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Minutes of an Allotments Committee Meeting held on Wednesday 1st October 2025 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, Carl Bufton 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 None received.
2.	Declarations of Interest: None recorded.
3.	Approval of Minutes the minutes of the Allotments Committee meeting held on Wednesday the 2 nd July 2025 were deemed a true record and it was RESOLVED to approve them. The chairman signed a copy.
4.	Members of the Public Open Session – no members of the public were present.
5.	Financial & Policy
5.1	It was noted that there was one plot invoice outstanding which had been sent reminders. It was RESOLVED to issue an eviction notice with immediate effect. Clerk to seek National Allotment Society advice on correct procedure. Plot Holder Representatives to change key code gate lock.
5.2	It was noted that several notices had been sent due to tenants due to lack of compliance with the tenancy agreement.
5.3	Amanda Bailey confirmed that she will continue to monitor the First Aid equipment and report back to the clerk. It was noted that all equipment is in date and that a First Aid book is required.
5.4	Winter Arrangements – it was noted that Carl Bufton will turn the off the water supply from November. It will remain off until the risk of frost has passed. Meter reading will be submitted to the clerk.
5.5	It was RESOLVED by a unanimous vote to proceed to arrange for the hedge cutting and maintenance to the boundary hedging bordering the B4349. Clerk to arrange.
6.	Site Management
6.1	It was noted that a reminder had been circulated to plot holders to ensure the trough protection is closed after use. It was noted that smaller netting is required to prevent birds getting stuck. An autumn clean up is to be arranged. 'No drinking water' signage to display on troughs was requested, it was RESOLVED to purchase the appropriate No Drinking Water stickers to display on the troughs.
7.	Next meeting to take place on Wednesday 4 th March 2026 at 6:30pm.
8.	Items for the next agenda: None to note.
9.	Meeting closed at 6:48 pm.

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