

# Great Waltham Parish Council

The Parish Office, Great Waltham Village Hall (Houlton Hall), South Street, Great Waltham  
Clerk, W J Adshead-Grant.

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Minutes of the extraordinary meeting of the Great Waltham Parish Council held at the Pavilion, South Street, Great Waltham on Thursday 1<sup>st</sup> June 2023 at 7.30 pm.

1 Chair's Welcome:

Chair: Gilbert

Cllrs: Jackson, Palmer, McDevitt, Martin, Bradley, and Steel.

2 Apologies.

Cllr Jenkins.

3 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

Cllrs Jackson, Palmer, and Bradley – allotment holders.

4 Public Participation session for any items regardless of its existence on the agenda

No members of the public present.

5 To agree the procurement of an external ground maintenance resource for an immediate one-off exercise of cutting back all 'communal areas' vegetation at the Brook Mead and Bury Lane allotment sites.

There are several areas of long grass and cow parsley at both plots. There have been a variety of factors that have culminated in this issue arising. Both allotment sites are overgrown. There are more vacant plots than we have had in several years. Any areas of the allotments not hired out needs to be maintained by the Parish Council in addition to the communal areas.

A discussion was held on delaying any works until August to allow the wildlife time to mature. A two-part cut could be undertaken to allow the wildlife to migrate.

Consideration was given to hiring a petrol brush cutter with a metal blade for £61 a week and for the handyman to complete the work. However, it was felt that time would be against the handyman due to his other tasks.

Two formal quotes have been received. A potential first cut could be undertaken week commencing 5<sup>th</sup> June and Brook Mead with Bury Lane the following week subject to a quote being received.

**Resolution: As the state of the allotment sites is very poor and overgrown suspend financial regulations and accept two quotes for review and decision.**

**Resolution: Proceed with the lower quoted price. Subject to evidence of public liability insurance.**

**Resolution: All available covering fabric to be shared with the contractor.**

**Resolution: Clerk to contact contractor for copy of public liability insurance and action the quote for Brook Mead at £120.**

**Resolution: Additional quote required for Bury Lane allotment plot.**

**Resolution: Chair authorised to spend up to a value of £500.**

6. To consider and agree the long-term strategy for the routine maintenance of those areas of the Brook Mead and Bury Lane allotment sites which are the Council's responsibility.

Move the 2 hours a month allotment maintenance out of the handyman role.  
Appoint an outside contractor to maintain the allotments as a separate

resource that can be called upon to maintain the standard required.  
Suggested the role is for a total of 24 hours annually (principally during the growing season). Trial for 6 months .

**Resolution: The strategy was accepted.**

**Resolution: Clerk to discuss with the handyman.**

**Resolution: Chair authorised to sign a contract.**

**Resolution: Suspend financial regulations to accept a single quote due to the short horizon timing.**

**Resolution: Clerk and Allotment Inspector to contact all plot holders via e-mail and WhatsApp/Facebook to confirm the decision of the Council.**

Meeting closed: 20.15.  
Will Adshead-Grant  
Clerk to the Council.