

**CERNE VALLEY PARISH COUNCIL**  
**Wayne Lewin, Clerk to the Council**  
**13 Stileham Bank, Milborne St Andrew, DT11 0LE**  
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**A meeting of the Allotments Committee to be held at 5 pm on 27<sup>th</sup> March 2024**  
**On site at Cerne Abbas Allotment Gardens**

**Committee:** Cllrs M. Keating, C. Crosbie, and K. Burghart  
**Ex Officio** Cllr J. Bolt (Deputy Chair)

**Agenda**

1. Apologises for absence
2. Declarations of pecuniary and other interests
3. To agree the minutes of the previous meeting held on 28<sup>th</sup> September 2023
4. Chairman's update
5. Site inspection and risk assessment
6. Plot availability
7. Finance update
8. Items for discussion
  - a. Hire of skip
  - b. Date and support for allotments social
  - c. Prizes for best allotment
  - d. Allotment track fencing quote
  - e. Wheelbarrow repair
  - f. Wildflower area
  - g. Path at bottom of allotments through compost area
  - h. Memorial garden for General Sir Richard Vickers
9. General discussion period
10. Items and date for next meeting TBC

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**Minutes of the Allotments Committee meeting held on 28<sup>th</sup> September 2023 on site**

**Present:** Cllrs M. Keating, C. Crosbie, and K. Burghart  
2 plot holders

**1. Appointment of Chair**

Cllr Keating was nominated, seconded and duly appointment Chair of the allotments committee.

**2. Apologises for absence**

All members present.

**3. Declarations of pecuniary and other interests**

Other than all plot holders, there were no further declarations.

**4. To agree the minutes of the previous meeting held on 06<sup>th</sup> March 23**

These were approved as a true and accurate record of the meeting with one minor amendment.

**5. Chairman's update**

The Chair had no further matters that were not on the agenda.

**6. Site inspection**

This had not been completed, but the Chair would have a walk around in due course.

**7. Plot availability**

It was confirmed that all plots were taken, and that there were 3 names on the waiting list. The Chair would write to all plot holders outlining that if they were not using their plots, they may wish to vacate to allow others to have one.

**8. Finance update**

The Clerk outlined that had been 3 large unaccounted for expenditures due the financial year. These being the disposal of tyres from the skip, the tap inspection, and painting of the shed.

Current finances

Income from plots	£ 898.35
Income from Precept	£ 300.00
Expenditure from plots	£ 898.35
Expenditure from Precept	£ 141.64
Reserves	£ 2851.08

## 9. Items for discussion

### a. Rents for 2024

It was agreed to raise the cost of a plot to £ 0.165 per sq. meter from £ 0.150.

### b. Precept request for 2024

It was agreed to request £ 200 from the Precept, to cover any external works that may affect the public. This was down from £ 300 the previous year.

### c. Purchase of wheelbarrow

Concerns had been raised that the community wheelbarrow had gone missing. However – it was now found. It was agreed to paint this wheelbarrow, so everybody knew. The Chair would also place in the newsletter for all users to return to the community shed. No new wheelbarrow needed to be purchased.

### d. Tap replacements

An unannounced inspection found that the taps did not meet current legislation. This had been corrected, and a reinspection found all in good order.

## 10. General discussion period

It was noted that the strimmer battery did not charge very well. The Chair would write in the newsletter to ensure that the charging lead is fully connected (as it may need a good push).

The cord has also finished. The Chair has a spare had would place in strimmer.

It was mentioned that non disposable items were being left in the compost area. The Chair would mention this in the newsletter.

## 11. Items and date for next meeting

**11<sup>th</sup> March 2024 @1300 hours on site.**

There being no further business, the meeting closed at 5.40pm.

Mike Keating \_\_\_\_\_

Chairman

Cerne Valley Parish Council

Committee Finances –

March 2024 Allotments

**Income**

Rents £ 898.35

Precept £ 300.00

**Expenditure**

Rents £ 898.35

Precept £ 277.74

Surplus Rents £ NIL

Surplus Precept £ 22.26

**Reserves £ 2851.08**

## Cerne Valley Parish Council Risk Assessment

**“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”**

Risk assessment is a systematic general examination of conditions AND environmental factors that will enable the CVPC to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the CVPC should then take all practical and necessary steps to reduce or eliminate the risks, **insofar as is practically possible**, making sure that the General Public are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- ✍ Identify, the area to be risked assessed.
- ✍ Identify the potential risks.
- ✍ Evaluate, manage and control of the risk and record all findings.
- ✍ Review, assess and revise if

<b>HIGH</b>	<b>Requires urgent attention</b>
<b>MEDIUM</b>	<b>Requires review</b>
<b>LOW</b>	<b>Requires no further action</b>

### ALLOTMENTS

Subject	Risk(s) Identified/ Injury	H / M / L	Management/Control of Risk/ Remedial action as required to reduce risk.	Risk after control H/M/L	Review/Assess/Revise
Communal pathways	Slips, trips and falls	M	Keep pathways mowed and clear of debris	M	Routine inspections
Debris	Cuts and infection	M	Remove debris from site on a regular basis	M	Routine maintenance
Vermin and insects	Disease, bites and stings	L	Individual monitoring	L	Annual checks
Water storage	Collapse and trips	L	Specific water butts to be used	L	Routine checks
Water supply	Flooding	M	Visual meter checks	M	Monthly checks
Gates and fencing	Cuts, scratches and bruising	L	Visual check for defects	L	Periodic checks
Compost and Manure	Disease	L	Areas should be covered and maintained	L	Routine checks
Hedges and vegetation	Cuts, stretches and poison	L	Maintenance of all areas	L	Routine checks
Wood	Fire	L	No bonfires	L	Annual standing orders
Structures	Collapse and trips	L	Maintenance	L	Periodic inspection
Exposure	Hypothermia, sunburn and exhaustion	L	Ensure dress for conditions, let somebody know where you are. Take mobile phone if possible.	L	Annual standing orders