**BOXLEY PARISH COUNCIL**

[www.boxleyparishcouncil.org.uk](http://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 13 June 2017** 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.

1. **Apologies and absence** (7.31)

To receive apologies for absence.

1. **Minutes of Previous Meeting 11 April and 23 May 2017.** (7.32)

To consider the minutes of the meetings 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)

1. **Matters Arising from Previous Minutes** (7.35)
	1. Minute 2977/4.2 Damaged headstone. Insurance claim made to KCC.

4.2 Minute 2977/4.4 North Wall Boxley Village Green. See report (page 3)

4.3 Minute 2977/6.1 Additional lighting for entrance gate area at Beechen Hall. Wizard Systems the hall’s CCTV company have advised that they will fit a camera which can see in very low light. This will replace the camera that is currently directed towards the gate. This will be trialled for a period of time to see if it can pick up images more clearly. This will be monitored by the office and reported back at the next meeting together with findings and any alternative suggestions.

4.4 Minute 2977/6.2 Insurance claim on small shed. The insurance company has agreed the claim and an order for the shed was placed and has been installed. This has been paid initially by the PC and reimbursement will be made by the insurance company minus the excess on the policy.

4.5 Minute 2978/7.4. Toilet Refurbishment. Invitations to tender were submitted to companies with a deadline of 12th June, it is envisaged that quotations will be supplied to Members prior to the meeting.

4.6 Minute 2978/7.5 Beechen Hall Floor – the repairs are to be carried out on Saturday 10 June.

4.7 Minute 2978/7.6 Use of Beechen Hall Car Park by Spire Alexandra Hospital. The office has notified the hospital of the charges and is awaiting a response.

1. **Dove Hill Allotments** (7.45)
	1. Cllr Bob Hinder’s Allotment Report. Annual Report (page 3). A verbal report will be supplied at the meeting.
	2. Allotments Annual Competition Cllr Bob Hinder has agreed to organise this event and will give an update at the meeting.
	3. Security. A verbal report will be given by Cllrs Vic Davies and Pat Sullivan upon their investigation of the drop bolt.
	4. Pest Purge report. See report (page 4).
	5. Dove Hill Allotment Rent Review (See pages 4-5).
	6. Allotment Rules and Regulations – These have been reviewed by the Clerk and are still fit for purpose.
2. **Boxley War Memorial** (7.55)

To receive an update on the situation. See report (page 5).

7. **Matters for Information** (8.00)

 7.1 VAT Issues. Report to follow.

Ten minute comfort break (if wanted).

1. **Assistant** **Clerk’s Report**  (8.10)

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

8.2 Account balances see report (page 6).

8.3Nationwide Investment Bond (page 6).

8.4 Income and Expenditure (pages 7-9) plus enclosure for members.

8.5 Accident Report. None at the time of compiling the agenda.

1. **Beechen Hall Extension** (8.15)
	1. Notes of Meetings of the working group. There have not been any meetings since the last Estates Meeting.
	2. Project Manager Extension. A Meeting has been arranged with the successful company for 6 June. An update will be given at the meeting.
2. **Weavering Diamond Jubilee Orchard** (8.25)

10.1 To consider the tree pruning and general care situation at the Orchard. The Clerk has identified someone who can carry out the pruning for a fee and costs will be brought to the meeting.

1. **Policies and Procedures** (8.30)

11.1 Village Hall Grant Policy see pages (9-11).

11.2 Review training needs

1. **Matters for Decision** (8.40)

12.1 Oak Tree at Impton Lane Open Space. A resident has telephone the office to request some treatment is done as this is causing damage to their property. The Clerk has requested that they send an email with accompanying photos detailing the issue. It is hoped that this will arrive in time for the meeting.

1. **Date of Next Meeting.** (8.45)

Tuesday 8 August 2017 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 31 July 2017.

**Pauline Bowdery**

Pauline Bowdery

Clerk to the Council Date 5 June 2017

**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. Minute2893/8 MBC Play areas at Grove Green removal and refurbishment.

**REPORTS AND ITEMS RELATING TO THE ESTATES COMMITTEE MEETING**

**13 June 2017.**

**The Chairman will assume that these have been read prior to the meeting.**

Councillors wishing to suggest changes to any policy document or procedure in this agenda should notify the office, in writing, at least three working days in advance of the meeting.  This will allow details to be circulated at the meeting (or in advance if particularly contentious).

**Item 4 Matters Arising from Previous Minutes**

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4.2North Wall Boxley Village Green. The issue of the wall was only recently referred to MBC’s Building Surveying section by the temporary Conservation Officer. The parish office had previously understood that the issue had been reported to this department and this was confirmed by the retirng Conservation Officer in December 2016.

The following e-mail was received on 2 June 2017.

*“I am not sure how you want me to help you on this one. As I explained to Melanie this wall had not been brought to building control's attention before so we are unable to comment on whether it is deteriorating or not. We will need to monitor the wall over time for us to determine that.*

*The communications attached were to the planning department not building control.*

*From a building control point of view the wall is not an immediate danger as there is some Heras fencing to it. However should the fencing be removed there may be a potential danger to the members of the public, of which we will have to take action.*

*Kind Regards,*

*Mildred Chirairo*

*Senior Building Surveyor*

*Building Surveying*

*Maidstone Borough Council, Maidstone House, King Street, Maidstone, Kent ME15 6JQ t 01622 602033 w* [*www.maidstone.gov.uk*](http://www.maidstone.gov.uk)*”*

The parish office will also attempt to take regular photographs to monitor any deterioration.

**Item 5 Dove Hill Allotments - Information**

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**5.1 Allotment report 2016 – 2017.** Bob Hinder Chair Allotment Working Group.

I believe this to have been a year of further progress at the allotments. The tenants have by all accounts enjoyed the opportunity to grow fresh veg and fruit and I have witnessed fine produce being taken home.

Rodents and rabbits within the area have been greatly reduced in number due to the regular attention and actions of the vermin controller. Reminders are still having to be issued on occasions however by the clerk to ensure people close the gates at all times.

We were disappointed on two occasions during the year to discover that intruders had broken in and raided a number of sheds. On the first occasion 11 sheds were entered but items stolen were very few with the noticeable exception of one tenant who had a battery operated lawn mower taken. It is a salutary lesson to all to not leave any expensive pieces of equipment down there. The second time only 4 sheds were entered and I have not heard of anything being taken.

In the summer we again had a very enjoyable barbeque with a very good attendance and this time the Mayor and his wife were guests and judges. They found it difficult going round deciding on which plots deserved commending – their recurring comment to me was there were so many that it made decisions difficult. In the end they did actually find it relatively easy to choose an outright winner which was Richard. It now transpires that Richard will be moving away and will have to give up the tenancy on his plots which is a great shame. He will be missed for his interesting conversations and showing how a plot should be immaculately tended.

Another very welcome addition to the allotments has been the recent erection of the Kestrel nesting box. We experienced a very long delay awaiting a decision be Maidstone Borough Councils planning department as to whether we needed planning permission to erect the pole – the final verdict turned out that if we kept it below 4 Metres then we did not. The local scouts made the boxes and we now eagerly wait to see if it is a success and not only attract Kestrels to the site to catch the vermin and protect the crops, but also enjoy having them nesting on site.

**5.4 Pest Purge Report. INFORMATION**

Dove Hill Allotments – Pest Activity Report

Period April 2017-May 2017

Rats:

The rats are presently under control, I have not had any reports from plot holders during routine visits regarding rats or rabbits.

The bait stations have been cleaned out and they now contain a non-toxic monitoring block as there has been no evidence of rodent activity. There are rat and mouse burrows along parts of the perimeter fence, but these holes do not appear to be used on a regular basis, there is no evidence of fresh rodent droppings beside them.

No rats were seen during a recent visit on 25-05-17

Rabbitts:

There were no rabbits seen or shot within the allotments themselves. However, since this visit a rabbit has been spotted and came from the vicinity of Cllr Hinder’s shed. This was probably due to someone leaving the gate open

Fencing:

One new hole in the fencing was repaired in May, the result of a badger attempting to dig in. Some badger hairs were found on the fence. Badgers are all over Boxley, living in local woodland and on the Downs. As a protected species, little can be done to deter them, just hope that they only visit occasionally without penetrating and damaging the perimeter fence.

* 1. **Dove Hill Allotment Rents – Annual Review.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **As at 1/06/17** |  |  |  |  |
| **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 | £30.00 | Yes | £15.00 returnable key deposit |
| Maidstone Borough Council | Half plot |  | Yes  | £20 (returnable) key deposit. Clerk note: NSALG states that asking for a key deposit is illegal. |
| With water £27.50 |
| Medway Council | Half plot | £25.28 | Yes |   |
| Paddock Wood Parish Council | Half plot | £7.50 | Don't know | 50% discount for OAPs Will increase next year to £10.00 and remain at that price for 5 years  |
| Ditton Parish Council | Half plot | £7.70 | Yes | 50 pence discount for OAPs. Cost also includes one rubbish skip per annum |
| Aylesford Parish Council | Half plot | £18.75 Yes  | Yes |  |
| Tunbridge Wells Borough Council | Half Plot | £42.40 | Yes |  |
| Thanet District Council | Per 25sq m perch |  | No | Using this ‘perch’ calculation a half plot would be £22 however Thanet has a minimum charge of £27.18.  |
| Half plot |
| £27.18 |
| Swale Borough Council | Plot | £34.00 | Don’t know | OAP/disabled concession 50% |
| Half plot | £17.00 |
| Chelmsford Borough Council | Half plot | £15 | No | £7.50 for concessions |
| Dover Town Council | Plot | £29 - £66 |   | Price range reflects the different facilities available – for instance some plots will pay extra for water (£12.00 per year). |
| Half plot | £14.50 - £33 TBC |
| Ashford District Council | Half plot | £30.00 | Yes |   |
|  |  |  |  |  |

**Item 6. Boxley War Memorial** **–** *INFORMATION and DECISION*

The parish office has identified possibly two names missing from the War Memorial. A search for the family or information on two of the names was undertaken using the community alert scheme, the parish newsletter, Kent Messenger and Facebook. No families have come forward however a third name, Fred Dennis, was supplied to the parish council as possibly missing from the list of the fallen on the War Memorial.

It had been thought that William Larkin was also a name missed off of the War Memorial but this is not the case rather his name was missed off a list of the names on the War Memorial.

Members have agreed in principle to have missing names added to the current list and this report is to update members.

**R V S Hadlow** (14543) died 17/09/1919, age at death 21, Mechanic First Class RAF. Parents ran The Kings Arms. The Hadlow’s are listed as living at The Kings Arms, Boxley Village and Mr R Hadlow was born in Garlinge Kent. Died of phthisis (in 1919 this was commonly used to describe tuberculous). Mr Hadlow is buried in a grave that is registered by the War Graves Commission as a war grave so it is probable that his illness was caught during service in WW1. Information on the Imperial War Museum (IWM) refers to evidence gathered from the 1901 Census. It is recommended that this name be added to the War Memorial.

**F Dennis.** A Thomas Dennis is on the War Memorial having died in The Great War and local historian Robin Ambrose has informed the Clerk that he understands that Fred Dennis was the brother of A T Dennis and he died, serving in the Navy in WW2. The local history books for Vinters, Weavering and Grove Green show that the Dennis family lived in Weavering and were farming Vinters Farm. Do members consider that this is sufficient evidence to consider adding the name? The 1921 census is not available at The National Archives, it will be released after 100 years. The 1931 census was destroyed by a fire in 1942. Other Ancestry search sites are available but that will incur a fee.

Members’ guidance is sought on when this work should take place. It can be organised this year however with the planned commemoration of the end of WW1 in 2018 do members wish to delay any work/unveiling till then?

Outstanding work. Investigation on where any names could be placed on the War Memorial..

2017/2018 no budget provision has been made for any names to be added however the Estates Committee has identified a small Contingency Budget and this could be used to finance any work undertaken in this financial year.

**Item 8. Assistant Clerks Report –** *INFORMATION.*

8.1 **Hire Fees -** To receive Hall Hire Fees for April/May with a comparison at the same point in the previous year.

**2017/18 2016/17**

 Casual £2,114.52 (£2,809.00)

 Regular £4,623.74 (£6,485.00)

 Total £6,738.26 (£9,294.00)

8.2 **Account Balances** –

|  |  |
| --- | --- |
| **HSBC- as at 31 May (2017)****Beechen Hall** |   |
| **Account Balances as per bank statement at 31 May 2017** |   |
| Current Account | **£21,870.29** |
| Investment account | **£55,873.90** |
| Rolling 95 day saver account |  |

8.3 Investment Account - As this is in a 95 day saver account it does not have a maturing date.

8.4 **Income & Expenditure**







**Item 11. Policies and Procedures –** *PURPOSE OF ITEM FOR Decision.*

**Estates Committee**

**Village/Community** **Hall Grants Procedure/Policy**

In order to work prudently, obtain ‘best value’ and to be a responsible grant provider Boxley Parish Council’s Estates Committee is setting a standard for considering and awarding grants to Village/Community Halls. Whilst the Parish Council wishes to continue to actively support the Village**/**Community Halls within the Parish it feels that it is essential to require applicants to meet a minimum standard covering project planning and supply of information. By undertaking this work the Parish Council can plan with Village**/**Community Halls adequate funding in advance of the project being committed to.

**Policy**

A grant is any payment or gift made by the Council to an organisation for a specific purpose. The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it” and “the direct benefit should be commensurate with expenditure.” Similar considerations will apply when considering applications for other grants.

Boxley Parish Council policy is that

* Grants for maintenance will only be considered in exceptional circumstances as it considers that the day to day maintenance of the hall should be covered by the hire fees or fund raising.
* Village**/**Community Hall Management Committees will be required to show, for large scale projects costing over £3,000 that it is applying for funding from other sources; has undertaken fund raising events or has been saving towards the project. The Parish Council will be happy to assist the Committee to identify other funding sources.
* The Parish Council will only award up to 80% of the cost for essential repairs or renewals (e.g. windows, fire doors etc).
* For projects costing £3,000 - £10,000 the Parish Council would require the Management Committee to obtain 3 written quotations and for projects costing over £10,000, 5 written quotations should be obtained. The Parish Council reserves the right to request proof of the tender process.
* VH Management Committees will be required to liaise closely with the Parish Office so where possible the Parish Council can order the work and gift it to the Village Hall which will enable VAT to be reclaimed. This will increase the value of the grant given to the hall by the rate of VAT.
* Unless a schedule of payments has been agreed in advance by the Parish Council funds will only be released on completion of the work
* It would be advantageous to notify the Council if the VH Committee has undertaken any other projects in the recent past where funding has not been received from BPC.

The Parish Council recognises that most halls are run by volunteers and will be happy to assist/advise VHMCs on how to meet these standards.

At the Estates Committee meeting in October or December the Committee will consider individual grant requests from Village/Community Hall Management Committees for specific projects in the following financial year so that provision can be made in the budget recommendation to the Parish Council.

An additional budget will also be identified from which other grant requests will be allocated in the current financial year. A maximum award of £500 for such unplanned applications will be considered. Once the additional budget is exhausted only emergency requests for assistance, and generally only from organisations where the Parish Council has Custodial Trustee status, will be considered.

All organisations requesting assistance will be required to complete an application form which will include notification of the Parish Council’s Equal Opportunities Policy. Village/Community Hall Management Committees will have to sign that it agrees with the policy or submit details of their own policy. Management Committees should also agree to representatives of the Council being given the right to inspect the work on completion.

**Application Procedure**

Organisations requesting financial assistance will be requested to submit:

* A completed application form.
* Copies of their last year end accounts.
* Copy of current hire fees with an explanation of any unusual agreements where a group pays less than normal.
* Details of any restrictions placed on who can hire the hall.

A grant request, once received in writing, will be considered at the next meeting of the Estates Committee and the Estates Committee reserve the right to inspect the required work before a grant is agreed.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

**Successful Applications**

Organisations receiving grants are required to advise their users/members that the grant or equipment had been received from Boxley Parish Council.

Where equipment is gifted to an organisation, the parish council requires that it be insured and maintained at the expense of the user.

**Boxley Parish Council Village Hall Grant Application Form**

Please complete this form and attach any other relevant information and send Boxley Parish Council, Beechen Hall, Wildfell Close, Chatham, Kent ME5 9RU. Tel 01634 861237 e-mail clerk@boxleyparishcouncil.org.uk

Application from

|  |  |
| --- | --- |
| Title/organisation |  |
| Contact details |  |
| Telephone/email |  |

Please state or attach an explanation on the amount of grant requested, why you are applying for a grant and the potential benefits for the residents of the parish. If possible include the number or percentage of members that belong to the organisation and live within Boxley Parish.

Have you attached details of the grant requests to other external sources or fund raising activities undertaken? YES/NO

Are you aware whether you have been successful? YES/NO

Have you included a copy of the last year end accounts? YES/NO

Have you supplied a copy of your hire fees? YES/NO

Are there any restrictions placed on who can use/access the services. YES/NO

Please supply details of any restrictions.

If applicable, registered charity reference number.

This application will not be accepted unless the organisation’s Equal Opportunities Policy is attached or the following (which is the Parish Council’s equal opportunities statement) is signed as an acceptance of the principles.

“No service user, employee or job applicant will be discriminated against or receive less favourable treatment on grounds of gender, race, colour, ethnic or national origin, disability, marital status, family commitments, sexual orientation, age, chronic medical condition, religious or political beliefs, social class or trade union activity.”

Signed…………………………………………………………date……………………………………

**Statement of understanding.**

**I have read and understood the Boxley Parish Council Grants Policy and Procedure information. and if a grant is awarded the organisation agrees to abide by the conditions outlined.**

Signed…………………………………………………………………date……………………

Position in organisation………………………………………………………………………………..