MINUTES

**ALLOTMENT SUB COMMITTEE MEETING** held on Monday 21st March 2022.

Meeting opened at 6.30p.m.

**Present:** Councillor Mr P. Metcalfe (allotment subcommittee **Chairman**) and

**Councillors:** Mrs. P. Crathorne **(Council Chairman)** Mrs J. Grafton, Mr. R. Vaughan,

**In attendance:** Mr D. Snowball (Parish Clerk)

**ASC- 20\_21/22 APOLOGIES**

No apologies were given.

Councillor Mrs M. Walker was not present.

**ASC- 21\_21/22 DECLARATIONS OF INTEREST**

The Chairman invited members who wished to do so to make declarations of interest in respect of items on the agenda for this meeting.

Councillors Mr P. Metcalf and Mrs J. Grafton declared an interest. They remained in the meeting and discussed and voted on matters.

**ASC- 22\_21/22 MEMBERS DISPENSATION**

The Clerk informed the meeting that there were no dispensations for this meeting.

***It was noted that there were no dispensations.***

**ASC- 23\_21/22 PUBLIC PARTICIPATION**

There were no members of public present for this meeting.

***It was noted that there were no members of public present.***

**ASC- 24\_21/22 MINUTES OF THE PREVIOUS MEETING**

Monday 21st February 2022

It was proposed by Councillor Mrs P. Crathorne and seconded by Councillor

Mrs J. Grafton and

***RESOLVED:***

That the minutes of the Allotment Subcommittee Meeting of Council held on Monday 21st February 2022 be approved as a correct record and signed by the Chairman at this meeting.

**ASC- 25\_21/22 EARMARKED RESERVES FOR IMPROVEMENT PROJECTS ON THE ALLOTMENT SITE**

General discussion was made on this and further progress is to be made with

Houghall College to determine if it is still viable for trainees to work on the allotment site for experience.

Priority improvements will be bringing into use allotment plots that are vacant and overgrown, possibly as half size plots and improving the perimeter fencing.

**RESOLVED**

That further contact is made with Houghall to determine the use of trainees and a plan of action for the improvement to a section of the allotment site developed to enable costs to be sought from suitable contractors.

**ASC- 26\_21/22** **ALLOTMENT RENTS 2022/23 AND 2023/24**

The Clerk informed the meeting that the Council had agreed to a rise of £5.00 in the financial year April 2023 to March 2024.

 This was noted.

**ASC- 27\_21/22** **RENTS COLLECTION PROCESS FOR 2022/23**

Notices for the collection of allotment rents and the planned increase for 2023 are to be placed on access gates to the Allotment Site after the Ordinary meeting of Council due to be held on Monday 14th March 2022. Councillor Mrs J. Grafton offered to take the posters and install them on the allotment site.

 A formal letter will also be sent out to each allotment plot holder explain that the rents can be paid at: -

1. Cornforth House on Monday 4th April 2022 between 10.00am and 11.00am
2. Cornforth House on Thursday 7th April 2022 between 10.00am and 11.00am
3. Cornforth Community Centre on Monday 11th April 2022 between 5.00pm and 6.30pm

All rents must be paid by 12.00noon on Thursday 30th April 2022

This was noted.

**ASC- 28\_21/22** **ALLOTMENT SITE IMPROVEMENT TRACKER**

The Clerk updated the meeting on progress with the tracker items.

This was noted.

**ASC- 29\_21/22** **NATIONAL ALLOTMENT SOCIETY MEMBERSHIP**

The clerk explained that this had been held back to commence on the 1st April 2022 to align with the financial year.

This was noted.

**ASC- 30\_21/22** **ALLOTMENT WATER USAGE MONITORING**

The Clerk informed the meeting that it would be beneficial to put in place a weekly reading of the water meter to monitor usage and allow early intervention of misappropriate use and/or possible leaks.

**RESOLVED**

That the Clerk will;

1. take a reading each Monday on his way into work at Cornforth House or in his absence another member of the Allotment Sub Committee will do this;
2. set up an Excel spreadsheet with the weekly readings inputted and this will be monitored by the Allotment Sub Committee.

**ASC- 31\_21/22** **ALLOTMENT SUB COMMITTEE TERMS OF REFERENCE**

The Clerk explained that it is a requirement to review the Terms of Reference of Council on an annual basis by full council at the Annual meeting of Council in May each year.

Following discussion, it was agreed that there were no changes/alterations to the Terms of Reference for the Allotment Subcommittee to request at the meeting.

**ASC- 32\_21/22** **DATE OF NEXT MEETING**

It was agreed that the date for the next meeting of the Allotment Subcommittee be;

**Monday 16th May 2022 at 6.30p.m.**

***Meeting closed at 07.45 p.m.***

Signed (Chairman):

Date: