

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 1 JULY 2019 AT 7.30 pm

PRESENT: Cllr Goodliffe, Committee Vice Chairman
 Cllrs Hill, Young
 J Pilsworth (ML), J Forbes (ML), S Murtagh (WA), A Stephens (CH), C Robinson (CEM) J Burleton (VR), Mrs P Heath (Town Clerk), Mrs C Boundy (Committee Clerk)

AL/19/1054 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Westwood, Everitt, Barton, A Cunningham (HA)

PART 2

AL/19/1055 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

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

AL/19/1056 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD ON 20 MAY 2019

The minutes of the Allotment Meeting held on 20 May 2019 were accepted and signed by the Vice Chairman as a true record. These were ratified by the Council on 12 June 2019.

AL/19/1057 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENTS COMMITTEE ACCOUNTS

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

AL/19/1058 TO RECEIVE THE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 20 MAY 2019 MEETING

1058.1 Moor Lane

1058.1.1 WPC Reports

ML04B – Lack of cultivation, tenant reps report that the tenant has health issues and they will assist with tidying etc on the tenants' behalf. The Town Clerk recommended a general letter is sent enquiring after their wellbeing etc.

Action – Committee Clerk

ML05A – Not a great deal of cultivation, to be monitored as new tenant.

Action – To be monitored by Tenant Reps

ML22B – Plot is still lacking some cultivation, to be monitored.

Action – To be monitored by Tenant Reps

ML24A – Fruit bushes are overhanging the path, letter of concern requested.

Action – Committee Clerk

ML28A – Plot is getting overgrown, to be monitored.

Action – To be monitored by Tenant Reps

ML28B – There is a new tenant on this plot and letter of concern is requested due to very little work being carried out.

Action – Committee Clerk

ML31 – Plot is still lacking some cultivation and needs monitoring.

Action – To be monitored by Tenant Reps

08/07/2019

Minutes subject to ratification at Full Council

ML41 – Rubbish and weeds on site needs to be removed and tidied. Letter of concern requested.

Action – Committee Clerk

ML44 – There is an accumulation of weeds against the neighbouring fence. Tenant rep has volunteered to speak with the tenant.

Action – Tenant Reps

ML45B – Paths are getting untidy and need to be monitored.

Action – To be monitored by Tenant Reps

ML53 – A new plastic shed has been erected. Committee clerk to check if previous permission had been rescinded and deposit returned.

Action – Committee Clerk

1058.1.2 General – Due to various complaints from neighbours re rubbish and weeds coming through the boundary fence, it was **AGREED** that a letter should be written to each tenant that this is relevant to and request that they establish a clear 2' grassed border between their allotment and the boundary fence.

Action – Committee Clerk

1058.1.3 Dip Tank Lids – Concern has been raised that the dip tank lids could cause an injury to a tenant if the lids slipped. It was **AGREED** that authority is given to the Committee clerk to obtain and agree quotes to modify the lids up to a **budget of £100 per lid**.

Action – Committee Clerk

1058.1.4 Rubbish in Car Park – The panes of glass have been removed. The Town Clerk confirmed she was still trying to get hold of the Lion's representative and ask them to move the barriers that are damaging the boundary fence.

Action – Town Clerk

1058.1.5 Lelandii Trees – Lelandii trees bordering the entrance need to be cut back and/or removed. It was **AGREED** that the Committee Clerk to obtain 3 quotes for cutting back the trees and also 3 quotes for removing the trees. A final decision will be made at the next Committee meeting.

Action – Committee Clerk

1059.1 Highdale Avenue

1059.1.1 WPC Reports

HA61 – Letter of concern needed regarding rubbish and tall weeds at the bottom of the plot next to the main path.

Action – Committee Clerk

HA65B – Tenant Rep reported that the plot was neglected and covered with weeds. It was **AGREED** that a WPC1 letter is now sent to the tenant.

Action – Committee Clerk

HA67 – It has been reported that produce has spilled over on to the path between allotments, to be monitored as tenants have been away on holiday.

Action – To be monitored by Cllr & Tenant Rep

1060.1 Victoria Road

1060.1.1 WPC Reports

VR75 – Letter of concern requested for non-cultivation.

Action – Committee Clerk

VR78A – Lack of cultivation, weeds around shed and fence area, Elder bush set seeded to be removed. Letter of concern requested.

Action – Committee Clerk

08/07/2019

VR84B – Letter of concern requested regarding more cultivating of the plot and future plans for planting.

Action – Committee Clerk

VR86A – Letter of concern requested re more cultivation and plans for planting rest of the plot.

Action – Committee Clerk

1060.1.2 General – Rat Infestation – The Tenant Rep has volunteered to contact the Pest Controller to provide information prior to another visit.

Action – Tenant Rep

1061.1 Westbourne Avenue

1061.1.1 WPC Reports

No issues reported.

Stephen Murtagh left the meeting at 8.20pm

1062.1 Church Hill

1062.1.1 WPC Reports

CH100 – The boundary fence has a hole in it. Ownership is being established.

Action – Town Clerk

CH105 – There has been no improvement since the Letter of Concern was sent after the last Committee meeting. It was **AGREED** that a WPC1 is now sent to the tenant.

Action – Committee Clerk

CH108 – The Cllr Rep reported that there is a lack of cultivation and a Letter of Concern is requested.

Action – Committee Clerk

CH109 – The Cllr Rep reported that there is a lack of cultivation and a Letter of Concern is requested.

Action – Committee Clerk

CH110 – General lack of cultivation, to be monitored.

Action – To be monitored by Cllr & Tenant Rep

CH111 – Some cultivation carried out, more needed, to be monitored.

Action – To be monitored by Cllr & Tenant Rep

CH112B – General lack of cultivation, to be monitored.

Action – To be monitored by Cllr & Tenant Rep

CH113B – The Cllr Rep reported that there is a lack of cultivation and although this is a relatively new tenant, a Letter of Concern is requested regarding planting intentions.

Action – Committee Clerk

CH119 – General lack of cultivation, to be monitored.

Action – To be monitored by Cllr & Tenant Rep

CH133 – The Cllr Rep reported that there is a lack of cultivation and a Letter of Concern is requested.

Action – Committee Clerk

1062.1.2 General – The Cllr Rep reported that all of the paths are uneven and most need to be cut. A notice has been compiled requesting tenants to maintain their paths and the Tenant Rep to put them on the site notice boards as soon as possible.

Action – Tenant Rep

1062.1.3 Weed Spraying – The Tenant Rep reported he has today strimmed behind the White Cottages ready for the weed spraying due this week.

08/07/2019

1063.1 Cemetery**1063.1.1 WPC Reports**

CEM148 – Letter of Concern requested due to lack of cultivation and bind weed to be removed.

Action – Committee Clerk

AL/19/1064 TO DISCUSS AND AGREE WITH THOSE TENANTS ON A SIX MONTHLY TENANCY AGREEMENT AND WHETHER A FULL TENANCY AGREEMENT CAN BE AWARDED

HA66 – The Committee **AGREED** to full tenancy agreement being awarded.

Action – Committee Clerk

CH108 – The Committee **AGREED** to defer the six monthly tenancy until the next meeting due to a Letter of Concern now being requested.

ML22B – The Committee have asked to defer the decision as more work is needed and the six monthly tenancy does not expire until the middle of July.

AL/19/1065 TO DISCUSS WHETHER REPAIRS TO THE BOUNDARY WALL ON THE CEMETERY SITE HAVE BEEN CARRIED OUT BY THE NEIGHBOURS

There have been no repairs made by the neighbours to their wall following our letter. The Town Clerk recommended sending another letter suggesting we take steps to repair their wall and then pass on the costs for them to pay due to concerns of the security of the site and safety of the tenants.

Action – Committee Clerk

AL/19/1066 TO REQUEST TENANTS FROM MOOR LANE ALLOTMENT SITE TO VOLUNTEER TO KEEP THE BOUNDARY FLOWER BED CUT BACK OR TO PROPOSE THE BOUNDARY IS REMOVED AND THE DRIVE IS EXTENDED

The Committee decided this item should be deferred until the next Committee meeting when the Chairman/Cllr Rep who has proposed this item is in attendance.

AL/19/1067 TO DISCUSS DETERMINATION NOTICE ISSUED TO CH132 ON 17 JUNE 2019 AND TENANT'S APPEAL

The tenant sent an email to the Town Clerk yesterday rescinding his appeal. This was read out to the Committee by the Allotment Clerk. The tenant requested that his tools and belongings be returned to his home address within 28 days otherwise he will invoice the Council for these items. It was **AGREED** that a letter would be hand delivered to the tenant asking him to remove his personal items as the Council cannot take any responsibility for possible loss, damage or breakage. It was **AGREED** that if the tenant had not removed his personal belongings within 7 days then these items will be donated to local charities where appropriate.

Action – Committee Clerk

AL/19/1068 TO DISCUSS ACTION TO BE TAKEN REGARDING DEER COMING OVER THE WALL ON TO THE CHURCH HILL ALLOTMENTS WITH THE POSSIBILITY OF ERECTING CHICKEN WIRE ON TOP OF THE EXISTING FENCE

After much discussion the Committee **AGREED** to monitor the situation and review again at the next Committee meeting.

Action – To be monitored by Cllr & Tenant Rep

08/07/2019

Minutes subject to ratification at Full Council

AL/19/1069 TO DISCUSS THE AMOUNT TO BE BUDGETED FOR REGARDING THE PATHS AT HIGHDALE AVENUE ALLOTMENT SITE

The Cllr Rep confirmed that it was only one path that needed to be levelled and re-turfed between allotment numbers 64B and 65A & B. The Committee **AGREED** for quotes to be obtained and the work to be done; a **budget set of £150 for the work.**

AL/19/1070 TO DISCUSS AND AGREE THE REFUND OF THE HOLDING/SHED/KEY DEPOSITS FOR WA93A AND CEM138

Proposed, seconded and **AGREED** by the Committee to refund the Shed/Holding/Key deposits for WA93A and the Shed deposit for CEM138 to the outgoing tenants, the holding deposit to be retained due to the state of the plot.

Action – Committee Clerk

AL/19/1071 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH

There were no items reported to the Allotment Watch.

AL/19/1072 TO NOTE THE FOLLOWING FOR INFORMATION

Termination of Tenancy – WA93A, CEM138 & CEM153

Allocation of Tenancy – WA93A & CEM138

Waiting List – The waiting list is 51 @ 17 June 2019

Still to Allocate – CEM153

AL/19/1073 TO DETERMINE PART I AND PART II ITEMS

There were no Part 1 items

The meeting closed at 8.52pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date

08/07/2019

Minutes subject to ratification at Full Council