



IN ACCORDANCE WITH THE STATUTORY REQUIREMENTS OF THE [LOCAL GOVERNMENT ACT 1972 SCHEDULE 12 PARAGRAPH 10\(2\)](#) AND THE [PUBLIC BODIES \(ADMISSIONS TO MEETINGS\) ACT 1960 SECTION 1\(4\)](#)

NOTICE IS GIVEN THAT A MEETING OF THE GIFT OF A BURROW FOR ALLOTMENTS COMMITTEE WILL BE HELD AT THE HAYRIDGE CENTRE, CULLOMPTON ON THURSDAY, 30 JANUARY 2025 AT 10:30AM.

**TO THE MEMBERS OF GIFT OF A BURROW FOR ALLOTMENTS COMMITTEE**

**YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE OF THE GIFT OF A BURROW FOR ALLOTMENTS COMMITTEE**

**Date of Notice: 24 JANUARY 2025**

**Date of Meeting: 30 JANUARY 2025**

Dan Ledger  
Town Clerk and Responsible Finance Officer

## **AGENDA**

- A23/022 Apologies for Absences.** The Committee to receive apologies for absence and consider the reasons given ([LGA 1972 s85\(1\)](#)).
- A23/023 Declaration of Interest & Dispensations.** Members to declare any interests, including Disclosable Pecuniary Interests, they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with [Localism Act 2011 s33\(b-e\)](#) (NB this does not preclude any later declarations).
- A23/024 Minutes ([LGA1972 Schedule 12 Paragraph 41](#)).** To receive and accept the Minutes of the Gift of A Burrow for Allotments Trustee held on 19 September 2024.
- A23/025 Allotment Report.** To receive the Allotment Report.
- A23/026 Allotment Finance.**
1. To note the Income and Expenditure.
  2. To note the Bank Reconciliation.
  3. To note the Creditors and Debtors.
- A23/027 Bee Keeping.** To consider detailed guidance for the keeping of bees on an allotment plot.



## MINUTES OF A MEETING OF THE GIFT OF A BURROW FOR ALLOTMENTS TRUST HELD ON 19 SEPTEMBER 2024

Those present:

Committee Members: R Thorne, Councillors R Dietrich, T Spring.

Officers: Deputy Clerk, Administrative Assistant.

**A23/017 Apologies for Absences.** None received.

**A23/018 Declaration of Interest & Dispensations.** None declared.

**A23/019 Minutes.** The Minutes of the meeting of the Gift of A Burrow for Allotments Committee meeting held on 25 July 2024 were adopted as a true and correct record of the meeting.

R Thorne requested further information on the progress of the consolidation of the allotment boundaries; T Spring reported that he had not yet made an assessment visit but will do so as soon as possible. Allotment holders are responsible for the proper cultivation of their plots, including the boundaries of it; T Spring will speak with the relevant plot holders.

**A23/020 Allotment Finance.**

1. To consider a separate water usage charge for allotment tenants.

**RESOLVED** not to charge separately for water usage.

2. To consider the retention of a deposit for new allotment tenants.

**RESOLVED** not to retain a deposit for new allotment tenants at this.

Going forward there will be regular inspections of Burrow's Field by the Administrative Assistant and a member of the Gift of A Burrow for Allotments Committee on a rota basis in order that early intervention can be made on plots that are below standard.

3. To consider charging an administration fee to allotment tenants.

**RESOLVED** charge an administration fee for new allotment tenants immediately and for existing allotment tenants when invoices are issued September 2025 at the rate of £15.00 to be reviewed annually.

4. To consider the level of fees for the clearance of an abandoned allotment.

**RESOLVED** that, in the event of a plot being abandoned and requiring to be cleared, there will be a charge of up to £500.

**A23/021 Allotment Policy.**

1. To consider the maximum number of structures permitted on a single allotment plot, and the size of permitted poly tunnels.

**RESOLVED** that permitted structures on an allotment plot will consist of a shed of no more than 8' x 6' in size, together with either a greenhouse of no more than 8' x 6' in size *or* a poly tunnel that covers no more than one third of a plot and that is no taller than 8'.

2. To determine the acceptability of private CCTV installations.

**RESOLVED** that the tenant is requested to fully justify the installation of a CCTV camera and is made aware of the applicable legislation.

3. Use of household materials on allotment plots.

**RESOLVED** that the Policy is adjusted to require full justification for the use of household materials for horticultural purposes on allotment plots.

Draft



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<b>Date of report</b>	January 2025
<b>Item of business</b>	<b>Allotment Report</b>
<b>Recommendations</b>	That the report is NOTED

**1. Update on the latest inspection that took place on the 30 October 2024:**

In general, the Allotment site and plots are kept in good condition and starting to be prepared for the winter season. Only 5 needed improvement notices, mainly new tenants who were notified that they will need to start preparing their plots for the cold season. Reminders have been sent to those tenants that need a reminder of the standards required.

**2. Tenanted Allotment plots**

Total plots	61
Full plots	4
Half plots	52
Quarter plots	5

**3. Waiting list October 2024**

	<b>10/2024</b>	<b>01/2025</b>
Primary	32	36
Secondary	9	10

There are currently no vacant plots.

**4. Vacated /Evicted plots for 2023 - 2024**

To give Trustees an idea of the speed of plot turnover, the number of plots vacated or evicted during July 2023 and October 2024 is 12, a significant number of which were as a result of not properly maintaining their plot and/or plot abandonment.

## 5. Recommendations for charges for clearing an abandoned plot

Hire of skip:	£ 180 - £400
Man hours:	£40 per/h (total for two operatives)

This is the cost of clearing a plot following abandonment. It will be variable dependent on the number of man hours required to clear the plot and the size of the skip required to dispose of the resultant waste.

## 6. Administration Fee

6.1. It is requested that the Trust clarifies that the £15 .00 admin fee, as resolved at the last meeting, is to be added:

6.1.1. With immediate effect for new GoAB tenants along with their rent invoice.

6.1.2. To be added as an additional charge for existing tenants at GoAB allotments from next rents due in September 2025.

6.1.3. £15.00 Admin fee is payable annually.

6.2. It is confirmed that the annual administration fee will be payable by allotment tenants and will replace the standard administration fee currently paid by the Trust; it will more accurately reflect the time and cost to the Council in managing the Burrow's Field on behalf of the Trust.

## 7. Pro-rata rent calculations

Full plot	Annual rent £50.00	Monthly £4.17
Half plot	Annual rent £30.00	Monthly £2.50
Quarter plot	Annual rent £17.50	Monthly £1.46

## 8. Plot Markers

Plot markers on allotment plots are installed.

## 9. Bee Hive Policy

To consider a proposed addition to the Allotment Policy to clarify permission to keep a bee hive on an allotment plot.

# Income and Expenditure Account

31/03/24 £		31/12/24 £
	<b>INCOME</b>	
0.00	Precept	0.00
0.00	Interest on Investments	0.00
1,693.00	Income	2,402.50
1,693.00	<b>TOTAL INCOME</b>	2,402.50
	<b>EXPENDITURE</b>	
44.34	General Administration	62.49
0.00	S. 137 Payments	0.00
2,903.93	Expenditure	521.64
	Capital reduction long term borrowing	0.00
2,948.27	<b>TOTAL EXPENDITURE</b>	584.13
2,055.97	Balance as at 01/04/24	800.70
1,693.00	Add Total Income	2,402.50
3,748.97		3,203.20
2,948.27	Deduct Total Expenditure	584.13
0.00	Stock Adjustment	0.00
0.00	Transfer to/ from reserves	0.00
800.70	Balance as at 31/12/24	2,619.07

# Bank Account Latest Reconciliations

Start of year 01/04/24

up to 31/12/24

## Natwest Current Account

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
13	£30.00	£30.00	£30.00	01/12/24	31/12/24
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

## Unity T1 Current Account

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
13	£2,206.41	£2,487.16	£2,487.16	01/12/24	31/12/24
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

## Aged Creditors as of 24-01-2025

Supplier	Current	31-60 days	61-90 Days	90+ Days	Total Overdue	Total Due	Comments
Mole Valley Farmers	£0.00	£0.00	£0.00	-£0.41	-£0.41	-£0.41	Credit on the account. Will be taken against next invoice.
Unity Trust Bank	£6.00	£0.00	£0.00	£0.00	£0.00	£6.00	Bank service charge will be taken at the end of Jan.
<b>Overall Totals</b>	<b>£6.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>-£0.41</b>	<b>-£0.41</b>	<b>£5.59</b>	



## Aged Debtors as of 24/01/2025

Customer	Current	31-60 Days	61-90 days	90+ days	Total overdue	Total due	Comments
██████████	£0.00	£0.00	£0.00	£17.50	£17.50	£17.50	W/O? Eviction notice has been served. Unlikely to receive payment.
██████████	£0.00	£0.00	£0.00	£30.00	£30.00	£30.00	W/O.
██████████	£0.00	£0.00	£0.00	£30.00	£30.00	£30.00	W/O
Overall Totals	£0.00	£0.00	£0.00	£77.50	£77.50	£77.50	



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<b>Date of report</b>	January 2025
<b>Item of business</b>	<b>Policy on the Keeping of Bees on Allotments</b>
<b>Recommendations</b>	That the report is NOTED and added to the Allotment Policy at the next amendment.

## **Town Council Policy on the Keeping of Bees on Allotments**

### **1. Purpose**

This policy provides guidelines for allotment tenants wishing to keep bees on their plots. It aims to ensure the activity is carried out safely, responsibly, and in accordance with UK law and best practices.

### **2. Legal Framework**

2.1. This policy is informed by:

2.1.1. The Allotments Act 1922 and subsequent amendments, which govern the use of allotment land.

2.1.2. The Occupiers' Liability Act 1957, which outlines duties of care to visitors.

2.1.3. The Wildlife and Countryside Act 1981, which protects certain species and habitats.

2.1.4. The Control of Pesticides Regulations 1986 and associated guidance on pesticide use, which is crucial for protecting bees.

2.2. All beekeeping must comply with national laws and local bylaws, as well as guidance from the British Beekeepers Association (BBKA).

### **3. Application Process**

3.1. Tenants wishing to keep bees must submit a formal application to the Town Council. This should include:

- 3.2. A completed beekeeping application form.
- 3.3. Proof of membership in a recognised beekeeping association (e.g., BBKA) including certificates of properly completed and appropriate training courses.
- 3.4. Evidence of valid public liability insurance covering beekeeping activities.
- 3.5. A site assessment to confirm the suitability of the allotment for beekeeping.
- 3.6. Approval is subject to the council's discretion, and written permission must be obtained before any hives are introduced.

#### 4. **Suitability of the Allotment**

The Town Council will assess the allotment's suitability for beekeeping, considering:

- 4.1. The size of the plot and available space for hives.
- 4.2. Proximity to other plots, public paths, and residential areas.
- 4.3. Accessibility to natural forage (e.g., flowers, trees, water sources).
- 4.4. Potential risks to other allotment holders and visitors.
- 4.5. If the location is deemed unsuitable, the application may be declined.

#### 5. **Requirements for Beekeepers.** Approved beekeepers must adhere to the following:

##### 5.1. **Hive Placement.** Hives must be located:

- 5.1.1. Away from plot boundaries to minimize disruption to neighbours.
- 5.1.2. With barriers around the hive to encourage bees to fly at a height of at least 2 meters.

##### 5.2. **Hive Maintenance**

- 5.2.1. Hives must be regularly inspected and maintained to ensure the health and safety of bees.
- 5.2.2. Diseased colonies must be treated in accordance with government guidance.

##### 5.3. **Behaviour Management**

- 5.3.1. Only docile bee species or strains should be kept.
- 5.3.2. Immediate action must be taken if bees become aggressive, including queen replacement or hive relocation.

5.4. **Education and Training.** Beekeepers must demonstrate adequate knowledge or have completed an introductory beekeeping course.

**6. Communication and Community Engagement**

6.1. Beekeepers must inform neighbouring plot holders and the Town Council about hive locations and management plans.

6.2. Any complaints or concerns raised by other tenants must be addressed promptly in consultation with the Town Council.

**7. Inspections and Monitoring**

7.1. The Town Council reserves the right to inspect hives and allotments to ensure compliance with this policy.

7.2. Non-compliance may result in the removal of hives and/or termination of the tenancy agreement.

**8. Prohibited Activities**

The following are strictly prohibited:

8.1. Keeping bees without prior written consent.

8.2. Introducing non-native or protected bee species without appropriate licenses.

8.3. Using pesticides or chemicals harmful to bees without adherence to legal regulations.

**9. Revocation of Permission**

The Town Council may revoke permission for beekeeping if:

9.1. The beekeeper fails to comply with this policy.

9.2. There are ongoing complaints or safety concerns that cannot be resolved.

9.3. The tenant vacates the allotment.