

# BISHOP'S CLEEVE PARISH COUNCIL

## Minutes of the Allotment Committee meeting held at the Parish Council Offices on 26<sup>th</sup> April 2007

1. Present at the meeting  
Cllrs P Richmond (chair) I Hatton
2. Apologies were noted from  
Cllr M Taylor
3. Minutes of the meeting held on 22<sup>nd</sup> November 2007  
The minutes were accepted as an accurate record and signed by the  
Chairman
4. There were no matters arising
5. Progress Report
- 5.1 Maintenance work- The following points were noted:
  - Allotment numbers needed and a standard note will be inserted in the newsletter by Cllr Richmond. A letter will be sent to plot holders where no number is visible
  - Letters to terminate would be sent to holders of plot 58 and 17 reference letters dated 9/06
  - Water system has a leak and Cllr Richmond will make short term arrangements whilst he engages a plumber.
  - Rhodes Fencing has rectified gate
  - K Leach will help with remedial works at the manure bays
  - A second delivery of tarmac had been used to remedy pot hols.
  - Chair has requested 1 hour of handyman time per week if a handyman is employed
- 5.2 Tennant letters update  
Plots 58, 53 and 17 had been sent letters to improve standards in 9/06
- 5.3 Plot numbering  
Cllr Richmond will use plot plan to confirm improvements in standards to other plots. A chart showing plot positions will be produced by Cllr Richmond to be used for inspections and identification of individual plots
- 5.4 Ragwort  
Defra advice 1/8/06 regarding Ragwort will be used. Guidance will be given to horse-owners. Other plot holders will be advised that a copy will be available in the Parish Office. Clerk to obtain a complete copy of the document for the office. A risk assessment for the Parish Council would be recommended.
- 6.0 Budget
- 6.1 A request will be made to RFO for an updated financial statement  
An expenditure/budget comparison is requested for future meetings
- 6.2 Clerk confirmed that a rent invoice had been received and paid

7.0 Waiting list update

7.1 New computerised waiting list was produced. 21 prospective tenants on list as at 26/4/07. Clerk was instructed to contact prospective tenants to check details and if still wished to be on list

7.2 It was agreed that a policy review was needed in view of length of list and turnover time. The clerk was instructed to analyse length of time on list and address.

8.0 There was no Any other Business

Meeting closed at 9.20

Signed .....and Dated.....