

BISHOP'S CLEEVE PARISH COUNCIL

Minutes of the Allotment Committee meeting held at the Parish Council Offices on 9th July 2007

Present at the meeting

Cllrs P Richmond (chair) I Hatton J Habgood, P Taylor, J Stephens

1. No Apologies were noted
2. Welcome from the Chair
3. Cllr Habgood asked the Chair to stand down as matters relating to Allotment expenditure had been referred to the Standard Board. The Chair stated that at the present time he did not want to prejudge the outcome of the matter and would therefore remain as Chair. The other committee members were asked for their opinions. Cllr Habgood then called for a vote of no confidence which was not supported by other committee members.
3. Minutes of the meeting held on 31st May 2007
Cllr Habgood asked that it be specified that it had been agreed that meetings would be held on a monthly basis. The minutes were accepted as an accurate record and signed by the Chairman
4. Actions arising from minutes (for information purposes only)
Chart of plots – now done by Clerk and circulated to Committee members
Grass area had been cut at no cost to Council
Manure Bays and Water Leak quotation from plumber received in sum of £85 and clerk instructed to request plumber to go ahead with work
Newsletter was reviewed and Cllr Habgood felt that the wording did not reflect the decisions made at the previous meeting. Further discussions took place. The Clerk was requested to make enquiries regarding the legality of charging for the cost of the track to tenants.
5. Maintenance /InspectionReport
 - Overhead cables work to commence week of 23rd July. Notice to be put up at allotment gates.
 - A quotation was requested for Strim and Trim work around the car park, fence line and water butts.
 - Gate was still causing concern and Clerk was requested to speak to contractor re remedial action.
 - Fence along Evesham Road is damaged and Clerk was requested to seek clarification of ownership.
 - A gate was required at the entrance to Stallard Butts
 - There is evidence of Ragwort in the field in front of the entrance. Clerk was instructed to contact Tenant and to cross reference to terms of tenancy agreement. Clerk and Chair to meet after 7 days to discuss action.
 - The blackberry bush at the entrance needs cutting back.
 - Letters to be sent to tenants that have neglected plots.
- 6.0 Budget
 - Income and expenditure noted that a payment had been made to STWA in sum of £439.56 (annual)

- A breakdown of projected income was requested by Cllr Taylor
- A forward plan on a monthly basis for expenditure was requested

7.0 Waiting list update

- New computerised waiting list was circulated 24 prospective tenants on list as at 9th July 2007 Clerk informed Committee that only 2 prospective tenants were not resident in Parish. The earliest person on the list was dated 3/06
- It was agreed that a policy favouring parishioners of Bishops Cleeve should be adopted. The Committee agreed that existing waiting list tenants would be allocated but new waiting list tenants from outside of the parish would be informed that priority would be given to Bishop Cleeve residents. Committee members were referred to the tenancy agreement wording and the Laws of Allotment management.
- Cllr Habgood proposed that an invitation should be made to Woodmancote Parish Council to seek a representative to sit on the Allotment Committee. It was seconded by Cllr Taylor and the clerk was instructed to place this item on the full parish Council agenda for September. In the meantime Cllr Richmond was to discuss with the Chair of the Council, the idea of a contribution from Woodmancote Parish Council towards the costs of the allotments as several of the existing tenants live in Woodmancote.
- Cllr Habgood proposed that more allotments should be created from virgin land especially on the land adjacent to the fence next to the entrance gate. It was agreed that Cllr Habgood would mark out the land into plots and the Clerk would invite waiting list tenants to cultivate the plots.

8.0 Future Plans

- Clerk was instructed to seek guidance from GAPTC, Cheltenham Allotment Association and Zurich regarding insurance coverage at allotments a) Public Liability cover for BCPC and allotment holders insurance for personal injury.
- Cllr Richmond was to seek further clarification regarding insurance within tenancy agreements from GAPTC

Meeting closed at 9.45

Date of next meetings August 1st 2007 and October 8th 2007

Signedand Dated.....