

Bramley Parish Council Allotment Committee Meeting

Bill Chafer Youth and Community Centre, S66 1TS

Meeting commenced at 12:17pm. Vice Chair D Hardwick opened the meeting and introduced Cllrs.

A vote was taken to re-elect Vice Chair D Hardwick as the Chair of the allotment sub-committee with both Cllrs present agreeing.

1.00 To receive apologies for absence

1.01 Apologies received:

Cllr J Simmons
J Barnett (allotment holder for the Wadsworth Road site)

1.02 Present:

Chair M Brown
Vice Chair D Hardwick
Cllr D Tattersfield

1.03 Staff present & guests:

Clerk R Thompson
Assistant Clerk E Harris
Joe Bowker
Andy Proctor

Margaret Jarvis

- Vice Chair mentioned that as it has been less than 12 months since he took the role of chair of this committee, a vote to elect a chair has not been added to this agenda. Chair M Brown proposed that Vice Chair continues as Chairman of this committee until the September Parish Council meeting. Cllr D Tattersfield seconded this proposal. All in Favour.

2.00 To review the terms of reference.

2.01 Re item 4.01, Vice Chair D Hardwick noted the error on his copy stating sub-committees meeting monthly. Agreed to make meetings bi-monthly.

Cllrs agreed the terms of reference; to be presented to full council for agreement in September.

3.00 To discuss any questions received from the Allotment Association

- 3.01 J Bowker noted that the grass cutting wasn't happening; Vice Chair D Hardwick stated that C Ainley had asked whether he could continue cutting the grass as he had been, the council agreed he could. Vice Chair noted the allotments holders are responsible for cutting the grass around their own allotments.
J Bowker also highlighted the overhanging trees. Clerk R Thompson noted she had checked with RMBC, and they are not owned by them.
- 3.02 Vice Chair D Hardwick asked if J Bowker could meet him at the allotments on Friday to highlight the issue with the trees and confirm the grass cutting so that arrangements can be made, as he is meeting a prospective plot holder at 12pm.
- 3.03 J Bowker asked about plot 12 and 13a on the Grange site as they had not been looked at. He also noted that they don't have the waiting list. Clerk confirmed B Shaw was the person that sent her the waiting list.
- 3.05 Chair M Brown asked J Bowker if they still pay into the Allotment Association, and if so, what does that fund get used for. J Bowker noted it mainly covers the insurance and other benefits.
- 3.06 Andy stated the allotment next to them, 12a, is really overgrown, and asked if that can be cleared away. He highlighted that whoever took the shed down has damaged the fencing, so rabbits are now getting in. J Bowker noted they were given permission by the owner at the time to take that shed down.
- 3.07 Chair M Brown asked about the pile of scrap material in the corner; J Bowker noted it is to sell. Chair M Brown suggested it may be worth fencing off, so it is not so visible.

Margaret entered the meeting

- 3.08 Clerk R Thompson read out some questions she received via email from B Shaw; he had stated there are issues arising from the Allotment Association AGM, so the Clerk stated she had asked for a copy of the minutes but received a response from B Shaw saying that the AGM minutes are drafted, but not approved as they are waiting for outcomes from the Parish Council before approving. Clerk R Thompson noted that the minutes draft should be available following a meeting as a record of what was discussed and decided on in the meeting from which they were taken, not dependent on decisions following. So was unsure why the Parish Council could not have a draft copy to enable them to discuss any issues brought up in the AGM.
- 3.09 Margaret noted she is here on behalf of Julie Barnett; She confirmed that committee members have also not been provided with a draft copy of the AGM minutes. She asked who owns the Wadsworth Road allotment land. Clerk confirmed Bramley Parish Council own the land.

She noted that allotment holders aren't receiving the same information across both sites from the Allotment Association.

Margaret also noted that the Wadsworth Allotment holders were told that there was a shed available they could have; J Bowker stated that the shed wasn't given as it was initially agreed for use as a shop, which now isn't able to happen, so he stated they no longer saw the need for it. Margaret noted there is still need as they wanted to store larger tools etc on site.

- 3.10 Margaret stated that some of the allotment plots on the Wadsworth Road site are a mess; she asked if the two allotment sites could be under separate associations rather than joint. The Clerk and Chair noted there would be no admin issues from the Bramley Parish Council end if they decided to go separately.
- 3.11 Margaret asked what would happen if the Bramley Grange site voted against a split? J Bowker noted if the Grange site voted against the split, the Wadsworth site could withdraw and set up from scratch, voting in a Chair, Treasurer and Secretary, as well as set their own membership fee.
- 3.12 Cllr D Tattersfield asked if it would mean more meetings from the council's end; Clerk noted she would ask for a representative from each site to come to one joint meeting still.
- 3.13 Clerk noted B Shaw's second question which was regarding roles and responsibilities. Vice Chair Hardwick asked the Clerk to reply stating the roles are the same as previously agreed, however the Clerk did note a decision would need to be made about the grass cutting and Tree maintenance on the site perimeter sooner rather later so that she make arrangements.. Vice Chair D Hardwick added that the Parish Council have taken on the role of administration for the sites and as previously agreed nothing else would change in terms of responsibilities.
- 3.14 Clerk read out an email from J Barnett highlighting that plots, 2, 5, 8, 11, 13 on the Wadsworth Road site are not managed and asked for a letter to be sent out to them. Clerk R Thompson noted that letters have been sent to some of plots based on the last inspection. Another inspection is due to take place at the end of this month, any plots that fall below the standards set in the rules will be giving 28 days' notice to get back up to a good standard before further action is taken. Clerk R Thompson added that there are in some cases extenuating circumstances such as health issues that must be taken into consideration when making these decisions.
- 3.15 Clerk R Thompson noted she will write as requested to all plot holders on the Wadsworth Road Site regarding dog fouling.
- 3.16 It was highlighted about one of the trees being overgrown, Clerk R Thompson noted she would put in the request to RMBC regarding cutting that as it is just off the allotment site. (WR site).
- 3.17 To note for the minutes, the remaining stock from the shop on Wadsworth Rd allotment site has been collected and taken to the Bramley Grange site.
- 3.18 Margaret highlighted that they are not receiving minutes of the meetings; the Clerk noted that sub committee meetings are sent to the secretary B Shaw under the assumption that these will be circulated to association members. Clerk R Thompson stated that she isn't currently able to send these to association members herself as she doesn't have a list of them yet.
Margaret asked if copies could be sent to J Barnet – Clerk R Thompson agreed she could send and confirmed that they would also be on the Parish Council Website.
- 3.19 Margaret also stated that the Wadsworth Rd allotment holders aren't getting the minutes of the Allotment Association AGM and asked if the Parish Council can chase them up, however the Clerk highlighted we haven't received these either yet from B Shaw.
- 3.20 Vice Chair D Hardwick highlighted the unkept plots, the letters were sent 14 days ago with 28 days' notice so asked what the follow up would be. Clerk noted it would be a final notice

asking for them to be worked on will be given before the allotment would be taken off them and reallocated. J Bowker agreed that this would be the correct way of managing this.

- 3.21 Andy asked why some of the plots are empty for so long; Clerk R Thompson noted that when a plot becomes available, she contacts people down the waiting list to see if they are interested.

4.00 To receive any update.

Items discussed above.

5.00 To discuss the purchase of a new gate for the Bramley Grange site.

- 5.01 Clerk R Thompson stated she has received some quotes around the £600 mark for a paladin gate with the two posts either side but would need to go to the full council meeting in September for agreement.
- 5.02 J Bowker noted that the Parish Council hadn't done anything for years; Chair M Brown highlighted that Bramley Parish Council had been chasing the Allotment Association for years to gain the necessary information as input couldn't be made otherwise, and Clerk R Thompson is still awaiting minutes from the Allotment Association meeting from February.

6.00 To arrange time and date of the next meeting

- 6.01 11th of October 2023 12:15pm

Clerk R Thompson noted that if the Wadsworth Rd site would like to meet using the Bill Chafer Youth Hall they are welcome to do so as is the Allotment Association if they require a meeting room.

Signed by the Chair as a true and accurate record:

..... Date:.....