

# Cottingham Parish Council



**ALLOTMENTS COMMITTEE MEETING**  
**HELD AT THE PARISH COUNCIL OFFICE**  
**9 THE COTTAGES, MARKET GREEN, COTTINGHAM**  
**ON FRIDAY 28th OCTOBER 2022 AT 2:00PM**

## MINUTES

PRESENT: Cllrs: Abel, Green, Moore & Jump  
 Allotments Association Representatives: R Bromley, P Vojvodic & P Fulleylove  
 Deputy Clerk: N Pape  
 5 Members of the public in person, 1 member of the public via Zoom

633 DECLARATIONS OF PECUNIARY, PREJUDICIAL AND NON-PECUNIARY INTEREST

Non received

634 TO RECEIVE APOLOGIES

Non received

635 CNAA TO PROVIDE UPDATE ON INSURANCE/FLOOD ALLEVIATION WORK/CNAA FINANCES/CONSTITUTION

635.1 CNAA (Cottingham Northgate Allotment Association) Chairman, Pete Vojvodic, updated the Committee with the following:

- The CNAA have taken out an insurance policy, using funds obtained by the increase in the CNAA fee from £3 to £6
- Planned flood alleviation works have been completed and are working well
- The water has already been turned off due to a leak opposite plot 40 (a Working Party to resolve the issue)
- Funding had been secured from the Co-op to purchase a strimmer costing £150. The CNAA have also been accepted by the Co-Op to receive further funding as a local

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organisation, funding should be available October 2023 with part funding potentially used to erect a shelter at the allotments

- A copy of the CNAA constitution had been sent to the Parish Office in advance of the meeting, amendments were agreed and the Constitution signed by Pete Vojvodic on behalf of the CNAA and Cllr Abel on behalf of the Parish Council

#### 636 TO DISCUSS PLOT INSPECTION PROCEDURE/PLOT MARKERS

636.1 Cllr Abel informed the Committee that whilst some plot markers had been refreshed, there were still a number of markers not visible, Pete Fulleylove will contact plot holders to advise the markers need to be clear and visible at the front of the plots

636.2 Pete Fulleylove stated he felt the inspection process could work more efficiently. At the moment both the existing and new inspection grids were being used. Tenants from plots that are not up to standard are given advice and support, with some tenants respond positively, others do not

636.3 It was agreed that the timescales for contacting tenants of plots in a bad state of repair should be reduced. Tenants receiving their first low score from the inspection will be contacted by the CNAA and given the advice/support needed, if a second low score is given an advisory letter will be sent to the tenant. If no action is taken following the advisory letter the tenant will receive a 7-day notice eviction letter from the Parish Council. Roger Bromley informed the Committee that plot holders are advised to seek help if required at an early stage

636.4 Pete Fulleylove informed the Committee new tenants are allocated a mentor to give advice and support, the mentor being from a neighbouring plot

636.5 Cllr Green enquired of the process currently in place when a plot in bad condition is taken over by a new tenant, Pete Fulleylove advised help is given on the plot

#### 637 TO DISCUSS TENANCY AGREEMENT/SITE SECURITY

637.1 Pete Vojvodic informed the Committee several tenants were experiencing difficulties with the lock on the silver gate and therefore the gate had been left open. Although a new lock had been fitted there were still issues with some tenants struggling to use the lock correctly. The CNAA are currently looking into this issue and the Committee discussed possible solutions including using swipe cards instead of keys, Cllr Abel to investigate the viability/quotes for swipe cards

637.2 Cllr Jump suggested the Tenancy Agreement be updated to state that tenants must lock the gates, the Parish Office to update the Tenancy Agreement and send the revised version to plot holders

**Resolved: Parish Office to update Tenancy Agreement, copy to be sent to plot holders**

#### 638 TO DISCUSS POTENTIAL EVENTS/ELECTRICITY ON ALLOTMENT SITE

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638.1 Cllr Green suggested plot holders could sell excess produce which would help with the current cost of living crisis. Roger Bromley informed the Committee the CNAA had previously held a stall outside the Co-Op selling plants and shrubs, this had been a success raising approximately £250 and these funds had been shared between the CNAA and Dove House Hospice

638.2 Cllr Green suggested plot holders swap seeds to reduce costs, Roger Bromley advised seed swaps were already taking place

638.3 Cllr Green suggested electricity be installed at the allotment, Cllr Abel stressed the cost-of-living crisis and energy costs. Cllr Jump enquired if solar lights could be installed instead. The Committee agreed the costs of installing electricity would be extremely expensive.

Roger Bromley explained if a shelter was erected on the allotments this could have solar panels on the roof also

683.4 Pete Vojvodic advised that the hosting of supplementary events would be discussed at the next CNAA meeting

#### 684 TO CLAIIFY ROLES AND REPONSIBILITIES OF PARISH COUNCIL AND CNAA

684.1 Pete Vojvodic advised the current roles/responsibilities needed further amendments, further discussion to take place by the Parish Council and CNAA

684.2 Pete Vojvodic advised that the date the water would be turned back on would be 1<sup>st</sup> April 2023

#### 685 TO DISCUSS COMLAINTS PROCEDURE

685.1 The Committee agreed that the Parish Council complaints procedure requires updating. Cllr Jump enquired if the CNAA have their own complaints procedure. Complaints should be dealt with by the CNAA and only passed to the Parish Council if the CNAA have exhausted all resolution methods and mediation. It was agreed that the CNAA complaint procedure be an agenda item for their next meeting

**Resolved: CNAA and Parish Council complaints procedures to be updated**

#### 686 TO DISCUSS PLOT ALLOCATION PROCEDURE

686.1 The Deputy Clerk informed the Committee there were currently 39 residents on the waiting list

686.2 Roger Bromley suggested the CNAA assist the Parish Office with the allocation of new plots, Cllr Abel replied that due to GDPR the Parish Office must allocate the plots. Unfortunately, residents contacted by the office from the waiting list are often slow in replying, hence a delay in plot allocations

686.3 The Parish Office will contact residents who have been on the waiting list for a while to enquire if they are still interested in taking over a plot that has become available

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687 TO DISCUSS HEDGE CUTTING

687.1 Roger Bromley informed the Committee the hedge will need cutting during the winter of 2022/2023, Cllr Abel to arrange a date

**Resolved: Cllr Abel to arrange hedge cutting**

688 TO CONFIRM DATE OF FUTURE MEETINGS

688.1 Pete Vojvodic suggested the next meeting take place following the CNAAGM in March, it was agreed the next meeting take place on 31<sup>st</sup> March 2023

**Resolved: Next meeting to be scheduled for Friday 31<sup>st</sup> March 2023**

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

689.1 The Committee discussed that due to the dry weather conditions 555 units of water had been used during 2022 compared to 318 units in 2021

632.2 Roger Bromley informed the Committee a further 6 ball valves were required for the water tanks

**Items for next meeting:**

**To discuss costs of key cards for gates**

**To discuss solar panels to be used as flood lights/solar lighting**

**To discuss complaints procedure**

There was no other business and the Chairman closed the meeting at 3:20 pm

Signed .....  
Chairman of the Parish Council