

Minutes of ALLOTMENT COMMITTEE Meeting of 12<sup>th</sup> June 2025 at 7.00pm at Euxton Allotment Site Office

Councillors present: Cllr E Jones (Chair)  
Cllr D Rigg (Vice Chair)  
Cllr K Reed  
Cllr G Vickers

Officers present: A Mayoh, L Hardman

Members of the public: 0

1. Election of Chairman – **Resolved** - Cllr E Jones was elected
2. Election of Vice Chairman – **Resolved** - Cllr D Rigg was elected
3. Apologies – Cllr P Fellows, Cllr S Baines, Cllr P Morton did not attend
4. Minutes of meeting held Thursday 13<sup>th</sup> March 2025

**Resolved:** Minutes of the Allotment Committee held on 13<sup>th</sup> March 2025 were agreed to be an accurate record and signed by the Chairman who reported the question regarding work experience is to be referred to the Personnel Committee

5 Public participation

No members of the public present.

6. Site Reports and Considerations

- Removal of vermin on site

Cllr Jones reported that Point 11 of the Allotment Guidelines document states advice is to be sought from the Allotment Officer. Vermin on the plot is the responsibility of the Plot Holder to remove and eradicate any infection, use of poison is not permitted.

**Resolved:** A meeting will be held in March 2026 to review and update the Allotment Documents to include this matter.

. Regulations re Petrol Storage on site.

The Allotment Officer reported that only 5 litres of petrol will be stored in a metal jerry can within the cabin which has no electricity or heating.

**Resolved:** Cllr Rigg will assess the suitability of the storage container and the cabin for petrol storage and report back at the next meeting

7. NWIB /IYN 2025 Competition – Judging Date

The Deputy Clerk reported that the judging date has been confirmed as 05/08/2025 and has been circulated to all Plot Holders and Councillors. Cllr Jones reported that there is a NWIB event at Astley Park prior to the start of the competition, Deputy Clerk to confirm.

**Resolved:** Deputy Clerk will contact NWIB to confirm the date.

8. Development of planters on site – update re purchase of mini conifers

The Allotment Officer reported that Japanese Holly plants were purchased for the planters. The flowers in the planters will probably need to be replaced prior to NWIB judging date.

**Resolved:** Cllr Jones authorised the purchase of further flowers if required for the planters, to be sourced by the Allotment Officer.

9. Rotavator – update re hire and use

The Allotment Officer reported that the rotavator has been used at the bottom end of the site by the orchard, advised that the ground needs to be treated prior to use. It was also hired by a new plot holder to rotavate the plot and they were very happy with the result. The poster in the noticeboard advertising the service to plot holders has been damaged.

**Resolved:** Deputy Clerk will prepare a new poster for the noticeboard advertising the service.

10. Compost Bays – disposal of unauthorised waste

Allotment Officer reported that some unauthorised waste consisting of rubble and weed suppressant has been left in the compost bays. Cllr Jones requested the option of CCTV cameras for the site be explored.

**Resolved:** Deputy Clerk will explore the options of CCTV cameras and signage prior to the next meeting.

11. Allotment Society

No members of the Allotment Society were present.

12. Any other items which need attention or research

Cllr Jones requested an update re the land drain work which was carried out to prevent flooding on plots at the top end of the site. The Allotment Officer reported that the repair seems to have worked with no leaks or puddles seen.

**Resolved:** The drainage works carried out on the Allotment site appear to have been successful and any further issues will be reported by the Allotment Officer.

**Resolved:** Members agreed that pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Paragraph 1, Part 1 of Schedule 12A to the Local Government Act 1972. It is proposed that because of the confidential nature of the business to be transacted the press and public are excluded from the forthcoming items of business.

**13. Plot Reports and Considerations**

- Inspection Reports Update

**Resolved:** Deputy Clerk to issue a Stage 3 notification to one plot and Allotment Officer to carry out further inspections of 8 further plots in one month.

- Changeover of Plots

**Resolved:** Deputy Clerk will contact the existing members of the Allotment Society and make enquires re new members. Clerk to explore options re bank account for the Society.

- Plot Clearance
- Updated Agreement/Policy Documents

**Resolved:** Deputy Clerk awaiting the return of the outstanding forms.

- Plot Rental Fees for 2025/2026

**Resolved:** Deputy Clerk to make contact re one outstanding payment.

- Best Plot Competition for Plot Holders

**Resolved:** Cllr Jones will decide on a Judging date which will be circulated by the Deputy Clerk.

**Resolved:** Clerk to check water payments for Allotment Site.

Height limit for trees on plots - the height limit is 2 metres as detailed in the Allotment Guidelines document.

**Resolved:** Allotment Officer to monitor and report back at March 2026 meeting.

Purchase of a dirty water pump for the ditch to enable the water to be used on site. The purchase was discussed by all Councillors and agreed.

**Resolved:** Clerk to purchase a water pump for use on the Allotment Site.

**Resolved:** Deputy Clerk to include in the agenda for the next meeting.

**14. Set Date of Next Meeting**

The next meeting of the Allotment Committee will be 23<sup>rd</sup> September 2025

Meeting concluded at 2025 hours.