

COTTONMILL AND NUNNERY ALLOTMENT ASSOCIATION

Minutes of the Committee Meeting on Wednesday 15th September 2020 Held through ZOOM

PRESENT:

Keith Reynolds (Chairman)
Terry Beckett (Cottonmill Plot Officer; Treasurer)
Janet Wyatt (Secretary)
Michelle Mackenzie (Facebook Administrator)
Jane Ridge (Nunnery 2 Plot Officer)
Brian Gilson (Nunnery 1 Plot Officer)
Clare Norman (Co-opted Sopwell Mill Plot Officer)

APOLOGIES:

Erica Weindorf (Project Officer)
Paul Littlewood (Assistant Plot Officer, Cottonmill)
Jim Standen (Co-opted Sopwell Mill Plot Officer)

1. MINUTES OF THE LAST MEETING

The minutes of the meeting on 13th January 2020 were agreed as an accurate record. These will now be placed on the CNAA website.

2. ACTION UPDATE and MATTERS ARISING

- Apiary on Sopwell Mill - the bee-keeper who is willing to oversee hives on Sopwell has pointed out that the original site planned for them (plot 7) was unsuitable so JS/CN are looking at another plot that may be more suitable. The introduction of hives to Sopwell has been cleared with Phil Bruce-Green (PB-G).
- JW circulated wording to be inserted into the Constitution and received comments. The wording that will be presented at the postponed AGM is-

'Whilst CNAA will endeavour to provide informal advice in the event of disputes between plot holders, responsibility for adjudicating on such matters and determining appropriate action resides with the Local Authority as landlord.'

3. REPORTS

Treasurer's Report

The Treasurer report is attached.

Membership

Membership is currently 121.

Site reports

Cottonmil.

- No update on plot vacancies or waiting list has been obtained from PB-G
- A fox has been found dead and, as it looked in good health, PB-G was asked if it was possible to determine how it died. This has not been possible and the fox was buried. SADC will take action if there is a recurrence.

Nunnery 1

There are 19 on the waiting list.

Nunnery 2

There are 26 on the waiting list.

- As there have been no notices given to plot holders who have neglected their plot due to Covid constraints it is not possible to release plots to be available to those on the waiting list. JR and BG are going to prepare a list of those plots that have not been tended for some time using a grading system and give this list to PB-G and to prompt him to at least issue some NCO 1 notices. **Action JR/BG**
- There is a broken fence on N2 but there have been no thefts reported.

Sopwell

- Fencing put up by the Council when garages were demolished is not very good and there is a plan to plant hawthorn whips to boost security.
- There is a plan to ask for donations of fruit trees to start an orchard which will need Council permission. **Action CN/JS to speak to PB-G**
- Plot 7 is designated a communal plot and there has been a meeting of volunteers to plant it up with herbs, build a pond, inspect hotel and some seating. This meeting was attended by 17 people. Another planning meeting is to be held in October.
- Under the Covid Regulations that came into effect on 14th September, meetings are restricted to 6 people. The FAQs on the Government website (section 2.10) lists a number of exemptions allowing for larger groups and the one relevant to CNA is 'for work, or the **provision of voluntary or charitable services**'. Any invitation to attend a meeting on one of the allotment sites must reflect the voluntary aspect and that the purpose is a service of benefit to our allotment community. The Regulations will be kept under review prior to the meeting planned for October and appropriate action taken. **Action CN/JS**

4. COMMUNICATIONS.

- Jane Fookes has left the Committee but has said she will assist CNAА in getting the next Newsletter prepared. As no one has come forward as Newsletter Editor JS/JW had discussed working together to fill the gap. **Action JW to contact JS to see if this is a viable option.**

5. AGM 2020

It is proposed that this should be held as soon as practicable by ZOOM and KR will investigate the cost of a profession licence for the software. It was agreed that CNAА should pay for this. **Action KR to investigate a professional ZOOM licence.**

A reminder of the vacancies-

Treasurer - TB willing to stand again.
Cottonmill Plot Officer
Newsletter Editor
Sopwell Mill Plot Officer

6. WILDLIFE CAMERAS

CNAА has purchased a wildlife camera for each of the sites and it was agreed that their use should be as follows.

1. The Plot Officer has overall responsibility for setting them up, installing them in a suitable location, removing the card and downloading the data.
 2. As they have been purchased with CNAА funding, they will only be made available for use by CNAА members.
- It was agreed that notices should be displayed at sites so that people are aware that they are in use and that members should also be informed by email. MM has circulated several versions and received comments. The wording will be finalised and posters printed and laminated for each site. **Action MM, KR, JW.**
 - A section of the website will be set up to display the images of wildlife that are being captured. **Action JR**

7. VER PROJECT UPDATE

- A notice board has been put up by the Council in Cottonmill Lane to inform the public about the Ver project, indicating that plans are moving forward. KR is having a meeting with Dan Flitton to confirm that this is the first two phases only and that Cottonmill is not impacted by what appears to be a gearing up for a major announcement.

AOB

- The minutes of the 2019 AGM and accounts for that period are to be placed on the members section of the website. TB will obtain a state-

ment from Alison Shiperlee and Scott Bailey to state they have been scrutinised as he hasn't been able to obtain signatures. **Action JR to include on website once TB as obtained the statements.**

- Cottonmill gate retaining arm is damaged and risks closing as cars are entering or leaving. **Action KR to report to PB-G.**
- Joint Area Committee- this used to support all allotments in St Albans and was organised by a previous CNAA secretary, Hazel Collins. **Action TB to contact her to see if it might be possible to resurrect this group.**

DATE OF NEXT MEETING

TBA

Action Summary

Website	Arrange to take over monitoring emails received through website	JR	On-going
Website hosting invoice	Ask Juliet Foxwell to arrange change of email to TB's	TB	on-going
Nunnery waiting list	Draw up list of untended plots using a grading system and send to PB-G	JR/BG	
Sopwell orchard	Clear with PB-G before taking plans further	CN/JS	
Sopwell communal plot	Prior to meeting planned for October review Government Covid Regulations on meeting size	C/JS	
Newsletter Editor	Provisional plan to cover the current vacancy, for discussion	JW/JS	
AGM 2019	Explore ZOOM option	KR	
Wildlife cameras	Notices to be prepared to inform potholders they are in operation, email to members	MM, KR, JW	
Wildlife cameras	Section of website to hold images of wildlife captured	JR	
2019 accounts	Statement to verify scrutiny to be obtained	TB	
2019 AGM minutes	To be put on website with accounts	JR	
Cottonmill gate	Damaged restraining arm to be reported to PB-G	KR	
Joint Area Committee	Contact previous organiser to see if it could be reinstated	TB	