



PO Box 276
Lee-on-the-Solent
Hampshire, PO12 9FR

25 July 2014

NOTICE OF MEETING

Allbrook and North Boyatt Parish Council
7:00 pm, Wednesday, 30 July 2014
Crestwood School, Shakespeare Road, Eastleigh

TO: Councillor Mrs Maureen A Sollitt (Chairman)
Councillor Mrs Kathleen Symonds (Vice-Chairman)
Councillor Sarah Bain
Councillor David Betts
Councillor Mary Freemantle
Councillor Carmen Barham
Councillor Brian Carney
Councillor Keith Trenchard

Parish Clerk: Amy Thorne, Parish Clerk, allbrookparishcouncil@gmail.com

Members of the public are invited to speak on general items at the start of the meeting, this session will last for 15 minutes and is at the discretion of the Chair. To register please contact the Parish Clerk.

AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes (Pages 1 - 6)
4. Allotment Update
5. Rent Increase Report (Pages 7 - 8)
6. Allotment Tenancy Agreement (Pages 9 - 10)
7. PCSO Update
8. Matters Arising
 - Development at Land East of Pitmore Road
 - Audit Update

- Allbrook Horse Trough

9. Finance Matters

- (a) Budget Monitoring
- (b) Clerks Salary and Expenses (Pages 11 - 12)
- (c) Allotment Officer Salary and Expenses (Pages 13 - 14)
- (d) Expenditure Report (Pages 15 - 16)

10. Date of Next Meeting Wednesday 24 September 2014

**MINUTES OF THE MEETING OF ALLBROOK AND NORTH BOYATT
PARISH COUNCIL
HELD ON WEDNESDAY, 11 JUNE 2014
AT CRESTWOOD SCHOOL
(7:00 PM - 7:54 PM)**

PRESENT: Councillor Mrs Sollitt (Chair); Councillors Symonds, Bain, Barham, Betts, Carney and Trenchard

Apologies for absence were received from Councillors Freemantle

1. ELECTION OF THE CHAIRMAN OF ALLBROOK AND NORTH BOYATT PARISH COUNCIL FOR THE MUNICIPAL YEAR 2014/15

RESOLVED –

That Councillor Maureen Sollitt be elected as Chairman for the year 2014/15.

2. ELECTION OF THE VICE CHAIRMAN OF ALLBROOK AND NORTH BOYATT PARISH COUNCIL FOR THE MUNICIPAL YEAR 2014/15

RESOLVED –

That Councillor Kathy Symonds be elected as Vice Chairman for the year 2014/15.

3. ELECTIONS

The Chair advised that the Parish Elections took place on 22 May 2014. Due to several Members standing down and a vacancy the Parish Council had four new Members; Councillor Sarah Bain, Councillor Carmen Barham, Councillor Brian Carney and Councillor Keith Trenchard. The Chair welcomed the new Members and they all introduced themselves to the meeting.

4. DECLARATIONS OF INTEREST

Councillor Mrs Kathleen Symonds declared an Interest in agenda item 8, Allotment Update, because she rents an allotment at Broomhill.

Councillor Mrs Kathleen Symonds declared an Interest in agenda item 9, PCSO Update, because she works for Hampshire Constabulary.

These Minutes are in draft format until they are signed by the Parish Council as a correct record.

5. MINUTES**RESOLVED –**

That the Minutes of the meeting held on 12 March 2014 be approved and signed as a correct record.

6. ALLOTMENT UPDATE - LINDA GREENSLADE

The Allotment Officer reported that the rats had returned to the Broomhill Allotment site so a further four treatments had been organised via Eastleigh Borough Council's Environmental Health Department. It was reported that Hampshire County Council were to clear the ditch outside the Broomhill site, however in order to do that the road would need to be closed. A Traffic Regulation Order would be required, to close the road, which could take 6-8 weeks. There had been one new tenant since the last meeting and the waiting list now had two people on it.

The Allotment Officer advised that she was drawing up a new tenancy agreement on behalf of the Parish Council for all the allotment holders in the Parish. This was because the current agreements were the drawn up when Eastleigh Borough Council owned the allotments. The agreement would be brought to the next Parish meeting for approval.

A request was made by the Broomhill Site Representative's to purchase a new strimmer for approximately £441. This was used for clearing the communal pathways and maintaining the site. Not all Members were happy with the expenditure request but were reminded of the statutory obligation of the Council to provide allotments. The Parish Council inherited the sites from the Borough Council who used to provide more than just a statutory obligation. It was felt by most Members that this was a necessary expense and that the communal land at the allotments should be maintained.

The Allotment Officer advised that a new Councillor representative would be required on the Site Representatives meeting due to Councillor Hawes standing down.

RESOLVED –

- (1) **That the request to purchase the strimmer for £441 be approved;**
- (2) **That Councillor David Betts be appointed to the Site Representatives Meeting.**

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7. PCSO UPDATE

There was no PCSO in attendance on this occasion. Councillor Symonds advised that due to austerity measures the Police were currently looking in to different options which included a resolution centre which would mean a big change to how reports were responded to. Councillor Symonds offered to arrange for someone to come to the September meeting to explain the changes.

8. REVIEW OF ALLBROOK AND NORTH BOYATT PARISH COUNCIL'S POLICIES AND REGULATIONS

Consideration was given to the Council's Policies and Regulations and it was agreed to adopt them with no amendments.

RESOLVED –

That the Standing Orders; Financial Regulations; Banking Arrangements; Asset Register and Risk Assessment be adopted.

9. ANNUAL RETURN

Members were asked to agree the Annual Return and Governance Statement as supplied by the Parish Clerk in accordance with legislation and in preparation for the internal audit on 26 June 2014.

RESOLVED –

That the Annual return and Governance Statement be signed by the outgoing Chair as a correct record of accounts for the year 2013/14.

10. COUNCIL INSURANCE

Members considered the report of the Parish Clerk regarding the Council's insurance. Members were advised that the level of insurance was raised last year to cover the Council's equipment and buildings at the allotments. The Clerk also advised that due to a mistake at the bank the Council's precept had been paid in one payment this year and that advice from the Auditor was that the Council should raise its level of financial cover. This had also been factored into the quote given of £685. Members felt that this was a reasonable cost to bear to protect the Council and agreed with the recommendation of the Clerk.

RESOLVED –

That the Council's insurance for the year 2014/15 be approved.

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11. FINANCE MATTERS

The Parish Council considered the papers on expenditure which detailed cheques to be issued and budget monitoring. Members agreed to endorse and approve all cheques presented in the report as listed below:

155	Dave Piper Garage Services <i>Mower Service</i>	£210.00
156	<i>Southern Water</i> <i>Lincoln's Rise Allotments</i>	£13.30
157	<i>British Gas</i> <i>Broomhill Allotments</i>	£58.64
158	<i>Eastleigh Borough Council</i> <i>Wages (Mar14)</i>	£453.89
159	<i>Mobile Mini</i> <i>Container Hire (Mar 14)</i>	£34.32

Chqs for Approval - Parish Account

160	<i>British Gas</i> <i>Broomhill Allotments</i>	£27.51
161	<i>Southern Water</i> <i>Broomhill Allotments</i>	£33.12
162	<i>Appleton Signs</i> <i>Allotment signs</i>	£95.94
163	<i>D Ward</i> <i>Allotment expenses</i>	£210.10
164	<i>L Greenslade</i> <i>Office expenses</i>	£87.50
165	<i>A Thorne</i> <i>Office expenses</i>	£83.99
166	<i>Eastleigh Borough Council</i> <i>April Salaries</i>	£464.98
167	<i>Eastleigh Borough Council</i> <i>May Salaries</i>	£454.18
	Total:	£1,945.53

RESOLVED –

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That authority be given for the payment of cheques 155 – 167.

12. DATE OF NEXT MEETING - WEDNESDAY 30 JULY 2014

It was confirmed that the next meeting would be held on Wednesday 30 July 2014 at 7pm in Crestwood School.

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**ALLBROOK AND NORTH BOYATT PARISH COUNCIL MEETING
30 JULY 2014
ALLOTMENT RENT
REPORT OF THE ALLOTMENT OFFICER**

Recommendation

It is recommended that allotment rent be increased, as follows:-

Broomhill – with effect from 1 October 2014, a rent increase of £2.50 per plot (still subject to a 50% reduction for existing tenants aged 60 over), representing a 10% increase this year, and a further percentage increase in 2 years time, to be agreed in 2016.

Lincoln's Rise – with effect from 1 October 2014, a rent increase of £2.50 per plot (still subject to a 50% reduction for the existing tenants aged 60 and over), every two years.

Background

The Allbrook and North Boyatt Parish Council owns two allotment sites, Broomhill which has 106 plots and Lincoln's Rise which has 12 plots. The current rent at both sites is £25 per plot (less 50% concession for existing tenants over 60). The rental charges have remained the same since the Parish Council took over ownership in April 2010. Based on these figures tenant income is approximately £2262. During the financial year end 2014 spend was approximately £7,500 which included major drainage works at the Broomhill site. This figure does not include the Allotment Officer's salary and allowance.

Lincoln's Rise tenants do not enjoy the same benefits of community buildings and electric as at the Broomhill site.

For information, the current split of tenants between those paying the full rent and those paying a lower rent is as follows: 63 full rent (54%), 55 lower concessionary rent (47%).

Report Author: Linda Greenslade, Allotment Officer

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ALLOTMENT TENANCY AGREEMENT

THIS AGREEMENT made on the [insert date] day of [insert month] 20 [complete] between **Allbrook and North Boyatt Parish Council** ("the Council") and [insert full name and address of tenant] ('the tenant') by which it is agreed that:

1. The Council shall let to the tenant the Allotment Garden situated at (**Broomhill/Lincoln's Rise**) and referenced as [insert number] in the Council's Allotment Register ('the Allotment Garden').
2. The Council shall let the Allotment Garden to the tenant for a term of one year commencing on the 1st day of October 2014 [and thereafter from year to year] unless determined in accordance with the terms of this tenancy.
3. The tenant shall pay a yearly rent of £ whether demanded or not which shall be payable on the first day of October in every year during the continuance of this tenancy without any deductions whatsoever. The rent will be reviewed annually.
4. The tenant shall use the Allotment Garden only for the cultivation of fruit, vegetable and flowers for use and consumption by [him/herself] and [his/her] family.
5. The tenant shall not sell or undertake a business in respect of the cultivation and production of fruit, vegetable and flowers in the Allotment Garden.
6. Tenants must live within the Borough of Eastleigh with a preference for new tenants to be given to those living in the Parish. The Tenant will surrender his/her plot if he/she does not continue to reside in the Borough of Eastleigh during the tenancy.
7. During the tenancy, the tenant shall :
 - a) keep the Allotment Garden clean and in a good state of fertility and cultivation;
 - b) not cause a nuisance or annoyance to the owners or occupiers of land adjoining the Allotment Garden;
 - c) not keep any animals (with the exception of dogs, which must be kept on a leash) or livestock of any kind in the Allotment Garden including bees, other than a reasonable numbers of hens or rabbits which shall not be kept for a business or a trade;
 - d) not assign the tenancy nor sub-let or part with the possession of any part of the Allotment Garden;
 - e) except for buildings or structures which are reasonably necessary for the keeping of hens and rabbits referred to in (c) above and which may be subject to the tenant first obtaining planning permission, the tenant may erect one shed , one greenhouse or poly tunnel, of reasonable size. The tenant will be responsible for maintaining the building in good condition and for its removal at the end of the tenancy unless the Council agrees otherwise which shall be confirmed in writing to tenant
 - f) not fence the Allotment Garden.
 - g) trim and keep in decent order all hedges forming part of the Allotment site adjacent the Allotment Garden;
 - h) Any fruit tree, bushes and vines planted must be entirely confined within the bounds of the Allotment Garden and these must not exceed 8 feet in height.
 - i) be responsible for ensuring that any person present in the Allotment Garden with or without the tenant's permission does not suffer personal injury or damage to his property;
 - j) permit an inspection of the Allotment Garden at all reasonable times by the Council's employees or the site reps;

- k) not obstruct or permit the obstruction of any of the paths or roads which provide a means of access to and from the Allotment Garden or the Allotment Garden of another tenant
 - l) maintain the paths surrounding his/her allotment garden and keep them neatly trimmed.
 - m) be responsible for ensuring that any bonfires are manned at all times and do not cause any nuisance to other tenants or neighbours.
 - n) be responsible for removing their waste from the allotment garden.
8. The tenant shall observe additional rules that the Council may make or revise for the regulation and management of the Allotment Garden and other allotment gardens let by the Council.
 9. The Council shall pay all rates, taxes, dues or other assessments which may at any time be levied or charged upon the Allotment Garden.
 10. The tenancy may be terminated by the Council serving on the tenant not less than twelve months' written notice to quit expiring on or before the 6th day of April or on or after the 29th day of September in any year.
 11. The tenancy may be terminated by the Council by service of one month's written notice on the tenant if:
 - a. the rent is in arrears for 40 days or;
 - b. three months after the commencement of the tenancy the tenant has not observed the rules referred to in clause 8; or
 - c. the tenant moves outside the Borough of Eastleigh
 12. If the tenant shall have been in breach of any of the foregoing clauses or on account of the tenant becoming bankrupt, the Council may re-enter the Allotment Garden and the tenancy shall thereupon terminate but without prejudice to any right of the Council to claim damages for any such breach or to recover any rent already due before the time of such re-entry but remaining unpaid.
 13. The termination of the tenancy by the Council in accordance with clause 12 or after re-entry by the Council in pursuance of its statutory rights, shall not prejudice the tenant's statutory rights to compensation.
 14. The tenancy may be terminated by the tenant by serving on the Council not less than one months' written notice to quit.
 15. This tenancy shall determine on the death of the Tenant.
 16. Any written notice required by the tenancy shall be sufficiently served if sent by post to or left at the parties' address. Any notice to be served by the tenant shall be addressed to the Council's Clerk or Allotment Officer.

Signed by

.....
The tenant

and

.....[signature of the Council's Proper Officer]
For and on behalf of the Council

Agenda Item 9b

ALLBROOK AND NORTH BOYATT PARISH COUNCIL - 30 JULY 2014
CLERK'S SALARY AND EXPENSES

	<i>Gross</i>	<i>Tax</i>	<i>Net</i>	<i>Total</i>
Salary (£4029.74 pa) Paid via EBC payroll on a monthly basis	£335.81	£67.20	£268.61	£268.61

Expenses:

None

Travel:

Travel to Auditor x 2 visits 104 miles Travel Allowance: 0.601p per mile.				£62.50
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£62.50

Signed

Date

Signed

Date

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Agenda Item 9c

ALLBROOK AND NORTH BOYATT PARISH COUNCIL - 30 JULY 2014
ALLOTMENT OFFICER SALARY AND EXPENSES

	<i>Gross</i>	<i>Tax</i>	<i>Net</i>	<i>Total</i>
Salary (£1,287.75 pa) Paid via EBC payroll on a monthly basis	£321.94	£0.00	£321.94	£321.94

Expenses:

NONE

Travel:

NONE
(VAT element 1.167p/mile)

£0.00

Signed

Date

Signed

Date

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Expenditure Report

ALLBROOK AND NORTH BOYATT PARISH COUNCIL
 25 JULY 2014
FINANCIAL REPORT

Chqs for Endorsement - Parish Account

168	Mobile Mini UK Ltd <i>Container Hire (Mar/Apr/May)</i>	£102.96
169	Eastleigh Borough Council <i>Wages (May14)</i>	£454.18
170	HALC <i>Affiliation Fees</i>	£396.00
171	Eastleigh Borough Council <i>Wages (Jun14)</i>	£454.18
172	Community First <i>Parish Insurance 2014/15</i>	£684.14

Chqs for Approval - Parish Account

173	David Ward <i>Allotment Expenses</i>	£141.60
174	N Exelby <i>Allotment Expenses</i>	£9.01
175	Amy Thorne <i>Clerks Expenses</i>	£64.50
176	Eastleigh Borough Council <i>Wages (Jul14)</i>	£454.18
177	Mobile Mini UK Ltd <i>Container Hire (Jun/Jul 14)</i>	£34.32
178	J K Murray <i>Internal Audit fees</i>	£275.00

Total: £2,116.93