

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.uk

Minutes of the Management Committee Meeting Held on Monday 15 August 2022

The Chairman opened the meeting at 7:30pm

Present:

Russell Jarvis	RJ (Chair)	Dave Flook	DF (Vice Chair)
Pasq Di Salvo	PDS (Treasurer)	Peter Wright	PW
Anita Medlock	AM	Mark Cox	MC
Shane Webster	SW	John Lowe	JL
Anita Jarvis	AJ	Peter Swindley	PS

Jayne Evans (minutes secretary)

Apologies: NA

1. Minutes from Previous Meeting

All agreed – proposed JL seconded SW

2. Actions From Previous Meeting

No colour = new action this meeting/action from previous meeting modified

Red = action not started

Amber = action in progress/carry forwards

Green = action completed

Note - numbers not sequential, completed action numbers removed from table

Item number	Date matter arose	Subject	Action required	Action taken	WHO	Status
2.56	14/3/22	Creation of wildlife and pond area on HR field	Committee to meet with plot holders on HR field to support them to organise the creation of the wildlife and pond.	Meeting Held – no progress to date	ALL	Carry forwards
2.63	11/4/22	Skip for WR	Find price to share with BR		DF	Carry forwards
2.67	17/5/22	Clear up Deposit	Check Rule Book for amendment How and where to store photos of Plots	1. Rule Book checked – will need update 2. Drop box created, links to be sent to field stewards 3. SGM to be held in front of AGM in February	RJ RJ	Carry forwards
2.69	18/07/22	Concealed entrance Bedford Road	Waiting for a plan from Highways Agency	RJ has contacted the HA	RJ	Action in progress
2.70	18/07/22	Bonfires	Notice to be put on gates requesting no bonfires (linked to 10.2)	Notices in place	RJ	completed
2.71	18/07/22	Backflow prevention on WR water pipes	To check WR standpipes for Backflow prevention valves	All stand pipes on WR have been checked by .	RJ	completed
2.72	18/07/22	Water licences HR	To supply JL with list of water licence holders	List has been supplied	RJ	completed

2.73	18/07/22	Replacement water tank on HR	To look for quotes from suppliers		RJ	Carry forwards
2.74	18/07/22	Flip Spade sale	Flip Spade sold for £5 – member wanted £20 for it	To clarify with DF on return from holiday	DF	completed

2.56 creation of pond on Highfield Rd field

Previous action dated 18/07/22 – waiting for HR members to begin work

RJ-it has been too hot to begin working on this project so no progress has been made

Agreed Action 15/08/22-carry forwards to next meeting

2.63 Skip for WR

Previous action dated 13/06/22 – DF-will look at this when he returns from holiday

DF-it's been too hot over the past few weeks, will look at it when the hot spell ends

Agreed Action 15/08/22-DF to book a skip

2.67 Clear up deposits

Previous action dated 18/07/22 – to check rule book to ascertain if changes are required. To create a secure drop box to store photographs of plots on hand over day.

RJ- Re-iterated that the Committee needs to look at the rules. Now that DF is back and it was his idea. a change in the rules is needed and this will require an SGM. An SGM can be held on the same night as the next AGM, only very small changes will need to be made. FSA will accept this

RJ-a drop box has been created which the field stewards have access to so that photographs taken on hand over day can be uploaded. This will ensure there can be no argument from members who leave plots requiring clear regarding the condition of their plot when they took it over.

Agreed Action 15/08/22 1- committee to look at the rule book, 2- RJ to send link to DF and JL for Drop box, 3- To arrange an SGM to be held in front of the next AGM in February, for the rule book changes so that the clear up deposit can be implemented as agreed at previous meeting.

2.69 Concealed entrance sign for BR

Previous action dated 18/07/22 – RJ to contact the Highways Agency

RJ-the Highways agency are going to look at the Bedford Rd where the field entrance is located and are also investigating the speed of the traffic on this road. We are waiting for their decision about our request.

Agreed Action 15/08/22-wait for response from the Highways Agency.

2.71 Backflow prevention devices on WR water stand pipes

Previous action dated 18/07/22 – RJ and DF to inspect the water stand pipes on WR to check for backflow prevention devices.

RJ-reported that in 2016 all of the supplies had back flows as the Water Inspector checked them all.

RJ-has checked the 10 installations on 20/07/22– 3 have backflow prevention devices on the taps, 6 have one on the feeder pipe just below the tap and 1 doesn't have anything and needs looking at (this is the stand pipe that does not have a tank and is located near to Tony Fardon's plot).

RJ-when the taps need replacing, we need to make sure they are replaced with taps that have backflow, there is only pennies difference in the price now.

MC – RJ was supposed to walk around with me to do this as agreed at the last meeting. RJ- I was going to do this with Dave but he has been away. MC- asked if the taps have been numbered and requested that RJ supplied him with this list. RJ- start at Peggy's which is No 1 and walk round.

There was a discussion about how the taps no longer have backflow devices.

Agreed Action 17/08/22 –when taps replaced must be done so with taps that have an integral backflow prevention device. Remove from action plan

2.73 Water tank needed for HR

MC-suggested the supplier Central Wool Growers in Daventry as previous tanks have been purchased from this company. RJ-I haven't been able to locate this company but will look again.

Agreed Action 17/08/22- RJ to obtain quotes

2.74 Flip Spade sale

AM and MC purchased this from the Grafton Rd Store. The price they paid was £5 and there is a copy of the receipt in the receipt book for this amount written by AM. AM and MC report that there was no price on the item and that DF had said it was worth around £5 and this is why they paid this amount.

RJ has stated the member wants his £20 for the spade. The additional money would be for Society funds (£10)

RJ-the flip spade is worth £25-£30 and the person who gave it to the Society to sell in the store was asking £20 for it.

DF – I have no memory of this spade at all. I want it put in the minutes that I know nothing about it. If I had been there and heard that it was worth £20, why would I have sold it to MC for £5?

AJ – you were there Dave, you were standing next to me when the member bought the spade in.

RJ- it was labelled as being £30.

DF – there was no label.

AJ-do not worry about it, I will just give the £20 to the member

AM-there was no label on the spade.

RJ presented a label that he reported AJ found in the bin at Grafton Rd. The label had £30 written on it

AM-stated if the label had been on the spade and I removed it, I would have screwed it up and would I really have thrown it in the bin? That label is dirty and the ink is fresh, when did you actually write that label Russell? AM also stated that she would speak to the member and sort it out with him herself.

A heated discussion took place which ended with AM who is 'fed up with being accused of things she hasn't done' using the term 'Narcissistic Prick' aimed at RJ.

Agreed Action 17/08/22-completed, remove from action plan

3. Secretary's Report and Correspondence

3.1 Permission Requests

Item No	Date	Field	Members	Details of Request	Outcome
1	15/08/22	HR		woodstore with guttering 2m x 1.5m x 1.5m	agreed
2	15/08/22	HR		greenhouse – no size given (to wait for member to provide information about size)	pending
3	15/08/22	HR		Keep 6 chickens	agreed
4	15/08/22	Small holding land		erect a mobile field shelter for the horses – 12ft x 24ft on skids so towable. 8-10ft shed food store.	agreed

Permissions

3.1.1 Woodstore with guttering – rules are that members can have a Cord of wood (ie a wood store)

3.1.3 Keep 6 chickens – accepted as been a member for over 2 years. There is a contract to sign before the chickens are installed. Member's plot is kept ok. JL will ensure member understands that daily visits to the poultry are required and will be expected.

3.2 Correspondence

Item No	Date	Field	Member	Details of Correspondence
1	19/07/22			APHA sent a warning that there a case of Avian Flu had been identified in Sandy, Bedfordshire the day after the last meeting. All restrictions on poultry will be removed as of noon on 16/08/22
2	15/08/22			Rushden Lakes Heritage event will take place on 18 September and the Society has been offered a stand. Agreement that we will attend.
3		HR	Expelled Member	A letter has been received by AB along with field keys. The expelled member wrote that he has returned the key as 'you wanted me off my plot', you didn't give me much time and I was suffering from anxiety as a result of the pressure caused by the nasty letters. The member also stated that he had considering ending his life because of this anxiety.

Details of correspondence

3.2.1. RJ sent an email to the Poultry Keepers to advise them.

3.2.3 RJ explained that this member had ignored the rent invoice, the reminder that rent was overdue, warning letters and only contacted the Society when the termination letter was sent where the member stated he had not paid his rent due to his dog been ill.

4. Membership Secretary Report

Waiting list stands at 67

5. Bad Cultivation Warning letters

Warning Letters							
Name	Field	Polite letter sent	Outcome	1 st letter sent	Outcome	2 nd letter sent	Outcome
	HR	18/07/22	No response	19/05/22	No sign of member To send 2 nd letter	15/08/22	
	HR	19/05/22	Needs 1 st letter	18/07/22			
	HR	19/05/22	Only 10% of 10 pole plot being worked so keep monitoring				
	BR			19/05/22	Plot tidied, continue to monitor, but has bought in sub soil onto plot		
	BR			19/05/22 Resent 15/08/22	Has deteriorated again – not working his plot to resend letter 1		
	BR			19/05/22	Tided Plot - Monitor	Ok now – remove next meeting	
	WR	19/5/22			Has resigned from society but will not return keys.	Remove next meeting	
	HR	18/07/22	To be monitored				
	HR	18/07/22	RJ spoke to her in July. No work has been done. The 1 row of potatoes is still in. 1 st letter to be sent.	15/08/22			
	HR	15/08/22	Has not been to the field in the 6 weeks since getting plot, polite letter needed				

	BR	16/08/22	Needs polite letter				
	WR		1 st letter to be sent	16/08/22			
	WR		1 st letter to be sent	16/08/22			
	WR		1 st letter to be sent	16/08/22			
	WR		1 st letter to be sent	16/08/22			
	WR		May require 2 nd letter - RJ to check				
	WR		1 st letter to be sent	16/08/22			
	WR		1 st letter to be sent	16/08/22			
	WR		1 st letter to be sent	16/08/22			
	WR		To monitor only				
	WR		To monitor only				
	WR	16/08/22	Polite letter to be sent				

HR Member – JL explained that texts had been sent and a warning letter back in May. JL has been keeping the plot tidy and at the last meeting the Society wrote to her suggesting she surrenders her plot and goes back on the waiting list until her health returns. As there has been no reply we should request the key back

HR Member – As she has declined to meet the Field Steward to discuss her plot warning email to be sent.

BR Member – RJ has contacted member to meet with him. Member has not been working the plot, another member has been attempting to keep it tidy but can no longer sustain this.

Committee discussion

JL- concerned that there are a lot of new members who take on the plots and then don't work them. AM-it happens on WR too.

PW- this is a perennial problem. We know that gardening is hard work. Suggested that new members are allocated a half plot initially and they are buddied up with an older member to help them. Some people take on a plot but have no gardening knowledge.

SW-suggested an induction evening for people on the waiting list when they can learn how much work is involved in looking after a plot before they are allocated one; this may result in some people coming off the list.

RJ-a lot of people applied during the pandemic. AB rings the people on the top of the waiting list and many say they are no longer interested.

JL-I tell them how much work it is when I first speak to them.

PW-I wonder if we could speak to prospective plot holders about their experience to ensure how enthusiastic they really are and make sure that they know who they can talk to on each field for support. It has been difficult to garden this year as crops have failed or been killed by pests and the ground is very dry and hard to cultivate.

6. Treasurer's Report

INCOME:

Store sales added:

GR	£733.74
WR	£114.50
BR	£191.40
HR	£122.10

SIGNIFICANT EXPENDITURE:

No significant spend this month.

- Just as a memo: Anglian Water bill for Washbrook Road will need to be allowed for by PDS as the water meter has not been working since 10 July (approx.). see 10.3 below

Latest Bank Account Balances:

HSBC Community Account	£1,945.73 (as per Treasurers Report)
Investment Accounts: Breakdown	
HSBC Business Money	£10,004.00
Barclays Premium Account	£18,911.00
Redwood Account	£63,730.00
United Bank	£81,295.58
Total in Investment a/c	£173,940.58 (as per Treasurers Report)

PDS requested that time sheets and expenses should be submitted not be kept until the end of the financial year in October.

7. Field Reports**7.1. Highfield Road**

Expelled Member – has not handed key back despite email and texts. Rubbish still on the plot including tyres and wheel rims. IBC has been sold to another member (£20) income for the society however it will cost more than that to clear the plot. RJ- she has ignored emails and texts requesting the keys to be handed back

7.2. Washbrook Road

- Member – has paid for a water licence.
- Some people have been free watering, but DF has not seen it himself. Generic email to be sent out and a notice to be put on the gate.
- Is concerned that there is gossip about Expelled HR Member having items stolen from her plot that have not been returned.
- An ex-member has got a friend who would like to go on the list

7.3. Bedford Road

Nothing to report

7.4. Grafton Road /Small Holding

Nothing to Report

8. Store

Profit year to date = £2000 (that is about 45p per pole)

9. Health and Safety

Nothing to Report

10. Any Other Business**10.1. Bonfire reported by Woodland Rd Resident**

Person who lives in Woodland Rd is constantly complaining about fires on the WR field. Several times the fires have not been on our field. RJ – he apologised about the latest complaint as the fire was not in our field. DF - He complains to the council however, he sets fires on land behind his house and the smoke comes across onto our field. The council says he complains about everything.

RJ-If we get smoke on our field we need to complain to the council.

10.2. Fire at Washbrook Rd on Tuesday evening 19/07/2022

There was a fire on WR field when DF was on holiday. RJ On the Saturday a member bought some items from Grafton Road that were too big for his car. RJ offered to deliver the items to his plot at Washbrook Road. While he was on the WR field, RJ could smell the smoke but could not see a fire, and saw the member putting fresh weeds into her wheelbarrow which they were trying to burn. RJ asked the member to put it out as the 1) it is not safe at the moment because it is so dry and 2) we have had complaints about smoke. She put water in the wheelbarrow and put it out.

RJ was informed, by another member on Wednesday morning, that there had been a fire on the field on Tuesday the 19th July. That evening RJ contacted the plot holder who RJ had spoken to on Saturday to find out what had happened. The member informed RJ that they had

not been down to their plot since Saturday Morning. RJ looked at the fire and was deeply concerned about this. RJ -went to see the fire investigation officer at the fire station with photographs and he could see where the fire had started and that it was not related to the wheelbarrow used to burn weeds on the Saturday. The fire burnt the tyre on another wheelbarrow and the members hosepipe. The Fire Officer stated that it was highly unlikely to have been started from the wheelbarrow used on the Saturday and not reignited until the Tuesday. RJ asked what could have caused the fire. The Fire Officer stated-

- glass (bottom of a bottle)
- a discarded cigarette
- done deliberately.

MC- Another member reported putting water on a fire on Monday evening in the same place. We (MC & AM) put out a fire in the same place on the Tuesday as well as the Wednesday and we found coal pieces under the debris which may be the reason it kept going.

RJ-requested that the committee to consider banning fires during the summer.

PW-suggested that we take advice from the fire service during times when there is extended periods of hot, dry weather. Alerts could be sent out by email and notices put on the gates. Decision made to inform members that bonfires are not allowed on the fields during extended periods of hot, dry weather. It was agreed that on a yearly basis a review of allowing bonfires would be made by the Committee

Action: Send email and put up a poster on gates.

PW- left meeting at 21.18

10.3 Water Meter Washbrook Rd

A neighbour reported that the water meter was 'clicking'. RJ-reported to Anglian Water who inspected the meter and informed RJ that it had been 'interfered with' and that it needed to be dug up to be repaired. Anglian Water have been able to state that this happened on or around 10 July.

AM-are they going to give us a standing charge for it because we are not paying for water while the meter isn't working?

RJ- I don't know what will happen with the bill as we have been getting free water since 10 July, 5 weeks.

RJ- (to PDS) can you run to run 2 lines on the budget to make allowances for the lower costs. We will need a way of having an estimate to assist with the budget for next year.

DF – I cant see how someone could come along there, getting Cath and Dav to move their cars as they park across there, then take the top off and then.....

AM- fiddle with that one and not one of the others.

DF-that meter has never been right, I don't think.

MC-have you ever seen the meter outside the gates stop -Dave?

RJ-yes

AM-no- Dave?

DF-I haven't, no.

MC-has it ever stopped to your knowledge?

DF-no, it goes up.

MC – that is what I was saying at the last meeting, when you said you had seen it stop, that clarifies that Dave has never seen it stop.

RJ-I read all the meters

MC-that clarifies what I was saying at the last meeting, Dave has never seen the meter stop.

RJ-this time of the year they move but in the winter time I do see them not moving. Anglian Water said that there would be movement depending on our water set up. If its windy the water in the troughs will move and that will make the meter move.

DF-could they not put the meter inside the gates?

RJ-they need to be able to get access to read it, they read it probably once a year.

- 10.4 Potato blight – there is a warning that our area may be affected by blight on Thursday. Agreed that a warning email to be sent out.

Meeting Closed 21.35 pm

Date of next meeting Monday 19 September at 7:30pm

Significant dates – Sunday 18 September – Heritage event at Rushden Lakes, Society to have a stand

Signed _____

Counter signed _____

Date _____

Action Points from Meeting		
Subject	Action required	Who
Stand pipe list	Washbrook Rd Stand pipe list with numbers to be supplied to MC	RJ
HR permission	3.1 item 2 – to request size of greenhouse and bring to next meeting	JL
Water costs	2 nd line to be added on budget to make allowance for the period of 'free water' at Highfield Rd pending the replacement water meter	PDS
Potato blight warning	Send out alert re potato blight warning expected on Thursday 18/08	RJ

Appendix 1- Treasurer's report

Rushden Permanent Allotment and Small Holdings Society Limited					
Income and Expenditure Account					
Expenditure			Income		
Anglian Water	1,837.61		Annual Rents	10,293.25	
	BR	271.83	New Rents	2,363.50	
	GR	51.69	Floats for stores and rent day		
	HR	396.96	Stores Sales	11,687.60	
	WR	1,083.00		BR	2,880.40
Hay		34.13		GR	5,390.05
				HR	1,635.25
Printing, Stationary and Postage	576.49			WR	1,781.90
Asbestos Removal	-		Ploughing, rotavating, topping	120.00	
Stores Purchases	8,937.67		Rent card / website sponsorship	-	
Field Hours £	967.65		Donations from members	-	
	BR	165.99	Machinery/accessory sales	-	
	GR	-	Replacement/Additional key	29.00	
	HR	245.82	Sales of pre-loved & ex stock	-	
	WR	555.84	Seed Orders	-	
Field Machinery (Fuel)	159.88		Brittons Potatoes	-	
	BR	82.04	Misc Income	-	
	GR	-	Transfers from deposit/investment accounts	71,231.86	
	HR	39.88	Assoc. Mems	-	
	WR	37.96	P in the P - Rushden Council	-	
Official documents, etc	-		Wayleave Consent - WPower	2.50	
Tractor Fuel	-		Socials	-	
Locks and Keys	298.91		Water Licence	1,232.50	
	BR	164.25			
	GR	-			
	HR	107.66			
	WR	27.00			
Field / Property Maintenance	266.38				
	BR	73.42			
	GR	-			
	HR	20.91			
	WR	172.05			
Website / Publicity	64.79				
Professional Fees (accounts, etc)	960.00				
Gifts / rewards / donations	-				
Equip't Repairs & Servicing	953.80				
Insurance and Safety	762.05				
Hire of halls and refreshments	220.00				
Equipment purchases	-				
Field Steward rewards	-				
EDF	87.18				
Officer (Sec/Tres) payments	1,585.48				
Tax - HMRC Corp. & FCA	35.00				
Key and share returns / refunds	9.25				
Grafton Rd - refreshments	-				
CCTV - Running costs	256.95				
Payment to Kings Seeds (orders)	-				
Britton's Potatoes	-				
Good gardening rewards	-				
Bank charges	105.57				
Transfer To Deposit/Investment accounts	77,730.00				
Misc Exp	113.50				
CCTV Installation	-				
	95,928.16			96,960.21	
Income over Expenditure	1,032.05				
	96,960.21				
Balance as at 14/08/2022					
Income and Expenditure Account at 31/10/22			Cash with Cashier		
HSBC Current Account B/F	913.68		HSBC Current Account C/F	1,945.73	
Cash	-		Cash	-	
Floats	90.00		Floats	90.00	
Income over Expenditure	1,032.05				
	£2,035.73			£2,035.73	-40.00
			Investment Accounts:	£173,940.58	