



**Minutes of a meeting of the Trustees of Gift of A Burrow for Allotments held on
Wednesday 25 October 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 Cllr James Buczkowski

Also in attendance: Mrs J Morris – Clerk

1. **APOLOGIES:** Cllr Eileen Andrews (personal).
2. **MINUTES:** The Minutes of the previous meeting held on 23 August were deferred until the next meeting as only two trustees present.
3. **CULLOMPTON ALLOTMENT ASSOCIATION: To consider any matters that the Allotment Association wish to bring to the attention of the trustees:** A report from the Allotment Association had been circulated to all trustees prior to the meeting. This was discussed and the following agreed:
 - (a) **Plot Inspections:** Trustees will carry out twice yearly inspections and one-off inspections of individual plots if requested to do so. However the Allotment Association may not be told the outcome of the inspection.
 - (b) **Annual General Meeting:** Saturday 18 November starting at 10.30am at the Walronds. Cllr James Buczkowski will attend.
 - (c) **Erection of greenhouse:** The Allotment Association were previously given permission to erect a 12' x 8' timber framed greenhouse, with polycarbonate sheeting, on Plot 26A. On investigation they have found that a galvanised steel building would be about the same price. **It was agreed** that the Allotment Association can erect a galvanised steel greenhouse of the same dimensions, with polycarbonate sheeting, instead of a timber framed greenhouse.
 - (d) **Hedge cutting:** The Association would appreciate it if some of the hedge height can be reduced between the Allotment field and the Upcott Field. Town Clerk to investigate and respond.

- (e) **Water supply: Agreed** to provide two water barrels at the bottom section of the allotment field.
- (f) **Skip:** Request for a skip in late November 2017 approved. Date to be agreed with the Allotment Association.

4. **UPDATE REPORT:** Currently 4 people on waiting list (for all allotment sites). There is also one person waiting for a second plot and another waiting for a third plot. Rent invoices sent out in September.

Clerk to check progress with tenants whose plots are in poor condition to consider giving up half their plot.

- 5. **Risk Assessment and Health & Safety Information sheet:** Deferred until the next meeting due to there being only two trustees present at the meeting.
- 6. **Insurance:** Clerk to check insurance to ensure that the Council's insurance also covers the Trust.
- 7. **Date and time of next meeting:** Wednesday 29 November at 2pm

SIGNED: _____

DATE: _____