

14th September 2023

Minutes of the **Allotment Committee Meeting** for Stantonbury Parish Council held **on Monday 11<sup>th</sup> September 2023 at 7.00pm** at Stantonbury Parish Office, 126 Kingsfold, Milton Keynes, MK13 7DX for the purpose of transacting the business as set out below.

### MINUTES

	Allotment Committee Chair Welcomes and starts Introduction to the meeting.	Actions
11/23	<p><b>Present:</b> Cllr Paul Baxter (PB) Cllr Sandra Kennedy (SK) Cllr Carol Northwood (CN) Cllr Derek Northwood (DN) Cllr Linda Morgan (LM)</p> <p>Donna Moore - Clerk</p>	
12/23	<b>Apologies for Absence: - None</b>	
13/23	<p><b>Declarations of Interest:</b> Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared. - <b>None</b></p>	
14/23	<p><b>Public Forum for members of the public to speak:</b> <i>Public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chair of the meeting. Each a member of the public shall not speak for more than (3) minutes in accordance with standing order 3(g)</i></p> <p><b>A member of the public attended the meeting and explained they are giving up their plot and would like someone to attend the allotment site to confirm what they are allowed to leave. Office will arrange a date to meet the allotment tenant with the Chair and a Parish Ranger.</b></p>	<b>ST</b>
15/23	<b>Chairs Remarks: - None</b>	
16/23	<p><b>Minutes:</b> To approve and sign the Minutes of the Allotment Committee Meeting held on 12<sup>th</sup> June 2023. - <b>Agreed 5 votes for</b></p>	<b>Resolved</b>
17/23	<p><b>Allotment Inspection Report (June – August):</b> Committee to review office inspection report. <b>Clerk went through report, no questions was asked Committee acknowledge report.</b></p> <p><b>5 votes for.</b></p>	<b>Noted</b>

18/23	<p><b>Terms and Conditions:</b> Committee to discuss and approve the Allotment Terms and Conditions Document Number ATSPC110923. <b>Committee went through Allotments Terms and Conditions, agreed with recommendations made by Clerk, confirmed they did not want to add structure sizes to the Conditions.</b></p> <p><b>Agreed 5 votes for to make recommendation to Full Council to adopt.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	<b>DM/ST</b>
19/23	<p><b>Rental Charges 2024/2025:</b> To agree rent increase to .57 from .52 m2 for 2024/2025 period. <b>Committee agreed to make recommendation to Full Council for rent increase – 5 votes in favour.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	<b>ST/ RFO</b>
20/23	<p><b>Trolley:</b> Committee to discuss the request for a replacement trolley at the Allotment Site. <b>Committee discussed replacing the broken trolley, currently they disagreed to replace the trolley, as there is still one on site and four wheelbarrows. Cllr Kennedy offered for her wheelbarrow to be donated to Allotment Site, Clerk to ask Rangers to collect.</b></p> <p><b>5 votes against providing a new trolley.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	<b>DO</b>
21/23	<p><b>Forms:</b> Committee to review and approve modified forms.</p> <ul style="list-style-type: none"> <li>• Rental agreements for Full and Part yearly fees.</li> <li>• Co-worker Agreement.</li> </ul> <p><b>Clerk explained all tenants will be getting a new Rental Agreement to sign to update all our files.</b></p> <p><b>Committee approved Rental Agreement forms and Co-Worker Agreement Form.</b> <b>5 votes for.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	<b>ST</b>

Meeting closed 19:20