



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU
☎ 01634 861237 ✉ clerk@boxleyparishcouncil.org.uk

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 11 October 2016** 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** (7.30)
Members are required to declare any interests, requests for dispensation, lobbying or changes to the Register of Interests.
2. **Apologies and absence** (7.31)
To receive apologies for absence.
3. **Minutes of Previous Meeting 9 August 2016.** (7.32)
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** (7.34)
4. **Matters Arising from Previous Minutes** (7.35)
 - 4.1 Minute 2899/4.1 Kestrel boxes. MBC appear to be requesting that planning permission is applied for and this is being investigated.
 - 4.2 Minute 2899/4.2 Damaged headstone. The stone mason reports that the headstone is unrepairable as the work to eradicate the chips would make the stone look unbalanced. The Clerk is liaising with the family and Kent Landscape Services.
 - 4.3 Minute 2899/4.3 WDJO safety review, use of cloud. The parish office will action when office time allows.
 - 4.4 Minute 2899/4.4 Boxley Village Sign. Awaiting information from Cllrs Vic Davies and Clarke.
 - 4.5 Minute 2899/4.6 Treatment of glass on noticeboards. Work is being arranged.
 - 4.6 Any other matters arising from the minutes, not on the agenda.
5. **Dove Hill Allotments** (7.37)
 - 5.1 Cllr Bob Hinder's Allotment report. A verbal report will be given at the meeting.
 - 5.2 Pest Purge report (page 3).
6. **Weaving Diamond Jubilee Orchard** (7.40)
 - 6.1 Installation of cameras, see report (page 3-4).
 - 6.2 Repairs to Safety Surface. This has now been completed.
 - 6.3 New Litter Picker – a verbal report will be given at the meeting.
7. **North Wall, Boxley Village Green** (7.55)
To update members on the current situation. A report will be given at the meeting.
8. **Installation of Beechen Hall Signboard** (8.00)
To update members see report (page 4).
9. **Matters for Information** (8.10)
 - 9.1 Thank you from The Lullaby Trust for donation.

Ten minute comfort break (if wanted).

10. **Assistant Clerk's Report** (8.20)
10.1 To receive hire fees income, see report (page 4).
10.2 Account balances see report (page 4).
10.3 Income and Expenditure see report (pages 5-7).
10.4 Accident Report. None at the time of compiling the agenda.
10.5 A request for a discount for hiring the hall for a school prom 2017 see (page 7).
10.6 Notification to members that a new minimum wage came into effect from 1 October, the caretaking and litter picking staff will have their salaries increased, in accordance with the Estates Committee's policy to pay above the minimum wage. The new wage is now £7.20
10.7 Review of Hall Capacity see report (page 7).
11. **Beechen Hall Extension** (8.35)
The F & GP committee met on 15 August to consider releasing funds for this project and agreed not to release any funds. A report will be available in time for the meeting.
12. **Budget 2017/2018** (8.45)
The following items have been identified by the office that will need replacing during 2017/18 and it is anticipated that costs will be available in time for the meeting
Height barrier – Current barrier is showing deterioration and is beyond further repair.
Hall floor – Has been damaged and will need monitoring.
Hall chairs – Are showing wear and tear.
13. **Beechen Hall Car Park Lights** (8.55)
To receive and update. See report (page 7-8).
14. **Policies and Procedures** (9.00)
14.1 Clerk's Delegated Powers – See (page 8)
14.2 Use of Boxley Parish Council Open Spaces (Boxley Green, Wildfell Close, WDJO). See (page 8-9).
14.3 Review Electrical Safety/maintenance contract for 2017. Current specification see (pages 9-10).
15. **Matters for Decision** (9.15)
None at time of compiling agenda.
16. **Date of Next Meeting.** (9.16)
Tuesday 13 December 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 28 November 2016.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council

Date 4 October 2016

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.

Items to be returned to Agenda at a later date. Minute 2893/8 MBC Play area removal and refurbishment.

**REPORTS AND ITEMS RELATING TO THE ESTATES COMMITTEE MEETING
11 October 2016.**

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).

5.2 Pest Purge Report. INFORMATION

Dove Hill Allotments – Pest Activity Report
Period Aug 2016-Sept 2016

Rats:

All 16 bait stations remain on site, they are baited with a monitoring, non-toxic bait. This bait was untouched when last inspected in September. Discussions with tenants during daytime visits do not indicate that there are rodents around; the people I spoke with had not seen any. None have been sighted as far as I am aware and the bait status indicates the same.

No rats were seen during an evening shooting session on 21-9-16

Rabbits:

The rabbit shooting is confined to within the perimeter of the allotments; two rabbits were shot on 21-9-16, no other rabbits were seen. There were rabbits grazing on the neighbouring field and on the track leading to the allotments. The rabbits shot were youngsters, small enough to have gained access through the breaches in the wire fence before they were repaired. Again I would request that we seek permission from the field owner to allow me to shoot rabbits on it when I visit.

The next shooting session will take place in November 2016.

Fencing:

5 holes in the fencing were repaired, after a thorough survey in September, along the field side. The holes varied in size from five to eighteen inches. All have been patched with heavy gauge wire and fastened using cable ties. Periodic inspections of the fence-line will continue on a regular basis.

The annual contract for pest control services has been renewed for another year. It will commence on 01-10-16.

Budget note. Cllr Bob Hinder asked for additional rabbit proof fencing to be considered for the next budget. Advice was sought from Pest Purge and the response was that only two sides of the allotment fencing were at risk, the field and road sides, and as holes appear they will be patched but in reality the rabbits need controlling in the adjacent field to keep their numbers down. Rabbits will chew through the wire.

Item 6 Weaving Diamond Jubilee Orchard

Installation of CCTV camera to monitor the play area due to recent vandalism. The Community Safety Unit has placed two mobile CCTV cameras at the site (starting 15/09/2016). The F&GPC had originally requested that a permanent camera for the site be investigated. The Community Safety Unit, a partnership project with MBC and the Police, was contacted as it does become involved in anti-social issues and if local lamp posts have been converted to include a power socket the unit will consider installing CCTV cameras to monitor the situation. These cameras are only installed for short periods but if vandalism returns the cameras can come back. Normally a parish council cannot just request the cameras this should be done in conjunction

with the local PCSO and there should be a need identified either by the PCSO, 101 reports and crime reports to the Police.

In view of the recent problems, as there were two cameras not deployed and two lamp posts (one opposite the play area and one in Provender Way) with the correct sockets these were installed.

A permanent CCTV camera with a G3 licence to make the images available to a laptop will cost in the region of £6,000. A high spec camera is needed if the council wish to have clear images cheaper versions will not be able to cope with the low light, the height and the distance from the area that members wish to monitor.

Item 8 Beechen Hall Signboard. Decision

Assistant Clerk's report. As this project has been on the agenda for almost 2 years and the initial brief has been amended due to restrictions/permissions for installing signage on highway land as well as the design and location of the board. The Clerk has reviewed the project and it is advised that a complete new start for this project should be made.

Both the Clerk and Assistant Clerk have visited the location for the sign and already there are some issues that will need to be addressed. Firstly, the sign would be partially covered by tree branches, therefore it is advised that permission to remove the branches from two Horse Chestnut trees is made. Members agreed at the last meeting to proceed with planning permission. This has not been progressed yet. Further investigation has indicated that planning permission for the sign will cost in the region £192.50 and not £55.00 as previously indicated.

The office would like to mock up the signboard and position it where members have requested and ask Councillors to drive past, ideally during daylight hours, to gain their views on visibility etc.

If members are in agreement the office will arrange a date for this to happen. Do members still wish to pursue with planning permission at this stage?

If the project is progressed it is recommended that artwork is produced professionally for this board which could result in an additional cost.

Item 10. Assistant Clerks Report – INFORMATION.

10.1 **Hire Fees** - To receive Hall Hire Fees for August/Sept with a comparison at the same point in the previous year.

	2016/2017	2015/2016
Casual	£2,753.86	(£3,115.70)
Regular	<u>£4,711.46</u>	<u>(£5,329.73)</u>
Total	£7,465.32	(£8,445.43)

10.2 **Account Balances –**

**HSBC- as at 30 September (2016)
Beechen Hall**

**Account Balances as per bank
statement at 30 September 2016**

Current Account **£19,627.59**

10.3 Income and Expenditure report.

03/10/2016

Boxley Parish Council

Page 1

10:38

Detailed Income & Expenditure by Budget Heading 03/10/2016

Month No: 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Estates						
<u>220 Burial Ground</u>						
1200 Burials	664	750	86			88.5%
Burial Ground :- Income	664	750	86			88.5%
4045 Subscriptions	90	92	2		2	97.8%
4420 Admin Fee	0	250	250		250	0.0%
Burial Ground :- Indirect Expenditure	90	342	252	0	252	26.3%
Movement to/(from) Gen Reserve	574					
<u>230 Green Spaces</u>						
4400 Maintenance	321	2,700	2,379		2,379	11.9%
4450 Boxley Village Green	0	10,000	10,000		10,000	0.0%
4460 WDJ Orchard	1,274	1,300	26		26	98.0%
Green Spaces :- Indirect Expenditure	1,594	14,000	12,406	0	12,406	11.4%
Movement to/(from) Gen Reserve	(1,594)					
<u>240 Grounds Maintenance</u>						
4500 Grounds Maintenance Contract	2,998	6,361	3,363		3,363	47.1%
4505 Roundabout Maintenance	0	306	306		306	0.0%
Grounds Maintenance :- Indirect Expenditure	2,998	6,667	3,669	0	3,669	45.0%
Movement to/(from) Gen Reserve	(2,998)					
<u>250 Street Furniture</u>						
4550 Noticeboards	0	2,100	2,100		2,100	0.0%
4560 Village Signs	0	500	500		500	0.0%
Street Furniture :- Indirect Expenditure	0	2,600	2,600	0	2,600	0.0%
Movement to/(from) Gen Reserve	0					
<u>260 Beechen Hall</u>						
1230 Hire Fees Casual	8,535	16,400	7,865			52.0%
1231 PL Insurance Income	96	220	124			43.6%
1235 Hire Fees Regular	16,143	31,775	15,632			50.8%
1250 Wages - AEC	120	460	340			26.1%
Beechen Hall :- Income	24,894	48,855	23,961			51.0%
4001 Wages	9,149	20,529	11,380		11,380	44.6%
4005 PAYE	1,264	2,496	1,232		1,232	50.6%

Detailed Income & Expenditure by Budget Heading 03/10/2016

Month No: 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4010 Pensions	130	248	118		118	52.5%
4020 Administration	135	366	231		231	37.0%
4025 Audit	(200)	328	528		528	(61.0%)
4035 Rates	2,291	3,819	1,528		1,528	60.0%
4040 Licences/Leases	397	582	185		185	68.2%
4105 Insurance	1,122	1,082	(40)		(40)	103.7%
4210 Contingency Fund	1,939	6,000	4,061		4,061	32.3%
4605 CCTV/Alarms Maintenance	0	956	956		956	0.0%
4610 Consumables	356	914	558		558	39.0%
4615 Electricity	932	2,080	1,148		1,148	44.8%
4620 Gas	669	1,130	461		461	59.2%
4625 Water	406	969	563		563	41.9%
4630 Electrical Safety	345	400	55		55	86.3%
4635 Fire Safety	79	254	175		175	31.1%
4640 Gas Maintenance	0	257	257		257	0.0%
4645 Ground Maintenance	48	594	546		546	8.1%
4650 Hall Maintenance	835	2,700	1,865		1,865	30.9%
4655 Hall Marketing	2	125	123		123	1.6%
4660 Refuse Collections	810	1,347	537		537	60.1%
Beechen Hall :- Indirect Expenditure	20,709	47,176	26,467	0	26,467	43.9%
Movement to/(from) Gen Reserve	4,186					
<u>270 Beechen Hall projects</u>						
4550 Noticeboards	0	1,250	1,250		1,250	0.0%
4705 Internal Decoration	61	1,000	939		939	6.1%
4710 External Decoration	0	1,000	1,000		1,000	0.0%
Beechen Hall projects :- Indirect Expenditure	61	3,250	3,189	0	3,189	1.9%
Movement to/(from) Gen Reserve	(61)					
<u>280 Allotments</u>						
1280 Allotment Income	975	1,009	34			96.6%
Allotments :- Income	975	1,009	34			96.6%
4020 Administration	67	80	13		13	83.4%
4105 Insurance	243	276	33		33	88.0%
4400 Maintenance	795	1,600	805		805	49.7%
Allotments :- Indirect Expenditure	1,104	1,956	852	0	852	56.4%
Movement to/(from) Gen Reserve	(129)					
Estates :- Income	26,533	50,614	24,081			52.4%
Expenditure	26,555	75,991	49,436	0	49,436	34.9%
Movement to/(from) Gen Reserve	(22)					

Detailed Income & Expenditure by Budget Heading 03/10/2016

Month No: 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	26,533	50,614	24,081			52.4%
Expenditure	26,555	75,991	49,436	0	49,436	34.9%
Net Income over Expenditure	<u>(22)</u>	<u>(25,377)</u>	<u>(25,355)</u>			
Movement to/(from) Gen Reserve	<u>(22)</u>					

10.5 A request for a discount for hiring the hall for a school prom in July 2017 for decision.

Hi Ivor,

I hope you are keeping well and that you have had a restful summer holiday. I have enjoyed having some time off from work and school if I am honest and feeling ready for the new school year.

I am emailing you in relation to the hiring of Beechen Hall. I am leading the organisation of the Year 6 Prom for Tunbury (July 2017). We have already made some provisional enquires with the office in respect the availability of Beechen Hall but we are now wondering whether the Committee would be prepared to grant a discount for the hall booking, giving it is for a Year 6 Prom for a local school? We are really interested in booking Beechen Hall due to its size and location but the hire fees are currently more expensive than others e.g. Tunbury Hall. A discounted hire fee would be great as we are trying to keep costs as low as possible for parents. Apologies for the direct question, if there is someone else that I should speak to about this, please feel free to direct me accordingly.

Members are reminded that it was agreed at the April meeting rather than setting a policy for an agreed discount for such events, that each request is considered on its own merit.

10.7 Review of Hall capacity – For decision.

Currently the hall capacity is given out as 155 for table/dancing events, 170 for dancing and 200 for close seated events. Having undertaken a healthy and safety assessment and using a specialised formula for calculating how many people can be safely evacuated through the fire exits the clerk considers that the capacity numbers could be slightly increased.

The evacuation formula would allow a large increase in the capacity number however it is the opinion of the Clerk and Assistant Clerk that an increase to 180 for a table dancing event would be feasible without reducing the enjoyment and comfort of the venue. Permission is sought for the Clerk and Assistant Clerk to vary the capacity if after further investigation it becomes clear that this is workable and welcomed by potential hirers. The capacity could be advertised as 155-180 and hirer's looking for a venue for 180 could be advised that if 180 is for formal seating it might be a little bit of a squeeze, they could then decide on whether the hall is right for them.

Item 13 Beechen Hall Car Park Lights. PURPOSE OF ITEM FOR Decision

At the August meeting it was agreed that Cllr Radcliffe Godfrey would provide advice on the design of lights recommended for the car park, this was received and the office has attempted to obtain 3 quotations for the installation of these lights. One quotation has been received from a KCC approved contractor which is below the budget set of £2,500.00 and Cllr Radcliffe

Godfrey has approved their recommendation of light. The office is having difficulty obtaining a further 2 quotes. It has spoken to the current contracted Electrician for the hall who has stated that it would take them a day's work, however the office would then have to source the hire of a cherry picker and operator for the day and purchase the bulkhead lamp fitting and an isolator, all of which is around the same cost as the contractor but would have to be project managed by the office which could prove to be difficult and time consuming for the office. At the present moment a call has been made to another company to provide a quote, but as yet they have not returned my call. Are members happy to accept the quote that has been received for this project if a further quote cannot be sourced? It is hoped an update will be available at the meeting.

Item 14 Policies & Procedures – PURPOSE OF ITEM FOR CONSIDERATION AND DECISION

14.1 Clerk's/Assistant Clerk's Delegated Powers for Beechen Hall

Clerk/Asst Clerk Terms of Reference/Delegated Powers Beechen Hall

- To manage the hall, producing leaflets and forms as required and carrying out marketing initiatives where necessary.
- To supervise hall staff and regularly liaise with the caretaker on matters covering cleaning and maintenance procedures.
- To supervise the assistant clerk's hall booking duties including applying a discount of 10% to stimulate bookings. To allow a maximum of £40.00 worth of free hire to be given to support new and existing regular hirers at Beechen Hall. This can only be used once and is available upon written request.
- To make recommendations to the Estates Committee on improvements to the hall and its service.
- To authorise 'light maintenance', either absorbed into the hall staff contractual hours or as additional hours when necessary as in the point below. Definition of light maintenance – "Any jobs around the hall that are caused by the wear and tear of hires and which will stop; damage to the hall structure, basic DIY that involves no technical skills but which the average person would undertake themselves in their own home, for example putting up a shelf or basic decorating."
- Standing Order ? states "The Clerk shall have discretion to order foods and sundries and the execution of minor works up to £500.00 necessary for the day-to-day performance of the Council's business." Between Estates Committee Meetings the Clerk has the authority to authorise extra staff hours for maintenance of the structure and fittings of the hall as long as it can be contained within the agreed maintenance budget of the hall. A report on any maintenance work that was required and which indicates that there is a need to consider a long term replacement or refurbishment programme considered in the next budget will be reported to the next scheduled meeting.
- To ensure that Electrical and Gas Contractors should be qualified and registered under Electrical – NICEIC and Gas - Gas Safe Register.

14.2 Use of Boxley Parish Council Open Spaces (Boxley Green, Wildfell Close, WDJO).

Use of Parish Council Land

Permission must be sought from the Parish Council. Upon receipt of an application, the Parish Council's Estates Committee will consider the suitability of the event for the setting, possible annoyance to neighbouring properties and other pertinent factors.

The applicant must agree to:

- Make good any damage to the land or any structures.
- Avoid blocking access for residents or the emergency services.
- Notify the police in advance if a large attendance is expected.
- Supply a copy of the organiser's Public Liability insurance to the parish office before the event.
- Remove all litter promptly from the site.

Prior to the planned event, the parish office will survey the area and supply a condition report to the event organiser. After the event, the area will be resurveyed to check that it has been left in good order and the organiser will be informed of any problems.

Further conditions relating to the use of Boxley Green are:

- Ensure that no decorations, flags, banners, etc. are placed on the lych gate, war memorial, or attached to the church wall.
- Ensure that no vehicles are parked on the village green.

14.3 Review of Electrical Safety and maintenance contract – For consideration

The following specification requires consideration and once agreed by the committee will be sent to companies to provide a quotation. Quotations will be put forward at the December meeting for decision.

Job Specification for electrical safety/PACT testing work at Beechen Hall.

Explanation.

Boxley Parish Council runs a community hall and a parish office at Wildfell Close. The hall is well maintained and very popular for regular and casual hires and as such requires a reliable electrician to undertake maintenance and testing work.

As the Parish Council uses tax payers' money it is required to periodically check that it is receiving value for money.

Specification.

The appointed electrician will be required to attend if there is an emergency and will be booked to undertake an electrical installation, emergency lighting test every 16- 18 months. A test of portable electrical appliances (approx 40 items) is also required.

The contract will be awarded for 3 years.

You must be an approved contractor enrolled with National Inspection Council for Electrical Installation Contracting and will be required to work to the relevant British Standards covering electrical installation etc.

Timescale.

Beechen Hall is a busy hall and so time will have to be 'booked' to undertake the relevant tests during a week day.

Site meeting

The hall is open during the day and the parish office is located next to the hall (open 8.30 am to 3pm.) Appointments should be made with Melanie Fooks on 01634 861237 to visit the hall.

Other information.

It is a requirement of the council that any works are carried out in accordance with all the relevant Health and safety Regulations and that suitable and sufficient precautions are made to protect the public from any hazards created by the works. The council also requires that adequate Public Liability and Third Party Insurance is provided, and evidence of this must be forwarded to the council prior to the commencement of any work on site.

Your attention is drawn to the following extract from the Financial Regulations of the Parish Council and read as if a person making a tender were a candidate for an appointment for employment.

10.4 Neither the Parish Council nor any committee is bound to accept the lowest tender, estimate or quote. S.O 77(4)

10.5 If a person applying to the Council for work is to his/her knowledge related to or has business links to any member or employee of the Council, then this link/relationship must be notified in writing to the Clerk. Failure to do so will result in an application being rejected and, if already appointed, could result in dismissal without notice. The Clerk shall report to the council or to the appropriate committee any such disclosure.

10.6 Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment shall disqualify the applicant for such appointment. The Clerk shall make known the purpose of this sub-paragraph of this regulation to every candidate.

Deadline for quotations: Friday

Quotations should be forwarded by post or hand delivered only marked

Electrical Safety Tender to:-

The Assistant Clerk
Boxley Parish Council
Beechen Hall
Wildfell Close
Walderslade
Chatham
Kent ME5 9RU

Due to the Council's financial regulations Please note emailed quotations cannot be accepted.