



Clifford Parish Council
Minutes of the Meeting of the Council
Wednesday 21st October 2015 at 7.30 p.m.
Clifford Village Hall

Present: Councillors N Fawcett (Chairman), G. Allan, T. Blackmore, C. Glynn, O Milligan, S. Park,

In Attendance: P Seed (Clerk)
1 PCSO
1 Member of the Public

Apologies for absence Cllrs. A. Shaw, P. O'Brien, D. Hill

15/160 Crime Report

The PCSO reported that there had been 2 crimes in September.

15/161 Declarations of Interest & Notifications of changes in the Members' Register of Interest.

There were no declarations & no amendments to the Register.

15/162 Public Participation Session

Mr Pennington reported that some minor work was required on the tree at the War Memorial and offered to carry out the work. Cllr Milligan agreed to assist in the work

Mr Pennington also asked that the Council consider have a community representative as a member of the Footpaths & Open Spaces Committee. The Chairman responded that this proposal would be discussed as part of the discussion on the Terms of Reference later in the meeting.

15/163 The Minutes of the meeting held on 16th September 2015, previously circulated, were confirmed and signed by the Chairman.

15/164 Allotment Agreement

Cllr Allen proposed and Cllr Milligan seconded that the revised Allotment Agreement be agreed. Carried unanimously.

15/165 Chairman's Business.

The Chairman reported that the Council have been given another batch of daffodil bulbs.

15/166 Clerk's Report.

Received: a verbal report from the Clerk.

The web site has been updated with the addition of new documents. The Open Spaces Tender documents have been sent out to 7 companies with a return date of 27 November 2015.

15/167 Neighbourhood Plan:

Cllr Blackmore reported that the Bramham Neighbourhood Planning Group has asked that the full mill pond area, which is part of the Clifford Conservation Area, be included as a designated local green space.

Cllr Blackmore proposed and Cllr Fawcett seconded that the draft Neighbourhood Plan be put out for consultation.

15/168 Former Cricket Ground

Nothing to report.

15/169 Lead Members & Committee Representatives.

Received: the following verbal reports

- i) **Northways:** Cllr Milligan reported that the woodland walk area was much improved as it had been strimmed.
- ii) **Village Hall:** Cllr Allan reported that the Management Committee were to consider the implications for the planned extension if the village green swap proposal was agreed. Cllr Blackmore reported that the proposal had been approved in principle by Leeds City Council (LCC) Assets Department.
- iii) **YLCA Meeting:** Cllr Fawcett reported that Leeds City Council class an affordable house as one valued at £250,000 or less.
- iv) **Outer NE Parish & Town Council Forum:** Cllr Fawcett reported that Nick Borrás, of LCC Highways Department had indicated that the responses to install yellow no parking lines had been split evenly between support and opposition.
- v) **Site Allocation Meeting:** Cllr Fawcett reported that the developments at Hedley Hall & Thorp Arch were no longer being taken forward which meant that sites will have to be found for additional houses in the Wetherby & Harewood Wards.

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15/170 Planning Matters

Received: verbal reports that

- a) Decisions known or received
 - (i) 20 affordable dwellings with associated access and landscaping. Clifford Moor Road - Refused
 - (ii) Single storey rear extension. 3 Lonsdale Meadows - Refused
- b) To receive an update on Planning Applications considered by the Planning Working Group
 - (i) Two storey and single storey rear extension; conversion of garage to habitable room; canopy to front. 4 High Street – Supported
 - (ii) Change of use of ancillary barn to form office (B1) with ancillary car parking. Croft House, Church Street – under consideration

15/171 Financial Matters

- a) The following payments were confirmed to be made by cheque
 - i) Clerk's salary & expenses £ 364.97
 - ii) HM Revenue & Customs (Tax on clerk's salary) £ 91.20
 - iii) Royal British Legion Poppy Appeal (Minute 15/154 refers) £ 75.00
 - iv) KJE Garden Services (Stim Footpath No.1) £ 220.00
 - v) Yorkshire Water (Cricket ground supply) Basic £6.86 VAT £1.37 £ 8.23
 - vi) Wharfe Valley Garden Maintenance (Grass cutting) £ 165.00
 - vii) Alyson Linnegar (Neighbourhood Plan consultancy) £ 1000.00
 - viii) Clifford Outlook (Advert & Full Page Minute 15/153 refers) £ 389.00
 - ix) Sports Turf Services (Grass cutting) Basic £315.00 VAT £63.00 £ 378.00
 - x) YLCA (Training Courses) Minute 15/150 (iii) refers £ 320.00
- b) It was noted that a payment of £2,444.40 will be made to PWLB by direct debit on 26 October 2015 for loan for village hall roof.
- c) The financial management report and bank reconciliation to 30 September 2015 were received.

15/172 Christmas Tree & Carol Concert

It was proposed by Cllr Fawcett and seconded by Cllr Park that the Council purchase a Christmas tree and that a budget of £150 be provided for the tree and for refreshments at the annual Carol concert. Carried unanimously

It was agreed that the collection would be in aid of MacMillan Nurses.

The tree to be erected on 5th December at 10am.

15/173 Annual Action Plan

It was noted that the Council, when drafting a Plan, should include the community projects set out in the Neighbourhood Plan.

It was proposed by Cllr Fawcett and seconded by Cllr Allan that the Council produce an annual Action Plan. Carried unanimously.

15/174 Training Statement of Intent Policy

It was proposed by Cllr Fawcett and seconded by Cllr Milligan that the Training – Statement of Intent policy be adopted. Carried unanimously.

15/175 Playground Flooring

Cllr Allan reported that three quotes to replace all the tiles with wet pour had been received. The cheapest, at £10,500, being that from Record. It was noted that there was c.£21,500 in the earmarked fund for the Play Area.

It was proposed by Cllr Allan and seconded by Cllr Glynn that the quotation for the replacement of the flooring from Record be accepted. Carried unanimously.

Cllr Allan reported that the playground was due a safety inspection.

It was proposed by Cllr Allan and seconded by Cllr Park that the quotation for the annual safety inspection from Record be accepted. Carried unanimously.

Cllr Allan reported that a considerable amount of work was needed to reduce the height of part of the hedge and to improve the condition of trees. She will obtain quotations for consideration at the next meeting.

15/176 Footpath & Open Spaces Committee

It was agreed that the proposed Terms of Reference be agreed with the addition of community representatives and that the Committee have the power to co-opt members.

It was proposed by Cllr Milligan and seconded by Cllr Glynn that the Terms of Reference, with the amendments detailed above, be adopted. Carried unanimously.

15/177 A1 Layby

Awaiting further information from Mr Spencer on the ownership of the land.

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15/178 Correspondence Update (other than that relating to specific agenda items)

- Letter of thanks from ex Cllr Pauline Winterburn
- Clerk Magazine
- Clerk & Councils Direct

15/179 Other reports/Notification of items for next/future meetings

- Noted that any reports/agenda items for the November meeting need to be with the clerk by Tuesday 10th November 2015

There being no further business, the Chairman declared the meeting closed at 9.20 pm

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INCOME & EXPENDITURE TRANSACTIONS AS AT 30 SEPTEMBER 2015

								BALANCES AT 31/03/15		Current	Santander
										24,402.36	26,693.12
RECEIPTS											
Bank state	Date	From whom	Min No.		Budget Heading	Amount Excl. VAT	VAT	Total	Current	Santander	
302	01/04/15	Leeds City Council (precept)	15/69 a(i)	BACS	Precept	21000.00		21,000.00	21,000.00		
302	01/04/15	Leeds City Council (LCPS Grant))	15/69 a(ii)	BACS	LCPS Grant	783.00		783.00	783.00		
N/A	01/04/15	Santander Business Bond Interest	15/92 a(i)		Interest	24.41		24.41			
305	28/05/15	VAT Refund 2014-15	15/92 a(ii)	BACS	VAT Refund from 2014/15	1686.85		1,686.85	1,686.85		
306	01/06/15	Leeds City Council (Public Paths Partnership)	15/111 a(i)	BACS	Footpaths Grant	250.00		250.00	250.00		
307	17/07/15	Cricket Club Trustees Donation	15/126	100517	Former Cricket Club	2976.81		2,976.81	2,976.81		
308	11/08/15	Allotment 24 - Bond		Transfer	Allotment Bonds	50.00		50.00	50.00		
Running total						26771.07	0.00	26,771.07	26,746.66	0.00	
Management Report (Balancing Check)											
								26,771.07			
PAYMENTS											
Bank state	Date	Particulars	Min No.	Chq. No.	Budget Heading	Amount	V	Tc	Current	Santander	
304	15/04/15	Clerk's Salary	15/69 b(i)	1605	Clerk's Salary	364.97		364.97	364.97		
304	15/04/15	Coloured Paper	15/69 b(i)	1605	Office & expenses	9.40	1.88	11.28	11.28		
304	15/04/15	HMRC (tax on Clerk's Salary)	15/69 b(ii)	1607	Clerk's Salary	91.20		91.20	91.20		
304	15/04/15	YLCA Sub	15/69 b(iii)	1606	Subscriptions	390.00		390.00	390.00		
304	15/04/15	M. Dobbs (Playground repairs)	15/69 b(iv)	1608	Play Area	550.00		550.00	550.00		
304	15/04/15	P. Airey (widflow er seeds)	15/69 b(v)	1609	Clifford In Bloom	71.97		71.97	71.97		
304	15/04/15	T. Backhouse (Northw ays fence Minute 15/35)	15/69 b(vi)	1610	Northw ays	398.00	79.60	477.60	477.60		
304	15/04/15	Public Loan Works Board (Village Hall Roof)	15/69 (c)	DD	Village Hall - Loan	2477.19		2,477.19	2,477.19		
305	20/05/15	Clerk's Salary	15/92 b(i)	1611	Clerk's Salary	364.97		364.97	364.97		
305	20/05/15	HMRC (tax on Clerk's Salary)	15/92 b(ii)	1612	Clerk's Salary	91.20		91.20	91.20		
306	20/05/15	Backhouse Env. Services (Mole Treatment)	15/92 b(iii)	1613	Northw ays	75.00	15.00	90.00	90.00		
305	20/05/15	Sports Turf Services (Grasscutting)	15/92 b(iv)	1614	Village Hall & Play area	110.00	22.00	132.00	132.00		
305	20/05/15	Sports Turf Services (Grasscutting)	15/92 b(iv)	1614	Northw ays	120.00	24.00	144.00	144.00		
305	20/05/15	Sports Turf Services (Grasscutting)	15/92 b(iv)	1614	Cricket Club	140.00	28.00	168.00	168.00		
306	20/05/15	NALC (LCR Magazine)	15/92 b(v)	1616	Subscriptions	17.00		17.00	17.00		
305	20/05/15	N. Faw cett (Padlock & Chain)	15/92 b(vi)	1617	Cricket Club	38.69	7.74	46.43	46.43		
305	20/05/15	Best Print (Clifford Directory)	15/92 b(vii)	1618	Clifford Directory	350.00		350.00	350.00		
305	20/05/15	Came & Co. (Insurance)	15/92 b(viii)	1619	Insurance (general)	914.55		914.55	914.55		
306	20/05/15	CPRE (Membership)	15/92 b(ix)	1620	Subscriptions	36.00		36.00	36.00		
306	20/05/15	R. Davison (Neighbourhood Plan Expenses)	15/92 b(x)	1621	Neighbourhood Plan	28.00		28.00	28.00		
305	20/05/15	HartLaw (Bromet's Legal Expenses)	15/92 b(xi)	1622	Cricket Club	662.00	130.00	792.00	792.00		
306	17/06/15	Clerk's Salary	15/111 b(i)	1615	Clerk's Salary	364.97		364.97	364.97		
306	17/06/15	HMRC (tax on Clerk's Salary)	15/111 b(ii)	1623	Clerk's Salary	91.20		91.20	91.20		
306	17/06/15	Stamps	15/111 b(i)	1625	Office & expenses	13.70		13.70	13.70		
306	17/06/15	P. Walker (Litter Warden Honorarium)	15/111 b(iii)	1624	Litter collection	65.00		65.00	65.00		
306	17/06/15	Clifford Village Hall (Playground Insurance)	15/111 b(iv)	1626	Play Area	210.64		210.64	210.64		
306	17/06/15	Open Spaces Society Subscription	15/111 b(v)	1625	Subscriptions	45.00		45.00	45.00		
306	17/06/15	Alyson Linnegar (NP Drafting)	15/111 b(vi)	1627	Neighbourhood Plan	1000.00		1,000.00	1,000.00		
307	15/07/15	Clerk's Salary	15/129 b(i)	1628	Clerk's Salary	364.97		364.97	364.97		
307	15/07/15	HMRC (tax on Clerk's Salary)	15/129 b(ii)	1629	Clerk's Salary	91.20		91.20	91.20		
308	02/08/15	Fastsigns (Allotment signs)	15/131	1630	Allotments	30.86		30.86	30.86		
308	02/08/15	NSALG (Subscription)	15/131	1631	Allotments	82.60		82.60	82.60		
308	02/08/15	Yorkshire Water (Water Use)		1632	Cricket Club	9.18		9.18	9.18		
308	25/08/15	Clerk's Salary		1633	Clerk's Salary	364.97		364.97	364.97		
308	25/08/15	HMRC (tax on Clerk's Salary)		1634	Clerk's Salary	91.20		91.20	91.20		
308	25/08/15	Clerk (Laserjet cartridge)		1633	Office & expenses	30.59	6.12	36.71	36.71		
309	25/08/15	Sports Turf Services (Grasscutting)		1635	Village Hall & Play area	385.00	77.00	462.00	462.00		
309	25/08/15	Sports Turf Services (Grasscutting)		1635	Northw ays	420.00	84.00	504.00	504.00		
309	25/08/15	Sports Turf Services (Grasscutting)		1635	Cricket Club	490.00	98.00	588.00	588.00		
308	25/08/15	Hart Law (Land Regisatry fee)		1636	Cricket Club	23.00		23.00	23.00		
309	16/09/15	Clerk's Salary		1637	Clerk's Salary	364.77		364.77	364.77		
309	16/09/15	HMRC (tax on Clerk's Salary)		1638	Clerk's Salary	91.40		91.40	91.40		
309	16/09/15	Clerk (Presentation Vouchers)		1637	Office & expenses	75.00		75.00	75.00		
309	16/09/15	P. Walker (Litter Warden Honorarium)		1639	Litter collection	65.00		65.00	65.00		
309	16/09/15	Sports Turf Services (Grasscutting)		1640	Village Hall & Play area	110.00	22.00	132.00	132.00		
309	16/09/15	Sports Turf Services (Grasscutting)		1640	Northw ays	120.00	24.00	144.00	144.00		
309	16/09/15	Sports Turf Services (Grasscutting)		1640	Cricket Club	140.00	28.00	168.00	168.00		
309	16/09/15	Information Commissioner (Data Protection Registration)		1641	Office & expenses	35.00		35.00	35.00		
	16/09/15	Clifford Allotment Holders Assoc. (Strimming)		1642	Allotments	80.00		80.00	80.00		
309	16/09/15	PKF Littlejohn (External Audit)		1643	Audit & bank fees	300.00	60.00	360.00	360.00		
TOTALS						12855.39	707.34	13562.73	13562.73	0.00	
Management Report (Balancing Check)											
								13562.73			
									0.00	Current	Santander
									37,586.29	26,693.12	
NET BALANCES											
									6 mth Bond	12 mth Bon	
										26,156.00	
									Funds	90,435.41	

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Date	Statement No:	Statement Date		
05/08/15	307	21/07/15		
Balance as per statement				41,243.98
Balance as per cashbook			41243.98	
Add				
Cheques not cleared at statement date:				
Total			0.00	
Cheques not cashed at statement date				
Total			0.00	
Balance				41,243.98

Date	Statement No:	Statement Date		
11/09/15	308	02/09/15		
Balance as per statement				40,655.46
Balance as per cashbook			39101.46	
Add				
Cheques not cleared at statement date:				
	1635	1,554.00		
Total			1,554.00	
Cheques not cashed at statement date				
Total			0.00	
Balance				40,655.46

Date	Statement No:	Statement Date		
09/10/15	309	01/10/15		
Balance as per statement				37,666.29
Balance as per cashbook			37586.29	
Add				
Cheques not cleared at statement date:				
	1642	80.00		
Total			80.00	
Cheques not cashed at statement date				
Total			0.00	
Balance				37,666.29

Clifford Parish Council

Action Plan

The Quality Scheme requires that the Council has an annual Action Plan. The Council's Plan has been implicit in the budget as the notes highlight expenditure variations from the previous year. It is proposed that a Plan be produced as part of the budget setting process for 2016-17 with approval at the March 2016 meeting.

Given the very limited resources available to the Council for new projects, the Plan need not be complex. An example, extrapolated from the 2015-16 budget, is given below.

- Continue to develop the St Edward's Greenspace as a nature preserve and community orchard.
- Complete the acquisition of the former Cricket Club ground and clubhouse and facilitate its use by community bodies.
- Reach agreement with Clifford AFC on the management & financial responsibilities for Northways playing field and changing facilities.
- Assist the allotment tenants to set up an Association and agree the division of responsibility between the Association & the Council.
- Organise a community event to celebrate the Queen's reign.
- Gain the Foundation Award of the Local Council Quality Scheme.

The Plan would be monitored as part of the quarterly reviews of the income and expenditure position.

It would be up to the Council to add, amend or delete items as required.

The Plan to be included on the 'Parish Council' page of the web site.

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Training - Statement of Intent

<p>1. COMMITMENT TO TRAINING</p>	<p>The parish council is committed to maintaining the standards expected from a council working towards Quality Award status through identifying appropriate training needs and providing sufficient resources for its provision.</p>
<p>2. TRAINING NEEDS</p>	<p>The parish council acknowledges that it is equally important to train both its councillors and staff in order to adequately carry out its service provision in an efficient and professional manner. Training will primarily focus on specific topics and areas of work pertinent to local government and will also encompass other relevant training that will enhance the professional skills of staff, benefit councillors and thereby improve service delivery.</p> <p>Training will include:</p> <ul style="list-style-type: none"> • Formal training courses • Briefings and seminars • Conferences such as those organised by SLCC, NALC and YLCA
<p>3. IDENTIFYING TRAINING NEEDS</p>	<p>The training needs of staff will be identified through an annual appraisal. However, should there be a need for staff training due to the introduction of new equipment or the need for specialist knowledge then appropriate training will be provided.</p> <p>A new chairman will automatically be expected to undergo appropriate training in chairmanship. Councillors will also be expected to attend training on the Code of Conduct.</p> <p>The Clerk will inform councillors of appropriate training/briefing sessions and the Clerk will assess staff training needs through careful monitoring and evaluation of the council's administration processes.</p> <p>Changes in legislation will also induce the need for appropriate training.</p>
<p>4. RESOURCING TRAINING</p>	<p>Training will be resourced by making sufficient funds available in the precept to ensure that staff and councillors are suitably qualified to carry out the functions and duties expected of a council working towards Quality status.</p> <p>There will also be sufficient funds set aside for appropriate technical literature and other information.</p>
<p>5. MEASURING THE IMPACT OF TRAINED STAFF AND COUNCILLORS</p>	<p>The impact of training will be measured through the council's service delivery. Well trained staff and councillors will see the benefits through its successes such as:</p> <ul style="list-style-type: none"> • Well chaired council meetings • Professional and pertinent responses to planning applications • Well documented policies and reports • Well managed projects • Well managed finances • Well informed staff and councillors • The professional conduct of staff and councillors • Achieving and maintaining Quality Award status

Clifford Parish Council

New Councillors will be provided with an Information Pack to include:

Useful Information

- Contact Details of Councillors & Clerk
- Committee Membership & Lead Members

Rules Governing Council Activity

- Standing Orders
- Financial Regulations
- Code of Conduct

Council Policies (Reviewed as required)

- Complaints Procedure
- Grant Awarding Policy
- Management of Recordings At Council Meetings
- Investment Policy
- Retention of Documents Policy
- Freedom of Information Scheme

Annually Reviewed Working Documents

- Risk Register
- Budget

In addition, councillors and staff have access to the Society of Local Council Clerks 'Working With Your Council' training portfolio.

Clifford Parish Council

FOOTPATHS & OPEN SPACES COMMITTEE

Purpose of the Committee

The Committee is responsible for the management and general upkeep of the footpaths and open spaces in the village for which the Council is responsible. In carrying out these responsibilities it will work to maximise the benefit and enjoyment of the residents and to establish, maintain and facilitate good working relationships with all sporting, recreational and other users of these facilities.

Membership

To be composed of

- Lead Member for footpaths
- Lead Member for Northways
- Lead Member for Village Hall & Play Area
- Lead Member for Sporting facilities off Rhodes Lane
- Lead Member for St Edward's Wood greenspace
- A representative of each of the local groups who are regular users of the areas listed above.

It is recognised that a single councillor may be Lead Member for more than one area.

Chairman

The Chairman will be elected annually by committee members at the first meeting following the May meeting of the Parish Council.

Quorum

The quorum shall be as for the full Council.

Terms of Reference

1. To conduct a competitive tendering process at least every three years for Open Spaces contracts and make recommendations to the Council regarding the contracts
2. To monitor the quality of the work carried out by contractors and to address any issues as they arise.
3. To prepare an annual maintenance and development plan for each area with budget costings for approval by the Council.
4. To exercise delegated power to implement the maintenance and development plan within the budget agreed by the Council for those items not exceeding £250.
5. To make recommendations to the Council on the renting, letting and leasing of any of the open spaces.
6. To make recommendations to the Council on the level of recharges and rents.
7. To develop the Rhodes Lane sports facility to maximise its use by community groups and ensure that it is financially viable.

Clifford Parish Council

CLIFFORD PARISH COUNCIL

DRAFT ALLOTMENT AGREEMENT 2015 (2 September revision)

AN AGREEMENT made this day ofBETWEEN THE PARISH COUNCIL OF CLIFFORD IN THE COUNTY OF WEST YORKSHIRE (hereinafter called the Council) of the one part and (hereinafter called the Tenant) of the other part.

WHEREBY IT IS AGREED THAT

1. The Council shall let to the Tenant for him/her to hold as Tenant to the Council for year to year the Allotment being Allotment No. XX on the Council's plan of the Allotments at Clifford.
2. The Tenant shall pay
 - i. a yearly rent of an amount as determined from time to time by the *Clifford Allotment Holders Association (CAHA)* due on 1 January each calendar year and payment shall be due before 28 February in any one year to the **Treasurer of CAHA**.
 - ii. a bond, of an amount to be determined from time to time by **CAHA** at the commencement of the tenancy. The bond will be returned, without interest, on the termination of the tenancy, if the plot is left in a clean and tidy condition. *If remedial work has to be carried out the bond is forfeited unless there are exceptional circumstances.*
3. *On the death of a tenant the tenancy will end expiring on the next Anniversary of the Agreement (the rent will have been paid for the year and the family may want to harvest produce and maintain plot until then), or within three months after the death of the Tenant (where the family are not in a position to maintain the plot until the end of the paid tenancy and wish it to end before that date).*
4. The tenancy may be terminated by either party serving upon the other three months' notice in writing.
5. The Tenant shall reside within or nearby the boundaries of the Parish of Clifford during the continuance of the tenancy. For tenants residing in another Parish this shall be at the *discretion of CAHA*.
6. The Tenant, during the tenancy, shall:
 - i. Keep the land in a clean, good condition, free from weeds and cultivated to a minimum of 75% and use the same for no other purpose than the production of vegetables, fruit crops or flowers for use by tenant or their family and keep the pathways (**side and front**) free from weeds and in good order and condition. Pernicious weeds must be controlled.
 - ii. *Maintain in decent order all fences and gates, and trim and keep in order all hedges forming any boundaries. (See additional note (b) on hedges below)*
 - iii. Not keep any pigeons, hens, ducks, geese, turkeys or any other poultry, nor any cattle, sheep, goats, horses, ponies, asses, rabbits or any other animals on allotment land.
 - iv. Not sublet or assign the tenancy nor part with the possession of the land agreed to be let to hire.
 - v. Not erect any building on the land without the written consent of CAHA having first been received. (*See additional note (a) below.*) Structures must be maintained and kept in a good state of repair.

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- vi. Permit at all reasonable times any Member of the Council charged by the Council with such duty, *or member of CAHA Committee*, to enter upon and inspect the allotment.
 - vii. Not use any barbed wire as a fence or part of a fence to the land on any internal boundaries. *Any new fencing must be similar in type to that enclosing other allotments.*
 - viii. Not cause any nuisance or annoyance to the occupier of any other allotment garden nor to the owners or occupiers of any neighbouring property nor obstruct nor encroach upon any path set out for the use of the occupiers of the allotment gardens
 - ix. Any planting should not overhang, interfere or cause shading upon any other allotment garden, path or roadway. Boundary fences must not be used to support plants. It is recommended that trees grown within the allotment boundary are grown on dwarf or semi dwarf root stock and should not exceed 8ft in height.
 - x. Not light any fire such as to cause annoyance to any person or so as to do injury to any allotment tenant or their allotment.
 - xi. Indicate the number of his/her plot placed in a prominent position on the allotment.
 - xii. Not deposit or allow other people to deposit on the allotment any refuse or decaying matter (except manure and compost in such quantities as may be reasonably required for cultivation) or place any matter in the hedges, ditches or dykes situate on the allotment field of which the said allotment forms part or in the adjoining land.
 - xiii. Must not take, sell or carry away any turf, mineral, gravel, sand or clay
 - xiv. Must remove non-compostable/non burnable rubbish and not burn plastic, or rubber based materials on site
 - xv. *Must inform the Secretary of CAHA of any change of address, telephone number or email address*
7. All taxes and rates and other assessments due upon the land shall be duly paid by the Council.
 8. If, in the opinion of the Parish Council *or CAHA*, the tenant shall be in breach
 - i. **of Clause 6 (i)** by reason of excessive weed growth, *CAHA* may, after due notice, recommend to the Council that the tenancy agreement is cancelled.
 - ii. have been in breach **of any of the terms** of this Agreement then *CAHA* will send a notice to improve letter giving 28 days to rectify the breach. If there has been no improvement then *CAHA* may recommend that the council issues a notice to quit (28 days). After the second notice period the Council or their agents will enter upon the land and the tenancy shall come to an end, but without prejudice to any rights or damages acquired by the Council and without prejudice to the right to recover any rent due and unpaid at the date of such re-entry (in which case the bond will be forfeit). *(See additional note (c) on plot inspections below)*
 9. The tenant recognises and accepts that the council has no responsibility for the safety of persons beyond the boundaries of the allotments site itself.

INSERT PICTURE OF PLOT ON TAKEOVER (New tenants will be given a photo of their plot when they take it over to ensure there is no disagreement about the state of the plot).

Clifford Parish Council

I confirm that I have read and understood the terms of the Agreement and the Additional Notes. I understand that a breach of these rules, or failure to maintain my plot in an acceptable manner could lead to the termination of my tenancy.

(Signed).....

Clerk to the Parish Council of Clifford

(Signed)..... The above described Tenant.

Date

Additional Notes

- a) A copy of the rules for erection of a shed, greenhouse or polytunnel on the allotment is attached. **No Building may be erected until an application form has been submitted to CAHA and permission granted.** (re 6v).
- b) **HEDGES** – Tenants must follow advice given by one of the officers of CAHA about maintenance of boundary hedges. Even numbered allotments must keep their side of the hedge maintained to approx. 6 feet. Hedges must not be cut back between March and August (the nesting season). Plot holders must not remove any hedges. (re 6 ii)
- c) **REGULAR PLOT INSPECTIONS** will be carried out to ensure allotment holders are keeping to the above conditions of the agreement. If the plot is found not to be kept to the agreed standard, then the secretary of CAHA will inform the plot holder by letter. Continued failure to maintain the allotment in a satisfactory condition will generate a formal letter to improve. (see 8)

d) **NEW TENANTS.**

Taking over a well maintained plot, the time frame will be 50% cultivation by the end of 3 months and 75% by the end of the year.

Taking over a poorly maintained plot, the timeframe for cultivation is 25% within four months from the start of the tenancy, 50% within 12 months and up to the agreed 75% by the end of two years. Areas not yet cultivated must be managed (via strimming or spraying or using black plastic to prevent weeds spreading).

Clifford Parish Council

CLIFFORD ALLOTMENT HOLDERS ASSOCIATION

DRAFT RULES FOR THE ERECTION OF A SHED, GREENHOUSE OR POLYTUNNEL ON AN ALLOTMENT (August 2015)

The Clifford Allotment Holders Association shall allow the tenant permission to erect a shed, and/or a greenhouse/ polytunnel in accordance with the following rules:

- 1) Only one shed shall be permitted on each whole allotment, and a greenhouse *or* polytunnel. (Structures must be of a design that will withstand the strong winds at the allotment site).
- 2) The position of the structure shall be agreed with the *Clifford Allotment Holders Association (CAHA)* before erection.
- 3) A greenhouse, or polytunnel (not both) may not exceed 8ft x 12ft.
- 4) A shed may not exceed 8ft x 6ft.
- 5) No foundations requiring the excavation of footings may be constructed.
- 6) *The building/s must be kept by the tenant in a clean and tidy condition, and in a good state of repair acceptable to CAHA. Failure to do this will result in a warning letter from CAHA. (See your terms of Agreement).*
- 7) The tenant shall not use the building/s for any purpose other than that of working their allotment and they shall not be used for any noisy, noxious, dangerous or offensive purpose which may become a cause of nuisance, annoyance or damage to the Council or their tenants or the owners or occupiers of adjoining land.
- 8) When the tenancy ends, the tenant or their personal representative is responsible for the dismantling and removal of any building structures. *The permission for the erection of the building can be transferred to a successor tenant by mutual agreement between the outgoing tenant, the incoming tenant and CAHA.*
- 9) The Council/CAHA shall not be liable for any injury, loss or damage occasioned to the said buildings, nor for any loss or damage to any tools or other property placed or kept in the building/s by the tenant.
- 10) If a tenant holds more than one allotment tenancy with the Council the aggregation of the allowance to provide a larger structure on one only of the allotments is strictly prohibited
- 11) These rules form an extension of para. 6(v) of the tenancy agreement relating to the need for permission to erect building structures. Any breach of these rules is subject to the provisions of para. 8(ii) providing for the ending of the tenancy.