

**Minutes of the Meeting of Heckington Allotment Management Committee on Thursday 19 March 2026 at 7.30pm  
in the Parish Council Chambers, St Andrews Street, Heckington**

**1. Chair's Welcome (AMC25/050)**

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.

**2. Public Forum (AMC25/051)**

There were four members of the public present.

One member of the public said she had spoken to the plot holder on B5-1 and had suggested a working party to assist her to move to the new plot on A19-1. The Chair said that he understands that there are now arrangements in place but they agreed to offer their assistance on Sunday.

**3. Present (AMC25/052)**

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

Mr Jim Robson, Vice-Chair, Allotment Association

Councillor Gower, Parish Councillor

Councillor O'Connor, Parish Councillor

**4. Apologies (AMC25/053)**

Mr Foard, Treasurer, Allotment Association

**5. Minutes (AMC25/054)**

a) The Chair proposed that the Clerk's notes of the meeting held on Thursday 5 February 2026 are accepted as a true and accurate record of that meeting. The proposal was seconded by Councillor Gower and the motion was passed unanimously by resolution of the Committee.

**6. General Matters (AMC25/055)**

a) Members further discussed the management of the Allotments from 1 April 2026 by the Allotment Association.

- The Allotment Management Committee is due to be dissolved from 1 April 2026 but Councillor Gower said that she is happy to continue to act as a representative at future Allotment Association meetings.
- The Clerk explained that the Parish Council will continue to assist with the management of the Allotment Management Committee bank account until 31 March 2026. On 1 April 2027, the sum of that account will be transferred to the Allotment Association.
- Members discussed the term of the lease with the Parish Council and agreed to a term of 5-years. Councillors Gower and O'Connor will make recommendations to the Parish Council.
- The Chair asked whether the Parish Council would agree to the following: The Caretaker will continue to maintain the communal areas on the allotments in exchange for assistance from work parties with Parish Council projects including Project Forget Me Knot. The vacant plots will be maintained by work parties. Councillors Gower and O'Connor will make recommendations to the Parish Council.

b) Deposits

The Clerk explained that the Parish Council holds £1,580.00 in deposits for keys and plots; with several adjustments this amount has now been transferred in full to the AMC account.

c) Christmas Trees

Members discussed the siting of Parish Council Christmas trees on the top field to form a barrier between plots and the hives.

- d) Bee Management Course  
The Chair proposed he attends a bee management course at a cost of £275.00, mileage charged at a rate of 45ppm plus accommodation at a cost of £90.00 to determine whether the allotment site is feasible for beekeeping from a health and safety perspective. The proposal was seconded by Councillor Gower and the motion was passed unanimously by resolution of the Committee.
- e) Laptop  
The Chair proposed the purchase of a laptop for the Allotment Association Committee up to a cost of £400.00 plus VAT. Councillor Gower proposed an amendment to the resolution; £500.00. The proposal as amended was seconded by Mr Robson and the motion was passed unanimously by resolution of the Committee.
- f) Dog Ban, Field  
The Chair proposed a ban of dogs on the top field. The proposal was seconded by Councillor O'Connor and the motion was passed by resolution of the Committee.
- g) Responsibilities of the Parish Council  
The Parish Council will continue to maintain responsibility for pest control, testing, the clearance of dykes and perimeter hedges and trees.  
**Action: Clerk to ensure the current pest control provider fulfils the requirements of the contract before the new PestForce provider takes over the contract.**
- h) Procedure for dealing with enquiries and complaints from 1 April 2026  
Members agreed that from 1 April 2026 plot holders will be asked to direct any enquiries or complaints to the Allotment Association members, not the Parish Council Clerk.
- i) Invoices for 2026/27  
The Chair informed the meeting that invoices for 2026/27 will be issued from 28 March 2026. Payments are not to be made until 1 April 2026 and clearly marked with the plot holder's surname. Payments must be made into the AMC account, not the Parish Council account. Payment by cheque will no longer be accepted as the Post Office do not process transaction for Lloyds accounts, the nearest branches being Grantham and Lincoln.  
**Action: Clerk to prepare a letter for plot holders regarding the transfer of data to the Allotment Association; Clerk to add a note to ask plot holders to update the Allotment Association with any changes to personal data.**

## 7. Finance (AMC) (AMC25/056)

- a) Members noted the current bank balance as of 12 March 2026: £4,102.42.
- b) Members noted the income from the opening of the AMC account between 28 January 2026 and 12 March 2026.

Rent (Late Payment)	23.50
Deposit	15.00
Insurance	5.00
Fines	15.00
<b>TOTAL</b>	<b>58.50</b>

- c) Members reviewed the expenditure between 28 January 2026 and 12 March 2026.

Detail	NET	VAT	GROSS
Lloyds Service Charges – February	8.50	0.00	8.50
Skip Hire	262.50	52.50	315.00
Insurance Contributions	20.00	0.00	20.00
<b>TOTAL</b>	<b>291.00</b>	<b>52.50</b>	<b>343.50</b>

- d) Members noted the transfer of £5.00 for the late insurance contribution to the Allotment Association account from the Allotment Management Committee account.

**8. Finance Allotment Association (AMC25/057)**

- a) Members noted the current bank balance as 19 March 2026 of £1,201.43.
- b) Members reviewed income between 28 January 2026 and 19 March 2026: £15.35.
- c) Members reviewed expenditure between 28 January 2026 and 19 March 2026: £156.80.

**9. Date and time of the next meeting (AMC25/058)**

- a) Allotment Association Meeting, Tuesday 14 April 2026 at 7.00pm at the Pavilion.