

**MINUTES OF THE ALLOTMENTS COMMITTEE MEETING  
HELD ON TUESDAY 7<sup>th</sup> FEBRUARY 2023 AT CHUDLEIGH KNIGHTON VILLAGE HALL  
STARTING AT 7.30PM.**

**PRESENT:** Cllrs Phil Baker, Charlie Fisher, Peter McCullar, Janette Parker (Chairperson)  
Cllr Sarah Lee co-opted under agenda item 2.  
Elly Maynard, Clerk to the Parish Council  
Alec Jacobs, volunteer at Hennock Allotments

**PART I (Open to the Public)**

**1. RECORDING OF MEETINGS:**

The Chairperson welcomed everyone to the annual allotments committee meeting and reminded all in attendance at the meeting that they may be recorded or otherwise reported about.

**2. CO-OPTION / RESIGNATION OF MEMBERS TO / FROM THE ALLOTMENT COMMITTEE**

All agreed and it was resolved to co-opt Sarah Lee onto Hennock Parish Council Allotment Committee

**3. TO ACCEPT APOLOGIES FOR ABSENCE:**

Jan Williamson, Chairman of Hennock Allotments  
Joanne Webber, Hennock Allotments

**4. DECLARATION OF INTEREST FOR ITEMS INCLUDED ON THE AGENDA & A REMINDER TO COUNCILLORS TO UPDATE THEIR REGISTER OF INTERESTS WHERE APPROPRIATE:**

Cllr Sarah Lee declared an interest as she has 2 allotments plots at Hennock.

**5. REQUESTS FOR DISPENSATIONS:** None.

**6. PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO THE COUNCIL ABOUT MATTERS WHICH CONCERN THEM:**

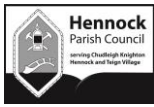
Alec Jacobs said he is still happy to meet allotment holders at the allotments and show them around, however he is now unable to do the physical stuff. The Chairperson thanked him for all his hard work over the years.

**7. APPROVAL AND SIGNING OF THE MINUTES:** The minutes of the Allotment Committee meeting held on 15<sup>th</sup> February 2022 were approved and agreed unanimously as a true and correct record and were signed by the Chairperson.

**8. AGREEMENT OF AGENDA BETWEEN PART I AND PART II:** No part II

**9. REPORT ON HENNOCK ALLOTMENTS BY THE CLERK:**

- The allotments were inspected on 16<sup>th</sup> January 2023 by Councillor Janette Parker, Alec Jacobs and the Clerk.
- Following the inspection Hennock Parish Council agreed to do the following:
  - Strim and remove arisings from the bottom triangle of the allotment site, this has been completed by our contractor costing £70 + VAT.



- Alec to reinstall fallen down posts
  - The Clerk to write to allotment holders that had areas of concern or questions needing answering, this has been completed and she is satisfied with the responses.
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- All 16 plots have been occupied for 2022/23 season.
  - 2 allotment holders have requested to give up their allotments early. The 3 people on the waiting list have been contacted, but are not in a position to take them on at this stage. Therefore, the full plot which is ready has been advertised via Facebook.
  - The Clerk is planning to issue invoices for 2023/24 via email which worked really well last year using Scribe accounting software.

The Chairperson said there is also an issue at Hennock Allotments with plastic / rubbish that has been blown by the wind and is particularly noticeable now the hedge along Church Road has been flailed. Cllr Lee thought it would be good if they could hold things like seed swaps in the future. The Chairperson said that if Hennock Allotment holders thought it was the right move, there is a possibility of forming a Hennock Allotment Association.

## 10. REPORTS FROM CHUDLEIGH KNIGHTON AND TEIGN VILLAGE ALLOTMENT ASSOCIATION.

The Clerk read out the report from Teign Village Allotment Association:

*“As at the time of writing - 29<sup>th</sup> January 2023 - all 58 allotments in Teign Village are rented. Currently we have two people on the waiting list. We plan to construct a deer proof fence behind the hedge that borders the North side of the allotment site as soon as the weather permits. Realistically the deer will, most probably continue to be a problem so the committee will also encourage individual plot holders to take measures to protect their own plots. As chair of the allotment committee, I would like to extend my thanks for the contribution of the grant from the Parish Council which we will use to cover part of the cost of the deer fence.”*

The Clerk informed the meeting she hadn't heard back from Chudleigh Knighton Allotment Association.

## 11. REVIEW OF ALLOTMENT RENTS FOR 2024/25

The Clerk presented the meeting with Allotment receipts and payments, plus a breakdown of all allotment payments and receipts to date.

### HPC Budget 2022/23

<b>Receipt Budget</b>	Teign Village £360 + Chudleigh Knighton £300 + Hennock £795* = <b>£1455.00</b>
<b>Actual Budget</b>	Teign Village £360 + Chudleigh Knighton £300 + Hennock £60 (2 plots paid for in this financial year for 2022/23) Hennock rents due by 25/03/2023 for 2023/24

\*£795.00 in this year's budget based on all allotments rented once.

**Summary of Receipts and Payments**

Cost Centre 7 (Between 01/04/2022 and 31/01/2023)

Allotments Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
41 Allotment Costs				1,455.00	585.00	870.00	870.00 (59%)
47 Allotment Rents	1,455.00	720.00	-735.00				-735.00 (-50%)
83 Rents to CK Allotment Assoc.							(N/A)
87 Surplus Funds to CKAA							(N/A)
88 Allotment Rents Reimbursement							(N/A)
105 Rents to CKAA (NOT EM)							(N/A)
<b>SUB TOTAL</b>	<b>1,455.00</b>	<b>720.00</b>	<b>-735.00</b>	<b>1,455.00</b>	<b>585.00</b>	<b>870.00</b>	<b>135.00 (4%)</b>
<b>Summary</b>							
<b>NET TOTAL</b>	<b>1,455.00</b>	<b>720.00</b>	<b>-735.00</b>	<b>1,455.00</b>	<b>585.00</b>	<b>870.00</b>	<b>135.00 (4%)</b>
<b>V.A.T.</b>					117.00		
<b>GROSS TOTAL</b>		<b>720.00</b>			<b>702.00</b>		

**Hennock Review** – After some discussion regarding inflation rates and increased costs of contractors it was resolved that the rent should increase by 5% for 2024/25. Therefore, a full plot currently priced at £40 for the year would increase by £2 to £42.00

If all plots are rented out the 5% increase would result in an increase of revenue of £39.75.

**Teign Village Review** – It was resolved that the rent should increase by 5% from £360 to £378 from 2024/25.

**Chudleigh Knighton** – – It was resolved in 2022 that the rent should stay the same for the next 2 years, so it's not up for renewal.

Allotment Inspections will be scheduled for the Autumn.

*ACTION A – Clerk to send out Hennock Allotment Invoices and tenancy agreements this week and include rent increases in percentage and monetary terms.*

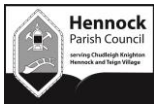
*ACTION B - Clerk to send out Teign Village and Chudleigh Knighton Invoices in April and include rent increases in percentage and monetary terms.*

*ACTION C – Clerk to schedule Allotment Inspections for the Autumn.*

**12. Matters brought forward by Parish Councillors.** None

**13. Agree date, venue and time of next Allotments Committee meeting.** February 2024 at Chudleigh Knighton Village Hall.

**14. Dates, venues and times of next Parish Council meetings:**



**HENNOCK PARISH COUNCIL**  
**www.hennockpc.org.uk**

Tuesday 14<sup>th</sup> February 2023: Parish Council meeting starting at 7.30pm, Chudleigh Knighton Village Hall  
Tuesday 28<sup>th</sup> February 2023: Planning Committee meeting starting at 7.30pm, Chudleigh Knighton Village Hall

As there was no further business the meeting ended at 8.25pm

.....**Chairperson**

**Dated**.....