**YACIO Trustee Meeting Minutes**

**2nd April 2025**

**Venue: Friargate Quaker Meeting House**

Attendance: Helen Butt, Tony Chalcraft (Chair), Adam Myers, Lisa Turner, Heather Whittaker, Simon Wild, Nick Smith (Admin, minutes).

Maria Lewington-Gower and Christine Robertson attended in part, via video or telephone link.

1. **Apologies:**

Janet Devlin (Admin).

1. **Minutes of the last meeting:** with the addition of an action for AM re when to call on a tree surgeon at 9a these were agreed.

**Action:** Admin to amend and mark as Final.

1. **Actions:**

**Low Moor/Cemetery Wall Tree Fall:** TC has followed up. A claim has been denied by JRHT’s insurance, and it is now with their solicitor, so the problem remains and we still need to clear brickwork from the area and re-open it. The wall is listed which limits our options, e.g. the large sections can’t be dismantled to be moved.

Actions: TC will write to Richard Keesing with a deadline to move the bricks, after which we will have them moved and send Mr Keysing the bill. This is to be phrased as a request, not a confrontation.

AM will write to JRHT asking them to ‘manage’ their trees. We have concerns about the impact of the shade they cast on our plots, but also on safety of people and structures as shown by a tree recently falling and damaging the wall.

**Fulford Bank Access.** The aim is to clarify ownership and responsibility of 2 large trees at the rear of properties number 75 and 77. LT has checked with the Land Registry but uncertainties remain in that land ownership appears to cross a long used path to some plots, and is not as apparent on the ground.

**Action:** AM and SW will meet on site to review and report back.

**Knapton Land:** A pre-application planning advice form has been submitted. We expect to share the fee with our partner Edible York.

**Action:** TC to progress.

**7. Admin Report.**

**Actions:** NS to investigate and advise how many hours have been spent on invoicing this year. TC will write to MCPC to express dissatisfaction. To be completed.

**8a Maintenance**

**Action:** All complete

**8c Site Specific Issues**

**Bootham theft.**

**Action:** AM to identify ‘key’ tenants to try re-establish a Bootham Stray Tenants Association.

**Scarcroft scaffolding.**

**Action:** Scaffolding has gone. Closed.

**Greater Acomb Community Forum.**

**Action:** No further response received. Awaiting a response.

**Hospital Field Site Secretary.**

No-one has come forward so far. The previous Site Secretary will continue to manage lettings in the short term. HW offered to provide cover for other activities, supported by SW.

**5. Finance Report/Budget**

**Action:** The paragraph containing an error re Heslington Hall wasn’t removed but is not important.

The new interest bearing account is being set up.

Closed.

**6. Secretary’s Report.**

Access to the Orkastrate sandbox arrived this afternoon after much prompting.   
**Action:** We will investigate functionality and report back in a month.

**7. Administrator Report.**

NS reported that Orkastrate responsiveness to the invoice/bulk email issue has been non-existent in the last month.

**Action:**

Admin to keep following up to close the invoice/bulk email issue.

**8b Complaints**

Closed.

**8h Lease**

See agenda item 8h.

**8i Trees**

Specific actions have been addressed. See agenda item 8i.

**9b. Fulford Parish Council Allotments.** TC, LT and SW met members of the Parish Council (PC) and developed the opportunity. It is suggested that this be run on a License rather than a lease, initially for 5 years. Responsibilities for maintenance and insurance have been discussed and expectations agreed. The fence remains the PC's responsibility and the path will become ours. The PC will ask their contractor for a quote for path cutting. We must be confident that taking this on isn’t a cost burden to YACIO. We believe that the plots can be managed on Colony, including the pricing which is different to YACIOs, although it was agreed that the Parish Council plots would become aligned with YACIO’s current pricing over the course of 3 years. All plots are full size plots.

The Parish Council representatives will report back to the full Parish Council and we will proceed from there.

**9c. Off-site document storage.** At £6/week or more this is considered more expensive than can be justified. LT reported that she is working through the backlog of paperwork and it may be possible to reduce it to a manageable quantity. If some documentation does need to be sent off site to an Association’s store this will not contain tenant’s personal details.

**Action:** LT to report back whether the situation is manageable without off-site storage.

**9e. Poultry**

27 livestock keepers are recorded on Colony. In place of sending letters HW will visit sites and check the situation of each. It is thought possible that restrictions will soon be lifted.

**Actions:**

Admin to send a list of plot numbers with livestock recorded to HW.

HW to visit plots and report back

**11. AGM.**

All actions are complete.

1. Chair’s Report

TC reported that he has been contacted by a student studying allotments. They will be referred to HB.

**Action:** TC.

1. Finance Report / Budget

LT reported on the current performance against budget situation.

AM asked what the impact of National Insurance changes would have on the budget. LT explained that the impact will be minimal and not a cause for concern and will report back on the increase. TC suggested that it may be possible to claim some of any increase back, depending on the circumstances of the employee.

**Action:** LT to report on the increase of NI.

The cost of maintenance may become a concern if it continues at the same level.

There is now a separate budget line for trees.

The Council has provided some money which is incorporated into the figures. CS advised that £3000 is due for a final legacy job (Green Lane fencing) which we have not yet spent.

1. Secretary Report

Nothing more to add.

1. Administrator Report

It was agreed that the 2026 AGM will be Saturday 28 March.

**Action:** Admin to book the hall space for this date.

NS asked whether the recent Site Secretaries Meeting minutes could be distributed. It was agreed that Trustees would review and provide any amendments by Monday 7 April and they could be sent out after that.

**Action:** Admin to distribute the draft minutes after 7 April.

1. Trustee Reports (Specific Responsibilities)
2. Maintenance. CS reported the legacy payment as mentioned above, which Dave Meigh of City of York Council (CYC) agreed to pay this year. Dave Meigh had also agreed with CS that CYC’s asbestos management company would do an annual ‘sweep’ of any asbestos found on the allotment sites until all had been removed. Some still remain e.g. the Holgate Site Secretary has reported a crumbling asbestos shed. AM suggested that some panels are likely to be cement based and benign. The material is generally safe if undisturbed, but once moved into a public space it must be managed.

Site Secretaries need help to make decisions on what needs to be managed, and how. Tenants must be discouraged from bagging any material of concern and leaving it with Site Secretaries.

**Action:** AM will contact a specific tenant and explain the requirements to leave in situ and report any material of concern.

New lets should be advised to leave any material of concern in situ, and not to disturb it. If pieces are dug up they should be handled with gloves, double-bagged and reported. We can arrange for our contractor to take it to James St for secure disposal, at a cost.

LT reported a testing service at £35. For the specific shed at Holgate YACIO will pay for testing.

**Action:** LT to send details of testing service to HB.

1. Complaints. Fulford Cross complaint is with MLG.
2. Site Specific Issues.

i Hospital Field. Has any damage to tenant’s plots occurred due to trees coming down? TC stated that he wishes to step back to avoid any potential conflict of interest.

**Action:** HW will have a look at the area concerned and report back.

ii Bootham Stray. A question has been asked as to whether an applicant who has moved beyond the City boundary can take on a plot.

**Action:** TC will reply to say that this falls outside the rules.

iii Green Lane. An issue with bees has been reported by a tenant.

**Actions:**

TC will ask Bootham Site Secretary Warwick Iver if he will visit Green Lane and advise.

Admin will send TC links to our current documents concerning bees.

1. Associations

Nothing additional to report.

1. Document Review

LT reported that she has updated parts of the Site Secretaries handbook, but this needs to be reviewed and completed. SW offered to complete this.

**Action:** SW to complete review and update of the Site Secretaries handbook, incorporating additional information such as non-cultivation guidance.

1. Website development

Nothing additional to report.

1. Newsletter

Nothing additional to report.

1. Lease

TC has been in touch with several members of the Council. There has been disagreement between YACIO and part of the Council as to when the lease expires/expired. LT has been able to show that it was as we believed, and has put a correct copy (with changes initialed) on the Drive - this confirms the situation that the lease has expired and that we need a new lease.

Options and next steps were discussed.

**Action:** TC will write again, in the first case to Edward Bland, with Nicholas Collins and Councillor Jenny Kent. This message will also mention asbestos support (as reported above).

1. Trees

AM reported that work on Low Moor has been completed, but there will be additional cost for work to be completed on Green Lane.

9. Issues for Discussion:

None raised.

10. Issues for Decision:

1. Site Secretary Documentation

Carry over to the next meeting’s agenda.

**Action:** Admin to add to May agenda.

1. Procedures For Non-Cultivation

As 10a.

1. Social media presence

MLG suggested that YACIO should have a social media presence, and offered to manage an account on Facebook and Instragram, though this would be for signposting e.g. to Newsletters, Plotlines and best plot competitions, rather than for discussion or interaction.

This was agreed as proposed.

**Action:** MLG to set up accounts.

11. Any Other Business

a. HW reported a request from the Hempland Lane Site Secretary (David Brinklow) for some form of ID to be worn on site, especially when meeting prospective tenants, such as a YACIO lanyard. This was discussed and accepted in principle for anyone who feels it would be beneficial, but not as an obligation to others.

**Actions.**

TC to inform DB of decision.

Admin to obtain costs and a supplier for a suitable lanyard.

Admin to put this on the agenda for the next Site Secretaries meeting.

b. LT asked CS if the builders adjacent to Wiggington Road site have encroached on the site. A hedge that should have been left has been removed. LT also reported that the builders had said they would maintain the hedge. Although it looks neat, security is compromised.

**Action:** LT to make enquiries as to what the builders will do to replace the hedge.

12. Next Meeting Dates

* 1. Trustee Meeting Wed 7 May, Friargate.
  2. Trustee Meeting Wed 4 June, venue TBC