



North Hinksey Parish Council



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Minutes of a Meeting of the Allotments Committee held on Thursday 11th March 2021 at 7.00pm via video conference

Those Present: Cllr A MacKeith (Chairman), Cllrs Bolder, Fairclough (part of meeting) and Dowie

In attendance: Sharon Henley, Clerk

Members of Public: 2

Cllr Fairclough initially joined the meeting but had to leave due to poor internet connection.

1. Apologies for Absence: There were none.
2. Declarations of Interest in Items on the Agenda: There were none.
3. Questions from Members of the Public: A member of public present at the meeting queried the situation with plots 56 and 52 which appeared not to be tended. Cllr MacKeith advised that the tenants would be asked to let us know if they had plans to tend their plots before the end of March, when next year's bills go out. She advised that there had been no plot inspections since last autumn.

Cllr Fairclough joined the meeting again at the point.

4. Allotments

- a. Rents for 2021 – to agree methods of payment, date of issue of rent demand etc
The Clerk advised that invoices had been created on Scribe to be posted out at the end of March for payment from 1st April onwards. The accompanying letter to include a request for tenants to update their emails addresses with the Clerk.
- b. 2021 Plotholder Tenancy Rules & Agreement (Paper 1)– to agree updated document wording to include the following:

- i. Agreement to tenant contact and arrangements for issuing updated agreements to plotholders: There was a discussion around the fact that longer-standing tenants had not signed the recent version of the Allotment Rules which included a data protection statement at the end of the Allotment Rules. Following this Cllr MacKeith proposed that the updated Allotment Rules including the data protection statement should be sent out to all tenants for signature with the rent demand this year and in future years. This was seconded by Cllr Fairclough. Cllr Dowie stated that he would not be prepared to sign the updated document with the data protection statement and had raised a complaint with the ICO. Cllr Dowie requested a named vote. Cllr Bolder voted for and Cllr Dowie against, so the resolution was APPROVED.

The Clerk to include a note in the tenants' letter to explain that tenants were required to sign and return the Rules document. It was confirmed that rents should be paid within one month of the rent demand, according to the Rules.

- ii. Arrangements for new sheds and greenhouses. Following discussion Cllr MacKeith proposed that rule 9 was amended by removing the requirement for all new sheds and greenhouses to be approved by the Allotments Committee. Instead to insert wording that 'Permission for structures larger than 6ft x 8ft to be considered by the Committee'. This was seconded by Cllr Fairclough and unanimously APPROVED.
- iii. Keeping chickens. Cllr MacKeith proposed to remove the prohibition on keeping poultry and rabbits from rule 1 as this contravened the Allotment Act of 1950. The

amended rule to state ‘.....The allotment shall not be used for keeping livestock (with the exception of chickens, rabbits and bees)’. This was seconded by Cllr Fairclough and unanimously APPROVED.

- c. Resolution to join NASLG at a cost of £55 + VAT per annum. This was proposed by Cllr Bolder, seconded by Cllr Dowie and unanimously APPROVED.
- d. Vacant Plots – Chairman to report. The Plot 29 owner had moved away but needed to sell items still on the plot. Plot 27 had been contacted and had been given 6 weeks to demonstrate that the plot was being maintained in order to retain the allotment after 31st March. As a result there were potentially two plots with six people on the waiting list, although one applicant was prepared to share.

Cllr MacKeith referred to Rule 2 which stated that multiple plots could be taken back from plotholders and the requirement for a ‘reasonable state of cultivation’. It was agreed to check with the NASLG on the whether this rule was enforceable.

- e. Proposed Hardstanding
 - i. Feedback from Allotment Holders. Cllr MacKeith had received positive feedback from plotholders who were in favour of the hardstanding and some had offered to help with the work. A contractor’s quote had been received for the work but the cost was thought to be too high. Cllr MacKeith confirmed that the hardstanding was intended to be used for plotholder deliveries. It was suggested that if the area was initially turfed then it would be easier to remove than hardstanding if the area was not used.
Cllr MacKeith proposed to clear space by the five bar gate and turf in way sufficiently resilient to take deliveries. This was seconded by Cllr Bolder and unanimously APPROVED.
Cllr MacKeith further proposed to allocate a sum of £200 from the maintenance budget, this was seconded by Cllr Dowie and unanimously APPROVED.
 - ii. Review of quote and specification (Paper 2). This item was not taken forward following agreement at item (i) above.
- f. Well – arrangements for completing repairs. Following advice received, Cllr MacKeith proposed purchase of a Jabsco Bilge Pump at £89.94. This was seconded by Cllr Bolder and unanimously APPROVED.
- g. Plot Inspections – to agree method, timing and participants. Cllr MacKeith highlighted that inspections would be required prior to the end of March when the invoices were due to be sent out. Cllrs MacKeith and Bolder volunteered to complete an inspection before the end of March with subsequent inspections to be carried out before the end of June and in September. Cllr Bolder invited Cllr Dowie to attend to advise from a plotholder’s point of view.
- h. Trees
 - i. T10 eucalyptus – progress with removal of overhanging limbs. The Clerk had written to the tree owners but had not received a response and advised that the removal of the limbs had been recommended for safety reasons on the August 2020 tree survey. Cllr Bolder agreed to make contact with the owners and the Clerk to provide relevant information.
 - ii. Overhanging trees at plots 54-60 – confirmation of actions. Cllr Bolder agreed to make contact with the tree owners and the Clerk to provide relevant information.
- i. Resolution to purchase two rolls of 5m x 50m heavy duty weed suppressing membrane plus 100 pegs at a cost of £120. Cllr MacKeith had been advised that this

option was unsuitable so proposed not to take the resolution forward. This was seconded by Cllr Fairclough and unanimously APPROVED.

5. Nature Reserve & Community Orchard

a. Grass Cutting for 2021 – Review of Quotes received and appoint contractor (Paper 3)
The two quotes were reviewed. Halls Gardening Services quoted £38 per fortnightly cut and had also quoted £5 per visit to empty the bin. It was agreed that if this option was taken up Cllr MacKeith would ensure the waste was properly disposed of. Cllr MacKeith proposed to ask Halls Gardening Services to complete the Nature Reserve grass cutting contract every two weeks as per the schedule and to empty the bin for £5 per time. This was seconded by Cllr Fairclough and Cllr Dowie requested a named vote. Cllr Bolder voted in favour and Cllr Dowie abstained so the resolution was APPROVED.

b. Litter Bins (Paper 4)

- i. Provision of bin(s): This item was deferred as Cllr MacKeith stated that a bin was available that could be used immediately. This provision may be reviewed at a later date.
- ii. Arrangements for emptying: Arrangements discussed under 5(a).

6. Any Other Information to Note: There was none.

7. Date of next meeting: 7pm on Thursday 8th July 2021, venue tbc

There being no further business the meeting closed at 20.02 hours.