

BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk



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Beechen Hall
Wildfell Close
Walderslade
Chatham
Kent ME5 9RU

To All Members of the Council, public and press.

6 October 2015

There will be a meeting of the Estates Committee on **Tuesday 13 October 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 11 August 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 2780/4.3 St Pauls Scout/Allotment Water bill. South East Water. See report (page 3).

4.2 Minute 2780/6.2 Annual Playground Inspection was carried out in July and the report has been circulated to members. The findings of the inspection were categorised as 'low' risk'.

4.3 Minute 2780/5.2 Dove Hill Allotments Vermin Control. The first round of eradication, laying of bait boxes and night attendance has commenced.

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 Additional allotments see enclosure and report (page 3).

6. Boxley Village Green South Wall.

To update members on the work see report (pages 3).

7. Boxley Burial Ground and Closed Churchyard

7.1 Burial Ground Internments. A letter has been sent to the Parochial Church Council and a response is awaited.

7.2 Listed Tombs St Mary All Saints Graveyard. A letter has been sent to the Parochial Church Council and a response is awaited.

7.3 Ancient Yew see report (page 4).

8. Weaving Diamond Jubilee Orchard/Weaving Street

8.1 Tree Maintenance - Resident request to maintain overhanging trees to boundary see report (pages 4-5).

8.2 Vacant position for a Litter picker – The present incumbent has given her resignation and an advertisement has been placed on the noticeboard at Tesco's. However until a replacement is found it is suggested that a litter pick is done when carrying out the playground inspections.

9. Installation of Beechen Hall Noticeboard & Interpretation Board at Impton Lane

See report (page 5).

10. Matters for Information

Ten minute comfort break (if wanted).

11. Assistant Clerk's Report

11.1 To receive hire fees income see report (page 5).

11.2 Account balances see report (page 5).

11.3 Income and Expenditure see report (pages 6-8).

11.4 Accident Report. None to report.

11.5 Free WIFI Beechen Hall see report (page 8)

11.6 Review of Hall Hire Fees (enclosure to follow)

12. Beechen Hall Extension

Measurements have been taken and plans are being drawn up see enclosure and report (page 9) .

13. Village Hall Grants

No requests received.

14. Policies and Procedures

14.1 Grounds maintenance contract (expires 31.03.16) review contract and arrange tenders see (pages 9-10)

15. Matters for Decision

None at the time of compiling the agenda.

16. Draft Budget & Projects for 2016/17

To consider and agree the budget for 2016/17 see enclosure.

15.1 General Budget

15.2 Beechen Hall Budget

17. Date of Next Meeting.

Tuesday 15 December, 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 4 December, 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.

Minute 2780/4.1 Kestrel nesting box and insect houses at allotments. To be returned to the agenda December 2015

**REPORTS AND ITEMS RELATING TO THE ESTATES COMMITTEE MEETING
13 October 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 4.1. St Paul's Scout Group/Allotment Water Bill. – INFORMATION

The office had received a water bill covering two years. As it appeared to be very high a site visit with South East Water took place on 6 October 2015. It was established that the bill was correct and the unexpected usage during the period 30 Aug 2013 – 01 Apr 2014 was in all probability from the installation of the perimeter fence and flushing the pipes through when installing the troughs and the water tap. The periods of usage since the allotments have been in use is in line with what was anticipated at around £178.00 per year.

To keep track of consumption and allow the detection of any leaks it is suggested that a monthly meter read is taken and relayed to the office.

Item 5. Dove Hill Allotments. – for information and decision.

5.1 Bob Hinder's October Allotment Report. FOR INFORMATION

The main activity that has occurred is the vermin extermination boxes have been installed and I believe he was due to go shooting rabbits and it has been reported that two were shot within the allotments.

A visitor came to view the toilet having been referred by the manufacturer and was impressed not only with the loo but also the site.

The alteration to the liquid waste arrangement has been completed by Vic and Pat now much better and no more obnoxious odours.

New applications have been received and I have been able to create 2 more quarter plots alongside the Boxley road edge of the site and a one eighth plot on the northern edge. This will be an additional £37.50 per annum. A quote was obtained for a repair to the tap for disabled but decided it was not cost effective to proceed.

Bob

5.2 Additional allotments. DECISION

It has been suggested that an additional 2 quarter plots and a one eighth plot could be added to the current plot layout at the site, a plot layout design is enclosed for committee members. The original design of the plots included a 3 metre zone between the fence and first plots at the bottom of the site. This was included to allow access to the fence and easy access to plots for tenants and emergency crews (an ambulance would not go that far down into the site). Members are asked if they still consider this is relevant and whether they would allow additional plots. A one eighth plot can be fitted into an area to the north side of the site. The parish council currently pays for these areas to be maintained in the grass cutting schedule.

Item 6. Boxley Village Green South Wall – INFORMATION.

Work has commenced unfortunately on removing the ivy it was found that the section of the wall between the two areas known to have been in a state of collapse was also found to be weak and in need of refurbishment. After seeking permission the Clerk arranged for that section of the wall, so now a full 10 – 12 metres, to be rebuilt/refurbished. The ivy that has been growing on the wall for approximately 50 years had infiltrated the whole section requiring the roots be hacked out with an axe. The double skinned rubble wall (poor quality) was resting on top of a better foundation and work is taking place to ensure that the new wall sits firmly

on this foundation. Whilst taking the ivy away it has revealed the edge of another, now filled in, entrance to Parsonage Farm.

Item 7. Boxley Burial Ground and Closed Churchyard – INFORMATION

7.3 Ancient Yew. The Yew which is adjacent to the Lych Gate has a cavity within its main trunk. The Church is seeking professional advice and the Clerk will monitor the situation and report back to members on any developments.

Item 8. Tree Maintenance at Weaving Diamond Jubilee Orchard/Weaving Street– INFORMATION & DECISION.

Assistant Clerk's report

Site meeting with John Hood and Assistant Clerk at Grove Green Lane, Grove Green, 10/9/2015 at 9.30am.

The Parish Council received a request from a resident who lives in a private road off of Grove Green Lane adjacent to WDJO.

His request is for the parish council to look at the overhanging trees from the Orchard and to trim them back. He has also requested a crown reduction on the trees opposite his property as he has no light into his house and is unable to grow anything from his side of the boundary.

Mr Hood has inspected the whole boundary along Grove Green Lane and up the private road to the boundary of the orchard and has suggested that it could do with a cut back of overhanging branches, particularly on Grove Green Lane as they are quite low and are probably interfering with MBC refuse lorries and such like vehicles. He last did this in 2012 when the parish council took over the WDJO. He has pointed out that a couple of the trees on Grove Green Lane are thick with ivy and there is a dead Elm which will need to be cut. He has confirmed that he will cut to a height of 5 – 5 ½ metres.

To do the above work Mr Hood has said that it would take a day and the cost for this would be £400.00. To give the resident more light, rather than a crown reduction which would be difficult to do because of access etc and rather costly, he has suggested cutting the tops off which, combined with the other work, would be an additional £150.00 This cannot be done on its own at this rate. Mr Hood has also pointed out that by topping the trees it is highly likely they will need maintaining again in 3 years' time.

The Estates committee have to consider the following options:

- The parish council is responsible for maintaining the boundary to WDJO and in doing so will keep the trees and hedges maintained on a regular basis.
- Does the committee wish to carry out reducing the height of the trees(Sweet Chestnut, Cherry)directly opposite the residents house, knowing that if it does these would have to be regularly maintained (possibly every 3-5 years), and doing so could set a precedent for the other properties in the private lane to request the same.
- You could ask the resident to pay the reduced rate of £150.00 for taking the tops off the trees to allow him more sunlight as long as it done with the other work.
- You could decide not to do anything.

Cllr Tony Harwood, as the originator of the idea of the orchard and due to his environmental experience was approached and had the following views:

Tall hedges are a key feature of 'old Weaving'. I would therefore suggest that the minimum possible work is undertaken to achieving clearance by dustcarts and for safety of pedestrians. I have taken a good look at the boundary hedge and trees and cannot really see a problem with shading.

The wild cherry and sycamore 'hedgerow trees' are a considerable distance from any property. And he would be against the removal of ivy in the hedge, which is currently in flower and covered with bees and other pollinators, and to my mind very attractive and certainly not causing any problems to the stability of the trees.

When any maintenance works are carried out please can we ensure that the resultant brash and timber is moved into a corner of the orchard somewhere, in order that it may be incorporated into habitat and wood piles. The current timber and brash on site has practically all rotted away and requires replacement.

Item 9. Installation of Beechen Hall Noticeboard & Interpretation Board at Impton Lane – INFORMATION.

To install both of the above we need permission from KCC to do so. The following is KCC's response; any work or installation on highway land (and this includes verges) requires the completion of various forms and the payment of £395 (including an administrative fee, *capitalised fee and inspection fee). The parish council has three projects which require KCC Highway permission and it is investigating whether a single application for the 3 locations can be made thus saving £790. The third project is the installation of a hard apron at the noticeboard in Boxley Road, Walderslade, this project has gone to the Environment Committee as this is deemed as street maintenance and will come from its Street Maintenance budget.
* a form of a licence.

Item 11. Assistant Clerks Report – INFORMATION.

FOR INFORMATION.

11.1 **To receive Hall Hire Fees for August/September 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	£3,081.70	(£1,466.99)
Regular	<u>£5,032.85</u>	<u>(£4,969.93)</u>
Total	£8,115.16	(£6,436.92)

11.2 Account Balances –

HSBC- as at 30 September (2015)	
Beechen Hall	
Account Balances as per bank statement at 30 September 2015	
	£
Current Account	18,996.37

Nationwide 1 Year Business Saver Bond	£40,000
Maturing date for this bond is 6 August 2016.	

11.3 Income and Expenditure report.

Boxley Parish Council

ESTATES COMMITTEE

Detailed Income & Expenditure by Budget Heading 30/09/2015

Month No :

6

Committee Report

	Actual	Actual Year	Current	Variance	Funds	% of
	Current Mth	To Date	Annual Bud	Annual Total	Available	Budget
220 Burial Ground						
4045 Subscriptions	0	90	92	2	2	97.80%
4420 Admin Fee	0	0	250	250	250	0.00%
Burial Ground :- Expenditure	0	90	342	252	252	26.30%
1200 Burials	0	600	550	50		109.10%
Burial Ground :- Income	0	600	550	50		109.10%
Net Expenditure over Income	0	-510	-208	302		
230 Green Spaces						
4400 Maintenance	68	518	2,500	1,982	1,982	20.70%
4450 Boxley Village Green	0	425	6,000	5,575	5,575	7.10%
4460 WDJ Orchard	65	106	650	544	544	16.30%
Green Spaces :- Expenditure	133	1,049	9,150	8,101	8,101	11.50%
Net Expenditure over Income	133	1,049	9,150	8,101		
240 Grounds Maintenance						
4500 Grounds Maintenance Contract	0	2,912	7,500	4,588	4,588	38.80%
4505 Roundabout Maintenance	0	0	308	308	308	0.00%
Grounds Maintenance :- Expenditure	0	2,912	7,808	4,896	4,896	37.30%
Net Expenditure over Income	0	2,912	7,808	4,896		
250 Street Furniture						

4550	Noticeboards	0	0	1,420	1,420	1,420	0.00%
4555	Seats	0	0	250	250	250	0.00%
	Street Furniture :- Expenditure	0	0	1,670	1,670	1,670	0.00%
	Net Expenditure over Income	0	0	1,670	1,670		
260	Beechen Hall						
4001	Wages	1,475	8,720	17,312	8,592	8,592	50.40%
4005	PAYE	213	1,270	2,670	1,400	1,400	47.50%
4010	Pensions	22	130	242	112	112	53.70%
4020	Administration	15	116	357	241	241	32.50%
4025	Audit	0	60	431	371	371	13.90%
4035	Rates	379	2,270	3,819	1,549	1,549	59.50%
4040	Licences/Leases	0	395	787	392		50.20%
4105	Insurance	0	944	1,650	706	392	57.20%
4210	Contingency Fund	0	649	6,000	5,351	706	10.80%
4605	CCTV/Alarms Maintenance	0	0	942	942	5,351	0.00%
4610	Consumables	32	359	999	640	942	35.90%
4615	Electricity	524	1,163	2,392	1,229	640	48.60%
4620	Gas	671	671	2,430	1,759	1,229	27.60%
4625	Water	0	220	950	730	1,759	23.20%
4630	Electrical Safety	0	0	205	205	730	0.00%
4635	Fire Safety	0	0	250	250	205	0.00%
4640	Gas Maintenance	0	0	251	251	250	0.00%
4650	Hall Maintenance	45	732	3,150	2,418	251	23.20%
4655	Hall Marketing	0	0	125	125	2,418	0.00%
4656	Hire fee refund	0	18	0	-18	125	0.00%
4660	Refuse Collections	106	802	1,347	545	-18	59.50%
	Beechen Hall :- Expenditure	3,482	18,520	46,309	27,789	27,789	40.00%
1230	Hire Fees Casual	1,288	10,350	13,095	-2,745		79.00%
1231	PL Insurance Income	22	160	0	160		0.00%
1235	Hire Fees Regular	3,715	15,858	30,500	-14,642		52.00%
1250	Wages - AEC	60	255	150	105		170.00%

	Beechen Hall :- Income	5,085	26,623	43,745	-17,122		60.90%
	Net Expenditure over Income	-1,603	-8,103	2,564	10,667		
270	Beechen Hall projects						
4550	Noticeboards	0	0		1,250	1,250	0.00%
4710	External Decoration	0	0	1,250	1,000	1,000	0.00%
	Beechen Hall projects :- Expenditure	0	0		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	0	270	229	-41	-41	118.00%
4400	Maintenance	0	506	910	404	404	55.60%
	Allotments :- Expenditure	0	776	1,389	613	613	55.90%
1280	Allotment Income	30	956	960	-4		99.60%
	Allotments :- Income						
	Net Expenditure over Income	-30	-179	429	608		
	Estates :- Expenditure	3,615	23,347	68,918	45,571	45,571	33.90%
	Income	5,115	28,179	45,255	-17,076		62.30%
	Net Expenditure over Income	-1,500	-4,832	23,663	28,495		

11.5 Wi-Fi at Beechen Hall. FOR INFORMATION.

The equipment has been purchased and installed (with thanks to Cllr Dengate) and is available to hall users. There are three tiers of accessibility with passwords for each tier; regular hirers, casual hirers and office staff and councillors. Passwords will be changed monthly, for casual hirers and their guests, and annually for the other tiers, this is under constant review and will be changed if necessary. Safeguards, as far as is possible to restrict access to unsafe or undesirable websites have been activated.

Item 12. Beechen Hall Extension – PURPOSE OF ITEM FOR INFORMATION AND FEEDBACK

Plans of the existing hall footprint have been received and will be available at the meeting (on a large screen) if members wish to view them. Plans for the proposed extension have also been received and are enclosed for committee members (available to other members on request).

The plans for the proposed extension will displayed on a large screen at the meeting if members wish to view it.

The company have yet to provide ball park figures for the extension as they wish to have some feedback on the proposed extension plan.

Councillors can come into the office from 7pm if they wish to have a look at the plans and have an informal chat with each other and a visit to the committee room if they want.

Item 13. Review of Policies and Procedures – PURPOSE OF ITEM FOR INFORMATION AND DECISION

13.1 Grounds Maintenance Contract. Assistant Clerk's report every two years the estates committee puts the grounds maintenance contract out to tender. The procedure is that is checks the previous specification for any amendments that they wish to see. The current specification is given below but members are asked to give advance notice of any changes or amendments they wish to see made.

There is a current ongoing issue regarding roundabout maintenance and company's will be aksed to quote for this separately.

The current number of cuts etc has resulted in positive comments made to the parish council about how good it maintains the village green, burial ground etc.

Company submitting quotation.....			
Boxley Parish Council			Ref. GMcost ss
Quotation for Grounds Maintenance Contract.			
Ref.	Description	Cost	Notes if required.
1 Boxley			
1.1	The Green and The War Memorial (site 1). Cutting the grass on the central area, in front of the War Memorial and Church Wall to the North and South of the Lych Gate, the Northern piece adjacent to the European School of Osteopathy and the Southern portion adjoining Parsonage Farm. Allow for sixteen cuts and for keeping the intervening grass between the stones neat and tidy. Allow for the edge of the footway across the green to be edged once per year and for treating four times a year in the growing season with weed killer. The War Memorial steps and surrounding paved area also to be treated four times a year in the growing season with weed killer.		
1.2	The Closed Churchyard (site 2). Up to the traverse path east of the church, cutting and maintenance, allow for sixteen cuts. Maintenance means keeping the Church path (Lych Gate to Church door) edged and for treating four times a year in the growing season with weed killer.		
1.3	The Parish Council Burial Ground (site 3). Located at the rear of the churchyard (about 0.1 hectares) entrance through the churchyard. Allow for 16 cuts and the need for work around the memorials and individual graves. Allow for an annual clip of the previous year's growth on the boundary hedge.		
Note	Members have particularly asked that edges around graves, gravestones and edging stones in the Closed Churchyard and Burial Ground be clipped or 'strimmed'.		
1.4	Allotments – Dove Hill, Sandy Lane (site 10). Maintenance of the 3 haulage ways and the grassed community area. Allow for sixteen cuts. Weeding with eco friendly treatment is required on the access road and entrance area. Please note areas around water troughs, compostable toilet, shed and lockable taps should be strimmed. Access to Dovehill Allotments is via appointment only as the entrance is secured. Please contact the parish office to arrange an appointment.		
2 Sandling.			
2.1	Sandling Sign Area (site 4) Junction Old Chatham Road and Tyland Lane. From Tyland Lane to post box, grassed area (about 20m x 10m) allow for sixteen cuts. Allow for cutting or strimming around the base of the sign and the seat. Also includes the removal of rubbish from this site.		
2.2	Verge outside Sandling Village Hall, Sandling Lane (site 5). Grassed area (about 8m x 30m) to south of hall driveway and 8m x 10 m to the north) allow for twelve cuts.		
3 Walderslade			
3.1	Open Space at Impton Lane (site 6). About 40 m x 50m including shrub borders alongside fences but excluding those adjoining dwellings. Allow for sixteen cuts. Cut hedge once a year, removing previous years' growth. Include the area west of the footway and fence.		
3.2	Beechen Hall, Wildfell Close, ME5 9RU (site 7). Grassed areas adjacent to main access doors allow for 16 cuts. In addition the remaining areas between the hall building and the car park and between the hall building and the fence adjacent to Wildfell Close to be cut with a strimmer eight times per year. Areas adjacent to the West, North and East sides of the hall between the pathway adjacent to the hall and the access to the car park and between the pathway adjacent to the hall and the highway to the North and East of the hall building to be cut eight times per year.		
4. Grove Green			
4.1	Grove Green Community Centre, Penhurst Close, ME14 5TQ (site 8). Grassed areas adjacent to the hall allow for 16 cuts.		
4.2	Weaving Diamond Jubilee Orchard, Penhurst Close, ME14 5TQ (site 9) Grassed area within and around play area allow for 16 cuts. 2 metre wide border on east side of Weaving Street to Penhurst Close allow for 16 cuts. 2 metre wide path around orchard trees allow for 16 cuts. Area to west of Weaving Street to Penhurst Close footway (and mown border) allow for 1 high cut in November (with cuttings raked into habitat pile within un-mown area of nut platt). Area surrounding the main group of orchard trees allow for 1 high cut in November (with cuttings raked into habitat pile within un-mown area of nut platt). Area adjacent to boundary hedgerow and nut platt left uncut.		
Note	Mowing maybe suspended during prolonged periods of summer drought/heatwave. At least a one metre uncut swathe to be left at base of boundary hedgerows (not including northern flank of Leyland Cypress hedge just a south east corner of orchard.		
Total for all work			