



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 12 April 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.

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 February 2016.

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 2825/4.2 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. Due to the volume of work within the office the clerk is unable and cannot predict when she will be able to undertake this work. The assistant clerk has now been briefed on the project and will take it forward.

4.2 Minute 2825/7.1 Burial Ground Internments (change to regulations) An update has been requested from Mr Hollands, Chairman Boxley PCC and assurances have been received that it will be with members soon. The PCC has been asked for a deadline for a response otherwise the Clerk will be recommending that the changes be made without further consultation with the PCC.

4.3 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 Pest Purge report (page 3)

5.3 Beehive suggestion see report (page 3).

6. Weaving Diamond Jubilee Orchard/Weaving Street

6.1 Safety Barrier. To ratify the Clerk's decision after consultation with Members to award First Highways Ltd, the contract for installing the safety barrier. A date has yet to be confirmed for the installation of the barrier.

7. Installation of Beechen Hall Noticeboard

The office is still awaiting permission from KCC see update (page 4)

8. Matters for Information

None at time of compiling agenda.

Ten minute comfort break (if wanted).

9. Assistant Clerk's Report

- 9.1 To receive hire fees income see report (page 4).
- 9.2 Account balances see report (page 4).
- 9.3 Income and Expenditure see report (pages 5 - 7).
- 9.4 Accident Report. None at the time of compiling the agenda.

10. Beechen Hall Extension

A briefing report is enclosed for committee members and there will be an opportunity to ask questions at the meeting before deciding what action should be taken (page 8 and separate enclosure).

11. Policies and Procedures

- 11.1 Staff pay rise and any need to amend hours, see report (page 8).
- 11.2 Staff discount for hiring Beechen Hall, see report (page 8).

12. Matters for Decision

None at the time of compiling the agenda.

13. Date of Next Meeting.

Tuesday 14 June 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 3 June 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.

Items to be returned to Agenda at a later date.

Minute 2825/5.3 review of Allotment fees to be returned to June Meeting.

**REPORTS AND ITEMS RELATING TO THE ESTATES COMMITTEE MEETING
12 April 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).

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

5.1 Bob Hinder's Allotment Report March 2016. FOR INFORMATION

Plenty of activity now on the plots.

Damage reported regarding toilet door – when I inspected it looks as if the door had been left blowing backwards and forwards in the wind and the top and middle hinges had pulled. This resulted in the door not being able to shut. I took off and repaired and also added another hinge.

All pot holes in Sandy Lane were repaired on 21st March.

One could see in the lane that Southern Water have been active where our stop cock and meter is sighted but I have had no report of what might have been done.

Still a small number of plots that are not being worked – perhaps another reminder from the clerk.

Bob Hinder

5.2 Pest Purge Report. FOR INFORMATION

Dove Hill Allotments – Pest Activity Report

Period Feb 2016-Mar 2016

Rats:

The 16 bait stations remain in place; toxic baits have now been replaced with non-toxic baits which are used for monitoring purposes now that the rats are under control. Long term baiting with toxic baits is no longer considered best practice, unless control has not been gained and further baiting is required. Ask the tenants to be vigilant and keep an eye out for any new rodent activity. If new activity starts up we will resume baiting with toxic bait. Having spoken with allotment holders, none have reported seeing any rabbits or rats inside the perimeter fencing. There are still a few mice and vole holes on some of the plots. I have not spotted any rats either at night or during my daytime visits.

Rabbits:

I recently shot four rabbits on the track leading up to the allotments. The rabbits being shot live in the woodland adjacent to the allotments. No rabbits were spotted when I patrolled within the perimeter. During the daytime when I have been walking around I have occasionally seen rabbits in the field adjacent to the plots (some live in the bank next to the main road). There are no breaches to the plots by rabbits attempting to burrow in from the outside.

5.3 Beehive suggestion. A new tenant has asked whether the parish council had considered allowing a beehive to be placed at the allotment. Currently the rules and regulations do not allow for bees to be kept on plots but these could be amended if members wish to either allow plot holders to have bees or to allow a bee keeper to place a hive on common area at the allotments.

7. Installation of Beechen Hall Noticeboard – INFORMATION.

KCC has advised the parish council that as there are utilities under the verge it was not advisable to dig there. This was known by the office and arrangements would have been made to hand dig the holes and a cat scan was undertaken last year so the whereabouts of electricity cables have been noted. When pressed KCC have come back that the officer is now seeking confirmation from the KCC Legal Team that the parish council is recognised as a local authority. The parish office has sent the officer details of the various legislation that proves a parish council is a local authority. At the time of distributing the agenda no response had been received. It is hoped that a decision will be made in time for the meeting.

Item 9. Assistant Clerks Report – INFORMATION.

9.1 **Hire Fees** - To receive Hall Hire Fees for February/March with a comparison at the same point in the previous year.

	2015/2016	2014/2015
Casual	£3343.45	(£3,110.18)
Regular	<u>£4766.03</u>	<u>(£5,366.90)</u>
Total	£8,109.48	(£8,477.08)

9.2 **Account Balances –**

**HSBC- as at 31 March (2016)
Beechen Hall**

**Account Balances as per bank
statement at 31 March 2016**

Current Account	£ 24,448.30
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9.3 **Income and Expenditure report.**

Boxley Parish Council
Detailed Income & Expenditure by Budget Heading 31/03/2016
Estates Committee
Report

Month No : 12

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% of Budget
<u>220</u> Burial Ground						
4045 Subscriptions	0	90	92	2	2	97.80%
4420 Admin Fee	0	250	250	0	0	100.00%
Burial Ground :- Expenditure	250	340	342	2	2	99.40%
1200 Burials	0	872	550	322		158.50%
Burial Ground :- Income	0	872	550	322		158.50%
Net Expenditure over Income	0	-532	-208	324		
<u>230</u> Green Spaces						
4400 Maintenance	28	848	2,500	1,652	1,652	33.90%
4450 Boxley Village Green	0	10,710	10,500	-210	-210	102.00%
4460 WDJ Orchard	1	559	650	91	91	86.00%
Green Spaces :- Expenditure	29	12,117	13,650	1,533	1,533	88.80%
Net Expenditure over Income	637	12,041	13,650	1,533		
<u>240</u> Grounds Maintenance						
4500 Grounds Maintenance Contract	0	5,133	7,500	2,367	2,367	68.40%
4505 Roundabout Maintenance	0	0	308	308	308	0.00%
Grounds Maintenance :- Expenditure	0	5,133	7,808	2,675	2,675	65.70%
Net Expenditure over Income	0	5,133	7,808	2,675		

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	1,443	18,010	17,312	-698	-698	104.00%
4005	PAYE	201	2,638	2,670	32	32	98.80%
4010	Pensions	22	258	242	-16	-16	106.50%
4020	Administration	0	147	357	210	210	41.30%
4025	Audit	0	260	431	171	171	60.30%
4035	Rates	0	3,785	3,819	34	34	99.10%
4040	Licences/Leases	0	395	787	392	392	50.20%
4105	Insurance	0	944	1,650	706	706	57.20%
4210	Contingency Fund	1,600	2,524	6,000	3,476	3,476	42.10%
4605	CCTV/Alarms Maintenance	0	941	942	1	1	99.90%
4610	Consumables	46	761	999	238	238	76.20%
4615	Electricity	643	2,436	2,392	-44	-44	101.80%
4620	Gas	382	1,674	2,430	756	756	68.90%
4625	Water	198	873	950	77	77	91.90%
4630	Electrical Safety	0	0	205	205	205	0.00%
4635	Fire Safety	0	55	250	195	195	22.00%
4640	Gas Maintenance	60	205	251	46	46	81.50%
4650	Hall Maintenance	458	1,683	3,150	1,467	1,467	53.40%
4655	Hall Marketing	3	36	125	89	89	29.10%
4656	Hire fee refund	0	18	0	-18	-18	0.00%
4660	Refuse Collections	158	1,486	1,347	-139	-139	110.40%
	Beechen Hall :- Expenditure	5,214	39,130	46,309	7,179	7,179	84.50%

1230	Hire Fees Casual	2,423	18,238	13,095	5,143		139.30%
1231	PL Insurance Income	32	256	0	256		0.00%
1235	Hire Fees Regular	2,491	32,537	30,500	2,037		106.70%
1250	Wages - AEC	0	428	150	278		285.00%
	Beechen Hall :- Income	4,946	51,458	43,745	7,713		117.60%
	Net Expenditure over Income	268	-12,328	2,564	14,892		
270	<u>Beechen Hall projects</u>						
4550	Noticeboards External	0	0	1,250	1,250	1,250	0.00%
4710	Decoration Beechen Hall projects :-	0	0	1,000	1,000	1,000	0.00%
	Expenditure	0	0	2,250	2,250	2,250	0.00%
	Net Expenditure over Income	0	0	2,250	2,250		
280	<u>Allotments</u>						
4020	Administration	0	55	250	195	195	22.00%
4105	Insurance	0	270	229	-41	-41	118.00%
4400	Maintenance	23	1,593	910	-683	-683	175.10%
	Allotments :- Expenditure	23	1,918	1,389	-529	-529	138.10%
1280	Allotment Income	0	1,006	960	46		104.80%
	Allotments :- Income	0	1,006	960	46		104.80%
	Net Expenditure over Income	23	912	429	-483		
	Estates :- Expenditure	5,266	58,638	73,418	14,780	14,780	79.90%
	Income	4,946	53,336	45,255	8,081		117.90%
	Net Expenditure over Income	320	5,301	28,163	22,862		

Item 10 Beechen Hall Extension – PURPOSE OF ITEM FOR CONSIDERATION AND DECISION

Members will receive the comprehensive report which has been produced by the office and Councillor Dengate, as an enclosure. The purpose of the report is for members to consider and make an informed decision based on the information contained within the report on what further action to take.

Item 11 Policies & Procedures – PURPOSE OF ITEM FOR CONSIDERATION AND DECISION

11.1 Staff pay rises and any need to amend hours.

In June 2015 the committee decided

Minute. This item was brought forward to follow item 7 whilst the Clerk was still present to answer any questions. Members considered the spreadsheet detailing the financial impact of creating and maintaining a pay buffer zone between the minimum wage and actual staff pay.

After consideration it was unanimously **agreed** that in the first year a 5% buffer zone and the second year a 7.5% buffer zone is implemented. At this point Cllr Vic Davies left the room as he had declared an interest and the remaining councillors unanimously **agreed** to a 3% buffer zone in the first year and 5% buffer zone in the second year for the WDJ Litter Picker. In both cases the first year's increase will be backdated to 1 April, 2015. **Action Clerk.**

Since this decision, and effective from 1 April there is a National Wage which matches the basic hourly rate paid to the caretakers and so the planned 7.5% buffer zone has disappeared. Guidance is sought on whether members wish to review the pay of staff and if so what information they will need. This information can be supplied to the next meeting. It is considered that additional hours are not necessary.

11.2 Staff discount for hiring Beechen Hall – New Policy

Guidance is sought from members as to whether any discount should be given to staff hiring the hall. The following options are available:

- Do nothing
- Allow a % discount e.g. 15 or 10 for all staff bookings
- Allow a % discount for one booking per year.