

# Charlton Kings Parish Council

26 Church Street Church Piece Charlton Kings Cheltenham GL53 8AR

## ALLOTMENTS COMMITTEE

Thursday 11<sup>th</sup> February 2021 at 7.00pm

### PUBLIC NOTICE OF MEETING AND AGENDA AS CIRCULATED TO ALL MEMBERS OF CHARLTON KINGS PARISH COUNCIL

Membership: Cllrs Palmer (Chairman), Williams, Holt, Cockwill

Allotment Site Representatives: Dr John Brooks (Ryeworth), Ms Michelle Kirby (Ryeworth)  
Mr Maurice Febry (Sappercombe)

You are hereby summoned to a virtual meeting of the Parish Council Allotments Committee on  
Thursday 11<sup>th</sup> February 2021 at 7.00pm.

NB: This meeting is allowable under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came into force on 4<sup>th</sup> April 2020 in response to the COVID-19 outbreak. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021.

Mrs Joanna Noles  
Clerk to the Parish Council  
04/02/2020

How to access the meeting - Members of the public who want to attend the virtual meeting should contact the office on [officer@charltonkingsparishcouncil.gov.uk](mailto:officer@charltonkingsparishcouncil.gov.uk) ideally by 12.00 noon on 11<sup>th</sup> February 2021 to request an invitation. Invitations will not be issued to members of the public after the start of the meeting.

Members of the public are welcome to address the Committee in the public session from 7.00pm until 7.10pm. Questions not notified prior to the meeting may require a written response.

#### AGENDA

- 31/20/21**      **Recording and filming of meetings** The Chairman will ask all those present if any member of the public is intending to record or film the meeting.
- 32/20/21**      **Apologies** to be received.
- 33/20/21**      **Declarations of Interest** To receive declarations of interest in respect of the agenda items below (Localism Act 2011).

- 34/20/21 Minutes of previous meeting** To approve the minutes of the meeting held on the 12<sup>th</sup> October 2020 (previously circulated).
- 35/20/21 Reports from Site Representatives** To receive reports from the ASRs for Ryeworth and Sappercombe.
- 36/20/21 Vandalism** To report on recent incidents of vandalism on all allotments sites
- 37/20/21 Plot Inspections** To report on the follow up plot inspections which took place in January.
- 38/20/21 Vacant plots** To report on the current position on waiting lists and vacant plots.
- 39/20/21 Invoices 2021/2022** To confirm the plot and water charge for 2021/22 and to agree the enclosures for the invoice (e)mailing.
- 40/20/21 Rental/Water charge increases** To discuss and agree rental and water charge increases for 2022/23 to allow for 12 month notice period.
- 41/20/21 Tenancy documentation** To agree revision of any letting agreements and associated paperwork, if required.
- 42/20/21 Health & Safety Review** To review the current risk assessment and Health & Safety leaflet
- 43/20/21 Grass Cutting Contract** To review the quality of the service provided by the contractor last year and confirm the frequency of cuts for 2021/22.
- 44/20/21 Update on current projects** To report on any progress with the following projects;
- **Sappercombe Easy Access Plot**
  - **Deer Fencing on Ryeworth/Haver**
- 45/20/21 Recurrent maintenance work and Action Plan** To review recurrent maintenance work timetable and action plan.
- 46/20/21 Plot Clearance** To discuss and agree the responsibility for clearing large items of rubbish from vacated plots prior to relet.
- 47/20/21 Allotment competition 2021** To consider the arrangements for the 2021 Allotments Competition
- 48/20/21 Any other business** To report on any other matters for information.

*Please be aware that this meeting may be filmed or recorded*

Date of next meeting: July TBC