

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA
Town Clerk & RFO

T: 01924 893794

E: enquiries@normantontowncouncil.co.uk

W: normantontowncouncil.co.uk



The Town Hall
High Street
Normanton
West Yorkshire
WF6 2DZ

To all members of the Allotments
Committee

Our ref: DJ/hs

Date: 24th January 2024

Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Allotments Committee** to be held on **Wednesday 31st January 2024** at **2.00pm** at Normanton Town Hall, High Street, Normanton, WF6 2DZ.

If you are unable to attend, please submit your apologies, with reasons, to the Town Clerk before the meeting.

Yours sincerely

A handwritten signature in black ink, appearing to be 'D Johnston', followed by a small dot.

Mrs Donna Johnston FdA
Town Clerk & RFO.

ALLOTMENTS COMMITTEE

Wednesday 31st January 2024 at Normanton Town Hall

AGENDA

| | | |
|-------------|--|--------------|
| 041. | Apologies for Absence To receive apologies for absence. | |
| 042. | Declarations of Interest Members are reminded of the requirement to make an appropriate declaration at the meeting on any item in which they have an interest. | |
| 043. | Minutes To receive and sign the minutes of a meeting of the Allotments Committee held on Wednesday 20 th December 2023 (Minute Numbers 034-040; Pages 21-24). | ENC A |
| 044. | Site Updates To receive updates from each site. | ENC B |
| 045. | Requests from Tenants To consider requests from tenants on various matters. | ENC C |
| 046. | Complaints To consider any complaints from tenants or neighbours about the allotments. | |
| 047. | Alleged Formal Grievance To receive notification of an alleged 'formal grievance' and consider how to proceed. | |
| 048. | Property Officer To receive an update on the newly appointed Property Officer. | |
| 049. | Allotments Committee Budget To receive the Allotments Committee Budget. | ENC D |

NORMANTON TOWN COUNCIL



MINUTES OF THE ALLOTMENTS COMMITTEE

Wednesday 20th December 2023 at Normanton Town Hall

Present: Councillor B Mayne
Councillor P Mayne – Chairman
Councillor T Morgan
Councillor M Rowley
Councillor A Samuels – Vice-Chairman
Councillor R Seal

Absent: Councillor E Blezard
Councillor P Marchant
Councillor M Jennings
Councillor C Parsons

034. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillor E Blezard and Councillor P Marchant.

035. Declarations of Interest

Members were reminded of the requirement to make an appropriate declaration at the meeting on any item in which they had an interest.

No declarations were made.

036. Minutes

RESOLVED that the minutes of a meeting of the Allotments Committee held on Wednesday 8th November 2023 (Minute Numbers 022-033; Pages 14-20) be received as a true record.

The minutes were signed by the Chairman.

037. Site Updates

Cypress Road

- Trees along boundary near gate are causing issues opening the gate. Quotes are still to be obtained.

Vacancies 0
Waiting List 19

Edward Street

Vacancies 0
Waiting List 0

Ellins Terrace 1

- Quotes for treatment of Japanese Knotweed still to be obtained.

Vacancies 10 (Plots 11, 12, 21, 28, 29, 30, 31, 39, 40, E)
Waiting List 13

Ellins Terrace 2

Vacancies 3 (Plots 54, 73, 74)
Waiting List 14

Gilcar Street

Vacancies 0
Waiting List 7

Gladstone Street

- Quote still required for tree at entrance to be removed and tree at rear of plot 61 to be crown lifted.

Vacancies 0
Waiting List 24

Heys Buildings

- Complaint received about the overgrown plots backing on to Armstrong Close.

Vacancies 0
Waiting List 28

Newland Lane

- Japanese Knotweed coming from Railway Land – No response to letter.

Vacancies 4 (Plots 10, 14, 16, 40)
Waiting List 20

Norwood Street

- Bindweed growing over the fence had been treated.
- Tenants piling materials against the fence – letter to be sent.
- Fencepost in need of repair – Quote still to be obtained.

Vacancies 1 (plot 22 – NTC to allocate)

Waiting List 13

Station Road

- No update

The Grove

Vacancies 1 (Plot 2 – NTC to allocate)

Waiting List 7

Wentworth Terrace

- Weeds overgrowing into residents' garden – plot to be re-inspected.

Vacancies 5 (Plots 14, 26, 37, 39, 69)

Waiting List 23

Overall

There are a total of 98 applications awaiting allocation.

There are 25 plots currently vacant.

038. Requests from Tenants

A series of structure applications from tenants were considered.

ET2-67 - Shed and Polytunnel

Approved subject to maximum sizes as set out in the Allotments Policy once confirmation of materials is received.

ET2-86 - Shed, Greenhouse, Polytunnel and Fence

Further information requested from the tenant regarding the number of structures requested, dimensions and materials.

039. Complaints

A complaint had been received regarding Edward Street. It was reported that the access track had been blocked by cars from a nearby house, fence posts had been knocked down and rubbish had been dumped.

It was agreed that a letter be sent to the nearby house asking them to cease the actions referred to.

040. Allotments Budget

RESOLVED that the allotments budget up to the end of October 2023 be received showing expenditure of £7,319.56 and income of £8,474.94.

In the absence of any further business, the Chairman thanked everyone for their attendance and closed the meeting.

NORMANTON TOWN COUNCIL
ALLOTMENTS COMMITTEE
Wednesday 31st January 2024

SITE UPDATES

Cypress Road

- Trees along boundary near gate are causing issues opening the gate.
Work completed 24.01.24 by Property Officer.
- Visited by Property Officer 10.01.24 and 24.01.24.

Vacancies 0 (=)
Waiting List 19 (=)

Edward Street

Vacancies 0 (=)
Waiting List 0 (=)

Ellins Terrace 1

- Quotes for treatment of Japanese Knotweed still to be obtained.

Vacancies 10 (=) Plots 11, 12, 21, 28, 29, 30, 31, 39, 40, E
Waiting List 15 (+2)

Ellins Terrace 2

Vacancies 3 (=) Plots 54, 73, 74
Waiting List 16 (+2)

Gilcar Street

Vacancies 0 (=)
Waiting List 8 (+1)

Gladstone Street

- Quote still required for tree at entrance to be removed and tree at rear of plot 61 to be crown lifted.

Vacancies 0 (=)
Waiting List 24 (=)

Heys Buildings

- Complaint received about the overgrown plots backing on to Armstrong Close.
- Complaint about brick-built greenhouse on recently vacated plot.
- Visited by Property Officer 10.01.24.

Vacancies 0 (=)
Waiting List 24 (-4)

Newland Lane

- Japanese Knotweed coming from Railway Land – No response to letter.
- Visited by Property Officer 10.01.24.

Vacancies 4 (=) Plots 10, 14, 16, 40
Waiting List 20 (=)

Norwood Street

- Tenants piling materials against the fence – letter to be sent.
- Fencepost in need of repair – Quote still to be obtained.

Vacancies 1 (=) Plot 22 – NTC to allocate
Waiting List 14 (+1)

Station Road

- No update

The Grove

Vacancies 1 (=) Plot 2 – NTC to allocate
Waiting List 7 (=)

Wentworth Terrace

- Weeds overgrowing into residents' garden – plot to be re-inspected.
- Visited by Property Officer 10.01.24.

Vacancies 6 (+1) Plots 14, 26, 37, 39, 43, 69
Waiting List 23 (=)

Overall

There are a total of 95 applications awaiting allocation (+3).
There are 26 plots currently vacant (+1).

NORMANTON TOWN COUNCIL
ALLOTMENTS COMMITTEE
Wednesday 31st January 2024

REQUESTS FROM TENANTS

Structure Requests:

CY019

Greenhouse 6' x 4'

Existing structures – Shed and Polyunnel

Materials – Aluminium and Polycarbonate

Base – secured to existing flags near shed

HB024

Fence 4'

Materials – Wooden posts and metal fencing

Purpose – secondary fence around top section of plot to provide a more secure boundary for livestock.

Skip Requests:

HB042

Plot accepted 10th January 2024

Waste – corrugated plastic roofing strips from previous tenant from home-made lean to along with other plastic waste left on site.

The plastic cannot be transported due to size and child seats being in situ in the tenant's vehicle.

Skip Size – Mini or Midi

Midi available from Wakefield Council at £135.00

Mini available from Pickup Skips £90.00

Midi available from Pickup Skips £160.00

NORMANTON TOWN COUNCIL
Summary of Income & Expenditure 2023 - 2024
Cost Centre 1 (Between 01/04/2023 and 31/03/2024)

ALLOTMENTS COMMITTEE

| Code | Title | Income | | | Expenditure | | | Net Position |
|--------------------|-----------------------------|-----------------|-----------------|----------------|------------------|------------------|-----------------|-----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 1 | Allotment Rent | 9,251.00 | 8,478.44 | -772.56 | | | | -772.56 (-8%) |
| 48 | Key Deposit | | 60.00 | 60.00 | | | | 60.00 (N/A) |
| 90 | Newland Lane Allotment | | | | 1,275.00 | -543.98 | 1,818.98 | 1,818.98 (142%) |
| 91 | Cypress Road Allotment | | | | 867.00 | 1,044.41 | -177.41 | -177.41 (-20%) |
| 92 | Ellins Terrace 1 Allotment | | | | 1,581.00 | 1,479.50 | 101.50 | 101.50 (6%) |
| 93 | Ellins Terrace 2 Allotment | | | | 1,734.00 | 829.51 | 904.49 | 904.49 (52%) |
| 94 | Allotments General | | | | 80.00 | 24.96 | 55.04 | 55.04 (68%) |
| 95 | Gladstone Street Allotment | | | | 2,040.00 | 959.31 | 1,080.69 | 1,080.69 (52%) |
| 96 | Heys Buildings Allotment | | | | 1,538.50 | 700.00 | 838.50 | 838.50 (54%) |
| 97 | Norwood Street Allotment | | 5.00 | 5.00 | 952.00 | 727.33 | 224.67 | 229.67 (24%) |
| 98 | Wentworth Terrace Allotment | | | | 2,728.50 | 3,448.52 | -720.02 | -720.02 (-26%) |
| 102 | The Grove | | | | 85.00 | | 85.00 | 85.00 (100%) |
| 103 | Gilcar Street | | | | 51.00 | | 51.00 | 51.00 (100%) |
| 104 | Edward Street | | | | 68.00 | | 68.00 | 68.00 (100%) |
| SUB TOTAL | | 9,251.00 | 8,543.44 | -707.56 | 13,000.00 | 8,669.56 | 4,330.44 | 3,622.88 (N/A) |
| Restated | | | | | | | | (N/A) |
| NET TOTAL | | 9,251.00 | 8,543.44 | -707.56 | 13,000.00 | 8,669.56 | 4,330.44 | 3,622.88 (16%) |
| V.A.T. | | | | | | 1,590.55 | | |
| GROSS TOTAL | | | 8,543.44 | | | 10,260.11 | | |

NORMANTON TOWN COUNCIL
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 24-01-2024)

Cost Centre ALLOTMENTS COMMITTEE

Code Number 90 Newland Lane Allotment

| Vchr. | Date | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|---|------------|------------|--------|---------------|-----------|--------------------------------|------------------------|----------|----------|-----|----------|
| 2 | 14/04/2023 | N/A | | Unity Current | | Newland Lane - Maintenance Fee | Newland Lane Allotment | E | 50.00 | | 50.00 |
| 74 | 26/05/2023 | | | Unity Current | | Water Bill | Everflow Water | Z | 62.73 | | 62.73 |
| 138 | 16/06/2023 | | | Unity Current | | Water Bill | Everflow Water | Z | -980.00 | | -980.00 |
| 182 | 17/07/2023 | 2369788 | | Unity Current | | Water Bill | Everflow Water | Z | 51.87 | | 51.87 |
| 204 | 16/08/2023 | 2435437 | | Unity Current | | Water Bill | Everflow Water | Z | 271.42 | | 271.42 |
| Subtotal for Code: Newland Lane Allotment | | | | | | | | | £-543.98 | | £-543.98 |

Code Number 91 Cypress Road Allotment

| Vchr. | Date | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|---|------------|------------|--------|---------------|-----------|-----------------|-------------------|----------|-----------|--------|-----------|
| 74 | 26/05/2023 | | | Unity Current | | Water Bill | Everflow Water | Z | 62.73 | | 62.73 |
| 138 | 16/06/2023 | | | Unity Current | | Water Bill | Everflow Water | Z | 427.95 | | 427.95 |
| 182 | 17/07/2023 | 2369788 | | Unity Current | | Water Bill | Everflow Water | Z | 173.54 | | 173.54 |
| 204 | 16/08/2023 | 2435437 | | Unity Current | | Water Bill | Everflow Water | Z | 254.04 | | 254.04 |
| 258 | 20/09/2023 | 27988 | | Unity Current | | Allotment Signs | Express Signs Ltd | S | 126.15 | 25.23 | 151.38 |
| Subtotal for Code: Cypress Road Allotment | | | | | | | | | £1,044.41 | £25.23 | £1,069.64 |

Code Number 92 Ellins Terrace 1 Allotment

| Vchr. | Date | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|---|------------|------------|--------|---------------|-----------|------------------|------------------------|----------|-----------|---------|-----------|
| 74 | 26/05/2023 | | | Unity Current | | Water Bill | Everflow Water | Z | 62.73 | | 62.73 |
| 138 | 16/06/2023 | | | Unity Current | | Water Bill | Everflow Water | Z | 535.06 | | 535.06 |
| 182 | 17/07/2023 | 2369788 | | Unity Current | | Water Bill | Everflow Water | Z | 224.56 | | 224.56 |
| 204 | 16/08/2023 | 2435437 | | Unity Current | | Water Bill | Everflow Water | Z | 7.15 | | 7.15 |
| 464 | 13/12/2023 | | | Unity Current | | Asbestos Removal | RCW Building Solutions | S | 650.00 | 130.00 | 780.00 |
| Subtotal for Code: Ellins Terrace 1 Allotment | | | | | | | | | £1,479.50 | £130.00 | £1,609.50 |

Code Number 93 Ellins Terrace 2 Allotment

| Vchr. | Date | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|---|------------|------------|--------|---------------|-----------|-------------|----------------|----------|---------|-----|---------|
| 74 | 26/05/2023 | | | Unity Current | | Water Bill | Everflow Water | Z | 62.73 | | 62.73 |
| 138 | 16/06/2023 | | | Unity Current | | Water Bill | Everflow Water | Z | 535.07 | | 535.07 |
| 182 | 17/07/2023 | 2369788 | | Unity Current | | Water Bill | Everflow Water | Z | 224.56 | | 224.56 |
| 204 | 16/08/2023 | 2435437 | | Unity Current | | Water Bill | Everflow Water | Z | 7.15 | | 7.15 |
| Subtotal for Code: Ellins Terrace 2 Allotment | | | | | | | | | £829.51 | | £829.51 |

Code Number 94 Allotments General

| Vchr. | Date | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|---------------------------------------|------------|-------------|--------|---------------|-----------|-------------------------|--------------------------|----------|-----------|---------|-----------|
| 31 | 16/05/2023 | 91314815723 | | Unity Current | | Tree Work | Wakefield Council | S | 3,560.04 | 712.01 | 4,272.05 |
| 368 | 22/10/2023 | | | Lloyds | | Allotment Marking Flags | Malton Plastics (UK) Ltd | S | 24.92 | 4.98 | 29.90 |
| Subtotal for Code: Allotments General | | | | | | | | | £3,584.96 | £716.99 | £4,301.95 |

Code Number 95 Gladstone Street Allotment

| Vchr. | Date | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|-------|------|------------|--------|------|-----------|-------------|----------|----------|-----|-----|-------|
|-------|------|------------|--------|------|-----------|-------------|----------|----------|-----|-----|-------|

NORMANTON TOWN COUNCIL
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 24-01-2024)

| | | | | | | | | | |
|---|------------|---------|---------------|-------------|------------------------|---|---------|---------|-----------|
| 74 | 26/05/2023 | | Unity Current | Water Bill | Everflow Water | Z | 62.73 | | 62.73 |
| 108 | 31/05/2023 | 45830 | Lloyds | Skip Hire | Pickup Skips | S | 216.67 | 43.33 | 260.00 |
| 138 | 16/06/2023 | | Unity Current | Water Bill | Everflow Water | Z | -113.91 | | -113.91 |
| 182 | 17/07/2023 | 2369788 | Unity Current | Water Bill | Everflow Water | Z | 28.16 | | 28.16 |
| 204 | 16/08/2023 | 2435437 | Unity Current | Water Bill | Everflow Water | Z | 290.66 | | 290.66 |
| 282 | 10/10/2023 | 10351 | Unity Current | Tap Repairs | RCW Building Solutions | S | 350.00 | 70.00 | 420.00 |
| 295 | 10/10/2023 | 10354 | Unity Current | Tap Repairs | RCW Building Solutions | S | 125.00 | 25.00 | 150.00 |
| Subtotal for Code: Gladstone Street Allotment | | | | | | | £959.31 | £138.33 | £1,097.64 |

Code Number 96 Heys Buildings Allotment

| Vchr. | Date | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|---|------------|------------|--------|---------------|-----------|------------------|------------------------|----------|---------|--------|--------|
| 392 | 12/12/2023 | | | Unity Current | | Asbestos Removal | RCW Building Solutions | S | 700.00 | 140.00 | 840.00 |
| Subtotal for Code: Heys Buildings Allotment | | | | | | | £700.00 | £140.00 | £840.00 | | |

Code Number 97 Norwood Street Allotment

| Vchr. | Date | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|---|------------|------------|--------|---------------|-----------|---------------------|--------------------------|----------|---------|-----|--------|
| 74 | 26/05/2023 | | | Unity Current | | Water Bill | Everflow Water | Z | 62.73 | | 62.73 |
| 138 | 16/06/2023 | | | Unity Current | | Water Bill | Everflow Water | Z | 138.78 | | 138.78 |
| 182 | 17/07/2023 | 2369788 | | Unity Current | | Water Bill | Everflow Water | Z | 66.09 | | 66.09 |
| 204 | 16/08/2023 | 2435437 | | Unity Current | | Water Bill | Everflow Water | Z | 454.73 | | 454.73 |
| 360 | 14/11/2023 | | | Unity Current | | Allotment Site Fees | Norwood Street Allotment | Z | 5.00 | | 5.00 |
| Subtotal for Code: Norwood Street Allotment | | | | | | | £727.33 | | £727.33 | | |

Code Number 98 Wentworth Terrace Allotment

| Vchr. | Date | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|--|------------|------------|--------|---------------|-----------|------------------|------------------------|----------|-----------|--------|----------|
| 74 | 26/05/2023 | | | Unity Current | | Water Bill | Everflow Water | Z | 62.72 | | 62.72 |
| 138 | 16/06/2023 | | | Unity Current | | Water Bill | Everflow Water | Z | 464.30 | | 464.30 |
| 182 | 17/07/2023 | 2369788 | | Unity Current | | Water Bill | Everflow Water | Z | 162.48 | | 162.48 |
| 204 | 16/08/2023 | 2435437 | | Unity Current | | Water Bill | Everflow Water | Z | 559.02 | | 559.02 |
| 206 | 17/08/2023 | | | Unity Current | | Water Bill | Everflow Water | Z | | | |
| 294 | 10/10/2023 | 10353 | | Unity Current | | Asbestos Removal | RCW Building Solutions | S | 2,075.00 | 415.00 | 2,490.00 |
| 296 | 10/10/2023 | 10355 | | Unity Current | | Tap Repairs | RCW Building Solutions | S | 125.00 | 25.00 | 150.00 |
| Subtotal for Code: Wentworth Terrace Allotment | | | | | | | £3,448.52 | £440.00 | £3,888.52 | | |
| Subtotal for Cost Centre: ALLOTMENTS COMMITTEE | | | | | | | 12,229.56 | 1,590.55 | 13,820.11 | | |

TOTALS £12,229.56 £1,590.55 £13,820.11