



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU
☎ 01634 861237 ☒ clerk@boxleyparishcouncil.org.uk

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 21 October 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 19 August 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 A request for a review has been submitted to the Valuation Office Agency and a response is awaited. An update will be provided at the meeting if received in time.
 - 4.2 Minute 3272/4.2 Franklin Drive Open Space Lease. The revised lease has been received and there are issues with access by Network Rail which need clarification a request to Network Rail has been submitted.
 - 4.3 Minute 3273/8.3 Plaque for Alan's Tree. See report (page 3).
 - 4.4 Any other matters not on the agenda.

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 Renewal of Pest Purge Contract See report (page 4).
 - 5.4 Isolating valves on existing water troughs see report (page 4).
 - 5.5 Preparation of concrete bases for Water Troughs working party dates Saturday 26 October and 2 November. See report (page 4).

6. **Matters for Information**
 - 6.1 Repair to Lych Gate at St Mary & All Saints Church Boxley see report (page 4).

7. **Assistant Clerk's Report** (7.55)
 - 7.1 To receive hire fees income, see report (page 4).
 - 7.2 Profit & Loss Report see report (pages 4-5)
 - 7.3 Account balances see report (pages 5).
 - 7.4 Income and Expenditure see report (pages 5-8).
 - 7.5 Accident Report – None at the time of compiling the agenda.
 - 7.6 40th/50th Birthday Parties at Beechen Hall – See report (page 8).
 - 7.7 Review of hire Fees Acorn Room. See report (pages 8-9)

8. **Beechen Hall Extension** (8.20)
8.1 Financial Update to be forwarded with Supplementary agenda.
8.2 The flagpole has now been installed and a decision was made at full council meeting to purchase a new flag.
8.3 To consider further Acoustic Treatment including additional curtains, acoustic ceiling tiles and acoustic door. Ideas and costings will be brought to the meeting.
8.4 Second Phase Landscaping was carried out on Sunday 13 October a further date will need to be arranged for further levelling and seeding the ground.
8.5 Snagging List to release the final retention fee to Waller Building Services.
8.6 Cordless/Desk Microphone to work in conjunction with Hearing Loop.
9. **Beechen Hall Card Payments for Hiring the Hall** See report on (page 9).
10. **Boxley Church Boundary Wall adjacent to the Granary** See report (pages 9-10).
11. **Beechen Hall Boundary Fence** - See report (pages 10-11). (8.25)
12. **Weaving Diamond Jubilee Orchard –**
12.1 **Tree Management at WDJO and around the Parish** - See report on (page 12)
13. **Policies and Procedures** (8.30)
13.1 Burial Ground Review of Regulations. The Clerk is currently reviewing these with the working group, once a draft has been created it will be circulated to members out of meeting for comment.
13.2 Electrical safety/maintenance contract for 2020 review in October 2019 and arrange for tenders and returned to December meeting for decision. See (page 12-13).
13.3 Grounds maintenance contract – expires 31.03.20 review contract and arrange for tenders in December 2019 See separate enclosure.
13.4 Risk assessments WDJO see (page 14).
14. **Draft Budget 2020/21-** to consider draft budget and any proposed items for inclusion see report (page 15).
15. **Matters for Decision** (8.55)
16. **Date of Next Meeting.** (9.00)
Monday 18 December 2019 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 8 December 2019.

Daniela Baylis

Daniela Baylis
Clerk to the Council

Date 14 October 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.

**REPORTS AND ITEMS RELATING TO THE
ESTATES COMMITTEE MEETING 21 OCTOBER 2019.**

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 4 Matters Arising from previous minutes – INFORMATION

4.3 Minute 3273/8.3 Plaque for Alan's Tree The following wording was agreed at the full Parish Council Meeting in October and the ceremony will be held prior to the January PC Meeting at Beechen Hall 'Planted in memory of Councillor Alan Springate a hardworking and long serving Boxley Parish Councillor' include years of service. The office is obtaining costs for a plaque, these will be brought to the meeting if received in time.

Item 5 Dove Hill Allotments – INFORMATION and Decision

5.2 Pest Purge Report

Dove Hill Allotments – Pest Activity Report

Period Aug 2019-Sept 2019

Rats:

No rats reported and there are no burrows evident inside the perimeter.

I continue to monitor rodent activity with non-toxic monitoring baits; there is currently no rodenticide in the bait stations. This is good for the wildlife as we are not killing any non-target species accidentally, when any rats reappear, toxic rodenticide bait will replace the monitoring blocks.

Please report any sightings of rats and any new activity.

Rabbits:

Rabbit shooting took place on 24-09-19. One adult rabbit was shot inside the perimeter.

There are less signs of rabbits along the perimeter fencing, eg scrapes and droppings.

Please report any sighting of rabbits and any new activity.

The next shooting session will take place in Nov 2019.

Fencing:

One repair was undertaken.

Some of the invasive vegetation has been cleared and pruned back to the fencing; there is just a small amount of invasive vegetation near to A3, 4 & 5 adjacent to the footpath.

The site was secured when I visited.

5.3 Renewal of Pest Purge Contract – To **ratify** the Assistant Clerk's decision after consulting with the members of the Estates Committee to continue with a further year's contract with no price increase. The annual cost £760.00.

5.4 Quotation for isolating valves on existing water troughs. A meeting with a contractor has been arranged for Monday 14 October and it is hoped that a quotation will have been received in time for the meeting.

Item 6.1 Repair of Lych Gate to St Mary & All Saints Church

Repair to the Lych The Church has contacted the office to report 2 tiles broken on the Lych Gate as this is the responsibility of the Parish Council a quote is being obtained from Goodsell's and after liaising with the Chair of Estates the repair will be carried out at a cost of £291.00 + VAT. Date of repair (TBC).

Item 7. Assistant Clerks Report – INFORMATION.

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

| | 2019/20 | 2018/19 |
|---------------------|------------------|------------------|
| Casual | £2,645.75 | £2,394.00 |
| PL Insurance | £ 32.00 | £ 24.00 |
| Regular | <u>£4,580.62</u> | <u>£3,510.14</u> |
| Total Income | £7,258.37 | £5,928.14 |
| Less Expenditure | £6,258.00 | £5,777.00 |

| | | |
|-----------------------------|-----------------|----------------|
| Total surplus income | £1000.37 | £151.14 |
|-----------------------------|-----------------|----------------|

7.2 Profit and Loss

| Centre | Description | Month Actual | YTD Actual |
|---|--------------------------------------|---------------|---------------|
| 260 Beechen Hall | | | |
| <u>Account</u> | <u>Sales/Income</u> | | |
| 1230 | Hire Fees Casual | 1,718 | 8,935 |
| 1231 | PL Insurance Income | 20 | 88 |
| 1235 | Hire Fees Regular | 3,062 | 14,225 |
| Total Sales/Income | | 4,800 | 23,248 |
| <u>Account</u> | <u>Indirect/Overhead Expenditure</u> | | |
| 4001 | Wages | 1,416 | 8,433 |
| 4005 | PAYE | 341 | 2,190 |
| 4010 | Pensions | 43 | 277 |
| 4015 | Hall Card Payment Charges | (3) | 0 |
| 4020 | Administration | 0 | 65 |
| 4021 | IT General | (117) | 173 |
| 4023 | Telecomms | 194 | 294 |
| 4025 | Audit | 300 | (38) |
| 4035 | Rates | 445 | 3,193 |
| 4040 | Licences/Leases | 46 | 581 |
| 4105 | Insurance | 0 | 851 |
| 4605 | CCTV/Alarms Maintenance | 0 | (630) |
| 4610 | Consumables | 67 | 507 |
| 4615 | Electricity | 179 | 1,074 |
| 4620 | Gas | 25 | 467 |
| 4625 | Water | 0 | 167 |
| 4630 | Electrical Safety | 0 | 310 |
| 4650 | Hall Maintenance | 1 | 730 |
| 4655 | Hall Marketing | 0 | 128 |
| 4660 | Refuse Collections | 145 | 1,144 |
| Total Indirect/Overhead Expenditure | | 3,084 | 19,915 |
| Profit before Other Costs & Income | | 1,717 | 3,333 |
| % Profit before Other Costs & Income | | 35.76% | 14.34% |

COST CENTRE TOTALS

| | | |
|------------------------------------|---------------|---------------|
| Total Income/Sales | 4,800 | 23,248 |
| Total Expenditure/Costs | 3,084 | 19,915 |
| Surplus of Income over Expenditure | 1,717 | 3,333 |
| % Surplus to Income/Sales | 35.76% | 14.34% |

7.3 Account Balances –

| HSBC-Beechen Hall | |
|--|-------------------|
| Account Balances as per bank statement at 30 September 2019 | |
| Current Account | £31,333.08 |
| Investment account | £11,281.57 |
| Rolling 95 day saver account | |

7.4 Income & Expenditure

Detailed Income & Expenditure by Budget Heading 30/09/2019

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 | 150 | 150 | 1,500 | 1,350 | | | 10.0% |
| Burial Ground :- Income | <u>150</u> | <u>150</u> | <u>1,500</u> | <u>1,350</u> | | | <u>10.0%</u> |
| 4420 Admin Fee | 0 | 0 | 250 | 250 | | 250 | 0.0% |
| Burial Ground :- Indirect Expenditure | <u>0</u> | <u>0</u> | <u>250</u> | <u>250</u> | <u>0</u> | <u>250</u> | <u>0.0%</u> |
| Movement to/(from) Gen Reserve | <u>150</u> | <u>150</u> | | | | | |
| <u>230 Green Spaces</u> | | | | | | | |
| 4210 Contingency Fund | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |
| 4400 Maintenance | 34 | 317 | 1,000 | 683 | | 683 | 31.7% |
| 4450 Boxley Village Green | 0 | 0 | 900 | 900 | | 900 | 0.0% |
| 4460 WDJ Orchard | 0 | 72 | 1,000 | 928 | | 928 | 7.2% |
| 4465 Franklin Drive OS | 0 | 0 | 5,640 | 5,640 | | 5,640 | 0.0% |
| Green Spaces :- Indirect Expenditure | <u>34</u> | <u>389</u> | <u>9,540</u> | <u>9,151</u> | <u>0</u> | <u>9,151</u> | <u>4.1%</u> |
| Movement to/(from) Gen Reserve | <u>(34)</u> | <u>(389)</u> | | | | | |
| <u>240 Grounds Maintenance</u> | | | | | | | |
| 4500 Grounds Maintenance Contract | 0 | 2,222 | 10,141 | 7,919 | | 7,919 | 21.9% |
| 4510 Closed Churchyard Maintenance | 0 | 3,981 | 4,677 | 696 | | 696 | 85.1% |
| Grounds Maintenance :- Indirect Expenditure | <u>0</u> | <u>6,203</u> | <u>14,818</u> | <u>8,615</u> | <u>0</u> | <u>8,615</u> | <u>41.9%</u> |
| Movement to/(from) Gen Reserve | <u>0</u> | <u>(6,203)</u> | | | | | |
| <u>250 Street Furniture</u> | | | | | | | |
| 4550 Noticeboards | 0 | (1,133) | 2,000 | 3,133 | | 3,133 | (56.7%) |
| Street Furniture :- Indirect Expenditure | <u>0</u> | <u>(1,133)</u> | <u>2,000</u> | <u>3,133</u> | <u>0</u> | <u>3,133</u> | <u>(56.7%)</u> |
| Movement to/(from) Gen Reserve | <u>0</u> | <u>1,133</u> | | | | | |
| <u>260 Beechen Hall</u> | | | | | | | |
| 1230 Hire Fees Casual | 1,718 | 8,935 | 18,500 | 9,565 | | | 48.3% |
| 1231 PL Insurance Income | 20 | 88 | 190 | 102 | | | 46.3% |
| 1235 Hire Fees Regular | 3,062 | 14,225 | 33,000 | 18,776 | | | 43.1% |
| 1250 Wages - AEC | 0 | 0 | 500 | 500 | | | 0.0% |
| Beechen Hall :- Income | <u>4,800</u> | <u>23,248</u> | <u>52,190</u> | <u>28,942</u> | | | <u>44.5%</u> |
| 4001 Wages | 1,416 | 8,433 | 19,716 | 11,283 | | 11,283 | 42.8% |
| 4005 PAYE | 341 | 2,190 | 4,228 | 2,038 | | 2,038 | 51.8% |

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Detailed Income & Expenditure by Budget Heading 30/09/2019

Month No: 6

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| 4010 Pensions | 43 | 277 | 494 | 217 | | 217 | 56.1% |
| 4015 Hall Card Payment Charges | (3) | 0 | 0 | 0 | | 0 | 0.0% |
| 4020 Administration | 0 | 65 | 213 | 148 | | 148 | 30.3% |
| 4021 IT General | (117) | 173 | 990 | 817 | | 817 | 17.5% |
| 4023 Telecomms | 194 | 294 | 0 | (294) | | (294) | 0.0% |
| 4025 Audit | 300 | (38) | 612 | 650 | | 650 | (6.1%) |
| 4035 Rates | 445 | 3,193 | 5,037 | 1,844 | | 1,844 | 63.4% |
| 4040 Licences/Leases | 46 | 581 | 927 | 346 | | 346 | 62.7% |
| 4105 Insurance | 0 | 851 | 1,210 | 359 | | 359 | 70.3% |
| 4210 Contingency Fund | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |
| 4605 CCTV/Alarms Maintenance | 0 | (630) | 2,000 | 2,630 | | 2,630 | (31.5%) |
| 4610 Consumables | 67 | 507 | 1,075 | 568 | | 568 | 47.1% |
| 4615 Electricity | 179 | 1,074 | 2,350 | 1,276 | | 1,276 | 45.7% |
| 4620 Gas | 25 | 467 | 1,460 | 993 | | 993 | 32.0% |
| 4625 Water | 0 | 167 | 1,100 | 933 | | 933 | 15.2% |
| 4630 Electrical Safety | 0 | 310 | 435 | 125 | | 125 | 71.3% |
| 4635 Fire Safety | 0 | 0 | 98 | 98 | | 98 | 0.0% |
| 4640 Gas Maintenance | 0 | 0 | 273 | 273 | | 273 | 0.0% |
| 4645 Ground Maintenance | 0 | 0 | 1,544 | 1,544 | | 1,544 | 0.0% |
| 4650 Hall Maintenance | 1 | 730 | 2,500 | 1,770 | | 1,770 | 29.2% |
| 4655 Hall Marketing | 0 | 128 | 150 | 22 | | 22 | 85.3% |
| 4660 Refuse Collections | 145 | 1,144 | 2,400 | 1,256 | | 1,256 | 47.7% |
| Beechen Hall :- Indirect Expenditure | 3,084 | 19,915 | 49,812 | 29,897 | 0 | 29,897 | 40.0% |
| Movement to/(from) Gen Reserve | 1,717 | 3,333 | | | | | |
| <u>270 Beechen Hall projects</u> | | | | | | | |
| 4550 Noticeboards | 0 | 0 | 500 | 500 | | 500 | 0.0% |
| 4705 Internal Decoration | 0 | 0 | 250 | 250 | | 250 | 0.0% |
| 4719 PA System/Hearing Loop Hall | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0% |
| Beechen Hall projects :- Indirect Expenditure | 0 | 0 | 3,750 | 3,750 | 0 | 3,750 | 0.0% |
| Movement to/(from) Gen Reserve | 0 | 0 | | | | | |
| <u>280 Allotments</u> | | | | | | | |
| 1280 Allotment Income | 666 | 1,097 | 1,188 | 91 | | | 92.4% |
| Allotments :- Income | 666 | 1,097 | 1,188 | 91 | | | 92.4% |
| 4020 Administration | 55 | 55 | 70 | 15 | | 15 | 78.6% |
| 4105 Insurance | 0 | 191 | 400 | 209 | | 209 | 47.7% |
| 4400 Maintenance | 190 | 3,076 | 4,500 | 1,424 | | 1,424 | 68.4% |
| Allotments :- Indirect Expenditure | 245 | 3,322 | 4,970 | 1,648 | 0 | 1,648 | 66.8% |
| Movement to/(from) Gen Reserve | 421 | (2,225) | | | | | |

Continued over page

Detailed Income & Expenditure by Budget Heading 30/09/2019

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 | 5,616 | 24,495 | 54,878 | 30,383 | | | 44.6% |
| Expenditure | 3,363 | 28,696 | 85,140 | 56,444 | 0 | 56,444 | 33.7% |
| Movement to/(from) Gen Reserve | 2,254 | (4,201) | | | | | |
| Grand Totals:- Income | 5,616 | 24,495 | 54,878 | 30,383 | | | 44.6% |
| Expenditure | 3,363 | 28,696 | 85,140 | 56,444 | 0 | 56,444 | 33.7% |
| Net Income over Expenditure | 2,254 | (4,201) | (30,262) | (26,061) | | | |
| Movement to/(from) Gen Reserve | 2,254 | (4,201) | | | | | |

7.6 Review of 40th/50 Birthday Parties at Beechen Hall – Back in April members agreed the following minute

Minute 3247/15 In view of disruptions caused by certain hires, and the impact on the premises and staff, members **agreed** that for the next six months no 40th or 50th birthday parties would be accepted. During this period the Assistant-Clerk has turned away the following. This does not take into account that the Acorn Room may have been required which would be an additional loss.

| Date Turned away | Type of Party | Date of Party | Potential loss of income |
|------------------|---------------------------|----------------------|-----------------------------------|
| 17/04/2019 | 50 th Birthday | 22/6/19 (Hall Free) | £343.00 No booking in diary |
| 15/05/2019 | 50 th Birthday | 20/7/19 (Hall free) | £343.00 No booking in diary |
| 22/5/2019 | 40 th Birthday | 03/08/19 (Hall free) | £248.50 children's party in diary |
| 3/6/2019 | 50 th Birthday | 19/10/19 (Hall Free) | £164.00 Evening event in diary |
| 9/7/2019 | 50 th Birthday | 16/11/19 (Hall Free) | £221.50 Children's party in diary |
| | | Total | £1320.00 |

Members are asked to consider if they wish to accept these types of events again and it is suggested that the damage deposit is increased to £250.00 and is paid in cash, in line with 16th -18th Birthday parties .

7.7 Review of Hire Fees Acorn Room – At the meeting in August it was agreed that the hire fees for the Acorn Room would be changed to a day rate of £10.00 per hour and £14.00 per hour from 6pm. Members also agreed that it would not increase for current hirers, however new hirers would be charged the new rate of £14.00. At that meeting members

also agreed not to increase the Hall hire rates but to reduce the discount given to some regular hirers so that all hirers are on a level playing field. It is the Assistant Clerk's recommendation that this should be the same for the Acorn Room and suggests that from 1 January 2020 all hirers using the Acorn Room after 6pm are charged at the new rate of £14.00.

Item 9 Beechen Hall Card Payments for hiring the hall – FOR DISCUSSION

Members have been informed that the Assistant Clerk has cancelled the contract with WorldPay after establishing that it could not offer some of the services namely 'pre authorisation' for the damage/cleaning deposits despite the salesperson assuring the Assistant Clerk it could. As a result the card terminal is being returned. It is the Assistant Clerk's recommendation that card payments for hall hire should still be an option for hirers, however they would need to pay in person. There are two companies that stand out that are reasonable with their fees, there is no contract and the cost of the machines are relatively low. We can run both of these systems at the same time, both crediting Beechen Hall's bank account, however I would like to recommend that we monitor how many requests are received for hires to make a payment over the phone before making a decision to use this method of payment. One of our regular hirers uses Izettle and has confirmed that she has had no issues with it.

| Company | Terminal | Method | Cost per month exc VAT | Additional fees on transactions | Length of Contract |
|---------|-------------------------------------|--------------------|------------------------|---------------------------------|--------------------|
| IZettle | Portable/Wifi (runs via Bluetooth) | Hand held terminal | £19 + VAT | 1.75% person present only | No commitment |
| Square | Virtual Terminal | Laptop | Free | 2.50% (over the phone | No commitment |

- 1. Privacy Policy – “We do not store credit card details nor do we share financial details with any 3rd parties”** - this is important and needs to be stated on website and hall hire conditions.
- 2. Payment Flow and Delivery Policy** – delivery timeframe for when the customer will receive the goods/service, is payment in full or deposit taken, digital goods or delivery company you are using etc; See hall hire terms and Conditions.
- 3. Refund / Cancellation Policy** – how does a customer cancel order or ask for refund, timeframe etc; See hall hire terms and Conditions.

Item 10. Boxley Church Boundary Wall Adjacent to The Granary

A meeting was held on the 29th August with the Stephen Taylor (Archdeacon of Maidstone), Chloe Evans (Assistant Care of Churches Officer), James Ford (DAC Architect), Alice Brockway (DAC/Historic England), Jackie Saunders (Churchwarden), Rev Paul Kite, Graham Maskell (neighbour), Daniela Baylis, Vic Davies, Ivor Davies, Dennis Hollands and Pat Sullivan.

The purpose of the meeting was in response to a request by Graham Maskell that the church wall was repaired and made to look nice after his removal of most of the old barn that was adjacent to the wall in conjunction with his conversion of another barn into a dwelling. The following was received from Chloe Evans after the meeting. No additional news as yet as to what further actions will be taken.

Dear all

Thank you so much for attending the site visit at St Mary's Church yesterday. The meeting was very productive and I hope that the way forward is a little clearer now. This email is just to clarify what was discussed. Please do forward it to any relevant persons.

Since the visit, Paul Robertshaw at Maidstone BC has found the following relevant information:

Further to our meeting this afternoon, I have checked the planning records and found a highly relevant approval from 2015 – details and link below. Essentially the condition to remove the existing buildings no longer applies.

Court Lodge Farm, The Street, Boxley (15/502550/FULL) - Removal of Condition 09 (existing buildings within the site to be removed) of planning permission MA/13/1712 and change of use of building attached to south-western corner of barn into domestic use associated to the barn and associated works including alterations to the barn's fenestration detail. Approved (08.07.15)

<https://pa.midkent.gov.uk/online-applications/applicationDetails.do?keyVal=NMJ4UJTY0XN00&activeTab=summary>

The options are therefore:

- To leave the existing structure in place
- To remove the existing superstructure but leave the blockwork in place (to mitigate any potential structural risk)
- To remove the whole structure, including the blockwork (this would necessitate the instruction of a structural engineer to check the wall's stability)

If the structure were to be removed, the PCC should undertake a risk assessment regarding the resulting low churchyard wall. Further information can be found here <https://www.ecclesiastical.com/risk-management/church-risk-assessments/>. This might then mean that the wall could be built up or a fence installed to prevent falls. Either of these options would require a Faculty (and possibly planning permission), to be made by the PCC in consultation with the Parish Council. I can help with this when/if the time comes.

My records provided by the Ministry of Justice indicate that the churchyard was closed in two phases, in 1881 and 1882. They may hold more detailed records, and can be contacted at CORONERS@Justice.gov.uk. The Borough and Parish Councils may have paperwork relating to any transfer of responsibility in their archives.

Do let me know if you have any further questions at this stage. This will also be discussed at the next DAC meeting and I will be in contact with any feedback/advice.

Kind regards

Chloe Ewen

Assistant Care of Churches Officer

Item 11 Beechen Hall Boundary Fence – PURPOSE OF ITEM FOR Information and Decision.

The Office has received an email from a resident commenting on the dilapidated condition of the post and rail boundary fence at the rear of Beechen Hall. A quote for replacing the fence has been obtained to enable members to consider for 20/21 financial budget. To replace like for like will be very expensive below is a quote from the company who originally installed the fence probably around the time the hall was built in 1994. The quote shows the alternative they are suggesting and the cost. Please note there used to be a five-bar gate along the footpath at the

rear of the hall that was connected to this fence which has not been in use for a while and is surplus to requirement. Therefore, it is suggested this is not replaced
Assistant Clerk's note Members have a couple of options put some funds in the budget to cover the cost and obtain another 2 quotes. Accept the quote that has been provided or decide not to have a boundary fence at all.



Beechen Hall
 Wildfell Close
 Walderslade
 CHATHAM
 Kent
 ME5 9RU

4th October 2019

ESTIMATE

To take down old fencing for disposal by West Sole Fencing.

To supply and erect 71m of 900mm high post and two rail fencing.
 Posts to be 1.5m concreted 600mm into the ground.
 Rails to be 100mm x 38mm.

TOTAL £2,200.00
Plus Vat @ 20%



Item 12 Boundary Tree Management at WDJO – PURPOSE OF ITEM FOR Information and Decision.

At the April meeting member's made the following decision:

Members considered a resident's request to prune trees backing onto properties adjacent to the WDJO boundary. The Chairman notified members that he and Cllr Sullivan had visited the site with the Parish Council's Tree Surgeon. After discussion members **agreed** that the only management, they would allow would be for the trees to be coppiced, as per the advice of the Tree Surgeon. **Action office.**

This was relayed back to the residents after the meeting. They have now confirmed that they would like the trees cutback. However, a further request has come from another resident in the same block of houses for further trees along that side of the boundary to be cut as the branches are overhanging their garden causing lots of debris from the trees to fall into their garden. Members are asked to consider whether they would be happy to agree to these trees being cut at the same time, there will of course be an additional cost.

Assistant Clerks note: Members are reminded that permission has been given in the past to a resident along Grove Green Lane to reduce the height of the boundary trees adjacent to his property at his own expense and provided he seeks prior permission from the Council.

Item 13 Policies and Procedures PURPOSE OF ITEM FOR Information.

13.2 Job Specification for Electrical Safety Tender

Job Specification for electrical safety/PAT testing work at Beechen Hall.

Explanation.

Boxley Parish Council runs a community hall and a parish office at Wildfell Close. The hall is well maintained and very popular for regular and casual hires and as such requires a reliable electrician to undertake maintenance and testing work.

As the Parish Council uses taxpayers money it is required to periodically check that it is receiving value for money.

Specification.

The appointed electrician will be required to attend if there is an emergency and will be booked to undertake a periodic electrical installation test, emergency lighting test every 16-18 months. A test of portable electrical appliances (approx 50 items) is also required.

The contract will be awarded for 3 years.

You must be an approved contractor enrolled with National Inspection Council for Electrical Installation Contracting and will be required to work to the relevant British Standards covering electrical installation etc.

Timescale.

Beechen Hall is a busy hall and so time must be 'booked' to undertake the relevant tests during a weekday.

Site meeting

The hall is open during the day and the parish office is located next to the hall (open 8.30 am to 3.30pm.) Appointments should be made with Melanie Fooks on 01634 861237 to visit the hall.

Other information.

It is a requirement of the council that any works are carried out in accordance with all the relevant Health and safety Regulations and that suitable and sufficient precautions are made to

protect the public from any hazards created by the works. The council also requires that adequate Public Liability and Third Party Insurance is provided, and evidence of this must be forwarded to the council prior to the commencement of any work on site.

Your attention is drawn to the following extract from the Financial Regulations of the Parish Council and read as if a person making a tender were a candidate for an appointment for employment.

10.4 *Neither the Parish Council nor any committee is bound to accept the lowest tender, estimate or quote. S.O 77(4).*

10.5 *If a person applying to the Council for work is to his/her knowledge related to or has business links to any member or employee of the Council, then this link/relationship must be notified in writing to the Clerk. Failure to do so will result in an application being rejected and, if already appointed, could result in dismissal without notice. The Clerk shall report to the council or to the appropriate committee any such disclosure.*

10.6 *Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment shall disqualify the applicant for such appointment. The Clerk shall make known the purpose of this sub-paragraph of this regulation to every candidate.*

Deadline for quotations: 12 noon, XXXXX, 2019

Quotations should be forwarded by post or hand delivered only marked

Electrical Safety Tender to:-

The Assistant Clerk
 Boxley Parish Council
 Beechen Hall
 Wildfell Close
 Walderslade
 Chatham
 Kent ME5 9RU

Due to the Council’s financial regulations please note emailed quotations cannot be accepted.

Ref. Main/JS BH electrical safety.
 Response form

Company.....

| Description | Cost |
|--|------|
| To carry out a full electrical periodic installation test | |
| To carry out periodic emergency lighting test (every 16-18 months) | |
| PAT Testing of approx. 40 items (16-18 months) | |
| Emergency call out charge | |
| Total Cost | |

| Hazard | Resulting injuries etc. | Affecting? | Risk | Actions planned or taken to mitigate risk |
|---|---|------------|------------|---|
| Broken equipment due to vandalism | Cuts, bruises, breaks, head injuries etc. | All | Med to low | A minimum of visual weekly checks, ownership of area by parish council advertised for the public to contact, involvement of PCSO and community. |
| Broken equipment due to wear and tear | Cuts, bruises, breaks, head injuries etc. | All | Med to low | Quarterly operational checks undertaken by trained or competent personnel. An Annual Inspection by a qualified (to RoSPA level) person. |
| Broken glass, dog fouling, litter etc. | Cuts, injuries and disease et . | All | Med to low | A weekly litter pick undertaken by council personnel. Reporting procedure identified should problems be increasing. Clean and cover all cuts. |
| Negligence claims against parish council | None | PC | Med to low | The production of a risk assessment; adequate and proactive maintenance of the area; training and instruction of staff; weekly and quarterly inspections; accurate record keeping of all inspections; adequate insurance. The parish council must ensure that any 'modification*' to equipment is subject to another risk assessment detailing the change. No modification should result in a higher risk than the original assessment. |
| Anti social behaviour at the site | Disturbance, vandalism | All | Med to low | Visual inspections, involvement of the community will keep the parish council informed of any developing issues. By keeping the area well maintained and clean it shows 'ownership'. The PCSO and Maidstone Community Safety Unit will be involved if issues start to occur. |
| Injuries to personnel undertaking the checks. | Sprains, cuts, bruises, splinters etc. | All | Low | Proper and sensible footwear and clothing must be worn. Care must be taken when walking on wet grass etc. Climbing or use of ladders should not be required however if required clearance should be obtained from the parish office; the proper and correct equipment must be identified and used; another member of the council must be present. |
| Agression from members of the public, dogs etc. | | | Low | Avoid confrontational situations. All inspectors should wear identity and if preferred fluorescent jackets so that it is clear that they are present and undertaking an official inspection. |

Notes. * modification. A modification is a repair or any change to the original equipment. A separate litter picking risk assessment has been produced. Any cuts, accidents etc must be reported to the parish office so that an accident at work report can be completed.

Item 14 Daft Budget 2020/21 *PURPOSE OF ITEM FOR CONSIDERATION AND DECISION*

Budget enclosure to follow

Items for consideration

- Jetwash for Beechen Hall - Around £150.00 + VAT
- Noticeboard – Fox & Goose £833.00 + VAT
- Cordless Vac WDJO Approx £70.00 + VAT
- Infant Swing – WDJO £80.00 + VAT
- Beechen Hall Floor Scrubber/Drier 1005.00 + VAT