

Minutes of the Allotments Management Committee

**Meeting held on Wednesday 23rd June 2021 at 19.00hrs in the
Hullbridge Parish Council Office**

Present: Plot holders: Cllr Mrs J. O'Brien, R. Wilden, J. Baker, Ms. D Gant, T. Rees, D. Jeffery, C. Chitambala, Mrs K Smith, Mrs N Harding (Clerk), Mrs J. Mullett (Admin)

1. Election of Chairman

1.1 RESOLVED. Roy Wilden was elected Chairman and was proposed by Mr T. Rees and seconded by D. Jeffery and Mr. J. Baker. Other committee members agreed.
There was no other nominations.

2. Election of Vice Chairman

2.1 RESOLVED. John Baker was elected Vice Chairman and was proposed by Mr T. Rees and seconded by D. Jeffery and Mr. J. Baker. Other committee members agreed.
There was no other nominations.

3. Apologies

3.1. None.

4. Approval of Minutes

4.1 Minutes of the meeting held on **18th September 2019** were approved and ratified previously by the Full Council. New Chairman; Roy Wilden signed the minutes.

5. Declarations of Interest - None

6. Public Participation - No public attended.

7. Allotment Plot Holder Changes / Inspection/Competition/Insurance

7.1 Committee Members noted the recent plot changes and numbers on our waiting list, 19 on the wait list (12 of those Parishioners), no current vacant plots.

7.2 Inspections update: Plot inspections took place on 15th June 2021, but no further action will take place until the next scheduled inspection in September due to guidance issued from SWCAA.

RESOLVED

7.3 Committee Members agreed for the office to phone plot holders with substandard plots to ascertain if help is required and that these plots will be re-inspected on 7th September 2021. Julie to email Members with a list of plot holders/plot numbers that fall below standard to see if any can be identified as Shielding from the pandemic so as not to cause unnecessary stress by contacting them.

ACTION- Julie to action above

7.4 The following plots have been put forward to the Judge Mr Clive Emberson for final judging: 1a, 4a, 8/9, 12, 13, 17, 23, 26a/b, 27, 28, 31b, 32, 33, 35, 36a, 36b, 47, 54, 64, 70, 82, 84, 86, 91. Competition will be held 10 am Saturday 3rd July 2021.

- 7.5 Rent renewals – price increase to include insurance. Members were asked to discuss the price increase to rents for 2021/2022 of either £3.50 or £5 so that the price of compulsory insurance could be incorporated into the rent instead of the initial set up for 2020/2021 collecting separately. Committee members were opposed to any price increase in the allotment rent for 2021/2022 to incorporate the required insurance and suggestions were made to seek alternative insurance policies for this. Upon speaking to the previous Clerk and investigation work from previous Agendas and Minutes from Full Council meetings we have discovered the following:

- i) Full Council Minutes 9th November 2020, 32, 32.1
“Although Members agreed for the allotment rent being kept the same, minute 32.1 and with insurance with the National Allotment Society at £5pppa. The Clerk advised Members that the original information received was incorrect and now Insurance is being offered to plot holders via South West Counties Allotment Association, this year for £5pppa but next year for £3.50 pppa. Due to administration purposes, Members agreed to increase the rent by £3.50 to include the insurance and not for it to be paid separately.” Point 9.1 on Agenda for that meeting.

- 7.6 Outstanding insurance - Committee Members noted a small number of plot holders had not so far paid their insurance and/or confirmed if they have household insurance that covers their allotment plot insurance. Committee Members agreed that emails to be sent to these plot holders advising them that if their insurance is not paid or confirmed by household insurance then this fee will be added into the 2021/2022 rent.

8. **Allotment site**

- 8.1 Vacant plots – None, see 7.1

- 8.2 Leaning Fences – One fence part leaning onto plot 58b, other part of the fence has enormous bramble bushes and it seems the fence is propping it all up. To be monitored.

- 8.3 Padlock and key to gate issues – Verbal report from Chairman, Roy Wilden who stated that the issue to the padlock had now been fixed and they had some keys cut that had not been cut correctly. These faulty keys were re-cut and the issue has been resolved for now. The committee members agreed to monitor the situation and will look at the issue again should any further issues arise.

9. **Requests for permission for Sheds / Greenhouses / Poly Tunnels**

- 9.1 plots 79, 85, 94 and 105 – permission for green house – agreed.

10. **Memorial Tree and plaque for former chairman and memorial plaque for past/lost plot holders in the wild flower meadow.**

- 10.1 & 10.2 A verbal request by Chairman, Roy Wilden to install 2 plaques on stakes, one in honour of former Chairman Ian Burrell who recently passed away and another plaque for past allotment holders who have passed away. There was also a recommendation for a small tree to go in the flower meadow, possibly a small winter flowering Weeping Cherry, to be agreed with Mr Burrell's widow nearer the time

AGREED

11. **Administration**

11.1 Date agreed for next Working Party Friday 29th and Saturday 30th October 2021

11.2 Bonfire Rules – As the Bonfire rules are stated on the Tenancy agreement the Chairman Roy Wilden advised that plot holders should follow guidance on the Tenancy Agreement.

AGREED

12. **Next meetings:** Members agreed below dates

12.1 Plot Inspections: Tuesday 7th & Wednesday 8th September 2020 at 10am, Tuesday 5th and Wednesday 6th April 2022 at 10am

12.2 Meetings: Wednesday 22nd September 2021, Wednesday 20th April 2022, all at 19:00 at the Parish Council Office.

Meeting Closed at 20.00hrs

Julie Mullett
Admin Assistant