



Elsenham Parish Council

**Allotment Committee
held on 6 April 2023 at 8.00pm
in the Village Hall**

Minutes

Present:

Mr. B Ogilvie (Chairman BO), Mr. R Franklin (RF),
Mrs. B Donald (BD), Mr. G Mott (GM) and
Mrs. L Johnson (Parish Clerk LJ).

- 1. Apologies for absence, Mrs. M Jackson (MJ) and Mrs. S Waite (SW).**
- 2. Declaration of Interests.**
BO has two allotment plots.
- 3. Approval of Minutes**
The minutes of the meeting held on 28 July 2022 were agreed as a true record and signed by BO.
- 4. Inspection of the Church allotments.**
As MJ has a plot at the church allotments it was agreed to ask her if she would report any issues or complaints from plot holders to LJ. However, a member of the committee should also inspect the allotments regularly during the summer months.

BO inspects the Smith Road allotments.
- 5. Plot allocation and waiting list.**
There are currently 5 people on the Smith Road allotment waiting list.
There is nobody on the Church allotment waiting list, there are three allotments available, although one is very overshadowed by a large tree.
- 6. Water usage.**
Two invoices have now been received for water usage covering the period from 1 March 2022 – 30 June 2023, totaling £948.65. The two invoices were both estimated.

BO checked the reading on the meter which was a lot lower. LJ can send meter readings to Castle Water online.

7. Split plots i.e. having 2 tenants share a plot.

One tenant has enquired about splitting their plot into two smaller plots, so two tenants would have one plot.

Proposal. To split plots in half for tenants who would like smaller plots.

BD proposed, RF seconded the vote was carried by 2 in favour 2 against with the Chair's casting vote making 2 in favour 3 against.

It was agreed that if the tenant wanted to give half their plot to a friend to cultivate that would be acceptable.

8. Proposed amendments to the tenancy agreement.

Two amendments were proposed to the Allotment Gardens Conditions of Use. 5.1 to read:

5.1 The Council will provide a supply of water by means of standpipes equipped with double check valves. The Council will shut off the water supply from 1st November to 28th February to protect the pipes from frost. The council may also temporarily shut off the water supply for any good reason.

Add 12.7

12.7 All personal property of the Plot-holder must be removed from the plot prior to the termination date. Any property that remains on the plot after this date will be disposed of by the Parish Council as per clause 12.5.

It was agreed to propose both these amendments at May's Full Parish Council meeting.

9. Possible proposal to increase the rent.

It was agreed that due to the increase in water rates and general maintenance, hedge cutting, grass cutting and admin, the rent on the Smith Road allotments would be increased by an average of 25%. The rent will be rounded up/down to the nearest whole number. This will increase the rent by £600 overall. When the rent was set for Smith Road, it was temporary until the cost of running the allotments could be established.

The Church allotments would be increased from £32.50 per year to £36.00.

The Parish Council should give at least 6 months' notice of any pay increase. As the annual invoices are sent in September for payment by 1 October, this will only give 4/5 months' notice, therefore the fees will be calculated at 2 months at the present fee and 10 months at the increased fee.

The proposal to increase the fees will be proposed at the next Parish Council meeting.

10. Any Other Business.

There was no other business.

The meeting finished at 9.10pm