



Mrs J Nolan
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Minutes of Allotments Subcommittee held on Friday 5 January 2024 @ 10AM

Attendance

Cllr John Bell - Chair
Cllr Sarah Balfour
Cllr Suzy Sherratt
Cllr Carolyn Hall

Tenant Representatives; Ken McCluskey, Bev Richmond, Neil Richmond, Steve Clifton and Phil Palmer

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
2. Confidential Items 2.1. To discuss plot inspections held on 3 January 2024 and decide a course of action 2.2. To consider rent and water payments for 2024 and make recommendation to Council
2.1 Inspections were carried out on Wednesday 3 January. See agenda item 10.
2.2 Income and expenditure was reviewed. A discussion took place regarding the need for the allotments to be self-funding and recommendation was put forward to increase a full plot from £19.00 to £26.00 per annum and proportionate to the other garden types. The contribution to the water bill is calculated from usage from 2023 – totalling £836.86 and divided by 144 half plots.
Recommendation: That the rent \ water charge is implemented as per below:

Type of Garden	Rent for the garden	Contribution to Water Bill	Total Payable to Parish Council
Full Garden	£26.00	£11.62	£37.62
Half Garden	£14.50	£5.81	£20.31
OAP's 65 & over Full Garden	£14.50	£11.62	£26.12
OAP's 65 & over Half Garden	£9.00	£5.81	£14.81

3. *Public attendance and Tenant Representatives from 10:30am*

4. To receive apologies for absence

4.1 Apologies were **received** from Cllr M Galvin and Cllr M Robert for reasons noted in the attendance book.

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

5.1 / 5.2 / 5.3 None to receive.

6. To note the minutes from the meeting held on 3 November 2023

6.1 Noted.

7. To receive matters arising from the meeting held on 3 November 2023

7.1 Vouchers received from First Impressions for the Best Kept Plot Competition. Date on agenda for distribution of these is incorrect. Vouchers are currently being circulated to prize winners.

8. To receive an update from Oakfield Park School regarding application for a plot

8.1 The school are happy to meet at the allotments to discuss requirements further.

Recommendation. A site meeting is arranged as soon as possible with members of this committee.

9. To consider the collection of the annual Allotment Association membership fees on behalf of the Allotment Association, to subsequently be sent to the Association for processing

9.1 This is to aid with the processing of applications\insurance and streamline the collection of the monies.

Recommendation: That the Parish Council collects Allotment Association fees as part of the rent\water payments and sends any payments to the Allotment Association in a one-off payment no later than 31st March 2024

Staff will provide a report on administrative overhead for next year.

10. To receive an updated budget report

10.1 Received and reviewed.

11. To discuss the management of unkempt plots

11.1 Plots previously identified as requiring improvement were inspected on 3 January.

- Photographs taken and will be kept on record for subsequent inspections.
- 3 half plots will be given notice to quit.

- Some of the debris cleared from plot 65b (summer of 2022) is still outside of the plot. It is to be noted that at this time volunteers helped clear this plot when a new tenant took over and structures on the plot were identified as unsafe therefore not suitable for re-let.
- Next inspection due on 28 February 2024

Recommendations:

- That a skip is ordered for the area outside of plot 65\66 to complete the clearance work.
- That photographs are taken when a tenant starts \ vacates a plot to aid with the identification of who should be responsible for clearing plots (as per Rules and Regulations).

12. To receive an update from Prompt Pest Control

12.1 Correspondence has been received from Prompt Pest Control regarding their decision to discontinue their service.

Recommendations

- That advise is sought from Environmental Health to reduce rat activity.
- That a document detailing preventative measures is circulated to all tenants.
- That the Parish Council inspection criteria to be updated to include compost heaps.
- That a letter of thanks is sent to Prompt Pest Control, for the service they have provided over the years.

13. To receive and review the newly created Beekeeping Policy and make recommendation to council for approval feedback from research on a Beekeeping Policy and decide a course of action

13.1 The policy was circulated to Councillors. Cllr Bell proposed an amendment to add the words “ at a meeting with the Allotment Subcommittee” to point 3.3, seconded by Cllr Balfour.

Recommendations

- That Ackworth Parish Council’s Beekeeping Policy is approved, as circulated, with the above amendment,
- That all tenants are made aware that the policy now exists.

14. To review new lettings and the waiting list

14.1 As of 5 November there are 16 people of the waiting list and 2 plots are in the process of being let.

15. To receive updates from Brackenhill Allotment Association

15.1 AGM scheduled for February.

15.2 Lottery funding has been received to make improvements to the car park on the corner of plot 56, to lay paving slabs to the site of the cabin to improve access and to replace the flooring in the cabin.

Meeting Closed 11:30am