



## YACIO Trustee Meeting

3<sup>rd</sup> April 2019

Attending: Lisa Turner, Maria Lewington, Adam Myers, Anna Pawlow,

Minutes: Anna Pawlow

### 1. Apologies

Simon Wild, Tina Funnell, Tony Chalcraft, Colin Smith

### 2. Notes and Actions

**Bank Card - Action:** AP to enquire about getting a credit card in her name not a debit card.

**Concession Policy** - AP had circulated concession data to Trustees by email for consideration.

**Rob Vasey Complaint** - AP noted that no signed contract had been received for either of Mr Vasey's plots last year. Trustees debated the wider issue of what to do where tenants had not returned their contract and agreed that further legal advice should be sought.

**Manual** - ML noted that once the manual was finalised there needed to be a policy on how amendments were authorised. LT proposed a review of the manual every six months.

**Action:** AP to add Manual Review to agendas very six months once completed.

### 3. Duty Trustee Report

AM noted several issues that had been raised with him as Duty Trustee.

**Holgate Fence** - He was due to meet with the site secretary on Holgate on 4.4.19 to discuss the issue further.

**Apiary Query** - A tenant with an apiary plot on Carr had requested permission to sell her bees to a new keeper on that site. Trustees discussed the issue and agreed that this would not be permitted as it was against the policy for a normal plot.

**Action:** AM to communicate the decision to the tenant.

**Moving Waiting Lists** - An applicant for a plot had moved house while on the waiting list and had requested to move their application. Trustees discussed the issue and as AP noted that all application dates could still be applicable it was agreed that the application could be transferred as this was not a way to 'queue jump' on the waiting lists.

**Action:** AP to transfer the application.

**Glen** - AM reported that the fence repair on Glen was ongoing and the TC/AM/CS were discussing the issue. There were some issues with leylandii on neighbouring properties that would need cutting back. A tenant had complained about one of the site secretaries but had not been able to provide any evidence. Trustees discussed how to bring areas not in use back into cultivation.

**Trustee Sub-Groups** - Trustees then discussed having specific groups to look at issues such as Maintenance, Finance, etc. It was agreed in principle that this was a good idea but specifics would need to be carefully decided to prevent over burdening individual Trustees.

**Low Moor Tenant Issue** - AM had been communicating with a tenant on Low Moor regarding multiple issues. He felt that he was unable to make further progress and asked that another Trustee took on being a point of contact for this individual. LT volunteered to take over.

**Music on Howe Hill** - A complaint had been received regarding loud music from a plot.

**Action:** LT to progress as dealing with other issues on Howe Hill.

**Shredders** - AM had begun investigating options for providing an operated shredder for woody waste on sites. He would continue these investigations.

**Green Waste Collection on Wigginton Road** - Problems had been reported with the Council bins provided for Wigginton Road. It was agreed that these should be removed and that signs discouraging fly tipping should be put up. Trustees discussed whether it might be suitable to establish a communal compost heap on a vacant plot. This was left with LT as site secretary to decide.

**Action:** AP to produce sign for LT.

LT to email DM to ask for the bins to be removed.

#### 4. Administrator Report

**Colony Complaint** - AP noted that the issues with Colony were ongoing and that she continued to work closely with YACIO's rep to fix the urgent issues as needed.

**Glen Locks** - AP noted that last year a lock for the gate at Glen had been requested and it had been timetabled for the spring. AM would ask the Association at their next meeting whether there was still support for this idea. AP flagged the logistical issues of having a locked gate in that position with safety concerns for opening and closing the gate.

**Action:** AM to ask Association for opinion.

**Hospital Fields Lock** - AP had attached a new padlock to the gates at Hospital Fields and noted that further work would probably be necessary to secure the gates in a more long term way.

#### 5. 2019 Budget Approval

Deferred.

#### 6. Concession Policy

Deferred.

#### 7. AOB

Deferred.

#### 8. Next Meeting Dates

17<sup>th</sup> April - Trustee Meeting - Manual Review

1<sup>st</sup> May - Trustee Meeting