

Runton Parish Council
Allotment Committee Meeting
Minutes (Draft Only)

Date: 29th August 2024 at The Reading Room East Runton

Attendees:

Richard Annis (AN)
 Stephen Gurney (SG)
 Teresa Edwards (TE)
 Beverly Memish (BM) Took the minutes.
 Barbara Emery Clerk to the Council (BE)

AP – Action Point

Meeting opened at 10am

Item 1. To elect a Chairperson:

- Richard Annis was proposed by BM and unanimously agreed.

Item 2. To elect a Vice-Chair:

- Stephen Gurney was unanimously proposed and agreed. To note our chair is from West Runton and vice-chair from East Runton therefore both villages are represented.

Item 3. To elect a minute taker for future meeting:

- Beverly Memish was proposed by TE and unanimously agreed.

Item 4. To elect a Media Representative:

- Teresa Edwards was proposed by SG and unanimously agreed.

Item 5. Invite to public for comment:

- No public attended.

Item 6. To reaffirm the Terms of Reference:

- Unanimously agreed. Signed by Chair.

Item 7. Confirm frequency of inspection:

- As per our TOR a minimum of two inspections per year per site will be undertaken.

Item 8. Budgets.

- The Wyndham Park budgets have been agreed at £15,000 over 3 years split from Jan to Jan as follows; £7,000 in 2024, £5,000 in 2025 and £3,000 in 2026.
 The budgets for the other sites to be obtained.

AP -BM

Item 9. AOB

Dates for tree work on Wyndham Park and Moyes Close.

- Dates agreed and to be confirmed with Dr Stump
- Letter required to advise Thain in Moyes Close of date.

AP – BE

- BE advised the tenant of Plot 3 Luggers has died.
- Plot 2 Luggers has been issued a warning letter. He has $\frac{3}{4}$ of a double plot
- With enough plastic to fill 6 skips. All to monitor.
- Mr Gwynn on plot 4a Luggers is poorly at present.
- Mr Gerard plot 20 Luggers was not the intended recipient of a warning Letter. An apology will be drafted and sent to Barbara to type and send
- Barbara requested a copy of the inspection report completed for Wyndham For her files.
- Suggested taking a camera to inspections. Agreed
- Wyndham Park plan to be re-sent to all councillors in advance of Wyndham Park meeting on Tuesday.

AP-ALL

AP-BM

AP-BM

AP – ALL

AP -BM

Meeting Closed

Signed.....Chairman Date.....