

Rotherham Allotments Alliance

Board Meeting No.53

On Meeting Date: Monday 5th July 2021

Meeting Location: Online: Zoom

Meeting Called By: Brian Steele

Chair: Brian Steele

Secretary: Jack Taylor (Minutes John Palmer)

Present: Directors: Brian Steele (BS), Mick Hirst (MH), Alison Howard (AH), John Palmer (JP) and Cllr David Sheppard (DS).

192/07/21 (1) **Apologies:** J Taylor (JT), ASA: Donna Bushby (DB)

193/07/21 (2) **Declaration of Interest**

193.1/07/21 JP declared an interest as a tenant on Barnsley Rd site.

193.2/07/21 MH declared an interest as a tenant of Avenue Rd site.

199.3/07/21 AH declared an interest as an interim committee member of South Street.

194/07/21 (3) **Minutes of Board Meeting 52 – 21st June 2021**

These were moved as a true record and duly signed (electronically) by the Chairperson.

195/07/21 (4) **Matters Arising**

195.1/07/21 DS advised that issue of drug paraphernalia found at High Street, Rawmarsh had been reported to the RMBC Neighborhood Team.

195.2/07/21 DS also advised that the drainage issues at Moor Road, Wath had been discussed with RMBC and a meeting is to be arranged.

196/07/21 (5) **Administrator's Report – submitted to Director's prior to meeting. Summary:**

196.1/07/21 Complaints about grass cutting from a number of sites. Have emailed Neil Archer at Grounds Maintenance asking for list of dates for past and future cuts. Rosehill Park, Moor road, Avenue Road recently completed. Feedback from RMBC delays due to weather causing exceptional growth across the borough. St Leonard's Rd has been added to the schedule.

196.2/07.21 Greasbrough – lock on bottom gate was cut off. Put a new lock on. Inventory of spare locks to be completed, there is also need for tools to complete lock changes etc.

196.3/07/21 Rectory Field - complaint of vine growing into garden. Meeting plot tenant. Tenant using air rifle on plot. Tenant reported that a neighbouring house is having a wall built next to allotment – may have removed some of the tenant's fence / wall on allotment land. Will check during visit. Tenant reported overgrowth on path area at top entrance – land doesn't belong to the allotments nor the developer of the new planned building. Contacted RMBC to determine responsibility.

196.4/07/21 High Street – tenant reported gates being left open and a rat and rabbit problem onsite. Report by resident that trees on allotment are overgrown, blocking the view from resident's property. Also reported trees leaning on fence from cemetery to Dignity. They are going to inspect them.

196.5/07/21 Lowfield Ave – vine removal still not completed. Contractor has not turned up a number of times. Have asked for deposit to be returned so another contractor can be sought. The resident is going to get quotes.

196.6/07/21 Ravenfield Parish Council has emailed regarding some support as they are re-establishing their allotment site. MH/JP offered their assistance.

196.7/07/21 Smoke complaint at South Street from resident. Secretary says it possibly wasn't the allotments as they were onsite at the time.

196.8/07/21 Letting agent on behalf of resident complained about the height of the hedges next to a house at Rosehill Park. Advised that they would be done from September onwards. The hedges were not cut last year so are very overgrown.

196.9/07/21 Concerns from Tenant at Queen St North that the secretary is victimising him. Advised the tenant to put their concerns in writing to us.

- 197/07/21** **(6) Financial Matters**
197.1/07/21 AH reported that access to the bank account is now complete for all authorized officers. No outstanding accounts. DB and AH having also completed interface with Quickbooks.
197.2/07/21 AH still resolving with COOP bank the question of on-line payments which is to be set up for two person authorization. Apparently COOP has to be requested to set up this procedure, normally only one authorization is needed!!
197.3/07/21 AH has now received a new debit card from COOP. It was agreed that this should be passed to DB to allow payments for 'petty cash' and small payments in line with Financial Regulations section D.
197.4/07/21 Rents paid to date – 95.6% - £2741 outstanding. All outstanding tenants have been sent a letter.
- 198/07/21** **(7) Transfer and Transitional arrangements RMBC to RAA (including SLA)**
Our solicitor has been in touch with RMBC solicitor and is awaiting an update on the amended lease.
- 199/07/21** **(8) Society Update**
199.1/07/21 Chair advised on the need for all societies to hold an AGM once the current restriction on numbers allowed to attend meetings was lifted. AH advised they should present their last completed set of accounts to the AGM as well as complete an election of officials in the normal way. It was agreed that a letter should be sent to all societies, as soon as regulations eased, advising all societies to hold an AGM before the end of September, and should a society require support a representative from the RAA Board would be arranged to attend.
199.2/07/21 An update on the position at Barnsley Road still required. Cockerel activity had been heard in the last few days.
- 200/07/21** **(9) Maintenance**
200.1/07/21 Chair advised on the situation at Vicarage Fields concerning compensation to adjacent resident for shed damage caused by falling tree from allotment land. This and other recent issues have identified the need to complete a tree survey on all allotment sites to determine if any trees need 'professional' inspection and possible tree work. It was agreed that this survey would be completed whilst undertaking the plot inspections.
200.2/07/21 Broom Valley New – quotation received from GT Building and Property Repair Ltd for the repair to the toilet block floor and ancillary work. The approved the acceptance of the quotation.
200.3/07/21 Chair advised on 'volunteer' effort to evaluate plot clearance work. BS/MH confirmed they would attempt to clear a plot to determine time spent etc. A plot for the trial would be identified on a RAA managed site where a waiting list existed.
200.4/07/21 Shed roof repair at Hartley Lane is in hand.
- 201/07/21** **(10) NAS Membership Update**
NAS are still in consultation with Kings Seeds concerning the establishment of and on-line ordering system.
- 202/07/21** **(11) Woodside Discussion Paper**
The Board considered a previously circulated 'discussion paper' detailing the options for the re-establishment of the Woodside site at Swinton, currently designated a grazing site. The paper detailed the site facilities required, toilets, water, secure boundaries, to provide plots for individual tenants, community groups and disabled and fully diverse. Consideration being given to site restrictions with regard to structures and keeping of livestock to provide a safe and ambient environment to appeal to the first time allotmentee. It was agreed that a 'project team' consisting of BS/MH/JP/JT would be established to take the matter further, in the first instance determining the demand and consultation with local ward councillors. JP agreed to commence initial costings.
- 203/07/21** **(12) Risk Assessment/Health and Safety**

The Board considered previously circulated documents concerning, risk assessments for brush cutter, and grass cutting walk behind mower along with a Health and Safety Protocols document. It was identified that there was a need to review the RAA overall health and safety policy and review the dynamic risk assessment. MH agreed to complete this. The overall policy changes would then be adopted by the Board for inclusion in the RAA policy document and listed for ratification at the next AGM. MH was thanked for his work on this matter.

204/07/21

(13) Future Actions

204.1/07/21 Cultivation Inspections – Chair to arrange with DB.

204.2/0721 Need to survey hedges to determine cutting regime – agreed item for next agenda.

205/07/21

(14) Any other business

205.1/07/21 Chair advised that RMBC had approached him with regard to being their second Board member. Chair was to decline the offer now being a member of the board in his own right.

206/07/21

(15) Agenda Items for next meeting

- As per last meeting
- Vermin Control
- Hedge Cutting Survey

207/07/21

(16) Date and Time of Next Meeting. (Meetings will be cancelled if not required).

Monday 19th July 2021 at 2.00pm. (Zoom)

Monday 2nd August 2021 at 2.00pm Garden Room, Clifton Park – (if restrictions eased to allow meetings and room available).

BS thanked everyone for their attendance. The meeting was closed at 3.10pm.



Signed (Chair)