

BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk



Clerk – Mrs Pauline Bowdery
Assistant Clerk – Mrs Melanie Fooks
Tel – 01634 861237
E-mail – Clerk@boxleyparishcouncil.org.uk

Beechen Hall
Wildfell Close
Walderslade
Chatham
Kent ME5 9RU

To All Members of the Council, public and press.

3 August 2015

There will be a meeting of the Estates Committee on **Tuesday 11 August 2015** at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm when it is proposed to transact the following business:

1. Declaration of Interest or Lobbying.

Members are required to declare any interests, requests for dispensation, lobbying or changes to the Register of Interests.

2. Apologies and absence.

To receive apologies for absence.

3. Minutes of Previous Meeting 9 June 2015.

To consider the minutes of the meeting and if in order to sign as a true record (previously circulated).

To adjourn the meeting to allow the public or press to comment

4. Matters Arising From Previous Minutes

- 4.1 Minute 2767/4.1 Kestrel nesting box and insect houses at allotments. Work to erect Kestrel boxes has been put on hold whilst vermin issue has been sorted out.
- 4.2 Minute 2767/4.2 WWG additional storage at Beechen Hall. Ground preparation for the installation of the unit has been completed and delivery of the unit is awaited.
- 4.3 Minute 2767/4.3 St Pauls Scout Water bill. South East Water is investigating and an update is awaited from the Scouts.
- 4.4 Any other matters arising from the minutes, not on the agenda.

5. Dove Hill Allotments

- 5.1 Cllr Bob Hinder's Allotment report (page 3).
- 5.2 Vermin control see report (page 3) and tenders enclosure.

6. Weavering Diamond Jubilee Orchard

- 6.1 Bat walk with a moth trapping night was held on Tues 14th July see report (pages 3-4).
- 6.2 WDJO Annual Playground Inspection. A verbal update will be given at the meeting.
- 6.3 Painting of railings at the play area, see report (page 4)

7. Boxley Village Green South and North Walls.

To update members on the planned work see report (pages 4 - 6).

8. Boxley Burial Ground and Closed Churchyard

- 8.1 Burial Ground Regulations see report (pages 6-7).
- 8.2 Listed Tombs St Mary All Saints Graveyard see report (pages 7-8).

9. Matters for Information

Ten minute comfort break (if wanted).

10. Clerk's Report

- 10.1 To receive hire fees income to date see report (page 8).
- 10.2 Account balance as at 31 July 2015 see report (page 8).
- 10.3 Income and Expenditure see report (pages 9-11).
- 10.4 1 Year Business Saver Bond. This has now been submitted to the Nationwide and the office is awaiting confirmation that the application was successful.
- 10.5 Accident Report. None to report.
- 10.6 Personal Licence Beechen Hall see report (page 12)
- 10.7 MBC Draft Licencing Policy, Designated Premises Supervisor see report (pages 12-13)
- 10.8 Free WIFI Beechen Hall see report (page 13)
- 10.9 Annual Competency Review see report (pages 13-14.)
- 10.10 Outside sheds and rubbish compound see report (page 14).
- 10.11 Beechen Hall Wedding Brochure see report (page 14).

11. Beechen Hall Extension

A meeting took place with Leslie Hutchinson, Building Design Studio who will be submitting costings of professional work which will involve a concept for members to consider. Information will be supplied prior to the meeting if received or brought to the meeting.

12. Village Hall Grants

- 12.1 Grant towards Defibrillator GGVH see application (page 15).

13. Policies and Procedures

- 13.1 Housekeeping policy reviews. Beechen Hall Fire Risk *This policy has been reviewed by the office and is still fit for purpose. A copy can be obtained from the office by request.*
- 13.2 Business Continuity Plan (review) see report and enclosure (page 16).
- 13.3 Risk Assessment Drink & Public Licence see report (page 16).

14. Matters for Decision

None at the time of compiling the agenda.

15. Budget Projects 2015/16

- 15.1 Noticeboard at Beechen Hall. Members' views on the content of the panel and rough design are sought see enclosure.
- 15.2 Interpretation Board Impton Lane. Members' views on the content of the panel and rough design are sought see enclosure.

16. Date of Next Meeting.

Tuesday 13 October, 2015 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 5 October 2015.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council

Note to all councillors: you are welcome to attend meetings of committees of which you are not a member but only committee members may vote.

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.

**REPORTS AND ITEMS RELATING TO THE ESTATES COMMITTEE MEETING
11 August 2015.**

The Chairman will assume that these have been read prior to the meeting.

Councillors wishing to suggest changes to any policy document or procedure in this agenda should notify the office, in writing, at least three working days in advance of the meeting. This will allow details to be circulated at the meeting (or in advance if particularly contentious).

Item 5. Dove Hill Allotments. – for information.

5.1 Bob Hinder's Allotment Report August 2015

Firstly there appears to be an increase in the sightings of rats and rabbits. I myself have seen two rabbits and a rat within the last week.

As a consequence we have obtained quotations from 3 companies to attempt to eradicate the problem. However it is worth noting that all 3 consultants stated that you will not get rid of rats completely – they are easily capable of climbing the fence around the site. What we need as a Parish Council is the ability (paperwork) to demonstrate that we are taking measures to deal with the problem.

Following recent discussions the clerk has supplied some initial paperwork to me regarding the possible future creation of an Allotment Association but it has not been progressed as yet.

We now have preservative and application equipment on site in the big shed to apply to the shed and the toilet block. The working party when on site discussed the leaking tap and decided that it would be best sorted by a qualified plumber. We also had discussions about the toilet and a new plan has been suggested but not yet implemented.

Finally it is very sad to report that a tenant has approached me to report theft of vegetables from his plot. He and his wife are quite upset as someone has stripped his complete Broad Bean crop. I have requested Pauline put out an alert to the rest of the tenants. Ironically Ivor had said just a few days earlier that he thought some of his crop was missing.

Cllr Bob Hinder

5.2 Vermin control.

Clerk's note: As seen from the latest report there is a vermin issue at the allotments which needs controlling. Various amateur methods have been tried to control the rabbits (which are encaged within the allotments) and the issue regarding rats is deteriorating. In view of this the Clerk suggests that the Estates Committee employs a company to undertake the work. Various site meetings have taken place and three tenders have been obtained. In view of the unusual nature of the situation and the need to identify the best source and type of work members of the allotment working group and parish office meet with various contractors and it was therefore not possible to keep company names confidential.

Confidential enclosure has been supplied to committee members but is available on request to other councillors.

Item 6. Weaving Diamond Jubilee Orchard.

6.1 Bat and Moth Walk. For information.

Clerk's report.

The bat and moth walk was organised on 14 July by Pippa Palmer of the Mid Kent Downs Orchard Group and expertly guided by Simon Ginnaw of the Medway Valley Countryside Partnership. Unfortunately only 5 members of the public (including myself) attended, a parishioner from North ward with two of her family (from Devon) and someone living just over the boundary in Medway made up the group. Even before the walk started a noctule bat was spotted flying overhead at Provender Way and then armed with bat detectors the group went from the community orchard down Weaving Street to Mote Park with stops along the way to look at and learn about bats. 30 minutes were spent at Mote Park lake with Simon keeping

everyone informed on the many bat species in Britain with 9 found at Mote Park. At one point there were 15 -18 bats flying around the group and with the aid of the bat boxes they monitored them feeding as when a bat gets close to a kill the sonic sound changes to a raspberry sound. As it was becoming quite damp the walk ended at 10.45 with only a brief stop at the moth trap.

The website, facebook, noticeboards and posters displayed at the orchard were used to try to interest residents but the turnout was poor. With hind sight it might have been better to hold the walk two weeks later as schools would have broken up and families with children might have considered allowing them to stay up late. Interestingly a report was placed on facebook with a picture of a bat and this got 49 views which is fairly high for BPC.

6.3 Painting of railings at the play area.

The paint on the railings at the play area has started to peel particularly on the lower half. Landscape Services have been asked to weed kill a six inch gap either side of the railings, it is not thought that strimming has caused the problem but it seems sensible to have a buffer zone. In the meantime the office has sought a quote for repainting the railings. This is over the allotted budget and details will be available at the meeting. **Clerk's comment:** It is suggested that this is reviewed at the time of considering the next budget and scheduled in during that financial year.

Item 7. Boxley Village Green South and North Walls– for decision and information.

For information.

Notes of site meeting Thurs 9 July 2015. South Wall Boxley Village Green.

Present Goodsells: Graham King and Robert Church. Goodsells 01622 690236

BPC: Clerk (Cllr Vic Davies did not attend as the e-mail confirming the date was unreadable on his computer).

A closer inspection of the wall was now possible as the ivy was dying back and a large area had been cut.

*East side of Parsonage driveway. The wall is of a much better quality and not in such a bad condition although in areas it would benefit from some repointing. **Action on the east side directly adjacent to the driveway do repointing for approximately one metre to ensure the corner is stabilised.***

West side of Parsonage Farm driveway. For 4 metres the wall will need a total rebuild, part of the wall is now bowed and it is likely that only the ivy is holding it together and as this is taken down the wall will become destabilised.

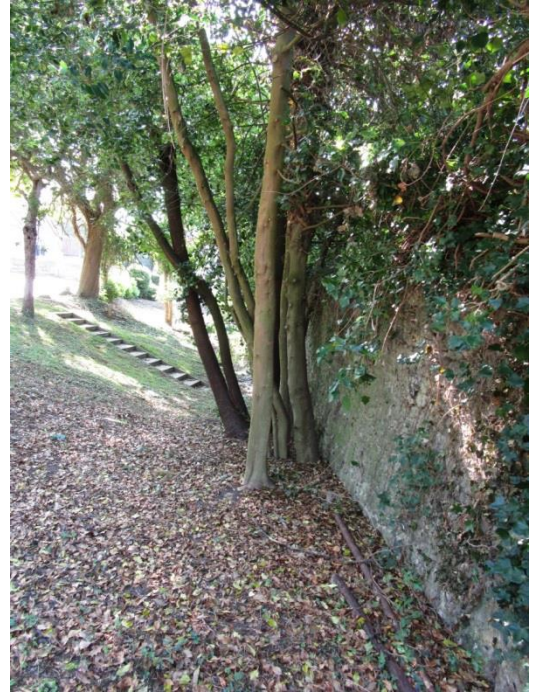
Ball park figure is £3,000 (2 people, 2 weeks work approximately).



In the next 4 metres you can now clearly see through to Mr Daly's garden so again another total rebuild. Goodsells will need to access the wall from Mr Daly's side to do the rebuild.



Goodsells requested that a large ivy growing out the top of the wall is removed before work commences (it will be cheaper for us to use our contractor, cost in region of £400). The ivy trunk is shown in the top right of the following photograph.



Action. Do 8 metres work (this will use up the £6,000 budget).

Remainder of the wall.

Looks like a major repointing job (ballpark figure £2,500) but doesn't appear to be too bad in the way of wall being destabilised.

Other.

Temporary fencing will have to be erected around the work area.

Goodsells would most likely be able to start the work in September.

*Trees immediately adjacent to the wall to the east of the driveway. The verge has been cleared of the undergrowth and the self seeded trees are totally exposed. In all (trees and stems there are 6 holly [light brown trunks] and 5 cherry [dark brown trunks]). Goodsells confirmed that they weren't doing any good to the wall and things would only get worse in the future so might be a good idea to remove them. **Action – take report to chairman and Estates if needed to look at removal and to release budget to do so (max £1,000). Will need to contact MBC to get a visit with landscape officer to get their views. If MBC won't allow then will need to agree a management plan to reduce crown etc.***

Update from Clerk 30th July 2016.

Goodsells have been commissioned to undertake the work.

Some minor additional work is required to removed some large ivy trunks from within the top of the wall but the ivy on the South Wall and also the North Wall is dying back nicely or showing signs that it is weakening. Goodsell's are suggesting that the work is commenced sometime in September but the exact date has not yet been finalised.

The removal of the over ground area on the South verge has enhanced the visual aspect of the village green.

Item 8. Boxley Burial Ground and Closed Churchyard - for decision and information.

8.1 Burial Ground Regulations.

SUMMARY- DO MEMBERS WISH TO CONSIDER AMENDING THE RULES AND REGULATIONS TO RESERVE PART OF THE BURIAL GROUND FOR BOXLEY PARISH (ADMINISTRATIVE) RESIDENTS ONLY?

A quick review of the rules and regulations for the Boxley Parish Council Burial Ground has shown that they are still fit for purpose however they could do with some minor refreshing to make them easier to read/consult. This is normally done as part of housekeeping. No notification has been received from the Church Authorities that there have been any changes in the consecrated ground burial rules and regulations.

As members are aware last year the parish council started to rigidly enforce the rules and regulations and with a few minor reminders, for example a family extend the garden area beyond what is allowed but a polite letter asking them to remove the flowers resulted in the work being undertaken, the process has been successful.

One issue has however presented itself and members' views are sought are on the following briefing.

The burial ground is split into two sections: consecrated and unconsecrated.

Unconsecrated area (individual plots can be consecrated by a Vicar at the time of burial). There is currently only one burial (cremated remains) within the unconsecrated burial area, there being room for approximately 26 plots.

Consecrated area. There are 89 plots within the consecrated area. One small area is earmarked for babies with 8 half sized plots available and 2 of these are used, leaving 79 adult plots of which 53 plots are used.

Within the consecrated area there is a main footpath and the area to the north has 4 vacant plots. The area to the south has 28 unused adult plots and 6 half plots a plan is enclosed for members and is available on request for other councillors.

The current regulations allows Boxley Parish (administrative) residents to apply to be buried in the burial ground and also church parishioners and Greek Orthodox people. The church boundary is different to that of the parish and the Greek Orthodox burial permission is because a previous incumbent had deep ties to the Greek Orthodox Church which currently uses St Mary and All Saints Church once a month. As the previous incumbent was in post when the burial ground was developed he inserted this clause which has been upheld ever since. Plots cannot be reserved or chosen by families.

Boxley Parish Council burial ground is maintained at some cost by the parish council which uses the precept raised from residents. Internments from people on the church roll, who live outside the parish boundary and also Greek Orthodox members pay the same cost for internment but would not be paying a parish precept. In 15 years there have been 56 plots used with (as some plots are double graves) 80 internments. There are approximately 2-3 plots used per year.

Right to be interned	Number of plots
Boxley Parish residents	44 used
On St Mary and All Saints register but not within Boxley parish boundary	7 used
Greek Orthodox Church and also not living	5 used

within Boxley parish boundary	
Plots unused (full size)	49 vacant

With no possibility of the burial ground being extended, nor is it likely that the Parish Council would wish to open another burial ground, it is the Clerk's suggestion that after the 4 plots are used up in the north side of the burial ground that no more new plots are released to anyone who is not resident within the Boxley Parish Council boundary. Internments of spouses etc. could however take place within currently used graves.

This issue will have to be discussed with the Church however as land owners the Parish Council is within its right to change the rules and regulations to state from which area applications for internments will be accepted.

If this change is made, working on an average of 2 plots per year being used, then the burial ground will have approximately 25 - 28 years capacity. If 3 plots are used per year then the burial ground will be full in 16-17 years.

If members do not wish to consider this option then it could look at increasing the cost of internment for any person who is not resident within the parish boundary but who is on the church's electoral roll or a member of the Greek Orthodox Church.

The parish council can of course leave the situation as it is.

**8.2 Listed Tombs St Mary All Saints Graveyard.
PURPOSE OF ITEM – TO GIVE PERMISSION FOR CLERK
TO LIAISE WITH THE CHURCH.**

A recent site visit with the Chairman Cllr Vic Davies and Parish Council and Church Warden Dennis Hollands discussed the deterioration of the listed tombs within the closed (front) part of the churchyard. The tombs are the property of the family of those interned but some are so old that it may not be possible to track down family and even if known they may not be willing or in a position to fund restoration work. Whilst the land remains the property of the Church the parish council is ultimately responsible for the health and safety of visitors.



The church has recently kept the tombstones clear of ivy growth but much damage was done many years ago by self-seeded sycamore, nettles and ivy growth. The time is fast approaching when long term remedial and restoration work is required on the tombs otherwise they will become dangerous and require fencing to stop the public approaching.

Currently a few are crumbling and some side stones on the low level tombs are loose but the risk to the public is low but starting to approach medium risk. On the last inspection nothing high up on the larger tombs posed a significant risk.



Councillor's views are sought and the Clerk suggests a meeting with the St Mary and All Saints Church (perhaps the PCC) to seek its views and also decide on a plan of action.

Further investigation will be needed as whilst the Clerk knows a faculty (permission) from the Dioceses will be needed for any work she is currently unaware of the legal issues regarding disturbing a grave site and whether any bones discovered have to be treated in a specialised way and whether archaeologists need to be present.



At this stage the Clerk is not asking the parish council to commit to any financial payments, although it could be required at a later stage to pay for safety fencing, she is however asking for permission to undertake some work with the Church to identify possibilities and to meet, accompanied by parish councillors if members wish, with the Church and any other authority that needs to be involved.

Item 10. Assistant Clerks Report – for information.

FOR INFORMATION.

10.1 To receive Hall Hire Fees for June/July with a comparison at the same point in the previous year. At the last meeting members requested that we use the new accounting system to record the total hire income. Please note that when a casual hire secures their booking they pay a deposit which is 50% of the total hire fee if this is paid 2-3 months in advance of the hire this figure will be shown under a different code (520) on the accounting system. This is because technically this money is not the halls until a month prior to the hire when it converted to the casual hire income code (1230) However members must remember that the figures below will not show a true record of hire income until the year end and it is only once we have completed one full financial year, can we make a comparison.

	2015/2016	2014/2015
Casual	£3,966.83	(£1,428.80)
Regular	<u>£6,324.96</u>	<u>(£5,516.70)</u>
Total	£10,291.79	(£6,945.50)

10.2 Account Balances – HSBC- as at 31 July (2015)

Beechen Hall

Account Balances as per bank statement at 31 July 2015

Current Account	£ 53,379.40
-----------------	-----------------------

10.3 Income and Expenditure report.

10:55

Month No : 4

Boxley Parish Council

ESTATES COMMITTEE

Detailed Income & Expenditure by Budget Heading 31/07/2015

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% of Budget
220 Burial Ground						
4045 Subscriptions	0	90	92	2	2	97.80%
4420 Admin Fee	0	0	250	250	250	0.00%
<u>Burial Ground :- Expenditure</u>	<u>0</u>	<u>90</u>	<u>342</u>	<u>252</u>	<u>252</u>	<u>26.30%</u>
1200 Burials	0	600	550	50		109.10%
<u>Burial Ground :- Income</u>	<u>0</u>	<u>600</u>	<u>550</u>	<u>50</u>		<u>109.10%</u>
Net Expenditure over Income	0	-510	-208	302		
230 Green Spaces						
4400 Maintenance	96	267	2,500	2,233	2,233	10.70%
4450 Boxley Village Green	0	425	6,000	5,575	5,575	7.10%
4460 WDJ Orchard	41	41	650	609	609	6.30%
<u>Green Spaces :- Expenditure</u>	<u>137</u>	<u>732</u>	<u>9,150</u>	<u>8,418</u>	<u>8,418</u>	<u>8.00%</u>
Net Expenditure over Income	137	732	9,150	8,418		
240 Grounds Maintenance						
4500 Grounds Maintenance Contract	0	0	7,500	7,500	7,500	0.00%
4505 Roundabout Maintenance	0	0	308	308	308	0.00%
<u>Grounds Maintenance :- Expenditure</u>	<u>0</u>	<u>0</u>	<u>7,808</u>	<u>7,808</u>	<u>7,808</u>	<u>0.00%</u>
Net Expenditure over Income	0	0	7,808	7,808		
250 Street Furniture						

4550	Noticeboards	0	0	1,420	1,420	1,420	0.00%
4555	Seats	0	0	250	250	250	0.00%
	<u>Street Furniture :- Expenditure</u>	<u>0</u>	<u>0</u>	<u>1,670</u>	<u>1,670</u>	<u>1,670</u>	<u>0.00%</u>
	Net Expenditure over Income	0	0	1,670	1,670		
260 Beechen Hall							
4001	Wages	1,439	5,790	17,312	11,522	11,522	33.40%
4005	PAYE	204	854	2,670	1,816	1,816	32.00%
4010	Pensions	22	87	242	155	155	35.90%
4020	Administration	0	101	357	256	256	28.30%
4025	Audit	0	60	431	371	371	13.90%
4035	Rates	379	1,513	3,819	2,306	2,306	39.60%
4040	Licences/Leases	180	395	787	392	392	50.20%
4105	Insurance	944	944	1,650	706	706	57.20%
4210	Contingency Fund	0	649	6,000	5,351	5,351	10.80%
4605	CCTV/Alarms Maintenance	0	0	942	942	942	0.00%
4610	Consumables	128	202	999	797	797	20.20%
4615	Electricity	639	639	2,392	1,753	1,753	26.70%
4620	Gas	0	0	2,430	2,430	2,430	0.00%
4625	Water	0	0	950	950	950	0.00%
4630	Electrical Safety	0	0	205	205	205	0.00%
4635	Fire Safety	0	0	250	250	250	0.00%
4640	Gas Maintenance	0	0	251	251	251	0.00%
4650	Hall Maintenance	442	662	3,150	2,488	2,488	21.00%
4655	Hall Marketing	0	0	125	125	125	0.00%
4656	Hire fee refund	0	18	0	-18	-18	0.00%
4660	Refuse Collections	87	550	1,347	797	797	40.90%
	<u>Beechen Hall :- Expenditure</u>	<u>4,464</u>	<u>12,464</u>	<u>46,309</u>	<u>33,845</u>	<u>33,845</u>	<u>26.90%</u>
1230	Hire Fees Casual	1,672	7,269	13,095	-5,826		55.50%
1231	PL Insurance Income	16	80	0	80		0.00%

1235	Hire Fees Regular	3,246	11,568	30,500	-18,932		37.90%
1250	Wages - AEC	45	135	150	-15		90.00%
	Beechen Hall :- Income	4,979	19,052	43,745	-24,693		43.60%
	Net Expenditure over Income	-515	-6,587	2,564	9,151		
270	Beechen Hall projects						
4550	Noticeboards	0	0	1,250	1,250	1,250	0.00%
4710	External Decoration	0	0	1,000	1,000	1,000	0.00%
	Beechen Hall projects :- Expenditure	0	0	2,250	2,250	2,250	0.00%
	Net Expenditure over Income	0	0	2,250	2,250		
280	Allotments						
4020	Administration	0	0	250	250	250	0.00%
4105	Insurance	270	270	229	-41	-41	118.00%
4400	Maintenance	0	15	910	895	895	1.70%
	Allotments :- Expenditure	270	285	1,389	1,104	1,104	20.50%
1280	Allotment Income	0	26	960	-934		2.70%
	Allotments :- Income	0	26	960	-934		2.70%
	Net Expenditure over Income	270	260	429	169		
	Estates :- Expenditure	4,871	13,572	68,918	55,346	55,346	19.70%
	Income	4,979	19,677	45,255	-25,578		43.50%
	Net Expenditure over Income	-108	-6,105	23,663	29,768		

10.6 Personal Licence Beechen Hall

SUMMARY OF ITEM. CAN CLERK UPDATE HER PERSONAL LICENCE (this decision may be affected by item 10.7)?

The Clerk and Cllr Waller carrying Personal Licences for Beechen Hall this allows outside bars to use the hall's allocation of 50 events to sell alcohol in any one (rolling) year. Initially the licences were awarded for 10 years (in the Clerk's case expiring August 2015) and members were briefed some time ago that Licencing Authorities were waiting for guidance or new legislation regarding how to extend the licences.

The Deregulation Act 2015 recently came into force and it abolished the requirement to renew personal licences. Instead personal licences will carry on indefinitely until such time that they are either surrendered or revoked.

Currently all licences have an expiry date but this is no longer relevant and holders can apply (at a cost of £10.50) to have a new licence with an updated photograph and no expiry date.

It is suggested that an updated version for the Clerk is applied for.

The relevant risk assessment will be revised (see below).

10.7 MBC Draft Licencing Policy Consultation June 2015 (e-mail 26.06.15).

SUMMARY OF ITEM. DOES THE COMMITTEE STILL WISH TO HAVE A PERSONAL LICENCE WITH THE CLERK?

Note. The terms of reference for both the Environment and Estates committees do not specifically relate which one deals with Licencing and so the Clerk has placed this on the Environment Committee agenda as it deals with consultations on planning, street trading and the local plan. Notification is however included in the Estates Committee agenda in case members of that committee wish to make comments. A briefing note is included in the Environment Committee agenda.

Designated Premises Supervisor (DPS).

Clerk's note: The following has been taken from MBC's Draft Licencing Policy June 2015 which is currently out for consultation and being considered by the Environment Committee. As members are aware the Clerk holds the Premises Licence which is occasionally used by outside bars however members should be briefed that the need to have a Personal Licence Holder (PLH) identified can be removed with the management committee taking on responsibility (no members needs to be present at an event). Currently the Clerk allows events at the hall, without being present, as she vets outside bars and asks to have proof that a PLH will be present.

Application to vary premises licence at community premises to remove the mandatory requirement for a dps.

4.22 The Licensing Authority acknowledges the value that local community premises bring to their localities and that most are operated and managed by volunteers. The mandatory requirement for a nominated DPS to be in place at alcohol licensed community premises can be burdensome and difficult for an individual to manage at such premises.

4.23 The Act allows management committees at community premises to take over the responsibility of the alcohol sales by applying to the Licensing Authority to remove the requirement to have a nominated DPS at the premises to authorise sales of alcohol. The Licensing Authority will, subject to strong evidence that a community premises is well managed by an experienced committee, support applications to remove the mandatory condition requiring all alcohol sales to be authorised by a personal licence holder.

4.24 Before considering an application the Licensing Authority will satisfy itself that a premises meets the definition of a community premises. Enquiries will be made as to the regular use of the premises and whether it is in the main 'community' based. Where there is a regular 'commercial' or 'non-community based' use or a membership requirement to use the premises it is unlikely that such a premises would meet the definition of a community premises and permission to remove the requirement for a DPS is likely to be refused.

4.25 In general it is expected that premises that form part of a church hall or chapel hall or are a village, parish or community hall or other similar building would in most

cases meet the definition of a community premises, although each will be considered on its individual merits and the evidence provided or obtained.

4.26 The licensing officers will consider, on a case by case basis, all applications to remove the mandatory condition and will ask such questions or seek the necessary evidence to confirm the suitability of the management committee to collectively authorise the supply of alcohol on the premises.

4.27 Committees that make an application will be expected to have members who are aware of the law relating to the sale of alcohol, contain steps within their operating schedule to prevent offences relating to alcohol sales and also to include appropriate rules in hiring agreements where the premises is hired out to the public for events that will involve the sale of alcohol.

10.8 Wi-Fi at Beechen Hall. FOR INFORMATION AND DECISION.

Currently Beechen Hall has the capability of offering free public Wi-Fi through BT open Zone which means that anyone who has a BT account for their home phone and broadband can log in using their own passwords. The signal is strong in the car park and it can be used in the committee room without any problem. However it is felt this method may compromise our private Wi-Fi. Paul will be able to go into more detail on the effects of this at the meeting. Advice was sought through the technical department at BT and it was suggested that buying an additional wireless access point with multi sub-nets which can be connected to the BT hub in the office would be the way forward. BT recommended DrayTek Vigor 2850 Wi-Fi router, which Paul has investigated and has confirmed that this is achievable with some set up and configuration. The cost to purchase this equipment will be approx. £500- £800 (this sum includes any extra work that should the hub be positioned outside of the office.

- A Rom price of £180-£190 inc Vat for DrayTek Vigor 2850
- VigorCare Enhanced Warranty £40.00
- DrayTek's GlobalView service £45.00 per annum (This will enable content filtering, i.e. we can block access to porn sites etc.)

Initial set up will be in the office. However if the signal is weak in the hall then the hub may have to be located elsewhere in the building.

Clerk's note: the purpose of item is to agree whether to proceed with the above. There are no provisions in the budget for the above works however, If agreed, the funds could come from contingency or members may want to make a request to F & GP to fund or part fund as this would benefit the Parish Council particularly at meetings held at the Hall.

10.9 Annual Competency review/statement

The Clerk is tasked with undertaking an audit of the working of the parish council's committees and councillors are also encouraged to take a few moments to reflect on the previous work of their committee. The purpose of the audit is to highlight any strengths, good working practices, weaknesses and/or poor working practices with an aim to improve the procedures and the way the committee works. Where weaknesses are identified action points have been suggested.

Clerk's report: This is a very complicated committee due to its two monthly meetings and the large range of issues members deal with. The balance and commitment of its members is what makes it work.

Generally the committee works very well with decisions made in good time to meet deadlines etc. Where a weakness has been identified action points have been suggested.

Last year there were 3 weaknesses identified and members agreed action which has been taken, however members should remain vigilant to the fact that they can be led off into unconnected business when anecdotes are introduced.

Strengths:

- Procedures' and working practices are fit for purpose and generally have adequate in-built flexibility to allow work to progress.
- Members are open to suggestions for change, open to constructive criticism, willing to improve where they identify need and also willing to set a high standard and strive to reach it.

- Councillors are kind and respectful of each other and of their colleagues' views and work well as a team.

Weakness:

- The committee works extremely hard and occasionally there is a lighter agenda and members could take advantage of this and finish quite early however, and this is a bit nit picking, they seem to string out discussions as if they feel they should not finish quickly. **Action: On a light agenda the chairman or members could identify a time that they could finish by and set a goal to do so.**
- Training. **Action (already taken) is that KALC training, when offered is to be identified to members.**
- Due to the two month period between meetings sometimes positive verbal feedback from hirers or residents are not included on the agenda. Negative comments are immediately dealt with but the positive ones are often just accepted. To ensure that staff and members are kept fully informed and motivated these should be reported back to staff and members. **Action: parish office and councillors.**

Clerk's comment: Committee chairmen are encouraged to pass on suggestions, be they from themselves or from members, about how the office support and service to their committee may be improved or enhanced.

10.10 Outside sheds and rubbish compound

The outside sheds and rubbish compound have now been stained green. The Short Mat Bowls Club stained its own shed and the Caretaker undertook the work on the FoBW shed and the rubbish compound. The FoBW have complimented her on the work and as members will see it has improved the outlook. Cllr Bob Hinder will also be staining the parish council shed and the toilet shed at the allotments.

10.11 Beechen Hall Wedding Brochure

During a recent work experience posting with the Parish Council the student designed a wedding brochure to send out to prospective brides & grooms looking to use the hall for their reception. A copy of this will be available at the meeting for members to view and a copy is also available on the Parish Council website.

Item 12.1 Grant towards Defibrillator.

Clerk’s note. A signed copy of the application and the last set of audited accounts are available at the meeting if members wish to see.

Boxley Parish Council Village Hall Grant Application Form

Please complete this form and attach any other relevant information and send Boxley Parish Council, Beechen Hall, Wildfell Close, Chatham, Kent ME5 9RU. Tel 01634 861237 e-mail clerk@boxleyparishcouncil.org.uk

Application from

Title/organisation	Grove Green Community Association
Contact details	Monty Knight-Olds 9 Blacksmith Drive Grove Green Maidstone, Kent ME14 5SZ
Telephone/email	01622 739657

Please state or attach an explanation on the amount of grant requested, why you are applying for a grant and the potential benefits for the residents of the parish. If possible include the number or percentage of members that belong to the organisation and live within Boxley Parish.

Boxley Parish council have recommended that Halls should purchase and keep at the Hall a defibrillator. St Johns Ambulance can supply one and also training in its use for a fee of £1176.00. The Gove Green Community Hall is used by locals of all ages from toddlers (Fledglings Nursery) to pensioners in their nineties (BEARA). Availability may save a life should any attendees suffer a heart attack.

We request a grant of £500 towards the expected cost.

Have you attached details of the grant requests to other external sources or fund raising activities undertaken? NO/NA

Are you aware whether you have been successful? NO

Have you included a copy of the last year end accounts? YES

Have you supplied a copy of your hire fees? YES

Are there any restrictions placed on who can use/access the services. YES/NO

Please supply details of any restrictions.

MBC Licence gives time restrictions late at night. Local residents have priority over non-residents.

If applicable, registered charity reference number. 298026

This application will not be accepted unless the Equal Opportunities’ Policy of the organisation is attached or the following (which is the Parish Council’s equal opportunities statement) is signed as an acceptance of the principles.

“No service user, employee or job applicant will be discriminated against or receive less favourable treatment on grounds of gender, race, colour, ethnic or national origin, disability, marital status, family commitments, sexual orientation, age, chronic medical condition, religious or political beliefs, social class or trade union activity.”

Item 13. Review of Policies and Procedures – purpose of item for information and decision

13.2 Business Continuity Plan (review). NOTE – DEPENDING ON TIME THIS ITEM CAN BE DEFERRED TO THE NEXT MEETING.

The Clerk was requested (minute 2747/9.1) to undertake a review of the layout of the document as well as its content. Following guidance from members and comparing the document to the KCC Community Emergency Plan for Parish Councils this review has been completed and the draft document is enclosed for members of the committee and is available to other members on request.

13.3 Risk Assessment Drink & Public Licence. NOTE – DEPENDING ON TIME THIS ITEM CAN BE DEFERRED TO THE NEXT MEETING.

Clerk's note: normally this is a housekeeping review however in view of the change (see above) the section dealing with the Public Licence is being referred to the committee. The remainder of the document is considered still fit for purpose.

Members decided when the original Personal Licence was issued that there should be two holders in case the Clerk left suddenly. It is not clear whether the regular outside bars do actually use one of the 50 available 'events' at the hall but this facility is available should they so wish. It is unlikely that the sudden non-availability of the Clerk would cause a problem for the sale of alcohol as the outside bar would just use one of their allocations.

5. Personal licence Holder

Ref	Risk	Specific areas.	Control, safeguards and recommendations
5.1	Low	If the Personal Licence Holder suddenly leaves and an outside bar is using this Licence then there is a slight possibility that the event could not go ahead. Note. A Personal Licence Holder has an allowance of 50 'outside' events.	Second Licence Holder has to be appointed so that there can be cover in the event of the Clerk's sudden resignation. The personal licences are due to expire after August 2015 and this requirement should be reviewed before then.