

BARROWBY PARISH COUNCIL

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Minutes of the Barrowby Allotment Committee Meeting held on Monday 29th September 2025 at 7:15pm in the Reading Room, Church Street, Barrowby

In attendance:

Mark Cherry (Chair), Ian Chambers, Pete King, Vi King, Dave Lightfoot, Mary Lightfoot, Stefan Pcola, Cllr Anna McConnell-Good

Officer in attendance:

Claire Vink (Parish Clerk)

PUBLIC FORUM: No members of the public were present. Meeting started 7:18pm

1. WELCOME REMARKS (25/015)

The Chairman welcomed members to the meeting.

2. APOLOGIES FOR ABSENCE & REASONS GIVEN (25/016)

Apologies received from Cllr Nigel Eaton.

3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (25/017)

No declarations were made.

4. APPROVAL OF MINUTES (25/018)

It was **RESOLVED** to approve the minutes of the Allotment Committee meeting held on 16th June 2025 and the extraordinary meeting 30th June 2025

5. SITE REPORT (25/019)

a) The site report **NOTED** the following:

- There are still potholes to be filled. This will be an ongoing issue.
- A boundary check has been completed and there are no obvious entry points. It all appeared secure.
- Extra lights and security cameras have been installed along with appropriate signage stating the use of CCTV in the area.
- There was a request for access by the Police who were looking for a person of interest. They were allowed access however they decided the person must have absconded through a different field.

b) The planned usage, maintenance and health and safety of the pony paddock was considered. A history thus far was presented. In 2023 options were explored to increase the size of the allotments by 10 plots. Costs were the main restriction with secure fencing alone being estimated at £7-£15k to include a gate wide enough to allow access by Western Utility vehicles to their equipment in the field. Additional costs include clearing the site of rubbish and preparing the soil by scraping and rotavation. Roadway access, a car park and water supply are also costly considerations. The Pony Paddock is identified as a current area of cost to PC as it requires cutting however generates no revenue. A possible fire risk was highlighted with a recommendation to increase cutting for the 2026 season. **Action: Clerk to work with the RFO to explore possibilities for grants or to sell part of the land to generate the finance needed to expand the allotments into the pony paddock.**

c) It was **RESOLVED to approve** the following risks / issues for the Allotment Prioritisation matrix: Pony paddock (as both a fire risk and an ongoing issue regarding expansion of the allotments) water, trees (unclear who is responsible for boundary trees) security fencing (currently not true security fence installed) security cameras, solar panels, power bank, ditch/ dyke (this has never been drained and could cause flooding if left) historically there have been hazardous materials (low grade asbestos on sheds), uneven ground, pot holes, fires. **Action: Clerk to work with Mr Thomas to populate the prioritisation matrix**

6. FINANCES (25/020)

- a) A verbal update on the solar panel was received **Action: Clerk to confirm with the RFO that no grants are available and to authorise purchase in line with resolved minute point 6 (25/006) 16th June 2025.**
- b) It was **RESOLVED not to approve** purchase of security cameras until the solar panels and power bank were installed.
- c) It was **RESOLVED to approve** spending procedures in accordance with Barrowby Parish Council Standing Orders and Model Financial Rules. All expenses less than £500 to be authorised by the Clerk prior to purchase and all expenses to be minute'd at the appropriate committee meeting. Expense forms to be signed by the Clerk.
- d) It was **RESOLVED to approve** the budget as presented by the RFO with the notable exception that it was **RESOLVED to approve** a £5 per plot per year increase in water charges with an additional increase to £7.50 for enclosed growing spaces. **Action: Clerk to inform RFO of changes to costs and therefore budget.**

7. ALLOTMENT ALLOCATIONS, PLOT REPORT AND WAITING LIST (25/021)

- a) It was **RESOLVED** to move into closed session in accordance with the Public Bodies Act 1960 due to the confidential nature of the matters to be discussed
- b) The plot report was **NOTED**. There is a waiting list of 14, 5 Barrowby residents, 8 non residents and 1 exiting plot holder. There were 2 plot inspections over the summer, 2nd August and 6th September. 4 x 1st letters sent out. 1x letter was sent out due to a fire being reported on the allotments in August, against the tenancy rules. One tenancy has been terminated with the return of the key and the donation of a shed. It was resolved to approve the erection 3 x small poly tunnels. 2 emails were received from householders reporting intruders on the allotments at night. An email has been received stating that there is growth pushing against a fence. This has now been cut back
- c) The meeting continued in open session

8. ALLOTMENT TENANCY RULES (25/022)

It was **RESOLVED to approve** the changes to the tenancy rules with the following amendments:

- a) Amendment to the rules on the use of sprinklers to include polytunnels and other enclosed growing spaces. Rules relating to the watering of polytunnels to now be extended to all enclosed growing areas. Sprinklers to be defined as those which are mains pressure fed.
- b) Tenancy rules to be absolutely clear that no matter when or why a tenancy has been terminated, no refund of fees will be given.
- c) Further clarification is needed regarding the wording of ownership of property left on site once a tenancy has been terminated. **Action: legal advice to be sort regarding the allowed wording within the tenancy agreement and / or a waiver, if also deemed necessary.**

9. DATE OF NEXT MEETING (25/023)

Monday 15th September 2025 at 7.15pm in the Reading Room.

The meeting closed at 8.55pm