Minutes of the Meeting of the Heckington Allotment Management Committee on Monday 23 June 2025 at 7.30pm in the Heckington Parish Council Chambers, St Andrews Street, Heckington

1. **Chair's Welcome (AMC25/010)**
   The Chair delivered the usual health and safety announcements and asked those present to silence their mobile devices.

   The Chair expressed his thanks to Sarah Weston for organising the scarecrow competition.

   He warned allotment holders of potential scammers visiting the allotment site further to a recent incident.

   The AA has received a grant for a building on the communal plot. This will be discussed later in the meeting.

   There is going to be a delivery of 50 tonnes of topsoil to the allotments. There was discussion about sharing this with plot holders and it was agreed that this could be divided into two separate piles. There will be a third pile of soil of lesser quality.

2. **Public Forum (AMC25/011)**
   A member of the public thanked the Chair of the Allotment Association for his assistance with cemetery maintenance. Councillor Davison suggested that these thanks are also expressed at the Parish Council meeting on Monday praising the teamwork.

   An allotment holder asked the Committee whether he would be allowed to keep bees at the allotments. The Chair said that this needs to be discussed as a Committee before a decision can be made.

   A member of the public asked about water supply; the Chair talked about reinstating taps and the use of hosepipes. He said if the water bill increases dramatically, the Committee will have to withdraw this permission.
   Actions: Committee to discuss the proposal to keep bees at the allotments.

3. **Councillors/members present (AMC25/012)**
   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 (AMC25/013)**
   None.

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 (AMC25/014)**
   None.

6. **General Matters (AMC25/015)**
   a) Allotment inspections (May 2025)
      The Chair informed the meeting that there were some untidy plots but there are no plans to issue any warning letters further to the inspection carried out at the end of May 2025.

      The Chair confirmed that there are only 3 plots available to rent.

      Mr Foard said that there was some glass and other debris that should have been removed when the AA last hired a skip.

Action: Members to discuss a plan of action for when there are no vacancies.

b) Formation of working parties
The Chair said there will need to be a working party to tidy and strim the communal plot and to build a base for the new communal shed. The dates for these events will be agreed at the AA meeting at 3pm on Sunday 29 June 2025.

c) Parish Council responsibilities
The Clerk confirmed that the Parish Council is responsible for the maintenance of communal areas and vacant plots to include weed spraying, maintaining hedges and dyke clearance.
Action: Clerk to add these details to the tenancy agreement.

d) Water tanks
The Chair asked the Committee whether it is worth refurbishing the water tanks or replacing them. It was agreed to price up the cost of refurbishment versus buying new tanks, either plastic or metal.
Action: The Chair will explore costings to bring to the next meeting of the Committee.

e) Pest control
The Chair informed the meeting that there has been a lot of activity at the allotments with rats taking bait. Pestforce have asked tenants to keep the areas around the bait boxes strimmed and clean and tidy; the bait boxes are not to be moved. The Clerk said that she had a conversation with Pestforce and they expressed particular concern about one plot with chickens; they are being overfed, and the abundance of food is attracting rodents.
Action: Clerk to speak to the allotment holder. Mr Foard will look at costing to check the affordability of pressure plate feeder.

f) Reinstatement of the roadway
The Chair said that he has received two quotes for reinstatement of the roadway: £2,500.00 and £3,000.00. The Chair has discussed this with the tenants of the allotment field and by joining forces, they can bring this cost down to £1,000.00; £240.00 for the chippings plus the hire of a digger, roller and labour. Mr Foard proposed the latter as a viable option. The proposal was seconded by Councillor O'Connor and the motion was passed unanimously by resolution of the Committee.
Action: Caretaker spray the roadway. The Chair will make the arrangements for reinstatement of the roadway.

g) Community composting site
Councillor Davison proposed that there is community composting site for use by the Caretaker and allotment holders; two bays will be created on the communal site. The proposal was seconded by Councillor O'Connor and the motion was passed unanimously by resolution of the Committee.

h) CCTV cameras
The Chair informed the meeting that the CCTV cameras have now been installed. There is a CCTV policy that will be reviewed for adoption by the Parish Council on Monday 30 June 2025. The footage will only be checked in the event of an incident and for routine operational testing.

Action: Clerk to add to the CCTV policy routine weekly testing of the cameras to ensure they are operational.

HECKINGTON PARISH COUNCIL'S CCTV POLICY

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Heckington Parish Council Chambers, Heckington Cemetery and Heckington Allotments.

The system comprises a number of fixed and mobile cameras located at and around the site/s.

All cameras are controlled remotely and can be viewed by designated personnel of Heckington Parish Council and the Police only.

Management of the System

Operational responsibility for the scheme is with the Clerk and duly delegated Councillor or member.

For the purposes of the Parish Council Chambers this shall be the Chair, Councillor Spencer; for the cemetery this shall the Chair, Councillor Tucker and for the allotments, the Chair of the Allotment Management Committee, Mr Steven Wright.

The CCTV system at the Parish Council Chambers is located in the secured office.

The CCTV system at the cemetery and allotments is accessed remotely via mobile device. Storage is via SD card on site.

Access to CCTV images will be limited to the Clerk, Councillors and duly delegated members and the Police.

Following a request to access CCTV footage, two of the designated people must be present when the system is being reviewed and the CCTV image Access Request and Review Form, shown in Annex A, must be completed on every occasion that the system is accessed for review.

A copy of this Policy is available for review on the Parish Council website.

Control and Operation of Camera, Monitor and System

The following points must be strictly observed by all operators:

1) Authorised operators much act with due probity and not abuse the equipment to compromise the privacy of the individual.

2) The focus of the CCTV cameras is based upon a variety of information including security, health and safety and safeguarding.

3) Access to CCTV footage will only be allowed if deemed appropriate and absolutely necessary.

4) Digital records should be securely stored to comply with data protection.

5) Images will not be supplied to the media, except on the advice of the Police if it is deemed to be in the public interest.

This policy is based on the guiding principles of the Surveillance Camera Code of Practice 2017. A copy of the guiding principles are detailed in Annex B.

Copies of the CCTV policy are available online and upon request, in accordance with the Freedom of Information Act 2000 and the Parish Council's Data Protection and Publication Scheme Policy documents.

Any concerns or complaints regarding the use of the CCTV system/s must be put in writing to the Clerk at clerk@heckingtonparishcouncil.gov.uk and these will be dealt with in line with the Complaint's Policy.

Version control and amendment history

Date approved	Version Number	Revision / amendments made	Review date
	V1.0	New Policy	May 2026

7. Finance (Allotment Management Committee) (AMC25/016)

a) To note the current bank balance as of 13 June 2025.

AMC Account	3,478.41

b) To review income from the opening of the AMC account on 29 April 2025 to 13 June 2025.

Transfer of rental income	3,760.88
Transfer of field rental income 2023/24 and 2024/25	400.00

c) To review expenditure since 29 April 2025 to 13 June 2025.

Detail	NET	VAT	GROSS
Replacement tap and plumbing supplies	7.23	1.45	8.68
Skip Hire	262.50	52.50	315.00
CCTV Cameras ***VAT TBC***	169.99	0.00	169.99
CCTV annual data package ***VAT TBC***	179.80	0.00	179.80

d) Budget (first quarter)
The Clerk informed the meeting that the Committee has spent 37% of the budget for the 2025/26 financial year.

e) Allotment Association Rent - Insurance
Councillor O'Connor proposed that a nominal fee of £5 is charged as part of the tenant's rent due to difficulties obtaining payment from a number of plot holders during the current financial year for the insurance. The proposal was seconded by Mr Robson and the motion was passed unanimously by resolution of the Committee.

f) Allotment deposits
The Chair suggested that allotment deposits are increased to cover the cost of plot clearance if plots are left in an untidy state after vacation. There was some suggestion that an increase in deposits would deter potential renters.

ALLOTMENT FEES	**2024/25**	**2025/26**
Admin Fee	0.00	5.00
Key Deposit	15.00	15.00
Plot Deposit (Quarter)	**10.00**	**10.00**
Plot Deposit (Half)	**25.00**	**25.00**
Plot Deposit (Full)	**50.00**	**50.00**
Rent – Quarter	23.00	24.00
Rent – Half	45.00	47.00
Rent – Full	86.00	90.00

Action: The Chair will take this to the Allotment Association meeting on Sunday 29 June 2025 for further debate. Clerk to add to the agenda for the August meeting of the Committee.

g) Tenancy Agreement Term
The Clerk informed the meeting that the Parish Council have agreed to move the tenancy agreement from October to September to April to March. The invoice issued in October will be for six months only.

i) Field Rental Income
The Clerk informed the meeting that the Parish Council have agreed that the allotment field rental income will be ring-fenced for the AMC.

8. Finance (Allotment Association) (AMC25/017)

a) Current bank balance, income and expenditure
Mr Foard informed the meeting that there is currently £3104.86 in the AA bank account. A grant has been received from NK for the community plot shed, £2,500.00. A deposit of £300 was paid to secure the shed and there have been other items of expenditure for pallets and nuts and bolts for the benches that Mr Robson is building for the community plot. There was also a donation of £50 to Lincs Air Ambulance. The scarecrow competition lead to a loss of £4.00.

A plot holder suggested a fund raising idea; open allotments. The Chair said that this would need to be led by the AA; it was a success in the past. Mr Foard said there will be another coffee morning in 2026 to raise funds for the AA.

A member of the public suggested that the AA ask people why they did not participate in the Scarecrow Competition.

A plot holder suggested inviting other organisations to participate in the Scarecrow Competition.

Mr Robson asked the Chair if there has been a decision about the number of benches and tables for the communal plot. The Chair said that the AA meeting on Sunday 29 June 2025 will look at planning for the communal plot. The shed arrives on 15 August 2025.

9. Date and time of the next meeting/s (AMC25/018)

a) Allotment Association Meeting, 29 June 2025
b) Allotment Management Committee Meeting, Monday 1 September 2025 at 7pm.

The meeting moved into closed session at 20.13pm to discuss the renewal of tenancy agreements.

10. Closed Session (AMC25/019)

a) Renewal of tenancy agreements
The Chair suggested that tenancy agreements aren't automatically renewed for any tenant that upsets the status quo at the allotments. Councillor Davison asked about the legality of not renewing an allotment holders tenancy agreement.
Action: Councillor Davison and the Clerk will liaise with the NAS. Clerk to write a letter to the tenant to ask for contaminated waste material to be removed.

The Chair closed the meeting at 20.35pm.