



# Kingshurst Parish Council

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Clerk to the Council: Paula Coyle

26-06-23

**Minutes of the meeting  
Allotments Committee**  
on Saturday 24<sup>th</sup> June 2023. 2.30pm

At Kingshurst, Community garden

Fordbridge Road B37 6BX

**Council Members:** Cllr J. Edwards, Cllr L Baillie and Cllr L Browning

**Council Members Present:** Cllr J Edwards, Cllr L Baillie and Cllr L Browning

**Members of the public :** Cllr M Frampton and 8 Allotment plot holders

## Minutes

## Action

Minutes	Action
<p><b>1. Welcome and Housekeeping</b> 1.1. General housekeeping. Cllr Frampton, welcomed the plot holders</p>	
<p><b>2. Election of allotment chairman</b> 2.1. <b>Election of chairman</b> <b>Resolved:</b> Cllr John Edwards was appointed as Allotment chairman in the year 2023.</p> <p><b>2.2. Co-option of committee members.</b> <b>Resolved:</b> Committee members were appointed.</p> <ol style="list-style-type: none"><li>1. Andy Brooks</li><li>2. Sue Caaney</li><li>3. Fiona Green.</li><li>4. Bill Baillie.</li></ol> <p><b>Resolved:</b> Allotment Committee members 23/24</p> <p>Cllr J Edwards (Chairman) Cllr L Baillie, Cllr L Browning, Co-opted</p>	

	members B. Baillie, F Green, S Caine and A Brooks	
3.	<b>To receive apologies.</b> No apologies given	
4.	<b>To receive members' declarations of disclosable (pecuniary and other) interests.</b> None	
5.	<b>To approve the Minutes of the last Allotment Committee Meeting held on 13<sup>th</sup> April 2023.</b> Minutes of Allotment Committee Meeting held on 13 <sup>th</sup> April 2023 were approved as a true record and signed by the chairman	
6.	<b>Allotment Committee meeting dates and location</b>	
6.1.	To Approve: Allotment Committee Terms of reference <b>Resolved:</b> Allotment Committee Terms of reference were accepted without any amendments for the year 2023.	
6.2.	To confirm Allotment committee dates for year 23/24. <b>Resolved:</b> Dates have been accepted. The December meeting will be Thursday 7th December @ 6pm.	
6.3.	To confirm the location of the Allotment committee meetings. <b>Resolved:</b> Location has been agreed except for the December meeting which will be held at Seeds of Hope. <ul style="list-style-type: none"> <li>● Saturday 15th October Allotment/Community garden @2pm</li> <li>● Thursday, 7th December, Seeds of Hope @ 6pm.</li> <li>● Saturday 10th February, Pavilions @2pm.</li> <li>● Saturday 6th April, Pavilions @2pm</li> </ul>	
6.4.	To arrange a plot holders meeting plan for the year 23/24. <b>Resolved:</b> Date set for Saturday 8th July, 2pm @ The community garden, further meetings to be arranged.	
6.5.	Community day end of July ( Bug Hotels ). <u>Saturday 29th July</u> <b>Resolved:</b> Date and time agreed @ 2pm, all committee members to try and take part	
7.	<b>Allotment Finance/ Budget 23/24</b>	
7.1.	Allotment Finance report <b>Resolved:</b> Cllr Browning, went through the authorisation levels for the committee finance, and explained the budget for the year ahead	

<p>7.2.</p> <p>7.3.</p> <p>7.4.</p> <p>7.5.</p>	<p>Allotment maintenance plan for the year ahead.  <b>Resolved:</b> The maintenance for the hedge at the back of the plots needs to be at a manageable level, before the Committee can ask Plotolders to maintain their area.</p> <p>Action and decision on the usage of the end plot  <b>Resolved:</b> Decision has been made by the committee, the end plot will have raised beds for community usage at maybe a small cost Membrane to be purchased to cover the soil, LGS maintenance properties have quoted £100.</p> <p>All plots to be numbered.  <b>Resolved:</b> Plots to be numbered, awaiting a price</p> <p>Inspection of plots  <b>Resolved:</b> That plot inspection should also involve a plotholder to undertaker review</p>	<p><b>Clerk COMMITTEE</b></p> <p><b>J/E</b></p> <p><b>L/Ba</b></p> <p><b>COMMITTEE</b></p>
<p>8.</p> <p>8.1.</p> <p>8.2.</p> <p>8.3.</p> <p>8.4.</p>	<p><b>Community garden:</b></p> <p>To receive a report from Cllr Frampton.  Cllr Frampton gave an oral report regarding the events that took place at the community garden, The harvest of fruit and vegetable produce, how it supported food banks in the year 2022.  <b>Resolved:</b> Cllr Frampton to share (email) the community garden reports for year 22, to the committee members and plotholders</p> <p>Volunteers: Jamie and Kerry  Cllr Frampton, give update on the activities he has prepared for the volunteers, it has been suggested that we have a more structured plan in place for volunteers.</p> <p>Committee decision on Community garden plan for year 23/24.  <b>Resolved:</b> Cllr Frampton to share with the committee the growing plan for the year ahead</p> <p>Working Party:  Clear guidelines to be agreed in writing by the working party and the Committee  <b>Resolved:</b> Chairman J/Edwards, will share a plan for the community garden when he has returned back from holiday.</p>	<p><b>M/F.</b></p> <p><b>M/F</b></p> <p><b>COMMITTEE</b></p> <p><b>M/F.</b></p> <p><b>J/E</b></p>
<p>9.</p>	<p><b>Public Participation</b></p>	

9.1.	<p>To adjourn to allow public participation for 10 minutes. Residents are requested to give their views and question the Allotment committee on items on this agenda or raise issues for future consideration at the discretion of the Chairman.</p> <ul style="list-style-type: none"> <li>● Skip to be booked to arrive after the ploholders meeting has taken place</li> <li>● New Lock needs to be purchased for the gate</li> <li>● Purchase a Gazebo for the community garden</li> <li>● SMBC Green bins.</li> <li>● Notice board</li> </ul>	<b>Clerk</b>
10.	<p><b>Date of the Next Meeting:</b></p> <p>Saturday 15th October, The Community garden @ 2pm</p> <p><b>Meeting closed at 15.50pm.</b></p>	

Signed (Chair): .....

Date: .....

## Committee meetings 23/24

*Councillors are encouraged to submit topics, motions at least one week prior to the meetings to the clerk or the chairman.*

<b>Date: 24th June</b> Time 2.30pm Saturday <b>Community garden.</b>	Allotment/ Garden Elect a chairman.	Cllr J Edwards, Cllr L Baillie and Cllr L Browning,
<b>September</b>	<b>September</b>	<b>September</b>

<b>Date: 15th October</b> Time 2 pm Saturday <b>Community garden.</b>	Allotment/Gardens	Cllr J.Edwards, Cllr L Baillie, Cllr L Browning
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<b>Date: 10th December</b> Time 2pm Saturday <b>Pavilions.</b>	Allotment/Gardens	Cllr J.Edwards, Cllr L Browning, Cllr L BaillieTime
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<b>Date:10th February</b> Time 2pm Saturday <b>Pavilions.</b>	Allotment/Gardens	Cllr J.Edwards, Cllr L Baillie , Cllr L Browning
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<b>Date: 6th April 23</b> Time 2pm Saturday <b>Pavilions.</b>	Allotment/Gardens End of term report.	Cllr J.Edwards, Cllr L Browning , Cllr L Baillie
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### Action

<b>1.</b>	<b>Welcome and Housekeeping</b>	
<b>1.1</b>	General housekeeping Cllr Frampton,	
<b>2.</b>	<b>To receive apologies</b> There was no apologies given	

3.	<p><b>To receive members' declarations of disclosable (pecuniary and other) interests.</b> None</p>	
4.	<p><b>To receive and consider members' dispensation requests, if any</b> None</p>	
5.	<p><b>Appointment of Committee members for 2023-2024.</b></p> <p><b>Election of chairman- Cllr J Edwards, was appointed</b></p> <p><b>Resolved :</b> Allotment Chairman- Allotment chairman Cllr John Edwards</p> <p><b>Co-option of committee members</b></p> <p><b>Resolved:</b> Committee members were appointed.</p> <ul style="list-style-type: none"> <li>5. Andy</li> <li>6. Sue</li> <li>7. FionaGreen</li> <li>8. Bill Baillie</li> </ul> <p><b>Resolved:</b> Allotment Committee members 23/24</p> <p>Cllr J Edwards (chairman) Cllr L Baillie, Cllr L Browning, B. Baillie, F Green, S xxxxx and A xxxxx</p>	
	<p><b>To approve the Minutes of the last Allotment Committee Meeting held on 13<sup>th</sup> April 2023.</b> <b>Resolved:</b> Minutes were approved and accepted</p>	
6.	<p><b>Items for consideration at Committee Meeting.</b></p>	
6.1	<p>Allocated Plots – MF was unsure what plots were taken and not aware of current position. To confirm with clerk what plots are taken/available and improve communications.</p>	MF
6.2	<p>Clearance of end plot and the side perimeter. Decision on the usage of the area – Need to let out, maybe at a reduced rate? Needs lots of work to get into usage.</p>	
6.3		MF

6.4	Removal of trees from the community gardens, need to agree a date to start - Had two quotes – around £1000.00. Start date of December but DC recommends that go to Full Council for approval.	MF/SD
6.5	Notice Board: to Purchase a Notice board – obtained two quotes and around £200.00. SD advised that this was talked about over twelve months ago and she could get a wooden one done for free. DC asked if this was still available, and she was going to find out. If not, then would need to get approval reconfirmed.	
6.6	<p>Agreed at Full Council 29/09/22, the installation of toilet facilities, at the community gardens. Need to agree on a working party to facilitate this project.</p> <p><b>Resolved</b> : Working Party to be SD/MF/JE</p>	
6.7	<p>Budget 23/24 – Allocated budget: plot holders have agreed to ongoing maintenance – MF read through the plot holders meeting notes.</p> <p><b>Resolved</b> – The budget for 23/24 is £3000.00</p> <p>Discuss a working party to carry out allotment inspections.</p> <p>A discussion was had on chickens on site, with the agreement that we follow National Allotments Society Processes.</p> <p>MF advised that need to clear areas behind sheds as part of maintaining the allotments overall appearance. Email to be sent to allotment holders to ensure clearance and then can plan to cut back enabling hedges to be self maintained by plot holders. Concern on using chain saws.</p> <p>MF mentioned that hole in fence and spoken to Lee. (LGS)</p> <p><b>Resolved</b> : Working party to be SD/MF/JE for inspections.</p>	<p>Clerk</p> <p>MF</p>

<p><b>7.</b></p> <p><b>7.1</b></p> <p><b>7.2</b></p>	<p><b>Draft Allotment terms and conditions “guidelines” document</b></p> <p>Terms and conditions, agreed. New allotment leases have been sent to plot holders.</p> <p>As per 6.1, MF to speak with clerk on current position as unsure who has been emailed or given paperwork. One plot holder queried if everyone was on the distribution list and if the terms and conditions had been signed off or up for review. They were agreed at the last plot holders meeting.</p> <p>Payment of Utilities – Water: Cllr Frampton requests a progress update from the vice chair. DC.</p> <p>DC advises that need to seek advice from the Solicitor – and see if already included in the deeds for pavilions.</p>	<p>MF</p> <p>DC</p>
<p><b>8.</b></p> <p><b>8.1</b></p> <p><b>8.2</b></p> <p><b>8.3</b></p> <p><b>8.4</b></p>	<p><b>Community Gardens</b></p> <p>MF went through the report on community gardens</p> <p><b>Polytunnel Cover:</b> Marius has the polly tunnel cover and JE to oversee bringing the polly tunnel back into being used at the community gardens.</p> <p><b>Tudor Grange School :</b> DC confirmed that there are 40 children from two classes that would want to get involved at the community gardens. DC to provide MF a contact name after a meeting on Friday.</p> <p><b>Applying for Grants :</b> Confirmation that enforcement team have agreed to fund £500 towards the childrens area and tools.</p>	<p>JE</p> <p>DC</p>
<p><b>9.</b></p>	<p><b>Public Participation</b> To adjourn to allow public participation. Residents are requested to give their views and question the Parish Council on items on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Full Council Meeting itself.</p> <p>None</p> <p><b>Meeting closed at 7pm</b></p>	
<p><b>8.</b></p>	<p><b>Date of the next meeting:</b></p>	



	Thursday 9th April 2023, at the Seeds of Hope, Overgreen Drive	
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*Committee Members: Cllr J Edwards, Cllr L Browning and Cllr L Baillie*