

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE**  
**COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,**  
**ON MONDAY, 20 MAY 2019 AT 7.30 pm**

**PRESENT:** Cllr R Westwood, Committee Chairman  
 Cllrs Barton, Everitt, Goodliffe, Hill, Young  
 J Pilsworth (ML), A Cunningham (HA), S Murtagh (WA) A Stephens (CH)  
 Mrs P Heath (Town Clerk), Mrs C Boundy (Committee Clerk)

**AL/19/1031 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from J Burleton (VR), J Forbes (ML)

PART 2
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**AL/19/1032 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

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

**AL/19/1033 TO ELECT A VICE CHAIRMAN OF THE ALLOTMENT COMMITTEE FOR THE COUNCIL YEAR 2019/2020**

Proposed, seconded and **AGREED** that Cllr Goodliffe to be elected as Vice Chairman for the year 2019/2020.

**AL/19/1034 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD ON 18 MARCH 2019**

The minutes of the Allotment Meeting held on 18 March 2019 were accepted and signed by the Chairman as a true record. These were ratified by the Council on 10 April 2019.

**AL/19/1035 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENTS COMMITTEE ACCOUNTS**

The members NOTED the financial report which had been circulated at the meeting. The Tenant Rep for HA raised a question about there being no internal budget set for the paths on HA allotment site. This has been deferred to the next meeting and put on the next agenda. The Town Clerk explained how the two Allotment Accounts worked and the figures on the Financial Report.

**AL/19/1036 TO RECEIVE THE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 18 MARCH 2019 MEETING**

**1036.1 Moor Lane**

**1036.1.1 WPC Reports**

**ML01, ML03A & ML03B** – There is a significant hump in the path at the intersection of these three allotments that needs removing and levelling to avoid a trip/sprain hazard. Path letter is needed to all three tenants.

**Action – Committee Clerk**

**ML04B** – Apparent lack of cultivation. Letter of concerned requested.

**Action – Committee Clerk**

**ML07** – Boundary hedge needs to be trimmed back as it is protruding through the fence and across the public footpath. Letter of concern to be sent to tenant to rectify this.

**Action – Committee Clerk**

04/06/2019

Minutes subject to ratification at Full Council

**ML11B** – Only small percentage of plot being worked, black sheeting and weeds covers three quarters of the allotment. Letter of concern for more cultivation needed.

**Action – Committee Clerk**

**ML14** – New marked peg required.

**Action – Committee Clerk**

**ML23B** – Plot is uncultivated and untidy. Letter of concern requested.

**Action – Committee Clerk**

**ML24A** – Paths need attention. Path warning letter requested.

**Action – Committee Clerk**

**ML24B** – Artichokes are overhanging the path and need pruning back. Letter of concern requested.

**Action – Committee Clerk**

**ML28B** – This plot has been handed back and is now very overgrown. The Tenant Rep agreed to strim the allotment and it was agreed that the Clerk would contact proposed new tenant(s).

**Action – Tenant Rep & Committee Clerk**

**ML31** – Plot is lacking some cultivation and letter of concern requested.

**Action – Committee Clerk**

**ML38** – Plot marker needs to be reset as hazardous at the moment

**Action – Tenant Reps**

**ML41** – Inherited derelict shed needs to be removed.

**Action – Committee Clerk**

**ML42A** – To monitor regarding the accumulation of rubbish/clutter spread over allotment.

**Action – To be monitored by Cllr & Tenant Reps**

**ML48A** – Poly compost bin liner is a trip hazard at path level. Tenant Rep (JF) has volunteered to speak to tenant.

**Action – Tenant Rep**

**ML51** – In an untidy state, needs to be monitored at the moment.

**Action – To be monitored by Cllr & Tenant Reps**

**1036.1.2 General** – Dip tank lids are dangerous and need looking at (only the lift up style ones).

**Action – Committee Clerk**

**1036.1.3 Rubbish in Car Park** – The Lions Club crowd control barriers and panes of glass scattered around the car park need to be removed/tidied up. It was noted that the barriers are damaging the boundary fence and probably belong to Sam Harrison. The Town Clerk kindly offered to speak to Sam Harrison regarding the barriers.

**Action – Town Clerk**

**1036.1.4 Car Park Border** – The border running along side the car park needs to be cut back and tidied. The Chairman suggested removing it and extending the road.

**Action – Cllr and Tenant Reps to meet and discuss**

**1036.1.5 Wheelbarrow** – A wheel has come off one of the display wheelbarrows. Committee Clerk to investigate if it can be re-attached/purchasing a new wheel if possible.

**Action – Committee Clerk**

**1036.1.6 Lelandii Trees** – Lelandii trees bordering the entrance need to be cut back. Quotes are requested to be obtained.

**Action – Committee Clerk**

**1036.1.7 Gate Post** – It was mentioned that there is concrete cancer in one of the gate posts.

**1036.1.8 Water Tap** – The water tap repairs are still urgently required and the Committee Clerk has been constantly chasing up Water2Business regarding this repair.

**Action – Committee Clerk**

**1036.1.9** – The Moor Lane boundary and bus stop need to be sprayed with a weedkiller.

**Action – Committee Clerk**

**1036.1.10** – The side gate post is moving in the ground and thus making it difficult to operate the combination lock.

**Action – Committee Clerk**

**1036.1.11** – The trees adjacent to ML12 and ML28A need to be cut back by North Somerset Council

**Action – Committee Clerk**

### **1037.1 Highdale Avenue**

#### **1037.1.1 WPC Reports**

**HA60A** – Tenant Rep reported that the plot was untidy and needs to be monitored in the coming weeks.

**Action – To be monitored by Cllr & Tenant Reps**

**HA65B** – Cllr Rep has reported that not all of the plot is being cultivated and needs to be monitored.

**Action – To be monitored by Cllr & Tenant Reps**

**1037.1.2 General – Suspected Water Leak** – Water2Business were contacted with reference to the water meter that was mentioned in the last minutes, the engineer visited on 11 May and left a phone message to say that the tap and meter are in working order.

### **1038.1 Victoria Road**

#### **1038.1.1 WPC Reports**

No issues reported.

**1038.1.2 General – Rat Infestation** – It has been reported that rats have been sighted on the allotment. It was **AGREED** that the Pest Controller should be called out.

**Action – Committee Clerk**

### **1039.1 Westbourne Avenue**

#### **1039.1.1 WPC Reports**

No issues reported.

**1039.1.2 General – Water Butt Lid** – Following on from the Risk Assessment that was carried out, WA95A was identified as needing a lid for their water butt. The Tenant Rep has confirmed this has now been provided.

### **1040.1 Church Hill**

#### **1040.1.1 WPC Reports**

**CH100** – The boundary fence has a hole in it. We need to establish if it belongs to North Somerset Council or part of the allotment. The Town Clerk kindly volunteered to investigate further.

**Action – Town Clerk**

**CH105** – There is a lot of mess around the shed. Letter of concern to be sent to the tenant requesting this be tidied.

**Action – Committee Clerk**

**CH111** – The Cllr Rep reported that the allotment was uncultivated and in a mess. It was proposed and **AGREED** to send a WPC1 letter to the tenant.

**Action – Committee Clerk**

04/06/2019

Minutes subject to ratification at Full Council

**CH132** – A very small amount of work has been carried out since the WPC1 was sent three weeks ago. Cllr Rep will inspect again on Monday 27 May and advise whether a WPC2 is now required.

**Action – Cllr Rep & Committee Clerk**

**1040.1.2 General** – The Cllr Rep reported that all of the paths are uneven and most need to be cut. It was **AGREED** that a notice would be compiled requesting tenants to maintain their paths and be displayed on the site notice boards.

**Action – Committee Clerk**

**1040.1.3 Weed Spraying** – The Cllr Rep reported that the back of the white cottages are getting overgrown and need to be strimmed and possibly weed sprayed.

**Action – Committee Clerk**

### **1041.1 Cemetery**

#### **1041.1.1 WPC Reports**

**CEM141** – The Tenant has requested that should their forthcoming abdominal surgery take place during the coming weeks, that they be given special permission to use a hose pipe in order to save their produce. They don't have a date for the operation at the moment but recovery is expected to be between 4 and 7 weeks. This was discussed and **AGREED** by the Committee for this exception.

**Action – Committee Clerk**

**CEM157**– WPC1 letter has been requested by the Committee Chairman for non cultivation following his site visit the previous day.

**Action – Committee Clerk**

### **AL/19/1042 TO DISCUSS AND AGREE WITH THOSE TENANTS ON A SIX MONTHLY TENANCY AGREEMENT AND WHETHER A FULL TENANCY AGREEMENT CAN BE AWARDED**

**ML11A, ML25B, CH99, CH133, CEM155** – The Committee **AGREED** to full tenancy agreements being awarded.

**Action – Committee Clerk**

**HA66, CH108** – The Committee **AGREED** to defer the six monthly tenancy agreement for these two allotments until the next meeting to give the new tenants a chance to work their allotments.

### **AL/19/1043 TO DISCUSS WHETHER REPAIRS TO THE BOUNDARY WALL ON THE CEMETERY SITE HAVE BEEN CARRIED OUT BY THE NEIGHBOURS**

This item has been deferred to the next meeting as there was no information available on the current situation. It was suggested that the new Cllr Rep visit the site and report back for the next meeting.

**Action – Cllr Rep**

### **AL/19/1044 TO DISCUSS WHETHER THE LATEST VERSION OF THE TENANCY AGREEMENT BE INCLUDED WITH THE ANNUAL BILLING EACH SEPTEMBER**

Proposed, seconded and **AGREED** by the Committee that it would be a good idea so that the tenants are fully aware of any changes.

**Action – Committee Clerk**

04/06/2019

**AL/19/1045 TO DISCUSS COMPLAINT RECEIVED FROM A TENANT ON CHURCH HILL WHO HAS SUSTAINED A FOOT INJURY DUE TO UNEVEN/OVERGROWN PATH ON CH132**

This item came up during the discussion regarding the general state of the paths on the Church Hill Allotment site and a notice will be provided for the notice boards for all tenants to observe. (See 1040.1.2 General above).

**AL/19/1046 TO DISCUSS AND AGREE TENANT REQUEST CEM146 TO TRANSFER TO CEM159**

This was **AGREED** by the Committee for the tenant on CEM146 to transfer to CEM159.

**Action – Committee Clerk**

Further to the issue of the Agenda, the tenant from CEM153 contacted the office and asked if he could swap to CEM146. This was **AGREED** by the Committee on the proviso that the tenant's six month Tenancy Agreement be re-issued with today's date as normally this would not be allowed with a tenant on a six month tenancy, but the Committee wished to be flexible to accommodate tenant's requests where they could.

**Action – Committee Clerk**

**AL/19/1047 TO DISCUSS AND AGREE THE REFUND OF THE HOLDING DEPOSITS FOR CH113B AND CEM159**

Proposed, seconded and **AGREED** by the Committee to refund the deposits to the outgoing tenants for CH113B and CEM159.

**Action – Committee Clerk**

**AL/19/1048 TO RECEIVE TENANT REQUESTS**

**ML11A** – The Committee **AGREED** to the request for a 4' x 3' shed.

**Action – Committee Clerk**

**AL/19/1049 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH**

There were no items reported to the Allotment Watch.

**AL/19/1050 TO NOTE THE FOLLOWING FOR INFORMATION**

Termination of Tenancy – CH113B & CEM159  
 Allocation of Tenancy – ML05A, ML28B & CH113B  
 Waiting List – The waiting list is 51 @ 8 May 2019  
 Still to Allocate – CEM159

**AL/19/1051 CHAIRMAN ITEMS FOR INFORMATION ONLY**

**1051.1**

The following councillors were designated to each allotment site as follows:

Cllr Barton WA, Cllr Hill CH, Cllr Young HA, Cllr Everitt CEM, Cllr Goodliffe VR and Cllr Westwood ML.

**AL/19/1053 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 .....