

**Minutes of the Meeting of the Heckington Allotment Management Committee on Monday 16 April 2025 at 7.30pm  
in the Heckington Parish Council Chambers, St Andrews Street, Heckington**

**1. Chair's Welcome & Safety Announcements (AMC25/001)**

The Chair, Mr Wright (hereafter referred to as the Chair) welcomed councillors and members of the public to the meeting. The Chair delivered the usual health and safety announcements and asked those present to silence their mobile phones.

The Chair thanked members of the Allotment Association for their assistance with the working parties.

He informed the meeting that Ms Weston, Secretary, Allotment Association had stepped down from the Allotment Management Committee.

**2. Public Forum (AMC25/002)**

The Chair opened the public forum. There were five members of the public present.

**3. Councillors/members present (AMC25/003)**

Mr Steve Wright, the Chair (Allotment Association/Allotment Management Committee)

Mr Foard, Treasurer, Allotment Association

Mr Robson, Vice-Chair, Allotment Association

Councillor O'Connor, Parish Councillor

**4. Apologies (AMC25/004)**

Councillor Davison, Parish Councillor

**5. To receive any reports of member's interest, pecuniary or otherwise in relation to the agenda and any dispensations in accordance with the Localism Act 2011 (AMC25/005)**

None.

**6. General Matters (AMC25/006)**

a) Update from the Parish Council in relation to the opening of a bank account for allotment rental income and the management of dykes, hedges and pest control.

i) To create an action plan for the cutting of the front hedge and the dyke maintenance.

Councillor O'Connor informed the meeting that the AMC bank account is now open; the allotment rental income will be transferred to this account.

Councillor O'Connor informed the meeting that the Parish Council resolved in March 2025 to take responsibility for maintenance of the allotment hedges, dykes and pest control. The Parish Council have £2225.50 budgeted for this purpose.

Councillor O'Connor and the Chair spoke about the hedge works at the allotments which will now be delayed until September 2025 following issues with communication with Lincolnshire County Council Highways. The dyke clearance can also be left until September 2025.

**b) Defibrillator**

The Clerk informed the meeting that she had obtained permission from the Finance Committee to apply for grant funding for a defibrillator and solar powered cabinet for the allotments. The Clerk explained that the total cost of the project will be in the region of £3500.00. She has started applications for funding and will share details with the Allotment Association Committee so that they can also apply for funding.

**Action: Clerk to share grant sources with the AA.**

c) Ring-fencing of rental income

Councillor O'Connor informed the meeting that there is £3760.88 to carry forward from allotment rental income (breakdown available in the Clerk's finance report below).

The Chair discussed the failure of the Parish Council to ring-fence previous income. The Chair proposed that the AMC start afresh and agree with the Parish Council to ring-fence income received from October 2023. The proposal was seconded by Mr Foard and the motion was passed unanimously by resolution of the Committee.

d) CCTV Cameras

The Chair proposed the purchase of two CCTV cameras to update security at the allotments (expenditure will be derived from the AMC fund).

**Action: The Chair will obtain three prices for solar powered CCTV cameras and report back at the next meeting of the AMC.**

e) Drainage

A quote has been received for the installation of land drains but due to the cost (£10,500.00), this will not take place for a number of years. Bore holes can be made to alleviate flooding at a cost of £2000 per hole but at least five would be required to have any effect. The Chair suggested that land drains are a more permanent solution to the flooding issues. There was mutual agreement.

The Chair asked whether there might be an agreement with the Parish Council for a 50/50 split towards the costs of the drainage. The Clerk informed the meeting that the Parish Council have fulfilled their legal commitment to provide allotment land; there is no onus on the Parish Council to assist with the drainage costs. The Allotment Association would need to apply to the Parish Council for grant funding for assistance with the project. The Clerk suggested that the AA set up a reserve account for this purpose.

**Action: AA to put into place measures to ensure reserves are accumulated for this purpose.**

f) Inspections

The Chair Suggested that the Committee conduct the next round of inspections on Friday 30 May 2025 at 1pm. The Chair suggested that this is carried out by two Councillors and two Allotment Association members.

**Action: Clerk to check the availability of Councillor Davison.**

g) Advertisement of vacant plots

The Chair proposed the advertisement of vacant plots. Mr Foard agreed to photograph the plots. The Clerk suggested advertising via the Parish Council newsletter, Facebook, the Parish Council website and noticeboards. Councillor O'Connor also suggested word of mouth.

**Action: Mr Foard will obtain images of the vacant plots for advertising purposes. Clerk to create an advertisement for the various platforms.**

h) Quotes for the roadway

The Chair raised maintenance of the roadway. He suggested that official quotes are obtained from companies to professionally resurface the roadway, rather than buying bags of chipping to infill potholes. He is of the opinion that this will have greater longevity and in the long-term will be more cost-effective.

**Action: The Chair will obtain the necessary quotes and present them to the next AMC.**

i) Allotment Gate

The Chair would like to review the opening and closing arrangements for the gate. During busy periods, it makes sense to leave the gate open unless you feel more safe with the gate closed. The last person on site will be expected to close and lock the gate.

**Action: Clerk to add this clause to the tenancy agreement for October 2025.**

j) Allotment Field

The Clerk informed the meeting that the allotment land was purchased in November 2010. She still needs to find and review minutes from 2010 but it would seem to follow that all the land was purchased for the provision of allotments therefore any rental income from the field, upon review by the Parish Council, would be classed as allotment rental income and should be ring-fenced.

**Action: Clerk to add the Parish Council agenda for April.**

k) Skip

The Chair proposed to hire a 8yd skip from Forceshift Skip Hire at a cost of around £288 plus VAT (exact price to be determined) for clearance of any remaining rubbish from the plots. The proposal was seconded by MR Foard and passed unanimously by resolution of the Committee. The AMC agreed to allow the Parish Council to dispose of some waste from the Caretaker's workshop in the skip.

**7. Finance (AMC25/007)**

a) Finance update from the Clerk

The Clerk explained that rental income received in October 2023 (£2330.50) fed into the 2024/25 financial year. After expenditure during the 2024/25 financial year there is a surplus of £971.38 which is ring-fenced, carry forward rental income.

The rental income received in October 2024 of £2767.00 plus as additional £22.50 yet to be received for a more recent plot rental, feeds into the current financial year 2025/26 (£2789.50).

There is therefore a total ring-fenced, carry forward of £3760.88. The Clerk said she will obtain permission from the Parish Council to transfer these funds to the newly opened AMC account.

The Clerk explained that it would make more sense to bring the allotment financial year (October to September) in line with the Parish Council financial year (April to March). The Clerk said she had already discussed this with the Chair, Councillor O'Connor and Councillor Tucker from the Finance Committee.

**Action: Clerk to add to the next agenda a proposal to issue invoices in October for a six-month period only to bring the invoicing into sync with the Parish Council financial year.**

b) Finance update from the Treasurer of the Allotment Association

Mr Foard said that there is current £944.86 in the AA bank account.

In terms of recent expenditure, there was a payment for £16.19 batteries for the wildlife camera, a £2.00 for a replacement eye pad for the first aid kit and a £50 donation to Lincolnshire Air Ambulance. Income received is 1 pence cashback. There is £10.95 in petty cash. The Chair has a donation yet to be transferred to the AA fund.

Mr Foard said he had received some training yesterday relating to Finances from Lincolnshire Volunteer Services. The Clerk asked whether the AA financial year runs from April to March and there was discussion about a year end audit. The Clerk suggested that someone locally might audit the accounts free of charge.

The treasurer informed the meeting that a recent grant application had been unsuccessful. It was thought that this was for the building for the communal plot. The Chair has since confirmed that this was for the annual insurances.

**8. Date and time of the next meeting/s (AMC25/008)**

Monday 23 June 2025 at 7pm in the Parish Council Chambers.

**9. Questions from the public (AMC25/009)**

Mrs Tucker asked whether the allotment field had been previously used by the Heckington Show Committee. The Chair confirmed that the field had not been used since 2019. Mrs Tucker said that the show committee used to pay £100 for the field. Mrs Tucker said the AMC could make a profit for the AA if they rented the field over the show weekend. The Clerk explained that the Parish Council need to discuss the allotment field

tenancy and come to an agreement as to how to proceed given the passing of the named field tenant. This will be on the Parish Council's agenda for April.

**The Chair closed the meeting at 20.31pm**