

# Cottingham Parish Council



**ALLOTMENTS COMMITTEE MEETING**  
**HELD AT THE PARISH COUNCIL OFFICE**  
**9 THE COTTAGES, MARKET GREEN, COTTINGHAM**  
**ON FRIDAY 29th OCTOBER 2021 AT 2:00PM**

## MINUTES

PRESENT: Cllrs: Abel, Green, Moore & Jump  
 Allotments Association Representatives: R Bromley, P Vojvodic & P Fulleylove  
 Deputy Clerk: N Pape  
 2 Members of the public

621 DECLARATIONS OF PECUNIARY, PREJUDICIAL AND NON-PECUNIARY INTEREST

Non received

622 TO RECEIVE APOLOGIES

Non received

623 CNAA TO PROVIDE UPDATE ON DRAINS

623.1 CNAA (Cottingham Northgate Allotment Association) Chairman, Pete Vojvodic, updated the Committee with progress made on flood alleviation on the allotments. Plot holders had been consulted, with various options put forward. Not all plot holders had voted, 60-70% voted for drainage to be linked into Mr Sewell's field, the second most popular option was to wait until 2022. The following works have been undertaken by a local Company at a cost of £1650 & VAT:

Land drainage to reduce flooding to allotments:

- Depth of excavation at south point - approx 400mm
- To excavate a trench - nominal depth 600mm, width 100mm
- To stockpile arisings on site.
- To supply and lay 80mm diameter perforated pipe

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- To back fill to surface with drainage aggregate
- To excavate and install 3 lateral drains to same specification

Pete Vojvodic extended thanks to the Parish Council for their support and full funding of this project. Pete Vojvodic informed the Committee that some plot holders have installed raised beds on their plots, drainage has also been independently installed on plots 63 and 74

### **Cllr Green joined the meeting at 2.15pm**

623.2 Pete Vojvodic informed the Committee the drainage works have so far helped alleviate flooding, plot holders are more optimistic that future flooding will not be as severe and have a more positive outlook for 2022 for cultivating their plots

623.3 Pete Vojvodic informed the Committee not all plots (especially those at the Southern end of the allotments) will benefit from the drainage works, as there are springs in this area. The CNAA is proposing to install a ditch running down the side of King George V playing fields. An application for this has been submitted to East Riding of Yorkshire Council on 12<sup>th</sup> October 2021. Additional flood alleviation options can be looked into in the future, Cllr Abel informed the Committee she visits the allotments weekly throughout the year

### **624 CNAA TO PROVIDE UPDATE ON THEIR CONSTITUTION**

624.1 CNAA Chairman Pete Vojvodic informed the Committee their Constitution has been in place since 2005, he is currently working on updating it and will propose an updated version to plot holders at the AGM in March 2022

### **625 TO RECEIVE UPDATE FROM THE CLERK AS TO HOW THE PARISH COUNCIL ALLOTMENT BUDGET WORKS**

625.1 Cllr Abel read out a statement from Parish Clerk, Matthew Kay, regarding the Allotment budget and retention of deposits.

625.2 Roger Bromley enquired if the £1650 funded for the flood works had been paid as a grant, Cllr Abel confirmed this was not the case and that the allotment budget for 2021/2022 had been exceeded. Roger Bromley queried why the Parish Council did not wish to pay for a skip this year, as it had been minuted on 28<sup>th</sup> February 2020 that the Parish Council would pay for an annual skip. Cllr Abel confirmed that the Parish Council had in 2020 agreed to pay for the annual skip as the allotment budget had been reduced, however at that point it could not have been foreseen that additional flood alleviation works would need to be funded in 2021. Pete Vojvodic stated that he has worked with budgeting in the past and felt the CNAA should respect the decisions of the Parish Council, although he reiterated the minutes from 28<sup>th</sup> February 2020. Cllr Jump wished it to be minuted that she proposed the Parish Council pay for a skip in 2021 and Cllr Green seconded this. However Cllr Abel informed the Committee she will need to speak with Parish Clerk Matthew Kay in his role as Finance Officer for authorisation as the allotment budget for 2021/2022 has already been exceeded. Cllr Green suggested that rent may need to be increased in future years if allotment costs keep increasing, Cllr Abel suggested this be looked at in 2022 for rents due in 2024

625.3 Roger Bromley informed the Committee the CNAA has been looking into options to help keep costs down, including have the hedge cut biannually instead of annually

626 TO DISCUSS VALUE OF PLOT DEPOSITS HELD

626.1 Cllr Abel informed the Committee that during the 2021/2022 financial year seven £50 plot deposits had been paid, with one being refunded. When a plot becomes vacant, Cllr Abel contacts the next resident on the waiting list and asks them to have a look at the plot being offered for tenancy before agreeing to take it. When the plot is then taken, the resident confirms when reading the tenancy agreement whether they are taking it over in a good or bad condition and initials which condition they are agreeing to, the tenant pays a £50 deposit and is advised this will only be refunded if and when they relinquish this plot they leave it in a good condition

626.2 Cllr Green enquired why some plots get into a bad state of repair, Cllr Abel replied this can be due to illness, work or family commitments. Roger Bromley explained some new tenants do not appreciate how much work goes into maintaining an allotment. Cllr Abel contacts the tenant of all plots when they fall into a state of disrepair to see if any help is needed

626.3 The Committee agreed that the £50 deposits not refunded to tenants will be used to tidy up plots left in a bad condition for them to be relet

627 TO CLAIIFY ROLES AND REPONSIBILITIES OF PARISH COUNCIL AND CNAA

627.1 In advance of the meeting Pete Vojvodic had circulated the current roles and responsibilities to the Committee members. It was agreed that a time will be arranged for Pete Vojvodic to meet with Cllr Abel to discuss any required amendments

628 TO CLARIFY PAYMENT OF CNAA SUBS

628.1 Roger Bromley informed the Committee the CNAA have resolved to increase the annual Association fee from £3 to £6 in 2022

628.2 Deputy Clerk Nicola Pape confirmed that once all CNAA subs have been collected in January 2022, a transfer of monies will be made to the CNAA account

628.3 Deputy Clerk Nicola Pape informed the Committee that when plots change tenants mid-year, the additional CNAA fee is immediately transferred – Roger Bromley confirmed this system is working well

629 TO DISCUSS INSURANCE

629.1 Cllr Abel informed the Committee the Parish Office has contacted their Insurance Company to clarify if cover was in place at the allotments. The office had been advised that

“As far as activities undertaken on the allotment land by any individual plot holders or an association are concerned; these will not usually be the responsibility of the Parish Council

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unless the association is adopted as a formal sub-committee of the Council, which is rarely the case.

If there is an allotment association which manages the allotments, then I presume that they have their own insurance in place and should they wish to have a ‘bonfire’ on the allotments then the onus would be on the ‘Association’ to insure and manage this risk; albeit, they would need to comply with any agreement on such matters between themselves and the councils and ideally with the councils consent if nothing in the tenancy agreement prevents them from having a bonfire”

629.2 Cllr Green informed the Committee the Fire Service are requesting the public do not hold bonfire parties, fire crews are being attacked when in attendance

629.3 Roger Bromley informed the Committee the allotments currently hold a communal bonfire for allotment waste once a month, this is controlled and safety precautions are in place

629.4 Pete Fulleylove informed the Committee that the National Allotment Society offer Allotment Insurance policies, enquiries had been made in previous years but no policy taken as the CNAA had been advised that they should be covered if the land was owned by the Council, however due to further enquiries this does not seem to be the case

629.5 Deputy Clerk Nicola Pape informed the Committee that the Parish Council internal auditor had requested the CNAA, as part of their monthly inspection report, include any health and safety issues noticed. The CNAA felt that they would not be able to do this until issues surrounding insurance had been resolved.

#### 630 TO DISCUSS PLOT MARKERS

630.1 Cllr Abel informed the Committee that she has noticed many plot markers are either not in place or are not visible, this can make it difficult when undertaking inspections. Roger Bromley confirmed the CNAA are aware of this and have plans to address this at their working party on 1<sup>st</sup> November

#### 631 TO DISCUSS PLOT HOLDERS USING HOSES TO FILL WATER BUTTS

631.1 Cllr Abel informed the Committee she has received complaints from plot holders who feel some tenants are flouting the rules by using hoses to fill their own water butts. Pete Fulleylove acknowledged that not all plots are situated near to a water trough so have further to carry water. Roger Bromley requested that himself and Pete Fulleylove could be made aware of any future complaints sent to Cllr Abel

#### 632 MEMBERS POINTS OF INFORMATION AND ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

632.1 The Committee discussed that illness could prevent some plot holders attending to their plots over the next few months

632.2 Cllr Abel informed the Committee some plot holders feel the scoring system is unfair and felt that it showed favouritism to certain plots. Cllr Abel agreed to accompany Pete Fulleylove and Roger Bromley in their first inspection of 2022

**Items for next meeting:**

**Roles and Responsibilities of Parish Council and CNAA**

**Update on CNAA Constitution**

**To discuss potential events (Cllr Green)**

**To discuss viability of electricity on Allotments (Cllr Green)**

**To discuss inspection report scoring process**

There was no other business and the Chairman closed the meeting at 4:10pm

Signed .....  
Chairman of the Parish Council