

## WELLINGTON TOWN COUNCIL

### Minutes of the Allotments Committee Meeting held on Monday 8<sup>th</sup> August 2022 at 6pm in the United Reformed Church Hall, Fore Street, Wellington TA21 8AG

Present: Councillor J Lloyd (Chair), C Govier, C Booth

Annette Kirk Deputy Clerk

Two Allotment Tenants were present

#### 203. APOLOGIES

Councillors M Lithgow, W Battishill and K Canham

#### 204. DECLARATIONS OF INTEREST

There were no interests to declare.

#### 205. MINUTES

**RESOLVED** to confirm and sign the minutes of the meeting held on Thursday 9<sup>th</sup> June 2022

#### 206. PUBLIC PARTICIPATION

- Tenant raised concerns over condition of plots and asked that the Council take action to address untidy plots and to terminate tenancies.
- Tenant agreed with the positioning of the new noticeboard on the inside of the main entrance gate. Advised that there were already holes drilled in the main framework that can be used to mount the notice board.

#### 207. UPDATE ON PLOT VACANCIES AND WAITING LIST

- Deputy Clerk reported that Plot 84 tenancy terminated on 31<sup>st</sup> July 2022 and now re-let to new tenant to commence from 10<sup>th</sup> August 2022
- 22 people on waiting list

#### 208. GENERAL MAINTENANCE & INSPECTIONS

- I. Deputy Clerk to meet Idverde on Thursday 11<sup>th</sup> August where they will commence work:
  - a. On mowing and tidying tracks and cutting back brambles.
  - b. Deputy Clerk report that Idverde removed rubbish on Plot 3, 33 and 89 on Thursday 4<sup>th</sup> August 2022
  - c. Plot 84 – Arrangements have been made for Idverde to strim and tidy plot. Deputy Clerk to liaise with new tenant.
  - d. Plot 11 – Tenant confirmed they will tidy the plot and terminate tenancy on 31<sup>st</sup> August 2022.

**RESOLVED** to suspend standing orders to allow a Tenant to speak.  
**RESOLVED** to reinstate standing orders.

It was agreed that the plot would not be divided into two.
- II. **Arboricare Ltd** – Ash dieback report received:
  - a. Two trees in Car Parking Area: Currently no evidence or symptoms of Ash dieback. Re-inspect in 12 months' time.

- b. Far Boundary Line – Tree showing 10-20% Ash dieback present, minor deadwood. Re-inspect in 12 months' time. Probable work likely.

**III. Committee Members Inspection Training:**

- a. Councillor K Canham met with Councillor J Lloyd (Chair) to complete training. Councillor J Lloyd (Chair) to contact Councillor W Battishill to arrange a training date.
- b. Councillor J Lloyd (Chair) confirmed that August inspections are now due and to be completed in the next three weeks. Deputy Clerk to circulate Inspection Forms to Councillors.

**IV. New Notice Board:**

**RESOLVED** to accept quotation from Somerset Sign & Print to install A1 black aluminium magnetic Poster frame Cost £518.26 plus £40.00 fitting.

**209. ALLOTMENT COMPETITION 2022:**

Councillor J Lloyd (Chair) confirmed that all winners and highly commended tenants had been notified and certificate presentation would be on Thursday 8<sup>th</sup> September 2022.

**210. ALLOTMENT FINANCIAL YEAR 2022 - 2023:**

**i. Re-contracting of tenancy agreements**

The annual rent will increase by £2 to £26.00 for the new allotment year commencing 29<sup>th</sup> September 2022.

**RESOLVED** to accept the rent increase by £2 to £26.00 for the new allotment year commencing 29<sup>th</sup> September 2022.

**ii. National Allotment Society (“NAS”) provided a new tenancy agreement template.**

**RESOLVED** to accept and adopt the new tenancy agreement. New tenancy will be used for all new tenants going forward. Existing tenants will be sent the new tenancy agreement, giving 12 months' notice to commence on 29<sup>th</sup> September 2023.

**211. SCRIBE – ALLOTMENTS SOFTWARE PACKAGE:**

Deputy Clerk contacted the National Allotment Society who recommended three allotment software companies to contact: Advantedge, Rialtas and MCP Systems/Colony. The Deputy Clerk contacted the companies requesting more information and to arrange online demonstration. More information and costings will be presented to the Committee at the next meeting.

**212. ANYTHING ALLOTMENT HOLDERS WISH TO RAISE:**

Tenant wanted to thank the Committee for all the work they are doing.

**213. NEXT MEETING DATE:** Monday 17<sup>th</sup> October 2022 at 6pm.

Venue: The United Reformed Church Hall, Fore Street, Wellington TA21 8AG

Meeting Closed: 6.25pm

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**Chair, Councillor Janet Lloyd**