

WEST BERGHOLT ALLOTMENT ASSOCIATION

Notes of meeting held on 15th October 2020 via Zoom

Present – Norma Smith (Secretary & Chair for this meeting), Harry Stone, Mervyn Donnelly, Stuart Meadows, Lynda Robinson, Colin Waylen

1. Apologies – Terry Claydon (Chair), Layla Beaumont
2. Rents. This is the first time we have used email to request rents & it is encouraging that the majority of plot holders have paid. Thank you to Terry Claydon & Laura Walkingshaw for their hard work in creating the spreadsheet & emailing plot holders. Final reminder email plus a letter to be sent out to those who have not paid giving a 2 week deadline. Non payment or notification of unwanted plots will result in plots being reallocated. It is therefore important plot holders communicate to advise of any problems preventing them from paying.

Action - Norma to query with Terry some of the plot holder details & possible changes before the letters are sent.

3. There are currently 2 vacant plots & 8 people on the waiting list.
4. Accounts – Rents are coming in. Amounts to come out yet for the skip, hedge cutting, insurance. The water bill was only estimated & we expect a large bill next time. Consideration needs to be given for an increase in the number of skips we have due to no bonfires. A rent increase will be required next year to reflect the costs we have.

Action – Norma to ask Laura to let her know when the next water bill arrives so we can compare to last year & gauge budget needed.

Action – Norma to arrange a Zoom meeting for December to discuss 21/22 budget & rent increase. All to come prepared with thoughts

5. Various outstanding actions were discussed.

Action - Terry to provide Norma with the email distribution list

The £500 grant is still available so we will proceed with trying to get a rain shelter/charity stall drop off storage shed for the Chapel Road gate area.

Action – Harry to re look at type of shed & together with Colin & Stuart look at type of base & costings. Norma then to apply for grant

A thank you to Lynda for creating an inventory of the sheds & outside equipment for insurance purposes. This will be sent to Laura once Merv has checked a couple of things.

A thank you to both Lynda & Merv for creating draft Risk Assessments for the site.

Action – Norma to arrange a specific Zoom meeting for Lynda, Merv & herself to work on creating one document from the two

A thank you to Lynda for completing a Tree Assessment on site. It was decided to wait for one of the village handyman to return as he is trained in tree management & can guide us &/or complete the necessary work. A shredder may be needed as there are no bonfires.

A skip will be available on Saturday 14th November from 9:30am to 11:30am. Email plot holders & put notices up with details & covid-19 guidelines

Action – Harry to order the skip

6. From 1/11 to 31/3 no cars are allowed on site. Discussion held as to how this is implemented due to the gates being left open in view of Covid. Bollards were considered however a decision has been made to close the gate now. It may be that due to the wet period & the path being churned up causing slip hazards that the no vehicle rule is brought forward.
7. AOB

Several buckets have been donated to the allotments & consideration to be given to use these at the side of the tanks for people to wash their produce in. There is a rule that produce must not be washed in the tanks but people are still seen doing this so this may help the situation.

There are other items by the charity stall that may need to be placed in the skip or moved to the shed for future use.

Date of next meeting to be decided

Norma Smith

Secretary