

Minutes of the Meeting of the Heckington Allotment Management Committee on Monday 1 September 2025 at 7.30 in the Heckington Parish Council Chambers, St Andrews Street, Heckington

1. Chair's Welcome (AMC25/020)

2. Public Forum (AMC25/021)

3. Councillors/members present (AMC25/022)

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

Mr Foard, Treasurer, Allotment Association

Mr Robson, Vice-Chair, Allotment Association

Councillor Davison, Parish Councillor

Councillor O'Connor, Parish Councillor

4. Apologies (AMC25/023)

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 (AMC25/024)

None.

6. Minutes (AMC25/025)

The Chair proposed that the minutes of the meetings held on 10 March 2025 are accepted as a true and accurate record of that meeting. The proposal was seconded by Councillor O'Connor and the motion was passed unanimously by resolution of the Committee.

Councillor O'Connor proposed that the minutes of the meetings held on 16 April 2025 are accepted as a true and accurate record of that meeting. The proposal was seconded by Mr Foard and the motion was passed unanimously by resolution of the Committee. Councillor Davison abstained from voting on the April minutes as he was not present at that meeting.

Mr Foard proposed that the minutes of the meetings held on 23 June 2025 are accepted as a true and accurate record of that meeting. The proposal was seconded by Councillor O'Connor and the motion was passed unanimously by resolution of the Committee.

7. General Matters (AMC25/026)

a) Allotment Field

The Chair said that there is now only one half plot and two quarter plots available for rent with a waiting list for full plots. Members discussed using the field to create additional allotment plots. The timescale to create new plots was discussed along with the road extension and water supply.

Councillor Davison proposed the extension of the allotments (A side) into the field to create additional plots. The proposal was seconded by Councillor O'Connor and the motion was passed unanimously by resolution of the Committee.

The Chair informed the meeting that there have been a number of enquiries from tenants about keeping bees. The Chair said that this will need to be researched at length further to advice from the BBKA. Mr Foard proposed that the Chair and the Clerk attend a bee keeping course, to be funded by the Allotment Management Committee, at a cost of £275.00 per person plus mileage and accommodation. The proposal was seconded by Councillor O'Connor and the motion was passed unanimously by resolution of the Committee.

Action: Clerk to book the training.

The Chair proposed that the field is used as a communal bee area, subject to advice from the BBKA. The proposal was seconded by Councillor Davison and the motion was passed unanimously by resolution of the Committee.

Given the above resolutions, the Chair proposed that the tenancy agreement for the field lease is not renewed. The proposal was seconded by Mr Robson and the motion was passed unanimously by resolution of the Committee.

Action: Clerk to liaise with the field tenant.

b) Review of Allotment Rents

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 50.00
Plot Deposit (Half)	25.00	25.00 50.00
Plot Deposit (Full)	50.00	50.00 50.00
Rent (Quarter)	23.00	24.00
Rent (Half)	45.00	47.00
Rent (Full)	86.00	90.00
Annual Insurance Contribution (AA)		TBC

Members noted the allotment rental fees for 1 October 2025 to 31 March 2026. The fees will be halved as the fee period will be six-months to bring allotment finances in line with the Parish Council financial year. The tenancy agreement will be for 18-months to prevent duplication of effort in April 2026.

Action: The Chair will liaise with the Allotment Association over rental increases from April 2026 to feed into the Parish Council's 2026/27 budget discussions.

c) Plot Deposits

The Chair reported that feedback from the Allotment Association supports a deposit of £50.00 for all new plot holders regardless of size as reflected in the table above, the increase will help to cover the clean-up costs post vacation if allotments are left in an untidy state. The Chair proposed that this new rate is accepted. The proposal was seconded by Mr Robson and the motion was passed unanimously by resolution of the Committee.

d) Tenancy Agreement 2025-2027

Councillor O'Connor proposed that the tenancy agreement as amended is approved. The proposal was seconded by Mr Robson and the motion was passed unanimously by resolution of the Committee.

e) Poultry

i) Pressure plate feeders

Pestforce have suggested the use of pressure plate feeders for allotment holders with poultry. The Chair suggested that this is discussed by the Allotment Association. Mr Foard said that the feeders can be purchased from Amazon for between £25-30.

Action: Chair to add to the agenda for the Allotment Association.

ii) Expert advice for tenants with poultry

The Chair said that there are an increasing number of allotment holders with poultry and he suggested presentations to be delivered by experts in the field to ensure that plot holders are adhering to animal welfare and other legislation.

Action: Clerk to add a reminder to Facebook that poultry keeper must register their poultry and submit the relevant registration to the Clerk.

- f) Mulch Pit
The Chair proposed that the mulch pit is moved to the far end of the field. He suggested that plot holders are also allowed to use the mulch pit for tree waste only. The proposal was seconded by Councillor Davison and the motion was passed by resolution of the Committee.
Action: P&P French to be asked to return the allotment gate key and give them a contact telephone number for future deliveries.
- g) Allotment inspection
The next allotment inspection is scheduled to take place on Friday 31 October 2025 at 9am.
- h) Water Tanks
Councillor O'Connor proposed that the water tanks are refurbished at a cost of £964.00. The proposal was seconded by Mr Foard and the motion was passed unanimously by resolution of the Committee.
Action: The Chair said he will put together a working party to get the work completed before 1 October 2025.
- i) Reinstatement of the roadway
Members suggested that this revisited next year given the decision to extend the allotment site.
Action: The Chair will obtain quotes to feed into the Parish Council's budget discussions for 2026/27
- j) CCTV
Members noted that tenants with CCTV on their plots must display their own signage.
Action: Clerk to add a note to the AA Facebook page.
- k) Defibrillators
Members agreed to defer this item next meeting as there are no updates.

8. Finance (Allotment Management Committee) (AMC25/027)

- a) Members noted the current bank balance as of 26 August 2025

AMC Account	3,750.91
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- b) Members reviewed the income from the opening of the AMC account between 13 June to 26 August 2025

Rental Income	11.50
Rental Income	43.00
Rental Income	23.00
Rental Income	11.50
Heckington Show (Field Hire)	200.00

- c) Members reviewed the expenditure between 13 June to 26 August 2025

Detail	NET	VAT	GROSS
Lloyds Service Charge (June)	8.50	0.00	8.50
Lloyds Service Charge (July)	8.50	0.00	8.50
Lloyds Service Charges (August)	8.50	0.00	8.50

- d) Parish Council and Allotment Management Committee Expenditure/Budget Report

The Clerk informed the meeting that she had separated the allotment budget head on the bank reconciliation to show the separate responsibilities of the Parish Council and the Allotment Management Committee. This will be reflected in the bank reconciliation that can be found on the Parish Council website from September 2025.

The Parish Council has spent 86% against the budget (Budget heads include testing, trees and hedges, dykes, drainage rates and pest control).

The Allotment Management Committee has spent 33% against the budget (budget heads include water rates, maintenance, special projects and other expenditure to include security and monthly banking fees).

9. Finance (Allotment Association) (AMC25/028)

- a) Mr Foard, Treasurer reported that there is currently £904.86 in the Allotment Association account. The Chair is holding some funding in cash for scrap totalling £55.00

10. Date and time of the next meeting/s (AMC25/029)

- a) Allotment Association Meeting, TBC.
- b) Allotment Committee Meeting, Monday 3 November at 7.00pm. Location to be confirmed. It was agreed that as the AMC is not a Committee of the Parish Council, the meeting may be held at an alternative location.

The meeting moved into closed session at 9.30pm.

11. Closed Session (AMC25/030)

- a) The renewal of tenancy agreements
Councillor Davison proposed that the tenancy agreement for plot B-5(1) in not renewed and the reasons were discussed at length by the Committee. The proposal was seconded by the Chair and the motion was passed unanimously by resolution of the Committee.
Action: Clerk to communicate with the affected plot holder.

The Chair closed the meeting at 9.42pm.