

Kelvedon Parish Council

The Old Bank, 63 High Street, Kelvedon, Essex CO5 9AE

MINUTES OF THE ALLOTMENT COMMITTEE Held 11 December 2018

Present: Cllr Pilbeam, Cllr Tremain, Cllr Astley, Cllr Ormond
D Walsh, K Brown, M Griggs
Clerk: P Potter

A12/18-19 Apologies for Absence

Apologies for absence were received and accepted from Cllr Jayatillake.

A13/18-19 Declarations of Interest

None

A14/18-19 Minutes of the Previous Meeting

It was Proposed Cllr Astley, Seconded Cllr Tremain and unanimously Resolved that the minutes of the meeting held 15 May 2018 are a true record and they were signed accordingly.

A15/18-19 Public Discussion

None

A16/18-19 Allotment Sub-Committee

Further to the previous meeting and observation of how the system has been running through the year, it was Proposed Cllr Pilbeam, Seconded Cllr Tremain and unanimously Resolved that the Allotment Sub-Committee is not a necessary layer of management for the running of the allotment site and plots. The Allotment Committee will have overall control and the Allotment Association will assist in the day to day running and management of the site on the Parish Council's behalf, as delegated under the Terms of Reference. This will be regularly reviewed to ensure that the proposed system is effective.

A17/18-19 Terms of Reference – Allotment Committee

The Terms of Reference have been finalised and it was Proposed Cllr Pilbeam, Seconded Cllr Tremain and unanimously Resolved to adopt them for the 2018/19 year.

A18/18-19 Allotment Tenancy Agreement and Terms and Conditions

Following some minor amendments which had been made since the previous meeting, the revised Agreement and Terms & Conditions had been previously circulated. It was Proposed Cllr Pilbeam, Seconded Cllr Ormond and unanimously Resolved to approve these for use with immediate effect.

A19/18-19 Update from the Allotment Association

Derek Walsh reported that there are 10 vacant plots at present, with a total of 56 ploholders working the remaining 80 plots. A recent working party had recently completed work on new communal compost bins and are keeping on top of general maintenance and tidying up of the site and un-let plots. Allotment Association meetings are continuing, with any issues or ideas for progressing the site to be brought to the Clerk for appropriate action.

A20/18-19 Bee-Keeping on Site

The Clerk had circulated information received from the National Allotment Society with regard to policies and procedures for keeping bees at allotment sites and the Committee agreed that this could be progressed.

It was recommended that a communal apiary site be set up, following the receipt of advice as the best place for this to be located. This will be advised to the Clerk and agreement from this Committee will be obtained to proceed.

The Clerk will adapt the template policy received from NAS and set up the administrative system to enable compliance with the policy to be monitored. This will be taken to the next Parish Council meeting for adoption.

It was therefore Proposed Cllr Pilbeam, Seconded Cllr Astley and unanimously Resolved to allow bee-keeping, in adherence with the Parish Council's policy.

A21/18-19 Financial Arrangements

- Following discussion, it was agreed that this Committee will ask that the Finance Committee consider funding for some improvements to the allotment site, in particular the provision of composting toilets, which was estimated at around £1,700.
- Further to the Parish Council's imminent restructuring of their bank accounts, it was agreed that it would be simpler for monies received from the allotment site, via fundraising and other activities be kept within the Parish Council's main current account, ringfenced for the purposes of the allotment site, rather than set up a separate current account at this time. This arrangement will be kept under review.

A22/18-19 Future Development of the Site

Proposals for improvements to be made to the site were put forward, for consideration and progression:

- Communal polytunnel: Fundraising for this has been under way, but at an estimated cost of around £1,300, there is a way to go. The idea is to provide a robust polytunnel, which can be rented to plot holders, for a fee of around £10 a year, for a plot within the tunnel. It was agreed that fundraising would continue towards this and grant funding be explored to help bridge the gap.
- Toilet facilities: As there are no facilities on site, it was felt that this is very much needed. The Committee were in agreement and will ask that the Finance Committee consider a request for full or part funding towards the provision of composting toilets, at a cost of around £1,700. It was also suggested that KPC look into 'twinning' the toilets with a project to provide toilet facilities in another part of the world, where this is urgently needed.
- Pot recycling scheme: It has been proposed that plastic pots be kept in a communal area, where those which are not needed are deposited and are used by plot holders who need them, rather than disposing and then buying new. This was supported by the Committee.
- Secure storage: This is becoming a more urgent requirement, especially due to recent thefts from the site. This will be looked at in more detail and be brought back to Committee later next year.

A23/18-19 Future Marketing of the Site

It was agreed to look at marketing the vacant plots more widely at the beginning of next year, and tie in with the Year of the Allotment, if possible. Derek Walsh will put together an article for the magazine and the Clerk will liaise with KPC's PR consultant to put a campaign together.

A24/18-19 Equipment Usage and Health & Safety

At present, there are three members of the Allotment Association trained to use a wheeled strimmer, which they use to keep the paths, edges and other areas around the site tidy and passable. A risk assessment has been put together and a copy of this, together with details of the training, will be held by the Clerk.

A25/18-19 Date of Next Meeting

It was agreed to hold the next meeting in June 2019 – date to be advised once the 2019/20 Council and Committee meetings are drawn up.

Signed

Dated