



Minutes of Witham St Hughs Allotment Committee meeting held on Monday 25th September 2023 at 7pm, in the village hall.

Present Cllr Danny Bell – Vice Chair, Claire Shepherd Cargill Representative & Stuart Traves Cargill Representatives.

Rachel Popplewell – Parish Clerk.

5 members of the committee.

Agenda Items

1. Welcome & Apologies

Cllr Bell Chaired the meeting.

The Vice Chair welcomed everyone to the meeting.

Apologies were received and accept from Cllr Derek Fletcher, Cllr Karen Harrison, Karl Gandy, Vicky Trotter & Electra Pearce.

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.

Cargill representatives – Claire Shepherd & Stuart Traves.

3. Notes of the Allotment Committee meeting held on Wednesday 31st May 2023 to be approved as minutes.

It was **Resolved** to approve the notes as minutes and a true record, All Agreed – show of hands.

4. Notes of the Allotment Committee meeting held on Monday 24th July 2023 to be approved as minutes.

It was **Resolved** to approve the notes as minutes and a true record, All Agreed – show of hands.

5. To adopt a leavers Process/Policy for when allotment plots are vacated.

The Clerk had previously circulated the policy for consideration. After discussions it was **Resolved** to approve the policy. The policy is to be circulated with the Terms & Conditions when a new plot is taken on.

6. To set date for next allotment plot inspections.

After discussions it was **Resolved** to carry out the next inspections on the 21st of October at 9am. All agreed – show of hands.

7. Report from Liaison Officer.

Nothing received.

8. Terms & Conditions - to discuss and to Resolve approve any amendments.

a. To add Number 10d

After discussions it was **Resolved** to add 10d to the Terms & Conditions. All – Agreed, show of hands.

b. To remove 9u.

Deferred, for further investigation regarding any Environmental issues with lighting fires near to properties. Action Clerk

c. How legally binding are the Terms & Conditions if a tenant doesn't comply.

Deferred for further information.

9. To set the guidelines & review the Risk Assessment for using the incinerator at the allotments.

The Risk Assessment was reviewed with the addition of the Car Park required. Clerk to Action.
Incinerator deferred see agenda item 8b.

10. Remaining rubbish at the Allotments.

The Clerk made comment that the parish council had approved a 'man with a van' to clear the remaining rubbish at a cost of £530.00, this was to be the final rubbish clearance for the Allotments any further rubbish/waste would now be the responsibility of the plot holders. Discussions around increasing the plot deposit to £100+ was to be considered at the next meeting.

11. Date & time of the next meetings

Monday 27th November 2023 at 7pm

The Allotment Committee Then **Resolved** to move into closed session.

Items of confidential nature to be debated in the presence of the press & public under the Public Bodies (Admissions to Meetings) Act 1960.

1. Update on plot holders issued with eviction notices & warning letters from the August 2023 Inspections.

The Clerk made comment that letters & eviction notices had been issued following the inspections in August. Only 2 responses being received asking for more time to make improvements to their plots. The date for evictions is the 4th October, Clerk to contact the Liaison Officers thereafter for an update, inspections will be carried out on the 21.10.2023.

Signed

Date

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