

HENNOCK PARISH COUNCIL

MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD ON TUESDAY 16TH OCTOBER 2018 IN THE OLD LIBRARY ROOM, CHUDLEIGH KNIGHTON VILLAGE HALL FROM 7PM – 8PM

PRESENT: Cllrs Baker, C Curran & C Webb (Chaired the meeting)
Members of the public x 2
Helen Reynolds, Clerk to the Parish Council

PART I (Open to the Public)

1. FILMING AND RECORDING OF MEETINGS: The Chairman reminded all in attendance at the meeting that they may be filmed, recorded, photographed or otherwise reported about. Hennock Parish Council's protocol on the filming and recording of meetings was on display and those undertaking these activities were deemed to have accepted them whether they had read them or not.

2. TO ACCEPT APOLOGIES FOR ABSENCE: Apologies were received from Cllr J Parker and the reasons for her absence were accepted.

3. DECLARATION OF INTEREST FOR ITEMS INCLUDED ON THE AGENDA & A REMINDER TO COUNCILLORS TO UPDATE THEIR REGISTER OF INTERESTS WHERE APPROPRIATE: None.

4. REQUESTS FOR DISPENSATIONS: None.

5. PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO THE COUNCIL ABOUT MATTERS WHICH CONCERN THEM: Mr Alec Jacobs provided an update on Hennock allotments:

- Plots 2 - 9, 12, 13, 14 and the Bottom Plot are all let.
- There are 3 vacant plots ready for letting in the "new" area: Plots 1, 10 & 11.
- Plot 15 in the "old" area is also vacant.
- The access path and turning/unloading area are being kept tidy and strimmed by Dartmoor Heathers and Gardens and by Neil Griffiths (tenant of the Bottom Plot).
- The grass area is cut and reasonably tidy.
- The allotment hedge bordering Chapel Lane needs cutting and the Clerk was instructed to contact South West Grounds Maintenance, accordingly, as this forms part of the Grounds Maintenance contract.

Alec and his team were thanked for all their continued hard work at the Hennock allotments.

6. APPROVAL AND SIGNING OF THE MINUTES: The minutes of the Allotments Committee meeting held on 15th May 2018 were approved and duly signed.

7. MATTERS ARISING FROM THE MINUTES:

7.1. Hennock allotments entrance gate replaced by DNPA: Pete Rich, the Parish's new Dartmoor National Park Ranger, has replaced the main gate to the allotments (and the public footpath) and moved the signs from the old to the new gate.

7.2. Footpath levelled at top end of Hennock allotments by DNPA: Pete Rich, DNPA Ranger, has levelled the footpath at the top end.

7.3. Bird Flu regulations: The Government's advice regarding Bird Flu is that bird keepers must feed and water their birds in enclosed areas but it does not specify that the birds have to be enclosed. The Parish Council's Bird Flu notice, which was sent to all allotment holders with their invoices in February, was in line with the Government's advice.

8. AGREEMENT OF AGENDA BETWEEN PARTS I & II: It was agreed that item 16, "unpaid invoices" should be discussed in private in Part II.

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9. HENNOCK ALLOTMENTS REVAMPING UPDATE: Please refer to minute item 5.

10. INSPECTION OF CHUDLEIGH KNIGHTON AND TEIGN VILLAGE ALLOTMENTS:

10.1. Chudleigh Knighton allotments: These were inspected on 17th September 2018: 9 allotments required attention and the tenants were sent letters/emails on 12th October 2018, accordingly.

10.2. Teign Village allotments: These were inspected because the lease is due for review next year. They were inspected with Jan Williamson of Teign Village Allotment Association on 17th September 2018:

- Generally, the allotments are fine and kept tidy - there are 5 plots out of 58 which are not being cultivated to a satisfactory standard and the Allotment Association chase/follow up on these as necessary. They are also considering strimming the plots which are let but not used.
- The Allotment Association now charge a deposit of £25 to new tenants which will be returned to the tenant at the end of the tenancy but is taken to help towards the cost of tidying up the allotment if necessary.
- The community allotment plots should be ready by mid-October for planting in the Spring.

11. REVIEW OF LEASE WITH TEIGN VILLAGE ALLOTMENT ASSOCIATION: Jan Williamson of Teign Village Allotment Association has confirmed that the existing Tenancy Agreement/lease works well and no-one has any concerns about it; the Association is happy to renew the agreement as it stands if that is acceptable to the Parish Council.

The Clerk confirmed that rental values haven't changed much in the last 6 years and £100 per acre is still considered about right.

After some discussion, it was resolved that a new agreement should be put in place with effect from 26th March 2019 for 6 years in line with the existing agreement i.e. with the yearly rent remaining at £360 and a rent review after 3 years. The Clerk was instructed to amend the wording of Clause 11 in relation to membership of Hog Co, as appropriate, check who will sign the agreement on behalf of the Allotment Association and make the necessary arrangements to put the new agreement in place.

12. APPROVE MINOR AMENDMENTS TO TENANCY AGREEMENT IN RELATION TO GDPR: After some discussion, it was resolved that the following changes should be made to the Parish Council's Tenancy Agreement for Allotment Gardens:

- The Clerk is now the Data Protection Compliance Officer.
- The following wording to be added, "Please also refer to www.hennockpc.org.uk/privacy for copies of Hennock Parish Council's Privacy Notices regarding use of your personal data or request a paper copy from the Clerk".

13. FORMATION OF ALLOTMENT ASSOCIATIONS: After some discussion, the Clerk was instructed to:

- Set up a meeting on Tuesday 15th January 2019 from 7.30pm – 8.30pm for Chudleigh Knighton and Hennock allotment holders to discuss the formation of allotment associations.
- Ask Jan Williamson and some other members of the Teign Village Allotment Association whether they would be happy to speak at that meeting about their experience at Teign Village.
- Write to all tenants individually highlighting the benefits of an Allotment Association and inviting them to the meeting.

14. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS: None.

15. AGREE DATE, VENUE AND TIME OF NEXT COMMITTEE MEETING: It was agreed that the next meeting of the Committee should be held at 8.30pm on Tuesday 15th January 2019 in Chudleigh Knighton Village Hall immediately after the Allotment Association meeting.

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Part II (Private):

16. UNPAID INVOICES: No further action is required because:

- An agreement has been reached with the former tenants of a plot in Hennock to pay for clearance of the plot.
- Payment has been received in respect of an outstanding invoice for a plot in Hennock.
- Another plot in Hennock, for which an invoice has been outstanding, has not been taken by the prospective tenant, who changed his mind.

As there was no further business the meeting ended at 7.55pm.

..... **Chairman**

Dated.....