

Meeting	Allotments Committee of Clapham Parish Council 12 th April at 5.00pm
Committee Members in attendance:	Cllr. Eric Cooper (EC) Carole Darnell (CD) Sandra Fuller (SF) Cllr. Ian Gaskin, Chair (IG)
Apologies Received:	Cllr Charlie Tomkins
Clerk to the Council:	Rosemary Plum (RP)

MINUTES OF MEEITNG

1. Apologies for Absence

Apologies were received from:

- Cllr Charlie Tomkins

2. Declarations of Interest

The following declarations were received:

- Carole Darnell, allotment holder.
- Sandra Fuller, allotment holder.
- Cllr Eric Cooper, Parish Councillor and allotment holder.
Cllr Cooper further declared that due to a conflict in committee responsibilities, he is no longer a member of the Association Committee but a liaison officer for the Association.

3. Open Forum

The chair provided an overview of the purpose and limitations of this Item on a Parish Council Agenda.

4. Minutes of Last Meeting

The minutes were agreed as a true reflection of the meeting and signed by the Chair.

5. Matters Arising (*for information only*)

Nothing reported that isn't already on the Agenda for this evening.

6. Clerks Report (*for information only*)

- I. A number and variety of signage relating to dog walking are on order. These will be erected by the Parish maintenance person as soon as received by the Clerk from the supplier. RP
- II. Signs pertaining to keeping a dog on its lead and clearing any fouling will be affixed to the entrance points in both north and south directions from the High Street, from Footpath 14 and from Bent Close gate.
- III. SF noted that generally, dogs walkers in the village are good at keeping dogs on leads.

7. Finance

a) Rents – update

- I. Total amount of rent collected from 1/10/2022 to date is £2,957.75
- II. Only a small number of plots remain unpaid for the f/y 2022-23.
- III. With regard to pro-rata rental payments for new tenants, it was noted that all new tenants will be limited to a 5 pole plot to start with.
- IV. It was agreed that any new tenant assigned a plot between October and June will be required to pay the full £15 or £7.50 reduced fee without the application of a pro rata rate.
- V. It was agreed that no rent will be charged for anyone taking plot between July and October of the year and the rental charge will commence on 1st October.
- VI. The Association is working to support people where plots aren't immediately usable.
- VII. Question of a tenancy deposit to be discussed in future. This should prevent a tenant leaving their plot in an undesirable condition. This issue does give rise to a number of questions including:
 - Deposit is a goodwill fee but we must not lose sight of cost of making good a neglected plot.

- It would be a big job to clear a plot left in bad condition and the deposit chargeable cover the real cost?
 - What happens if somebody dies?
 - Do we expect the family to clear the plot or does the Committee make a decision to take it over?
 - If we charge a deposit what happens to it and who keeps it? RP
- RP
- VIII. Check standing rules on regulations changes.
- IX. RP check financial year for annual invoicing from April?
- X. Need to clarify the proportion of rent split between Parish Council and Association. RP
- XI. Clarify who pays the National Association fees – the Parish Council or the Association? RP
- XII. When does the Financial year for National Association membership fees start and end?
- XIII. It was agreed that the 50% Discount applies to anyone “in receipt of a state retirement pension”.
- XIV. Consider a consultation in future to amend or abolish the reduced rate for rent.

8. Allotment Association

a) Update

RP

- I. The Allotment Association has now formed a Committee.
- II. The Association meets once a fortnight on Mondays at 2pm. Hoping to move to monthly meetings in future.
- III. Association will forward minutes of their meetings to the Clerk of the Parish Council for inclusion on the Parish Council website..

b) Membership

- I. Approximately 130 members at 12/4/23

9. Numbering of Plots

- I. Proposed to place posts indicating plot numbers at the end of every vertical pathway. These must be put into ground far enough to prevent being pulled out.
- II. The Association will submit a proposal to the Parish Council to establish the formal numbering protocol.
- III. The Parish Council welcomed any suggestions for style and materials to achieve optimal plot numbering.
- IV. The Chair noted the Parish Council is keen to move swiftly on the clearer identification of plot numbers and invited suggestions on how to achieve the indication of numbering as soon as possible.

10. Plot Allocation

a) Vacant Plots

The Parish Allotment Committee recognizes the amount of work already done by the Association, together with EC in creating processes and systems and will clearly be doing more of the same in the future.

The Association will check with the National Association about rules governing plot allocation. EC

IG will review application document and comment back to this Committee. SF/EC

I. Allocation process

1. New tenants complete application form created by the Association. Deposit to be added to the form when brought into effect.
2. Association member Robin Bhullan shows prospective tenant a number of plots from which to choose.
3. Completed form submitted to Association Committee for confirmation.
4. EC updates database and advises RP for invoicing.

II. Letter to new tenants

Work currently in progress. CD

III. Policing: who and how often

Deferred to future meeting due to lack of time

IV. Vacant plot policy

Need clarification on matter of a plot held by a tenant for many years but who is now blind. Should his son be allowed to 'inherit' the plot? Need clarification of the process. EC/Assoc

Further discussions deferred to future meeting due to lack of time.

11. Unattended Plots

a) Policy for existing and new tenants

Deferred to future meeting due to lack of time

12. Roles and Responsibilities

a) Review suggestions to date

RP prepared and distributed (email and hard copy) version controlled document for review and updating at each Committee meeting.

13. Security

- I. A number of sheds have already been broken into this year with items and petrol being stolen.
- II. Further discussion is required around the possible installing of 4-6 solar powered security cameras at an estimated cost of approx.. £1,500 to cover all areas of the allotments. This will be added to the next agenda.

14. Any Other Business

- a) A First Aid Kit and Accident book is available in the Trading Hut. There is no power available for use of a defibrillator. CD/SF
- b) A toilet facility would be welcome by a number of plot holders. Could this be considered or could grant funding be available? IG asked the Association to prepare a formal proposal to bring to a future meeting of this Committee. CD/SF
- c) The Association enquired about a small amount of money being made available to create a small allotment for the disabled? IG asked the Association to prepare a formal proposal to bring to a future meeting of this Committee.

15. Date of Next Meeting

10th May 2023 at 5pm

The Chair closed the meeting at 6:35pm

Signed as a true reflection of the meeting:

Signed	
Dated	<i>Chair</i>