



# Burley Model Allotments

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

<b>Date</b> 11/03/2019	<b>Meeting Opened at :- 19.00</b> <b>Meeting Closed at :- 19.49</b>	<b>Location :-</b> <b>Burley Model Allotments</b>
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Helen White	HW	Elaine Wilford	EW		
Keith Barrett	KB				
Tony Handby	TH				
Tim Wilford	TW				
Barry Raw	BR				
Frank Turpin	FT				
Sue Hollington	SH				
Steve Kind	SK				
Iain Smith	IS				

## Guests Attending

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## MINUTES OF COMMITTEE MEETING

No	Item	Action By	Due Date
<b>1</b>	<b>Apologies and Non Attendance</b>		
1.1	There were apologies from EW		
<b>2</b>	<b>Minutes of Last Meeting</b>		
2.1	Proposed as a true record by HW and seconded by FT and agreed unanimously.		
2.2	There were a number of spelling errors in the February Minutes these will be rectified prior to publishing on the website.	KB	08/04/19
<b>3</b>	<b>Items For the Annual General Meeting 2019</b>		
3.1	At present there are no items for the AGM		
<b>4</b>	<b>Matters Arising from Last Meeting</b>		
4.1	See summary of actions from the last meeting		
<b>5</b>	<b>Vacant plots</b>		
5.1	The Membership Secretary reported that there are 3 plots vacant and 3 more likely to become so in the next month.		
5.2	<b>Plot 41b</b> – It was suggested that this be unlet and used as a wild flower garden. This will be added to the next newsletter. This was proposed by FT and seconded by HW and agreed unanimously.	KB	08/04/19
<b>6</b>	<b>Lettings</b>		
6.1	There are currently 33 applicants on the waiting list.		
<b>7</b>	<b>Inspections</b>		
7.1	Plots will be re-inspected from April next year.	TW/BR	08/04/19
7.2	<b>Letters Sent</b> – See separate Table of letters sent		
7.3	<b>Last Year's Letters</b> – It was discussed that letters sent last year are still in force (as they last for 12 month's) KB proposed that an email be sent out to all members informing them that the plot inspections will recommence in April this year and informing members who had a letter last year that this is still applicable. This was seconded by HW and agreed unanimously.	FT	08/04/19
<b>8</b>	<b>Treasurers Report</b>		
8.1	The Treasurer reported that the funds are Current: £6204.84 Savings: £10,033.78		
8.2	Of this we require approximately £4,500 for Key deposits.		
<b>9</b>	<b>Site Improvements</b>		
9.1	<b>Repairs to the Stand Pipes</b> – Work on the first one has been completed. To arrange for future works to be started.	ALL	08/04/19
9.2	<b>Trees on plot 78 and 79</b> - To be coppiced.	ALL	08/04/19
<b>10</b>	<b>Secretaries Report</b>		
10.1	<b>Leeds Directory</b> – The Secretary has been asked if we want our section in the directory maintained or do we want to change this? KB to look into.	KB	08/04/19



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10.2	<b>Compost</b> – The secretary reported he had been contacted by a local resident regarding compost material. To advise to leave it bagged up on the gate and someone will take it away.	IS	08/04/19
10.3	<b>Glyphosate</b> – The secretary has been in communication again regarding this subject To advise that we cannot enforce a ban on this but we do discourage it's use see last newsletter. Another article on this subject will be in the next newsletter. This will also cover the use of slug pellets which are due to be banned soon.	IS/KB	08/04/19
<b>11</b>	<b>Correspondence</b>		
11.1	<b>Plot 17b and 27b</b> – Both plots have submitted an application to erect a greenhouse. After careful consideration of the applications they were proposed by TH and seconded by SK and agreed unanimously. IS to inform both plot holders of the decision.	IS	08/04/19
<b>12</b>	<b>Annual Show</b>		
12.1	<b>Date of Annual Show</b> - It was agreed this year's show would be on the 1 <sup>st</sup> of September 2019		
12.2	<b>Show Schedule</b> – EW provided a written answer to the questions raised regarding the schedule. It was agreed to keep this as simple as possible and not to make any changes to the proposed schedule.		
<b>13</b>	<b>Nature Watch</b>		
13.1	<b>Site Survey</b> – KB proposed that this document be used a reference and that as and when plots become available this should be referred to and the recommended actions be taken this was seconded by FT and agreed unanimously.		
13.2	<b>Bat Boxes</b> - SK reported that the bat boxes were due to be installed and that a Bug Hotel would be added as well. Plot 41b could be used for these.	SK	08/04/19
13.3	<b>Tree Policy</b> – 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
<b>14</b>	<b>Sub Committees</b>		
14.1	At present there are no Sub Committee's		
<b>15</b>	<b>A.O.B.</b>		
15.1	<b>Water Pump for Rainwater tank</b> – BR proposed we purchase a new pump this was seconded by TH and agreed unanimously	FT	08/04/19
15.2	<b>Wire Fence</b> – KB advised that a company had been in touch that produces fleece and netting for allotments and this has been added to the website under the Offers page. There is a 10% discount code for members to claim.		
15.3	<b>Insurance Policy</b> – 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	08/04/19
15.4	<b>Spoon Carving</b> – Holybush Farm have offered to hold a woodcarving session HW to investigate possible dates for this.	HW	08/04/19



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## SUMMARY OF ACTIONS FROM THE LAST MEETING

No	Item	Action By	Due Date
2.2	<b>Spilling Mistakes</b> – To rectify before publishing on website	KB	08/04/19
5.2	<b>Plot 41b</b> – Add to next newsletter use of plot as a wild flower garden	KB	08/04/19
7.3	<b>Plot Inspection Letters</b> – Send email to all plot holders informing that all letters sent out last year are valid for 12 months	FT	08/04/19
10.1	<b>Leeds Directory Entry</b> – To review our online entry	KB	08/04/19
10.2	<b>Compost</b> – Advise householder where to leave compostable materials	IS	08/04/19
10.3	<b>Glyphosate</b> – Add to Newsletter Inform plot holder about being unable to enforce a ban on its use	KB/IS	08/04/19
11.1	<b>Plots 17b and 27b</b> – Greenhouse applications agreed.	IS	08/04/19
13.2	<b>Bat Boxes</b> - SK reported that the bat boxes were due to be installed and that a Bug Hotel would be added as well. Plot 41b may be used for these	SK	08/04/19
13.3	<b>Tree Policy</b> – A policy on trees on the site to be produced	SK	08/04/19
15.1	<b>Water Pump</b> – Purchase a new pump for the water tank	FT	08/04/19
15.3	<b>Insurance Policy</b> – Send policy to all committee members	HW	08/04/19
15.3	<b>Insurance Policy</b> – Check on “Qualified Person” and Local authority License	HW/IS	08/04/19
15.4	<b>Spoon Carving</b> – Check available dates	HW	08/04/19

## 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 08/04/2019

<b>1</b>	<b>Attendance and Apologies</b>		
<b>1.1</b>	<b>Committee</b>		
	<b>Name</b>	<b>✓</b>	<b>Name</b>
	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		
<b>1.2</b>	<b>Guests Attending</b>		
<b>2</b>	<b>Minutes of last meeting</b>		
2.1	Proposed By	Seconded by	Unanimous (Yes/No)
<b>3</b>	<b>Matters Arising</b>		
3.1	See summary of actions from last meeting.		
<b>4</b>	<b>Vacant Plots</b>		
4.1	We currently have 3 Vacant plots		
<b>5</b>	<b>Lettings</b>		
5.1	There are 33 applicants on the Waiting List		
<b>6</b>	<b>Inspections</b>		
6.1	See separate table		
<b>7</b>	<b>Treasurers Report</b>		
7.1	Savings: £10,033.78		
7.2	Current: £6204.84		
7.3	Of this we require £4,500 for Key deposits		
<b>8</b>	<b>Site Improvements</b>		
8.1	Repair to stand pipes – To arrange working party – Ongoing		
8.2	Coppice Trees on plot 78 &79		
<b>9</b>	<b>Secretaries Report</b>		
<b>10</b>	<b>Correspondence</b>		
<b>11</b>	<b>Annual Show</b>		
11.1	This year's Annual show will be held on Sunday 1 <sup>st</sup> September 2019		
<b>12</b>	<b>Nature Watch</b>		
12.1	Tree Policy		
<b>13</b>	<b>Sub Committees</b>		
<b>14</b>	<b>Any Other Business</b>		
14.1	<b>Apple Press Afternoon</b> - We have started to received bookings for borrowing Leeds Urban Harvest apple pressing kit – We need to arrange a date and book the kit.		