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| **Present: COUNCILLORS:** Mr P. Metcalfe (allotment subcommittee **Chairman**) and  Mrs. P. Crathorne **(Council Chairman)**, Mr P. Mayhew  **In attendance:** Mr D. Snowball (Parish Clerk) |

Prior to the meeting commencing all were informed of the resignation of Councillor Mrs J. Grafton who was also a member and vice chairman of this subcommittee.

**ASC- 25\_22/23 APOLOGIES**

There were no apologies.

*and the meeting noted this.*

Councillors not in attendance: Mr R Vaughan, Mrs M Walker

**ASC- 26\_22/23 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.

Councillor Mr P. Metcalfe declared an interest and remained in the meeting and discussed and voted on matters.

**ASC- 27\_22/23 MEMBERS DISPENSATION**

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

*It was noted that there were no dispensations.*

**ASC- 28\_22/23 PUBLIC PARTICIPATION**

There were no members of public present for this meeting.

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

**ASC- 29\_22/23 MINUTES OF THE PREVIOUS MEETING**

Monday 16th November 2023

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

***RESOLVED:***

That the minutes of the Allotment Subcommittee Meeting of Council held on Monday 16th November 2023 be approved as a correct record and signed by the Chairman at this meeting.

**ASC- 30\_22/23** **NEW TENANTS welcome statement**

The clerk presented the proposed welcome statement for new allotment plot tenants and explained the benefits of this to help when meeting possible new tenants to formalise an agreement.

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

***RESOLVED:***

To accept and submit the Welcome Statement to the next Ordinary Meeting of full council for approval.

**ASC- 31\_22/23** **UPDATED WAITING LIST**

The clerk provided a verbal update on the current waiting list and the progress being made with letting the half plots to new tenants. Several contacts on the waiting list had not responded to correspondence and had been removed as well as those that no longer wished to be considered for an allotment plot.

It was proposed by Councillor Mrs P. Crathorne and seconded by Councillor Mr. P. Mayhew and;

***RESOLVED:***

To agree and note the progress being made on reducing the waiting list.

**ASC- 32\_22/23** **ALLOTMENT IMPROVEMENTS**

The Clerk provided a verbal update explaining that the new external noticeboard has been installed on the allotment site and the next possible programme of work will be to improve the drainage on the entrance road going under the old railway bridge and to grade and install small hardcore to improve access as well as any works detailed in year two of the strategy action plan.

*This was noted.*

**ASC- 33\_22/23** **ALLOTMENT STRATEGY PROGRESS**

The Clerk presented the report containing the progress made on the five-year strategy and the additions that had been made to year two of the associated action plan, 2024/2025 for agreement.

It was proposed by Councillor Mrs P. Crathorne and seconded by Councillor Mr. P. Mayhew and;

***RESOLVED:***

To receive the update and agree the amendments to year two of the action plan as detailed in the report.

**ASC- 34\_22/23** **CORRESPONDENCE FOR PLOT HOLDERS**

The Clerk explained that the proposed correspondence circulated with the agenda is to invite the plot holders to the next allotment subcommittee meeting in April for the informal session after the meeting ends to identify any issues and/or suggestions that plot holders may have for the allotment site. This is standard practice for every April meeting.

The second correspondence was the standard notification for payments of rent for 2024/2025.

It was proposed by Councillor Mrs P. Crathorne and seconded by Councillor Mr. P. Mayhew and;

***RESOLVED:***

To receive and agree the correspondence for plot holders and schedule for the collection of the rents in April 2024.

**ASC- 35\_22/23** **NEW POLICIES FOR THE ALLOTMENT SITE**

The Clerk informed the meeting that a large proportion of time was being spent on the allotment site, as previously agreed to ensure that the correct policies, for the

allotment site, are in place and three were for consideration;

1. Health and Safety
2. Risk Assessment
3. General

It was proposed by Councillor Mrs P. Crathorne and seconded by Councillor Mr. P. Mayhew and;

***RESOLVED:***

To accept and submit the three policies to the next Ordinary Meeting of full council for approval.

**ASC- 36\_22/23** **HEALTH AND SAFETY GUIDANCE FOR ALLOTMENT TENANTS**

The Clerk informed the meeting of the proposed new Health and safety Guidance for Allotment tenants, and it was agreed that this was an easy to read and understand document and will be helpful to inform tenants of their responsibilities when on site.

It was proposed by Councillor Mrs P. Crathorne and seconded by Councillor Mr. P. Mayhew and;

***RESOLVED:***

To accept and submit the Health and Safety Guidance to the next Ordinary Meeting of full council for approval.

**ASC- 37\_22/23 DATE OF NEXT MEETING**

The date of the next scheduled meeting is: -

**Monday 15th April 2024 at 6.30p.m. –** Allotment plot holders are to be invited to this meeting

***Meeting closed at 7.30p.m.***

Signed (Chairman):

Date: