

Kingstone Parish Allotments Committee

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Minutes of an Allotments Committee Meeting held on Wednesday 2nd July 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 (Plot Holder Representative)

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 and accepted from Carl Bufton.
2.	Declarations of Interest: None recorded.
3.	Approval of Minutes the minutes of the Allotments Committee meeting held on Wednesday the 2 nd April 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 all invoices for 2025/26 had been paid except for two, payment reminders had been sent.
5.2	It was noted that three notices were required to be sent due to lack of compliance with the tenancy agreement. The clerk noted the Plot Numbers and will arrange for the relevant notice to be sent.
5.3	It was noted that a post had been circulated on social media regarding the padlock at the site being left open. The clerk suggested that an entrance sign be installed with details of who to contact if necessary be purchased. This was considered by the Committee and it was RESOLVED to purchase a sign up to the value of £100 to display the clerk's email address and note the site details.
5.4	It was noted that a check of the first aid kit on site needed to be checked. Amanda Bailey confirmed that she would carry out a check and report back to the clerk. Clerk to proceed with the purchase of any necessary items. There was a question regarding the water supply and whether 'No Drinking' signage should be in place and also to check regarding legionella inspections. Clerk to establish if these are required and report back at the next meeting.
5.5	The Allotment Site Management including Risk Assessment was reviewed and it was RESOLVED to adopt the document and the clerk would start drafting the relevant policies for approval.
6.	Site Management
6.1	It was noted that the Noticeboard requires installation and that this can then be utilised to provide important information to plot holders.
6.2	Lots of growing, learning and sharing has taken place and it is now a real community. Eaton Bishop fayre was taking place and the plot reps will encourage growers to take part. There are a couple of overgrown plots and a further update will be provided at the next meeting.
7.	Next meeting to take place on Wednesday 1 st October 2025 at 6:30pm.
8.	Items for the next agenda: Unused Plots / Signage / Risk Assessment and Contacts
9.	Meeting closed at 6:50 pm.

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