



Minutes of Witham St Hughs Allotment Committee meeting held on Wednesday 24th November 2021 at 7pm, in the village hall.

Present - Cllr Bell, Claire Shepard Cargill Representative, Stuart Traves Cargill Representative & Vanda Ward Committee Member

1 member of the public

Rachel Popplewell - Clerk

The member of the public made comment that, no further dumping of garden waste and wood at the allotments had been carried out. There was an old pile of wood that still needed to be removed when a skip was ordered.

Agenda Items

1. Welcome & Apologies

Apologies were received from Cllr Harrison & Karl Gandy.

It was **Resolved** to accept the reason for absence – All Agreed.

Cllr Bell chaired the meeting in the absence of Cllr Harrison

2. TO RECEIVE DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interest and requests for dispensations.

Vanda Ward – Plot Holder & Cargills representatives – Claire Shepherd & Stuart Traves.

3. Notes of the Allotment Committee meeting held on Tuesday 28th September 2021 to be approved as minutes.

A slight amendment to the minutes, item number 4 the following was added.

“1 months grace was given to the plot holder (plot 36a & 36b), to allow time for them to

- a). speak to the National Allotment Association,
- b). update the Clerk with the outcome and
- c). attend the next allotment committee meeting.

The IBC which was situated outside of the plot has since been moved onto the allotment plot”

It was **Resolved** to approve the notes & the amendment as minutes – All agreed, signed by Chairman.

4. Clerks Update

The Clerk made comment that the parish council has joined the National Allotment Society (NAS).

The Terms & Conditions have been amended to now include carpets & tyres not allowed on allotment plots.

The Clerk had asked the NAS regarding the best way to combat vermin at the allotments – she was still awaiting a reply.

5. Report from Liaison Officer to include

Karl Gandy had previously sent in a report.

a. Update on the clearing of the rubbish.

The lumps of wood that had been dumped at the allotments had been removed. A skip was still required to clear the rest of the rubbish.

b. Vacant Plot numbers.

4 full plots & 4 half plots are available

6. Risk Assessment update (action points from last meeting).

after discussions it was **Resolved**

a. That Cargill Plc would install a handrail/fence on the access to the allotments.

b. Terms & conditions be amended to include the following wording -

“Users of this carpark do so at their own risk. The parish council or Cargill Plc do not accept responsibility for any, damage, accidents or losses”.

c. Signs to be purchased with the same wording to be put up on site.

Action Clerk

7. Update on Allotment Lease.

The Clerk made comment that the new lease had been signed at the parish council meeting on the 17th of November 2021.

8. Date & time of the next meeting.

The meeting to be advertised on Facebook & at the allotments. More members are required to maintain the committee.

26th January 2022 at 7pm.

Signed

Date

Print