

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: _____