

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 Management Meeting Held on Monday 07 February 2022Masonic Hall, Rushden

The Chairman opened the meeting at 7.45 pm

Present:

Russell Jarvis	RJ (Chair)	Dave Flook	DF (Vice Chair)
Peter Swindley	PS	John Lowe	JL
Anita Jarvis	AJ	Shane Webster	SW
Pasqu Di Salvo	PDS (Treasurer)		

Minute Secretary

Jayne Evans JE

Apologies

1. Minutes from Previous Meeting

Proposed DF

Seconded JL

2. Actions From Previous Meeting

Action No	Date arose	Subject	Action Required	Action Taken/agreed at meeting	Person responsible	RAG status
2.8	17/03/21	Security fence, rubbish removal WR and planting hedging tree saplings	To patch up the gaps with barbed wire	Monitor the council website for possible planning permission.	DF and RJ	Remove from plan
2.39	18/10/21	Tree for queensgreencanopy project	trees to be ordered, one for each field.	Action completed	DF	Remove from plan
2.42	18/10/21	Leaving member's plot	To assess plot when member leaves	Information in field reports (7.1) Action to be removed.	JL	Remove from plan
2.43	18/10/21	Facebook Group	Investigate how the Society Facebook Group can be set up independently.	Review after the AGM	SW	Action in progress
2.46	15/11/21	Communal composting facility	Wait for more information from North Northamptonshire Council	Find out if NNC will supply containers for a large shared composting facility	SW	Action in progress
2.49	13/12/21	WR Member to be contacted	DF to contact ex member and request return of field key	DF will contact ex member shortly	DF	Remove from plan
2.50	17/01/22	Missing seeds from King's Seeds order		The missing items have arrived	RJ	Completed remove from plan
2.51	17/01/22	Speaker for event	Identify a speaker for the Rushden Celebrates 2022 event	To be reviewed after the AGM	all	Action in progress

2.8 Discussion record (Fencing and Rubbish on WR fence line plus potential planting of hedging)

Previous action dated 17/01/22- review next meeting

DF and RJ have looked at the fence line – there is some rumour that the field behind the Washbrook Rd allotment field is potentially being provided with planning permission for housing so the builders will possibly have to fence the area. There is a lot of rubbish in the area that needs fencing including a massive galvanised tank. Photographs have been taken of the area showing the rubbish and these have

been compared with photographs taken a few years ago for the asbestos survey in 2018; RJ - it is obvious some of the foliage has been removed. It is difficult to know if the rubbish is on the Society land or the field because the boundary is not obvious. Currently it is not suitable to allow a contractor onto the area to erect fencing because of the rubbish.

There is a gap between 2 trees and it was suggested that barbed wire is used to block this gap.

Agreed Action 07/02/22- to patch up the gaps for now and to monitor the council website for planning permission. Action to be removed from plan.

2.39 Discussion record (Queensgreencanopy)

Previous action dated 17/01/22-DF to ask plot 2 holder if it would be ok to plant a tree on his plot along with a plaque.

DF has not yet seen plot holder 2 about planting a tree on the plot, however, trees will now be ordered for all of the fields.

Agreed Action 07/02/22 – Action to be removed from plan

2.42 letter to leaving member

Previous action dated 17/01/22-review next meeting

Member has informed RJ that they will be clearing the plot and selling the IBCs (large water containers). As rent day is coming up (19 March) they need to clear the plot within 4 weeks of rent day. There is a greenhouse on the plot but JL is unsure if the member is leaving this or if it will be removed.

Agreed Action 07/02/22 – Action to be removed from plan.

2.43 Facebook Group

Previous action dated 17/01/22-review after AGM

RJ – the Society should have an official Facebook group. RJ is concerned that the rules have been broken with the posts on the existing group and that he is unable to see some of the posts as he reported that he has been blocked.

JL-is concerned that the posts are inferring that someone from Bedford Rd has removed a poster from the gates deliberately. JL – is suspicious that the posters have been removed with the intention of causing conflict because it has occurred at Bedford Rd whose members support the other candidate.

Mr Wright has requested the CCTV images from Bedford Rd but was informed by AJ that the CCTV is switched off during the day as a result of an historical request by a previous committee member.

DF-considers that there isn't a problem with the existing Facebook Group and that he has never seen anything of concern.

Agreed Action 07/02/22- review after the AGM

2.46 Communal composting facility of fields

Previous action dated 17/01/22-Carry forwards to the next meeting

The council has no objection for the Society to have communal composting facility. DF-is concerned about who will maintain the facility and to monitor to ensure that only compostable material is deposited. Also concerned about vermin and that the facilities will have to be located away from houses neighbouring the fields. SW-will find out if the council have any containers they can supply to the Society as this may resolve the problem of vermin and unpleasant odours. SW will also find out if the council will remove green waste from the fields; SW understood DF's concerns.

Agreed Action 07/02/22-SW to investigate possibility of the council providing containers.

2.49 contact with WR member

Previous action dated 17/01/22-Review next meeting as DF to speak to ex member in a few weeks as she has suffered bereavement.

DF- will be ringing her shortly

Agreed Action 07/02/22- Action to be removed from plan

2.50 Missing items from Kings Seeds order

Previous action dated 17/01/22 – Member order from King's seeds had missing items, RJ to find out what happened.

RJ-the missing items have now arrived.

Agreed Action 07/02/22- completed, remove from plan

2.51 Speaker needed for the Celebrate Rushden 2022 event in April

Previous action dated 17/01/22 – to review next meeting with any suggestions for a potential speaker

To be discussed later in meeting

Agreed Action 07/02/22- to review after the AGM (10.2.2)

3. Secretary's Report and Correspondence**3.1 Permission Requests**

Item No	Date	Field	Members	Details of Request	Outcome
1	31/01/22	HR		Polytunnel 12ft x 10ft x 7ft 7in	Agreed
2	01/02/22	WR		Replacement fruit/growing cage 7m x 3.5m	Agreed
3	07/02/22	BR		Greenhouse 8 x 6 and shed 8 x 6	Agreed

3.2 Correspondence

Road at Alexander Rd small holding.

A letter has been received from the builder of the new house adjacent to the Alexander Rd small holding. The builder has requested permission to lay a water supply to the house which will mean going underneath the road owned by the Society. The builder will need to dig across the road and has given assurance that he will make the area good with crushed MOT which will improve the road from its current condition.

This was discussed and it was agreed to allow the builder to put the water supply in on the proviso that the road is repaired and replaced as suggested. It was also noted that the verges adjacent to the road also belong to the Society,

4.0 Member's Secretary Report – new members and leavers

Field	New Members	Field	Leavers
HR	1	HR	3
BR	2	BR	1

4.1 Vacant plots and number of applicants needed

Field	Number of vacant plots	Number of current prospective members field steward already has	Number of new applicants needed from membership secretary
WR	2	1	2
HR	4	3	1

4.2 Waiting lists

Number on list (as of 13/01/22)	Date of longest on list
85	9 October 2020

5.0 Warning letters

Field	Polite letter sent	Outcome	1 st letter sent	Outcome	2 nd letter sent	Outcome
WR	Modified sent July		Sent October	DF to telephone member and report back next meeting as nothing heard from member to date	To be sent	
WR	Sent in September	To monitor		Plot tidy but nothing growing at the moment however all ok– to be removed		
HR			Sent in September	Plot has been cleared– to be removed		
WR	Sent in October	Review meeting in March				

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

Store sales added:

GR £ 0

WR £54.45

BR £ 63.00

HR £ 0

EXPENDITURE:

Significant Expenditure – not since last meeting on 17/01/22

Latest Bank Account Balances:

HSBC Community Account £81.32 (as per Treasurers Report)

Investment Accounts: Breakdown

HSBC Business Money £ 1,502.23

Barclays Premium Account £ 18,909.11

Redwood Account £ 63,730.00

United Bank £ 81,295.58

Total in Investment a/c £165,436.92 (as per Treasurers Report)

7.0 Field Reports**7.1 Highfield Road**

Plot –no confirmation of leaving date has been received. Nothing has been removed from the plot, however the members have informed JL that they will be removing all items from the plot and that they will be selling the IBCs. Will need to be clear of the plot 4 weeks after rent day (19 March) (Action 2.42 to be removed)

There are 5 available plots on the field.

JL will not be around for a few weeks and it will be 6 weeks before he can drive again.

7.2 Washbrook Road

Ex Member has suffered the bereavement, so DF will be leaving it a while and will contact her shortly (action 2.49 to be removed)

7.3 Bedford Road

Nothing to report

7.4 Grafton Road /Small Holding

Nothing to report

8.0 Store

Good sales over the last few weeks

9.0 Health and Safety

Nothing to report

10.0**10.1 items put forwards prior to the meeting**

None

10.2 items put forwards during the meeting**10.2.1**

Yellow Bins for broken garden tools from the HOPE centre

2 of the yellow bins have arrived at Bedford Rd . One of the bins will be taken to Washbrook Rd. The Society will trial the success of the bins at both of those fields.

10.2.2

Speaker for Celebrate Rushden 2022

To review this after the AGM – the Society usually holds the speaker event on a Thursday evening

10.2.3

RJ thanked Committee for their support over the past 2 years.

Meeting Closed at 9.25 pm

11.0 Dates of next Committee Meeting

Masonic Hall (in the bar) Monday 14 March 2022 7.30PM

Monday 11 April 2022 7.30PM (date should have been on Easter Monday 18 April), therefore it has be bought forward one week).

Significant dates

AGM Tuesday 15 February 2022 Masonic Hall (postal votes to be returned before the AGM on 15 February to Membership Secretary at 7 Portland Rd, Rushden)

Rent Due by Date Saturday 19 March 2022

There were no new actions from this meeting

New Actions from this meeting		
Subject	Action Required	Person Responsible
Warning letter	2 nd warning letter to be sent to Washbrook Road Member	RJ

Signed _____

Counter signed _____

Date _____

Appendix 1 - Treasurer's report

Rushden Permanent Allotment and Small Holdings Society Limited					
Income and Expenditure Account					
Expenditure			Income		
Anglian Water	618.13		Annual Rents	26.50	
BR		117.91	New Rents	99.75	
GR		9.60	Floats for stores and rent day		
HR		153.53	Stores Sales	325.75	
WR		337.09			
Hay		-	BR	74.40	
Printing, Stationery and Postage	370.83		GR	156.40	
Asbestos Removal	-		HR	40.50	
Stores Purchases	10.00		WR	54.45	
Field Hours £	-		Ploughing, rotavating, topping	20.00	
BR		-	Rent card / website sponsorship	-	
GR		-	Donations from members	-	
HR		-	Machinery/accessory sales	-	
WR		-	Replacement/Additional key	5.00	
Field Machinery (Fuel)	-		Sales of pre-loved & ex stock	-	
BR		-	Seed Orders	-	
GR		-	Brittons Potatoes	-	
HR		-	Misc Income	-	
WR		-	Transfers from deposit/investment accounts	65,731.86	
Official documents, etc:	-		Assoc. Mems	-	
Tractor Fuel	-		P in the P - Rushden Council	-	
Locks and Keys	65.31		Wayleave Consent - WPower	-	
BR		-	Socials	-	
GR		-	Water Licence	-	
HR		65.31			
WR		-			
Field / Property Maintenance	84.94				
BR		84.94			
GR		-			
HR		-			
WR		-			
Website / Publicity	-				
Professional Fees (accounts, etc)	950.00				
Gifts / rewards / donations	-				
Equip't Repairs & Servicing	-				
Insurance and Safety	532.55				
Hire of halls and refreshments	40.00				
Equipment purchases	-				
Field Steward rewards	-				
EDF	27.18				
Officer (Sec/Tres) payments	497.63				
Tax - HMRC Corp. & PCA	35.00				
Key and share returns / refunds	-				
Grafton Rd - refreshments	-				
CCTV - Running costs	85.65				
Payment to Kings Seeds (orders)	-				
Britton's Potatoes	-				
Good gardening rewards	-				
Bank charges	5.00				
Transfer To Deposit/Investment accounts	63,730.00				
Misc Exp	-				
CCTV Installation	-				
	67,042.22			66,209.86	
Income over Expenditure	-	832.36			
		66,209.86			
Balance as at 04/02/22					
Income and Expenditure Account at 31/10/22					
			Cash with Cashier		
HSBC Current Account B/F	913.68		HSBC Current Account C/F	81.32	
Cash	-		Cash	-	
Floats	90.00		Floats	90.00	
Income over Expenditure	-	832.36			
	£171.92			£171.92	
					40.00
			Investment Accounts:	£165,436.82	