

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 30 APRIL 2018 AT 7.30 pm

PRESENT: Cllr J Middleton, Committee Chairman
 Cllrs Barton, Hale, Hatch, Hill
 J Pilsworth (ML), J Forbes (ML), A Cunningham (HA), J Clark (VR) A Stephens (CH), S Murtagh (WA), C Robinson (CEM)
 Mrs S Howard, Mrs C Boundy (Committee Clerks)

AL/18/902 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllrs J Norton-Sealey & K O'Brien

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| PART 2 |
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AL/18/903 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

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

AL/18/904 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD ON 5 MARCH 2018

The minutes of the Allotment Meeting held on 5 March 2018 were accepted and signed by the Chairman as a true record. These will be presented to Council on 2 May 2018.

AL/18/905 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS

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

AL/18/906 TO RECEIVE THE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 5 MARCH 2018 MEETING

906.1 Moor Lane

906.1.1 WPC Reports

ML3A, ML10 & ML11B – Letters of Concern due to non-cultivation.

ML11A – Letter and disclaimer to tenant concerning pathways constructed with chippings.

906.1.2 General – Grass cutting on the perimeter verges and general upkeep of the driveway border. Plea to tenants for their support to tidy these areas on a rota basis.

Meter drain cover has dropped/sunk, Wessex Water to be contacted to resolve the issue.

Moor Lane Allotments sign has snapped and needs to be replaced.

Action - Committee Clerk

907.1 Highdale Avenue

907.1.1 WPC Reports

HA60A It was **AGREED** to write to tenant requesting that permission has been granted for the Keterbox. Providing the bottom of the plot is cultivated and a suitable base created to house the Keterbox.

Action - Committee Clerk

907.1.2 Water Pressure – Reported low pressure on site and needs investigating.

Action - Committee Chairman

19/06/2018

Minutes subject to ratification at Full Council

908.1 Victoria Road**908.1.1 WPC Reports**

No issues reported

909.1 Westbourne Avenue**909.1.1 WPC Reports**

No issues reported

910.1 Church Hill**910.1.1 WPC Reports**

CH105 – Letter of Concern Tree growing on plot, **AGREED** to write to tenant.

CH112A, CH131, CH132 & CH133 – AGREED to send WPC1 letters due to lack of cultivation.

910.1.2 MARKER PEGS – CH113A, CH113B & CH115B

Action - Committee Clerk

911.1 Cemetery**911.1.1 WPC Reports**

CEM138 – AGREED Letter of concern due to lack of cultivation.

CEM141 – AGREED for letter concerning storage box open and needs lid.

CEM143 – AGREED A warning letter to the outgoing tenant to remove the astro turf and slabs as failure to do so will incur costs and ultimately be charged to them.

CEM153 – AGREED for letter asking for repairs to be made to the shed and area tidied.

CEM157 & CEM158 – AGREED to send WPC1 warning letters due to lack of cultivation.

AL/18/912 TO DISCUSS AND AGREE WITH THOSE TENANTS ON A SIX MONTHLY TENANCY AGREEMENT AND WHETHER A FULL TENANCY AGREEMENT CAN BE AWARDED

CH100, CH102, CH106, CH134 & CEM135 – The Committee **AGREED** to a full tenancy agreements being awarded.

ML22B – The Committee has requested a site inspection to be conducted.

AL/18/913 TO DISCUSS FEEDBACK RECEIVED BY TENANTS REGARDING WARNING LETTERS ISSUED TOO EARLY IN THE SEASON

The Committee Clerk stated that letters of complaint had been received by tenants objecting to receiving warning letters during the recent inclement weather in March. This was duly noted.

AL/18/914 TO DISCUSS AND AGREE TO A PRICE FOR THE INSTALLATION OF A NEW NOTICEBOARD ON THE MOOR LANE SITE

PROPOSED, SECONDED, and AGREED by votes to accept the quote of Company C at a price of £485.00 including VAT (£413.00 minus VAT).

ACTION - Committee Clerk

AL/18/915 TO DISCUSS AND CONSIDER THE ALLOTMENT INTEGRATED SOFTWARE SUITE PACKAGE FROM RIALTAS

The Committee discussed the purchase of specific allotment software package. It was **PROPOSED, SECONDED AND AGREED** to contact other Councils that are already using this package to investigate any issues and if IT support be required as an added extra? The Committee approved the purchase of the software in principle subject to the above investigations.

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AL/18/916 TO DISCUSS THE IMPLICATIONS OF THE GENERAL DATA PROTECTION REGULATION (GDPR 2018) FOR COMMITTEE MEMBERS WHEN IT COMES INTO FORCE ON 25 MAY 2018

The Chairman explained that in order to keep anyone's details whether it is email address, home address, name etc. then they would need to obtain written permission from the individual and then register with the local authority and pay £35. It was **AGREED** that all personal data of this nature would be deleted and not kept and the only exception would be if they were a personal friend. Each tenant will be referred to by their plot number in order to identify them and only the Committee Clerk will hold their personal details in order to contact them.

AL/18/917 TO RECEIVE TENANT REQUESTS

ML42B – The Committee **REFUSED** the request for ducks and a coop due to the noise this would make.

ML45B – The Committee **REFUSED** the request for a 6' x 6' Greenhouse as this would be too big for the plot. The Committee **AGREED** to a 6' x 4' Greenhouse with safety glass or plastic windows (not ordinary glass) as long as it will be installed in one go and not staggered over several weeks.

HA60A – The Committee has deferred the decision on the 3' x 5' storage box (already on site) due to the tenancy being 6 months.

HA64A – The Committee **AGREED** to a 4' x 3' shed as long as it is put down the bottom on the right hand side looking from the path up.

CH106 – The Committee retrospectively **AGREED** to the polytunnel which is already on site.

AL/18/918 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH

Moor Lane –

The previously reported incidents have been put down to the weather.

[906.1.2] the Moor Lane sign will need replacing.

Committee Clerk to investigate prices for a new sign

AL/18/919 TO NOTE THE FOLLOWING FOR INFORMATION

Termination of Tenancy – ML28B & CEM137

Allocation of Tenancy – ML28A

Waiting List – The waiting list is 54 @ 23 April 2018

Still to Allocate – NIL

AL/18/920 CHAIRMAN ITEMS FOR INFORMATION ONLY

The Tenant Rep for Moor Lane asked if it was permissible for tenants to visit other allotment sites. The Chairman confirmed that this was fine.

The Tenant Rep for Cemetery informed us that St Andrew's Church have erected small plaques in The Glebe and wanted to know if this area was being used to spread ashes?

The Chairman responded that The Glebe is 'church land' and not the public cemetery.

The issue of Brookfield Walk was raised and can we find out if Dignity has signed the licence to carry out the soil test.

AL/18/921 TO DETERMINE PART I AND PART II ITEMS

There were No Part 1 items

All other items were Part II.

19/06/2018

Minutes subject to ratification at Full Council

The meeting closed at 8.50pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date