

Carlton Parish Council

Minutes of the meeting of the Allotment Working Group (AWG) held on 7th June 2023 at 7pm, at Carlton Methodist Church.

Present: Cllrs Deller, Kibble, Land, and Quinn.

Attending: H. Phillips – Clerk to Carlton Parish Council

1. Election of Chair

The AWG members elected the Chair of Carlton Parish Council's Allotment Working Group for 2023-24.

Resolved: That Cllr Kibble be elected as the Chair of the Allotment Working Group for 2023-24.

2. Apologies for Absence

There were no apologies for absence.

3. Declarations of Interest

Cllr Kibble raised his disclosure of personal and prejudicial interest being that he is on the Allotment Waiting List.

This was not considered to be an issue, but should there be a conflict of interests Cllr Kibble would not take part in that particular discussion.

Resolved: That Cllr Kibble's disclosure of personal and prejudicial interest be noted.

4. Terms of Reference

The AWG reviewed the Terms of Reference.

Recommendation to Council: That the AWG Terms of Reference be approved.

5. Waiting List and Tenants

The AWG received an update from the clerk regarding the current allotments waiting list and tenants

There are eight tenants and thirteen persons on the waiting list at present.

Resolved: That clerk's update on the tenant and waiting list numbers be noted.

6. Contract/ Rental Agreement

6.1 The AWG considered review of the current contract/ rental agreement.

6.2 The AWG considered review of the current rental charges.

6.3 The AWG considered review of the rules for the allotment tenants.

A discussion was held, and it was agreed that the clerk should split the tenant's agreement and the Allotment Rules, making two documents, and forward the documents to the Group once completed.

Members: Chair – Cllr Kibble, Cllr's Deller, Land and Quinn and the clerk – H Phillips

Approved:

Minute Ref:

It was felt that the review of rental rates, contract and rules should be deferred to the next scheduled meeting.

Resolved: That

- i) the clerk split the tenant agreement and rules to two documents be approved; and
- ii) the review of the rules, agreement and rental rates be deferred to the next scheduled meeting be approved.

7. Allotments

7.1 Layout of the Current Plots

The AWG reviewed the current layout of the allotment plots, provided by the clerk at the meeting.

It was felt that there was a requirement to accurately measure allotments and explore options for plot reforming for a future meeting. Cllr's Land and Kibble offered to complete the measurements at the allotment area.

It was agreed that the installation of a central pathway should be explored by the clerk to improve the access and enhance the overall look of the allotment area.

Resolved: That

- i) Cllr's Land and Kibble to mutually arrange accurate measurement of the allotment area; and
- ii) the clerk to seek estimates and options for materials and design of a central pathway to be presented at the next scheduled meeting be approved.

7.2 Facilities of the Allotments

The AWG discussed the current facilities of the allotments, in view of the rules noted on the agreement.

A discussion was held, and it was agreed that the clerk should pursue the costs for the option of a second access gate from Fairfield Avenue, and a water tap leading from the existing cemetery tap at the present allotment gate.

It was felt that along with the rules this item should be discussed and reviewed further at a future meeting, with the input of the tenants.

Resolved: That

- i) the review of the facilities at the allotments be deferred to a future meeting; and
- ii) the clerk to seek estimates for a new access gate and tap be approved.

8. Date and Time of Next Meeting

8.1 To consider attendees of the next meeting. (tenant inclusion)

8.2 To consider the date and time for the next meeting.

Resolved: That the next meeting of the AWG will be 17th July 2023 at 7pm, to be held at Carlton Village Hall, and should include tenants if available.

Members: Chair – Cllr Kibble, Cllr's Deller, Land and Quinn and the clerk – H Phillips

Approved:

Minute Ref: