



**SACRISTON PARISH COUNCIL
ANNUAL ALLOTMENT ASSOCIATION MEETING (AGM)**

**Minutes of the meeting held on Sunday 11th February 2023 at 3pm
In The Fulforth Centre**

Present: Cllr H. Dixon (Chair), Cllr G Ludlow, Cllr J Barrett, Cllr D Robson, Cllr R Sharp, Cllr A Page, and Mrs C. Dixon (Clerk)

Apologies: Cllr E Waldock

Item No:

1.	Welcome by The Chair	The Chair opened the meeting at 3 pm and welcomed everyone.
2.	Apologies for Absence	Apologies received and accepted from Cllr E Waldock.
3.	Appointments to the Group	It was agreed by all that the appointments for the Parish Allotment Group will be as follows: Chair – Cllr H Dixon Treasurer and Secretary – Mrs C Dixon (Parish Clerk and RFO) Cross Lane Representative – Cllr J Barrett and Cllr A Page Daisy Hill Representative – Cllr R Sharp Committee Members – Cllr E Waldock, Cllr G Ludlow, and Cllr D Robson
4.	Minutes of the Previous Meeting	Minutes from the previous meeting held on Sunday 12th February 2023 were accepted as a true record and signed by the Chair. Plot owners received new tenancy agreements in 2023; however, a few of them took the agreements to sign and return, but they never did. Those plot holders will continue to be covered by the prior agreement, but they will receive a new one to sign. Cllr Sharp is to apply for funding from The National Lottery to carry out some improvements to the orchard at Daisy Hill.
5.	Treasurer's Report	The bank account balance as of 31st January 2023 was £256.78. Cash held £714.31. TOTAL = £971.09

		<u>INCOME</u> <table><tr><td>Rent</td><td>£1650.00</td></tr><tr><td>PLI</td><td>£295.50</td></tr><tr><td>Gate Key Deposits</td><td>£120.00</td></tr><tr><td>Compost</td><td>£69.00</td></tr></table> <u>EXPENDITURE</u> <table><tr><td>Water</td><td>£261.57</td></tr><tr><td>Repairs and Maintenance</td><td>£1675.40</td></tr><tr><td>Membership Fees</td><td>£55.00</td></tr><tr><td>PLI Payments</td><td>£159.00</td></tr><tr><td>Reimbursement of monies (gate key, rent)</td><td>£210.00</td></tr></table> Due to there being £560 which needs to be held for the gate key deposits the available funds are £411.09.	Rent	£1650.00	PLI	£295.50	Gate Key Deposits	£120.00	Compost	£69.00	Water	£261.57	Repairs and Maintenance	£1675.40	Membership Fees	£55.00	PLI Payments	£159.00	Reimbursement of monies (gate key, rent)	£210.00
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6.	Allotment Tenancy Agreement	Plot owners were notified that there will be a £5 rent rise in 2025–2026; as a result, those under 65 will pay £35 and those over 65 will pay £30. The primary cause of this is the rise in water prices and the lack of money left over for any necessary site maintenance.																		
7.	Collection of Rent and Public Liability Insurance	Payments can be made online via bank transfers and details have been provided. If plot holders would like to continue to pay cash this can be done in The Fulforth Centre on 11th March between 6-7 pm. Rents are required to be paid by 31st March.																		
8.	Waiting List and Vacant Allotments	Currently there currently 9 people on the Cross Lane waiting list and 4 vacant allotments with the possibility of a few more becoming available. There is 1 person on the Daisy Hill waiting list with no vacant allotments. Question from the floor about vacant allotments at New Hill. New Hill allotments are not run by Sacriston Allotment Association and contact would need to be made directly with New Hill committee.																		
9.	Rubbish on Sites and Asbestos Policy	Last year there was excessive amounts of rubbish left on sites following the departure of plot holders. There was a considerable amount of money spent on removing this. Plot holders are asked they remove rubbish from their plots, and this will be monitored at inspections. We are aware that there are pieces of asbestos on the site at Daisy Hill. These have been safely removed and placed into the Orchard. If anyone is aware of any asbestos on their plot this can be placed into the Orchard as we will be organising a specialist company to attend and remove it. Once the removal has taken place an Asbestos Policy will be put in place and																		

		should any asbestos be found on the plot the onus will be placed on the tenant to remove at their own cost. Tenants are reminded of the provision in the lease that says they will be responsible for the expense of disposing of their rubbish at the end of the lease.
10.	Water Rates and Water Storage	The cost of water has significantly increased. A £462 water bill for September through December has been received for Cross Lane. We have arranged with the utility provider to make payment monthly and the amount will be £134, which will also cover the debit. Meter readings will be taken monthly and hopefully, the amount will then be adjusted once the debit is settled. Daisy Hill payments are still paid quarterly, and we will get an updated amount once the meter read has been taken. Plot holders were reminded of the importance of water storage on their plots and asked to ensure this was being used to minimise the use of the water, where possible.
11.	Security of Allotments	A plot holder raised the security of the Cross Lane allotments as an agenda item. The gates are being left open instead of locked. Please make sure that when you arrive and leave the plot, the gates have been locked behind you.
12.	Inspections	Inspections will take place during the tenancy as per the tenancy agreement and at any other time the association feels necessary.
13.	Date and Time of next meeting	The next meeting is to be held on Sunday 9th February 2025 at 3 pm. To be confirmed nearer the time. The meeting closed at 3.27 pm.

Agreed and signed by Chair of Allotment Association..... Date