

Minutes of the Meeting of the Heckington Allotment Management Committee on Thursday 6 November 2025 at 7.00 in the Heckington Parish Council Chambers, St Andrews Street, Heckington

1. Chair's Welcome (AMC25/031)

The Chair welcomed the Committee members to the meeting and delivered the usual health and safety announcements. He thanked the working parties for their voluntary work on Saturday 1 November 2025 to clear the communal plot. The Chair said that some of the demands from allotment holders are unreasonable. He said that he will continue to assist allotment holders on behalf of the Allotment Association but plot holders are reminded that this places a demand on both his time and resources.

2. Public Forum (AMC25/032)

No members of the public present.

3. Councillors/members present (AMC25/033)

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

Mr Foard, Treasurer, Allotment Association

Mr Robson, Vice-Chair, Allotment Association

Councillor Gower, Parish Councillor

Councillor O'Connor, Parish Councillor

4. Apologies (AMC25/034)

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 (AMC25/035)

None.

6. Minutes (AMC25/036)

a) The Chair proposed that the minutes of the meeting held on 1 September 2025 as a true and accurate record of that meeting. The proposal was seconded by Councillor O'Connor and the motion was passed by resolution of the Committee. Councillor Gower abstained from the vote as she was not a member of the Committee or present at that meeting.

7. General Matters (AMC25/037)

a) Appointment of Councillor Gower

The Chair proposed that Councillor Gower is appointed to the Allotment Management Committee. The proposal was seconded by Mr Foard and the motion was passed unanimously by resolution of the Committee.

b) Tenancy Agreements (Outstanding payments and paperwork)

The Clerk informed the meeting that there is only one plot holder that has failed to return the tenancy agreement and make payment. There were several plot holders who have not yet returned their tenancy agreement and several insurance payments outstanding. The tenancy packs were placed in the communal shed for collection in mid-September; plot holders have had more than sufficient time to both complete and return their paperwork and make payment. The Clerk stated that in March she will issue individual invoices. Plot holders who have overpaid will receive a credit note.

Action: Clerk to inform the plot holders of the addition of an administration fee to their invoice.

c) Communal shed

The Chair informed the meeting that all general notices will now be displayed in the communal shed with the first aid box.

The Clerk asked members whether they might consider purchasing a defibrillator with a thermal jacket to be stored in the communal shed. The Chair proposed that the AMC and AA contribute 50/50 towards the

purchase. The proposal was seconded by Mr Robson and the motion was passed unanimously by resolution of the Committee.

d) Behaviour and complaints (including access to plots)

The Chair reminded the meeting that plot holders need to be mindful of their behaviour and act appropriately whilst tending to their plots. Plot holders are reminded not to go on other plots without the prior, express permission of the plot holder.

e) Pest control

The Chair informed the meeting that rat numbers appear to be on the increase despite having pest control regularly on site. Plot holders are asked to remove fallen fruit and excess poultry food. In relation to the latter, the AA will not be insisting on the purchase of pressure plate feeds for poultry holders on site. Allotment holders are kindly asked to dispose of any dead rodents.

f) Poultry

The Chair informed the meeting that he has spoken to DEFRA; the site is compliant per DEFRA's protocols but if plot holders want to disinfect their footwear, they are more than welcome to do so. This is optional and is for the individual pens, not the main gate. There are currently less than 50 birds on the site. DEFRA have confirmed that the current spread is from wild bird faeces. Members discussed the symptoms of bird flu and advised poultry holders to be aware of the symptoms. Symptoms include sudden death, respiratory illnesses including coughing and sneezing, swollen head, and blue or purple discoloration of the combs and wattles. Other signs include a loss of appetite, decreased egg production, lethargy and a lack of coordination. Suspected cases must be reported immediately to DEFRA. Eggs can only be sold if they have come from poultry in sheltered pens.

g) Review of allotment rents for the next rental period further to discussion by the Allotment Association.

ALLOTMENT FEES	From 1 April 2026 (for 12 months)
Admin Fee	5.00
Key Deposit	15.00
Plot Deposit (Quarter)	50.00
Plot Deposit (Half)	50.00
Plot Deposit (Full)	50.00
Rent (Quarter)	25.00
Rent (Half)	50.00
Rent (Full)	95.00

The Chair proposed that allotment rents are increased per the above table. The proposal was seconded by Mr Foard and the motion was passed unanimously by resolution of the Committee.

h) Creation of new plots A19-20

The Chair informed the meeting that the boundaries for plots A19-20 have set out. They have been allocated to two new tenants. A19 will be installing their own fencing. Members discussed whether the AMC should incur the costs associated with fencing plot A20 but there was no appetite for this.

i) The Chair proposed that expenditure for the purchase of fence posts to mark out the new plots at a cost of £76.50 is ratified. The proposal was seconded by Mr Robson and the motion was passed unanimously by resolution of the Committee.

i) New water tank, water usage and conservation

Members agreed to the purchase of a new water tank to extend supply at the allotments. The Chair will bring prices to the next meeting of the Committee. The Chair said he would like to encourage plot holders to harvest their own water to reduce the water rates. Mr Robson said he will research prices for insulation for the water pipes to prevent damage over the Winter.

j) CCTV

The Chair informed the meeting that another CCTV unit has been acquired free of charge and he proposed that this is installed towards the back of the allotment to provide greater coverage. The Chair proposed the purchase of an SD card at a cost up to £10.79 plus £179.80 for the annual data package. The proposal was seconded by Mr Robson and the motion was passed unanimously by resolution of the Committee.

k) Mulch Pit

The mulch pit is currently sited at the end of plot B18 but will be relocated to the far side of the field on the B side.

l) Allotment inspection, 1 October 2025

One plot was identified as untidy, the plot holder was informed and he has requested some assistance in exchange for a small donation to the Allotment Management Committee.

The Chair asked for anyone struggling with their plots due to health reasons to reach out to the Allotment Association or their own family members for assistance.

Action: Clerk to thank the plot holder for his generous donation.

m) Hire of machinery and the reinstatement/creation of the roadway

The Chair proposed the hire of a road legal digger from Rock Thorne Hire Company at a cost of £495 plus VAT plus £145 plus VAT delivery each way (for a period of 1 week). The proposal was seconded by Mr Robson and the motion was passed unanimously by resolution of the Committee. The Chair offered his labour free of charge. Members agreed that the digger could also be used for root removal in the cemetery. The Chair asked whether the Cemetery Committee would pay for delivery one way to reduce the financial burden on the Allotment Management Committee. Councillors Gower and O'Connor agreed in principle but this would need to be discussed by the Cemetery Committee and ultimately agreed by the Parish Council.

Mr Robson agreed to obtain a quote for 20 tonnes of stone for the next meeting of the AMC.

Action: Clerk to add to the agenda for the next meeting of the Parish Council.

n) Working parties and events

Saturday 8 November at 4pm – Bonfire/Halloween Party

Saturday 6 December – Christmas Party, Pavilion

Water tanks and dyke clearance – Pat, Ian and Richard.

o) Front hedge

Wrights Garden Services will be trimming the front hedge from the week commencing 24 November 2025.

8. Finance (Allotment Management Committee) (AMC25/038)

a) To note the current bank balance as of 6 November 2025.

AMC Account	4769.03
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b) To review income from the opening of the AMC account between 26 August and 6 November 2025.

Rental Income	1519.50
Deposits	180.00
Admin Fees	5.00
Donation (fee to be transferred to the PC account)	80.00
AA Insurance	224.00
TOTAL less deposits	1828.50

c) To review expenditure between 26 August and 29 October 2025.

Detail	NET	VAT	GROSS
Lloyds Service Charges (September)	8.50	0.00	8.50
Screwfix (taps)	244.96	48.99	293.95
Lloyds Service Charges (October)	8.50	0.00	8.50

Wave (Quarter 2)	679.43	0.00	679.43
TOTALS	941.39	48.99	990.38

d) Expenditure vs Budget

The Clerk informed the meeting that the bank reconciliation needs to be updated further to receipt of plot rents but as it stands at present the Allotment Management Committee is

9. Finance (Allotment Association) (AMC25/039)

a) Finance Update

Mr Foard, Treasurer for the AA informed the meeting that there is currently £1056.86 in the AA account. He detailed some minor expenditure for first aid supplies. The Allotment Association have set up easy fundraising and would encourage plot holders to join the scheme.

10. Date and time of the next meeting/s (AMC25/040)

a) Allotment Association Meeting Annual General Meeting, January 2025, 13 January at 7.00pm.

The Clerk asked for plot holders to put their name forward if they would like to stand for any of the AA Committee positions. A new position is going to be created for a Fundraiser.

b) Allotment Management Committee Meeting, 5 February 2025 at 7.30pm.

At 8.45pm, the Chair proposed that the meeting move into closed session. The proposal was seconded by Councillor Gower, and the motion was passed unanimously by resolution of the Committee.

11. Closed Session (AMC25/041)

a) Appeal Hearing Feedback, 23 September 2025.

Members noted the results of the Appeals Hearing. The Chair proposed that the plot holder is asked to move to the new plot by 30 November 2025. The proposal was seconded by Mr Foard. The motion was passed unanimously by resolution of the Committee.