

30th June 2022

Minutes of the Allotment Committee Meeting

Held on **Monday 20th June 2022 at 7.00pm**

At Stantonbury Parish Council Office, 126 Kingsfold, Bradville, MK13 7DX
for the purpose of transacting the business as set out below

	Minutes	Action
01/22	<p>Present: Cllr Sandra Kennedy (SK) Cllr Linda Morgan Chair (LM) Cllr Carol Northwood (CN) Cllr Peter Kirkham (PK) – Non committee member</p> <p>Donna Moore – Proper Officer (DM) Neil Cousins – Parish Ranger (NC) David Outram – Parish Ranger Supervisor (DO) Sue Tozer – Minutes Taker</p> <p>Members of the public: 3</p>	
02/22	Apologies for Absence: None	
03/22	<p>Elect a Chair for the Allotment Committee: Cllr Carol Northwood nominated herself for Chair, there were no other nominations. The Committee were asked to vote for Cllr Northwood's nomination. Agreed 3 votes for</p>	
04/22	<p>Public Forum for members of the public to speak: AW queried whether CN was still an allotment plot holder. CN advised that she had been a Co-worker but had not worked on the allotment site for a number of years. RW suggested that the Standing Orders set aside more time than 3 minutes for the public to speak as he felt this was not adequate. LM suggested that any questions could be put in writing prior to the meeting. RW advised that there was an overflowing water trough near Plot 60 – PRs to investigate. RW queried why the numbering of plots has changed to the lefthand side of the plot and that some numbers were in bushes – PRs to meet with RW on site to discuss. RW queried why the Terms and Conditions were being discussed in the Confidential Section as he felt that they should be open for public discussion. LM advised that the contents of the T&Cs may affect people that work for SPC and that was the reason for this decision. It was agreed that a working party will be formed to review the T&Cs. Once the T&Cs have been updated they will then be forwarded to tenants.</p>	<p>PR</p> <p>PRs</p>

	RW suggested that we state that any new updated T&Cs supersedes previous documents. Noted.	
05/22	Declarations of Interest: None	
06/22	Chairs Remarks: Public Liability Insurance – DM confirmed that SPC Public Liability Insurance covers SPC assets only and does not cover sheds or tools stored on the allotment, however this type of insurance cover can be provided by BATs, which tenants can access.	
07/22	The Minutes of the Meeting held on Monday 21st March 2022 These were agreed as a correct record. Agreed 3 votes for	
08/22	Terms of Reference DM proposed that the Committee consider an additional amendment to the updated ToR: (1. Purpose of Committee 8. <i>The Allotment Committee will review allotment inspections on a regular basis</i>). LM proposed the additional change. SK seconded. DM to make the revision and reissue the revised document. Agreed 3 votes for	DM
09/22	Risk Management – Monthly collection of rubbish DO advised the meeting that the practice of collecting rubbish monthly from the allotments in the past did not appear to work as unfortunately rubbish was being stored next to the toilets in advance of the agreed removal date. DO suggested and it was agreed that tenants inform the office if they wish to have something removed from their plot. The Ranger will then arrange to meet with the tenant to discuss the removal of the rubbish. LM suggested that photos are taken before and after the removal takes place. Noted	Office/ PRs
10/22	No agenda item listed.	
11/22	New Allotment Sites CM confirmed that at present there are 34 people on the waiting list and that SPC are currently investigating potential sites suitable for additional allotment plots. LM advised of a potential site in Bancroft Park, but it was deemed as not being large enough. CM confirmed that SPC will approach MKC to establish if there is any land available which would be suitable within the parish, she also asked the meeting that if anyone has any ideas of land suitability to advise SPC. CN/LM will also approach the Parks Trust regarding Linford Wood and the possibility of sites there.	CN/LM CN/LM
12/22	Allotment Data App DM explained how this App could be used for allotment site inspections and how this would enhance the allotment inspections. Data collected at the inspection can then be downloaded onto the software once back at the parish	

	office and letters could then be generated from this information. DM to arrange a demonstration for members of staff and Councillors. CN asked the Cllrs to vote whether this was a good idea to take forward. Agreed 3 votes for	DM
13/22	Allotment Tenant's Survey CN confirmed that only 11 responses had been received to the recent allotment survey. CN advised the meeting that the Committee will address and respond to those comments raised.	All
14/22	Next Allotment Committee Meeting The next Allotment Committee meeting will be on Monday 19th September 2022 at 7:00pm at the parish office.	
15/22	Confidential Part 2 a) Vote to agree to hold a confidential Part 2 of the meeting at which press, and public will be excluded under the Public Bodies (Administration to Meetings) Act 1960 section (2). Agreed 3 votes for b) Agree to allow staff member/s to stay for the confidential section. Agreed 3 votes for	
16/22	Confidential - Part 2 Consideration of matters related to the following items: a) End of Tenancies b) Terms and Conditions All minutes from the confidential part 2 of the meeting are documented and held separately	

This part of the meeting closed at 7.30pm