

Minutes of the Footpaths & Allotments Committee Meeting

Held on 2nd March 2014 at 8.00 p.m. in the Bush Room

Present: - Cllrs. Marcus Fry (Chairman), Terry Hunt (TH), Alison Peters (AP), Paul Caddick (PC), Steve Blick (SB), Erika Booth (EB) (AAA)

Graham Smith (Clerk)

1. Apologies for Absence

Marie-Anne Buckingham.

2. Evacuation Procedures

Evacuation procedures were noted

3. Public Participation

None

4. Declaration of interests

None

5. Minutes of the previous meeting

5.1. Minutes of the previous meeting held on 1st December 2014

15.023 Resolved: The Minutes of the meeting held on 1st December 2014 were agreed and signed by the chairman.

5.2. Matters arising –
None

5.3 Outstanding Actions -

(Clerk) informed members that advertisements had been placed on the website to attract potential allotment holders and two applicants have been added to the waiting list as a result. Plot 19 had been re-let and all required documentation completed.

(PC) informed members that an inspection of the access footpath to the allotments had been investigated and there were no cause for concern. (EB) expressed concern relating to brambles and other obstructions encroaching onto the footpaths in the summer months. (PC) agreed that this would be monitored at the next allotment inspection and if need be would ensure the pathway was clear.

The winter allotment inspection had taken place with no major issues to report. (EB) was concerned relating to a neighbouring hawthorn beginning to encroach upon the allotment border. (Clerk) said he would speak to the neighbour in question with a view to cutting it back.

FP150302-01: Contact neighbour with a view to cutting it back an encroaching hawthorn hedge.

Action to (Clerk)

(Clerk) informed members that the monthly walk had been placed on the website each month along with a downloadable PDF version.

(Clerk) informed members that a quotation had been received from SGC relating to the savings that can be made by reducing the amount of dog bins available for residents to use (action FP141201-05). The potential saving came to £475 PA and considering the recommendation that "savings should only be perused if the savings amounted to £500 or more" (clerk) recommended that this action be closed.

6. Budget Review

(Clerk) informed members that no applications were forthcoming to service the bus shelter cleaning requirement due to George Johnson resigning. As a consequence (Clerk) had investigated the price for commercial operators to complete a bi-annual clean of seven bus shelters and at the time of meeting had received two out of three quotations requested. As the cost of clean was more than the allocated budgeted for 2015/16 (Clerk) requested that members consider reviewing the approved budget for bus shelter clean. (TH) stated that as long as the bottom line remained unaltered the Finance & General Purposes committee would have no objection to any alterations made within the budget headings.

(Clerk) proposed that as the upgrading and servicing of the notice boards was taking place this year there would be no need to allocate £216 to the budget for 2015/16 and recommended this amount be moved to service the bus shelter clean. The remaining amount (£41) should be transferred from the allocated allotment overhead budget. (TH) proposed that the alterations to the footpath & Allotment budget be approved (PC) seconded the proposal and all councillors unanimously agreed.

15.024 Resolved: The 2015/16 Footpath & Allotment budget be adjusted to allow for commercial bus shelter cleaners.

7. Allotments

7.1. Matters arising from AAA committee meeting (23rd February 2015)

(Clerk) informed members that he had attended the AAA committee where an explanation was given to members of the financial arrangements between allotment holders and the parish council. (Clerk) confirmed that the setup of the allotments was not a formal debt rather that this was monitored by the (clerk) as a record of financial return over time. (AAA) requested that the parish council issue a formal letter to the allotment holders via (AAA) confirming this. (TH) commented that the allotments were set up by the parish council under stator authority and will always remain the ultimate responsibility of the parish council.

FP150302-02: Write a letter to the (AAA) confirming that allotment set up costs are not a financial liability to (AAA) & allotment holders.

Action to (Clerk)

(Clerk) informed (EB) that he had conducted an analysis of time spent annually on allotment administration and confirmed that time & materials approximately equate to the annual allotment revenues.

(AAA) expressed concern relating to the cap the parish council placed upon the water charges and assumed that this charge was part of their annual rental. (Clerk) confirmed that the previous two year's water charges fell well below the cap that had been placed by the parish council and could not foresee this being any greater for 2015. (SB) commented that the cap remained an incentive to ensure that water usage was continually monitored and policed by the (AAA). (EB) confirmed that this practice was already in place. (AP) added that this be monitored and through improved communication and understanding these concerns would not arise and no conclusion should be drawn from any party in this instance.

Both committees agreed to improve communications and a member of the parish council or (Clerk) should attend (AAA) committee meetings. (EB) confirmed that the allotment holders have in place a good supportive committee and the recommendations to improve communication will be passed when a new allotment committee is in place.

(MF) confirmed that allotment inspections currently are carried out twice a year but can be amended if required.

(Clerk) confirmed to (EB) that he had a meeting with Glendale (the company that carries out tree maintenance on behalf of Western Power Distribution) and that it was agreed that no work will take place within the allotment area without a representative from (AAA) being present. (Clerk) confirmed that Glendale agreed to provide sufficient notice and when received will communicate this immediately to (AAA).

7.2. Allotment Fee

(Clerk) confirmed that the allotment fee for 2015/16 would be £28.35 for a full plot and £17.00 for a half plot. (TH) confirmed that this increase was the same as increases allocated to the cemetery and field users and allotment holders have not been treated any different from any other user of parish council facilities.

(MF) confirmed that this rate is comparable to other allotment costs.

8. Footpaths

8.1. (MF) reported that a meeting of the footpath sub-group had taken place on the 25th February where it was agreed that the next year calendar will follow a similar format but will represent inter-parish walks with photographs sourced from the committee or by Thornbury Camera Club.

8.2. It was agreed at the foot path sub-group meeting that an expression of appreciation to footpath wardens and landowners be arranged at a venue such as Thornbury Cricket Club as the proposal to use the annual parish meeting as a platform was turned down.

8.3. (Clerk) informed members that he had held a meeting with David Ray, manager at the Memorial Woodlands. A request was made for support from the parish council with regard to diverting footpath OAN/64/20 from diagonally across the field to around the side of the field in order that the field may be used for future expansion of the memorial woodland. (TH) recommended that the parish council do not become involved at this stage and to await and monitor the formal diversion application.

9. Bus Shelters

As discussed (Item 6 – Budget review).

10. Street Care

(Clerk) expressed concern relating to the major works along the A38 which had seriously disrupted the quality and aesthetics of the highway adopted land currently under contract to South Gloucestershire Council and confirmed that a meeting will take place with SGC relating to the proposed procedure and strategy relating to the repairs to the damage.

FP150302-03: To meet with SGC highways relating to the localism contract.

Action to Clerk

11. Correspondence

None

12. Any other business

None

Meeting ended at 21.00pm.

**The next meeting of the Footpaths & Allotments Committee is on
Monday 1st June 2015 at 20.00pm.**