



Minutes for the Annual Allotment Committee Meeting of Yeovil Without Parish Council held at Yeovil Sports & Social Club, Johnson Park on 31 May 2023 at 7.43pm – 9.16pm

Present – Kevin Brown, Michaela Brown, Iris Coton, Ruth Foster, Phil Hobbs, John Orchard and Colin Rose

In attendance - Barbara Appleby (Clerk)

Members of the Public – None

AC14/23 Election of Chair

Colin Rose was **UNANIMOUSLY** elected Chair of the Allotment Committee.

AC15/23 Election of Vice Chair

John Orchard was **UNANIMOUSLY** elected Vice Chair of the Allotment Committee.

AC16/23 Apologies

Apologies were received from Danielle Brown.

The Committee **RESOLVED** to accept the apology.

Not present – Polly Hutchinson

AC 17/23 Declaration of Interest

The following members declared personal interests as allotment tenants:
Kevin Brown, Michaela Brown, Ruth Foster, Phil Hobbs and John Orchard.
Kevin Brown and John Orchard members of YWPC – Personal

AC 18/23 Allotment Committee Minutes

The minutes of the meeting held on 22nd February 2023 were **APPROVED** as a true record.

AC 19/23 Appointment of Committee - Terms of Reference 1d.

The committee **AGREED** that there were no changes or reason to dissolve the committee.

AC 20/23. Co-opted Council Members

The committee **NOTED** that Cllrs Iris Coton and Colin Rose were the appointed co-opted Yeovil Without Parish Council members of the allotment committee.

AC 21/23 Appointment of YMAS members to the Committee

i. It was **NOTED** that Paula Scriven and Courtney Stewart had been appointed to the committee at the YMAS AGM meeting.

ii The minutes of the YMAS AGM held on 20th May 23 were **NOTED**.

AC 22/23 Annual Reviews

i. Terms of Allotment Agreement & Allotment Rules

The committee discussed a variety of amendments to the rules and **UNANIMOUSLY RESOLVED** to make the agreed amendments. A revised copy would be circulated to the committee, prior to sending out to tenants.

AC 23/23 Allotment Site

Security of the site was discussed, and the committee **NOTED** the ongoing theft of items from allotment plots. The committee **UNANIMOUSLY RESOLVED** the purchase of two security cameras, maximum expenditure £600. YMAS will install the cameras and signage in accordance with privacy legislation will be displayed. Security monitoring of the site will be an Allotment committee undertaking.

AC 24/23 Allotment Inspections

The committee **NOTED** the programme of inspections.

AC 25/23 Allotment Plots

i. **Availability** - The committee **NOTED** the rental payment update report from the Clerk and available plots would be advertised on YWPC noticeboards.

ii. New lettings and issues when taking over an existing plot.

The committee **UNANIMOUSLY RESOLVED** to add a termination agreement clause to the tenancy agreement, to ensure all items/belongings are removed prior to reletting the plot. A charge for non-compliance would be added if an allotment tenant failed to leave the plot in a reasonable handover condition. It was **NOTED** that this would help negate the cost of the parish ranger services used to prepare the plot for reletting.

iii. **Request from Allotment Holders:** None

iv. Concerns/issues/recommendations

The removal of fencing around plots was discussed, it was **AGREED** that this would be discussed again when all the external fences are completed.

AC 26/23 Allotment Maintenance programme of works

The committee **UNANIMOUSLY RESOLVED** that a list of items required for maintenance of the allotments sent to the clerk for purchase, all works would to be completed by YMAS in the Autumn. It was **AGREED** that notice of the use of mechanical equipment would be sent to the Clerk prior to any works commencing.

AC 27/23 Grant Funding – Wildlife area

i. The committee were informed that YMAS had applied for funding from the waterboard and expecting a response mid-June.

ii. Other funding options

The committee **AGREED** Rivers Trust would be contacted regarding any funds not spent from YWPC grant award, any residue funds would be used to purchase plants/trees for the wildlife area.

AC 28/23 Recommendations to YWPC for determination

Allotment Track maintenance – hedges and road surface.

In pursuance of safety, the committee **UNANIMOUSLY RESOLVED** that the Annual Allotment Committee minutes be **NOTED** at full council (June 23) and the recommendation below considered by full council July 23.

1. That there was no requirement to discuss the right of way (easement), the safety/condition of the track was paramount.
2. It was felt that the benefit of the right of way gives merit to YWPC considering paying an annual fixed amount towards the maintenance of the track (hedges and road surface).
3. The condition of the track at the point it approaches the A37 (approx. first 13 m) requires remedial works to ensure the safety of all road users and ensure that it does not obstruct use. A one-off payment for remedial works to be considered by full council, recommendation 3 quotes to be obtained, landowner can submit quote for works, full council to approve any costs.

Meeting closed 9.16pm

Chair **Date**