

Rotherham Allotments Alliance

Board Meeting No.49

On Meeting Date: Monday 10th May 2021

Meeting Location: Online: Zoom

Meeting Called By: Brian Steele

Chair: Brian Steele

Secretary: Jack Taylor (Minutes Donna Bushby)

Present: Directors: Brian Steele, John Palmer, Jack Taylor, Mick Hirst, Alison Howard
Guest: Liz Bunting (NAS)

121/04/21 (1) **Apologies:** Al Dean

122/04/21 (2) **Declaration of Interest**

122.1/04/21 JP declared an interest as a tenant on Barnsley Rd site.

122.2/04/21 MH declared an interest as a tenant of Avenue Rd site.

122.3/04/21 JT declared an interest as Secretary of Wood St site.

122.4/04/21 AH Declared an interest as an interim committee member of South Street.

123/04/21 (3) **Minutes of Board Meeting 47 – 12th April 2021**

The minutes were moved and seconded as a true record and duly electronically signed by the Chairperson.

124/04/21 (4) **Matters Arising**

Appointment of new director Alison Howard. It was agreed that AH be co-opted onto the board under Rule 64C as her profession is auditing and would be a useful asset to the board during AD's absence, to assist with financial matters. The board voted in favour of AH joining the board. AH asked if there was any information she needed to know. It was suggested that she reads the RAA policies / documentation on the website. DB can pass on any other information as required.

125/04/21 (5) **Administrator's Report**

125.1/04/21 Greasbrough – complaint from resident regarding tenant's parking on street / blocking drive access when there is space in the car park. DB to do a sign for the gates. Also received complaint from resident at park entrance of site – tenants parking and blocking access. DB has done some signs for the gates. Also been brought to the RAA's attention that tenants are still using the building as a shop without permission / paying rent. DB to find out who has got keys as some were removed from a tenant last year. Could look at changing the lock. It was also discussed regarding some tenants wanting to set up a committee onsite to work with the RAA. Tenants voted against forming a proper society last year. AH explained a similar situation at South Street but the difference between the sites is the amount of tenant participation and the past history of the site. The site does need monitoring. It was discussed regarding a recent visit to the site by DB and MH who were subject to verbal abuse from a tenant regarding empty plots. DB to get BS or JT to speak to tenants if necessary. Also had email from tenant who is a childminder - aware of tenants complaining about them. DB has seen plot and directors happy with current use. The tenant has been reassured.

125.2/04/21 Broom Valley New – DB spoke to tenant regarding missed grass cutting. Also spoke regarding the site secretary's absence due to illness (AD). DB offered to support the society if required. Asked for the Chair / Treasurer to get in contact. Site have also been in touch with NAS representative for information. Possibly need to get a temporary secretary. Also need access to office / post box for anything related to the RAA.

125.3/04/21 High Street – tap leaking – tenant who is a plumber managed to fix it – reported that taps will need replacing eventually.

125.4/04/21 Rosehill Park – tenant reported that a chicken shed had been dumped outside the site. Told to report to Streetpride / Park rangers as not actually on allotment land.

125.5/04/21 Rectory Field – tenant reported finding a used needle/syringe on their plot. Streetpride will collect it.

125.6/04/21 Broom Valley Old – resident has requested if they can access their back garden through the site with a mini digger. DB to contact site secretary to ask their views. Would mean a fence being taken out but resident assures that it will be put back. Depends if it goes through a tenant's plot and if any damage is caused.

125.7/04/21 Restorative Justice – spoke with this team onsite at Greasbrough. Can do allotment clearance work. Just need toilet facilities onsite. Further projects need to be discussed with Glyn Staves who co-ordinates the work. DB to source prices of porta-loos.

125.8/04/21 Barnsley Rd – email sent to society Chair regarding the resignation of 2 Officers. BS asked for a meeting to be set up to discuss any issues and ensure proper procedures are being followed. DB to organize.

125.9/04/21 Non-cultivation inspections – need to start these on direct-managed sites. Discussed that this can be arranged once identified who hasn't paid rents.

125.10/04/21 Skip Prices – TKL have informed price going up from £195 to £216 (inc. VAT) from 1.5.21. DB to contact other companies to possibly find a better price.

126.11/04/21 South Street – reported rat problem needs attention. Site clearance has disturbed them. It was discussed regarding the ecological impact of using poison and possibly using 'live-traps' to remove rats and whether this is suitable. Discussed that rather than adding to RMBC contract, pay for 1 member to do the pest control training and supply the boxes. Can be trialed on this site to see how it works. This was agreed by the board.

125.12/04/21 Herringthorpe Valley Rd – complaints received regarding the site cutting trees down around the entrance to the site. Discussed that this was done against the rule in the lease which requires the society to seek permission before cutting trees down. This is also in the agreement with RMBC. Site has also had some fridges and tyres dumped at the bottom of the site. Board agreed it was the responsibility of the society to have them removed. Possible security issue as non-tenants may have keys. Could look at rekeying the site – possibly from their own society funds. The RAA may have some spare locks they could use.

125.13/04/21 Rectory Fields – continuous complaint regarding burning – 1 particular resident. Spoke to site secretary who offered to meet with the resident. One tenant has removed their log burner.

125.12/04/21 – Rotherfed – having a meeting with Rotherfed to discuss possible charity project using Rectory Field site.

126/04/21 (6) Financial Matters

126.1/04/21 2021 Rents received to date – 70.1% paid to date. = £20,455 however, this is not accurate as not got one of the bank statements for March.

126.2/04/21 PO Box – managed to collect the mail from the PO Box – needed to take ID. Discussed regarding upgrading the service for approx. £70 per year so all mail can be sent to DB's home address.

126.3/04/21 Rule Change - change has now been submitted to the FCA. Awaiting a response from them to be able to apply for the charitable status.

126.4/04/21 Payments – number of cheques to be signed – DB has arranged to meet with Jack and Mick to get them signed.

126.5/04/21 Registered Address – question asked if it is possible to have the solicitors address as our registered address? DB to contact the solicitor.

126.6/04/21 Bank Account - JT has contacted the bank to attempt to gain access to the account. We need a 4-digit code to access it which we haven't got. Customer Services suggested to go into a local branch with ID to reset the codes and add access for DB. JT and AH to make an appointment. AD was in the process of opening the share account. Needs to be confirmed.

126.7/04/21 Director's emails – suggested that we should have a consent form so director's give their permission for their details to be passed onto others.

127/04/21 (7) Transfer and Transitional arrangements RMBC to RAA (including SLA)

127.1/04/21 Solicitor update – Andy Lee has asked for copies of tenancy agreements which were sent. Tim Archer asked about a substation on Psalters Lane. No further information was supplied /requested. BS suggested that a catch-up meeting be set up with Andy Lee to check on progress.

- 128/04/21 (8) Society Update**
No actions.
- 129/04/21 (9) Maintenance**
129.1/04/21 Grounds Maintenance update – Had follow-up meeting. DB then contacted the Authority regarding the location of Japanese Knotweed Treatments. Identified that Psalters Lane is being treated on the side the RAA isn't responsible for – DB advised the Authority of this. It was discussed whether it would be the RAA's responsibility for boundaries.
129.2/04/21 £100k Quotes – 5 x bids have now been approved plus the extra asbestos removal. DB has chased the laptop request. DB did further work on the Barnsley Rd / Avenue Rd quotes to see if there were cheaper alternatives. Barnsley Rd did have some areas omitted from the cheaper quote. Directors voted to continue with the quotes obtained from Burkinshaws. DB to submit these. Waiting for quotes for South Street path and Clough Bank car park from contractor.
129.3/04/21 Avenue Rd – one manhole has been repaired by Yorkshire Water. The other looks like it is awaiting repair.
- 130/04/21 (10) Future Actions**
None discussed.
- 131/04/21 (11) Any other business**
131.1/04/21 NAS Membership – question asked regarding any progress. DB had emailed the Legal and Operations Manager who did not reply. JT to email them again to request a meeting to discuss the issues arisen regarding how consent from tenants is to be obtained etc.
131.2/04/21 Discussed regarding meeting times and if everyone is still happy with current arrangement. Can be reviewed if new board members join.
- 132/04/21 (12) Agenda Items for next meeting**
- As per this meeting
- 133/04/21 (13) Date and Time of Next Meeting. (Meetings will be cancelled if not required).**
Monday 10th May 2021 at 2.00pm.

BS thanked everyone for their attendance. The meeting was closed at 4.00pm.



Signed (Chair)