

Kingstone Parish Allotments Committee

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Minutes of an Allotments Committee Meeting held on Wednesday 1st July 2026 at 6:30pm in Kingstone Village Hall, Green Lane, Kingstone, Hereford

Present: Cllr David Bailey, Cllr Colin Knight (Chairman), Cllr Paula Rawbone and Amanada Bailey, Nikki Lawley and Kirsty Powell (Plot Holder Representatives)

Also Present: Lisa Lewis (Clerk) and no members of the public

The chairman opened the meeting at 6:30pm.

AGENDA	MINUTE
1.	Apologies Were received from Jo and John – Plot Reps.
2.	Declarations of Interest: None recorded.
3.	Approval of Minutes the minutes of the Allotments Committee meeting held on Wednesday the 4 th March 2026 were approved and signed by the chairman.
4.	Members of the Public Open Session – no members of the public were present.
4.1	Correspondence - The clerk reported recent correspondence regarding waiting list applications, communication and plot allocation queries. These matters were addressed under Item 5.2.
5.	Financial & Policy
5.1	£29.99 for a replacement toilet seat was approved. A ball joint failure causing a leak had been resolved. Remaining ball joints are deteriorating and need to be replaced. Kirsty Powell to send the Clerk a link to the required parts and it was agreed to purchase the necessary parts. The Committee expressed its thanks to Simon, volunteer, for kindly offering to fit the new ball joints at no cost and for his continued voluntary support and contributions to the site.
5.2	Communication & Governance The Clerk outlined issues with tenants using informal routes (WhatsApp/verbal messages) for administrative matters. The Committee reaffirmed that all tenancy queries, waiting list applications and complaints must be directed to the Clerk. Volunteer plot reps must not be contacted about administrative matters or placed under pressure. Action: Clerk to issue a site-wide communication confirming official communication channels and processes.
6.	Site Management
6.1	The plot holder reps reported a couple of instances of water trough lids being left up, reminders have been issued to all tenants to ensure these are closed to protect wildlife, children and pets. Reminders had also been issued to ensure gates are correctly secured and locked on leaving the site. Clerk still needs to arrange sign. Drinking water signs had arrived and are with the plot reps. It was noted that there are a number of weeds spreading and pathways need clearing again. A further Allotment Site check to be arranged with the clerk.
7.	Next meeting to take place on Wednesday 7 th October 2026 at 6:30pm.
8.	Items for the next agenda: None to note.
9.	Meeting closed at 6:46 pm.

Signed..... Date.....