

Minutes of the Meeting of the Heckington Allotment Management Committee on Thursday 5 February 2026 at 7.30pm in the Heckington Parish Council Chambers, St Andrews Street, Heckington

1. Chair's Welcome (AMC25/042)

The Chair welcomed the Committee members to the meeting and delivered the usual health and safety announcements. He asked those present to silence their mobile devices.

The Chair expressed his thanks to SHOCK Sleaford for the installation of the defibrillator at the allotments. The Allotment Association will be making a donation of £50.00 to the charity.

The next allotment inspection will take place on Friday 6 March 2026. This will be conducted by Mr Wright and Mr Foard.

The Chair reported that front hedge works are in progress.

He expressed his thanks to Mr Morris for installing the new taps and he asked allotment holders not to drive their vehicles on the top field until it has dried out.

2. Public Forum (AMC25/043)

There were three members of the public present.

3. Councillors/members present (AMC25/044)

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

Mr Foard, Treasurer, Allotment Association

Councillor Gower, Parish Councillor

Councillor O'Connor, Parish Councillor

4. Apologies (AMC25/044)

Mr Robson, Vice-Chair, Allotment Association.

5. Minutes (AMC25/045)

a) **The Chair proposed that the minutes of the meeting held on 6 November 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.**

6. General Matters (AMC25/046)

a) Management of the Allotments from 1 April 2026

The Chair proposed that the following:

The hybrid arrangement will continue for another year; the Allotment Association Committee will continue to work with the Parish Council but with less Parish Council input including the dissolution of the Allotment Management Committee.

The Allotment Association will proceed with their own meetings; the administration of the meetings will remain with the AA Secretary.

Financial support will be provided by the Parish Council Clerk until 31 March 2027. The Parish Council will be reimbursed for the Clerk's time at the equivalent hourly rate.

The Allotment Management Committee bank account will remain open until 31 March 2027.

The Parish Council will be asked to provide a lease agreement for a term to be agreed commencing on 1 April 2027. The proposal was seconded by Councillor O'Connor and the motion was passed unanimously by resolution of the Committee.

Action: Clerk to add to the February agenda for the Parish Council. Allotment Association members to take this proposal to their next Association meeting.

b) Future plans for the allotments including plans for plots A8(2) and A9(2)

The Chair reported that the Parish Council agreed to take on plots A8(2) and A9(2) to grow Christmas trees.

Mr Foard expressed his concern as he shares a neighbouring plot given the terms and conditions of the

tenancy agreement relating to trees. Members discussed alternative locations including the perimeter of the top field.

Action: Members agreed to carry out a site visit.

- i) Future maintenance of vacant plots and communal areas
Members discussed the future maintenance of Christmas tree alley, the dyke side and community plot alley. It was agreed to take this to the next meeting of the Association to discuss work parties or outsourcing to suppliers.

- c) Invoice and payment deadlines for 2026/27
The Chair proposed a fine of £70.00 for any payments that are two weeks overdue. If the tenant wants to retain their plot they must pay the fine or vacate their plot. An amendment to the tenancy will be served with the invoices that are due to sent out from 1 April 2026. The proposal was seconded by

- d) A review of quotes for stone and plant hire for the roadway works
The Chair presented the following quotes:
 - Flat gravel at £34 per tonne (£1360 plus VAT)
 - Road chippings at £21 per tonne (840 plus VAT)
 - Limestone at £19 per tonne (£760.00 plus VAT)**Mr Foard proposed the quote for £760.00 plus VAT. The proposal was seconded by Councillor O'Connor and the motion was passed unanimously by resolution of the Committee.**
The Chair said that the works will begin in mid-April.

- e) Skip Hire
The Chair proposed the hire of a 8-yard skip from Forceshift Skip Hire at a cost of £315.00 inclusive of VAT. The proposal was seconded by Mr Foard and the motion was passed unanimously by resolution of the Committee. The waste must only be taken from the allotment only. Waste seen coming from outside the allotments will be returned to the offending plot holders allotment plot. This will be monitored by CCTV. This will be the last time a skip is hired for plot clearance. In future, allotment holders will be expected to remove their own waste from their plots.

- f) CCTV Data Package
The Chair proposed the purchase of data package for the additional CCTV unit at a cost of £89.90. The proposal was seconded by Mr Foard and the motion was passed unanimously by resolution of the Committee.

7. Finance - Allotment Management Committee (AMC25/047)

- a) Members noted the current bank balance as of 28 January 2026: **£4,353.92.**
- b) Members noted the income from received between 29 October 2025 and 28 January 2026.

Rental Income	104.00
Deposits	65.00
Insurance	15.00
Admin Fee	5.00
TOTAL	189.00

- c) Members reviewed the expenditure between 29 October 2025 and 28 January 2026.

Detail	NET	VAT	GROSS
Green barn Timbers	63.75	12.75	76.50
Amazon (SD Card for CCTV)	8.99	1.80	10.79
Service Charges (18 November 2025)	8.50	0.00	8.50

Service Charges (19 December 2025)	8.50	0.00	8.50
Service Charges (19 January 2026)	8.50	0.00	8.50
Wave (Anglian Water)	53.82	0.00	53.82
TOTALS	152.06	14.55	166.61

- d) Members noted a transfer of £180.00 to the Parish Council from the Allotment Management account on 11 November 2025 to cover deposits.
- e) Members noted the transfer of £15.00 on 29 January 2026 from the Parish Council account to the Allotment Management Committee account for allotment insurance contributions.
- f) Members noted the transfer of £28.50 on 29 January 2026 from the Parish Council account to the Allotment Management Committee account for a rental payment with insurance paid into the Parish Council account by cheque. *The admin fee has been retained by the Parish Council.*
- g) Members reviewed budgets for the current and forthcoming financial year. The Clerk informed the Committee that the Parish Council which is responsible for routine testing, trees and hedges and dykes, drainage rates and pest control is currently within budget with further expenditure predicted to cover the front hedge works at a cost of £750.00.

The Allotment Management Committee's budget (based on estimated allotment rental income – actual is £1915.00) is also within budget. From 2026/27 the responsibilities of the Allotment Association including water rates and general maintenance will be moved to a separate budget head to the responsibilities of the Parish Council in preparation for the Association's autonomy from 1 April 2027.

- h) To review how to administer key and plot deposits from 1 April 2026.

8. Finance - Allotment Association (AMC25/048)

- a) Members noted the current bank balance as of 28 January 2026: **£1,331.88**
- b) Members reviewed the income between 29 October 2025 and 28 January 2026.

Heckington Parish Council Insurances	224.00
Cashback	0.01
Christmas Party Fundraising	151.00
TOTALS	375.01

- c) Members reviewed expenditure between 29 October 2025 and 28 January 2026.

Detail	GROSS
Heckington Pharmacy (First Aid Supplies)	3.00
Gardencentre.co.uk (Bench)	99.99
TOTALS	102.99

Mr Foard stated that the report submitted to NK further to receipt of a grant for the purchase of the communal shed has been successful.

9. Date and time of the next meeting/s (AMC25/049)

- a) Allotment Association Board Meeting – 10 March 2025, the Oak, 6.30pm.
- b) Allotment Committee Meeting – 19 March 2026, Parish Council Chambers, 7.30pm.

The Chair closed the meeting at 8.45pm.