



**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 Daniela Baylis    **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 **Monday 16 December 2019** 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 21 October 2019.** (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 3272/4.1 New Rateable Value for Beechen Hall and Parish Office The office has received a response from the Valuation Office and this is being challenged.
  - 4.2 Minute 3272/4.2 Franklin Drive Open Space Lease. The lease has now been signed and the play area signed over the Parish Council. Signs are being made and the additional play equipment is being ordered and for installation early 2020.
  - 4.3 Minute 3273/8.3 Plaque for Alan's Tree. The ceremony for this event has been postponed until the Parish Council meeting in May and a plaque is currently being sourced.

5. **Dove Hill Allotments** (7.36)
  - 5.1 Cllr Bob Hinder's Allotment Report. A verbal report will be supplied to members at meeting.
  - 5.2 Pest Purge Report see (page 3).
  - 5.3 Isolation Valves on Water Troughs (see page 3).

### **6. Matters for Information**

7. **Assistant Clerk's Report** (7.55)
  - 7.1 To receive hire fees income, see report (page 3).
  - 7.2 Profit & Loss Report see report (page 4)
  - 7.3 Account balances see report (page 5).
  - 7.4 Income and Expenditure see report (pages 5-8).
  - 7.5 Accident Report - An accident occurred with a member of staff and details will be provided at the meeting.
  - 7.6 Loss of Regular Hire see report page 8.

8. **Beechen Hall Extension** (8.20)
  - 8.1 Financial Update See (page 8).
  - 8.2 To consider quotation for acoustic ceiling tiles see (page 8).
  - 8.3 Snagging List to release the final retention fee to Waller Building Services see (page 8).

- 8.4 Ceiling mounted Microphone to work in conjunction with Hearing Loop. Prices are being sourced and will be presented at the meeting.
9. **Beechen Hall Card Payments for Hiring the Hall** This has been put on hold due to the workload in the office and will resume in the new year.
10. **Grant Request – Weaving Village Hall** see report (pages 8-9).
11. **Beechen Hall Boundary Fence** – 2 further quotes have been obtained see (page 10).
12. **Emergency Tree Management around the Parish** - See report (pages 10-11)
13. **Policies and Procedures** (8.30)  
13.1 Hall Hire Conditions – This policy has been reviewed and is considered fit for purpose.  
13.2 Lost Property Procedure and disposal. This policy has been reviewed and is considered fit for purpose.  
13.3 Provision of playgrounds by the parish council (pages 11-13).  
13.4 Burial Ground Review of Regulations. The Clerk has updated these and a meeting with the working is to be arranged in the new year.
14. **Draft Budget 2020/21-** to consider draft budget and any proposed items for inclusion see separate enclosure.
15. **Matters for Decision** (8.55)
16. **Date of Next Meeting.** (9.00)  
Monday 10 February 2020 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 January 2020.
17. **Tenders**  
17.1 Electrical Safety/PAT Testing Contract. To receive tenders and award the contract. See separate enclosure

*Daniela Baylis*

Daniela Baylis  
Clerk to the Council

Date 11 December 2019

**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.