**YACIO Trustee Meeting Minutes**

**6th June 2025**

**Venue: Friargate Quaker Meeting House**

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

Dave Meigh, City of York Council, attended for item 8h.

1. **Apologies:**

Maria Lewington-Gower, Heather Whittaker, Janet Devlin (Admin).

1. **Minutes of the last meeting:** Approved.

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

1. **Actions:**

**Low Moor/Cemetery Wall Tree Fall:** work to repair the wall has started with bricks lifted and stacked, albeit on the site path.

**Action:** to monitor.

**Fulford Bank Access.** AM has found a tree map which identifies 2 gardens crossing the long used access. This is the same as the Land Registry information.

CS had a recent conversation with DM re another uncertain boundary - the long boundary at Low Moor where there are 2 parallel fences: the inner was probably the actual boundary with the outer added to resist cows on the adjacent field. There is now an uncertain area between the fences which is becoming overgrown, and the inner fence is decaying.

**Action:** Follow up with DM (item 8h).

**Knapton Land:** Nothing to add at this point.

**Action:** To monitor.

**7. Admin Report.**

**Orkastrate.**

Since we are now working to replace Colony with Orkastrate and have a positive relationship we will not pursue the complaint over the consequences of the 2025 invoice distribution issues but will test and/or require assurance about this functionality in Orkastrate before committing to it.

HB reported that we have had confirmation that Orkastrate can use an alternative to PayPal, and that she is investigating. One new piece of functionality which may be useful is to manage site maps. This will be presented to the Site Secretaries and they will be asked to provide any updates.

The latest date we would be willing to transfer from Colony to Orkastrate was confirmed as late September, though we will work toward mid September as previously discussed.

**Actions:**

HB to send information re site mapping to SW.

HB to arrange a meeting for the Colony/Orkastrate group.

NS to add ‘New Website’ to Site Secretary Meeting agenda.

**8. Trustee Reports**

**Bootham Stray.**

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

**Greater Acomb Community Forum.**

**Action:** No further response received. Ongoing.

**Hospital Field.**

No-one has offered to become Site Secretary yet. SW confirmed that he is willing to continue to provide cover.

It was agreed to offer half price rental next year to plot 12A which experienced some damage as a result of recent tree work.

**Action:** Admin to inform tenant.

**Fulford Parish allotments.**

TC did follow up regarding the form of an agreement but nothing further has been received.

**Action:** Ongoing.

**Complaints**

The complaint from Hob Moor has no further action to report.

**Finance:**

**Action:** LT to continue to monitor impact of National Insurance increase.

**Maintenance:** CS reported that a first round of asbestos removal has been completed. There will be a second and possibly a third round.

**Action:** CS to send timeline to CR.

CS also reported a conversation regarding ideas for deposits for sheds and similar considerations. These are ideas and options rather than proposals, and some may require careful explanation. They will need Site Secretary support but should be reviewed by Trustees first. Agreed to raise with Site Secretaries for their input at the forthcoming meeting.

**Actions:** CS send ideas to Trustees. Admin to add to draft agenda.

**Document Review:** SW will reply to NS‘s suggestion that Admin would now have time to work on this.

**Actions:**

SW to follow up on document review with Admin.

SW to circulate Site Secretaries handbook.

1. **Chair’s Report**

Oversize shed at Low Moor. Someone other than those at Low Moor needed to investigate and advise whether the shed should be reduced in size. CS will have a look.

**Action:** CR to send relevant information to CS.

A second shed will be inspected by TC, with a view to building a better relationship with the tenants. A structure application is still needed, which they have been given.

**Action:** TC to inspect and advise any further action.

A third plot has a structure of concern.

**Action:** CR will forward information to TC.

The concern about bees at Green Lane has abated.

**Action:** TC will reply to NS re. an enquiry for an apiary plot currently on hold.

1. **Finance Report / Budget**

LT has distributed financial reports. In brief we are halfway through the expenditure budget at the 5 month point and therefore appear to be overspent, however this is not yet a concern as maintenance expenditure is likely to reduce over winter.

Income is down against budget but we have recently sent the invoice reminders. Responses have shown some issues with payments not recorded in Colony - these are small in number but time consuming to amend and respond to.

1. **Secretary Report**

Nothing additional to add

1. **Administrator Report**

Nothing additional to add

1. **Trustee Reports (Specific Responsibilities)**
2. **Maintenance.**

Asbestos - reported earlier.

Tyres - Dave will arrange a collection.

Fencing - during June and July 50-60 pieces of green fencing will become available from West Bank Park. These can be used to complete the legacy work at Green Lane, and any excess could be stored at Carr (TBC).

**Action:** CS to discuss with Carr Site Secretary.

Car parking at the Holgate site was reported to be an increasing problem, possibly due to it being used by commuters. Other sites have reported similar problems such as Low Moor due to greater resident only restrictions on adjacent streets. Wiggington Terrace had a similar problem with restrictions but managed to have some extended spaces made available, albeit only extended from 10 minutes to an hour.

Parking should be a subject for wider review at a further meeting.

**Action:** CS will investigate a more obvious car park sign ‘For use of allotment holders only’ for Holgate.

1. **Complaints.** Nothing more to add.
2. **Site Specific Issues.**

**i Scarcroft.** TC summarised vandalism, arson, assault, theft and other problems at Scarcroft. Some arrests have been made although then released. The Police have been helpful in parts but it appears that issues are treated in isolation and are not joined up. We need to keep Councillor Crawshaw involved. The Site Secretaries are doing well but require support.

One tenant has requested a refund or future rent free year. This was discussed but it was agreed that this won’t be offered.

**Action:** TC will continue to take this issue forward, and may write to the Police with a ‘semi-complaint’.

**d. Associations.**

AM still working to develop a Bootham Stray Association as reported above.

**e. Document review.**

 As reported above.

**f. Website.**

 Development is currently part of Colony/Orkastrate upgrade.

**g. Newsletter.**

 The summer newsletter is available and will be sent out this week.

**Action:** Admin to send out.

**h. Lease**

Dave Meigh, Operations Manager - Public Realm, City of York Council attended for this item. A constructive conversation followed. Firstly Dave explained the reasons for the delay in processing a new lease, simply a matter of priorities following changes within the Council. There is no concern that a new lease won’t be granted.

It was agreed that the date of the previous lease meant that it had expired.

YACIO should now write to DM answering two questions:

* how long a lease do you want?
* why do you want a longer lease?

These were discussed and decided to be i) 35 years, and ii) because a longer lease permits some grant funding opportunities to be applied for, for example some larger funding opportunities require the funds to be beneficial to the organisation for 25 years. Additionally it gives security now that we have employees.

Timeframe: if everything goes to plan then the earliest the application could be out to the Exec would be the September meeting, though October is more likely (to be confirmed in the minutes and ratified at the following meeting). Would then need to go to legal. Note that this is not a newly written lease starting from scratch but based on the existing, which should simplify processing.

DM advised that should we need to apply for a larger grant part way through the term if the remaining period was insufficient we could apply for an extension, in effect to surrender the lease and start a new one.

**Action:** YACIO to write to DM (2 or 3 paragraphs is sufficient) with the responses to the two questions within the next month.

A few boundary issues remain and it would be a good time to clear them up. DM has written to CS explaining 5 changes to the maps in the previous (expired) lease. YACIO should confirm that these are as expected, and raise any other boundary uncertainties.

AM reported the 2 garden spaces at Fulford Bank (re Fulford Cross) as reported earlier in the meeting. The only problem with this is the 2 mature trees on the path. DM agreed to take this on.

CR reported on the long boundary at Low Moor. The inner fence was originally the boundary, and then a second (parallel) post and wire fence was added to keep cattle off the site. The inner fence has decayed in parts which makes things more uncertain, and the space between them is being overtaken by brambles and trees will become a problem, despite being trimmed last year. DM will look at the fence, but suggested that the inner face of the hedge (the original fence/boundary) is YACIO’s site boundary. The suggestion was discussed and agreed; it gives us a clear point to base decisions on, but is not an obligation to top and face the hedge by the Council.

DM and CS will walk the fence/boundary in the autumn.

It was reported that the Green Lane fencing is probably the last of the legacy issues.

DM asked if YACIO wants the Bootham Stray toilet. It was supposed to be a composting toilet but believed to have been installed incorrectly and hasn’t been emptied for years. If YACIO don’t want it then it will be taken away. DM will try find any relevant plans, paperwork etc.

**Action:** YACIO to decide whether to take it on (this may depend on what background information DM can trace).

AM reported issues with flooding at several sites including Howe Hill, Bootham Stray and Hempland Lane. DM replied that CYC wouldn’t be able to stretch to drainage work but that he would look for drainage plans as there are believed to be some gaps which it would be useful to know before considering any future work.

HB reported trees on the other side of Holgate Beck to the allotments (Chancery Rise) are falling. DM doesn’t think that CYC has land here but would have a look.

SW raised 3 further boundary concerns at Low Moor:

A cattle trough that YACIO receives the water bill for. This is for CYC to sort out.

On the southern boundary are some big/becoming big trees that could do to be ‘nipped in the bud’, and a silver birch that someone has tried to poison but has survived.

The boundary with JRHT was discussed and DM reported that the wall belongs to the Police. DM will forward relevant email to AM or SW.

It was reported that YACIO and DM have not been doing the intended annual reviews. DM reported this is a sign of there being no concern on CYC’s part.

The length of the waiting list and provision of allotment space in the city was discussed. Proposed arrangements with Fulford and with Rufforth Parish Councils were reported.

**i. Trees.**

Nothing to add.

**9 Issues for Discussion:**

Time did not permit these items to be discussed.

**10 Issues for Decision:**

Actions from the previous (March) Site Secretary meeting were reviewed and recorded.

**11 Any Other Business**

None raised.

**12 Next Meeting Dates**

* 1. Site Secretary meeting, Mon 30 June at Scarcroft (TBC)
	2. Trustee meeting, Wed 2 July, location TBC