



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 17th MARCH 2021 7:30PM
by video link (Zoom)**

On Government Advice over COVID-19, this meeting was held in exceptional circumstances via conference call.

PRESENT.

G Boyle (GB) Chair, L English (LE), L Alford (LA), R Dunning (RD), A Hemmings (AH), and N Anscombe (NA).

In attendance: D Dunning (Clerk) and Ward Cllr S Reade.

Public Participation

None.

2021/03/17 No 1. To Note Apologies For Absence

Apologies were received from Cllr C Phillips.

2021/03/17 No 2. Declarations of Interest

None

2021/03/17 No 3. To Confirm The Minutes Of The Previous Meeting

The minutes of the meeting on Wednesday 3rd March 2021 were accepted as a correct record of the meeting and were duly signed by the Chair.

2021/03/17 No 4. AGENDA ITEMS

2021/03/17 4a To consider matters related to the allotments:

2021/03/17 4ai To receive risk assessment and agree any actions.

Resolved to approve completed risk assessment for 2021/22. Cllr Hemmings to provide signed copy to the clerk.

2021/03/17 4aii To review and approve amendments to tenancy agreement and allotment handbook.

Resolved to approved revised tenancy agreement as shown in Appendix I (amendments in bold and underlined).

Resolved to adopt the revised allotment handbook which includes minimising the use of herbicides or pesticides that are harmful to the environment Appendix 2 (amendments in bold and underlined). New handbook to be published on website

Resolved that whilst chemicals, herbicides or pesticides may be used on site in accordance with the handbook, **NO** chemicals, herbicides or pesticides may be stored anywhere on the allotments.

Resolved all tenants will be notified of changes with the 2021 tenancy agreement.

2021/03/17 4aiii To receive report on the implementation of the requested temporary measures to delineate new plots.

Report was noted.

Resolved to accept new delineation of plots

Resolved that in principle there should be differentiation in the charges for different plot sizes and that from 2022, charges will reflect allotment size. It was agreed Cllr Hemmings will finalise the formula for delineation so a new and transparent charging structure based on size can be agreed by the end of June 2021 and circulated to allotment holders.

Post meeting – in light of an imminent press release, South Gloucestershire Council confirmed on 18/03/21 that the allotment project funding had been approved.

2021/03/17 4b. To consider draft questionnaire and approve process for play area planning and agree any actions.

Resolved to approve revised questionnaire and produce in-line version Appendix 3. Questionnaire will be circulated as widely as possible using social media. Cllr Alford to liaise with School and PTA.

2021/03/17 4c. To consider options for a press policy and agree any actions.

Resolved to adopt a personalised version of the NALC Social Media policy. Cllr Boyle to collate suggestions and produce a draft version for approval on 7th April.

2021/03/17 4d. To consider ideas for S106 spending and agree process for progressing any proposals.

Information and restrictions from South Gloucestershire Council noted.

Resolved to set up a working group to progress ideas. Membership Cllrs Boyle, Alford, Hemmings and Dunning.

2021/03/17 4e. To review upkeep of public rights of way, note recent correspondence and agree any actions.

Information listed on the South Gloucestershire Council (SGC) website was noted. Correspondence from a member of the public directed to SGC was noted.

2021/03/017 4f. To note proposed diversion of footpath PSN 44 at Shortwood Road under Highways Act 1980 – Section 119 and agree any response.

Changes supported by a majority of councillors. Ward Cllr Reade advised that diversion will be delayed until new multi-use path built.

2021/03/17 4g. To receive additional information from Pucklechurch Twinning Committee and under powers from S137 of the Local Government Act 1972, consider approval of a grant for £300.00 which, in the opinion of the Council, is in the interests of its inhabitants and will benefit them in a manner commensurate with expenditure detailed.

Resolved under powers from S137 of the Local Government Act 1972, to approve the grant for £300.00.

2021/03/17 4h. To review and approve asset register; no new assets have been purchased or acquired.

Resolved to approve no changes to asset register.

2021/03/17 No 5 AGENDA ITEMS TO NOTE

2021/03/17 5a) To note correspondence relating to wildflowers at The Moorings and response from Streetcare at South Gloucestershire Council.

Correspondence noted. Delays to South Gloucestershire Council developing the agreed areas of wild flower meadows were noted.

2021/03/17 6. PLANNING

2021/03/17 6a Planning Applications

2021/03/17 6ai. P21/00756/F 7 Castle Road Pucklechurch South Gloucestershire BS16 9RF

Erection of a single storey extension with rooflight to the rear. Erection of storage shed to front.

Resolved no objection.

2021/03/17 6aii. P21/01112/TCA 21 Parkfield Road Pucklechurch South Gloucestershire BS16 9PN

Works to fell 14 no. Chamaecyparis lawsoniana trees situated within the Pucklechurch Conservation Area.

Resolved to defer to tree officer.

2021/03/17 6aiii P21/01070/NMA Unit 7 Pucklechurch Trading Estate Pucklechurch South Gloucestershire BS16 9QH

Non-material amendment to planning permission PK18/2109/F to amend the configuration of the approved parking area.

Resolved no objection.

2021/03/17 6aiv P21/01178/F 37 Homefield Road Pucklechurch South Gloucestershire BS16 9QA

Erection of single storey side extension to form additional living accommodation

Resolved no objection.

Urgent item received after agenda issued.

2021/03/17 6av P20/23558/ Fleur De Lys 12 Shortwood Road Pucklechurch South Gloucestershire BS16 9RA

Demolition of single storey rear extension to Fleur de Lys. Erection of 6no. dwellings with associated works (resubmission of P20/05814/F).

A revised dated of 29th March has been set for comments on additional documentation submitted for the above affecting the proposed appearance of the buildings. All existing objections submitted by the council remain valid.

Resolved to delegate responsibility to the clerk to submit any revised comments as prepared by Cllr Boyle.

2021/03/17 6b Planning decisions

2021/03/17 6bi P20/20463/F land At Shortwood Hill Mangotsfield South Gloucestershire BS16 9PE

Erection of 1 no. dwelling with access and associated works. Refused.

Comments on inappropriate development in the green belt noted.

2021/03/17 6c Planning Enforcement and other actions

Correspondence received by the clerk but addressed to Cllr Boyle has raised concerns over building works to a property in the conservation area next to a locally listed building. Agreed matter should be queried with enforcement as in the conservation area.

2021/03/17 NO.7 REPORTS

2021/03/17 7a To receive pre-submitted reports from Councillors.

No further reports.

2021/03/17 7b To receive report from District Councillor(s).

Report from Ward Cllr Reade

- Allotments - Siston parish council has banned bonfires at its allotments. Bitton parish council has had to take legal enforcement action to evict allotment holders.
- Allotment project has been considered by SGC committee.
- In response to item 4d, Ward Cllr Reade suggested South Gloucestershire Council is keen to support any green infrastructure initiatives and should be approached if the council wishes to spend S106 natural and semi natural funding at the woodland site.
- There are growing concerns over the loss of street heritage – milestones, boundary markers, turnpike posts and alike, often because they are not recorded. SGC planners are being encouraged to refer to 'Know your Place' where the public can add these assets to the community layer. Ward Cllr Reade will be raising this at the heritage forum. Cllr Boyle noted Know your Place is now 10 years old and started in Bristol. South Gloucestershire information is not as comprehensive as it could be.
- Item 4e PROW falls within Ward Cllr Reade's portfolio. A key member of the PROW team, Nicola Chigley, has left. South Gloucestershire Council is looking to increase the quality of kissing gates to afford better wheelchair access.
- Funding for the multi-use path discussed under 4f will come from West of England Combined Authority (WECA) and will need to meet new standards where walkers and cyclists are separated.

2021/03/17 7c To receive report from the clerk.

- Preparing for audit.
- Chased Ministry of Justice contact for St Aldams land.
Council agreed this matter should be raised with the local MP Luke Hall.
- Complained that the report of damage to fencing at St Aldams has not actioned by SERCO.

- Chased website provider.
- Tracked down copy of village hall lease.
- SGC has confirmed the request for a community governance review is at the first stage. Pucklechurch PC will be notified if a review is considered appropriate.
- Attended ALCA networking meeting.

2021/03/17 NO. 8. FINANCE

2021/13/17 8a To agree payment of contractual or other obligations.

Table 1 Payment for March 2021

Payee	Description	Net	VAT	Amount Paid	Chq Number	Power
D Dunning	Salary Mar 21	£1,110.20	£0.00	£1,110.20	2975	LGA 1972 s112
D Dunning	stamps	£13.20	£0.00	£13.20	2975	LGA 1972 s111
HMRC	tax & NI Mar 21	£349.67	£0.00	£349.67	2976	LGA 1972 s112
Anna Chelmicka	litter picking Mar21	£350.00	£0.00	£350.00	2977	open spaces act 1906 ss9&10
Primrose Gardening	Monthly maintenance contract	£1,379.17	£0.00	£1,379.17	2978	open spaces act 1906 ss9&10
Primrose Gardening	Temporary fencing allotments	£155.00	£0.00	£155.00	2978	open spaces act 1906 ss9&10
PATA	payroll services	£30.45	£0.00	£30.45	2979	LGA 1972 s111
Total	n/a	£3,387.69	£0.00	£3,387.69	n/a	n/a

Resolved to approve payments. Cheques signed by Cllrs Dunning and Boyle.

Table 2 bank reconciliation to 28/02/21

Balance per bank statements as at 31/01/21	£
NatWest reserve account	£30,132.48
Petty cash float (if applicable)	£37.46
NatWest current account	£88,398.88
Current A/C activity for February 2021	
Less: payments for Feb 2021	£2,227.85
Plus: income for Feb 2021	£0.00
Balance per current A/C bank statements as at 28/02/21	£86,171.03
Total bank accounts as at 28/02/21	£116,340.97
Less: any un-presented cheques as at 28/02/21	
	2970
	£1,140.87
	2971
	£349.87
	2974
	£2,014.85
	£3,505.59
Add: any un-banked cash as at 28/02/21	£0.00
Net Current A/C balance as at 28/02/21	£82,665.44
Total balances all bank accounts as at 28/02/21	£112,835.38

Table 3 screen print accounts to end of February 2021

Payee	NW Current A/c	NW Bus Res A/c	VAT No.	NW Current A/c	NW Bus Res A/c	Petty cash	Staff pay	Tax&NI
Total receipts	88,049.01	30,132.48		5,383.57	0.00	0.00	1,110.00	349.87
Less: payments in month	5,383.57	0.00		59,954.65	0.00	0.00	11,981.25	3,848.79
Balance c/fwd	82,665.44	30,132.48						
	A	B						
Combined balance	D	112,835.38						
			NW Current A/c	86,171.03	<i>Enter bank statement balance here</i>			
			NW Bus Reserve A/c	30132.48	<i>Enter bank statement balance here</i>			
Balance as at 1st April 2020		94,647.75	Petty cash	37.46				
Plus: receipts in year to date		78,142.28		116,340.97				
Less Payments in year to date		59,954.65	Less: uncleared chqs	3,505.59	<i>Total value of uncleared cheques at quarter end</i>			
Balance as at 31st January 2021	E	112,835.38	F should equal D & E	112,835.38	<i>Diff</i>	0.00		

Table 4 print screen of February bank statement

Date	Details	Withdrawn	Paid in	Balance
5 Feb 2021	BROUGHT FORWARD			88,345.20
11 Feb	Cheque 002967	349.87		87,995.33
19 Feb	Direct Debit NEST IT000000793489	60.13		
	Cheque 002973	1,414.17		86,521.03
25 Feb	Cheque 002972	350.00		86,171.03
1 Mar	Cheque 002974	2,014.83		
	Direct Debit EDF ENERGY 671063327375	9.00		
	Direct Debit EDF ENERGY 671067502741	9.00		84,138.20
3 Mar	Credit No.100592 605114		75.00	84,213.20
4 Mar	Cheque 002970	1,140.87		83,072.33

Resolved to approve bank reconciliation.

2021/03/17 9 Future agenda items.

- Social media policy.
- Delegation.

2021/03/17 10. To note date of the next meeting 7th April 2021

Meeting closed at 9.28pm

Signed:

Date: 7th April 2021

APPROVED MINUTES SIGNED VERSION HELD BY THE CLERK

Appendix 1

ALLOTMENT TENANCY AGREEMENT ALLOTMENT GARDENS, WESTERLEIGH ROAD, PUCKLECHURCH, BRISTOL

THIS AGREEMENT made on the 1st April 2021, between Pucklechurch Parish Council, of 25 Parkfield Rank, Pucklechurch Road, Bristol BS16 9NR ('the Council') and Mr XXX ('the tenant') by which it is agreed that:

1. The Council shall let, to the tenant Plot X, Allotment Garden situated at Westerleigh Road, Pucklechurch.
2. The Council shall let the Allotment Garden to the tenant for a term of one year commencing on the 1st day of April 2021 and thereafter from year to year **provided the allotment has been gardened in accordance with the terms of this tenancy.**
3. The tenant shall pay a yearly rent of £20.00 whether demanded or not which shall be payable in one instalment. The Council shall reserve the right to increase the rent on an annual basis. Tenants will be notified in writing.
4. The Parish Council accepts no liability for the loss, fire, theft or damage of any property stored or left at the allocated plot. Any items left are entirely at the tenant's own risk.
5. The tenant shall use the Allotment Garden only for the cultivation of fruit, vegetable and flowers for use and consumption by the tenant and their family.
6. The tenant shall not sell or undertake a business in respect of the cultivation and production of fruit, vegetable and flowers in the Allotment Garden.
7. The tenant shall reside within the parish of Pucklechurch during the tenancy.
8. If the tenant moves from the parish of Pucklechurch, the plot must be relinquished to the Parish Council.
9. During the tenancy, the tenant shall:
 - a) keep the Allotment Garden clean and in a good state of fertility and cultivation, **failure to control weeds which then affect neighbouring allotments may result in the termination of the tenancy agreement;**
 - b) shall under no circumstances bring any waste to their allotment for disposal. This will constitute a criminal offence and liable for prosecution under the Environmental Protection Act 1990. Any waste produced by tenants must be removed from site. All green waste should be composted;
 - c) not cause a nuisance or annoyance to the owners or occupiers of land adjoining the Allotment Garden;
 - d) not keep livestock or poultry in the Allotment Garden;
 - e) not assign the tenancy nor sub-let or part with the possession of any part of the Allotment Garden;
 - f) be entitled to erect a shed/greenhouse, such structures shall be maintained and in good repair;
 - g) maintain & keep in good repair the fences and gates forming part of the Allotment Garden;
 - h) not plant any tree, shrub, hedge or bush without first obtaining the Council's written permission;
 - i) not cut, lop or fell any tree growing on the Allotment Garden without first obtaining the Council's written consent and if appropriate planning permission;
 - j) be responsible for ensuring that any person present in the Allotment Garden with or without the tenant's permission does not suffer personal injury or damage to his property;
 - k) permit an inspection of the Allotment Garden at all reasonable times by the Council's employees or agents;
 - l) not obstruct or permit the obstruction of any of the paths or roads which provide a means of access to and from the Allotment Garden or the Allotment Garden of another tenant.
 - m) **New** tenants must ensure that 1/3 of the plot is cultivated within 3 months of joining the site and 2/3 within 12 months of taking over the plot.
 - n) **Tenants whose rental is extended beyond the initial year must ensure they are gardening the majority of the plot throughout the growing season and adequately maintaining the site during the fallow period.**
10. The tenant shall observe additional rules that the Council may make or revise for the regulation and management of the Allotment Garden and other allotment gardens let by the Council.

11. The Council shall pay all rates, taxes, dues or other assessments which may at any time be levied or charged upon the Allotment Garden.
12. The tenancy will be terminated by the Council by service of one month's written notice on the tenant if:
 - a. the rent is in arrears for 40 days or;
 - b. three months after the commencement of the tenancy the tenant has not observed the rules referred to in clause 9; or
 - c. the tenant moves outside of the parish of Pucklechurch.
 - d. **the allotment is not being worked in accordance with the tenancy agreement, the tenancy will not be renewed.**
13. If the tenant shall have been in breach of any of the foregoing clauses, the Council may re-enter the Allotment Garden and the tenancy shall thereupon terminate but without prejudice to any right of the Council to claim damages for any such breach or to recover any rent already due before the time of such re-entry but remaining unpaid.
14. The termination of the tenancy by the Council in accordance with clause 12 or after re-entry by the Council in pursuance of its statutory rights, shall not prejudice the tenant's statutory rights to compensation.
15. The tenancy may be terminated by the tenant by serving on the Council not less than two months' written notice to quit.
16. On the termination of the tenancy, the tenant shall agree to ensure that the plot is left in good order, remove any shed, greenhouse other building or structure erected in the Allotment Garden, within 4 weeks, unless the Council agrees otherwise which shall be confirmed in writing to tenant. If waste remains when the tenancy terminates, the cost of removal will be met by the tenant.
17. Any written notice required by the tenancy shall be sufficiently served if sent by registered post to or left at the parties' address. Any notice to be served by the tenant shall be addressed to the Council's Clerk.
18. Payment of the annual rent will constitute acceptance of these terms and conditions.

Signed by

{signature of the Council's Proper Officer} For and on behalf of the Council

ALLOTMENT HANDBOOK

Pucklechurch Parish Council

Postal Address: c/o 25 Parkfield Rank, Pucklechurch, Bristol BS16 9NR

Telephone: 07525 842 095

Email: parish.council@pucklechurch.org

Revised by council 2021/03/17 4aii

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INTRODUCTION

Pucklechurch Parish Council would like to introduce this new Allotment Gardener's Handbook. This booklet has been prepared using plain English. It explains the rules of the tenancy agreement and what can and can't be done on our allotment site. It also explains how the allotment site is managed and who to contact if you have any problems.

There are also some tips on allotment gardening. For those of you who are novices there is some basic advice on getting started, safety and composting. For those of you who are experts—you might not need that part of the handbook!

We would like to encourage as many people as possible to take up allotment gardening, so please tell your friends about the benefits of growing your own produce—the exercise, the fresh air and the satisfaction of eating fresh fruit and vegetables that you have grown.

PUCKLECHURCH ALLOTMENTS

There is a long tradition of allotment gardening in Pucklechurch. The site now in use was formerly agricultural land which was converted for allotment use. There are currently 30 plots and an area of woodland adjacent to the Gardens.

The allotments are situated on the Westerleigh Road on the right hand side, near the motorway.

WHO CAN APPLY FOR AN ALLOTMENT?

Anyone who lives in Pucklechurch Parish can apply for a plot.

HOW DO YOU APPLY FOR A PLOT?

Contact the Clerk to the Council and you will be added to the waiting list. Once a plot becomes available the Clerk will arrange for you to look at the site and ask any questions. If you decide to go ahead you will need to complete a tenancy agreement, provide proof of address and pay the annual rent, pro rata.

WAITING LIST POLICY

If all the plots are occupied the Parish Council will keep a waiting list for those who are interested in renting a plot. When a plot becomes available it will be offered to the person who has been on the waiting list the longest.

SITE MANAGEMENT

The Parish Clerk co-ordinates the running of the site, renewals and general enquiries. Any business relating to the Allotments can be included at Parish Council meetings. There is a public open session during the meeting when you may speak to the Council, you may also observe the remainder of the meeting. Any serious complaints or concerns should also be expressed in writing to the Parish Clerk. All maintenance work on the site is contracted out to an independent contractor appointed by the Parish Council.

BONFIRES AND RUBBISH DISPOSAL

Bonfires, BBQs and fireworks are **NOT** permitted on the allotment site.

Green waste can be made into compost but other waste must be removed from the site. The nearest refuse disposal site to the allotments is at Mangotsfield.

KEYS AND SECURITY

A key to padlock at the main entrance will be supplied to each tenant. This key is for your own use but remains the property of the Parish Council and it must be returned if you give up your

allotment. **You must lock the allotment gate every time you enter or leave the site.** If you are worried about any aspect of site security please contact the Parish Council immediately. Occasionally we have experienced theft of belongings from the site (especially from sheds please report any such incident to the Parish Council and most importantly to the Police. For crimes in progress ring 999 for less urgent matters ring the local Police on **101**.

Pucklechurch Parish Council will try to ensure that the allotment site is as safe as possible but we rely on tenants keeping us informed if there are any problems. The Parish Council takes no responsibility for the loss of tenants' belongings through criminal activity. You are advised to have your own insurance and to take reasonable precautions to keep your belongings safe.

SHEDS, GREENHOUSES AND POLYTUNNELS

If you would like to erect a shed on your plot or any other built structure (eg a cold frame, greenhouse, timber compost heap) please contact the Parish Council first and do not begin construction until you have permission in writing. New structures should not be larger than 8' x 6' and must be positioned so that they do not shade neighbouring plots. All structures must be safe and sound and are erected at your own risk. Asbestos must not be brought on to the allotment site. Permission will only be given for 1 shed and a greenhouse.

WATER

As there is no provision of water at the site, tenants are encouraged to install their own water collection systems. These should be of stout materials, covered where possible and positioned high enough to be out of reach of small children. Stagnant water should be discarded as it poses a health risk and is not beneficial to plants.

RIGHT OF ENTRY

Councillors, Officers of the Parish Council and others employed by the Parish Council have the right to enter the allotment site to inspect and carry out work without notice. The allotment gardens are inspected on a quarterly basis to ensure that all tenants are complying with the terms of the tenancy agreement.

LIMITS ON THE USE OF YOUR PLOT

Your allotment must only be used for growing fruit, flowers and vegetables and for no other purpose. **New** tenants must ensure that 1/3 of the plot is cultivated within 3 months of joining the site and 2/3 within 12 months of taking over the plot. **Tenants whose rental extends beyond the initial year must ensure they are gardening the majority of the plot throughout the growing season and adequately maintaining the site during the fallow period.**

OPENING HOURS

Tenants must only visit the site during daylight hours and should not to enter the site after dusk for their own safety. You must not cause a nuisance or annoyance to other tenants on the allotment site. The Parish Council will not tolerate bullying or harassment on the site. In the unlikely and unfortunate event of any disagreements or disputes between tenants, the matter must be referred to the Parish Council whose decision shall be final.

MAINTENANCE OF ALLOTMENT GARDENS

MAINTENANCE OF PATHS

Pucklechurch Parish Council is responsible for the maintenance of the main tracks on the site. There should be a fence between each allotment plot and each allotment tenant is responsible for keeping their fencing in good repair. In addition tenants must keep the verge directly in front of their plots clear to enable our contractor to cut the main pathways. Tenants are asked not to block

pathways either in front of your allotment or the public pathways leading to the Community Woodland.

MAINTENANCE OF FENCES

Pucklechurch Parish Council is responsible for the fencing hedgerow and gates surrounding the allotment side. Please do not put rubbish up against fences as this will cause them to lean and rot.

Tenants are responsible for fencing surrounding their own plots.

REPAIRS AND MAINTENANCE

If you see a broken padlock, damaged fence, or any other problem on the site please report it to the Parish Clerk on 07525 842 095 as soon as possible so that repairs can be carried out promptly.

HOW BIG ARE THE ALLOTMENT PLOTS?

Allotment plots vary in size and shape.

WHAT CAN YOU GROW?

You can grow any vegetables, fruit and flowers which do not take more than 12 months to mature. If you want to plant a fruit tree you must have written permission from the Parish Council. You are only permitted to grow 1 fruit tree, if there is already a tree in existence then permission would not be granted. Please contact the Clerk with details of the tree you want to plant. Large trees are not permitted because they will cast shade over a wide area and take nutrients and water from neighbouring plots.

BRINGING COMPOST/MANURE ONTO THE SITE

Gardeners may bring green waste such as grass and hedge cuttings onto their plot for making into compost for their own use. Manure may also be brought onto the site in appropriate quantities provided it is stored and used appropriately. Please remember that humans are at risk of infection from handling animal manure (e-coli bacteria is especially prevalent in fresh manure) and always wear gloves when handling any type of manure. If taking delivery of manure please ensure that you are on site to oversee the delivery and ensure that vehicles do not drive onto neighbouring plots causing damage to the plot and soil compaction. **Storage of compost or manure must be within the perimeter of your plot and not the public areas/paths.**

KEEPING OF LIVESTOCK (including BEES)

The Parish Council does not permit tenants to keep chickens or cockerels, or any livestock on the site. The keeping of bees on the allotments is prohibited.

DOGS

Tenants may bring their dogs onto the allotment site but must keep them on a lead and strictly on their own plot. Ensure that you clear up after your dog, having consideration for other tenants. As a tenant if you have any problems with dog fouling, please report this to the Clerk.

VERMIN

Vermin infestation is a very serious threat to health because of the numerous diseases which rats carry and the Parish Council is very keen to keep the site free of vermin. Please be careful to avoid any practices which might encourage vermin. Open composters are fine for grass cuttings and weeds but not for kitchen waste. Overgrown plots and piles of rubbish will also attract rats so it is important to keep your plot tidy. If you see a rat or any sign of infestation including burrows, tracks or droppings please inform the Clerk immediately so that the Pest Control Officer can be called. Do not use poisons yourself as this will affect wildlife within the Gardens.

USE OF CHEMICALS

NO CHEMICALS, PESTISIDES OR HERBICIDES MAY BE STORED ANYWHERE ON SITE AT THE ALLOTMENTS.

Pucklechurch Parish Council has committed to minimise the use of harmful pesticides and herbicides on its land. Whilst you are free to **bring and** use sprays and fertilisers on your own plot in accordance with the manufacturer's instructions, in doing so you must take care that you do not affect any adjoining plots, hedges, trees etc. You should **only** use chemicals where absolutely necessary within your own plot and that will cause the least harm to **the environment**, members of the public, game birds and other wildlife (other than vermin or pests) and you must comply with the law about use of pesticides and chemicals. You should be aware that game birds in particular are protected by law. **You are no longer permitted to store any chemicals, pesticides or herbicides on site.**

SALE OF PRODUCE

The sale of surplus produce from your allotment is prohibited as the allotment is should be used to cultivate produce for your own personal consumption. Running a business or trading from an allotment garden is also prohibited.

VEHICLES ON SITE

You may drive your vehicle on to the site but you must lock the gate behind you each time and stick to the tracks. The Parish Council takes no responsibility for any damage caused to your vehicle on the site. Please exercise care and drive slowly bearing in mind that there may be children on site. Please avoid using vacant plots as a turning circle as this compacts the soil and makes the ground extremely difficult to work. Whether you park your vehicle on site or outside the gates you are advised to keep your vehicle locked at all times. Remember, it is against the law to park on the pathway on Westerleigh Road.

CONDITIONS OF TENANCY AGREEMENT

[This part of the Handbook explains some of the most important aspects of your tenancy agreement. Please read this carefully.](#)

ALLOTMENT AGREEMENT

The annual tenancy agreement is between Pucklechurch Parish Council and you, the Tenant. When you sign the agreement, you are agreeing to pay the rent, to take on the plot, to look after it and to abide by the tenancy agreement and the conditions and rules explained in this handbook. The ownership of the plot stays with Pucklechurch Parish Council throughout the period of the tenancy.

CHANGE OF CIRCUMSTANCES

If your personal circumstances change please inform the Parish Council, eg if you change address, or leave the Parish.

YOUR RENT

Rent is payable on 1st April and in paying the rent you are agreeing that you accept the tenancy terms and conditions which were issued with the annual invoice. The rent is reviewed by the Parish Council **on an annual basis** and if there is to be an increase in the annual rent, the Parish Council will provide tenants two months written notice. New tenants who join post April will pay a pro-rata rent.

HOW TO PAY YOUR RENT

An invoice will be sent to you and this can be paid via electronic banking, by cheque through the post to the Parish Clerk or by cash or cheque at the Parish Council meetings. Please do not send cash through the post for security reasons.

SUBLETTING/SHARING YOUR PLOT

The plot can only be let to one person and the tenancy agreement will be made out in the name of that person. You are not permitted to sublet or share the plot.

GIVING UP YOUR PLOT

If you decide you no longer want your plot you need to inform the Parish Clerk in writing. You will be asked to complete a termination form and this will end your agreement on the date we agree (even if this is a few months away). We will make every effort to have your plot taken over as soon as possible so that it does not become overgrown. However, the Parish Council is unable to refund any rent which has already been paid.

CARING FOR YOUR ALLOTMENT PLOT

The most important responsibility as a tenant is to look after and maintain your plot. This means you must keep your plot cultivated and free from weeds (as per your tenancy agreement) and you must keep the plot safe and tidy by removing rubbish.

The plot must be kept free of hazards eg broken glass and scrap metal. If you are not cultivating all of your plot you can cover part of it with polythene membrane to keep the weeds down. It is really important to keep your plot tidy so that it does not interfere with the successful gardening of other tenants. **NB failure to control weeds which then affect neighbouring allotments may result in the termination of the tenancy agreement.**

If your personal circumstances mean you cannot cultivate your plot (eg you are unwell, go away temporarily etc) please tell the Parish Council so this can be taken into account when inspections are carried out. Please remember that as an allotment tenant you have a duty of care to make sure that your plot does not present health and safety hazards to any people accessing the allotment site eg other tenants, visitors, contractor's even unauthorised intruders. We have a number of tenants who like to bring their children with them to enjoy the allotment site and we need to make sure the site is safe for all users including curious children.

SITE INSPECTIONS/NOTICE TO QUIT

The site is regularly inspected **and a report with photographs is presented to the council.** If your plot is not cultivated or is not tidy and free from weeds you will receive a warning letter. You will be given 28 days in which to clear the plot of any weeds and to remove any rubbish. If after this time you have not cleared the plot then the Council will instruct its contractor to carry out the work in order to prevent a nuisance being caused to neighbouring plots. The Council will invoice you "the tenant" for this work and if you fail to pay or keep your plot tidy and free from weeds or if you break the terms of the tenancy agreement in some other way you will then be given notice to quit.

If a tenant is served with notice to quit then the Parish Council is able to recover the allotment plot after the notice period has been served your plot deposit will be retained and the Parish Council will be unable to refund any rent to the tenant. The Parish Council does not want to serve notice to quit on any tenant and will always try to negotiate to resolve any problems before taking this drastic step. However, it is unfair on other tenants who do adhere to the terms of their tenancy

agreement to allow other tenants to consistently allow their plot to become overgrown, tidy them up and then neglect them again.

CLEARANCE OF PLOTS

It is the Tenants responsibility to clear the plot when you give up your tenancy and leave the land ready for the next tenant. If you leave your plot in an untidy state so that it is not fit to be re-let to another tenant the Parish Council will invoice the exiting tenant for costs incurred. This includes removal of rubbish and dismantling of unsafe structures.

COMPLAINTS

If you are unhappy about any aspect of the way the site is being managed or if you have a complaint about the way you have been treated you should put your complaint in writing and address it to the Parish Clerk. All complaints will initially be referred to the Allotments Working Party and you will be kept informed about the way your complaint is being handled.

PERSONAL SAFETY AT THE ALLOTMENTS

We are always working to make sure that the allotment site is as safe and secure an environment for tenants as possible. However it is not possible to make an allotment site a "risk free zone" so please note the following safety advice:

- Ensure that you keep your tetanus injections up to date
- Observe basic hygiene rules when handling manure, soil and chemicals.
- Lots of gardeners often spend long periods of time on their own on site, make sure that you tell someone where you are going and how long you expect to be
- Report any hazards on the site (e.g. broken glass) to the Parish Council as soon as possible
- Always store sharp tools and chemicals securely
- Supervise your children at all times
- Report any crime or suspicious behaviour to the police 101 for non emergencies and 999 for crimes in progress. Please also keep the Parish Council informed

RECYCLING

Many allotment gardeners make use of recycled materials for gardening purposes, eg railway sleepers, oil drums etc. The Parish Council encourages tenants to be inventive and to re-use old materials but reminds tenants that all structures must be safe and secure. Please do not bring anything on to the site unless you have a specific use for it and the project will be completed within a short timeframe. Piles of recycled materials will encourage rats and rabbits who will quite happily live above ground providing there is sufficient shelter.

COMPOSTING

Composting is a cheap and easy way of providing your plot with an environmentally friendly garden conditioner. Rich in plant nutrients, compost is a crumbly, brown, soil-like material, which forms from the decomposition of organic matter. The addition of compost to your soil will improve its structure and increase the level of biological activity both of which are vital for successful plant growth.

- **DO COMPOST**
 - Fruit and vegetable peelings
 - Grass cuttings, autumn leaves and annual weeds
 - Tea bags/leaves and coffee grounds
 - Soft prunings and clippings, finely cut hedge clippings
 - Hair and Pet fur, pure wood jumpers

- **DON'T COMPOST**

- Fat or bones
- Coal
- Ash
- Products soiled with oil
- Paper
- Metal, glass or plastic
- Nappies
- Meat
- Cooked Vegetables
- Bread
- Cat/dog litter
- Sauce covered foods
- Woody Material

TIPS FOR NEW PLOT HOLDERS

Plan your plot. A well-planned plot is more likely to be successful. Good gardens don't just happen.

Decide what you want to grow. Grow what you enjoy eating, what your children enjoy eating—getting children involved at a young age is a great way of promoting healthy eating. Find out what your crops require with regard to soil type, sunlight or whether they require a greenhouse.

Do not be afraid to ask. As a rule, gardeners are friendly and helpful, so ask the person who seems to have the best plot or the most successful one. It is worth remembering that the two plots are not necessarily the same.





Do not try to do too much at once. Do a bit at a time. A little done well will likely be more successful than a lot done hurriedly. Patience is definitely a virtue in the garden.

Be prepared to accept a failure. It happens to EVERYONE!

Try to have the right tools for the job and look after them, as it will make life easier. Enjoy your plot. If you enjoy it you will look after it. If you look after it, your chances of success are likely to be higher. If you allow your plot to become a chore, then you can almost guarantee to fail.

Good luck and good gardening!

Appendix 3 Play area questionnaire

		 PUCKLECHURCH PARISH COUNCIL PLAY AREA QUESTIONNAIRE				
<p>Your views and those of your children are needed to help shape future play area provision for children up to primary school age. Please take a few minutes to complete the questionnaire, or provide photos of fun ideas from other play areas or get your children to send us drawings of what they want to: parish.council@pucklechurch.org by 23rd April 2021</p>						
						
Please note: inclusion of any play equipment listed below does not mean that Pucklechurch Parish Council will provide it.						
Are you happy with the current play areas as they are in Pucklechurch?				Yes	No	
Which play area(s) do you use?	Recreation ground	Eagle Crescent	St Aldams	Parkfield	Shortwood	
What do you like and dislike with your local play area?						
Like:			Dislike:			
All children like 'pretend' play. Would you want to see additional play equipment that encourages imaginative play?				Yes	No	
If so what kind:						
Thinking about the play areas, is it important that children of different ages can play together?						
Essential	Very important	Not very important	Not important	No view		

	Toddler	3-5	6+	
Thinking about the current play areas, what age range would benefit from additional equipment?				
The parish council is trying to provide a wide range of play equipment. Thinking about the play areas, what are your views on the following equipment?				
	Essential	Desirable	Not necessary	
More traditional equipment				
Rocker				
Swings				
Springer				
Slide				
Seesaw				
Traditional roundabout				
Equipment for imaginative play				
Talking flowers for social interactions				
Play galleon				
Play castle				
Themed playhouse				
Play tractor/train or similar				
Play panels shop fronts etc				
Other equipment				
Rock and rolling roundabout or twister				
Mushroom seats				
Toddler activity panels				
Play panel games eg 3 in a row, maze or number games				
Please add details of any other equipment, provide photos or send a drawing.				
Thinking about each play area, would it benefit from additional seating?				
	No seating	Seating for adults	Seating for children	Picnic area
Recreation ground				
Eagle Crescent				
St Adams				
Parkfield				

Thank you for taking part.

If you are interested in taking part in any follow-up interviews/focus groups please include:
 your name: _____ and email address: _____