



Kingshurst Parish Council

The Library, Marston Drive, Kingshurst, Birmingham B37 6BA

Mobile: 07484 057258

Email www.kingshurstparishcouncil@gmail.com

Clerk to the Council: Paula Coyle

Minutes of the meeting of Kingshurst Parish Council

Allotments Committee held on 16th June 22.

At The Seeds of Hope, Overgreen drive kingshurst

Cllrs present:

Chair Cllr M Frampton

Cllr S Daley

J.Edwards member

Allotment holders none were present for the meeting.

Clerk Paula Coyle

	Welcome and Housekeeping
1.	General housekeeping.
2.	To receive apologies. Cllr Sultana,Cllr kimberly,Cllr Brain
3.	To receive members declarations of disclosable (pecuniary and other) interests none
4.	To receive members dispensation request if any
5.	Election of Chairman for 2022-23
5.1	Motion for Cllr Frampton to chair allotment committee
5.2	All agreed, Vice chair to be appointed at next committee meeting August 11th 22 Terms of reference sent to members.

<p>6.</p> <p>6.1</p> <p>6.2</p>	<p>Allotment</p> <p>Chairman report</p> <p>The chair M.F read a report</p> <p>a) The new polytunnel has been erected, finances left to spend £164.00, Spend to date £385.00</p> <p>Clerk read out report The maintenance at the allotment is underway, the hedges along Fordbridge Road have been reduced in height and the inside cut back,</p> <p>a)The blue container was discussed, a decision was passed to be repaired, clerk yet to get a second quote</p> <p>b) Taps have been fixed, Path has been repaired and is no longer a trip hazard.</p> <p>c) Fence repair has been approved, contractor waiting to start.</p> <p>d) skip, booked for Thursday 23rd June, all plot holders have been informed</p>
<p>7</p>	<p>Clerk proposed that KPC should put Allotments expenditure into next year's budget, for regular maintenance of the allotment perimeter on a regular basis of clearing the land at the end of jubilee gardens, a quote for regular maintenance of the area for the three seasons of the year will be obtained by the clerk</p>
<p>8</p> <p>8.1</p>	<p>Allotment list</p> <p>All plots at present have been allocated.</p> <p>Present conditions of plots</p> <p>It was noted that several plots were not being attended, after inspection, the plot holders have been sent a letter</p>
<p>9.</p>	<p>Jubilee Community garden</p> <p>Chairman MF gave a brief report on this years fruit and vegetables that the garden is growing for the community</p> <p>a) Community involvement, there are a few new regular volunteers</p> <p>b) Parish Councils, support needed with the garden, open invitation for Parish Councilors to attend and volunteer at the community garden.</p>

	<p>c) Plan to get the community involved, through social media, a new Fb page for the garden will be launched. Open days will be planned with the involvement from the plot holders</p>
10.	<p>Community groups</p> <p>Meetings have been arranged, and booked in with the Forest School Friday 17th June to discuss projects at the garden, too involve more children</p> <p>Sajida Golby, has been in touch, with a few ideas she would like to propose to the community garden.</p> <p>Cllr Cole mentioned that Tudor Grange Academy is interested in projects with the community garden, Cllr Cole will email the school.</p>
11.	<p>Member J.Edwards inquired about the polytunnel cover, Cllr DC has spoken previously to Cllr Brain, who will return the polytunnel cover, to Jubilee community garden</p>
12,	<p>Beehives</p> <p>There are no longer two beehives at the jubilee allotment garden.</p> <p>The beehives are Cllr Brain personal property, Cllr MB has now removed the beehives to another location</p>
13	<p>Working party</p> <p>The clerk will draft up a term of reference, which will be presented at the next allotment committee meeting.</p>
14.	<p>Commonwealth</p> <p>Tuesday 26th July, SMBC have suggested that we take a group to the allotment in the afternoon, which KPC and the plot holders will organise an event</p>
15.	<p>Public/Plot holder Participation</p> <p>None</p>
16.	<p>Date and Time of next meeting</p> <p>The date of the next meeting is August 11th, at 6.00pm Seeds of Hope.</p>

Signed Date

Committee meetings 22/23

Date 16th June 22	Committee meetings	Councilors
7.00pm Seeds of Hope	Allotment/ Garden	Cllr Frampton, Cllr Saultana, Cllr Daily, Cllr Brain, Cllr DCole Member J.Edwards
Date 11th August 22 6pm Seeds Of Hope	Allotment/ Garden	Cllr Frampton, Cllr Saultana, Cllr Daily, Cllr Brain, Cllr J Kimberly, Member J.Edwards
Date 13th October 22 6pm	Allotment/Garden	Cllr Frampton, Cllr Saultana, Cllr Daily, Cllr Brain, Cllr J kimberly, Member J.Edwards
Date 8th December 22 6pm	Allotment/ Garden	Cllr Frampton, Cllr Saultana, Cllr Daily, Cllr Brain, Cllr J Kimberly, Member J.Edwards
Date 9th February 23 6pm	Allotment/ Garden	Cllr Frampton, Cllr Saultana, Cllr Daily, Cllr Brain, Cllr J Kimberly, Member J.Edwards
Date 13th April 23 6pm	Allotment/ Garden	Cllr Frampton, Cllr Saultana, Cllr Daily, Cllr Brain, Cllr J Kimberly, Member J.Edwards

ALLOTMENT COMMITTEE

TERMS OF REFERENCE

Purpose

- To work together for mutual benefit.
- To maintain standards.
- To demonstrate transparency.
- To form a pro-active collaboration.
- To consult on matters as and when necessary.

The Allotment committee is to be formed of no more than four members from the Parish Council and at least 1 member from the Plot holders.

The appointment of the members to this committee is decided at the annual Parish Meeting

The Chair and Vice Chair of Kingshurst Parish Council shall be ex officio members of the Committee if not otherwise members in accordance with the preceding provision and are entitled to vote.

1. The Committee will appoint a Chairman and Vice Chairman at the first meeting following the Annual Meeting of the Council in May each year.
2. In the event of the Chairman's absence the Vice Chair will lead the meeting.
3. Each meeting requires a quorum of 3 Members.
As the Committee manages land on behalf of the council, all members shall have voting rights.
4. The Committee will operate in accordance with Local Government Law and in accordance with the Parish Council's Standing Orders.

5. The Chairman will make a report to Full Council at the next Parish meeting succeeding an Allotment Committee meeting.

6. PURPOSE OF COMMITTEE:

a) To consider and make decisions on any matters affecting the allotments with the exception of items clearly excluded under points 7 a) and 7 b). To oversee the management, maintenance, upkeep and improvement of the allotment site,

b) To recommend to the Parish Council appropriate budget provisions for the current and coming financial years for items within the committee's remit.

c) To exercise the powers delegated to the committee on behalf of the Parish Council, as set out in section 7

d) To make recommendations on an annual basis (no later than December) to the Parish Council of any increase in tenancy fees.

e) To approve or comment upon actions taken and reported by the Parish Clerk on allotment matters.

f) To carry out the annual Risk Assessment and bring to the attention of the Parish Council any identified health and safety risks.

g) Maintaining the waiting list in a strict chronological order, carrying out site visits.

h) To identify cases where tenancy agreements, policies or rules are not being observed and follow procedure for non-compliance. Work to ensure that allotment plots are maintained to a high standard and to maximise the occupancy of the allotment

i) To develop, oversee and promote projects that relate to the upgrading and improvement of the allotment site

7. DELEGATED AUTHORITY:

Decisions made by the Committee may be implemented without reference to Full Council for approval, subject to those decisions being within the delegated powers of the Committee and

which do not involve matters where only the Full Council can make the decision (see paragraph below).

The Chair of the Committee, in discussion with other councilors, may voluntarily refer any matter to Full Council for approval if it is considered appropriate

a) The Allotments Committee has the delegated power to make decisions on behalf of the Parish Council concerning the detailed operation and management of the allotments and relationships with individual tenants but excluding final decisions on:

- Rents. Setting/revision of the Allotment Rules
- Deciding and adjudication on all matters relating to tenancies including non-cultivation issues, play equipment, buildings, beekeeping etc.
- Liaison with neighbours.
- Major improvements or material changes to the site.
- Situations where a dispute between the Committee and a tenant has not been resolved by the Committee and the Council's Complaints Policy is activated.

b) The Allotments Committee has the delegated power to incur expenditure on behalf of the Parish Council on items of a routine and repetitive nature, where the Committee has already been provided with the agreed revenue budget, in accordance with Financial Regulations, but excluding any items of capital expenditure.

The Clerk's emergency Power of Expenditure may be utilised in emergency situations from a maintenance or health and safety nature.

8. MEETINGS:

a) There will be at least four meetings a year.

Representatives and plot holders from allotment site shall be invited as required

b) Agenda to be prepared by the Clerk in conjunction with the Committee's Chairman and to be displayed at the allotment no later than three working days before the date of the meeting.

9. WORKING PARTIES:

These may be set up for specific time-limited tasks as required. Clear guidelines to be agreed in writing by the working party and the Committee, including:

- a) purpose of a working party.
- b) time scale for objectives to be achieved.
- c) membership.
- d) resources needed and point of contact within the Committee for queries between meetings.
- e) In respect of self-managed sites, to monitor compliance with Trustee Agreements and to arrange for the necessary action to be taken to address non-compliance.

10. Draft minutes will be sent to all Councilors before the next Full Council meeting.

11. The Terms of Reference will be reviewed annually

Date 16th June 22