

**Minutes Westhall Parish Council
as Sole Trustees of Recreation Ground Charity
Annual Allotments & Trustees Meeting
Monday 10th November 2025 at 7.30 pm
in Westhall Village Hall**

Trustees in Attendance: Cllr S Darch, Cllr M Rogers, Cllr McTaggart, Cllr M Milbank & Cllr T Betts and Mrs A Donnachie (Clerk)

- 1 **Receipt of Allotment Rents:** Clerk received rents and reported that almost all renewals had been received but that there had been some allotment owners who were relinquishing their plots.
- 2 **Receive declarations of pecuniary, non-pecuniary interests and consider requests for dispensations:** Cllr Darch – Item 6
- 3 **Resolution that minutes of the Trustees Meeting on 8th September 2025 are a true and correct record:** Acceptance proposed by Cllr Rogers and seconded by Cllr Betts with all in favour.
- 4 **Report on progress of actions from last meeting** Installation of a drain to clear water accumulating on the Locks Road allotments. Ongoing. *Action: Cllr Darch.*
- 5 **Pleasure Grounds:** Two ash trees require to be removed for safety reasons. Cllr Darch proposed that we bring these down and replace with 3 oak trees with all in favour.
Action: Cllr Darch
- 6 **Allotments:**
- 6a **Vacancies:** Currently 5 full plots at Cox Common and 1 full and 1 half plot at Locks Road. Weed control spraying of vacant plots has been carried out.
- 6b **Allotment Site Inspections:** Cllr Rogers/Cllr McTaggart carried out the end of season allotment inspections and presented their report. There were several plots at the Locks Road site which required weeding. A tree has sprouted at plot on Mill Common and Cllr Darch will remove this. Spraying of empty plots at Cox Common has been completed.
- 6c **Cox Common Site:** Discussion on improvements to access with possible installation of a parking area at the entrance to the site off Wangford Road. *Action: Cllr Darch & Cllr Betts*
- 7 **Car Park:** Pending quotes from Cllr Betts regarding resurfacing works.
Proposal by Cllr Darch to erect parking at owners' risk signs x 2. Parish Council all in favour.
Action: Cllr Darch will contact Westhall Community Council re siting a sign on the Village Hall wall; Clerk will obtain quote for signage.
- 8 **Financial Report by RFO:** Bank Reconciliation - Balance on account as at 30/07/25 was £1,306.31, Receipts totalled £67.02 and Payments £0.00. Balance on account as at 29/10/25 was £1,373.33 Bank reconciliation checked against statements, approved by Cllr Milbank and Cllr Rogers with all in agreement. There were no payments for approval. *Action: Clerk to post reconciliation on our website and noticeboard.*
- 9 **Any Other Business:** None
- 10 **Next meeting Monday 12th January 2026** (Following Westhall Parish Council Meeting)

Meeting closed at 8 pm