

BERKHAMSTED TOWN COUNCIL

Minutes of the Meeting of the

ALLOTMENT MANAGEMENT TEAM

held in the Council Chamber, Civic Centre, Berkhamsted on

Monday 8 February 2016 at 9 am

PRESENT:

Councillors: A Armytage, in the Chair
F Earl
B Newton (taking the minutes)

**Allotment
Representatives:** John Eaton, Sunnyside
John Fisher, Butts Meadow
Diana Reay, Dellfield
Jenny Sippings, Sunnyside
Keeley Siddiqui Charlick, Sunnyside Rural Trust

Officers: Christine Jerram, Finance and Allotments Officer

OPENING MATTERS

AMT 1/16 Apologies for Absence

Apologies for absence had been received from Lin Phillips (her substitute was Jenny Sippings); and John Bushby, the Town Warden.

AMT 2/16 Minutes of previous Meeting

The minutes of the previous meeting held on 15 October 2015 were agreed and signed as a true record.

Matters Arising

38/15 The tenant who wanted an additional plot on Butts Meadow had now applied for one on Sunnyside and had consequently been withdrawn from the Butts Meadow waiting list.

39/15 A question was raised as to whether the invoice for hedge cutting in Ivy House Lane had been paid. The Finance Officer said she would check. [*The Finance Officer has since advised that an invoice including a cost of £358 plus VAT for hedge cutting at Birchnells Copse on 9 September 2015 had been paid*]

40/15 The Team agreed that online access by the Finance Officer to the Council's current account would be useful when monitoring payments by allotment holders. The Finance Officer would investigate, and the Clerk would refer the matter to the Council meeting to be held on 18 April. **Action: Finance Officer/Acting Clerk**

AMT 3/16 Chairman's Communications

There was discussion of the Allotment Management System. There was a need to find an original (or copy of) a signed contract between the Town Council and MCPC Systems (UK) Ltd. The matter should be referred to F&P Committee on 11 April 2016.

Action: Finance Officer/Acting Clerk

AMT 4/16 Public participation

No members of the public were present. Cllr Earl paid tribute to Ted Dyer and his support of the Council. The Chairman also paid tribute to Ted's outstanding commitment to civic affairs, which was supported by the meeting.

FINANCE MATTERS

AMT 5/16 Income and Expenditure Report

The Finance Officer reported on the allotment finances. At 31 December 2016 income was £9,042, slightly in excess of budget, and expenditure £4,941, well within budget; with reserves of approximately £13,000. It was noted that the Sunnyside contractors would invoice for the recent work on the site.

John Fisher queried the water supply costs.

AMT 6/16 Allotment Management System

This matter had already been dealt with under 3/16 Chairman's Communications.

ALLOTMENT MATTERS

AMT 7/16 Allotment Reports

(i) **Dellfield**
There was nothing to report.

(ii) **Sunnyside Old**
Work to remove tree stumps was under way. F&P had approved the expenditure. It would cost c. £1,000 for 3 days' work and Sunnyside Allotment Society would contribute £500.

The work would also facilitate the extension of the car park, the creation of a wood store and the base for a shed.

(iii) Sunnyside New

The working party on 7th February had worked on the hazel coppice and the roadways.

There were 5 or 6 people on the waiting list for Sunnyside New and 3 or 4 for Sunnyside Old.

Ted Dyer would be greatly missed and there would eventually be some sort of memorial to him on the site.

(iv) Butts Meadow

There was little to report except that the weather had been so bad that it was doubtful whether there would be a manure delivery this year. There was one vacant plot and all other tenants had paid.

(v) Sunnyside Rural Trust

SRT was keen to venture into beekeeping on Sunnyside New. It would place one hive, managed by a registered beekeeper. It had selected a site which would place the bees at a distance from allotment holders. There was a discussion about signage. It was agreed that Keeley should liaise with John Eaton.

AMT 8/16 Sunnyside Old

Expenditure for removal of tree stumps and associated works was agreed at the F&P Committee meeting held on 18 January 2016 (ref: FP 14/16).

AMT 9/16 Allotment Risk Management

There were no matters for discussion.

AMT 10/16 Date of Next Meeting

It was agreed to change the date of the next meeting from Thursday 21 April 2016 to Monday 11 April 2016 at 10.30 am.

AMT 11/16 Close of Meeting

The meeting closed at 10.15 am.