

Bilbrook Parish Council - Allotment Committee Meeting
Monday 14th February 2022 at Bilbrook Village Hall 10.00 am.

Minutes

Councillors Present: M Adams, D Hutchinson, G Burnett

Also present: Mrs K Daker (Parish Clerk)

Matter of Report: the site inspection that was planned was postponed due to bad weather.

17/21A **Apologies** – None

18/21A **Declarations of Interest and dispensation requests** - None

19/21A **Minutes** - The Minutes of the Allotments committee meeting held on 26th July 2021 having been previously distributed were signed as a true and correct record.

20/21A **Review of documents**

- a) Terms of Business of the Allotment committee – **Resolved:** Approve to take to the full council May meeting.
- b) Renewal Letter - **Resolved: Approved** but to add the revised tenancy agreement.
- c) Tenancy Agreement – **Resolved: Approved**
- d) Allotments Policy – **Resolved:** Approve to take to the full council.
- e) Allotment Risk Assessment -**Resolved:** To continue work on this.
- f) Allotment Rule Book for consideration – **Resolved:** Not needed as everything is in the tenancy agreement.

21/21A **Hire of allotments:**

- a) Current Conditions/Security - **Matter of Report:** The outer fence has been damaged and needs to be repaired by the Parish Operative.
- b) Allotment Finances – **See Appendix 1**
- c) Grants – **Matter of Report:** two grant applications have been submitted for water harvesting to Staffordshire County Council and Veolia.
- d) Payback scheme update. **Matter of Report** – A representative from the payback team visited the allotments but no date has been given for the team to return.

22/21A **Date of next meeting:** Monday 20th June 2022 at 10 am. Meeting at Bilbrook Allotments for a site inspection.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

In pursuance of the powers contained in section 1 of the above Act, I move that the press and public be now excluded from the meeting on the grounds that the business about to be transacted is of a confidential nature and that publicity will be prejudicial to the public interest.

CONFIDENTIAL AGENDA ITEM

23/21A **Current Plan** – One vacancy (plot 19A) **Resolved:** As no inspection has been undertaken, councillors will visit the site when the weather improves to check if there are any uncultivated plots. These will not be offered for renewal in April.

24/21A **Waiting list** - **Matter of Report:** there are 38 people on the waiting list of which 3 are from Bilbrook.

Signed: Dated:

Financial Budget Comparison

Comparison between 01/04/21 and 31/01/22 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

		2021/22 Budget	Actual Net	Balance
INCOME				
50	Allotments Income	£641.00	£1,654.00	£1,013.00¹
EXPENDITURE				
180/1	Allotments Water	£260.00	£253.73	£6.27
180/2	Allotments Maintenance	£97.00	£10.18	£86.82
180/3	Allotments Projects	£284.00	£0.00	£284.00
180/4	Allotments - Climate Change Fund	£0.00	£1,010.83 ²	-£1,010.83
180	Allotments Expenditure	£641.00	£1,274.74	-£633.74

Budget Headings Transaction Details

Start of year 01/04/21

Heading

180 Allotments

180/1 Allotments Water

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
28/04/21	27/04/21	21008	dd210413wp	Water Plus - Allotment water to 27 Mar	65.34	0.00	65.34
27/08/21	24/08/21	21099	dd210802wp	Water Plus - Allotment water to 18 Jul	115.75	0.00	115.75
27/10/21	27/10/21	21174	dd211027wp	Water Plus - Allotment water to 27 Sep	72.64	0.00	72.64

180/1 Allotments Water Total 253.73 0.00 253.73

180/2 Allotments Maintenance

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
30/06/21	29/06/21	21057	fp210629tf	Telford Farm Machinery - Pliers & Post	7.69	1.54	9.23
27/10/21	27/10/21	21162	chq103784	Codsall Hardware Ltd - Part for allotment tap	2.49	0.50	2.99

180/2 Allotments Maintenance Total 10.18 2.04 12.22

180/3 Allotments Projects

180/4 Allotments - Climate Change Fund

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
27/07/21	27/07/21	21080	fp210727dw	Direct Water Tanks (Kingfisher) - 8 x 1000 Litre Reconditioned IBC - 2"	750.00	150.00	900.00
27/07/21	27/07/21	21085	fp210727pm	Pictorial Meadows - Wild Flower seeds	52.50	10.50	63.00
27/07/21	27/07/21	21086	Equals2107	Pictorial Meadows - Wild Flower seeds	208.33	41.67	250.00

180/4 Allotments - Climate Change Fund Total 1,010.83 202.17 1,213.00

180 Allotments Total 1,274.74 204.21 1,478.95

Grand Total 1,274.74 204.21 1,478.95

Allotment Ring Fences Reserves = £300

¹ Staffordshire County Council Climate Change Grant of £1,000

² Spent of Grant on IB's and wildflowers