



SACRISTON PARISH COUNCIL
ALLOTMENT GROUP
Minutes of the meeting held on the 22 May, 2019
Fulforth Centre, Sacriston

Present: Cllrs H. Dixon, E. Waldock, D. Robson, R. Harrison, B. Smith, E. Metcalfe
Allotment Reps Mr. P. Dawson, Mr. R. Lomax & Ms R. Sharp also Clerk to the Council Mrs J. Evans

Apologies: None

Item No.	Subject	Discussion and Decision	Lead Cllr (s)	Action/ Timescale
1.	Introductions	Cllr Dixon, Chair to the Parish opened the meeting and welcomed everyone to this the 1 st Allotment Group meeting. Apologies: None received	HD	
2	Disclosure of Interest from Members	None		
3	Appointments to the Group	<i>(Questions & Comments from the public in attendance – max 5 minutes per item/individual)</i> Cllr Dixon asked for nominations to the following positions: 1. Chairperson 2. Treasurer 3. Secretary RESOLVED 1. Chair – Cllr Dixon, nominated by EW seconded PD 2. Treasurer – Cllr Metcalfe, nominated BS seconded RH 3. Secretary – Mrs J Evans, nominated DR seconded EM	ALL	
3	Allotment Rules & Constitution	<i>Cllr Dixon had previously circulated the draft document</i>		

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		<p>Cllr Dixon thanked previous Cllr Mr. P. McLoughlin for all his help and assistance in the development of the draft documentation for consideration.</p> <p>He advised the Group that the Parish IT Rep was currently working on a portal for the Parish Website to provide Allotment information, including the waiting lists, rules & constitution and application forms.</p> <p>He then went through each page of the draft constitution & rules document reading aloud and providing members with the opportunity to raise any concerns and discuss changes that they felt were relevant.</p> <p>RESOLVED Members accepted the draft document to be put to the AGM with the following amendments</p> <ol style="list-style-type: none"> 1. It was decided that changes would be needed to the application form in line with the new rules including a statement on GDPR 2. When considering future entitlement, allotments should be made available for residents living within the Sacriston Parish Boundary + 1 mile. 3. ID (household utility bill) should be requested alongside applications for the waiting list 4. Razor wire will not be accepted on allotment sites. 5. For safeguarding and security purposes the gates should remain locked at all times and a key pad (fob access) should be purchased for emergency services. This will also address issues of public liability on parish land. 6. Only 1 Allotment would be allowed per household going forward. 7. Horses could remain on site for up to one calendar year giving allotment holders adequate time to seek alternative stabling. The Council would give future allotment holders time and some resources to reinstate these plots. 8. All issues arising from the allotments e.g. issues over waiting lists, disputes, requests in relation to garden design, sheds, greenhouses etc would be brought in front of the Group to make decisions, no one member could give approval. 	HD	

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4	Allotment Rents	<p>The Independent Financial Examiner currently auditing the allotment books will make a presentation to the AGM on Wednesday 29th May 2019.</p> <p>The decision on rents will be made thereafter.</p> <p>It was decided that as the process has been delayed this financial year due to circumstances beyond the Parish Councils control the collection of rents would be extended until the end of June (collections will take place in Sacriston Workmen's Club 2 x evenings ...dates to be determined).</p> <p>RESOLVED As Treasurer Cllr Metcalfe would lead on this process, Mr Lomax and Mrs Evans would assist.</p> <p>PD would have discussions with Lloyds bank to take both his name and that of Mrs Gilchrist from the existing bank book and 3 new names would be put forward</p> <p>The Draft Constitution should include rent reimbursement would not be considered for allotment holders leaving their allotments part way through the year.</p>	<p>EM, RL, JE</p> <p>PD</p>	
5	Items for the AGM Agenda	<p>Cllr Dixon Proposed the AGM agenda should follow the same agenda used for the current meeting i.e.</p> <ol style="list-style-type: none"> 1. Report on the appointments made 2. Report of the Financial Independent Examiner 3. The Allotments Draft Rules & Constitution 4. Allotment Rents 5. AOB <p>RESOLVED All in Agreement</p>		
6	AOB	<p>Ms R Sharp asked about the new Gates at Daisy Hill</p> <p>RESOLVED It was decided that they would be discussed at the AGM meeting</p>		

15.	Date & Time of the next meeting	<p>Next Meeting Wednesday TBD following AGM Weds 29 May 2019</p> <p>Chair thanked everyone for their attendance</p> <p>Meeting closed @ 7.45pm</p> <p>Signed Date...../...../.....</p> <p style="text-align: right;"><i>Chairperson</i></p>		
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