



c/o Eastleigh Borough Council
Upper Market Street
Eastleigh, Hampshire
SO50 9YN

NOTICE OF MEETING

Allbrook and North Boyatt Parish Council
7:00 pm, Wednesday, 26 July 2017
Crestwood School, Shakespeare Road, Eastleigh

TO: Councillor Mrs Maureen A Sollitt (Chairman)
Councillor Mrs Kathleen Symonds (Vice-Chairman)
Councillor Sarah Bain
Councillor David Betts
Councillor Mary Freemantle
Councillor Carmen Barham
Councillor Brian Carney
Councillor Daniel Clarke

Parish Clerk: Amy Thorne, Parish Clerk,
clerk@allbrookandnorthboyatt-pc.gov.uk

Members of the public are invited to speak on general items at the start of the meeting, this session will last for 15 minutes and is at the discretion of the Chair. To register please contact the Parish Clerk.

AGENDA

1. Declarations of Interest
2. Minutes (Pages 1 - 5)
3. Declarations of Interest
4. Allotment Update

To receive a report from the Allotment Officer detailing the Management of the Council's two allotment sites.

- (a) Allotment Site Rep Meeting Minutes to be noted

- (b) Broomhill Boundary Hedge Cutting Quotes
- (c) Tenancy Agreement Review
- (d) First Aid Course Quotes

5. Matters Arising

6. Audit Update

7. Finance Matters

- (a) Budget Monitoring
- (b) Clerks Salary and Expenses
- (c) Allotment Officer Salary and Expenses
- (d) Expenditure Report

8. Date of Next Meeting 20 September 2017

**MINUTES OF THE MEETING OF ALLBROOK AND NORTH BOYATT
PARISH COUNCIL
HELD ON WEDNESDAY, 10 MAY 2017
AT CRESTWOOD SCHOOL
(6:35pm - 7:20pm)**

PRESENT: Councillor Sollitt (Chair); Councillors Symonds, Bain, Barham, Betts, Carney and Clarke (until 6:45pm)

Apologies were received from Councillor Freemantle

1. ELECTION OF THE CHAIRMAN OF ALLBROOK AND NORTH BOYATT PARISH COUNCIL FOR THE MUNICIPAL YEAR 2017/18

RESOLVED –

That Councillor Maureen Sollitt be elected as Chairman for the municipal year 2017/18.

2. ELECTION OF THE VICE CHAIRMAN OF ALLBROOK AND NORTH BOYATT PARISH COUNCIL FOR THE MUNICIPAL YEAR 2017/18

RESOLVED –

That Councillor Kathleen Symonds be elected as Vice Chairman for the municipal year 2017/18.

3. DECLARATIONS OF INTEREST

Councillor Mrs Kathleen Symonds declared a Disclosable Pecuniary Interest in agenda item 6, Allotment Update, because her husband rents an allotment from the Parish Council.

4. PUBLIC PARTICIPATION

A member of the public requested that the Parish Council establish if there was any planned hedge cutting on Allbrook Knoll. The open space was being encroached by brambles and the space was decreasing in size because of the overgrown brambles. The Chair advised that the area was on the Streetscene list to be cut and would email the Streetscene manager to establish when it would be cut.

5. MINUTES

RESOLVED –

That the Minutes of the meeting held on 29 March 2017 be approved and signed as a correct record.

6. ALLOTMENT UPDATE

The Allotment Officer reported that she was awaiting a response from Members for a decision on the contractor to deal with the moles at Broomhill allotments. Three quotes had been submitted on 10 April 2017 and a decision was sought as to which contractor to use.

She advised that Broomhill was now fully let. Lincoln's Rise tenants had formed a rota and were now maintaining the public footpath adjacent the site.

Members were advised that monthly inspections had started with a small number of untidy plots identified.

The Working Party continued to meet weekly and had dealt with the majority of grass maintenance and hedge trimming but were unable to keep the western boundary hedge of the site under control. The hedge measured approximately 320 metres. They had requested an outside contractor be employed to take the hedge down to a manageable 8 feet.

The Allotment Officer advised that two contractors had visited the site; Shawyars and Streetscene. A further two had been approached, My Tree Surgeon and Piper Tree Services but no response had been received.

Members were advised that a request would be put at the next meeting, with three quotes, to proceed with works after the nesting season.

RESOLVED –

- (1) That the quote from Control Pest be accepted for the initial cost of £960 plus the annual cost of £560 to be reviewed annually; and**
- (2) That further quotes be sought for the maintenance of the 320 metre hedge and Members be advised by the Allotment Officer for a decision at the next meeting.**

7. MATTERS ARISING

The Allotment Officer enquired whether any further information had been received with regard to installing a defibrillator at the Broomhill allotment site. The issue had created lengthy discussions at previous meetings and since then the Clerk had received further information about the storage of the devices and in particular the temperature at which they had to be stored. Members felt that theoretically it was a good idea but queried whether it was the right device in the right place. It was identified that the site was very large and it may be that there were only a couple of people on the site at the same time. If someone was in need of a defibrillator they

would have to first raise the alarm then someone would need to go and retrieve the defibrillator from its storage location and get back to the patient. It was felt that this would take too long and would therefore was not feasible.

Members felt that there should be some form of first aid training given to people who were regularly at the Allotment site if they wished to take part. The Allotment Officer was asked to obtain quotes for first aid training for tenants of Broomhill site. Members also felt that a warning system should be installed at the site in the event that someone did have an accident or injury the alarm could be raised quicker potentially saving someone's life.

RESOLVED –

- (1) That the Allotment Officer obtain three quotes for first aid training; and**
- (2) That the Allotment Site Rep meeting investigate the feasibility of installing a warning signal at the allotment site.**

8. REVIEW OF ALLBROOK AND NORTH BOYATT PARISH COUNCIL'S POLICIES AND REGULATIONS

Consideration was given to the Council's Policies and Regulations and it was agreed to adopt them with no amendments.

RESOLVED –

That the Standing Orders; Financial Regulations; Banking Arrangements; and Asset Register be adopted with no amendments.

9. FINANCE MATTERS

The Parish Council considered the papers on expenditure which detailed cheques to be issued and budget monitoring. Members agreed to endorse all cheques presented in the report as listed below:

Date	Chq No	Payee	Amount
23/03/17	100367	EBC Feb/Mar Salaries Rat treatment	£1,411.88
23/03/17	100368	A Thorne Clerks expenses	£105.72
10/04/17	100369	K Jones Deposit Return for chicken run	£100.00
10/04/17	100370	CSG Ltd Cesspit emptying BH Allotment	£207.00
10/04/17	100371	HALC Levy and Affiliation Subscription	£455.00
24/04/17	100372	L Greenslade Petty Cash	£100.00
02/05/17	100373	L Greenslade Apr Salary	£105.97
10/05/17	BACS	A Thorne Apr Salary	£264.84
10/05/17	100374	L Greenslade Allotment Officer Expenses	£ 87.50
10/05/17	100375	L Greenslade Petty Cash	£200.00
10/05/17	100376	HMRC Income Tax 66.00	£ 66.00

RESOLVED –

(1) That authority be given for the payment of cheques 100367 – 100376; and

(2) That the budget monitoring statement and Council’s financial position be noted.

10. DATE OF NEXT MEETING

It was confirmed that the next meeting would be held on 26 July 2017 at 7 pm in Crestwood School.

11. EXEMPT ITEM

RESOLVED –

(1) That, in pursuance of Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they are likely to involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act; and

(2) That, in pursuance of the public interest test, the public interest in disclosing the information contained in the following item of business was outweighed by the public interest in maintaining the exemption.

12. STAFF REVIEW

Members discussed the staffing with the Parish Clerk and were advised that further information was required before any decisions could be taken.

**MINUTES OF THE MEETING OF ALLBROOK AND NORTH BOYATT
PARISH COUNCIL
HELD ON WEDNESDAY, 28 JUNE 2017
AT CRESTWOOD SCHOOL
(11:30am - 11:35am)**

PRESENT: Councillor Sollitt (Chair); Councillors Betts and Carney

Apologies were received from Councillors Symonds, Bain, Barham, Clarke and Freemantle

13. DECLARATIONS OF INTEREST

There were none on this occasion.

14. ANNUAL GOVERNANCE STATEMENT

Members were asked to approve the Annual Governance Statement as supplied by the Parish Clerk and signed off by the internal auditors, in accordance with legislation and in preparation for the external audit on 24 July 2017.

RESOLVED –

That the Annual Governance Statement be signed by the Chair as a correct record of accounts for the year 2016/17.

15. APPROVAL OF ACCOUNTING STATEMENTS

Members were asked to approve the Annual Accounting Statements as supplied by the Parish Clerk and signed off by the internal auditors, in accordance with legislation and in preparation for the external audit on 24 July 2017.

RESOLVED –

That the Annual Accounting Statements be signed by the Chair as a correct record of accounts for the year 2016/17.

**ALLBROOK AND NORTH BOYATT PARISH COUNCIL MEETING
26 JULY 2017
BROOMHILL ALLOTMENT SITE – BOUNDARY HEDGE
REPORT OF THE ALLOTMENT OFFICER**

Purpose

To receive quotes for reducing the western boundary hedge and trim inside and footpath side at the Broomhill Allotment site.

Quotes

£638.20 – StreetScene (this quote only covers part of the work as EBC do not have the necessary equipment to reduce the several trees that form part of the hedge).

£800.00 - Piper Tree Services

£2,160.00 – Shawyers

Recommendation

Appoint Piper Tree Services to carry out the works.

Appendices: 3 x quotes

Report Author: Linda Greenslade, Allotment Officer

**ALLBROOK AND NORTH BOYATT PARISH COUNCIL MEETING
26 JULY 2017
ALLOTMENT TENANCY REVIEW
REPORT OF THE ALLOTMENT OFFICER**

Purpose

To review the Allotment Tenancy.

Background

The Allotment Tenancy Agreement was adopted in 2014. Since then it is apparent that the Council may find it difficult to serve notice to quit to a tenant under the current terms.

Recommendation(s)

It is recommended a further clause be added to the Tenancy Agreement:-

12. The tenancy may be terminated by the Council by service of one month's written notice on the tenant if:

d. the tenant has not complied with rules referred to in clauses 7 (1) to (o)

Appendices: Existing Tenancy Agreement

Report Author: Linda Greenslade, Allotment Officer

ALLOTMENT TENANCY AGREEMENT

THIS AGREEMENT made on the day of between **Allbrook and North Boyatt Parish Council** (“the Council”) and (“the tenant”) by which it is agreed that:

1. The Council shall let to the tenant the Allotment Garden situated at and referenced as **Plot** in the Council’s Allotment Register (“the Allotment Garden”).
2. The Council shall let the Allotment Garden to the tenant for a term of one year commencing on the 1st day of October [and thereafter from year to year] unless determined in accordance with the terms of this tenancy.
3. The tenant shall pay a yearly rent of £ whether demanded or not which shall be payable on the first day of October in every year during the continuance of this tenancy without any deductions whatsoever. The rent will be reviewed annually.
4. The tenant shall use the Allotment Garden only for the cultivation of fruit, vegetable and flowers for use and consumption by [him/herself] and [his/her] family.
5. The tenant shall not sell or undertake a business in respect of the cultivation and production of fruit, vegetable and flowers in the Allotment Garden.
6. Tenants must live within the Borough of Eastleigh with a preference for new tenants to be given to those living in the Parish. The Tenant will surrender his/her plot if he/she does not continue to reside in the Borough of Eastleigh during the tenancy.
7. During the tenancy, the tenant shall :
 - a) keep the Allotment Garden clean and in a good state of fertility and cultivation;
 - b) not cause a nuisance or annoyance to the owners or occupiers of land adjoining the Allotment Garden;
 - c) not keep any animals (with the exception of dogs, which must be kept on a leash) or livestock of any kind in the Allotment Garden including bees, other than a reasonable numbers of hens or rabbits which shall not be kept for a business or a trade;
 - d) not erect any structure for the keeping of hens or rabbits, without the Council’s written consent and if appropriate planning permission from the Local Authority. The Tenant must provide the Council with detailed drawings and plans which include size and layout of any proposed structure. A £100 refundable deposit is required which will be returned at the end of the tenancy, provided the structure has been removed and the allotment plot left to the satisfaction of the Council
 - e) not assign the tenancy nor sub-let or part with the possession of any part of the Allotment Garden;
 - f) except for buildings or structures which are reasonably necessary for the keeping of hens and rabbits referred to in (c) above and which may be subject to the tenant first obtaining planning permission, the tenant may erect one shed , one greenhouse or poly tunnel, of reasonable size. The tenant will be responsible for maintaining the building in good condition and for its removal at the end of the tenancy unless the Council agrees otherwise which shall be confirmed in writing to tenant
 - g) not fence the Allotment Garden.
 - h) trim and keep in decent order all hedges forming part of the Allotment site adjacent the Allotment Garden;
 - i) A maximum of 4 fruit trees are permitted. These should not take up any more than one quarter of a 5 rod plot, must not exceed 8 feet in height and be entirely confined within the plot. Half plots (2.5 rods) to be permitted 2 fruit trees, not take up any

- more than one quarter of a plot. Any fruit tree planted must be of M27 dwarf root stock.
- j) be responsible for ensuring that any person present in the Allotment Garden with or without the tenant's permission does not suffer personal injury or damage to his property;
 - k) permit an inspection of the Allotment Garden at all reasonable times by the Council's employees or the site reps;
 - l) not obstruct or permit the obstruction of any of the paths or roads which provide a means of access to and from the Allotment Garden or the Allotment Garden of another tenant
 - m) maintain the paths surrounding his/her allotment garden and keep them neatly trimmed.
 - n) be responsible for ensuring that any bonfires are manned at all times and do not cause any nuisance to other tenants or neighbours.
 - o) be responsible for removing their waste from the allotment garden.
8. Overnight stays at the allotment site are not permitted at any time
 9. The tenant shall observe additional rules that the Council may make or revise for the regulation and management of the Allotment Garden and other allotment gardens let by the Council.
 10. The Council shall pay all rates, taxes, dues or other assessments which may at any time be levied or charged upon the Allotment Garden.
 11. The tenancy may be terminated by the Council serving on the tenant not less than twelve months' written notice to quit expiring on or before the 6th day of April or on or after the 29th day of September in any year.
 12. The tenancy may be terminated by the Council by service of one month's written notice on the tenant if:
 - a. the rent is in arrears for 40 days or;
 - b. three months after the commencement of the tenancy the tenant has not observed the rules referred to in clause 9; or
 - c. the tenant moves outside the Borough of Eastleigh
 13. If the tenant shall have been in breach of any of the foregoing clauses or on account of the tenant becoming bankrupt, the Council may re-enter the Allotment Garden and the tenancy shall thereupon terminate but without prejudice to any right of the Council to claim damages for any such breach or to recover any rent already due before the time of such re-entry but remaining unpaid.
 14. The termination of the tenancy by the Council in accordance with clause 12 or after re-entry by the Council in pursuance of its statutory rights, shall not prejudice the tenant's statutory rights to compensation.
 15. The tenancy may be terminated by the tenant by serving on the Council not less than one months' written notice to quit.
 16. This tenancy shall determine on the death of the Tenant.
 17. Any written notice required by the tenancy shall be sufficiently served if sent by post to or left at the parties' address. Any notice to be served by the tenant shall be addressed to the Council's Clerk or Allotment Officer.

Signed by and
 The Tenant(s) if joint (signature of the Council's proper Officer
 For and on behalf of the Council

**ALLBROOK AND NORTH BOYATT PARISH COUNCIL MEETING
26 JULY 217
FIRST AID COURSES
REPORT OF THE ALLOTMENT OFFICER**

Purpose

To establish "First Aid" skills at the two allotment sites.

Background

Members of the Parish Council had discussed and dismissed purchasing a defibrillator. A suggestion had been to offer a basic First Aid course on site.

Quotes

St John Ambulance offer the Essential First Aid for outdoor activities course on site, for a minimum of 8 delegates and a maximum of 14 delegates per session with one trainer. This would cost £25 per delegate.

British Red Cross offer a one day on site training for up to 15 delegates at £927.

British Red Cross offer a 4 hour session at their centre in Southampton for £37.50 per person.

Appendices: none

Report Author: Linda Greenslade, Allotment Officer

Chqs for Approval - Parish Account Quarter 2 17/18

5/10/2017	100377 A Thorne	Clerks expenses	108.18
5/20/2017	100378	May Salaries	370.81
5/20/2017	100379		
5/22/2017	100380 PCSO	PCSO Payment 1st instalment	1234.47
6/21/2017	100381 J Humphrey Associates	May Payroll	24.00
6/19/2017	100382 HMRC	Income Tax May 2017	66.00
6/21/2017	100383 HCC Room Hire	Hire 10 May 2017	30.00
6/27/2017	100384 Lightatouch	Internal Audit	495.00
6/27/2017	100385 Mr Martin	Key deposit return	20.00
7/3/2017	100386	June Salaries	370.61
7/3/2017	100387		
7/18/2017	100388 Mobile Mini UK Ltd	Container Hire APR, MAY, JUN	124.35
7/18/2017	100389 Community First Trading	2017/18 Insurance	452.99
7/20/2017	100390 HMRC	Income Tax June 2017	66.00
7/20/2017	100391 Petty Cash	Allotment Expenses	200.00
7/20/2017	100392 A Thorne	Printer and inks and Clerks expenses	450.64
7/21/2017	100393 J Humphrey Associates	June Payroll	24.00
7/26/2017	100394 L Greenslade	expenses & allowances	185.44
		Total	£ 4,222.49

