

Minutes of the Allotments Management Committee

**Meeting held on Wednesday 19th June 2019 at 19.00hrs in the
Hullbridge Parish Council Office**

Present: Plot holders: J. Delasalle (Chair), Ms D Gant, Cllr D Jeffery, Cllr D East, T. Rees and Mrs Mullett (Admin)

John Delasalle chaired this meeting as the Chairman was not present.

10. Election of Chairman

10.1 Roy Wilden was proposed Chairman with Ian Burrell as the second nomination.

As Roy Wilden and Ian Burrell were not present at the meeting this decision will be deferred until the next meeting where it will be considered.

11. Election of Vice Chairman

11.1 It was proposed Ian Burrell be Vice Chairman. As Ian Burrell was not present at the meeting this decision will be deferred until the next meeting where it will be considered.

12. Apologies

12.1. Roy Wilden, Ian Burrell, John Baker – Apologies accepted.

13. Approval of Minutes

13.1 Minutes of the meeting held on **17th April 2019** were approved and ratified previously by the Full Council. Chair John Delasalle signed the minutes.

14. Declarations of Interest - None

15. Public Participation - No public attended.

16. Allotment Plot Holder Changes / Inspection/Competition

16.1 Committee Members noted the recent plot changes and numbers on our waiting list.

16.2 Committee Members agreed several plot holders will be sent initial letters and these plots will be re-inspected on 9th July 2019.

ACTION: Admin to send out letters and print out updated inspection reports/map for follow-up inspection and advise Ian Burrell once letters have been issued.

16.3 Committee Members noted the competition shortlist.

17. Allotment site

17.1 Fence Panels leaning into the site. Committee Members could not confirm if the fence Panels were still leaning into the allotment site.

ACTION: Committee Members to assess if fence panels are still leaning into site and advise the Parish Office.

17.2 Members noted the number of vacant plots. It was proposed that Hullbridge Parish Council Maintenance staff trim vacant plots to control weeds blowing into neighbouring plots.

ACTION: Clerk to confirm.

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- 17.3 Water Tank Repairs – Committee Members noted that the small water repairs had been fixed and that no reimbursement of supplies was necessary.
- 17.4 Committee Members confirmed that the rubbish issues by the bench have now been resolved and that the notice about rubbish on the bench is an effective deterrent.
- 17.5 Acid Smoke concern – Members noted the concern regarding acid smoke from a neighbouring resident and are satisfied with the way the Parish Council have dealt with this issue.
- 17.6 Wild Meadow plot 59B. Committee Members agreed to convert plot 59B into a wild meadow provided that neighbouring plots have no objection. The Essex Wildlife Trust are going to suggest certain flowers that are not evasive. Committee Members agreed to call this plot “The Orchard plot”.
ACTION: Admin to email neighbouring plots to ascertain if there are any objections.
- 17.7 A number of people on the waiting list have declined various plots each offered to them. Committee Members agreed that once they have declined five plots then they lose their place on the waiting list and will be put at the end.
- 17.8 Committee Members proposed to inspect the ditch/culvert area to ascertain if this needs to be dug down further so that rainfall flows away properly. It was proposed to look into the possibility of having a grill/drain put into the car park that leads into the ditch to remove some of the surface water from the car park.
ACTION: Committee Members to inspect ditch and report their findings to the Parish Office. Committee Members to investigate further into the possibility of a drain in the car park and report their findings to the Parish Office.
18. **Requests for permission for Sheds / Greenhouses / Poly Tunnels**
- 18.1 Sheds / Greenhouses/Poly Tunnel - Plot 42b (shed).
Members agreed to this request.
19. **Administration**
- 19.1 Committee Members noted that the GDPR forms need to be signed by B. Hayes and J. Baker at the next meeting.
- 19.2 Committee Members agreed the date of the next Working Party: Friday 19th & Saturday 20th October 2019.
- 19.3 Committee Members agreed a reduction in rent for the coming year for Vince and Alan Sobey for their services to allotment holders.
20. **Next meeting:**
- 20.1 Plot Re-Inspections Tuesday 9th July 2019, the Plot Inspections will be carried at 10am.
- 20.2 Future meetings Wednesday 18th September 2019, Wednesday 15th April 2020, starting at 19.00hrs at the Parish Council Office.
- 20.3 Future Allotment Inspections: Tuesday 10th and Wednesday 11th September 2019, Tuesday 7th and Wednesday 8th April 2020.

Meeting Closed at 20.00hrs

Julie Mullett
Admin Assistant