

Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close, ME5 9RU on Monday 16th October 2023 commencing at 19.30.

Present: Cllrs V Davies – Chairman, I Davies and P Sullivan along with Mrs H Pearson (Assistant Clerk), Mrs D Baylis (Parish Clerk) and Cllr A Brindle.

1. Apologies and Non-Attendance

Cllrs P Dengate, M Beckwith, B Hinder, S Mayes.

2. Declaration of Interest or Lobbying

Cllr V Davies declared interest in item 16. Village Hall grant application.

Cllrs I Davies and P Sullivan declared an interest in item 9. as allotment holders. They have dispensation granted for matters relating to allotments.

3. Minutes of Previous Meeting

Minutes agreed.

Adjourn the meeting to allow the public or press to comment

No members of the press or public attended.

4. Matters Arising from Previous Minutes

Cllr I Davies read out a report from Cllr B Hinder that raised the following issues:

That there were some missing plot numbers – Parish Caretaker to investigate.

The strimming of road edges had not been actioned. The Clerk was informed that BPC had a strimmer that was kept in the WWG shed and this could be used by the Parish Caretaker. Action: Parish Caretaker.

The lack of any action on a 10th Anniversary celebration for the Allotments: Clerk to confirm whether the 10 year anniversary is this year or next and report back at the next meeting.

BPC have vacant allotment plots. Advertising for the vacant plots had been actioned via social media, noticeboards and community alert emails.

Inspection of Trees: the Clerk had been unclear as to which trees needed inspection. This was clarified as dead elm trees in the woods to the left of the access road. Action Clerk.

5. October Task List

Report noted.

6. Out Of Meeting Decisions to Ratify

None on this Agenda

7. Beechen Hall

7.1 Income & Expenditure Scribe Report

Noted.

7.2 Account balances

Noted.

The Clerk was asked to check the amount of BPC funds in the Nationwide Beechen Hall account.

7.3 Budget

Deferred to December meeting.

7.4 Regular Hall Hire Fees

It was proposed by Cllr V Davies, seconded by Cllr I Davis and all that all regular hirers be put on the current rate and that the Slimming World hire fee be increased to £15 per hour. Charge increases to be effective from 1st December 2023. Action: Assistant Clerk to contact regular hirers with the new rates.

7.5 Regular Hirers Report

Report noted.

It was agreed that a charge should be made for the use of the interactive screen by hirers. The Clerk would find out what other companies charge and report back to the Committee. Action Clerk.

7.6 Causal Hirers Report

Noted. It was agreed to continue to offer Beechen Hall/Acorn Room to corporate hires, wakes and fundraising events only.

7.7 Car Park Cleaning

It was proposed by Cllr V Davies, seconded by Cllr P Sullivan and all agreed to use the road sweeping services from MBC for up to 3 visits at a charge of £150 per visit. Sweeps to be done in November and December with a possible third in January if though necessary. Parish Caretaker to carry on with routine clearance. Cllr Sullivan would look at installing 2 leaf stores in the woods around the car park. Action: Clerk, Parish Caretaker and Cllr P Sullivan.

7.8 Continued Use of Hand Sanitising Dispenser

It was proposed by Cllr I Davies, seconded by Cllr V Davies and all agreed to remove the hand sanitising wall dispenser and to keep it stored should it be required in the future. Action: Parish Caretaker.

7.9 Plastic Chair Caps

It was proposed by Cllr I Davies, seconded by Cllr V Davies and all agreed to set a budget of £2000 for the purchase of 100 new chairs. The best of the existing chairs to be kept as reserves. The Clerk to check designs to try and ensure a better design was purchased.

7.10 PAT testing equipment for Parish Caretaker

This was deferred to the next meeting. The Clerk was asked to confirm the cost of annual PAT testing as it was felt that the £63 figure was too low.

7.11 Hall Costings Report/Business Plan

On hold.

7.12 Regular Hire Condition Cleaning Charge Amendment

It was proposed by Cllr I Davies, seconded by Cllr P Sullivan and all agreed to add the additional clause to the regular hire conditions with minor amendments made. Action: Assistant Clerk.

7.13 Fire Alarm System

Report noted. The Clerk was asked to circulate the revised quotation when received for an out of meeting decision. In light of the report it was proposed by Cllr V Davies and all agreed that a revised budget of £4,500 be set for the expenditure. Action: Parish Caretaker and Clerk.

7.14 Use of Beechen hall for a KALC area meeting

This was agreed with the Clerk to advise the KALC secretary of the Acorn Room hire charges. Action: Clerk.

8. Matters for Information

No matters.

9. Dove Hill Allotments**9.1 Composting Toilet**

Cllrs to investigate allotment toilet's condition/status. To be deferred to next Estates committee meeting. Action: Cllrs V Davies and P Sullivan.

9.2 Pest Control

It was proposed by Cllr P Sullivan, seconded by Cllr I Davies and all agreed to accept the quotation for Option 3 from Company 1. The Clerk was asked to clarify what the additional visit charge would be if third additional visit was required. The Clerk was also asked to clarify the fence maintenance cost. Action: Clerk and Parish Caretaker.

9.3 Inspections

Report noted.

It was proposed by Cllr V Davies and all agreed that the schedule be adopted with the further inspection being after 4 week and the further inspection 2 weeks later. Action: Parish Caretaker.

9.4 Entrance Road

It was agreed that Cllr Sullivan would obtain a further quotation for drainage work to include installing a concrete path and hand rail for the residents of the Stables to enable them to walk to the bottom of the drive. Suggested width of 1m agreed. The quotation should also detail costs and methods for levelling the road and smoothing of the surface to eliminate the deep ruts. The option to put in tarmac was discounted. Action: Cllr P Sullivan.

9.5 Formation of an Allotment Association

Deferred to the next meeting.

9.6 General Report.

Report noted.

9.7 Celebration related to the 10 year anniversary

Deferred to the next meeting.

10. Parish Managed Play Areas/Open Spaces

10.1 Impton Lane Open Space

Noted.

10.2 Franklin Drive Play Area

Noted.

10.3 Weaving Diamond Jubilee Orchard

It was proposed by Cllr V Davies, seconded by Cllr P Sullivan and all agreed that the new bench funded by the Environment Committees Street Furniture budget be agreed. Action: Clerk and Parish Caretaker.

10.4 Other Parish Areas

It was proposed by Cllr V Davies, seconded by Cllr I Davies and all agreed that a new noticeboard for Boxley Village funded by the Environment Committees Street Furniture budget be purchased. Action: Clerk and Parish Caretaker.

10.5 Leaflet Dispensers

Deferred to next meeting.

11. Policies and Procedures for Review

11.1 Village Hall Grant Policy

It was proposed by Cllr V Davies and all agreed to adopt the Village Hall Grant Policy.

11.2 Village Hall Grant Application Form

It was proposed by Cllr V Davies and all agreed to adopt the Village Hall Grant Application Form.

11.3 Use of Parish Council Open Spaces

It was proposed by Cllr V Davies and all agreed to adopt the Use of Parish Council Open Spaces Policy.

11.4 Grounds Maintenance Contract

Noted. The Clerk was asked to check the review date in 2026. Action: Clerk.

11.5 Electrical Safety Maintenance Contract

Deferred to next meeting.

11.6 Caretaking staff pay rises, conditions and amendments to hours

It was agreed that this was now the remit of the Personnel Committee who report back to the Finance and General Purposes Committee.

11.7 Review of caretaker training needs

It was agreed that this was now the remit of the Personnel Committee who report back to the Finance and General Purposes Committee.

12 Boxley Churchyard

Report noted.

13 Parish Property

Noticeboards to be deferred to next meeting.

The missing bus shelter is to be reported to the police and insurance company. Action: Clerk.

14. Matters for Decision

None.

15. Village Hall

A grant had been received for a Megaflow combi boiler to replace the broken emersion hot water heater for Grove Green Village Hall.

It was proposed by Cllr I Davies, seconded by Cllr P Sullivan and agreed that a grant of £4,000 be made to Grove Green Village Hall for the repairs to their boiler. £1,500 to come from the Village Hall grants budget with the remainder taken from General Reserves as this was considered an emergency repair that could not wait until next year.

16. Hire of an Architect

It was proposed by Cllr V Davies, seconded by Cllr I Davies and all agreed that EP Architects be contracted to provide drawings and documentation for the planning applications for the church wall, container and EV charging spaces projects. There would be an additional charge for an arboricultural report for the Beechen Hall projects of about £840.

17. Date of Next Meeting

Monday 18th December 2023 commencing at 7.30 pm at Beechen Hall. Items for the agenda must be with the parish office no later than 8th December 2023.

Meeting closed at 9.50 pm.

Signed as a correct record of the proceedings.

Chairman Date