



St Stephen in Brannel Parish Council

Minutes of the Ordinary Meeting of St Stephen in Brannel Parish Council Allotment Sub-Committee held in the Brannel Room, 22 Fore Street, St Stephen on Tuesday 12th October 2021 starting at 11.00am.

Present:

Cllr Barry Davey, Cllr Don Hallett (Chairman) and Cllr Keith Truscott (Vice Chairman).

In attendance:

Ruth Mills – Assistant Clerk and 1 member of the public.

Cllr Hallett welcomed everyone to the meeting. He ran through remote meeting procedures and advised that the meeting was being live streamed via Facebook and also advised everyone present that if they intended to participate in the meeting, they could be recorded, photographed, filmed or otherwise reported about.

It was

RESOLVED to suspend Standing Order 3i to allow attendees to remain seated when speaking to adhere to the Covid-19 Return to Face-to-Face Meetings Risk Assessment.

A27/21 Election of Committee Chairman for 2021/22:

It was

RESOLVED that Cllr Don Hallett be elected as committee chairman for the municipal year 2021/22.

A28/21 Election of Committee Vice Chairman for 2021/22:

It was

RESOLVED that Cllr Keith Truscott be elected as committee vice chairman for the municipal year 2021/22.

A29/21 Apologies for Absence:

None.

A30/21 Declarations of Interest:

- a) There were no declarations of pecuniary interests.
- b) There were no declarations of non-registerable interests.
- c) There were no dispensation requests.
- d) There were no declarations of gifts or hospitality.

A31/21 Public Participation:

The member of the public didn't wish to speak.

A32/21 Previous Meeting Minutes:

It was

RESOLVED that the minutes of the meeting held on Tuesday 16th March 2021 be adopted and signed as a true and accurate record.

The Chairman duly signed the minutes.

A33/21 Clerk's Report:

The Assistant Clerk gave an update from the previous minutes –

All new tenancy agreements had been signed and returned and all plots were now let.

A24/21 Allotment Insurance - St Stephen in Brannel Allotment Association were now a member of The National Allotment Society (NAS) and all affiliate members had been enrolled onto the Allotmenters Liability Insurance Scheme, all had been notified.

A25/21 Size of Allotment Plots - numbered plot markers would be installed shortly.

A26/21 Risk Assessment Inspection – the inspection had taken place on 27th April 2021 and during the inspection the padlock codes had been changed. All tenants had been notified.

A34/21 Councillor's Reports:

Cllr Keith Truscott gave feedback from the Cornwall Local Heritage List Pilot Study meeting he had attended.

A35/21 Risk Assessment Inspection:

An inspection was carried out on Monday 4th October 2021 at 10am following the skip being onsite since Monday 6th September 2021. The Assistant Clerk advised members that the communal paths had been cleared. However, there were a number of water containers on site that were not covered. She advised that a reminder to cover water containers had been sent to all tenants with the details of the Sub-Committee meeting.

It was

RESOLVED that the tenants be thanked for making use of the skip and clearing the communal areas.

A36/21 Greenhouse Request:

Members considered a request from a plot holder for a small polycarbonate greenhouse.

It was

RESOLVED to recommend to the Finance & General Purposes committee that the request for the small polycarbonate greenhouse be granted and that the greenhouse be placed at the footpath end of the plot.

A37/21 The National Allotment Society:

The following correspondence was received –

Email: *(previously circulated)*

1. SW Branch AGM Agenda – July 2021
2. Allotmenteer's Liability Insurance Scheme – July 2021
3. SW Branch – AGM Minutes – September 2021
4. Talks for those dark winter evenings – September 2021

Post:

- 1. Welcome Pack – details sent to affiliate members
- 2. Allotment & Leisure Gardener magazine – Issue 3 2021

Members asked the Assistant Clerk to resend the correspondence received by email.

A38/21 Allotmentee’s Liability Insurance Scheme:

It was

RESOLVED to recommend to the Finance & General Purposes committee that if a request was received, helpers be added to the aforementioned scheme following receipt of payment at the relevant fee.

A39/21 Strategy Plan Review:

After reviewing the Strategy Plan it was

RESOLVED that no further action was required.

A40/21 2022/23 Budget:

It was

RESOLVED to request an amount for the removal of the earth mound and a shelter/water harvester and that both be future agenda items.

The meeting ended at 11.35am.

Signed as a true and accurate record -

Chairman

Date

RECOMMENDATIONS:

A36/21 Greenhouse Request:

That the request for the small polycarbonate greenhouse be granted and that the greenhouse be placed at the footpath end of the plot.

A38/21 Allotmentee’s Liability Insurance Scheme:

That if a request was received, helpers be added to the aforementioned scheme following receipt of payment at the relevant fee.

Chairman’s initials: