



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 9 October 2018** at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm when it is proposed to transact the following business:

1. **Apologies and absence** (7.31)
To receive apologies for absence.
2. **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.
3. **Minutes of Previous Meeting 14 August 2018.** (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 3147/4.3 Provision of Playgrounds within the Parish. Awaiting an answer from Cllr Bob Hinder following the HCL meeting on Tuesday 2 October.
 - 4.2 Minute 3147/7.1 Franklin Drive Open Space Chain-link Fence Network Rail. A response is awaited.
 - 4.3 Minute 3147/7.3 WDJO shackle pin repair. Awaiting response from MBC.
 - 4.4 Minute 3147/8.3 Dove Hill Allotments increased insurance expenditure Clerk to investigate and report to members.

5. **Dove Hill Allotments** (7.40)
 - 5.1 Cllr Bob Hinder's Allotment Report. A verbal report will be supplied to members at meeting.
 - 5.2 Pest Purge report. See report (page 3).
 - 5.3 Pest Purge Contract Renewal See report (page 3)
 - 5.4 Allotment – Notice to quit See report (page 3)

6. **Boxley War Memorial** (7.45)
 - 6.1 War Memorial inscription – See report on (page 3).
 - 6.2 Memorial Plaque at St Mary & All Saints – the plaque has been installed and permission has been given to install a plaque at Grove Green by the trees Cllr Vic Davies will provide an update at the meeting.

7. **Matters for Information** (8.15)
 - 7.1 New Litterpicker for WDJO – A verbal update will be given at the meeting.

8. **Assistant Clerk's Report** (8.20)
 - 8.1 To receive hire fees income, see report (page 4).
 - 8.2 Account balances see report (page 4).
 - 8.3 Income and Expenditure see report (pages 5-7).
 - 8.4 Profit and Loss see (page 8).

- 8.5 Accident Report. None at the time of compiling the agenda.
8.6 Late payment of invoices – Regular Hirers see report (pages 8-9).

9. Beechen Hall Extension (8.30)

- 9.1 Work has now completed. See report (page 9).
9.2 Landscaping – To set a date to carry out work and decide on types of plants etc and budget. See report (page 9).
9.3 Public Works Loan. See report (page 9).

10. Policies and Procedures (8.45)

- 10.1 Use of Boxley Parish Council Open Spaces (Boxley Green, Franklin Drive, Impton Lane, Wildfell Close, WDJO). See report (pages 9-10).
10.2 Risk assessments WDJO. See report on (page 10).
10.3 Burial Ground Review of Regulations. Work will be completed when office time allows.

11. 2019-20 Budget Items for consideration

- Hearing Loop System Hall & Committee Room
- Extending the security system & CCTV at Beechen Hall
- Refurbishment of Boxley Village Green (maintenance of trees and refurbishment of grass)
- Additional Tables and Chairs for committee room.
- Additional water troughs at Dove Hill Allotments

12. Matters for Decision (9.05)

Tesco Noticeboard and Gleamingwood Drive Noticeboard see report (page 10).

13. Date of Next Meeting. (9.10)

Tuesday 11 December 2018 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 30 November 2018.

In view of the confidential nature (financially sensitive) on the item about to be transacted, it is advisable that the public and press will be excluded from the meeting for the duration of or part of the item.

14. Height Barrier Beechen Hall See report (page 10). (9.15)

Pauline Bowdery

Pauline Bowdery
Clerk to the Council

Date 2 October 2018

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.

Items to be returned to Agenda at a later date. Minute 3107/4.1 North Wall Boxley Village Green. Feb 2019 Minute 3147/8.5 Hall hire fees review.

**REPORTS AND ITEMS RELATING TO THE
ESTATES COMMITTEE MEETING 9 October 2018.**

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 two working days in advance of the meeting. This will allow details to be circulated at the meeting (or in advance if particularly contentious) or who have concerns about being recorded should please speak to the Clerk

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.

Item 5 Dove Hill Allotments – Information and Decision

5.2 Pest Purge Report

Dove Hill Allotments – Pest Activity Report

Period Aug 2018-Sept 2018

Rats:

No rats were seen during an evening shooting session on 27-09-18.

Non-toxic monitoring bait continues to be used in the bait stations.

No new notifications of sightings in the last two month period.

Rabbits:

Rabbit shooting took place on 27-09-18. It was very productive, six rabbits were shot, one inside the perimeter, the remainder in the paddock next door. There is still evidence of rabbit/rabbits inside the perimeter. This may be due to two new holes in the perimeter fencing facing the woods (which have been repaired). Keep me posted on any new rabbit sightings.

The next shooting session will take place in Nov 2018 if the contract is renewed for another year.

Fencing:

Two repairs were made.

In relation to my previous comments about invasive vegetation, it looks like one pitch holder has made an effort to cut back intruding shrubs from outside the perimeter. This looked like 12E. The neighbouring plots 12C & D need to cut back or the growth will damage the fencing.

The same is true for all the plot holders adjacent to the footpath, A3-11, the protruding growth here is considerable, with some parts of the fence being barely visible.

If the plot holders are unable to do this I would be happy to quote for the work as long as the cuttings could be removed and/or burnt on site (if fires are allowed).

The site remains secured at all times when I have visited. The gates are always padlocked and closed.

5.3 Pest Purge Contract renewal – The current contract expires at the end of October and the cost for renewal remains at £760.00 (no price increase). Do members wish to continue with the services of Pest Purge for another year?

5.4 Notice to quit. Plot 3E has been given notice to quit.

Item 6. Boxley War Memorial – INFORMATION AND DECISION

6.1 Boxley War Memorial. The memorial has been cleaned and the final inscription will be carried out by mid-October. An update will be provided at the meeting.

Item 8. Assistant Clerks Report – INFORMATION.

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

	2018/19	2017/18
Casual	£2,502.60	(£2,458.15)
Regular	<u>£3,519.95</u>	<u>(£4,935.46)</u>
Total	£6,022.55	(£7,393.61)

8.2 **Account Balances –**

HSBC-Beechen Hall**Account Balances as per bank statement at 30 September 2018**

Current Account	£33,248.79
*Investment account	£ 1,208.89
Rolling 95 day saver account	

8.3 Income & Expenditure

01/10/2018

Boxley Parish Council

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Detailed Income & Expenditure by Budget Heading 01/10/2018

Month No: 6

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	1,289	1,250	(39)			103.1%
Burial Ground :- Income	<u>0</u>	<u>1,289</u>	<u>1,250</u>	<u>(39)</u>			<u>103.1%</u>
4045 Subscriptions	0	0	92	92		92	0.0%
4420 Admin Fee	0	0	250	250		250	0.0%
Burial Ground :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>342</u>	<u>342</u>	<u>0</u>	<u>342</u>	<u>0.0%</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>1,289</u>					
<u>230 Green Spaces</u>							
4210 Contingency Fund	0	0	1,000	1,000		1,000	0.0%
4400 Maintenance	32	222	2,000	1,778		1,778	11.1%
4450 Boxley Village Green	0	4,617	4,617	0		0	100.0%
4451 War Memorial	0	0	1,500	1,500		1,500	0.0%
4460 WDJ Orchard	0	70	1,015	945		945	6.9%
4465 Franklin Drive OS	3	5,259	6,256	997		997	84.1%
Green Spaces :- Indirect Expenditure	<u>35</u>	<u>10,168</u>	<u>16,388</u>	<u>6,220</u>	<u>0</u>	<u>6,220</u>	<u>62.0%</u>
Movement to/(from) Gen Reserve	<u>(35)</u>	<u>(10,168)</u>					
<u>240 Grounds Maintenance</u>							
4500 Grounds Maintenance Contract	0	4,602	8,364	3,762		3,762	55.0%
4505 Roundabout Maintenance	0	0	413	413		413	0.0%
Grounds Maintenance :- Indirect Expenditure	<u>0</u>	<u>4,602</u>	<u>8,777</u>	<u>4,175</u>	<u>0</u>	<u>4,175</u>	<u>52.4%</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>(4,602)</u>					
<u>250 Street Furniture</u>							
4550 Noticeboards	0	0	2,000	2,000		2,000	0.0%
Street Furniture :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</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	1,991	7,118	12,570	5,452			56.6%
1231 PL Insurance Income	20	80	180	100			44.4%
1235 Hire Fees Regular	3,002	14,018	26,600	12,583			52.7%
1250 Wages - AEC	0	40	400	360			10.0%
Beechen Hall :- Income	<u>5,013</u>	<u>21,255</u>	<u>39,750</u>	<u>18,495</u>			<u>53.5%</u>

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Detailed Income & Expenditure by Budget Heading 01/10/2018

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4001 Wages	1,457	8,429	19,954	11,525		11,525	42.2%
4005 PAYE	314	1,761	2,580	819		819	68.3%
4010 Pensions	26	150	644	494		494	23.2%
4020 Administration	14	76	206	130		130	36.8%
4021 Telecommunications & IT	28	194	332	138		138	58.3%
4025 Audit	200	0	612	612		612	0.0%
4035 Rates	146	874	1,555	681		681	56.2%
4040 Licences/Leases	0	555	1,072	517		517	51.7%
4105 Insurance	0	873	1,568	695		695	55.7%
4210 Contingency Fund	0	122	6,000	5,878		5,878	2.0%
4605 CCTV/Alarms Maintenance	0	0	1,752	1,752		1,752	0.0%
4610 Consumables	37	418	941	523		523	44.4%
4615 Electricity	146	987	2,638	1,651		1,651	37.4%
4620 Gas	26	402	1,418	1,016		1,016	28.3%
4625 Water	207	571	1,024	453		453	55.8%
4630 Electrical Safety	0	128	422	295		295	30.2%
4635 Fire Safety	0	0	100	100		100	0.0%
4640 Gas Maintenance	0	0	265	265		265	0.0%
4645 Ground Maintenance	0	150	528	378		378	28.4%
4650 Hall Maintenance	37	1,141	3,050	1,909		1,909	37.4%
4655 Hall Marketing	3	31	400	369		369	7.7%
4660 Refuse Collections	225	993	2,197	1,204		1,204	45.2%
4720 Car Park Lights	0	(707)	0	707		707	0.0%
Beechen Hall :- Indirect Expenditure	2,865	17,145	49,258	32,113	0	32,113	34.8%
Movement to/(from) Gen Reserve	2,149	4,110					
<u>270</u> <u>Beechen Hall projects</u>							
4705 Internal Decoration	0	240	1,000	760		760	24.0%
4710 External Decoration	0	0	1,000	1,000		1,000	0.0%
4717 Height Barrier	0	0	2,000	2,000		2,000	0.0%
Beechen Hall projects :- Indirect Expenditure	0	240	4,000	3,760	0	3,760	6.0%
Movement to/(from) Gen Reserve	0	(240)					
<u>280</u> <u>Allotments</u>							
1280 Allotment Income	708	1,100	1,072	(28)			102.6%
Allotments :- Income	708	1,100	1,072	(28)			102.6%
4020 Administration	0	0	15	15		15	0.0%
4105 Insurance	0	351	268	(83)		(83)	130.8%
4400 Maintenance	8	103	2,940	2,837		2,837	3.5%
Allotments :- Indirect Expenditure	8	454	3,223	2,769	0	2,769	14.1%
Movement to/(from) Gen Reserve	699	646					

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Detailed Income & Expenditure by Budget Heading 01/10/2018

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Estates :- Income	5,721	23,644	42,072	18,428			56.2%
Expenditure	2,908	32,610	83,988	51,378	0	51,378	38.8%
Movement to/(from) Gen Reserve	2,812	(8,966)					
Grand Totals:- Income	5,721	23,644	42,072	18,428			56.2%
Expenditure	2,908	32,610	83,988	51,378	0	51,378	38.8%
Net Income over Expenditure	2,812	(8,966)	(41,916)	(32,950)			
Movement to/(from) Gen Reserve	2,812	(8,966)					

8.4 Profit & Loss

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11:41		Detailed Profit and Loss Account - By Cost Centre		
Month 6 Date 01/10/2018				
<u>Centre</u>	<u>Description</u>	<u>Month Actual</u>	<u>YTD Actual</u>	
260 Beechen Hall				
<u>Account</u>	<u>Sales/Income</u>			
1230	Hire Fees Casual	941	8,078	
1231	PL Insurance Income	16	90	
1235	Hire Fees Regular	2,807	14,093	
1250	Wages - AEC	60	140	
Total Sales/Income		3,824	22,401	
<u>Account</u>	<u>Indirect/Overhead Expenditure</u>			
4001	Wages	1,628	9,533	
4005	PAYE	222	1,209	
4010	Pensions	23	132	
4020	Administration	31	68	
4025	Audit	200	(25)	
4035	Rates	283	989	
4040	Licences/Leases	180	507	
4105	Insurance	0	1,016	
4610	Consumables	59	433	
4615	Electricity	118	819	
4620	Gas	75	400	
4625	Water	169	362	
4630	Electrical Safety	0	410	
4635	Fire Safety	80	80	
4650	Hall Maintenance	8	1,088	
4660	Refuse Collections	164	1,109	
4720	Car Park Lights	0	(707)	
Total Indirect/Overhead Expenditure		3,242	17,424	
Profit before Other Costs & Income		583	4,977	
% Profit before Other Costs & Income		15.23%	22.22%	
<u>COST CENTRE TOTALS</u>				
Total Income/Sales		3,824	22,401	
Total Expenditure/Costs		3,242	17,424	
Surplus of Income over Expenditure		583	4,977	
% Surplus to Income/Sales		15.23%	22.22%	

8.6 Late Payment of Invoices by Regular Hirers. For at least a year now one particular hirer is consistently late with their payment despite emails, calls etc stating the payment terms and conditions. This particular hirer benefits from a 5% discount on their invoice which was agreed when they began hiring the hall. The Assistant-Clerk is looking for direction from members for handling this going forward. The current agreement is as follows:

The Council would like to bring to your attention the following terms and conditions and office procedures relating to payment of invoices

- It is expected that Hirers will pay their invoices promptly. The Council reserves the right to charge interest on an unpaid bill. It reserves the right to also cancel further hires/terminate the agreement if payment is not received after a final request has been made.
- Invoices will be e-mailed/sent to hirer one week before the start of month the invoice relates to.
- After the 5th working day of that month, if payment has not been received, a reminder will be sent by e-mail, post or handed to the hirer.
- After the 10th working day of month, if payment has still not been received, the hirer will be contacted by telephone to ascertain why the invoice has not been paid. The Parish Office will also notify the Chairman of the Estates Committee.
- In the event of further delay, the Council reserves the right to use whatever avenues and resources are available to it to ensure all payments in respect of the hire or any damages incurred are received.

Further information will be supplied at the meeting.

Item 9. Beechen Hall Extension – PURPOSE OF ITEM FOR Information.

- 9.1 The extension is now in its final stages with the committee room being available for use on Saturday 6 October. At the present moment the new entrance lobby and the committee room will have a temporary floor covering (carpet tiles) to allow the floor to dry out before the lino is laid. There is likely to be further snagging which will be carried out over the next couple of weeks. A final bill has been requested along with a check against our agreed requirements list. The project is 2 weeks over the original agreed date and the Parish Council is looking to claim for loss of income on that room for these two weeks against Waller Building Services.
- 9.2 Landscaping – Cllr Vic Davies has requested for this item to be discussed. A date to carry out the landscaping is to be agreed along with the types of plants etc and any extra features such as external lighting along the path which could be built into the next financial budget.
- 9.3 Public Works Loan – This has now been paid into the UTB account a fee of £31.50 has been deducted from the £90,000.00 and the first repayment to them will be on 1 April 2019 for £3592.69 there being 2 instalments in a year (April & October). The annual rate of interest 2.41% over 15 years.

Item 10 Policies and Procedures – PURPOSE OF ITEM FOR Review.

- 10.1 Use of Boxley Parish Council Open Spaces (Boxley Green, Franklin Drive, Impton Lane, 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.

10.2 Risk Assessment WDJ0 Cllrs Vic Davies, Pat Sullivan and the Clerk and Assistant Clerk are arranging a meeting to review and update the existing risk assessments for the Orchard. Risk assessments will also be prepared for Franklin Drive play area so that the Parish Council has all the necessary procedures in place when it officially takes over the area.

Item 12 Matters for Decision – PURPOSE OF ITEM FOR Decision

Noticeboards at Tesco and Gleamingwood Drive Noticeboard – Unfortunately the Tesco noticeboard has become unusable and needs replacing. Cllr Vic Davies has assessed it and was unable to repair it. The company that supplied it has ceased trading and it is out of its warranty period. It will need replacing and there is £2000.00 in the budget for noticeboards. At the last Estates meeting Cllr Dengate asked if the doors on the noticeboard at Gleamingwood Drive could be replaced. This is a sealed unit so the whole noticeboard would need to be replaced. The budget has been set for replacing the noticeboards at Gleamingwood Drive and The Fox and Goose. It is anticipated that costings for all three will be brought to the meeting.

Item 13 Beechen Hall Height Barrier – PURPOSE OF ITEM FOR Decision.

The budget has been set at £2000.00 to replace the height barrier this has been carried over from the previous financial year. Whilst Waller Building Services have been carrying out the extension at Beechen Hall the office asked for a quotation to replace the current height barrier. This has come in at almost double the budget set (see separate enclosure for quotation and type of height barrier).

The initial barrier was installed because of traveller occupation of the open space adjacent to Beechen Hall, the land that has been granted planning permission. The hall car park currently has double gates which are closed and padlocked at night. During the day the height barrier and gates are kept open. Members are asked to consider the enclosed quotations and decide if the hall requires a height barrier at all.