



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU

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Clerk Mrs Pauline Bowdery **Assistant Clerk** Mrs Melanie Fooks

A G E N D A

To All Members of the Council, Press and Public

There will be a meeting of the Estates Committee on **Tuesday 15 December 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 13 October 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 2804/4.1 St Pauls Scout/Allotment Water bill. South East Water. Contact has been made with the Scout group who have advised they will be reviewing their bills and until and if they come back it is suggested that there is no further action.

4.2 Minute 2804/7.2 Listed Tombs St Mary All Saints Graveyard. The Parochial Church Council would like to work with the Parish Council and the Clerk is investigating external funding and the legal requirements.

4.3 Minute 2780/4.1 Kestrel nesting box and insect hotel at allotments. Instructions on How to install and where to install have been received and once Pest Purge have moved to non-toxic poisons we will look to install. The insect hotel will be delivered to the allotment site to be placed anywhere suitable. Another will be situated at WDJO and will be organised through the office.

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 Review of Allotment Rules and Regulations see report on page 3 and separate enclosure for committee members. Available to other members upon request.

5.3 Review of Allotment Fees see report (page 3).

5.4 Review of Allotment Keys and replacement lost keys. The Clerk has requested a review as she is receiving several requests for additional keys.

5.5 Pest Purge report (page 4)

6. Boxley Village Green South Wall.

The work has been completed on the first section of the wall see report and photograph on (page 5).

7. Boxley Burial Ground and Closed Churchyard

7.1 Burial Ground Internments (Change to regulations). The Church's response is being formulated. Further information is awaited.

8 Weaving Diamond Jubilee Orchard/Weaving Street

8.1 Tree Maintenance – The resident has accepted the terms outlined out by the Parish Council and a date for works to begin is to be confirmed with Mr Hood.

8.2 Safety Barrier. A company is being located to provide costs, any update will be given at the meeting.

8.3 Litter Picker – The office has been successful in recruiting a litter picker, who lives locally and will start W/C 14 December, 2015.

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

See report (page 5).

10 Matters for Information

None at time of compiling agenda.

Ten minute comfort break (if wanted).

11 Assistant Clerk's Report

11.1 To receive hire fees income see report (page 6).

11.2 Account balances see report (page 6).

11.3 Utility providers see report (page 6)

11.4 Income and Expenditure see report (pages 7-9).

11.5 Accident Report. None to report.

12 Beechen Hall Extension

A meeting took place with design studio on Tuesday 24 November a full report can be found on (page 10).

13 Village Hall Grants

Sandling Village Hall request for contribution towards new floor see confidential enclosure.

14 Policies and Procedures

Grounds Maintenance Contract. To formally approve the reappointment of the current contractor Landscape Services for another two years.

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 - Path to playground at WDJO – For consideration see report (page 10).

15.2 Beechen Hall Budget

17 Date of Next Meeting.

Tuesday 9 February 2016 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 1 February 2016.

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
15 December 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 and decision.*

5.1 Bob Hinder's December Allotment Report. FOR INFORMATION

Allotment Report November 2015

There is not much to report for this month. I spent 2 mornings clearing the entrance and road of leaves – partly to expose the water meter to obtain a reading before it was turned off for the winter.

Mike and Anne have made an excellent start on clearing plot 1E and many others have tilled their plots ready for the winter.

I have yet to paint the shed and toilet but do intend to try and get it done before the end of the year.

I believe the two extra plots that I marked out have been let but no work has yet to start on them.

Bob

5.2 Review of Allotment rules and regulations. DECISION. See separate enclosure. It is the Clerk's recommendation that as this document is so specialised that 2 members from the Allotment working group are tasked with looking through this and put forward any changes in writing to the Clerk. If any members have any suggestions these need to be directed to the working group to consider.

5.3 Review of Allotment rent. DECISION

The table overleaf was first presented to members when the allotments opened in 2013, to help them assess the fees being charged by local Councils for allotment plots. Those Council's that have raised their rents since the last check in 2013 are marked with a * and these have had a minimal increase.

As at 7/12/15

| Allotment fees Comparison | | | | |
|----------------------------------|-------------------|-------------------------------------|-----------------|--|
| Council | Size | Cost | Includes water? | Notes |
| NSALG guidance | | | | States that the average rent for a 10 pole plot is from £35 - £150 or £2.50 - £15 per pole. Clerk comment : BPC has half (125 sq m/5 poles or rods) or quarter (62.5 sq m/2.5 poles or rods) plots |
| Boxley Parish Council | Half Plot | £15.00 | Yes | £15.00 returnable key deposit |
| Maidstone Borough Council | Half plot | £13.50 With water £18.50. | Yes (£5 extra) | £20 (returnable) key deposit. Clerk note: NSALG states that asking for a key deposit is illegal. |
| Medway Council | Half plot | *£22.91 | Yes | |
| Paddock Wood Parish Council | Half plot | £7.50 | Don't know | 50% discount for OAPs |
| Ditton Parish Council | Half plot | £7.25 | Yes | 50 pence discount for OAPs. Cost also includes one rubbish skip per annum |
| Aylesford Parish Council | Half plot | *£3.75 per rod = *£18.75 | Yes | |
| Thanet District Council | Per 25sq m perch | *£4.38 Half plot *£27.18 | No | Using this 'perch' calculation a half plot would be £21 however Thanet has a minimum charge of £26. |
| Swale District Council | Plot Half plot | *£33.50 £16.00 | Don't know | OAP/disabled concession £15.70 |
| Chelmsford Borough Council | Half plot | £15 | No | £7.50 for concessions |
| Dover Town Council | Plot Half plot | £29 - £66 £14.50 - £33 | | Price range reflects the different facilities available – for instance some plots will pay extra for water. |
| Ashford District Council | Half plot | *£27.50 | Yes | |
| Sevenoaks Town Council | Half plot | £2.40 per rod = £12 | Don't know | STC has just served notice of a large increase (from £1.65 to £2.40 per rod) |

5.4 Review of allotment keys and Replacement lost keys. At present the rules state that one key is issued per plot. However there are a number of plots that are shared and the office is now frequently being asked for additional keys as well as replacement keys. Do members wish to amend the policy which appears in the rules and regulations under conditions of use

3. Security

- 3.1 The Tenant shall be issued with a key¹ to access the allotment facilities. No replicas are to be made. No key shall be passed to anyone other than a person authorised by the Tenant to work on his Allotment Garden under paragraph 5 of the Agreement.

¹ A refundable deposit of £15 is required

5.5 Pest Purge Report. **For information.**

Dove Hill Allotments – Pest Activity Report
Period Oct-Nov 2015

Rats:

16 bait stations placed around the perimeter and in the centre of the plot have been effective at controlling the rat and mice population. Initially there was a large amount of rodenticide consumed and now much less is being taken (as would be expected). A switch to non-toxic baiting will take place which will continue to monitor activity levels, removing any risk of secondary poisoning to other wildlife and the public.

Rabbits:

Two shooting sessions have produced positive results, at the end of Sept five were shot, three on the track and two inside feeding on the allotments. At the end of Nov, six were shot, five on the track and one inside. There will always be rabbits around the perimeter; the aim is to keep them out. There do not appear to be any breaches or burrows allowing them access. I would hope that the ones inside were trapped there when the fencing was erected. Further sessions will reveal more.

Suggestion:

Have a pest activity letter on the notice board inside the allotments asking for any pest sightings to be recorded with a date, hopefully this will provide an indication of reduced activity levels and successful pest control. I ask members that I meet if they have seen anything and the few I have spoken with have all said that rat and rabbit activity is noticeably less.

Item 6. Boxley Village Green South Wall – INFORMATION.



The work has been completed on the first section of the wall and the Finance and General purposes committee have put £10,000 into next year's budget to continue work on the rest of the wall. Goodsells' have been informed and should it be a mild winter there is a possibility that they might wish to commence work before the next financial year. If this is the case the Clerk will liaise with the Chair and Vice Chair of the committee to bring the work forward.

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

It has now become apparent that the Parish Council cannot put forward the three projects to KCC in one package, therefore saving money. KALC are investigating with KCC whether KCC will waive the payment or allow Parish Council's to only pay once in any one year. Until a response is received the Clerk is suggesting that the applications are delayed because if payment is made now it is unlikely it would be refunded.

Item 11. Assistant Clerks Report – INFORMATION.

11.1 **Hire Fees** - To receive Hall Hire Fees for October/November with a comparison at the same point in the previous year.

| | 2015/2016 | 2014/2015 |
|---------|------------------|--------------------|
| Casual | £2,053.00 | (£2,234.00) |
| Regular | <u>£5,870.00</u> | <u>(£5,114.00)</u> |
| Total | £7,923.00 | (£7,348.00) |

11.2 **Account Balances –**

**HSBC- as at 30 November (2015)
Beechen Hall
Account Balances as per bank
statement at 30 November 2015**

| | |
|-----------------|-----------------------|
| Current Account | £ 19,708.97 |
|-----------------|-----------------------|

11.3 **Utility providers**

Report from Clerk.

For many years the Beechen Hall utility providers were appointed, as housekeeping, by the parish office which shopped around for the best deal. The Estates Committee has become involved as at some point the situation was included on an agenda. Members discuss the situation and then use common-sense to agree that the office undertake the work and keep the Chairman and vice chairman informed.

As the Estates Committee agenda is now becoming clogged with small items would the Estates Committee approve that from now on the change or reappointment of utility providers is not included on the agenda but decided by the parish office with the Chairman and Vice Chairman being kept informed?

11.4 Income and Expenditure report.

Boxley Parish Council

ESTATES COMMITTEE

Detailed Income and Expenditure by Budget Heading 30/11/2015

Committee Report

| | | 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% |
| | Burial Ground :- Expenditure | 0 | 90 | 342 | 252 | 252 | 26.30% |
| 1200 | Burials | 0 | | 550 | 50 | | 109.10% |
| | | | 600 | | | | |
| | Burial Ground :- Income | 0 | 600 | 550 | 50 | | 109.10% |
| | Net Expenditure over Income | 0 | -510 | -208 | 302 | | |
| 230 | Green Spaces | | | | | | |
| 4400 | Maintenance | 157 | 737 | 2,500 | 1,763 | 1,763 | 29.50% |
| 4450 | Boxley Village Green | 0 | 425 | 10,500 | 10,075 | 10,075 | 4.00% |
| 4460 | WDJ Orchard | 0 | 106 | 650 | 544 | 544 | 16.30% |
| | Green Spaces :- Expenditure | 157 | 1,268 | 13,650 | 12,382 | 12,382 | 9.30% |
| | Net Expenditure over Income | 157 | 1,268 | 13,650 | 12,382 | | |
| 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 | 1,444 | 11,657 | 17,312 | 5,655 | 5,655 | 67.30% |
| 4005 | PAYE | 200 | 1,681 | 2,670 | 989 | 989 | 63.00% |
| 4010 | Pensions | 22 | 174 | 242 | 68 | 68 | 71.90% |
| 4020 | Administration | 0 | 132 | 357 | 225 | 225 | 37.00% |
| 4025 | Audit | 0 | 260 | 431 | 171 | 171 | 60.30% |
| 4035 | Rates | 379 | 3,028 | 3,819 | 791 | 791 | 79.30% |
| 4040 | Licences/Leases | 0 | 395 | 787 | 392 | 392 | 50.20% |
| 4105 | Insurance | 0 | 944 | 1,650 | 706 | 706 | 57.20% |
| 4210 | Contingency Fund | 0 | 924 | 6,000 | 5,076 | 5,076 | 15.40% |
| 4605 | CCTV/Alarms Maintenance | 941 | 941 | 942 | 1 | 1 | 99.90% |
| 4610 | Consumables | 135 | 551 | 999 | 448 | 448 | 55.20% |
| 4615 | Electricity | 0 | 1,163 | 2,392 | 1,229 | 1,229 | 48.60% |
| 4620 | Gas | 0 | 841 | 2,430 | 1,589 | 1,589 | 34.60% |
| 4625 | Water | 0 | 466 | 950 | 484 | 484 | 49.00% |
| 4630 | Electrical Safety | 0 | 0 | 205 | 205 | 205 | 0.00% |
| 4635 | Fire Safety | 0 | 55 | 250 | 195 | 195 | 22.00% |
| 4640 | Gas Maintenance | 0 | 0 | 251 | 251 | 251 | 0.00% |
| 4650 | Hall Maintenance | 80 | 860 | 3,150 | 2,290 | 2,290 | 27.30% |
| 4655 | Hall Marketing | 0 | 0 | 125 | 125 | 125 | 0.00% |
| 4656 | Hire fee refund | 0 | 18 | 0 | -18 | -18 | 0.00% |
| 4660 | Refuse Collections | 95 | 1,023 | 1,347 | 324 | 324 | 75.90% |
| | Beechen Hall :- Expenditure | 3,296 | 25,114 | 46,309 | 21,195 | 21,195 | 54.20% |
| 1230 | Hire Fees Casual | 890 | 12,375 | 13,095 | -720 | | 94.50% |
| 1231 | PL Insurance Income | 12 | 188 | 0 | 188 | | 0.00% |
| 1235 | Hire Fees Regular | 3,070 | 22,024 | 30,500 | -8,476 | | 72.20% |
| 1250 | Wages - AEC | 0 | 285 | 150 | 135 | | 190.00% |

| | | | | | | | |
|------------|--------------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|
| | Beechen Hall :- Income | 3,971 | 34,872 | 43,745 | -8,873 | | 79.70% |
| | Net Expenditure over Income | -675 | -9,758 | 2,564 | 12,322 | | |
| 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 | 55 | 250 | 195 | 195 | 22.00% |
| 4105 | Insurance | 0 | 270 | 229 | -41 | -41 | 118.00% |
| 4400 | Maintenance | 0 | 1,190 | 910 | -280 | -280 | 130.70% |
| | Allotments :- Expenditure | 0 | 1,515 | 1,389 | -126 | -126 | 109.10% |
| 1280 | Allotment Income | 0 | 956 | 960 | -4 | | 99.60% |
| | Allotments :- Income | 0 | 956 | 960 | -4 | | 99.60% |
| | Net Expenditure over Income | 0 | 559 | 429 | -130 | | |
| | Estates :- | | | | | | |
| | Expenditure | 3,453 | 30,899 | 73,418 | 42,519 | 42,519 | 42.10% |
| | Income | 3,971 | 36,428 | 45,255 | -8,827 | | 80.50% |
| | Net Expenditure over Income | -518 | -5,529 | 28,163 | 33,692 | | |

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

Design Studio was given feedback from committee members following October's meeting. The office has been advised by Design Studio that many of the points made eg heating electricity, lights etc would be shown at the next stage when drawing up plans to submit to local planning authority.

Design Studio has advised that requesting a solid brick wall at the front of the extended room is likely to cause an issue with the Maidstone Planning Officers and the advice is that this wall either reflects the existing frontage (three windows) or build a half solid wall with windows above.

At the present moment 'rough builders prices' are estimated at £55,000 - £62,000.00 for the external shell (this does not include the *air gap* work and up to £80,000 - £100,000.00 for the total build including fixtures and fittings depending on specification.

It is suggested, as deep consideration needs to be given to the situation, that members make their views known on the above information so that the working group can consider the options and come back to the committee.

Members are reminded that the initial project was to replace the front doors and enclose the open area outside the hall to create an air pocket to stop heat loss from the hall.

Item 15 Draft Budget & Projects for 2016/17 – PURPOSE OF ITEM FOR CONSIDERATION AND DECISION

15.1 General Budget – Path to Playground at WDJO.

Cllr Vic Davies would like Members' to consider the installation of a path/concrete area leading to the play area at WDJO. The photograph below shows the exact location. At this present stage no costs have been sought to allow for budget provision. Members' views are sought.