

# **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](mailto:rushdenallotments@hotmail.co.uk)

## **Field Minutes of the Management Committee Meeting Held on Wednesday 16<sup>th</sup> January 2019 at Grafton Road Rushden**

The Chairman opened the meeting at 7:00pm

### **Present:**

Russell Jarvis	RJ	Pam Clark	PC
Anita Jarvis	AJ	Dave Flook	DF
Dave Craker	DC	Anita Medlock	AM
Dee Smith	DS	Mark Cox	MC
Alan Martin	AM	Peter Swindley	PS
John Bowerman	JB		

### **Apologies:**

Keith Jackson

The minutes for 7<sup>th</sup> December 2018 discussed and agreed.

Proposed DF

2<sup>nd</sup> PC

All Agreed

### **Minutes of Meeting held on 7<sup>th</sup> December Points**

<b>Action points Meeting 7<sup>th</sup> December 2018</b>		
<b>Subject</b>	<b>Action required</b>	<b>Who</b>
Secretary report and correspondence	Reply to a member regarding number and size of sheds allowed on plot.	Complete
Any other Business	Check with DEFRA whether the society has a legal responsibility to view livestock certificates for livestock	Complete below. See below.
RJ rang DEFRA. The legal responsibility for the certificates is the plot holder. The society as landlords have no responsibility and don't need to view certificates.		
Any other Business	Review plots and make a list of members to be reminded to cultivate their plots for January meeting	DF will email list of candidates to DS. DC had one and will check if there are any more. RJ none.
DF asked where the society stood if it didn't send a rent bill to a member who was neglecting their land, therefore ceasing their membership and re letting their plot. RJ said other council societies advertise that if a member don't pay their rent they will be counted as left. It was suggested that a comment is added to the rent letter that if rent is not paid within a month they will be counted as left. The new rules include a section that a member will be removed if three warning letters are sent within 18 months.		
Any other Business	Find out whether a separate bank account is required to keep deposit money	JB is seeing the accountant on Friday and will discuss.
Any other Business	Check what 'leavers' paperwork is outstanding	Carried forward
Field Reports: Washbrook Road	Send letter to a member ref giving up plot	Complete. RJ will send the letter in January

## Secretary's Report and Correspondence

1. Email: Anglian Water – Reply on query about installation of plastic standpipe.

This email followed a conversation between RJ and Anglian Water. The use of plastic is now being considered as long as they conform to BS standards. The use inside a barn etc. is acceptable. Plastic pipes must be shielded from the light as not to allow the growth of bacteria. Plastic pipe must be completely covered and mounted on wood. Blue pipe must be below ground or covered when leaves the ground. The plastic pipes must be cleaned more regularly. Installation should be by an approved plumber or AW will need to check the installation, it is not known whether there is a cost for this. It was agreed, once fully costed, MC will replace the worst stand pipe on WR and have it inspected, hopefully once approved others will be acceptable to replace in the future.

2. Email: Oracle Solutions – Removal of asbestos quotation.

The dates and prices as below:

Grafton Road - £720+VAT to be carried out on the 28/1/19 @8am

Small holdings - £670+VAT to be carried out on the 30/1/19 @8am

Bedford Road -£705+VAT to be carried out on the 1/2/19 @8am

Highfield Road - £1,110+VAT to be carried out on the 4/2/19 @8am

Washbrook Road - £1,530+VAT to be carried out on the 6/2/19 @8am

3. Email: A member – Give up plot.

DC will contact him to arrange removal of items from the plot including tyres.

4. Email: A Committee Member – Inform that he will not stand for a Committee member and thoughts on the fence issues at WR.

The content of the email was noted. It was considered and agreed that the current system worked well. All expenditure is approved at the monthly meeting.

An emergency would be exceptional and any cost approval could be made immediately, emailing or telephoning other committee members if necessary.

In the case of the fencing at WR it was agreed that an error had been made and in future measurements would be double checked and a simple diagram produced.

5. Email: A member – Request permission for 6mx3m poly tunnel.

Agreed.

6. Letter – A member – Complaint about neighbouring plot neglect.

A discussion took place and a 1<sup>st</sup> letter will be sent to the plot holders.

## Treasurer's Report

- The actual bank balance now stands at **£352.45 with £188.88** Petty Cash.
- This month we have received bills from Anglian Water totalling **£671.00**, some of which will be accrued into last year's accounts. Apart from this, we have received the Accountants bill of **£918.00**. This has not been paid yet.

- We have received a draft set of audited accounts for 2017-18. There are a few minor questions but these will be ready for the next meeting.

- There will be no interest showing from the Triodos and United Bank investment accounts in the audited accounts as these are fixed term investments and the interest is added at maturity (2020). The upside is that there should be no Corporation Tax to pay this year.

- I will present a recommendation for 2019 rent demands at the next meeting, with an analysis of last year's actual expenditures.

- The Bank and Petty Cash balances shown above are actual balances to date.

- JB will have the figures on which to assess next year's rent for the next meeting.

## **Field Reports**

### **Highfield Road**

- DC noted that his daughter had helped him trim the hedges that had taken some time.
- An ex member had complained that the fence recently erected was not high enough to deter trespassers. This was noted, no further action is required.

### **Washbrook Road**

- It has been discovered that the originally measurements for the fence at WR were short. This was possibly because of a differing interpretation i.e. 'gate to gate'. AM handed out a diagram and DF explained the sizes. JB, MC and AM have re-measured and are happy that the remaining fence measures 11.5 metres not 16.5 as contractor states. RJ will contact him. The total cost is £7172 including 6 metres erected at HR.
- MC raised the issue of putting barbed wire on top of the fences. RJ had sourced agriculture grade at 200 metre rolls at £43.20. He will add the wire to the new fence first, followed by the Greenway. 4 rolls of wire will be purchased from the supplier and MC will purchase drill bits with £200 cash.

Proposed AJ  
2<sup>nd</sup> DF  
All Agreed

### **Bedford Road**

- Nothing to report.

### **Grafton Road /Small Holding**

- Nothing to report

### **Store/Rota**

- The dates for opening and attendance was agreed.

## **Health and Safety**

- RJ handed out the insurance certificate for display in the field work sheds.

## **Any Other Business**

- The Greenway clearance has been finished, although JB states it is not behind his plot. The council have photographed the area and will take action on future fly tipping. RJ will email WR members to advise them, AM will put signs up on the fence and committee members on WR will spread the word.

**Meeting Closed: 21:15**

**Date of next meeting Wednesday 20<sup>th</sup> February 2019 at 7:00pm**

Signed \_\_\_\_\_

Counter signed \_\_\_\_\_

Date \_\_\_\_\_

<b>Action points Meeting 16<sup>th</sup> January 2019</b>		
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Action points :Any other Business	Review plots and make a list of members to be reminded to cultivate their plots for February meeting	Dave Flook to email Dave Craker
Action points: Any other Business	Find out whether a separate bank account is required to keep deposit money after discussion with accountant	John Bowerman
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