



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.

