



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 9 August 2016** at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm when it is proposed to transact the following business:

Please arrive at 7pm to look around the hall.

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 14 June 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 2886/4.3 Kestrel Nesting Boxes
 - 4.2 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 (pages 3 -4)
 - 5.3 Moles report (page 4).
 - 5.4 Pestpurge contract. See report (page 4).
 - 5.5 Annual Presentation of Challenge Cup Sunday 14 August 2016, summary (page 4).
 - 5.6 Agreed responsibilities for undertaking preparatory work, refreshments and the set up on the day (enclosure).
6. **Burial Ground Internments and Rules and Regulations** (7.49)
 - 6.1 Internments. To receive a response from the Parochial Church Council (pages 5-6 and enclosures).
 - 6.2 Fees see report (page 6).
 - 6.3 Rules and Regulations (pages 13 - 16).
7. **Installation of Beechen Hall Noticeboard** (8.00)
A quote has been received see report (page 6).
8. **MBC Play area removal and refurbishment** (8.05)
To receive a report and enclosure (page 7).
9. **Matters for Information** (8.10)
 - 9.1 Budget 2017/2018. Members are reminded that they need to inform the office of any projects they wish to be put considered, deadline October meeting.

- 9.2 Grants – Members are informed that two grants were recently awarded by F & GP for Village Halls totalling £1264.00. See report (pages 7-8).
- 9.3 Compliments. Since the last meeting the parish office has received compliments from hirers of the hall, the facilities and helpfulness of caretaking and office staff have all been commented on. Hirers have also placed photographs onto the Beechen Hall Facebook page.

Ten minute comfort break (if wanted).

- 10. **Assistant Clerk’s Report** (8.30)
 - 10.1 To receive hire fees income, see report (page 8).
 - 10.2 Account balances see report (page 8).
 - 10.3 Income and Expenditure see report (pages 9-11).
 - 10.4 Accident Report. None at the time of compiling the agenda.
- 11. **Beechen Hall Extension** (8.45)

The F & GP committee will meet on 15 August to consider releasing funds for this project and an update will be provided to the next meeting.
- 12. **Replacement Ceiling Lights** (8.47)

To receive an update on the replacement of the hall lights (page 11).
- 13. **Beechen Hall Car Park Lights** (8.48)

To receive and update. See report (page 11).
- 14. **Policies and Procedures** (8.49)
 - 14.1 Clerk’s delegated power Dove Hill Allotments (NEW). See report (page 11).
 - 14.2 Risk Assessments for hall (Fire, Drink and Public Licence). See report (page 11).
 - 14.3 Annual look at hall. Please arrive at 7pm to look around the hall.
 - 14.4 Annual competency review. See report (page 12).
 - 14.5 WDJ0 Playground Inspection rota. See report (page 12).
- 15. **Matters for Decision** (8.59)

None
- 16. **Date of Next Meeting.** (9.00)

Tuesday 11 October 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 June 2016.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council

Date 2 August 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.

**REPORTS AND ITEMS RELATING TO THE ESTATES COMMITTEE MEETING
9 August 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
Hi Pauline

I was just there, I spoke with one of the plot holders, June (8, a and b), she said that she had seen a rabbit but no rats. The site looks undamaged despite the break-in, I guess some kids may have jumped the fence somewhere, I walked around the perimeter and there was no damage to the fencing and/or gates. I looked at the sheds that had been broken into, the only damage seemed to be missing padlocks, other than that they seemed ok. Also, all my rat bait stations are still in place. It may be worth the plot holders putting encapsulated notes on their shed doors stating that there are no cordless power-tools inside, just fertilizer, watering cans, hand-tools, spades and forks etc. This may help deter the same thing from happening again.

There was a break in the chicken wire low down somewhere around 11, c or d which I will repair sometime next week. Big enough for a small rabbit to crawl through.

I am due to shoot again at the end of this month, I will keep you posted.

Do you have a sense as to whether you would consider extending the contract for another year. If so I could submit a revised proposal.

Thanks for your notes, please keep me posted.

Dove Hill Allotments – Pest Activity Report
Period June 2016-July 2016

Rats:

All 16 bait stations remain on site; none of them have rodenticide in them, just a non-toxic attractant which is designed to be a monitoring "bait" for rodent activity. When last inspected at the end of July there were no signs of renewed activity. Also, there was no activity in the two bait stations that were placed close by to tenant's plots. No rats were seen during an evening shooting session on 26-7-16

Rabbits:

The rabbit shooting is confined to within the perimeter of the allotments; one rabbit was shot on 26-7-16, no other rabbits were seen. Over the last two months there have been reports from various tenants of rabbit sightings. Several breaches have been found in the fencing and these have been repaired. Half a dozen rabbits were seen in the adjoining field and on the path leading to the entrance. These rabbits will eventually chew through the fencing and enter the allotments; it is just a matter of time. Once again I would ask The Parish Council to approach the owner of the field next to the plots and seek permission for me to shoot rabbits there during my visits. (The owner sometimes grazes sheep in there, but this in itself is not a problem as I am used to shooting rabbits on land where sheep are regularly grazed.) If someone could supply me with a contact name and number I can approach the owner myself to seek permission on the Parish Council's behalf. Permission would greatly assist with the rabbit control.

The next shooting session will take place in Sept 2016.

The annual contract for pest control services is due for renewal on 1-10-16.

5.3 Moles. INFORMATION/DECISION.

Some tenants have asked for pest control of moles. This issue has previously been brought up with pest purge and the following e-mail was received.

There are moles at the allotments, some of the plot holders have sonic deterrents in the ground. I am not sure what the others are doing. I have not seen any evidence of trapping.

They are in the neighbouring field also, the whole area has an active mole population, including the woods behind and the bank in front.

I do not recall them being there when I started the rabbit shooting and baiting the rats, but they are definitely there now.

Moles are trapped by placing the kill-traps underground in their tunnels, the moles crawl into them and get killed quickly. The traps need to be marked with flags so you remember where they all are, they also need to be checked every three to four days ideally to see if any have been caught. They will be attracted by the rich soil, fertilizers and well tilled soils on the plots, they will be tunnelling under the plots to get to the worms. The placing of traps will interfere with some of the allotments in that they will need to be placed close to and around the plots, where the holders move around, the flags may get knocked down resulting in the loss of traps or worst case scenario, the traps are dug up and the plot holder inadvertently gets a finger caught in it. Painful but not serious.

Try home remedies: You can create a mixture of concentrate using castor oil and washing up liquid. Mix 6 ounces of castor oil with 2 tablespoons of fairy in one gallon of water to create the concentrate. Apply to the lawn periodically, and reapply after it rains.

Also, the plot holders could try a sonic deterrent first (sometimes successful) otherwise trapping may be the answer. Would all plot holders be happy for trapping to take place? The original contract for rabbits and rats did not make a provision for moles and/or the additional time involved.

The holders I have spoken with seem quite happy to live with them, the rabbits and rats were more of a problem.

I am unsure what the consensus is? I could provide a mole catching class to any plot holders who are interested in trying to trap themselves.

I hope this helps.

5.4 Pestpurge contract. DECISION.

The contract for vermin control at the allotments expires at the end of September. quotes for the renewal of the contract are expected from Pestpurge and will be forwarded to members prior to the meeting.

Members are asked whether they wish to arrange another contract with the company.

5.5 Annual Presentation of Challenge Cup Sunday 14 August 2016. INFORMATION

The working group have met and agreed the procedure for the day. The Mayor and Lady Mayoress of Maidstone and former Cllr Ann Spain will be attending to judge and present the winners with a cup and rosettes. The event will be followed by a BBQ.

Item 6 Burial Ground Internments and Rules and Regulations.

6.1 **Internments.** Report from Dennis Hollands chairman parochial Church Council. A copy of the original letter sent to the PCC is enclosed for members.

At the PCC meeting held on Tuesday 19th July the notes of the discussions held on 15 June (enclosed for Committee Members) between Pauline Bowdery, Zana Dixon and myself were fully considered.

The points raised in respect of the principal for provision, criteria for burial and the relationship between the PCC and the BPC were mainly accepted and agreed, however, there were three issues that PCC members wish to be brought to the attention of the Estates Committee for consideration.

(1) in the present circumstances of interregnum, and the uncertain future of any incumbent it was suggested that reference is made to "or their representative" following any reference to an incumbent. *Clerk's note: Change made.*

(2) the criteria for non-Boxley residents, but those who had been regular and of long-standing attendees at church services at Boxley, be flexible and left to the PCC to make representations to the BPC on an individual basis the consideration for burial. It is felt difficult to stipulate circumstances i.e. having lived all their lives in Boxley but due to ill-health has moved to be with family, or a care home for them to be a hard and fast set of criteria.

Clerk's comment: Whilst understanding the issue and the wish for flexibility without some form of agreed conditions this would potentially be a nightmare to actually administrate. There is also the need to identify clear decision and delegated powers as the family would want a prompt/immediate response.

The emotional pressure to give a yes response can be quite intense and if the person/persons responsible for the decision have no strong framework to work to the response would potentially be due to emotional and not well thought out reasons.

Without an identified set of conditions, the parish council and the Church Representatives, will be open to complaints and appeals. I therefore suggest that conditions including number of years etc. be identified with the Church able to make a case for individual cases. This will not only support those, in Boxley Parish Council, having to make the decision but can also be used by the Church representatives if they are approached by the family of the deceased who they do not wish to nominate for special consideration.

Members must also decide whether similar rules dispensation for church goes will also be in place for Boxley residents who have also left the area.

The Church and its representatives have a caring and compassionate role and previous problems experienced in the burial ground have been caused by the then incumbents and representatives ignoring the agreed rules and regulations so as not to upset grieving families.

Currently any issues are dealt with by the Clerk who then briefs the Estates Committee Chairman or the Estates Committee. The Rules and Regulations currently state that the clerk of the parish council has the delegated power after consultation with the incumbent of Boxley Church to decide who can be buried in the burial ground if they do not meet the current criteria.

A draft appeal/decision procedure can be drawn up for members to consider if they wish.

(3) as the provision of non-residential acceptance of burial is the normal if two sets of fees for residents and non-residents is agreed it does imply that those willing to pay more may be given priority therefore a set of fees is felt beneficial. *Clerk's note: Members must decide whether someone who has lived outside the*

parish but who on appeal is allowed to be buried in the burial ground should pay more for the burial plot. It should be noted that some of the deceased may have lived in the parish for a number of year. The Clerk suggests that only one fee is charged for everyone.

I hope this short report indicates clearly to the committee to suggested considerations made by the PCC but I will be attending the meeting as chairman of the PCC should there be any further questions raised.

Clerk's note. Members are asked to confirm that after the 4 vacant plots, in the currently used area, have been allocated no new burial plots will be released for Greek Orthodox Internments unless that person lived within the Boxley Civil Parish boundary or met the burial ground criteria for parishioners of St Mary and All Saints Anglican Church.

6.2 Fees. DECISION.

Members have indication that they wish to consider the situation with regards to burial fees. Currently the rules and regulations state that *The fee will be determined by reference to the prescribed Table of Parochial Fees for the time being in force under the provisions of the Ecclesiastical Fees Measure 1986.*

Table of fees for comparison. Councils marked with * charge more for non-residents (Aylesford triples the fee) and charge hugely inflated prices for pre-purchase grave spaces. Brackets indicate fees for children. BPC does not charge for burial of children under 16 years of age. Medway identifies a child as under 17 and Aylesford PC 11 Years and under. Medway and Maidstone have a rising scale of prices depending on how many years you purchase the grave space for. Medway increases the charges for double and triple depth graves.

	BPC	Medway*	Aylesford PC*	Maidstone*
Burial	274.00	675 (440)	220 An additional 275 (165) for a grant of rights may also be charged = 495 (100 = 265). (165)(still born or less than one month £45)	780 (260?)
burial of ashes	111.00	140 or 515 in a burial plot	220 or 120 into an already used grave.	435 (260 5-15 years)
Erection of a headstone	116 additional subscription not charged (?) £13	190 additional subscription £95	105 (0.00) additional subscription £100	140, additional subscription £97

Item 7 Beechen Hall Noticeboard. Decision

Assistant Clerk's report. A quote has been received, further quotes are being arranged from alternative companies and planning permission is required for this noticeboard and will take 6-8 weeks to determine at a cost of £55.00. As members will know this project should have been completed in the previous financial year however due to KCC's delay in confirming if there was a fee to place the noticeboard in highway land. There is no provision for this noticeboard in this year's budget, if Members wish to progress this project there are potentially two options have the following choices; vire money from the contingency budget and continue to apply for planning or include it in 17/18 budget. The budget was set for £1200.00 last year for this project. Members may wish to apply for the planning permission now so that it is in place.

Item 8 MBC Play area removal and refurbishment.

8.1 MBC Play area removal and refurbishment. The situation regarding the closure of Shepherd's Gate Drive play area was briefly discussed at the July Environment Committee meeting and members asked that information be supplied to the Estates meeting.

MBC has undertaken a review of the play areas within the borough, this review included parish council operated play areas. Boxley Parish Council responded to the consultation and MBC is now starting on the work to a) to remove/decommission/offload play areas it considers are no longer 'needed' b) upgrade or provide replacement play areas.

At the start of the review there were 119 play areas across the borough, 69 of these longing to MBC.

MBC's review of its provision of play areas has resulted in a smaller number of Strategically Important Play Areas (SIPAs) that it would continue to run and the remaining play areas would gradually revert to green open space as the equipment contained within them become unsafe and so was removed. It is likely that early next year MBC will be contacting parish councils and community groups (in non-parished areas) to see whether they wish to take on responsibility to provide and maintain the play area being decommissioned. The MBC Play Area Strategy is due to be adopted early next year and this will include agreement for the parish grant scheme to be put in place (see below).

There is no MBC funding available for this parish council to take on a play area or for future maintenance. Where a parish council owns and maintains a SIPA that MBC considers should remain, because it does not provide a local play area, there is a one-off grant of up to £10,000 to refurbish the play area.

Boxley Parish Council, during the consultation period, discussed the situation with regards to Shepherd's Gate Drive and some local residents and parish councillors were against its removal. The parish council produced a Strategy for the Provision of Playgrounds by the Parish Council and this lists the work that is to take place prior to considering whether to take on or create a play area.

The Strategy for the Provision of Playgrounds by the Parish Council is enclosed for committee members information, available to other members on request.

Clerk's note: previous discussions regarding the removal of the play area at Shepherd's Gate Drive was very emotive with residents and parish councillors not being happy that there would be an additional walk to a new play area at Grovewood Drive North. It should be noted that the majority of residents that use the Shepherd's Gate Drive facility would be within the 12 minute walk that is judged to be reasonable by MBC.

The removal of play equipment from Shepherd Gate Drive, which will take some time, would result in a small open space being created, maintained by MBC. MBC appears to be open to suggestions for any particular use of this type of open space and ideas can be submitted to MBC now. For example Boxley Parish Council may wish to see an extension of the community orchard for Shepherd's Gate Drive.

It is highly likely that MBC would only allow a change to the open space if it remains open space and if the parish council takes some responsibility.

9.2 Grants Recently Awarded – Information.

Minute 2897/ 13.1 Weaving Village Hall. The Clerk was asked to clarify that the defibrillator would be located at the hall and available to hirers. Subject to this being the case it was proposed by Cllr Clarke that £264, **being 50% of the cost of the defibrillator, be awarded. Agreed. Action: Office.**

Minute 2898/13.3 Redecoration. Cllr Bob Hinder, seconded by Cllr Clarke proposed **that a grant of £500 be awarded. Agreed.**

Replacement windows. Cllr Clarke, seconded by Cllr Wendy Hinder proposed **that a grant of £500 be awarded. Agreed.**

Item 10. Assistant Clerks Report – INFORMATION.

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

	2016/2017	2015/2016
Casual	£2,771.59	(£3,966.83)
Regular	<u>£4,927.51</u>	<u>(£6,324.96)</u>
Total	£7,699.11	(£10,291.79)

10.2 **Account Balances –**

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

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

Current Account **£28,778.34**

10.3 **Income and Expenditure report.**

Detailed Income & Expenditure by Budget Heading 31/07/2016

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Estates							
<u>220 Burial Ground</u>							
1200 Burials	0	664	750	86			88.5%
Burial Ground :- Income	<u>0</u>	<u>664</u>	<u>750</u>	<u>86</u>			<u>88.5%</u>
4045 Subscriptions	0	90	92	2		2	97.8%
4420 Admin Fee	0	0	250	250		250	0.0%
Burial Ground :- Indirect Expenditure	<u>0</u>	<u>90</u>	<u>342</u>	<u>252</u>	<u>0</u>	<u>252</u>	<u>26.3%</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>574</u>					
<u>230 Green Spaces</u>							
4400 Maintenance	47	221	2,700	2,479		2,479	8.2%
4450 Boxley Village Green	0	0	10,000	10,000		10,000	0.0%
4460 WDJ Orchard	0	1,207	1,300	93		93	92.9%
Green Spaces :- Indirect Expenditure	<u>47</u>	<u>1,428</u>	<u>14,000</u>	<u>12,572</u>	<u>0</u>	<u>12,572</u>	<u>10.2%</u>
Movement to/(from) Gen Reserve	<u>(47)</u>	<u>(1,428)</u>					
<u>240 Grounds Maintenance</u>							
4500 Grounds Maintenance Contract	0	0	6,361	6,361		6,361	0.0%
4505 Roundabout Maintenance	0	0	306	306		306	0.0%
Grounds Maintenance :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>6,667</u>	<u>6,667</u>	<u>0</u>	<u>6,667</u>	<u>0.0%</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
<u>250 Street Furniture</u>							
4550 Noticeboards	0	0	2,100	2,100		2,100	0.0%
4560 Village Signs	0	0	500	500		500	0.0%
Street Furniture :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,600</u>	<u>2,600</u>	<u>0</u>	<u>2,600</u>	<u>0.0%</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
<u>260 Beechen Hall</u>							
1230 Hire Fees Casual	1,866	5,581	16,400	10,819			34.0%
1231 PL Insurance Income	14	56	220	164			25.5%
1235 Hire Fees Regular	1,273	11,413	31,775	20,362			35.9%
1250 Wages - AEC	30	90	460	370			19.6%
Beechen Hall :- Income	<u>3,182</u>	<u>17,140</u>	<u>48,855</u>	<u>31,715</u>			<u>35.1%</u>
4001 Wages	1,696	6,109	20,529	14,420		14,420	29.8%
4005 PAYE	236	834	2,496	1,662		1,662	33.4%

Continued over page

Detailed Income & Expenditure by Budget Heading 31/07/2016

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4010 Pensions	23	87	248	162		162	34.9%
4020 Administration	0	48	366	318		318	13.1%
4025 Audit	0	(200)	328	528		528	(61.0%)
4035 Rates	382	1,528	3,819	2,291		2,291	40.0%
4040 Licences/Leases	180	397	582	185		185	68.2%
4105 Insurance	0	1,122	1,082	(40)		(40)	103.7%
4210 Contingency Fund	0	0	6,000	6,000		6,000	0.0%
4605 CCTV/Alarms Maintenance	0	0	956	956		956	0.0%
4610 Consumables	92	202	914	712		712	22.1%
4615 Electricity	158	651	2,080	1,429		1,429	31.3%
4620 Gas	37	625	1,130	505		505	55.3%
4625 Water	0	205	969	764		764	21.2%
4630 Electrical Safety	345	345	400	55		55	86.3%
4635 Fire Safety	0	0	254	254		254	0.0%
4640 Gas Maintenance	0	0	257	257		257	0.0%
4645 Ground Maintenance	0	48	594	546		546	8.1%
4650 Hall Maintenance	293	755	2,700	1,945		1,945	28.0%
4655 Hall Marketing	0	2	125	123		123	1.6%
4660 Refuse Collections	0	310	1,347	1,037		1,037	23.0%
Beechen Hall :- Indirect Expenditure	3,441	13,069	47,176	34,107	0	34,107	27.7%
Movement to/(from) Gen Reserve	(259)	4,071					
<u>270 Beechen Hall projects</u>							
4550 Noticeboards	0	0	1,250	1,250		1,250	0.0%
4705 Internal Decoration	0	0	1,000	1,000		1,000	0.0%
4710 External Decoration	0	0	1,000	1,000		1,000	0.0%
Beechen Hall projects :- Indirect Expenditure	0	0	3,250	3,250	0	3,250	0.0%
Movement to/(from) Gen Reserve	0	0					
<u>280 Allotments</u>							
1280 Allotment Income	0	0	1,009	1,009			0.0%
Allotments :- Income	0	0	1,009	1,009			0.0%
4020 Administration	0	0	80	80		80	0.0%
4105 Insurance	0	243	276	33		33	88.0%
4400 Maintenance	0	190	1,600	1,410		1,410	11.9%
Allotments :- Indirect Expenditure	0	433	1,956	1,523	0	1,523	22.1%
Movement to/(from) Gen Reserve	0	(433)					
Estates :- Income	3,182	17,804	50,614	32,810			35.2%
Expenditure	3,489	15,020	75,991	60,971	0	60,971	19.8%
Movement to/(from) Gen Reserve	(306)	2,784					

Continued over page

Detailed Income & Expenditure by Budget Heading 31/07/2016

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	3,182	17,804	50,614	32,810			35.2%
Expenditure	3,489	15,020	75,991	60,971	0	60,971	19.8%
Net Income over Expenditure	(306)	2,784	(25,377)	(28,161)			
Movement to/(from) Gen Reserve	(306)	2,784					

Item 11 Replacement Ceiling Lights – PURPOSE OF ITEM FOR INFORMATION

This item was taken to the last F & GP meeting as the problems with the hall lights had become urgent. Members agreed to proceed with replacing the light units with LED panels up to £1390.00 + installation costs. Mr Sands the Hall's contracted Electrician quoted for the work but was unable to carry out the work due to convalescing from an eye operation. The office obtained an alternative quote which was similar in price to Mr Sands and this company will carry out the installation over the weekend of 5, 6 & 7 August.

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

This project is progressing the office has received conflicting information about the lights and is investigating further. A quotation has been received and is within budget. An update will be given at the meeting if received

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

14.1 Clerk's delegated power Dove Hill Allotments (NEW).

- To manage the day-to-day running of the allotments, including small-scale expenditure.
- To make recommendation to the Estates Committee's on improvements to the allotments and the administrative procedures etc.
- To liaise with the Allotment Working Group.
- To advertise allotment plot vacancies, to receive applications and to allocate plots.
- To maintain a waiting list.
- To issue invoices.
- To ensure that the Rules and Regulations are adhered to and to issue warnings and notice to quit letters.
- To undertake any other work that is deemed necessary to ensure the smooth running of the allotments.

14.2 Risk Assessments for hall (Fire, Drink and Public Licence).

Fire Assessment, with some minor refreshing the document was considered still fit for purpose. The Drink & Public Licence documents were, in the Clerk's opinion, still fit for purpose.

14.3 Annual look at hall. Please arrive at 7pm to look around the hall.

14.4 Annual competency review.

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. Improvements since last year, meetings have got a little bit shorter. Feedback on hirers comments are being given to members.

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.
- When decisions have to be taken out of meeting members understand.

Weakness:

- Members in responding to e-mail must remember to do a reply all so that everyone involved in a decision can see what is going on. **Action: Don't just reply to the office if it is a group decision or discussion.**

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.

14.5 WDJO Playground Inspections – Following health and safety training attended by Clerk and Assistant Clerk the rota for the routine H&S inspections has been amended to fortnightly inspections during the summer months and once a month during winter except when there is a quarterly operational inspection and this will result in 2 inspections. The litter picker will also be asked to report anything unusual during her weekly litter picks. A recent quarterly inspection highlighted a couple of minor issues including the cutting of grass by the newly installed safety barrier, Landscape Services has been contacted to add this to the grass cutting schedule for this area.

Item 6 Burial Ground Internments and Rules and Regulations. PURPOSE OF ITEM FOR CONSIDERATION AND DECISION

6.3 Rules and Regulations.

An updated draft of the rules and regulations have been prepared based on previous decisions by the parish council and comments from the church. Decisions taken in item 6.1 will be included on instruction from the committee.

Rules and Regulations.

Clerk's note: There is an inconsistency in some of the sections that it would be sensible to resolve. In some cases, there is reference to the Clerk to the Parish Council making a decision e.g. on the eligibility appeal and (9)(a) but in other sections (9)(e)(f)(g) the reference is to the Parish Council.

Would members object shortening of clerk to the parish council to Parish Clerk if there is an initial footnote stating that this refers to the Clerk to Boxley Parish Council?

Clarification is to be sought on whether an additional item relating to a second burial in a grave should be included in these rules and regulations. Item 15 deals with ashes but there is no corresponding burial item.

Burial Ground Rules and Regulations.

The following Rules and Regulations apply to the Boxley Parish Council Burial Ground. The intention is to preserve and improve the burial ground in the interest of this and future generations.

The freehold of the burial ground is held by the Parish Council for the use of parishioners for their burial. It is available for the interment of the residents of the ecclesiastical and civil parishes of Boxley, regular worshippers at Boxley Church (including St John's Church, Grove Green), still births occurring in the above mentioned groups, and such other persons as the Clerk of the Parish Council may deem fit after consultation with the incumbent of Boxley Church.

Clerks note: the following is a suggested new addition to the rules and regulations. The purpose of the table is to clearly show who can be buried within the burial ground.

Depending on decisions taken in the previous item 6.1 this table can be amended.

Eligibility criteria
Deceased, at the time of death, lived within the boundary of Boxley Parish Council.
Deceased, at the time of death, was a regular and of long-standing attendee at St Mary and all Saints Church, Boxley or St John's Church, Grove Green services.
Internment is into a current grave of a spouse/partner/family member.

The Parish Council is responsible for the care and maintenance of the burial ground. Subject to faculty jurisdiction and any rights acquired by faculty the Parish Council has complete control of the burial ground.

The larger part of the burial ground had been consecrated with the balance remaining unconsecrated. Parts of each of the consecrated and unconsecrated areas have been reserved for the burial of cremated remains.

- (1) All applications for interment in the
 - (a) Consecrated area must be made in the first instance to the incumbent or their representative of Boxley Church.
 - (b) Unconsecrated area must be made to the Clerk to the Parish Council.

A set of books will be kept, by the incumbent or their representatives and the Clerk to the Parish Council, in which will be entered in respect of each interment

 - (i) the fore and surnames of the persons who have been interred
 - (ii) the number of the plot in which they are interred
 - (iii) the date of the interment
 - (iv) such other details as the incumbent, their representative or the Clerk to the Parish Council may think fit.

- (2) Until the burial ground is formally closed by Order in Council a charge will be made in respect of each interment and the erection of headstones. The fee will be determined by reference to the prescribed Table of Parochial Fees for the time being in force under the provisions of the Ecclesiastical Fees Measure 1986. The fee is payable to **Boxley Parish Council** through the incumbent or their representative to the parish council or directly to the Clerk to the Parish Council.

- (3) All grave spaces and the areas reserved for the interment of cremated remains shall be earthen only and shall be used in rotation and no person shall have the right of selecting a grave space.

- (4) Each grave space shall be of an area 9 feet by 4 feet. Within such area, and at the head of the grave space, an area of garden may be tended. The area of garden is not allowed to exceed the width of the grave with a depth of no more than 2 feet 6 inches measured from the back of the headstone. The duration of the retention of such a flower border will be for ten years only when it will be returned to a grassed area. Should the flowerbed become untended then, at the discretion of the Clerk to the Parish Council in conjunction with the next of kin (if traceable), the area will be grassed over. No trees or large shrubs are permitted in a flowerbed.

- (5) Memorials in the burial ground are owned by those who set them up and remain their responsibility. In the event of the memorial, in the Parish Council's opinion, becoming unsafe or dilapidated and after reasonable efforts have been taken to notify the owners, the Parish Council reserves the right to remove or lay flat the said memorial.

- (6) The whole of the grave space except for the flower border and the whole of the areas reserved for the burial of cremated remains will be turfed flat and mown by or on behalf of the Parish Council. No kerbstones, edging or any other form of boundary marker may be erected on or around any plot. No chippings are allowed on the grave.

- (7) All applications for memorials, tablets, flower containers or other objects of any kind must be made in the standard form for Churchyard Applications (copies of which may be obtained from the incumbent or their representative or from stonemasons working within the diocese) and must contain the particulars and be accompanied by the drawings mentioned in the form.

- (8) An application for a memorial must not be submitted until six months after the burial. Memorials are subject to a fee as detailed in the Table of Parochial fees.

- (9) A memorial in the form of a headstone or cross at the head of a grave will ordinarily be permitted, provided: -

- (a) that it will be made of unpolished Purbeck, Portland, York, Slate or Nabrasina or of Oak. Polished marble or granite is not allowed. Other stone may be allowed if approved in advance by the Clerk to the Parish Council in writing:
 - (b) that above ground it be no larger than 121.9 cm (4 feet) high, 91.4 cm (3 feet) wide and 15.2 cm (6 inches) thick and no smaller than 79.2 cm (2 feet 6 inches) high, 50.8 cm (1 foot 8 inches) wide and 7.6 cm (3 inches) thick, except that, if commemorating a child who died under the age of twelve years, it may be smaller than the minimum size, but not less than 38.1 cm (15 inches) high and 38.1 cm (15 inches) wide:
 - (c) that, if it will be of insufficient height to be set in the ground, its base will not protrude above ground level:
 - (d) that the memorial will not include any raised kerbs, railings, plain or coloured chippings, figure statuary, open books, bird baths or similar objects:
 - (e) that any words to be inscribed on the memorial, which state more than the names, dates of birth and death and occupation of the deceased, will be suitable in the opinion of the Parish Council and the incumbent or their representative:
 - (f) that any emblem, badge or other design to be inscribed on the memorial will be suitable in the opinion of the Parish Council and the incumbent or their representative. It would also be helpful if the plot number can be engraved on the back of the memorial:
 - (g) that all words inscribed will be well lettered and that the words and designs will be suitably set out in the opinion of the Parish Council and the incumbent or their representative:
 - (h) that all lettering will be of sufficient depth and width to be clearly visible in good light at a distance of not less than 2.74 metres (9 feet) without infilling.
 - (i) that if, in addition, infilling is used, it will be grey matt finish paint and not of lead, plastic, cement or other materials:
 - (j) that there will be no raised letters, photographs or other additions to the memorial except with the prior consent in writing of the Parish Council:
 - (k) there will be no advertisement or trademark on the memorial, except that the name of the craftsman principally concerned with it may be inscribed on its side or reverse in lettering similar to the main inscription and not more than 1.3 cm (0.5 inch) in height.
- (10) In the areas of the burial ground reserved for the burial of cremated remains the placing of a tablet will ordinarily be permitted provided:
- (a) that the tablet will be of unpolished stone of the types listed in 9(a)
 - (b) that the tablet will be no larger than 53.3 cm (1 foot and 9 inches) square:
 - (c) that any inscription on the tablet will refer only to the names and dates of birth and death of the deceased:
 - (d) that any inscription on the tablet will in the opinion of the Parish Council and the incumbent or their representative be suitable, well lettered and set out, of sufficient depth and width to be clearly visible in good light at a distance of not less than 2.74 metres (9 feet) and, if infilled, if at all, with grey matt paint:
 - (e) that there be no raised letters, designs, advertisements, trademarks or names of craftsmen on the tablet.
- (11) A flower container will ordinarily be permitted on a grave space:
- (a) If it is set in the base of a memorial and its top will not protrude above the level of that base: or
 - (b) If it will be buried in the ground immediately in front of a memorial and its top will not protrude above ground level.
- (12) Flower containers are not permitted elsewhere in the burial ground, including any area set aside for the burial of cremated remains.

- (13) If a memorial, tablet, boundary markers, flower container, or other object is introduced into the burial ground without permission, or not in accordance with a permission which has been granted, the Parish Council will require the removal without delay. The Parish Council reserves the right to dig up, remove and dispose of any unauthorised items without being liable. Except for Remembrance Day poppies, artificial flowers are not permitted in the burial ground. At the discretion of the Parish Council and the incumbent or their representative Christmas wreaths will be permitted however these must be removed within a reasonable time.
- (14) No other monument of any kind shall be placed in the areas reserved for the burial of cremated remains.

Clerk's note: Guidance will be sought on whether the wording of the next clause is up to date

- (15) In each plot the ashes of only one person will be interred but any plot may be subsequently re-opened for the interment of ashes of a wife, husband, partner or child of the family of the person whose ashes are first interred.
- (16) Ashes buried in the reserved area must be contained in a suitable receptacle and buried not less than 60.9 cm (2 feet) deep.
- (17) At each interment within the consecrated areas and an appropriate Service of Committal must be conducted, such service to comply with any directions given by His Grace the Archbishop of Canterbury.
- (18) Incumbent in these regulations means the Vicar, Priest or Deacon charges with the overall pastoral responsibility, or, where there is a sequestration the Rural Dean.
- (19) In accordance with the Local Authorities Act 1977 section 18
“(1) No persons shall: -
(a) Wilfully create any disturbance in a cemetery;
(b) Commit any nuisance in a cemetery;
(c) Wilfully interfere with any burial taking place in a cemetery;
(d) Wilfully interfere with any grave or vault, or tombstone or other memorial, or any flowers or plants or any such matter; or
(e) Play any game or sport in a cemetery.”
- (20) The Parish Council reserves the right to alter or add to these regulations.

Information note.

It should be noted the Parish Council reserve the right of exclusion and that the grant of right of burial is for 50 years – which can then be extended for a further 50 years on application to the then parish council.

The Parish Council requests that it be kept informed of any changes of address of the next of kin/responsible family member in case they need to be contacted.