

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE**  
**COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,**  
**ON MONDAY, 26 NOVEMBER 2018 AT 7.30 pm**

**PRESENT:** Cllr J Middleton, Committee Chairman  
 Cllrs Hale, Hill, Moores, Norton-Sealey  
 J Pilsworth (ML), A Cunningham (HA), C Robinson (CEM)  
 Mrs P Heath (Town Clerk), Mrs S Howard (Deputy Town Clerk), Mrs C Boundy  
 (Committee Clerk)

**PUBLIC SESSION:**

Mr C Boddington – Supply Wagon re: Permission to put 3’x 4’ banner on the Moor Lane Allotment railings. This was proposed and agreed for 28 days to start on 7 December 2018.

**AL/18/972 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr L Fone, Cllr B Hatch, J Forbes (ML), S Murtagh (WA)

**AL/18/973 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

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

The Committee agreed to discuss item 25 from the Agenda.

**AL/18/974 TO DISCUSS AND CONSIDER THE ALLOTMENT INTEGRATED SOFTWARE SUITE PACKAGE FROM RIALTAS AND HOW IT WILL BE UTILISED AND NETWORK TO THE COUNCIL’S EXISTING ACCOUNTS SYSTEM**

The Deputy Town Clerk explained how the Rialtas system will benefit the Allotment Clerk both in time and efficiency. The Town Clerk commented on how much time will be saved by both the Town Clerk and Allotment Clerk in the future as the Allotment package will dovetail with the existing Council Accounts package. The Committee Clerk explained that a new half price deal was available if ordering before 21/12/18. The Committee’s questions and queries were answered satisfactorily and it was proposed, seconded and **AGREED** to go ahead and order the Rialtas Allotment software at a cost of £454.75 for the first year which includes the initial online set up, purchase and installation of software and first year support for the single user licence with a minimum 3 year contract term for annual support and maintenance (£121 per annum).

**Action – Town Clerk**

**AL/18/975 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD ON 20 AUGUST 2018**

The minutes of the Allotment Meeting held on 20 August 2018 were accepted and signed by the Chairman as a true record. These were ratified by the Council on 17 October 2018.

**AL/18/976 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS**

The members NOTED the financial report which had been circulated at the meeting. The Water bill for Moor Lane was noted and discussed. It was agreed that the increase was due to the hot summer but that it would be monitored with regards to poly tunnel usage.

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**AL/18/977 TO RECEIVE THE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 20 AUGUST 2018 MEETING**

**977.1 Moor Lane**

**977.1.1 WPC Reports**

**ML3B** – Allotment looking untidy, to be monitored.

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

**ML5A** – Allotment looking untidy, to be monitored.

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

**ML7** – Allotment looking untidy, to be monitored.

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

**M22B** – Allotment looking untidy, to be monitored.

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

**ML24A** – The Committee Clerk has received a phone call from the tenant informing us they are awaiting an operation and are doing as much as they can to the allotment.

**ML28A** – Allotment looking untidy and path warning letter required.

**Action – Committee Clerk**

**ML28B** – No work has been carried out on this allotment all season and a previous Letter of Concern sent on 29/8/18 has been ignored. As this is a new tenant and the 6 monthly tenancy is up the Committee proposed and **AGREED** for the tenancy to be revoked.

**Action – Committee Clerk**

**ML34** – To monitor sheeting noticed at last two meetings (June & August).

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

**ML41** – The Willow fence is becoming a problem and contravenes the tenancy agreement that trees and not allowed on site unless planted in pots.

**Action – Committee Clerk**

**ML42A** – The ground between the boundary of ML42A and neighbouring properties is becoming overgrown and untidy. It was agreed that this would be looked at and a path being created between the edge of ML42A and the neighbouring properties as the tenant of ML42A does not wish to encompass this land in to his allotment.

**Action – Cllr & Tenant Reps**

**ML45A** – After a re-inspection, letter needed to apologise for hosepipe letter sent to incorrect plot, but having inspected the plot again, a path warning letter is needed to request the tenant re-establish the path and to cultivate more of the garden as 50% is laid to lawn (per photo taken by Cllr Hale).

**Action – Committee Clerk**

**ML53** – Allotment looking untidy, to be monitored.

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

**ML58** – Ivy needs to be cut back from the neighbouring property in Shelley Avenue.

**Action – Committee Clerk**

**977.1.2 General** – Rubbish noted in the car park/Lions bin to be removed, also to establish if the panels and decorators ladder belongs to the Lions Club.

**Action – Committee Clerk**

**978.1 Highdale Avenue**

**978.1.1 WPC Reports**

No issues reported by Cllr Rep.

**HA60A** – Tenant rep reported that plot was very untidy and requested a Letter of Concern be sent out.

**Action – Committee Clerk**

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**979.1 Victoria Road****979.1.1 WPC Reports**

No issues reported.

**980.1 Westbourne Avenue****980.1.1 WPC Reports**

No report/inspection has been passed to the Committee and no representation from Westbourne Avenue were present.

**981.1 Church Hill****981.1.1 WPC Reports**

No issues reported.

**CH120** – The Committee Clerk has received a phone call from the tenant informing us he has health problems which he hopes will be resolved in the coming weeks.

**981.1.2 General** – The Cllr Rep had strimmed behind the White Cottages in preparation for the weed spraying. A receipt for £15.99 for replacement nylon wire was presented. It was proposed, seconded and **AGREED** to reimburse the Cllr Rep £15.99.

**Action – Committee Clerk**

**982.1 Cemetery****982.1.1 WPC Reports**

No issues reported.

**982.1.2 General** – The Tenant Rep reported that 2 small badgers had been found floating in tubs that had filled with rain water. These were removed and the tubs turned over to avoid this happening again, but this has highlighted the badger problem on the Cemetery site.

**AL/18/983 TO DISCUSS AND AGREE WITH THOSE TENANTS ON A SIX MONTHLY TENANCY AGREEMENT AND WHETHER A FULL TENANCY AGREEMENT CAN BE AWARDED**

**ML3A, ML24B, ML28A, VR86A, CH131, CEM137, CEM144** – The Committee **AGREED** to full tenancy agreements being awarded.

**Action – Committee Clerk**

**ML28B** – See 977.1.1 above, the Committee **AGREED** to the six monthly tenancy being terminated with immediate effect.

**Action – Committee Clerk**

**AL/18/984 TO NOTE AND CONFIRM THAT FIREARMS WILL NOT BE USED TO CONTROL WILDLIFE ON ANY ALLOTMENT SITE**

Proposed, seconded and **AGREED** by the Committee that no firearms to be used to control wildlife on any allotment site.

**AL/18/985 TO DISCUSS AND AGREE FOR THE PEST CONTROLLER TO BE CONTACTED TO DEAL WITH THE RATS ON THE CEMETERY SITE**

Proposed, seconded and **AGREED** by the Committee to contract for pest control on Cemetery site.

**Action – Committee Clerk**

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**AL/18/986 TO DISCUSS AND AGREE FOR THE WORDING IN ALL TENANCY AGREEMENTS AND INFORMATION BOOKLET REGARDING HOSEPIPES**

Proposed, seconded and **AGREED** that the wording should read "*Hosepipes are not allowed on site*" on Allotment Six Month Tenancy Agreement number 16) and in the Allotment Tenants' Information Booklet.

**Action – Committee Clerk**

**AL/18/987 TO DISCUSS AND AGREE TO ADD THE WORDING IN ALL TENANCY AGREEMENTS AND INFORMATION BOOKLET REGARDING CHIPPINGS**

Proposed, seconded and **AGREED** that the wording should read that "*Chippings/Hardcore/ Hard Landscaping is not allowed without prior consent of the Committee*" should be added to the Tenancy Agreement and Allotment Tenants' Information Booklet.

**Action – Committee Clerk**

**AL/18/988 TO DISCUSS APPEAL RECEIVED FROM TENANT OF ML45A RE LETTER OF CONCERN RECEIVED REGARDING HOSEPIPE BEING USED**

The tenant had responded to the letter saying they had not used a hosepipe and they do not have a poly tunnel. It was agreed that the Tenant and Cllr Reps would check and report back. Re-inspection showed path warning letter now needs to be sent, see 977.1.1. It was noted that the amended wording on the agreement would mitigate this.

**AL/18/989 TO DISCUSS THE APPEAL FROM TENANT OF CH113B REGARDING PATH BEING USED TO STORE TOOLBOX ETC BY THE ADJOINING TENANT OF CH113A**

The Cllr Rep had visited the above two allotments and produced photos. It was agreed that the toolbox was not impeding the adjoining tenant as it was at the top of the path but the situation would be monitored going forward.

**AL/18/990 TO DISCUSS AND AGREE CREDIT NOTE TO CANCEL GREENHOUSE DEPOSIT NOT PAID BY THE TENANT ON ML42A**

Proposed, seconded and **AGREED** by the Committee to raise a credit note.

**Action – Committee Clerk**

**AL/18/991 TO DISCUSS AND AGREE TO REFUND £5 HOLDING DEPOSIT TO OUTGOING TENANT OF ML35**

Proposed, seconded and **AGREED** by the Committee to refund £5 Holding Deposit to the outgoing tenant of ML35.

**Action – Committee Clerk**

**AL/18/992 TO DISCUSS AND AGREE TO REFUND £30 HOLDING DEPOSIT TO OUTGOING TENANT OF ML25B**

Proposed, seconded and **AGREED** by the Committee to refund £30 Holding Deposit to outgoing tenant of ML25B.

**Action – Committee Clerk**

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**AL/18/993 TO DISCUSS AND AGREE TO REFUND £10 SHED DEPOSIT TO OUTGOING TENANT OF VR75**

Proposed, seconded and **AGREED** by the Committee to refund £10 Shed Deposit to outgoing tenant of VR75.

**Action – Committee Clerk**

**AL/18/994 TO DISCUSS AND AGREE TO REFUND £30 HOLDING DEPOSIT AND £10 SHED DEPOSIT TO OUTGOING TENANT OF CH99**

Proposed, seconded and **AGREED** by the Committee to refund £30 Holding Deposit and £10 Shed Deposit to outgoing tenant of CH99.

**Action – Committee Clerk**

**AL/18/995 TO DISCUSS AND AGREE TO REFUND £20 HOLDING DEPOSIT TO OUTGOING TENANT OF CEM155**

Proposed, seconded and **AGREED** by the Committee to refund £20 Holding Deposit to outgoing tenant of CEM155.

**Action – Committee Clerk**

**AL/18/996 TO DISCUSS AND AGREE TO REFUND £10 SHED DEPOSIT TO OUTGOING TENANT OF HA66**

Proposed, seconded and **AGREED** by the Committee to refund £10 Shed Deposit to outgoing tenant of HA66.

**Action – Committee Clerk**

**AL/18/997 TO DISCUSS AND AGREE TO OBTAIN QUOTES TO HAVE RUBBISH REMOVED FROM HA66 FOR THE INCOMING NEW TENANT**

Proposed, seconded and **AGREED** by the Committee to obtain quotes to have rubbish cleared from allotment HA66 on behalf of the incoming new tenant.

**Action – Committee Clerk**

**AL/18/998 TO DISCUSS THE COMMUNAL GARDEN ON THE CEMETERY SITE AS SOMEONE IS INTERESTED IN CULTIVATING IT**

Proposed, seconded and **AGREED** by the Committee that a new plot would be marked out and possibly charged at the minimum of 1 perch numbered CEM159. The plot where the old greenhouse area and lawn with flower beds and patio should remain available for all to use. The Committee Chairman volunteered to mark out the new allotment and look at how the new tenant would safely access the plot before the Committee Clerk offers it to the new tenant.

**Action – Committee Chairman**

**AL/18/999 TO DISCUSS AND AGREE THE NEW TENANT REP FOR VICTORIA ROAD**

The tenant from VR74 had offered to take up the position of Tenant Rep for Victoria Road on the proviso that she could start on 1 April 2019. This was proposed, seconded and **AGREED** by the Allotment Committee.

**Action – Committee Clerk**

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**AL/18/1000 TO DISCUSS THE DATE FOR THE PROPOSED SEED SWAP IN THE COUNCIL CAR PARK AND HOW THIS WILL BE ADVERTISED**

This was discussed and **AGREED** by the Committee that Cllr Fone and the Deputy Town Clerk who volunteered the idea should be the ones to organise the date and liaise with the Tenant Reps of the best time for this event to take place.

**Action – Cllr Fone & Deputy Town Clerk**

*Mr C Robinson left the meeting at this point due to ill health.*

**AL/18/1001 TO RETROSPECTIVELY GIVE PERMISSION FOR A BANNER ADVERTISING THE HILL ROAD CHRISTMAS FAYRE TO BE DISPLAYED ON THE MOOR LANE ALLOTMENT RAILINGS**

Retrospective permission was given for the banner to be displayed until 7 December 2018.

**AL/18/1002 TO AGREE THE PROPOSED ALLOTMENT COMMITTEE MEETING DATES FOR 2019**

The diary sheets were circulated to the committee members. The Committee Clerk handed out the Best Gardens Awards 2019 & Garden Inspections 2019 posters to the Tenant Reps. The Committee Clerk to email Garden Inspection 2019 dates to Cllr reps.

**Action – Committee Clerk**

**AL/18/1003 TO RECEIVE TENANT REQUESTS**

**ML42B** – The Committee **AGREED** to the request for a 4' x 3' shed.

**Action – Committee Clerk**

**AL/18/1004 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH**

There were no items reported to the Allotment Watch.

**AL/18/1005 TO NOTE THE FOLLOWING FOR INFORMATION**

Termination of Tenancy – ML5A, ML11A, ML25B, HA66, VR75, CH99, CH108, CH118, CH133, CEM155

Allocation of Tenancy – ML5A, ML25B, HA66, VR75, CH99, CH108, CH118, CEM155

Waiting List – The waiting list is 49 @ 16 November 2018

Still to Allocate – CH133 – The Committee Clerk confirmed this has now been offered and accepted.

**AL/18/1006 CHAIRMAN ITEMS FOR INFORMATION ONLY**

The banner advertising the Supply Wagon was proposed, seconded and agreed to be attached to the Moor Lane allotment railings for 28 days starting on 7 December 2018.

**AL/18/1007 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 .....

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