

Carlton Parish Council

Minutes of the meeting of the Allotment Working Group held on 1st August 2023 at

6.30pm, at Carlton Methodist Church.

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

Attending: H Phillips, clerk, and three members of the public.

1. Election of Chair

The Working Group members elected the Chair of Carlton Parish Council's Allotment Working Group, proposing and seconding Cllr Paul Kibble.

Resolved: That Cllr Paul Kibble be the Chair of the Allotment Working Group for the year 2024-2025.

2. Apologies for Absence

Apologies for absence were received from one allotment tenant. All Parish Council appointed members were in attendance.

3. Declarations of Interest

There were no disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

4. Terms of Reference

The Working Group reviewed the Allotment Working Group's Terms of Reference.

Resolved: That the Allotment Working Group Terms of Reference for 2024-2025 be approved.

5. Waiting List and Tenants

The Group received an update from the clerk regarding the current allotments waiting list and tenants, as follows: -

There are eight persons on the waiting list.

- i) One tenant is considering giving up their plot and will decide at the end of the Summer.

A discussion was held, and it was felt that as there are a number of persons on the waiting list that this tenant be requested to decide on their plot within the next month.

- ii) One tenant has now had their plot taken back as they had not paid the annual invoice and made no attempt to improve the state of the plot. This plot is in an overgrown state; the tenant was given a period of time to remove any items they wished to; that deadline is now over so the plot can be re-let as one double plot or two single plots.

Resolved: That

- i) **the clerk request a decision sooner than the Summer end from the present tenant who is considering giving up their plot, considering the length of the waiting list.**
- ii) **the clerk to split the vacant plot to two plots and seek tenant/s for both; and**
- iii) **the clerk's update be noted.**

Approved:

Signed:

Minute Ref:

6. Policy/ Document Review

6.1 The Group reviewed the current contract/ rental agreement.

A discussion was held, and it was agreed that the term, 'full sized plot/ should be amended to 'plot' as it had previously been agreed that all plots should be 'uniform single plots.

Resolved: That the rental agreement be approved, subject to the noted amendment.

6.2 The Group reviewed the current rental charges.

A discussion was held, and it was agreed that the historic tenant who rented the four plots as one should have a rent increase as of April 2025 from £30.00 to £40.00 per annum.

The historic tenant who rents two plots as one should have a rental increase as of April 2025 from £17.50 to £20.00 per annum.

Resolved: That the clerk is to inform the tenants of the rental increase decision immediately.

6.3 The Group reviewed the rules for the allotment tenants.

Resolved: That the Allotment Rules be approved for 2024 - 2025.

6.4 The Group reviewed the Work Activity Risk Assessment form.

A discussion was held, and it was agreed that the risk assessment should include risk consideration for 'Water Butts', to ensure they are secured, lidded, and signed to note the water enclosed is Non-Potable.

Resolved: That the Work Activity Risk Assessment form be approved, subject to the insertion of risk assessment for water butts on the site.

7. Allotments

7.1 The Group considered questions, suggestions, concerns, and actions presented by attending tenants, and the clerk.

i) a tenant asked about the possibility of a waste bin for the allotments.

In response the Chair noted that the Parish Council has an existing contract for waste bin provision and collection with North Yorkshire Council. It was noted that the tenants can use the 'cemetery' bins though not to excess, and that as much as possible composting should be the preferred method of disposal.

ii) the clerk confirmed that a sign is to be erected on the new side entrance/ exit gate requesting that vehicle keep the spot clear for access to the allotment area.

iii) it was suggested that a sign is purchased and erected noting that the allotments are a chemical free zone.

iv) the clerk offered to re-stain the old access gate to the allotments from the cemetery as it was looking tired.

Resolved: That the Questions, suggestions and actions discussed be noted.

8. Date and Time of Next Meeting

The date and time for the next meeting is to be confirmed at a future date, at a Parish Council meeting.

The Chair closed the meeting at 7.15pm and thanked all for their attendance.

Approved:

Signed:

Minute Ref: