

CANEWDON PARISH COUNCIL

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Minutes of the online Allotments Committee meeting held on Thursday 28th January 2021 at 7.00pm.

Present: In the Chair: Cllr. L. Van Houten

Members: Cllr. J. Craven Mr S. Joslin (tenant)
Mr H. Page (tenant) Cllr. M. Sohail

Officers: Kelly Holland, Parish Clerk

Members of the public: None

AL20/1 **Election of Chairman**

Cllr. L. Van Houten was nominated to be Chairman of the Committee.

RESOLVED that Cllr. L. Van Houten be elected as Chairman of the Allotments Committee for the remainder of the municipal year.

AL20/2 **Apologies for Absence**

None.

AL20/3 **Declaration of interests and dispensations**

None declared.

AL20/4 **Public participation session**

None present.

AL20/5 **Procedures**

Members of the Committee were advised that, as a Committee of the Council, the rules and procedures that relate to the Parish Council and its business must be followed.

AL20/6 **Terms of Reference**

All Committee members had been provided with the Committee Terms of Reference as approved by the Council. The delegated authority in relation to the allotments was understood and noted.

AL20/7 **Meeting Schedule**

Members discussed the frequency of meetings along with a preferred day. It was noted that a monthly meeting would be preferable in order to act swiftly to any report from Committee members or tenants.

RESOLVED that the Committee hold meetings on the third Wednesday of each month at 7.00pm.

AL20/8 **Budgets**

The Committee were advised of the budget provision for the allotments, there was a brief discussion regarding charges for the allotments to ensure that they become self-sufficient.

Mr S. Joslin arrived at the meeting, 7.10pm

AL20/9 **Renewals**

The Clerk provided an update on the allotment renewals. Four plots were now vacant and two tenancies were outstanding, final reminder letters had been sent. There were ten applicants on the waiting list, the Clerk would allocate the four vacant plots shortly.

AL20/10 **Visual Inspections**

Members were advised that the Handyman carried out weekly inspections of the site, the allotment tenant Committee members would liaise directly with the Handyman in relation to untidy plots and site issues. It was noted that the heap at the bottom of the site was large and would need to be monitored.

AL20/11 **Allotment concerns/issues**

No issues were reported to the Committee.

AL20/12 **Grounds Maintenance Specification**

The Committee received the specification of works for the site to be carried out by the Parish Council's contractor in partnership with the volunteers.

AL20/13 **Tree Planting**

Members were advised that the Parish Council had approached the Trust for permission to plant trees at the main entrance to the site in Anchor Lane.

AL20/14 **Delegated Authority**

The Clerk had been given delegated authority by the Parish Council to write to any tenant not tending their plot. No such letters had been sent.

AL20/15 **Items for the next agenda**

None.

AL20/16 **Future Committee meetings**

The next online Allotments Committee Meeting will be held on Thursday 25th February 2021 at 7.00pm.

The meeting was closed at 7.31pm

Chairman's Signature

Dated