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## CHIPPERFIELD PARISH COUNCIL

### ALLOTMENT MINUTES

The meeting was held on the 6<sup>th</sup> of October 2021 in The Small Hall The Common, Chipperfield WD4 9BS

To Councillors Cllr Heaphy, Cllr Cassidy, and Cllr Hinton  
In attendance Mrs U Kilich Clerk to the Council

7 allotment holders were present.

#### 1. CHAIRMAN'S ANNOUNCEMENTS

The Chair (Cllr Heaphy) announced details of safety and fire arrangements should the building need to be evacuated.

#### 2. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Flynn.  
Apologies from allotment holders, Rosie Oliver, and Jane Whittle

#### 3. APPROVAL OF MINUTES

The minutes of the previous AGM on the 26<sup>th</sup> of November 2019 was presented. It was reported that two minor amendments should be made.

- The minutes from November 2019 states the Ranger was never seen, it should state the Ranger was only seen infrequently and
- Hannah Lowish did not agree to be an Allotment Rep. but volunteered to start a What's app group.

The minutes were not formally adopted at the meeting.

#### 4. CHAIRMAN'S REPORT

1. It was reported that the WhatsApp group is primarily used between allotment holders for updates.

#### 5. ACCOUNTS

The accounts for income from the allotments (total number of plots which is 46.5) and the Tennis Club (notionally occupying 4 plots) were presented. Cllr Heaphy informed members that the allotment rent will be increased by £5 for the full plot and £2.50 for half plots for the 2021/22. It was brought to the Allotment Committee's notice that the hedge was not cut in 2020, this is cut back bi-annually. The Clerk will investigate the

£240 invoice for the hedge cutting, this will be investigated and take necessary steps. The accounts for 2019/20 were not published as a meeting did not take place. There was also confusion about whether the accounts presented were for 2020/21. It was resolved that the accounts for 2018/19, 2019/20 and 2020/21 would be checked and re-calculated to plot holders and council.

### **Open Forum**

There were several issues raised by allotment holders:

1. Not all allotment holders received an email regarding the Allotment AGM. Cllr Heaphy informed members that an appropriate step will be taken to address the problem. A test email will be sent to verify the problem.
2. Members felt that two weeks' notice period is not sufficient, going forward, the notice period for the AGM will be longer. The AGM meeting will also be published in Chip News apart from the normal route.
3. It was felt by members that those not cultivating their plots, or not cultivating to an adequate standard should be police more firmly with a view to issue a notice to improve or quit, CPC was urged to take a firmer approach.
4. A notice should be displayed during winter months stating, "No parking on the allotment from October to March".
5. To ascertain who is responsible for cutting both sides of the Tennis Club hedge.
6. A member reported that the Warden said the new mower purchased was not suitable for the job.
7. Those not able to cultivate their allotment and unable to stabilise it until cultivation Sunnyside Rural Trust to help cover the plot. This should only be on a short-term basis.
8. The £50 deposit should only be reimbursed if the allotment is left in a reasonable state, if not, the deposit will be used to pay for any expenses incurred by the council to rectify the plot.
9. It was reported that the Warden provides a list to the Clerk fortnightly with those not cultivating their allotments.
10. Allotment holders should also email the Clerk if any of the allotments are not cultivated.

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Cllr Heaphy

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Date

The meeting concluded at 20.05