



**MINUTES OF THE ALLOTMENTS COMMITTEE MEETING
HELD ON TUESDAY 15th FEBRUARY 2022 AT CHUDLEIGH KNIGHTON VILLAGE HALL
STARTING AT 7.30PM.**

PRESENT: Cllrs Phil Baker, Peter McCullar, Janette Parker (Chairperson)
Elly Maynard, Clerk to the Parish Council

PART I (Open to the Public)

1. RECORDING OF MEETINGS: The Chairman reminded all in attendance at the meeting that they may be recorded or otherwise reported about.

2. TO ACCEPT APOLOGIES FOR ABSENCE: Alec Jacobs, Volunteer at Hennock Allotments

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:

6. APPROVAL AND SIGNING OF THE MINUTES: The minutes of the Allotment Committee meeting held on 2nd February 2021 held virtually via zoom were approved and were signed.

7. MATTERS ARISING FROM THE MINUTES: Although Alec Jacobs was unable to attend, Cllr Parker wanted to thank Alec Jacob for all his hard work at Hennock allotments including the clearing of the remaining asbestos which has now been completed. He always makes sure everyone has made most welcome.

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

9. HENNOCK ALLOTMENTS:

- The allotments were inspected in November 2021 by Cllr Parker, Alec Jacobs and the Clerk. Following the inspection Hennock Parish Council agreed to do the following work, which have nearly been completed by our contractor costing £270 + VAT.
 - Empty the communal water butt, place on blocks / pallets so it's level. Reconnect so it can fill up again.
 - Replace damaged post markings
 - Prune tree which is currently over the footpath.
- All plots are currently occupied.
- Plot 10 was rented out in August at the pro rata rate of £27, they then changed their mind and it was rented out again at the pro rata rate of £27.
- All other allotment rents for 2022/23 were collected and banked in 2021/22 financial year.
- The Clerk anticipated most Hennock allotment holders will renew and pay for 2022/23 before end of this final year, the rents are due by 25th March 2022.
- There is currently 1 person on the waiting list.
- Invoices for 2022/23 will be issued by the Clerk via email if applicable 16/02/22.
- To date Hennock Receipts £54 (plot 10 x 2 @ £27) Hennock Payments £465

10. REVIEW OF ALLOTMENT RENTS FOR 2023/24

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

HPC Budget 2021/22

Receipt Budget Teign Village £360 + Chudleigh Knighton £300 + Henlock £715* = **£1375.00**
Actual Teign Village £360 + Chudleigh Knighton £300 + Henlock £54 (2 plots rented pro rata @ £27 each in August) Henlock rents due by 25/03/2022

*£715.00 in this year's budget based on 2 full plots not being rented out in Henlock, however they ended up all being rented out in August. If all allotments rented once then £795 rent due.

Summary of Receipts and Payments

Cost Center 7 (Between 01/04/2021 and 31/03/2022)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
41	Allotment Costs				1,375.00	520.00	855.00	855.00 (62%)
47	Allotment Rents	1,375.00	714.00	-661.00				-661.00 (-48%)
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)
SUB TOTAL		1,375.00	714.00	-661.00	1,375.00	520.00	855.00	194.00 (7%)

Summary

NET TOTAL	1,375.00	714.00	-661.00	1,375.00	520.00	855.00	194.00 (7%)
V.A.T.					104.00		
GROSS TOTAL		714.00			624.00		

Teign Village Review – It was agreed in 2021 that the rent should stay the same for the next 2 years, so it's not up for renewal.

Chudleigh Knighton – It was resolved that the rent should stay the same for the next 2 years as there is no justification to put it up.

Henlock Review – The Chairperson thanked Alec Jacobs for all his hard work in his voluntary role. There has been more expenditure this year due to the asbestos issue. It was resolved that the rent should stay the same for 2023/24.

Allotment Inspections will be scheduled for the Autumn.

ACTION – Clerk to send out Henlock Allotment Invoices and tenancy agreements this week. Clerk to send out Teign Village and Chudleigh Knighton Invoices in April.

ACTION – Clerk to schedule Allotment Inspections for the Autumn.



11. Matters brought forward by Parish Councillors.

At the next Allotment Committee Meeting it would be nice to invite representatives from Teign Village Allotment Association and Teign Village Allotment Association to do a short report.

Encourage another councillor to be part of the Allotments Committee.

ACTION – Clerk to add this to the agenda and invite them.

Clerk to ensure this is addressed at the annual meeting of the parish council on Tuesday 10th May 2022.

12. Agree date, venue and time of next Allotments Committee meeting. February 2023.

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

Tuesday 22nd February 2022: Planning Committee meeting starting at 7.30pm, Chudleigh Knighton Village Hall

Tuesday 8th March 2022: Parish Council meeting starting at 7.30pm, Chudleigh Knighton Village Hall

As there was no further business the meeting ended at 8.50pm

.....Chairman

Dated.....