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**Minutes of Allotments Subcommittee held on
Friday 1 March 2024 @ 10AM**

Attendance

Cllr John Bell - Chair
Cllr Suzy Sherratt
Cllr Martin Roberts

Tenant Representatives; Ken McCluskey, Steve Clifton and Phil Palmer

<p>1. PUBLIC BODIES (ADMISSION TO MEETING ACT 1960) THAT THE PRESS AND THE PUBLIC BE EXCLUDED FROM THE REMAINDER OF THE MEETING ON THE GROUNDS THAT PUBLICITY WOULD BE PREJUDICIAL TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED</p>
<p>2. Confidential Items 2.1. To discuss plot inspections held on 28 February 2024 and decide a course of action 2.2. To receive an update on "Notice to Quit" letters sent out following the meeting held on 5 January.</p>
<p>2.1 Plot inspections did not go ahead. 2.2 Two plots (plots 50a and 51a) will be available to re-let from 31st March 2024 following 'Notice to Quit' letters. One further tenant has not responded to the correspondence, this be followed up.</p> <p>Recommendation</p> <ul style="list-style-type: none"> An inspection is carried on plots 50a and 51b mid-march to see if progress is being made to ensure prompt handover of plot back to the Parish Council on 31 March 2024
<p>3. Public attendance and Tenant Representatives from 10:30am</p>
<p>3.1 The Chair welcomed the Tenant Representatives</p>
<p>4. To receive apologies for absence</p>
<p>4.1 Apologies were received from Cllr M Galvin, Cllr S Balfour and Cllr C Hall for reasons noted in the attendance book. Apologies were also received from Tenant Representatives Bev Richmond and Neil Richmond.</p>
<p>5. Declarations of Interest and Dispensations 5.1. To receive declaration of interest from Councillors on items on the agenda 5.2. To receive written requests for dispensations for disclosable pecuniary interests (if any) 5.3. To grant any requests for dispensation as appropriate</p>
<p>5.1 / 5.2 / 5.3 None to receive.</p>

6. To note the minutes from the meeting held on 5 January 2024
6.1 Noted.
7. To receive matters arising from the meeting held on 5 January 2024 7.1. To receive an update following a site visit with Oakfield Park 7.2 . To note the circulation of a document detailing preventative measures relating to rats
7.1 A site meeting with Oakfield Park School, representatives from Brackenhill Allotment Association and members of the Parish Council Allotment Subcommittee, was held on 20 th February 2024. Plot 51a was identified as a suitable plot. This plot will be available for re-let after 31 March 2024. The Parish Council will keep in contact with the school to confirm a handover date and view the plot nearer the time of handover. Recommendation <ul style="list-style-type: none"> To ask the school if access to toilets at Brackenhill Centre would be needed and if so, pass to Village Amenities Committee for further discussion. 7.2 A document detailing information for the “Prevention of Rats” had been previously circulated. This was provided to tenants who had attended the Allotment Association AGM. It was noted that tenants are not happy that pest control services have ceased. Recommendations: <ul style="list-style-type: none"> That the Prevention of Rats document is uploaded to the Parish Council website and attached to the allotment gate. S Clifton to provide details of the company carrying out pest control at the Household Recycling Centre as they are free of rat so details of the process\poison being used can be reported back to the next meeting.
8. To receive a report on tenancy renewals and an update on the new process for collecting Brackenhill Allotment Association Fees.
8.1 It was noted that the process is working well. Some renewals are still outstanding and will be chased over the coming weeks.
9. To receive an updated budget report
9.1 Received.
10. To discuss the management of unkempt plots
10.1 As no inspection had been carried out there was no update to receive from the allotment subcommittee. Recommendations: <ul style="list-style-type: none"> At the next inspection particular attention is given to the rubbish being dumped near to some plots That a price is obtained for a “No Entry” sign with a view to making the bottom road one-way That a price is obtained for “Car Park” signs to be sited at designated car parks throughout the allotments; outside plot 27, 56 and 66 That more inspections are carried out (and letters sent if required) to keep on top of unkempt plots.
11. To receive a request from a tenant requesting assistance clearing a plot
11.1 The new tenant on plot 67 has requested some assistance clearing a large amount of glass from a corner of the plot. Recommendation <ul style="list-style-type: none"> To contact the tenant to ask their availability and volunteers from this committee will help clear.
12. To receive a request from a tenant for an additional tap near to plot 61
12.1 The current location of taps was reviewed and it was recommended that no further taps are installed. Recommendation <ul style="list-style-type: none"> To contact the tenant to advise that no additional taps will be installed.

13. To note a charge from Prompt Pest Control for missing/inaccessible bait boxes
13.1 Noted. £65 charge for missing \ inaccessible bait boxes 2,3,5,6,14,15,17,18,19,21,26,28 and 31.
14. To review new lettings and the waiting list
14.1 16 people on the waiting list.
15. To receive updates from Brackenhill Allotment Association
15.1 AGM held on 25 February. Particular note was made about concerns regarding rats. 11 members now in the Association. 15.2 A new paved community area, vinyl flooring and a new generator will be purchased with monies received from the Lottery Grant. The paved area is almost complete. 15.3 A request was made for scalping for the roadway. Prices to be obtained for quality scalplings. <i>11:30 Cllr S Sherratt left the meeting</i> The meeting was no longer quorate.

Meeting Closed 11:30am

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