



Chipperfield Parish Council,
The Village Hall
The Common, Chipperfield
WD4 9BS
Tel: 01923 263 901
email: parishclerk@chipperfield.org

CHIPPERFIELD PARISH COUNCIL

ALLOTMENT MINUTES

The Minutes of the Allotment Meeting. The meeting was held on the 3rd October 2023 at 7 pm in The Small Hall The Common, Chipperfield WD4 9BS

Councillors present: Cllr Heaphy, Cllr Cassidy, Cllr Flynn, and Cllr Hinton
Also present: Mrs U Kilich Clerk to the Council 16 members of the public

1. **Welcome & Fire announcement.**

The Chair, Cllr Heaphy detailed of safety and fire arrangements should the building need to be evacuated.

2. **Apologies for absence**

Apologies received from Mr & Mrs Down and Rachael Hinton.

3. **Minutes To approve the minutes of the AGM 4th July 2023 (DRAFT Copy sent)**

Resolved, proposed by Cllr Flynn, seconded by Hinton to approve the Minutes of 4th July 2023 with minor changes (spellings). Unanimously agreed.

- a. A member asked if the lawn mower is used for the allotment, the Clerk reported from October to March the Warden uses the mower for the allotment and around the parish. The mower is purely for the use of the Council.
- b. A member pointed out point 9 on the Minutes of 4th July 2023 should read “managed” which will be amended for the final minutes before they are updated on the website.
- c. The gate lock has been fixed which was reported on 4th July 2023
- d. There has been communication between the Football Club and Chipperfield Parish Council in terms of the language used on the grounds. The gate lock adjoining the Allotment and Football Club has been fixed.

4. **Chairman’s report**

Cllr Heaphy informed the members of the following:

- a. The water mains will be turned off mid-October 2023

- b. A key was left on the tap, which was noticed during site inspection on 29th September 2023, the Clerk has the key.
- c. There will be parking restrictions on the allotment during winter months.
- d. Cllr Heaphy informed members to kind to one another on the allotment plots as well on the social media platform.
- e. An inspection of the allotment was carried out of the allotment on 29th September 2023, those not maintaining the allotment will receive a notice. There are allotment paths that needs to be maintained, it was suggested that any plots/paths not maintained should be reported to the Clerk.

There were concerns raised about children entering the allotment, the policy will highlight that children must not enter the allotment without an adult. The allotments must be kept secure, the Council may wish to consider alternatives to the combination lock.

- f. The map of the allotment will be prepared by an allotment holder once the software is available and circulated to all allotment holders.
 - g. The gate by the tennis court has a rope which has been ripped out, allowing trespassers to enter the allotment. The fence tied up with a wire is not sufficient it needs something more permanent. Allotment holders want to make the site possibly have a padlock and key. Cllr Cassidy and Cllr Flynn will investigate.
5. To use the allotment for after school club
Cllr Heaphy informed members that all documents such as indemnity and risk assessment have been received by the Clerk, it was proposed that the School Club may start using the allotment, all in favour. Children will be supervised; the school will liaise with the Clerk. The School Club will be on Wednesdays from 3.15 pm to 4.15.
6. To review communication between Chipperfield PC and Allotment Members Cllr Heaphy informed members that this arose due to the meeting time stated two different times. This has now been resolved. We continue to look to ways to improve communication.

A member informed CPC that he did not receive the agenda and the minutes. The Clerk will forward the original email sent out; the member will confirm receipt of the email. The date of the next meeting was given out. It was stated that the agenda is published according to governmental timelines at least 3 working days prior to the meeting. CPC will send a reminder of the next meeting 1 month prior to meeting date.

- 7. To review the Budget for 2023/24
Cllr Heaphy informed members that the invoice have been sent out. Budget Report is on the Councils website.
When the Clerk sends out the draft Minutes of 3rd October the budget report will be sent out at the same time.

Q&A

Open Forum

There were no questions.

The next meeting will be held on 8th July 2024 at The Small Hall Chipperfield The Common WD4 9BS

The meeting concluded at 8.01