



# DEEPI NG ST JAMES PARISH COUNCIL

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Parish Clerk: Julie Fortnum

Minutes of the **Allotments, Footpaths and Open Spaces Committee** (remote by Zoom)  
held on **Thursday, 17 September 2020 at 8:30pm**

Present: Councillors **Bowell**, Fowler, Hall, Halls, Robinson, Stevens and Thomas.

Councillors Gilbert and Shinkins-Hoppe ex-officio voting members

Visitor: Allotment Tenant.

Julie Fortnum, Parish Clerk and Louise Brown, Assistant Clerk.

The visitor was invited to speak.

The visitor requested consideration for restricting bonfires at the allotments suggesting they are detrimental to his health. If he knew when the bonfires would be, then he wouldn't attend the allotments at that time. If there are no restrictions, then he has to take a chance.

**18.20 To receive apologies for absence.**

Councillor Fowler/Halls technical difficulties.

**19.20 To receive declarations of interest, if any.**

None received.

**20.20 To adopt the minutes of the meeting held 25<sup>th</sup> August 2020.**

The minutes were agreed as a true copy and will be signed when Councillor Bowell is next in the office.

Councillor Halls accessed the meeting.

**21.20 Clerks report and matters arising not considered elsewhere on the agenda**

Further to the inspection on 22 July 2020, a review was had on 24<sup>th</sup> August 2020. From the review inspection, eight letters were generated. Three second letters were sent out asking for contact by the 7<sup>th</sup> September, or reallocation of their plots would occur from the 1<sup>st</sup> October 2020. We have heard back from one, who has released their plot. Furthermore, two more first letters went out asking for the tenants to bring their plots up to 50% cultivation and removal of weeds within four weeks. Two letters were sent asking for weed management and one letter was sent asking for specific jobs to be completed before the end of September.

Six plots have become available and people on the waiting list have been contacted. Four plots have been filled so far.

We have been receiving complaints regarding parking within the allotments along the lanes and not in the car park. One of these complaints is a concern over people parking near people that are shielding. Signs have been made and are awaiting being put up.

The information board on path towards low-locks is being renewed as it has been deteriorating. DSJ United Charities, along with a donation from a member of the public are covering the cost.

**22.20 To receive a report on progress with reallocating Allotment plots, together with an update on current tenants. See appendix 22.20**

We have 112 plots currently being used by tenants: -  
(Not including club house & DSJPC land)

38 plots taken by Market Deeping tenants.  
70 plots taken by Deeping St James tenants.  
4 plots taken by Stamford, Northborough, Maxey and Deeping Gate.  
12 plots are full sized.  
100 plots are half sized.

The waiting list status is currently at 27: -  
13 people waiting from Deeping St James.  
6 people have a plot and are asking for another.  
8 people waiting from Market Deeping area.

Councillor Halls has a list of plots that need weeding.  
There is a tenant that has been poorly and perhaps needs help via a working party.

It was agreed that Councillor Halls will liaise with the Assistant Clerk to send letters to the relevant plot holders, and also to ascertain if the poorly plot holder needs help.

**23.20 An update on the new procedure for handing over plots to new tenants.**

Please see appendix 23.20

Councillor Howell and Councillor Halls both spoke on how they take new tenants to their prospective plot, go through the terms and conditions, discuss their plans and ask whether the new tenants will require any help with the set-up of their plots as they are. This procedure is well received, and the new tenants are happy to be able to ask questions and get answers.

**24.20 To discuss and agree how to renew the plot numbers.**

Please see appendix 24.20

Councillor Howell advised that he had been making stakes for the new plot numbers to be placed on. Councillor Halls had been in touch with Deeping Youth Group, who are interested in producing the numbers.

**25.20 To decide if a skip should be provided this autumn?**

The Allotments have already had 3 skips this year, which is the amount we normally give them. In view of the fact that we are subsidising the Allotments by £1,398.56 p.a. do we want to provide a skip this autumn, which will increase the loss being incurred by the Parish Council?

Councillor Fowler accessed the meeting.

It was recommended to take to Full Council, that we would provide a fourth skip, at a cost of approx £160.00, with referencing that due to COVID, it has been an unusual year; however, this will not set the precedent for the future and is a one-off.

**26.20 To receive and discuss the report from the Allotments Association and make any recommendations to Council.**

The Allotments Association were asked to provide a report for the meeting, but have submitted a list of requests.

Please see appendices 26.20a and 26.20b.

1. It was agreed to repair/replace leaking water taps and butts as needed next to plots 6, 46, 57 and 63.
2. It was recommended to take to Full Council to provide a fourth skip.
3. Each new plot holder is treated individually, and is asked if help is required clearing the plot.
4. The Roadways need repairing, this task has been set to be completed next year (2021/2022).
5. Perimeter hedge needs trimming – the assistant clerk to organise.
6. Latest Tenancy Agreement has gone out to plot holders with a copy to the Allotment Association.
7. Plot allocation layout with names for Allotment Association cannot be given out due to GDPR.

8. We decided not to continue with the Allotment Association and Parish Council Charter as the Allotment Association rejected every point.
9. The proposed rent increases have been considered and notice sent out to plot holders to advise of future changes.
10. The Councillors have begun taking new tenants to the allotment plots and taken through the Tenancy Agreement. Clearing of the old plot would be managed on an individual needs' basis.
11. Parking violation management. It was agreed to write a letter to the tenant asking him to stop parking on the roadway as this contravenes the tenancy agreement. If he persists further action will be taken which may include eviction from the site.
12. Bonfires. It was agreed to continue with the new Tenancy Agreement that has been agreed by full Council, with no restrictions on when bonfires are lit, and to review this after 6 months.

It was agreed to ask the Allotment Association to provide a report of what is happening at the Allotments, in future, and not a list of requirements.

The visitor left the meeting.

**27.20 To receive a report of the budget position to date and expected outturn for the financial year 2020/21. See appendix 27.20**

**Expenditure 2020/21**

Item	Actual	Budget	Still to Pay	Variance
Maintenance & Misc.	£411.42	£3,000.00	Hedge cutting /skips	£2,589.00
Tree, Hedges, Bulbs & Wildflowers		£500.00	Additional hedge planting for boundary	£500.00
Riverbank Maintenance	£559.00	£1,500.00	Remainder of cuts	£941.00
Jubilee Park		£5,000.00	CCTV	£5,000.00
Allotment Improvements	£42.40	£1,500.00		£1,458.00
FlagPole/ Storage Shed		£2,000.00	Flagpole	£2,000.00
Millennium Wood Maintenance	£22.50	£2,000.00		£1,978.00

**Income 2020/21**

Item	Actual	Budget	Still to receive	Variance
Allotment Fees	£102.00	£2,500.00		-£2,398

**28.20 To consider budget estimates for 2021/22 and make recommendations to the Finance and general purposes committee.**

The budget to remain the same, except for another £5,000 to be added for Electricity and CCTV at Jubilee Park.

**29.20 Date of the next meeting – 21 January 2021**

The meeting ended at 9:50pm.

Copy sent to: Geoff Hurst/ Hilary Gentle (Allotments Association)  
Friends of Jubilee Park

Signed..... Dated.....