**Marshfield Community Council**

Minutes of the Allotment Committee held on Tuesday, 13th August2019 at Marshfield Village Hall, Commencing at 7:00 p.m.

Present:

Cllr Catherine Grady (Chairman MCC),

Steve Thornton, Church Lane Working Group

Rachel Mattey, Marshfield Road Working Group

John Lucas, Marshfield Road

In attendance:

Paul (William) Walkey, Marshfield Road Working Group

The Chairman of MCC opened the meeting. The Chair thanked Committee members for their work since the last meeting and acknowledged the work and commitment shown over the last three years to Paul (William) Walkey who had tendered his resignation. Since the last meeting it was also sad to record the passing of Gary Blythe at only 63 years of age who served the Committee also over many years.

1. Apologies

Gerry Thomas, Clerk

Cllr Rachel Johnson-Poulson

1. Declaration of Interest.

Paul (Williams) Walkey who declared his resignation from the Allotment Committee is to carry out a mentoring role to Rachel Mattey for a while and copied into emails where appropriate.

1. Co-option to the Allotment Committee.

The committee received a Declaration of Acceptance from Rachel Mattey co-opting her on to the Allotment Committee.

1. Appointment of Chairman

The Chairman explained the need for a Chair for the Allotment Committee. As there were no

nominees to be Chairman, Cllr Catherine Grady, Chairman of Marshfield Community Council agreed to be Chairman of the Allotment Committee until someone else is available to take up this post.

1. Matters Arising
2. The Chair is to ask Mike Rigby to confirm his place still as Vice Chairman of the Allotment

Committee. CG

1. A correction to the minutes was needed to clarify paragraph two to read instead as….

‘Sub Committees agreed that any budget spend over £300 would need to be approved by either the Chairman or Vice Chair of the Allotment Committee and three quotes/alternative pricings need to be submitted for competitive prices/contracts in this event. “

1. It was understood that the Tenancy agreements timescale had not been actioned as agreed.

Invoices should have been sent by 3lst December by the Clerk, Paid by Tenants in January and

non-payment chased immediately by the Clerk. Moved to Item 7 on the Agenda.

1. Site Updates. Sub Committee agreed that tenants would themselves cover the ground where there were unlet plots rather than sub-contracting out and requested further action on those un kept.

Moved to Item 6 on the Agenda.

1. -
2. Bee Keeping. Two hives have already been relocated and though one is still located near the water station, no complaints have been received.
3. -
4. The Water Station in Marshfield Road has been very successful and a Water Station is being built this week on the Church lane site.
5. A meeting on 7th May took place this was deemed as Informal as no Councillor attended due to Cllr Rigby being unable to attend.
6. Public participation. It was noted the lack of apologies/poor attendance at the meeting of

Committee members and tenants considering how rare meetings are. ST&RM

1. Financial Matters.

**Budgets.** The Council allocated £1500 to allotments in 2019/20 with the budget split between sites. Unspent money from 2018/19 was allowed to be carried forward .

Each site have money left in their 2019/20 budgets and are very happy with having the budgets split between the sites. Church Lane have £504.78 left with £240 planned to be spent imminently on the Water Station.

Marshfield Road have £1,500.39 which they intend to use some of this to repair hedges and perhaps getting a skip.

**Allotment Rent Unit Price.** They would be agreeable to the price per unit being increased by 50p to be

discussed at the next MCC meeting in September. GT

**Unpaid Rent.** It was felt that these breaches of tenancy contracts need more severe action

as many had not been paid at the time of this meeting which were due in January and were

not felt to be due to poverty.

The future process agreed is to be as follows:-

a) Invoices to be send by 3lst December, 2019

b) To include a 30 day payment deadline.

c) Late payment charges of £10 for each calendar month payment is late.

d) Any rent not paid in January, 2020 should be reported to Steve Thornton or Rachel Mattey and

kept updated - It is important for them to know in February if people are leaving prior to the planting

season for the plots to be rented out again as well as to enable plots to be covered before affecting nearby plots. GT

1. Water Supply Update and sitings

Church Lane is to have its water station built by the end of this week. ST

RM requested that more barrels around the site would be preferred as well as the tanks as it

took a long time to fill up watering cans and the location of the tank was out of the way. PW suggested

that an offer had been made by Alan Bird to re-site the tank and would help facilitate this. He stated

that a trough by the tanks was not advisable. RM

9. Allotment plots available for rent

Church Lane have three good plots and three that need work (6)

Marshfield Road have 1 empty and 2 more to be available. (3)

Ten raised plots created for use by the Brownies, Guides, Scouts, Beavers and Rainbows groups

are generally not being used and have therefore deteriorated. It was agreed that letters need to be

sent to these users to clarify the terms of agreement and make them available for rent by others. GT

Any other Business

Next meeting to be March/April, 2020 unless there are specific needs before then. CG/GT

Meeting ended 8.05 pm