. Inspections to be carried out twice a year.

**5. ALLOTMENT INSPECTIONS AND JUDGING:** Judging completed, winning plots as follows:

Full Plot: Plot 28 – Mrs P Atyeo/Anthony Smith

Half Plot: Plot 19 – Nicholas Watts

Best new comer: Plot 29 – Nigel Middlewick

Town Council will prepare certificates to be presented at the AGM on 18 November.

**Plot numbering:** Trustees struggled to identify plot numbers during the last plot inspection. Check that all plots are numbered.

**6. UPDATE REPORT:** Currently 9 people on waiting list (for all allotment sites) but two have been found plots so will reduce to 7. There is also one person waiting for a second plot and another waiting for a third plot.

Rent due at the end of September, invoices to be sent at the beginning of September. The Town Council will also collect the Allotment Association fees on behalf of the Allotment Association.

Tenant of plot 26 has requested permission to erect an aluminium frame greenhouse with polycarbonate sheets on his plot. As the plot is in poor condition it was agreed to defer a decision until the plot is brought up to the required standard.

- 7. TEMPLATE LETTERS:** Three letters, drafted by the Allotment Administrator, were circulated to all those present for discussion. The letters to be sent to tenants when the plot is not being tended to the required standard. First Warning, Second Warning and Termination.

**AGREED:** That the template letters are approved with a couple of minor alterations.

- 8. Date and time of next meeting:** Wednesday 25 October at 7pm.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_