

COLD ASTON PARISH COUNCIL

AGENDA FOR MEETING TO BE HELD ON

8th October 2021 at 6.45pm

In the Village Hall

1. Welcome from the Chair of the Council
2. Attendance to be recorded (Parish Councillor Paula Marchant, Mark Ziles, Amanda Kimpton, and County Councillor Paul Hodgkinson and District Councillor Hughes)
3. Apologies for absences to be recorded
4. Council to note the resignation of Greg Pearce
5. Declaration of interests by Councillors for matters on the agenda
6. Public session – 15 minutes at the discretion of the Chair of the meeting-
7. Correspondence from residents to be discussed by Council -
correspondence from Diana Ray b fwd from previous meeting as attached
correspondence regarding Glebe Land
Parking issues
A further Freedom of Information request has been received. The Clerk is seeking advice from Information Commissioner
8. Council to approve the minutes of the meeting held on the 22nd July 2021
9. Report from County Councillor Paul Hodgkinson
10. Report from District Councillor – Richard Keeling

Council to consider the following updates and to agree any further actions

11. Highways – Cllr Ziles
Village Map/information pack update
Parking issues
12. Trees – Cllr Pearce is no longer on the Council, Council to decide if it wishes to appoint a lead Councillor
13. Verges – No Mow proposal will be sent out to Public Consultation, using the website. -outstanding
14. Council considered allotment issues
 - a. Registering of land update from Chair of Council
 - b. Update from meeting held with Allotment Holders as attached
 - c. Council to agree if they wish to recreate plot 7 as allotment plot
 - d. Council to agree plan of allotments
 - e. Council to agree draft Policy as attached
 - f. Council to agree draft Tenancy agreements as attached
 - g. Request for Greenhouse b fwd from previous meeting
 - h. Ecology policy way forward to be agreed and if to recreate plot 8 as part of Ecological project
 - i. Update on waiting list- 2 current with potential of 3rd
 - j. Report from a formal independent source to identify the species of lizards
 - k. Review of plot fees – Clerk to report

15. Council to consider planning matters: applications outstanding
 - a) 21/03474/FUL Blank Cottage – oak framed garage/car port
 - b) 21/03405/TCONR – Willows – Grove Farm House
16. Council to agree policy document on the role of Parish Councillors as attached
17. Council to approve financial reports as attached
18. Council to approve changes to bank mandate
19. Council to approve changes to Fuel Trustees
20. Council to consider if it wishes to introduce charges for FOI requests
21. Council to note that the independent auditor report for 19/20 has been completed

22. Clerk requests that review of standing orders and other policies be carried forward pending election of Councillor which be via Election organised by District Councillor
23. Communication policy and bullying policy and criteria for co-option to be drafted

24. Date of next meeting to be noted as 25th November 2021 at 18.45pm

25. Any other business for information purposes only

26. Close of meeting

Draft Minutes of meeting held on 22nd July 2021
At 6.45pm
in the Village Hall

1. Welcome from the Chair of the Council
2. Attendance recorded as Parish Councillor Paula Marchant, Mark Ziles, Amanda Kimpton, Greg Pearce, 15 members of the public and County Councillor Paul Hodgkinson and no apologies for absences.
3. There were no Declaration of interests by Councillors for matters on the agenda
4. Public session – 15 minutes at the discretion of the Chair of the meeting- 4 members of the public spoke
 - a) Caravan park at Valley View – response from applicants agents is now on the portal and the residents of the Paddocks feel that the Planning Authority in approving the CLOPUD on basis of evidence provided by applicants only. The Planning Authority did not consult any residents with no statutory notices.
Photographic evidence has now been submitted from residents from 2004 use by Stock and not recreational purposes. The residents would like the planning officers to consider the evidence now submitted and revoke the CLOPUD
The residents would like the Parish Council to ascertain the process for the Planning Authority to consider reconsider the CLOPUD, and is there a time scale on the CLOPUD and what is the timescale for appeal, no statutory planning notices, no residents consulted and photographic evidence has subsequently been submitted, and applicants’ photographic evidence to re-considered and lack of response to the Parish Council
It was suggested by a member of the public that contact the local MP.
 - b) Agenda item re allotment rental, asked that it be considered that allotments do not have to pay their way
 - c) Bourton on the Water short term parking referred to County Councillor
 - d) Ecological crisis declared by the District and County Council and referred to the Ecology report prepared for the Allotments. Allotment represents history and future and everyone should be working to make them viable and asked if the school was treated as other tenants
Praised local farmers for planting trees regarding Ash die back efforts
Asked the PC to have an ADB Action Plan, respectful to DEFRA and Environment agencies.
Formal apology from GCC has been received. Concerned about the behaviour of Parish Councillors in May. The situation raised health matters and referred to the delay of the ambulance.
Meeting on Dec 2nd – delegated responsibility – Minutes of Meeting – Freedom of information request for correspondence between Parish Council and GCC
 - e) Ash Die back feedback from other member of the public
Public Session closed at 7.06pm
5. Correspondence from residents to be discussed by Council - Di Mountford correspondence received with regard to matters relating to Allotments- 13th June, 15th July, 17th July,
Resignation of Yvonne Nicholas was noted and letter was read out. thanks were given to Yvonne for all the hard work that she has done for the Parish.

Further correspondence from Diana Ray noted and will be considered in detail at the next meeting

6. Council approved the minutes of the Annual meeting held on the 5th May 2021

7. Council considered an update in the valuation of assets - Allotment is in process of being registered and has been a long process (7- 8 years). Chair of Council will try to ascertain where the process is currently. Council agreed to move to other legal advisors if the matter is not resolved.

8. Report from County Councillor Paul Hodgkinson
 - a) COVID update - 22 in local hospitals at present time
 - b) River pollution update, a task group has been set up to look into these matters
 - c) Whiteshoots Hill traffic – Initial speed survey showed that speeds are high, second survey shows that the average speeds are now 40-50mph and a drop in the speed limit is now being considered

9. Report from District Councillor – Richard Keeling – not available

10. Council considered the following issues – Highways – Cllr Ziles no general update at present time:

Portal for reporting problems have been used by local resident. Sewage /manhole cover have been referred to Highways to investigate sewage seepage into the road but after investigations it transpired it was not a highways issue but a problem with a septic tank that has now been resolved.

Trees – Cllr Pearce – Council have agreed to commission a report every 3 years for PC owned trees other trees are responsibility of GCC. Under the jurisdiction of Glos County Council **and not the responsibility or under the remit of the Parish Council**, Ash Dieback project Trees have been marked and have not been felled. The PC had previously reported their concerns over safety issues only. A response from GCC has been received by the Chair of the Council (12th May) and it was summarised at the meeting.

Over-riding concern of the PC is danger to children and public at large and we defer to their expertise.

 - a) Verges – No Mow proposal will be sent out to Public Consultation, using the website.
 - b) Ash Tree die back - above
 - c) Parking –in the middle of the village at breakfast time identified as being linked to the Simulated Shoot organisation cars allowed to be parked in a specified village as long as its not more than 28 days in a year. Clerk was instructed to send correspondence liaising
 - d) PROW including the definitive map was highlighted to the public – via the GCC website.
 - e) Village Map/information pack noted on going
 - f) Chapel Lane signage has now been installed, and reported as situation improved. Clerk requires an invoice to trigger the donation from the Parish Council
 - g) Kerbside parking - noted

11. Council considered allotment issues – see above re registering the land
 - a) Feedback on advice sought from Allotment Association was sought regarding plot 2 pathways. Advice was to give 12 month’s notice that the path would become a formal path. Historically the path was known to be there. Parish Council acknowledge that the map was drawn up a long time ago. It was felt that to give everyone 12 months notice that the plots will be measured and formalised. It was proposed that the PC take the advice of the AA and draw a plan ready for the Autumn. C
 - b) Request for Greenhouse – proposed to defer until after the plan has been agreed, AGREED
 - c) Path ways – specifically the path through the plot has created difficulty and all plots should have paths on 4 sides, one meter wide for medical and DDA access. – see map/plan
 - d) Council agreed to bring to next meeting for adoption a Policy for the management of the allotments including but not restricted to:
 - Waiting list management
 - Maintenance of common path ways and infrastructure
 - Tenancy agreement setting up and renewal process
 - Access to the Allotments

Swapping of plots

Tree inspections

Motorised vehicles accessing the allotments - noting Easement drawn up in 2012 has been brought to the attention to the Council

- e) Agreed to obtain a measured and scaled map of all plots ready for the renewal of tenancy agreements with common paths clearly marked – Agreed – AA advice – 3 quotes to obtained. Delegation to Clerk to obtain 3 quotes and to accept the most expedient and realistic price wise (budget set)
 - f) Update on waiting list- understanding an email has been sent.
 - g) Ecology report as distributed – to improve the bio-diversity of the allotments and generally the feeling of the public at the meeting was positive. Allotment representative was asked to prepare proposals for an action Plan to be brought forward for consideration specifically Allotment 8 wildflower plot, consideration that the wildflowers are not the correct type. Discuss at the next allotment meeting. Proposal that to ask if author and allotment representative to look at alternative positions within the allotments, how the works would be done. – Proposal that the Council seeks a formal independent to identify the species of lizards – AGREED
 - h) Delegate to the Clerk responsibility for the allotments
 - i) Review of annual fees -deferred pending policy review. Clerk to research
 - j) There is no restricted access on the allotments.
12. Council considered planning matters
- a) Outstanding planning applications – 21/02479/FUL – Little Aston Mill – No Comment
 - b) CLOPUD – see public session – Proposal – See points in public session to be submitted along with resubmit their original objections – send to residents and Councillor Pearce
13. Council approved payment list of Expenses £135.47, CGS £132 (June) CGS £198.00 (April/May), Approval of donation £50 (Clerk to issue cheque) Pump for water tank to be submitted £75 to be paid on receipt of invoice
14. Council approved financial reports defer to next meeting
15. Clerk requests that review of standing orders and other policies be carried forward- Communication policy and bullying policy and criteria for co-option to be drafted
16. Date of next meeting agreed as 23rd September 2021 at 18.45pm
17. Close of meeting 20.13

Correspondence

Attached the Tree Council Toolkit with best practice for Local Government, also the PCC Bat Survey; these have been supplied to GCC Highways at a meeting held at Rectory Farm. Also attached the Verges and the Summer Bulb Lawn Report from the Nurture Nature Group.

As Clerk to the Parish please can you indicate these matters on the agenda for the parish council deliberation

1. Highways - safety concerns and need for data gathering.

I have raised several imminent and immediate safety and danger matters impacting our Parish with GCC Highways and there seem to be certain actions the Parish Council could concern itself with that might eventually result in safety measures being taken up by GCC Highways. I will prepare these in Table form.

Also the Safety Zone and main street traffic issues all day, and at school and federation drop off and pick up, need some Parish Council input on behalf of residents. Small things like asking the federation and school to put the "Safety Zone Map" and the "roundabout and drop off advice" on the website as a clear "Button" and have a Google bubble over the school emphasising the safety zone and no parking areas. Ensure delivery lorries also respect the Safety Zone by sending them delivery instructions when confirming an order. Asking Grove House to cut back bushes overhanging the pavement and asking the Plough to advise **no parking in the drop off zone** beside Grove Farm House in the mornings and at pick up times. Could School and visiting Federation staff leave a 4 car space FREE alongside the Manor every day as a place for delivery vehicles to pull in and a place where disabled, injured or families with toddlers and babies can pull in and drop off safely??- These vulnerable groups have to journey a long way because the 12 to 13 staff cars park as close to the school as they can; and delivery vehicles either block the road, put wheels on the green or reverse out from the school lane. This space would also stop the frequent difficulties and rudeness experienced by Long Brook they need to have large vehicles and towing vehicles able to access freely through out the day

2. Revisit the Millennium Goal number 1- A safe place for parish children to play

It is sad that the process for leasing the agricultural paddocks formerly rented By Lady Wade Gery from Gloucester Diocese is not a transparent process or in the public domain. This area and the Diocesan Lands leased by GCC Department of Education as "school playing fields" would be a perfect location for achieving a safe place for parish children to play and a community based proposal was on the table at less cost to tax payers and to achieve this goal. At the 11th hour can the Parish Council lobby for Gloucester Diocese and the parties in negotiations for the lease to demonstrate good will to the residents of Cold Aston Parish and require both the new leaseholders of the agricultural paddocks and the "school playing fields" to insure the lands in such away that parish children can be covered and community use made possible. This would of course also require caretaking and safety management and guidelines on supervision. I am sure parishioners would come forward as volunteers to help make this happen safely 21 years after it was our number one goal. The children excluded are the under 5s not at school, the children at secondary school, and all children attending other schools, and **ALL** children outside school hours and at weekends, and in vacations. Other places manage to have school access and community access- why can't we in Cold Aston Parish?

3. The main parish assets The Allotments and their rights of way, and the parish archive documents of legal importance

It is very concerning that the Allotments our main important Parish owned assets are it seems vulnerable to whims and short term needs of neighbours and users. Please can the Clerk wind back the Parish Council to adopt proper procedures regarding delegating of powers to make decisions on land registry and boundary responsibilities. I believe there should be a subcommittee with very precise terms of reference and reporting requirements and where declarations of interest are transparent.

I am willing to offer my expertise to a sub committee as I was the councillor in the past who prepared all the papers and searched the archive for papers lodged with Tanners and I have completed several land registrations myself. This sub committee should be given access to archive materials about decisions since the submission to Tanners that seem to have conferred rights or possible rights to neighbouring properties and not upheld covenants and boundary maintenance obligations in place eg. Hathaway House oil Tank filling, wheelie bins and yew hedge on allotment land. eg. Hathaway House, Church Cottage and Daisy Cottage obligations regarding retaining walls and safety of these. The danger is the main asset of the Parish being devalued by inadvertently blighting future uses or by allowing behaviours that should be stopped and would not be expected to happen to an ordinary neighbour- so why let the Parish lands be treated any less firmly?

4. My correspondence to the Clerk following May 12th- At the next meeting, for the public to see, please as clerk can you be ready to provide copies of the GCC Highway's email and Parish Councillors'

correspondence with GCC Highways as delegated according to your DRAFT minutes of December 2nd 2020 as Item 15

As in the case of the allotments registration it seems terms of reference and reporting and correct procedural requirements under standing orders are adrift. Perhaps as Proper Officer you were not even in the loop of correspondence which should be copying you in and then be filed in the archive files.

There have been several developments since May 12th with the authorities and landowners involved and regarding the police action and the crime incident. These are the big issues and probably of no business of the Parish Council but there is a Parish Council issue regarding the behaviour of Parish Councillors and the code of conduct. I will be asking the CDC monitoring officer who is at last in post to help you as Clerk to shine light on the correct conduct and help the Parish Council at least achieve standards in the code when she has time. Very sad to say but I do not feel trust or fair representation is the style of the Parish Council in 2020, I have observed bullying and partiality and lack of procedural awareness. I hope with two new councillors and support from GAPTC and the CDC Monitoring Officer there can be a fresh page and respect for the clerk and transparency and fair treatment for residents.

5. Trees in the village envelope

On May 12th, it was very concerning to see Parish Councillors seemingly unaware of legislation to protect the Cold Aston Parish Conservation Area- and requirements of the Wildlife and habitat Acts even though these matters are spelled out in the tree specialist report appendices on the Parish Website that was paid for by the precept. They were also spelled out by me in the Annual Meeting well ahead of May 12th (though not for some reason minuted). A few days later the holly tree on the green was pruned vigorously and majorly disturbed at a time of year when it is illegal and when no permission for works had been sought. Nesting birds were present. Can the Parish Council please report on their role and how this was allowed to happen and continue. Again the December 2nd 2020 minutes item 17 show one of many times this was raised and not actioned.

6. Ash Die Back (ADB) and Ash Die Back Action Plan (ADBAP)

As Clerk please refer to the archive correspondence and the many occasions I advised the Parish Council about ADB. We should champion best practice not follow the flawed and aberrant practices that GCC Highways have been conducting across Gloucestershire. In light of events on May 12th and the laws in play the GCC Highways have apologised to myself and Gordon, and Ray and Tongue farms in a formal meeting and are making changes to their processes and data bases. The CDC Tree Officer and Natural England confirmed ahead of May 12th that Conservation Area permission was needed and that site specific Natural England licenses were needed. GCC Highways had applied for CA permissions just a few years before, and bat mitigation was part of the school planning conditions. Bat specialists had viewed the area and the specialist arboriculturalist paid by me, and a specialist for the Diocesan glebe lands had all assessed there was no imminent danger and that protected species and nesting birds were present. Why was the Parish Council not aware of the laws and why was the Parish Council not taking care of residents, or reporting back as required under standing orders for site visits?

There are very few trees that the Parish Council has in its remit but even so there should be an Ash Die Back Action Plan for the main street and allotments. On private land where there are ash trees the Parish Council has a role to be part of managing safety on the unclassified roads and public footpaths and bridleways. It could link respectfully with landowners and tenants. In the same way as the PC, all landowners should have their specific ADBAP. I am sure those landowners who are NFU members and have cross compliance responsibilities are fully aware and have these strategies. It is clearly not an area of expertise of the parish council, however it would be desirable to have a cohesive landscape vision for our parish. and maybe the Parish Council can connect with this. The vital messages of the best practice are

1. to **monitor** ash trees each year and **notice and protect possible survivors and those resistant-** these will be the landscape restorers of the future. NOT mass fell
2. plan a **replanting scheme** using local sourced UK provenance native trees and shrubs that can fill some of the roles and wildlife support that ash trees play- alas 90 species can only survive on ash and some 700 to 1,000 use them. Planting should be happening now and be wise
The RISK is unwise planting of trees on rare habitats and in places that will cause problems in future. The foolish grants and plantings in some places have speeded up the loss of biodiversity in the parish- let's try NOT to make those mistakes in a big way. If possible look for ways to help nature
3. Observing and monitoring trees with signs of ash die back and following **best practice guidance on how much to cut (if at all) and how to minimise harm to protected species and nesting birds.** It was estimated 1/2 million in fines would have been on the cards if the Bang Up Lane works had gone ahead in breach of the various laws.

At least, can the Parish Council work with others to develop a wise ADBAP for ash trees in the allotments, on the High Street and near houses on the Notgrove Road?? Look for survivors, and carefully manage the dying

and with residents decide what native species to plant. I alerted dangers in specific locations to the PC in meetings- has action to monitor been taken? Let's have 2021 summer as the baseline as trees are in leaf and there is time to decide on replacement trees and get proper permissions if needed- probably in the next 5 to 10 years some of the larger ash trees on the Bulb Lawn, will need some reduction and replacement choices could happen much sooner so that there are trees growing up before the old trees die (if they are not survivors).

In the 1970s school children planted the walnut on the triangle green planning ahead for the time when the sycamore on the big green becomes senile and may go. We should like wise be considering planting trees to replace the ash on the main street. We should be planting this Autumn or in 2022 so that in 10 plus years if the ash succumb and die there will already be an attractive tree or shrub for nature and for benefit to residents.

7. Connecting our parish better-

Can we have another push to inform people who are residents and pay precept but are outside "the village" that they are valued. The "Village website" and welcome pack and history seem to have completely missed Whiteshoots, Old Gloucester Road and Valley View. I could not find any reference to them or recognition of the issues they face. No Taxation without Representation

Yours sincerely,

Diana Ray

Correspondence – glebe land

The Cold Aston Glebe land working group has enquired of the Gloucestershire Wildlife Trust about a survey of the Glebe land as the school takes over the lease. The cost is a rather staggering £850! I wonder whether if we approached the GWT jointly to survey the allotments and Glebe land together we might then be able to seek community funding from the Cotswold AONB to meet part of the costs incurred.

This might then allay the concerns of some parties in the village, and show a community approach to a shared problem of the PC and school.

Would you be willing to put this to the PC please?

many thanks,

Martin

Allotment meeting held on 30th September 2021

COLD ASTON PARISH COUNCIL

Draft Minutes OF ANNUAL ALLOTMENT TENANTS MEETING

30th September 21

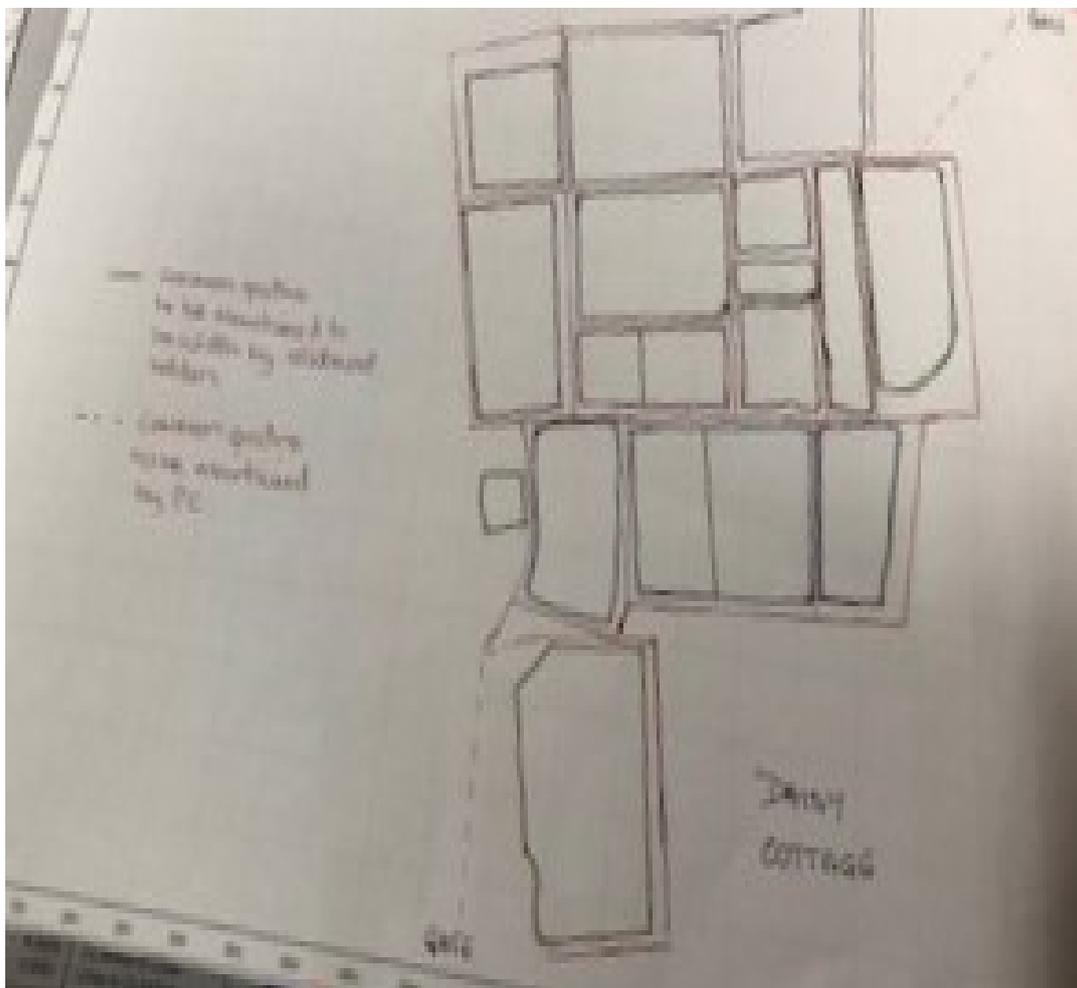
Cold Aston Village Hall

Starting at 6.30pm

1. Attendance recorded- 8 plot holders (Tracey head of school, Paul T, Val Bourne, Jo Kirby, Di Mountford, Stewart and Zoe Jackson, Colin Healey, Cllr Amanda Kimpton, Cllr Paula Marchant
2. Reports from Parish Council Representatives –
 - new plan – discussion on where the boundaries would be drawn as they may not be easily identifiable
 - draft policy for allotments for website
 - tidying up the tenancy agreement ready for PC approval
 - some places are impassable and hedgerows are growing across the path in places
 - plots 7 & 8 – potential for ecological project?
 - Glos Wildlife association has sent email regarding the lizard colony
 - Val has contacted the Glos Wildlife trust 2 years ago regarding lizards/bats
3. Report from Allotment Representative
Summary of the year – plots are all in use except 7/8, some difficult moments with the management of the allotments, evidence of rabbits at allotments, the school plot was looking uncultivated for part of the year (covid) hope to develop some of Jo's ideas.
plot 7 could be turned it into an allotment, to be put on the PC AGENDA to the left of the path towards the existing plot. If it is not let, plot holders would want it left to be wild.
4. Plan of allotments to be sent with PC agenda. The plan was discussed.
5. Plot Availability – 2 on waiting list plus one more possible, no available plots unless people give up. Sharing a plot/switching will be discussed at next meeting. Some people are concerned over splitting of plots up as it may cause more confusion over borders/footpaths, Clerk asked to be informed within 2 weeks if anyone wishes to give up, swap or share to enable to prepare the TA's. Some weed killing would help plot 7 and some felt that the soil would be good enough.
Advertising available plots through the school was possible
A debate on breach of TA agreement took place
School voiced concern over if it was doing the right things.
It was stressed that 1m path around individual plots should be strimmed by the plot holders. Working parties to help everyone keep the common path ways.
6. Jo Kirby – “Plan for the future Wildlife”
Jo confirmed that his plan was for allowing flowers to bloom and set seed where ever they will be. Local seeds /native to the area and not cultivated plugs was recommended. Self-pollinators around verges could be encouraged. A Discussion took place on large rocks/pallets on plot 8 for lizard colony. It was felt that the lizards have survived for many years without intervention and that regular strimming should be avoided.
Discussion took place on the area behind the school plot/Stewart's and whether it was a path, would it be used and would it be valuable? It was felt that a path stops encroachment.

It was suggested that sq m areas be removed of comfrey by hand by a COMFREY CLEARING PARTY (volunteers)

7. Draft Policy for the allotments to be shared by emailed and website and will be discussed at Council meeting
8. Tenancy agreements –proposed changes highlighted discussed and the draft will be discussed at Council meeting
9. Any other matters arising
 - Paths by plot 1 along the road wall was queried
 - Unpassable path where old shed/ex -apple tree was – old chairs and old oil drums /water butt are covered by overgrowth and should be removed.
 - Council could get contractors to clear the overgrowth areas in front of Daisy Cottage wall to a 1m of path around each plot.
 - Tenancy costs from research – most expensive £35 least expensive £20
 - A different type of pump would be needed in the Spring.
 - Meeting closed at 7.30pm



Draft Policy

COLD ASTON ALLOTMENTS Policy and guidance document –

Approved by the CAPC on xxxxxx/2021 and will be reviewed in 3 years' time or earlier if necessary

The aims of this policy relate to the practical management of the CA allotment site and the process for the management of tenancies, waiting lists and any disputes that may arise.

This policy has been created so that allotment holders are informed about the processes, and it aims to be fair, consistent and relevant.

The allotments belong to Cold Aston Parish Council and are under the management of Cold Aston Parish Council.

Cold Aston Parish Council aims to:

- Provide fair and consistent treatment of all allotment tenants Undertake fair enforcement where the policy is not being followed
- Ensure that the overall site is maintained to a high standard, taking into consideration biodiversity and within the budget

Allocation of Allotment plots –

- People wishing to rent an allotment should apply in writing to the clerk of the CAPC –
- Allotments are allocated on a “first come first served” basis
- Preference will be given to residents of Cold Aston Parish
- A waiting list will be open to non-allotment tenants and managed by the clerk and available allotments will be offered in waiting list order.
- If there is no waiting list, plots will be advertised and allocated on a “first come first served” basis
- In the interests of fairness, CAPC will aim for one allotment per person but this will not be enacted retrospectively.
- In the event of an allotment holder passing away, the allotment tenancy is deemed to have terminated –
- The clerk issues a tenancy agreement that must be signed by the tenant prior to the tenancy starting
- The appropriate rent payment must be received
- The decision of the CAPC is final in any allocation matter

Termination of Allotment plots –

Any tenant wishing to terminate their tenancy should put it in writing to the clerk of CAPC

- No refund will be given
- A minimum notice period of 1 month should be given
- Should an allotment holder leave the Parish, they must give up their allotment at the end of the season. –
- Tenants on giving back a plot, should return it free of any structures put up during the tenancy unless otherwise agreed by CAPC to leave in place.
- A tenant who does not comply with the tenancy agreement and policy may have their tenancy terminated with no refund.
- INSERT- IF CA WISHES TO TERMINATE AGREEMENT OR CHANGE PLOT SIZE ETC, CA WILL GIVE 12 MONTHS NOTICE

- NOTICE PERIOD WILL COMMENCE BETWEEN OCTOBER 1ST AND APRIL 5TH

Rent –

- The rent for an allotment is charged annually in advance
- Allotment holders will be advised by email/letter when rent is due
- Rents are reviewed from time to time by the CAPC and will comply with the Allotments act of 1950 and a minimum of 6 months notice will be given
- Rents are the same for all plots regardless of size/position
- The income derived from allotment rents goes to the CAPC to be set against the cost of maintaining the site
- Allotment holders that wish to change their plots should aim to do this at renewal time.
- Swapping of plots is acceptable with the mutual agreement of each tenant involved.
- A replacement tenancy agreement will need to be signed and arranged by the clerk.
- Sharing a plot between two parties is acceptable but the arrangement must be in place for a minimum of 2 year

Cold Aston Parish Council has the overall responsibility for maintaining and managing the allotment site.

The PC will do the following: -

- Maintain the common paths as indicated on the site plan
- Arrange an allotment holders consultation meeting at least once a year
- Reserve the right to inspect any allotment
- Ensure that the site is compliant with health and safety considerations

Cold Aston Parish Council reserves the right to amend this policy at any time. Tenants will be informed in writing. This policy is written in conjunction with the Cold Aston Allotments tenancy agreement document. If there are any queries or clarity required, please contact the Clerk of CAPC.

COLD ASTON ALLOTMENT TENANTS RESPONSIBILITIES

Allotments are a unique resource and allotment gardening provides opportunity for a year-round healthy lifestyle that is active, socially inclusive and reflects the ideals of sustainability, biodiversity and well-being.

Allotment gardening is fundamentally about primary food production and forms part of the open space resource of the Parish and can be a focus of educational interest, public engagement, neighbourliness and social solidarity.

In a nutshell, Cold Aston Allotment tenants are expected to:

- Keep their allotment clean and tidy and in a good state of cultivation –
- Keep the common paths as indicated on your plan maintained to allow clear access in case of emergencies, working in collaboration with the other tenants –
- Cultivate their plots with good neighbourliness
- A tenant should ...
- Cultivate fruit, vegetables and flowers of their choosing
- Cultivate no less than 60% of the total plot, any divergences at the discretion of the CAPC –
- Take all reasonable steps to eradicate weeds
- Deal with any moles that enter the plot

- Take proper precautions when using sprays or fertilisers to avoid any adverse effects on neighbouring allotments and comply with current legislation.
- Adhere to the allotment acts of 1908-1950
- Burn allotment rubbish subject to not causing a nuisance to neighbouring tenants and properties and nearby highways. Sunny days/weekends should be avoided.
- Keep dogs on a lead
- Attend any arranged consultation meeting to discuss potential improvements to the site

A tenant cannot... -

- Sub let/assign or part with any part of their allotment without prior approval and where given, the agreement must be in place for two years
- Obstruct any of the common paths
- Cause nuisance or annoyance to any other allotment tenant –
- Keep any livestock/bees –
- Erect any shed, greenhouse, fencing or other construction without prior permission in writing from the CAPC –
- Construct on the common paths, verges or borders
- Dispose of any refuse other than garden refuse
- As of JANUARY 2022, plant new trees on the site without prior permission of the CAPC –
- Bring vehicles onto the site without prior agreement from the clerk

COLD ASTON PARISH COUNCIL ALLOTMENT GARDEN

TENANCY AGREEMENT

Between XXXXXXXXXXXXXXXX &

Cold Aston Parish Council

1. The Parish Council agrees to let to the above person from **1st October 20xx to 30th September 20xx**
2. This tenancy agreement relates to Plot No **xx** in the register of allotments provided by the Council, at the yearly rental of **£xx**
3. The rent shall include a proportion of the premium cost of 3rd party liability insurance for the allotments. There is £7 insurance premium payable per Tenant (NOT PER PLOT)
4. All tenants shall adhere to the Allotment Acts 1908-1950 and any subsequent legislation, the policy of Cold Aston Parish Council and the terms of this Tenancy agreement as set out below.
5. A proportionate rent will be payable for a new tenant who takes over a plot during the period 30th October to 1st September
6. ~~The new tenancy agreement is subject to a 3 month probationary period. If the tenant undertakes no work within that time the tenancy will be terminated and the tenant will forfeit any sums already paid.~~
7. The tenancy agreement can be terminated with at least one month's notice by the tenant
8. The tenant shall keep the allotment clean and tidy and ~~in a good state of~~ cultivate flowers, vegetables and fruit of their choosing for at least 60% of the total plot (any divergences at the discretion of CAPC)
9. The tenant shall take all reasonable steps to eradicate weeds, deal with any pests such as rabbits or moles
10. The tenant shall take proper precautions when using sprays or fertilisers to avoid any adverse effects on neighbouring allotments and comply with current legislation
11. An allotment remaining uncropped or unplanted will be considered non-cultivated and the tenancy will be terminated with due process and the tenant will forfeit any sums already paid.

12. The tenant shall not cause nuisance or annoyance to any other allotment tenant
13. The tenant shall not cause obstruction by parking vehicles on the right of way running between the allotments and Church cottage, or on the slope leading down to the north gates to the allotments.
14. The tenant will not bring vehicles onto the site without the prior written permission of the Council
15. The tenant shall in cooperation with the other tenants keep the common paths clean and mowed to at least a 1m width to allow clear access in case of emergencies
16. The tenant shall maintain a 1m footpath around the whole perimeter of their plot
17. The tenant shall not sub-let, assign or part with any part of their allotment without the written approval of the Council and where any permission is given, the arrangement must remain in place for at least 2 years
18. The tenant shall not without the Council's prior written permission erect any sheds, fencing or other constructions on the allotment.
19. The tenant must not obstruct any common paths, verges or borders
20. The tenant shall on termination of the tenancy remove all such fencing or construction, unless agreement has been reached with the successor tenant that it shall remain.
21. The tenant shall not keep any livestock/bees on the allotment.
22. The tenant shall not dispose of any refuse other than garden refuse on the allotment and will compost within their own plot.
23. As of January 2022 no new trees will be planted on the site without the prior written permission of the Council
24. The Parish Council shall have the right to inspect the allotment.
25. The Parish Council shall arrange a consultation meeting with allotment holders at least once a year.
26. The Parish Council shall maintain the allotment common areas (other than paths) and boundaries so as to provide reasonable security to tenants, and to ensure cultivation is not prejudiced.

27. The Council has the right to amend the plot size, rent or conditions of tenancy provided it gives 12 month's notice, which is to be served between 1st October and 5th April. Any amendment will be attached to the tenancy agreement or sent via post/email to the tenant concerned.
28. The council has the right to issue notice to quit where there has been no breach of tenancy agreement by issuing 12 month's notice served between 1st October and 5th April
29. This tenancy may be terminated by the Council if the rent is in arrears for more than 40 days or if the tenant is not complying with the conditions of the tenancy
- The Council will terminate the agreement by
- a) written warning has been served
 - b) that an action plan/explanation has been requested by the Clerk
 - c) that after 14 days has lapsed from the written warning and if there has been no improvement
 - d) a notice to quit with one month's notice will be sent via post/email

Signed Clerk to Council

Signed

Tenant

Date

Financial reports for 8th October 2021

Cash book

| <u>PAYEE</u> | <u>DATE</u> | <u>AMOUNT</u> | <u>CURRENT A/C BALANCE</u> | <u>CHQ NO</u> | <u>PRESENTED AT BANK</u> | <u>AGREED AT MEETING</u> |
|--|-------------|---------------|------------------------------------|---------------|------------------------------|----------------------------------|
| OPENING BALANCE | 01/04/2021 | | 31059.19 | | | |
| CDC PRECEPT | 22/04/2021 | 3252.00 | 34311.19 | | | |
| GAPTC | 14/04/2021 | -68.42 | 34242.77 | 249 | √ | Apr-21 |
| NASLG | 14/04/2021 | -66.00 | 34176.77 | 250 | √ | Apr-21 |
| PATA | 14/04/2021 | -69.75 | 34107.02 | 251 | √ | Apr-21 |
| B HOLDER EXPENSES (mar, april) | 14/04/2021 | -72.39 | 34034.63 | 252 | √ | Apr-21 |
| Y N TO CLIVE HOLDER | 14/04/2021 | -75.00 | 33959.63 | 253 | √ | Feb-21 |
| CSG INV 183 | 14/04/2021 | -66.00 | 33893.63 | 254 | √ | Apr-21 |
| BHIB | 05/05/2021 | -357.29 | 33536.34 | 255 | √ | May-21 |
| B HOLDER EXPENSES (may, june, july) | 05/05/2021 | -78.00 | 33458.34 | 256 | √ | |
| B HOLDER EXPENSES (aug, sept) | 21/07/2021 | -135.47 | 33322.87 | 258 | √ | Jul-21 |
| CSG (april) | 21/07/2021 | -132.00 | 33190.87 | 259 | | Jul-21 |
| CSG (sept 20) | 22/07/2021 | -198.00 | 32992.87 | 260 | | Jul-21 |
| B HOLDER SALARY | 26/04/2021 | -155.58 | 32837.29 | SO | √ | coe |
| B HOLDER SALARY | 26/05/2021 | -155.58 | 32681.71 | SO | √ | coe |
| B HOLDER SALARY | 26/06/2021 | -155.58 | 32526.13 | SO | √ | coe |
| B HOLDER SALARY | 26/07/2021 | -155.58 | 32370.55 | SO | √ | coe |
| B HOLDER SALARY | 26/08/2021 | -155.58 | 32214.97 | SO | √ | coe |

Bank reconciliation at 31/8/21

| | | | | |
|------------|----------------------|-----------|-----------|----------|
| 01/04/2021 | OPENING BANK BALANCE | | 31059.19 | |
| | EXPENDITURE FOR YEAR | 2096.22 | | |
| | INCOME FOR YEAR | 446379.00 | | |
| | NET INCOME | | 444282.78 | |
| 31/08/2021 | BANK BALANCE | | 475341.97 | |
| | | | | |
| 31/08/2021 | BAL PER S/M | | | 32544.97 |
| | UNPRESENTED | | | |
| | | 259 | -132.00 | |
| | | 260 | -198.00 | |
| | | | | -330.00 |
| | | | | |
| | Reconciled balance | | | 32214.97 |

Budget against actual

| <u>BUDGET/ACTUAL ANALYSIS</u> <u>31/08/21</u> | <u>BUDGET</u> | <u>Y TO</u> <u>DATE</u> | <u>BALANCE</u> <u>O/S</u> | <u>OVERSPENT</u> |
|--|----------------------|--|--|-------------------------|
| PRECEPT | 4335 | 3252 | -1083 | |
| inter acc transfer (reserves) | | 0 | 0 | |
| allotment income | 190 | 0 | -190 | |
| INCOME | 4525 | 3252 | -1273 | |
| EMPLOYMENT COSTS | 2350 | 790 | 1560 | |
| HIRE OF VENUE | 25 | 0 | 25 | |
| SUBSCRIPTIONS | 175 | 68 | 107 | |
| AUDIT | 250 | 0 | 250 | |
| INSURANCE | 380 | 357 | 23 | |
| USE OF HOME / mileage/ stationery etc | 440 | 273 | 167 | |
| WEBSITE /PAYROLL COSTS | 100 | 70 | 30 | |
| GRASS MOWING | 1300 | 396 | 904 | |
| ALLOTMENTS expenditure | 190 | 66 | 124 | |
| TRAINING | 0 | 0 | 0 | |
| MAINTENANCE OF ASSETS | 250 | 75 | 175 | |
| TREES | 850 | 0 | 850 | |
| EXPENDITURE YEAR TO DATE TOTALS | | 2096 | | |
| reserves (deficit) | <u>-1785</u> | | | from reserves |
| totals | <u>4525</u> | | | |
| balance available | | | 2941 | |

Payment list to be approved

CGS (may, June, July, aug 21) £528.00

B Morris pump for allotment £105.58

B Holder expenses £56.67

M Ziles (sign contribution) £50.00 approved by council July meeting

PATA Payroll June/Sept £47.70

HMRC to sept 21£239.60

Increase in standing order to B Holder to reflect increase in salary already approved and monthly wfh allowance of £26 to £186.01

Draft policy on role of Councillors – power point slides to be published if agreed

COLD ASTON PARISH COUNCIL

ACTIVITY OVERVIEW: UNDERSTANDING OF WHAT PART IT PLAYS IN OUR COMMUNITY

COLD ASTON COLD ASTON PARISH COUNCIL ACTIVITY SUMMARY OCTOBER 2021

This document sets out to introduce the role of the Parish Council and the part that Parish Councillors play in the tier of local government closest to the local people of our Parish

Cold Aston Parish Council follows a code of conduct:

*Selflessness - act in public interest * Integrity - don't put yourself under obligations to others *Objectivity - act impartially *Accountability- openly submit to public scrutiny *Openness - open and transparent unless the law prevents this *Honesty- always be truthful *Leadership - support & exhibit high standards of conduct, and challenge poor behaviour

What does your Parish council do?

-Liaise with GCC on highways issues -potholes, drains, trees

-Comment on planning

-Maintain verges on the roads in and out of the village

-Maintain Parish land - being the verges in the village

-Maintain trees-only those on owned Parish land (see separate more detailed policy)

-Prepare and keep an up to date Parish Plan

-Consider involvement in other Parish projects as appropriate

-Publish info- annual accounts, meeting notices, agendas, minutes

-Comply with its obligations under Freedom of info Act 2000/Data protection act 1998/ Equality act 2010

-Comply with local Government transparency code/employment law

-Consider impact of decisions on reducing crime/disorder in the Parish

-Have regard to protection of bio diversity

-Manage the allotments (

Cold Aston Parish Council communication policy:

-Formal communications must be made via the Parish clerk by email

-Parish Councillors may be approached with general queries but no decisions/detailed discussions can take place outside of Parish Council meetings

-Guidance as to how to table an agenda item in a timely fashion can be sought from the Parish clerk

Role of a Parish Councillor:

-Voluntary role with no remuneration

-Attend Parish Council meetings

-Agree in advance of meeting - agenda items

-Fully prepare for meetings-pre read as required

-Play an active role in meetings, considering all relevant facts and issues requiring a decision including the views of others

-Follow the agreed "standing orders" for Parish Council activity

-Ensures the rules for the administration of the council are followed

What the Parish Council does not do:

-Does not directly fix any highway issues

-Does not have decision-making power for planning applications

-Does not have any jurisdiction on any non-Parish owned land

-Does not have any jurisdiction