



**Minutes of Witham St Hughs Allotment Committee meeting held on Tuesday 5th
December 2023 at 7.30pm, in the village hall.**

Present Cllr Karen Harrison, Cllr Derek Fletcher, Stuart Traves Cargill Representatives, Vicky Trotter & Electra Pearce.

Rachel Popplewell – Parish Clerk.

4 members of public.

Agenda Items

1. Welcome & Apologies

Apologies were received and accept from Cllr Danny Bell & Claire Shepherd.
Karl Gandy, committee member absent.

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 – Stuart Traves.

Vicky Trotter & Electra Pearce – plot holders.

3. Notes of the Allotment Committee meeting held on Monday 25th September 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. Clerks update & correspondence – to Resolve to approve anu subsequent actions.

The Clerk made comment that she had contacted NKDC, regarding the lighting of bonfires. They ask that you are considerate to surrounding properties and what is being burnt, there is no restrictions on day/times or location.

5. To receive the revised Terms of Reference for the Allotment Committee

The Clerk had previously circulated the Terms of Reference which had been adopted by the Parish Council. Receipt was noted by committee members.

6. To review the plot fees for the year 2025/2026 and to agree any changes.

After discussions it was **Resolved** to propose the following plot fees for 2025/2026, to be approved by Full Council.

Half plot £26

Full plot £52

Deposit £100 w.e.f 01.04.2024.

All agreed – show of hands.

7. To set date for next allotment plot inspections.

After discussions it was **Resolved** to carry out the next inspections on the 24th February 2024 at 10am. All agreed – show of hands.

8. Report from Liaison Officer.

Nothing to note.

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

a. To remove 9u.

After discussions it was **Resolved** to amend the wording to 9u to now read, Bonfires are permitted between September and March only.

The incinerator must always be used at the specified location.

Bonfires must be always supervised.

All agreed – show of hands.

10. To set the guidelines & review the Risk Assessment for the allotments, to include the addition of the Carpark & Incinerator.

Deferred to the next meeting.

11. Remaining rubbish at the Allotments.

The liaison officers made comment that now bonfires are permitted, most of the wood, would be able to be burnt. A plot holder offered to take some of the rubbish to tip was welcomed by the committee.

For review again after the next inspections.

12. Date & time of the next meetings

Monday 29th January 2024 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.

A couple of responses have been received; the liaison officers have carried out interim inspections. Eviction notices will now be issued to plot holder who have not carried out any work on their plots, as per the inspection letters of August 2023.

Signed

Date

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