



Burley Model Allotments

Burley Model Allotments Association The Cardigan Centre 145-149 Cardigan Road Leeds LS6 1LJ
 Email: bmaasecretary@gmail.com www.burleymodelallotments.org

Date 08/04/2019	Meeting Opened at :- 19.00 Meeting Closed at :- 20.00	Location :- Burley Model Allotments
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Helen White	HW	Sue Hollington	SH	Elaine Wilford	EW
Keith Barrett	KB			Iain Smith	IS
Tony Handby	TH				
Tim Wilford	TW				
Barry Raw	BR				
Frank Turpin	FT				
Steve Kind	SK				

Guests Attending
John Hart (JH)

MINUTES OF COMMITTEE MEETING				
No	Item	Action By	Due Date	
1	Apologies and Non Attendance			
1.1	There were apologies from SH			
2	Minutes of Last Meeting			
2.1	Proposed as a true record by TH and seconded by SK and agreed unanimously.			
3	Items For the Annual General Meeting 2019			
3.1	The date for the A.G.M. will be 26 th October 2019.			
4	Matters Arising from Last Meeting			
4.1	See summary of actions from the last meeting.			
5	Vacant plots			
5.1	The Membership Secretary reported that there are 3 plots vacant and that some more will be likely to become so in the next month.			
6	Lettings			
6.1	There are currently 33 applicants on the waiting list.			
7	Inspections			
7.1	After much discussion it was agreed that no letters would be sent this month. Given that letters sent last year did not state that they would be enforced for 12 months; it was agreed that all new letters sent this year would include this. However an e-mail would be sent stating the following :- Plot inspections started on 1st April 2019 and some plots have been deemed unsatisfactory. The next inspection will take place at the start of May and a warning will be sent to any Plot Holder whose plot is still causing concern. This warning will be valid for 12 Months from the date of issue.	FT	13/05/19	
8	Treasurers Report			
8.1	The Treasurer reported that the funds are Current: £5841.49 Savings: £10,035.48			
8.2	Of this we require approximately £4,500 for Key deposits.			
9	Site Improvements			
9.1	Repairs to the Stand Pipes – After the water has been turned on there are 2 stand pipes that are in urgent need of replacement. It was proposed by BR and seconded by FT to purchase 6 X 6” 3X3 posts to enable this work to be completed. This was agreed unanimously.	ALL	13/05/19	
10	Secretaries Report			
10.1	The secretary was not in attendance.			
10.2	Leeds Directory Entry – Review our online entry	KB	13/05/19	
11	Correspondence			
11.1	Glyphosate – SK to respond to a personal e-mail regarding this issue. To advise the plot holder to make a complaint if this is an issue.			
11.2	Plot 11 – Has requested help to remove a silver birch from the plot. This was agreed	All	13/05/19	



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	as long as the plot holder will accept responsibility for any damaged caused.		
12	Annual Show		
12.1	Date of Annual Show - It was agreed this year's show would be on the 1 st of September 2019.		
12.2	Show Schedule – The new schedule to be provided to KB and FT.	EW	13/05/19
13	Nature Watch		
13.1	Bat Boxes – JH attended for this item and recommended that boxes should be sited at least 15 feet off the ground. An ideal place being at the apex of the trading hut or on a mature tree of a reasonable height.		
13.2	Tree Policy – SK stated that the Association should implement a policy on trees and publish this on the website. SK to create this taking into consideration the current rules we have.	SK	08/04/19
14	Sub Committees		
14.1	At present there are no Sub Committee's.		
15	A.O.B.		
15.1	Insurance Policy – There are a number of items in the current insurance policy that are unclear. Some regarding the membership to the City Farms and Community Gardens Scheme and what a "Qualified Person" is. HW to email full copies of the policy to the Committee. HW agreed to look into this and try to clear up this matter. Another item in the policy refers to a "Local Authority License" IS to confirm with L.C.C. if we need one of these when having "open days" such as the Show and Coffee Mornings.	IS/HW	13/05/19
15.2	Spoon Carving – Holybush Farm have offered to hold a woodcarving session HW to investigate possible dates for this.	HW	13/05/19
15.3	Health and Safety Document – JH attended for this matter and stated that the document was very good but need an additional item regarding a review of safety equipment and it replacement.	KB	13/05/19
15.4	Risk Assessment Document – JH attended for this matter and stated that the document was very good but needed a section to provide that people working on plots for individual plot holders or at the behest of the committee are made aware of their own and others personal risks when on site.	KB	13/05/19
15.5	Bat Boxes – JH attended for this matter and stated that they need to be sited at the apex of the hut or in mature trees on the site some 15 foot high. He also confirmed that if bats nest in the trees they will become protected.		
15.6	Skip – A skip will be provided the week before Easter, week commencing 21/04/2019	FT	21/04/19
15.7	Kirkstall Valley Primary School – The school want to visit the site.	BR	13/05/19
15.8	Apple Press Afternoons – Dates for these were confirmend as 14/09/19 and 26/10/19	HW	26/10/19
15.9	A.G.M. – the date for the A.G.M. was confirmend as 26/10/2019	All	26/10/19
15.10	Water – Thank you to Brendon for turning on the water to the site.	All	



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SUMMARY OF ACTIONS FROM THE LAST MEETING			
No	Item	Action By	Due Date
7.1	Plot Inspection Letters – Send email to all plot holders informing that all letters sent out last year are valid for 12 months.	FT	13/05/19
9.1	Repairs to stand pipes – Purchase timber for repairs to 3 identified posts to replace urgently.	BR	13/05/19
10.2	Leeds Directory Entry – To review our online entry.	KB	13/05/19
11.1	Plots 17b and 27b – Greenhouse applications agreed.	IS	13/05/19
11.2	Plot 11 – Remove silver birch.	All	13/05/19
12.2	Show Schedule – provide copies of schedule to FT and KB.	EW	13/05/19
13.1	Bat Boxes - SK reported that the bat boxes (JH suggesster these need to be 15 foot high) were due to be installed and that a Bug Hotel would be added as well.	SK	13/05/19
13.2	Tree Policy – A policy on trees on the site to be produced.	SK	08/04/19
15.1	Insurance Policy – Send policy to all committee members.	HW	13/05/19
15.1	Insurance Policy – Check on “Qualified Person” and Local authority License.	HW/IS	13/05/19
15.2	Spoon Carving – Check available dates.	HW	13/05/19
15.3	Health and Sefety Document – JH attended for this matter and stated that the document was very good but needed an additional item regarding a review of safety equipment and it replacement.	KB	13/05/19
15.4	Risk Assessment Document – JH attended for this matter and stated that the document was very good but needed a section to provide that people working on plots for individual plot holders or at the behest of the committee are made aware of their own and others personal risks when on site.	KB	13/05/19
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15.8	Apple Press Afternoons – Dates for these were confirmend as 14/09/19 and 26/10/19.	HW	26/10/19
15.9	A.G.M. – the date for the A.G.M. was confirmend as 26/10/2019.	All	26/10/19

INSPECTIONS - TABLE OF LETTERS SENT 2018

MONTH	Letter 1	Letter 2	Letter 3	Termination Letter/Date Sent
February				
March				
April				
May				
June				
July				
August				
September				
October				



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Agenda 13/05/2019

1	Attendance and Apologies		
1.1	Committee		
	Name	✓	Name
	H White (HW)		T Willford (TW)
	I. Smith (IS)		T Handby (TH)
	F Turpin (FT)		B Raw (BR)
	S Hollington (SH)		K Barrett (KB)
	S Kind		
1.2	Guests Attending		
2	Minutes of last meeting		
2.1	Proposed By	Seconded by	Unanimous (Yes/No)
3	Annual General Meeting		
3.1	This year's A.G.M. will be held on the 26 th October 2019.		
4	Matters Arising		
4.1	See summary of actions from last meeting.		
5	Vacant Plots		
5.1	We currently have 3 Vacant plots		
6	Lettings		
6.1	There are 33 applicants on the Waiting List		
7	Inspections		
7.1	See separate table		
8	Treasurers Report		
8.1	Savings: £10,035.48		
8.2	Current: £5841.49		
8.3	Of this we require £4,500 for Key deposits		
9	Site Improvements		
9.1	Repair to stand pipes – To arrange working party – Ongoing		
10	Secretaries Report		
11	Correspondence		
12	Annual Show		
12.1	This year's Annual show will be held on Sunday 1 st September 2019		
13	Nature Watch		
13.1	Tree Policy		
14	Sub Committees		
15	Any Other Business		
15.1			