

CLEVEDON TOWN COUNCIL
ALLOTMENTS COMMITTEE MEETING HELD ON MONDAY 6 JULY 2020 AT 7.30PM
VIA ZOOM VIRTUAL MEETING DUE TO COVID 19 PANDEMIC AND IN LINE WITH
GOVERNMENT DICTATES

This meeting was held under The Local Authorities and Police and crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England & Wales) Regulations 2020 section 5

PRESENT: Cllr Westwood, Committee Chairman
 Cllrs Barton (7.33pm) A Goodliffe & G Hill
 J Forbes (ML), J Burleton (VR) and C Robinson (CEM)
 Mrs S Howard (Deputy Town Clerk & Committee Clerk)

AL/20/1130 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and approved from Cllr Everitt & Cllr Young due to another commitment
 J Pilsworth (ML), A Cunningham (HA) & S Murtagh (WA) due to another commitment.

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| PART 2 |
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AL/20/1131 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest for items on the agenda.

AL/20/1132 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD ON 8 JUNE 2020

Members agreed and accepted as a true record the minutes of the meeting on the 8th June 2020 and authorised for them to be signed at a point when Covid-19 restrictions are lifted.

AL/20/1133 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS

The members **NOTED** the financial report which had been circulated before the meeting.

AL/20/1134 TO DISCUSS AND CONSIDER A TIMETABLE FOR THE PROJECT OF WORKS REQUIRED AT THE CEMETERY ALLOTMENT SITE

The Cemetery Allotment Tenant Representative provided details to Committee members of the issues with the boundary wall on the Cemetery Allotment site, which are listed as follows;

1. Top left-hand corner from road, a section of the dry stone wall has collapsed and requires repair
2. The back boundary wall needs re-pointing along its length
3. Plateau area by the communal area is fragile and needs to be made secure with sleepers or similar to stop earth falling onto tenant's allotment.
4. On the Cemetery side, right-hand wall, spoils have been left by contractors which has left a 2½ foot gap before the top of the 5-6 feet boundary wall. This is adding pressure to the stability of the wall and requires removal.
5. The boundary wall to either side of the entrance gate could be returned to a reasonable height to keep badgers etc., off site.

The Committee members **AGREED** to contact NSC as owners of the boundary walls, to arrange for a site meeting to discuss the issues raised in the points listed in the minutes.

Action – Committee Chairman

The Committee Chairman and Tenant Representative to measure the plateau area and advise the Committee Clerk of dimensions so that a quote for sleepers can be obtained and be discussed at the next Allotment Committee meeting

Action – Committee Chairman and Tenant Representative

AL/20/1135 TO DISCUSS AND AGREE FOR A PEST CONTROL COMPANY TO CONDUCT TESTS ON THE VICTORIA ROAD ALLOTMENT SITE DUE TO RAT SIGHTINGS

The Tenant Representative confirmed reported sightings of rats by tenants on the allotment site, either from underneath decking area or compost bins. The Tenant Representative wished to seek guidance from the Pest Control company as to what measures could be taken to eradicate vermin from the allotment site on a more permanent basis, i.e. removal of decking, which is a well-known nesting area for rats.

Proposed, Seconded and **AGREED** to contact the Pest Control company for a site visit, guidance and treatment.

Action – Committee Clerk

AL/20/1136 TO DISCUSS AND AGREE A DATE TO JUDGE ALL ALLOTMENT GARDENS IN RESPECT OF THE BEST GARDEN AWARDS

The Committee Chairman advised the Committee there will be a final judging only this year. Judging to be held at the beginning of August 2020 by all Councillor Representatives who should select two plots on their site for those gardens worthy of a Best Garden Award.

The Committee also Proposed, Seconded and **AGREED** for a budget of £100.00 for the purchase of Best Garden Award vouchers.

Action – Councillor Representatives – ALL SITES

AL/20/1137 TO DISCUSS AND AGREE WITH THOSE TENANTS ON A SIX-MONTHLY TENANCY AGREEMENT AND WHETHER A FULL TENANCY AGREEMENT CAN BE AWARDED

Proposed, Seconded and **AGREED** to award full tenancy agreements to the following tenants: -

Moor Lane – ML25B & ML28B

Church Hill – CH116A & CH124A

Action – Committee Clerk

AL/20/1138 TO RECEIVE AND CONSIDER AN APPLICATION FOR A 6'x4' SHED ON ML28B A 5.40 PERCH PLOT

Proposed, Seconded and **AGREED** for the shed on ML28B.

Action – Committee Clerk

AL/20/1139 TO RECEIVE AND CONSIDER AN APPLICATION FOR A 4'x4' SHED ON CH133 A 2.10 PERCH PLOT

Proposed, Seconded and **AGREED** for the shed on CH133.

Action – Committee Clerk

AL/20/1140 TO RECEIVE AND CONSIDER AN APPLICATION FOR A 5'X3' SHED ON CEM146 A 3.10 PERCH PLOT

Proposed, Seconded and **AGREED** for the shed on CEM146.

Action – Committee Clerk

AL/20/1141 TO RECEIVE AND CONSIDER AN APPLICATION FOR A STORAGE BOX MEASURING 4'X2' AND 3' HIGH ON CEM153 A 2.80 PERCH PLOT

Proposed, Seconded and **AGREED** for the storage box on CEM153.

Action – Committee Clerk

AL/20/1142 CHAIRMANS ITEMS FOR INFORMATION

1142.1 PLOT CULTIVATION

Tenant Representatives raised concern that some allotment plots have not been worked on at all during lockdown. Committee members **AGREED** to write to those tenants to ask if the Allotment Committee could arrange support for them during the pandemic.

Action – Committee Clerk

1142.2 CHURCH HILL PATHS

The Councillor Representative advised he would monitor the condition of paths on the Church Hill site as areas are growing that may need letters to tenants to rectify.

Action – Church Hill Councillor Representative

1142.3 RETURN OF SITE INSPECTIONS

The Tenant Representative for Victoria Road enquired as to when site inspections would be return. The Committee Chairman confirmed that the allotment plots should continue to be monitored and any concerns raised with the Chairman or Committee Clerk for consideration.

1142.4 OVERHANGING TREES ON THE VICTORIA ROAD ALLOTMENT SITE COMING FROM OAKLANDS ESTATE

The Tenant Representative reported that the trees on the Oaklands Estate, located on the right-hand side from the road are overhanging the boundary wall. The branches are too high to cut back. The Committee **AGREED** to contact Oaklands Management Company with a quote for the tree works and ask for the necessary work to be carried out.

Action – Committee Clerk

1142.5 MOOR LANE WORKS

The Tenant Representative advised Committee Members that the wildflower border created on the driveway had taken well and is providing a wonderful display of wild flowers.

Following the removal of the leylandii trees from the driveway, quotes now need to be obtained for the leylandii tree stumps to be ground down, as they are causing a Health & Safety issue in their current state.

Action – Committee Clerk

Fence panels on Moor Lane driveway – Quotes to be obtained for the broken fence panels that need replacing.

Action – Committee Clerk

Dip tank maintenance – All sites – Once the water is switched off on all sites for the Winter, a maintenance programme needs to be arranged once the tanks are empty for all sediment to be removed and checks made of tanks for any repairs or maintenance needed. **Action – Committee Clerk**

Replacement of tap with dip tank – The Tenant Representative confirmed that one of the taps on the Moor Lane site needs to be replaced with a dip tank. The Committee members **AGREED** for a price for a new dip tank to be obtained. **Action – Committee Clerk**

AL/20/1143 TO DETERMINE PART I AND PART II ITEMS

There were no Part 1 items

The meeting closed at 8.23pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date

Date of next Committee meeting – Monday 17th August 2020