

Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: By Zoom
Date: Wednesday 20th January 2021
Time: 7pm-9.00 pm
Attendance: Cheryl Chessum, John Barwick, Janet Cuff, John Singleton, Olly Davey, Stewart Shram, Carolyn Priest, Julia Jacobs, Dianne Conduit.

Apologies: Councillor David Poor Eddie Cowley, Annie Goodman.
Absent:

Chair: Cheryl Chessum.

		ACTION BY WHOM	ACTION BY WHEN
1	1. Welcome and Confidentiality Statement – Chair		
2	2. Minutes of the Last Meeting The Minutes of the Committee Meeting held on 18 th November 2020 were accepted as a true and accurate record.		
3.	<p>Matters Arising from last meeting</p> <p>Security report progress No progress reported.</p> <p>Avian flu Still an issue in Devon. DEFRA keeping information up to date. Bird keepers to continue to be vigilant.</p> <p>Gardeners Question Time SS reported it may not be straight forward and a lot of work will be required. The committee discussed cost benefit in relation to time, effort and money. Key points:</p> <ul style="list-style-type: none"> • There would be a set ticket price (as advised in guidance received) and it must include a drink wine/tea/coffee. • Venue size and interest were also discussed as well as lead in time. • It was acknowledged that everyone has a busy life and these sort of arrangements often fall to the same people. • Town Council may be happy to help support. <p>More information will be required before a final decision can be made.</p>	SS	17/02/21

<p>4. Chair's Report</p> <p><i>Covid-19 Lockdown arrangements</i> Nothing has changed since first lockdown in March 2020 except limited shop and toilet opening.</p> <p><u>Noted that toilets will now close and PL shop will stay closed.</u></p> <p>Shop (HL only) – potatoes, onions and garlic ordered before the most recent lockdown. Agreed it was important to try and get these out to members as time is off the essence and are perishable. After consideration on the best way to meet Covid-19 mitigation guidance the following arrangements were approved:</p> <ul style="list-style-type: none"> • Online shop enabling people to order online and click and collect with allocated time slots for collection on Sunday mornings from 14 February. This will be for potatoes etc. and other shop goods. Post meeting note: 7th February has been added to 'perishables only' to prevent spoilage. • For members not able to use click and collect there will be an opportunity to purchase these items through the shop on Wednesday mornings between 10.30-12md from 10th February. Contactless card payments preferred cash/cheques as a last resort. <p><u>Social distancing must be adhered to and face coverings must be worn.</u></p> <p>AGM To be deferred for a minimum of 6 months. This is in accordance with the Gov.uk guidance. Purpose of AGM is to update members on the association and its business. Would normally include reports, accounts, development plans and election of officers. This information could go onto the website and/or through a specific email communication with members. Review as an agenda item in July. May need to be conducted online.</p> <p><i>Exmouth in Bloom 2021</i> CC explained that Exmouth in Bloom is usually judged in July with 2-3 people visiting for 15-20 minutes. She advised the committee should consider what we show to showcase for that visit. Ideas:</p> <ul style="list-style-type: none"> • Community poly tunnel • Veg course • Club house and community space. <p>These are consistent with Journal article that JS has volunteered to write.</p> <p><i>Rat management update</i></p> <ul style="list-style-type: none"> • Rat prevention guidance produced and shared with committee members. • The guidance produced for HL as PL doesn't cover Pound Lane as nobody undertaking the LANTRA course or fulfilling a rodent management. CP to continue to try find someone interested and will tailor the HL guidance for Pound Lane site. 	<p>JS to action mass email</p> <p>JS to action mass email</p> <p>DC</p> <p>CC to respond.</p> <p>CP</p>	<p>Immediate</p> <p>Immediate</p> <p>07/21</p> <p>17/02/21</p> <p>17/02/21</p>
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	<ul style="list-style-type: none"> • Rat prevention guidance to be put on website under information section. • Wire netting for under compost bins to be made available in shop. <p>Adult & Community writing project Request for EDAA to write an article for The Exmouth Journal re ‘Why allotments...’ 350 or 650 words including illustrations, photo of contributor. JS volunteered to write something for June and July - benefits of gardening, growing vegetables, the veg course community poly tunnel, popularity of allotments may influence planning and growing areas in new developments. Point people to different sources of information. Potential for future courses online and participation widened.</p>	<p>JS JB JS</p>	<p>17/02/21 17/02/21 16/06/21</p>
<p>5.</p>	<p>Secretary’s Report</p> <p>Applications for Structures - Provided by CC</p> <p>Five applications received:</p> <p>HL 100 - request for bees. Site plan provided and applicant undertaking East Devon bee keeping course. Applicant has spoken with neighbours re provision of bee tunnel and suitable enclosure design submitted Will be mentored by experienced bee-keeper. Approved - subject conditions including, starting with 1 hive and then review.</p> <p>HL 196 – Application for poly tunnel. Meets all requirements re siting, size. Plot holder experienced in poly tunnel use. Approved</p> <p>HL 68 - Application for small poly tunnel. Meets requirements. Approved.</p> <p>HL 74a – Application for greenhouse . Plan provided. Meets all requirements. Approved</p> <p>HL 88 – Application for poly tunnel. Diagram provided and all requirements met. Approved.</p>	<p>CC to inform plot holder of decision</p>	<p>Immediate</p>
<p>6.</p>	<p>Treasurer’s Report</p> <p>Rent Book and Rent Collection Process going very well with online payment option proving successful and fewer errors.</p> <p>HL Shed refurbishment Work continuing and going well. There will be no lighting for the next week or so. JC managing.</p> <p>Financial year end Year-end currently 30th November. However, this is a tricky time with rent</p>	<p>JB</p>	<p>In progress</p>

	<p>renewals etc. Recommended to change the Associations financial year end to 30th June. Timing of implementation discussed to eventually align with AGM which is more complicated this year due to deferral of AGM due to Covid-19 restrictions. The committee agreed the change of the financial year end from 30th November each year to 30th June. To be implemented in line with AGM once arrangements are clearer, may not be until 2022.</p> <p>New path HL 2- 8 – planned to start 1st February. Plot holders will be informed re the impact and benefits before the work starts.</p> <p>Some work will also be done while digger available at Kingston Road site.</p> <p>National Allotment Association - due for renewal. All who have paid their plot fees at the time of renewal will be members. Further updates re membership will be made during the year for new plot holders.</p> <p>Association Accounts – will be filed in due course.</p> <p>Insurance - Our insurance, on renewal, has now been placed with CASE Charity Insurance via a local broker, namely Graham Sykes Ltd.</p>	<p>JB</p> <p>JB</p> <p>JB</p> <p>JB</p>	<p>Dictated by AGM arrangements</p> <p>31/01/21</p> <p>During 2021</p> <p>01/04/21</p>
7.	<p>Maintenance</p> <p>PL – CP queried what needs to be done with tree that has Dutch Elm disease. JB and CP to talk to Shane.</p>	CP/JB	17/02/21
8.	<p>JS updated the committee on two activities:</p> <p>Veg Course update - Veg growing course will be from online videos. Participants will be able to use communal poly tunnel ensuring COVID-19 precautionary measures are always used. The mini plot area is prepared. There will be <u>no face to face meetings</u> .</p> <p>Seed saving group - Nicki Fern has offered to coordinate the group and it will be considered an educational activity of EDAA.</p>		
9.	<p>Site Co-ordinators report</p> <p>Pound Lane – nothing further to report.</p> <p>Hamilton Lane – one plot of concern and being addressed.</p> <p>64 people on waiting list:</p>	CP, CC	In progress
10.	<p>Allotment Awards</p> <p>Nominations are varied and reflect the diversity of the sites. Certificates being prepared.</p>	CC	By 17/02/21

<p>11.</p>	<p>Any Other Business</p> <p><i>Trampoline enquiry</i> After consideration by the Committee, it was agreed that under health and safety responsibility trampolines are not an appropriate structure to have on allotments. Safety re plot holders, safety to other children who might come to the allotments and use without permission, potential for wind damage are a few potential risks.</p> <p><i>Bonfires</i></p> <ul style="list-style-type: none"> • Bonfires have been left unattended - rules to be reinforced with a reminder. • Query if there could be a big communal bonfire - Committee agreed a large communal bonfire would present too many risks and <u>will not be approved.</u> <p>Put into email update JS</p>	<p>JS</p>	<p>Immediate</p>
<p>12.</p>	<p>Date and time of next meeting</p> <p>Third Wednesday every month – Wednesday 17th February 2021, 7pm.</p> <p>All until further notice by Zoom.</p>		