

RUSHDEN PERMANENT ALLOTMENT AND SMALL HOLDING SOCIETY LIMITED

Registered under the Co-operative and Community Benefit Societies Act 2014.

Register no. 3126R

E-mail rushdenallotments@hotmail.co.ukField Minutes of the Committee Meeting Held on Monday 18 October 2021Grafton Rd Store

The Chairman opened the meeting at 7.29 pm

Present:

Russell Jarvis	RJ (Chair)	Dave Flook	DF (Vice Chair)
Shane Webster	SW	Peter Swindley	PS
Anita Jarvis	AJ		
Pasqu Di Salvo	PDS (Treasurer)	Jayne Evans	JE (Minute Secretary)

Apologies:

John Lowe JL

Venue for future meetings

Masonic Hall, Wellingborough Rd, Rushden NN10 9YJ

Monday evenings at 07.30pm to 09.30pm

1. Minutes from Previous Meeting

Proposed Shane Webster

Seconded Peter Swindley

2. Actions From Previous Meeting*Note - numbers not sequential, completed action numbers removed from table*

Action No	Date arose	Subject	Action Required	Action Taken	Person responsible	Action status
2.5	17/03/21	Spare keys	Mark Cox to return keys	Has been requested	RJ	action in progress
2.8	17/03/21	Security fence and rubbish removal WR	Obtain quotes for fence and rubbish removal	DF to get quotes	DF	carry forward
2.20	19/05/21	Large metal container	To wait for WR member to get back to DF	Obtained cost – waiting for more information from member	DF	action in progress
2.27	22/08/21	Quote from surveyor re tractor shed	discuss letter received from surveyor Nigel Marsden	(correspondence 3.2.1) Committee decided Cost prohibitive	All	completed
2.28	22/07/21	Cost of Water Licence	Suggestions to be considered	To be decided along with rent review	All	action in progress
2.29	15/09/21	Response to communication letter	To write to neighbour of Highfield Rd to refuse permission for skip	completed	RJ	completed
2.30	15/09/21	Time for hedging tree saplings to grow	Hedging tree saplings will take 4 years or more to grow and thicken out	To measure area, and look at options eg possible fence plus hedging tree saplings	DF, SW and RJ	action in progress
2.31	15/09/2	Response to communication letter	To write to neighbour of Bedford Rd re rats from field	completed	RJ	completed
2.32	15/09/21	Updated membership list	To provide updated membership list to all field stewards	completed	AB	completed
2.33	15/09/21	Co-opting committee members	Write to all applicants re not co-opting	completed	RJ	completed
2.34	15/09/21	Investment account	To apply for an account with Shawbrook Bank	See agenda item no 6	RJ and PDS	action in progress
2.35	15/09/21	Charges for HSBC	To encourage use of BACs payment using	completed	Field stewards &	completed

			notices		shop	
2.36	15/09/21	Access to CCTV	Inform member in writing that they can no longer have access to WR CCTV images	completed	RJ	completed
2.37	15/09/21	HOPE Charity bins (for broken garden tools)	organiser knows committee agrees for one bin per field	To wait for organiser to come back with the information	RJ	action in progress
2.38	15/09/21	Meeting etiquette	Committee members to consider and vote at next meeting	Voted not to adopt	All	completed

2.5 Discussion record (Spare Keys)

Previous action dated 15/09/21 - RJ to write to Mark Cox to request they return keys
Member still has keys; RJ has sent email and delivered a letter suggesting they are given to DF

Agreed Action 18/10/21-review next meeting

2.8 Discussion record (Fencing and Rubbish on WR fence line)

Previous action dated 15/09/21 –to discuss later in meeting

DF- you were looking at the plants, you know my feelings and I want the fence

RJ-we can use barbed wire with the hedging tree saplings until they grow, you have to climb over the rubbish to get into field.

Agreed Action 18/10/21-DF to look at this for the next meeting along with SW and RJ

2.20 Discussion record (Metal container for field use)

£5k for a container including delivery, can be divided into 10 compartments – Washbrook Rd member will check with his father in law

RJ - we might need planning permission, DF-it is a temporary structure so unlikely

Agreed Action 18/10/21- review next meeting

2.27 Discussion record (Quotes for tractor shed survey)

Previous action dated 15/09/21-carry forward to next meeting

Letter received from surveyor Nigel Marsden (correspondence 3.2.1) Needs approx £120 for a visit and then more (up to £1000) for the report depending on the detail required. Committee decided the cost of a survey is too much.

Agreed Action 18/10/21-cost prohibitive, leave this now and remove from plan

2.28 Discussion record (cost of water licences)

Previous action dated 15/09/21 - to revisit before the end of the licence period in January

Possibly increase licence to reflect the size of the plot. It is being looked at because it hasn't been reviewed and some questions have been raised about fairness between small and large plots. Committee to think about options and see what the rent rise will be when recalculated in January.

RJ –suggested to see what size plots have water licences and look at the average size. Society has 56 water licences, 29 on WR site. DF- suggested to put up the licence by £10 next year.

Decision taken to no longer issue the paper licences

Agreed Action 18/10/21- to re-visit alongside rent review

2.30 Discussion record (Time for hedging tree saplings to grow)

Previous action dated 15/09/21 – RJ to find out how long saplings will take to grow into a hedge suitable to prevent access to field

RJ- the hedging pack tree saplings are about 2ft when you get them and then they grow about 2ft per year, and then need to thicken out. SW- so will take 4 years to grow to a decent height.

The hedge packs could be free (as we are a not for profit organisation) or they can be purchased at £58 for a pack of 30. Suggestion to plant in 2 parallel rows and 30 will cover a 6-8m stretch. General planting season is October to March – if planted after March will need watering so we may be too late now for this year. Possibly consider a mixture of hedging tree saplings and fencing. The plot holders with no fence behind could be provided with hedging trees saplings to plant behind their plots. DF–concerned some of them may not grow. A Bedford Road member has suggested that people from other fields look at Washbrook Rd, DF agreed if the member wants to come on the proviso the member provides constructive suggestions, not just to talk, and also needs to help.

Agreed Action 18/10/21-DF, SW and RJ to measure area that needs fencing/ hedging tree saplings

2.32 Discussion record (updated list of membership list)

Previous action dated 15/09/21 – Angela Ballarano (membership secretary) to provide updated list of members on each field to the respective field stewards)

Completed – error on WR list- one person missed from the list – RJ to let AB know

Agreed Action 18/10/21-remove from plan

2.34 Discussion record (Investment account)

Previous action dated 15/09/21 – RJ & PDS to investigate and report back at next meeting

To discuss under treasurers report (agenda item 6)

Agreed Action 18/10/21-to apply for an account with Shawbrook Bank (see treasurers report 6.0)

2.37 Discussion record (HOPE charity bins)

Previous action dated 15/09/21 – RJ to let organiser know that committee agree for one bin per field

Waiting for the HOPE organiser to get back to RJ, may be waiting for a supply of the yellow bins

Agreed Action 18/10/21-carry forward to next meeting

2.38 Discussion record (meeting etiquette)

Previous action dated 15/09/21 – committee members to consider and vote at next meeting

Committee decided this is not required unless there are any other incidences of inappropriate behaviour at meetings, in which case the meeting etiquette document will be revisited by the committee.

Agreed Action 18/10/21-remove from plan

3. Secretary's Report and Correspondence

3.1 Permission Requests

Permission agreed letters from meeting 15/09/21 have all been sent

Item No	Date	Field	Details of Request	Outcome
1	17/09/21	WR	Permission for greenhouse now and shed in the near future	agreed

3.2 Correspondence

Item No	Date	Field	Details of Correspondence
3.2.1	20/09/21	WR	Letter received from Nigel Marsden - surveyor - see below for full letter (action plan 2.27, appendix 2)
3.2.2	02/10/21	BR	Thank you for the letter from the Allotment Society highlighting the condition of our plot. I have visited the plot and leveled most of the weeds that could cause issues with seeds dispersing onto neighbouring plots. We intend to strim the long grass shortly. Our future with the Allotment Society is in the balance at the moment as we continue to enjoy our time and produce from there as well as having other interests we are persuing. We will keep you informed of our decision in due course.
3.2.3	05/10/21	BR	Have you heard about The Queen's Green Canopy initiative? I was thinking that we could plant one tree at each allotment site and have them recorded on the app. Do I need to get a number of people to second the topic before it can go to the committee? https://queensgreencanopy.org/
3.2.4	06/10/21	HR	I apologise for the current state of my plot, my daughter and myself went to the plot yesterday and started cutting it back. I was in contact with yourselves back in September 2020 asking for some weed killer and possibly some help with controlling the weeds, yet I never received a response. The last 18 months have been extremely stressful. With the sudden passing of my father, sorting out his possessions and dealing with some legal issues relating to his guns. My family has had to isolate due to health related problems associated with Covid., I do plan on coming up in the next few days to cut it all back and cultivate it. Once I have done this, would it be possible for someone to weed killer it for me please? Hopefully you can understand why I have not been able to maintain my plot to the standards I have done for the several years.

3.2.1

Cost prohibitive – to be removed from action plan (2.27)

3.2.2

Correspondence read out for committee-Field Steward to continue to monitor plot

3.2.3

RJ-The local council has to co-ordinate where the trees are planted but we could do it on our own fields.

We can get plaques to go with the trees. The society can apply for a free tree or purchase from the Woodlands Trust. Agreed for the society to apply for a free tree for each field – Action for the Field Stewards to identify the place on each field which will determine the size of tree applied for/purchased. Any tree planted as part of a hedge will also count as part of the 'queensgreencanopy' project.

3.2.4

Last year RJ strimmed the plot several times. JL to explain to the member that the society does not supply weed killer. JL to monitor the progress although the plot has now been cleared.

3.4 Other Items

SW enquired if we had a person on the waiting list as the person says they have been on the waiting list for 5 years. RJ will ask AB about this.

4.0 Member's Secretary Report – new members and leavers

Field	New Members	Field	Leavers
HR	5	HR	2
WR	7	WR	5
BR	1		
Associate	1		

4.2 Waiting lists

Number on list (as of 13/10/21)	Date of longest on list
87	October 2020

5.0 Warning letters

Field	Polite letter sent	Outcome	1 st letter sent	Outcome	2 nd letter sent	Outcome
HR			Sent July	To continue to monitor		
HR			Sent July	To continue to be monitored		
WR	Modified sent July	Needs a 1 st letter as not been to plot recently	To be sent			
WR	Sent in September	Needs a 1 st letter as no response and no action on plot	To be sent			
WR	Sent in September	To monitor				
HR			Sent in September	To monitor (see 3.2.4)		
BR		RJ has already spoken to member – if no improvement will send 1 st letter	Sent in September	To monitor (see 3.2.2)		
WR	To be sent					
HR			To be sent			

6.0 Treasurer's Report (Appendix 1)**INCOME:**

Store sales added:

GR 1,070.70

WR 166.80

BR 331.20

HR 48.50

EXPENDITURE:

2 x Growell invoices paid (for store purchases) : £2,300.88 + £568.68 respectively

Latest Bank Account Balances:

HSBC Community Account £1,519.48 (as per Treasurers Report)

Investment Accounts: Breakdown

HSBC Business Money	£ 3,502.15
Barclays Premium Account	£ 18,908.17
Triodos Account	£ 63,702.68
United Bank	£ 81,295.58
Total in Investment a/c	£167,426.58 (as per Treasurers Report)

- Reminder to get expenses in for October by the end of the month.
- Reminder for treasurer to pay the field stewards their 6 monthly reward

Stock take – to take place Saturday 30 October

Cameras – monthly charge will drop to £28.55

Investment account (2.34)

Limited number of accounts available as we are a 'not for profit organisation', hence only 3 options have been identified (to replace the Triodos account) - Redwood Bank, Shawbrook Bank, Cambridge & Counties Bank.

All paying about 1% interest per year, which means there should be approx. £600 a year interest awarded on the account. Chosen Bank = Shawbrook Bank for 1 year.

7.0 Field Reports

7.1 Highfield Road

RJ reported as JL not at meeting – a leaving member has not yet cleared plot. JL asked RJ to send them a letter to clear their plot. Suggestion if they don't clear, the Society should keep anything on the plot to pay for clearing it

7.2 Washbrook Road

Nothing to report

7.3 Bedford Road

To cut hedge next week, tower has been ordered

7.4 Grafton Road /Small Holding

Nothing to report

8.0 Store

The Society's wholesale supplier has provided a heads up that peat based compost illegal to sell in 2024 and professional trade in 2030. It has been decided that coir is not environmentally friendly because of water use and air/sea miles. 'Fibre Grow' will probably be the replacement although the society has had a product made from Fibre Grow previously and did not consider it very suitable (appearance of lots of twigs, needed refining).

9.0 Health and Safety

Nothing reported

10.0

10.1 items put forwards prior to the meeting

None

10.2 items put forwards during the meeting

10.2.1 Heritage day at Rushden Lakes – was interesting as busy. Some visitors to the stall were from other Allotment Society's. 2 visitors from Wellingborough told us that their rent had gone up to £15 per pole.

10.2.2 The Society Website password has been changed as per suggestion by JL at last meeting and has been communicated to the members.

10.2.3 Facebook group, we have 111 members on this site. When it was first put together, it was created off one of our previous committee member's Facebook page (has not been on the committee for 5 years). SW- it is possible for the moderator to hand over to someone else. RJ-it needs a relaunch, as it is not being used much. DF-The group was set up for the members and not the committee, who will be in control as moderator? Suggestion was there should be several moderators. SW to look at this for the committee.

Meeting Closed at 9.25PM

11.0 Dates of next Committee Meetings

Masonic Hall (in the bar) Monday 15 November 2021 7.30PM

Masonic Hall (in the bar) Monday 13 December 2021 7.30PM

New Actions from this meeting		
Subject	Action Required	Person Responsible
Warning letters (5.0)	Polite letter – WR 1 st Letters –2 for WR & 1 for HR	RJ
Place for tree to be planted for the queensgreencanopy project (3.2.3)	Field Stewards to identify place on each field for the tree so that an appropriate variety can be chosen	RJ, JL and RJ (Field Stewards)
Request for weed killer(3.3.4)	Member to be informed that Society does not provide or sell weed killer & that they must purchase & apply this themselves	JL
Is there a certain name on the waiting list? (3.4)	Membership secretary to be requested to check the list and report back to SW	RJ
Leaving member at HR not clearing plot (7.1)	Write to HR leaving member and suggest if unable to clear plot that the Society will clear in return for leaving items such as the greenhouse in situ in lieu of payment for the time taken to clear.	RJ
Facebook group for the Society (10.2.2)	To find out how the society can set up Facebook group that is not connected to someone else's Facebook page	SW

Signed_____

Counter signed_____

Date _____

Appendices

Appendix 1

Treasurer's report

Rushden Permanent Allotment and Small Holdings Society Limited					
Income and Expenditure Account					
Expenditure			Income		
Anglian Water	3,423.91		Annual Rents	11,489.45	
BR		1,007.90	New Rents	1,725.95	
GR		60.14	Floats for stores and rent day		
HR		844.12	Stores Sales	15,297.53	
WR		1,479.76	BR		4,508.76
Hay		31.99	GR		4,364.97
			HR		2,317.45
Printing, Stationary and Postage	367.41		WR		4,106.35
Asbestos Removal	3,360.00				
Stores Purchases	18,013.61		Ploughing, rotavating, topping	108.75	
Field Hours £	1,343.13		Rent card / website sponsorship	-	
BR		229.57	Donations from members	-	
GR		44.36	Machinery/accessory sales	-	
HR		843.33	Replacement/Additional key	3.00	
WR		225.87	Sales of pre-loved & ex stock	-	
Field Machinery (Fuel)	235.48		Seed Orders	657.67	
BR		100.65	Brittons Potatoes	655.50	
GR		-	Misc Income	1,612.40	
HR		54.57	Transfers from deposit accounts	19,500.00	
WR		80.26	Assoc. Mems	-	
Official documents, etc	-		P in the P - Rushden Council	-	
Tractor Fuel	206.10		Wayleave Consent - WPower	2.50	
Locks and Keys	298.31		Socials	-	
BR		63.04	Water Licence	1,400.00	
GR		36.99			
HR		99.30			
WR		98.98			
Field / Property Maintenance	3,179.19				
BR		46.97			
GR		7.99			
HR		579.18			
WR		2,545.05			
Website / Publicity	64.79				
Professional Fees (accounts,etc)	936.00				
Gifts / rewards / donations	-				
Equip't Repairs & Servicing	371.60				
Insurance and Safety	762.64				
Hire of halls and refreshments	79.50				
Equipment purchases	4,222.51				
Field Steward rewards	150.00				
EDF	111.16				
Officer (Sec/Tres) payments	2,455.33				
Tax - HMRC Corp. & FCA	893.00				
Key and share returns / refunds	13.25				
Grafton Rd - refreshments	-				
CCTV - Sim Cards	226.91				
Payment to Kings Seeds (orders)	-				
Britton's Potatoes	-				
Good gardening rewards	-				
Bank charges	-				
Transfer To Deposit	12,500.00				
Misc Exp	20.00				
CCTV Installation	1,481.05				
	54,714.88			52,452.75	
Income over Expenditure	- 2,262.13				
	52,452.75				
Balance as at 15/10/21					
Income and Expenditure Account at 31/10/21			Cash with Cashier		
HSBC Current Account B/F	3,781.61		HSBC Current Account C/F	1,519.48	
Cash	-		Cash	-	
Floats	90.00		Floats	90.00	
Income over Expenditure	- 2,262.13				
	£1,609.48			£1,609.48	-£0.00
			Investment Accounts:	£167,426.58	