**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 10 February 2020** at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm when it is proposed to transact the following business:

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| 1. **Apologies and absence**   To receive apologies for absence. | (7.31) |
| 1. **Declaration of Interest or Lobbying**   Members are required to declare any interests, requests for dispensation, lobbying or changes to the Register of Interests. | (7.30) |
| 1. **Minutes of Previous Meeting 16 December 2019**   To consider the minutes of the meeting and if in order to sign as a true record see (pages 3-5). | (7.32) |
| **To adjourn the meeting to allow the public or press to comment** | (7.34) |
| 1. **Matters Arising from Previous Minutes**    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.    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. | (7.35) |
| 1. **Dove Hill Allotments**    1. Cllr Bob Hinder’s Allotment Report. A verbal report will be supplied to members at meeting.    2. Pest Purge Report see (page 6).    3. Allotment Law Course see (page 6). | (7.36) |
| 1. **Matters for Information**   None at the time of compiling the agenda. |  |
| 1. **Assistant** **Clerk’s Report**    1. To receive hire fees income. See report (page 7).    2. Profit & Loss Report. See report (pages 8-9)    3. Account balances. See report (page 9).    4. Income and Expenditure. See report (pages 10-12).    5. Accident Report. None at time of compiling agenda.    6. Loss of Regular Hire. See report (page 12). | (7.55) |
| 1. **Beechen Hall Extension**    1. Financial Update. See (page 12).    2. Acoustic ceiling tiles update. See (page 12). | (8.20) |
| 1. **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. |  |
| 1. **Grant Request for Roof Repairs – Weavering Village Hall** Further quotes have been received see (page 12). |  |
| 1. **Parish Office Reconfiguration –** See (page 12). |  |
| 1. **Damaged Gate to North of Boxley Church** – See (page 13). |  |
| 1. **Policies and Procedures**     1. Review of Calendar 2020 - 2021. (Pages 13-14).    2. New Beechen Hall Risk Assessment to follow.   13.3 Terms of Reference (review to go to April PC meeting). (Pages 15-16).  13.4 Provision of playgrounds by the parish council. Further investigation is required defer to April meeting.   * 1. Burial Ground Review of Regulations. The Clerk is attending a Burial Law and Management Course on 19 February 2020 and will arrange a meeting with the working group to finalise any further amendments to the regulations as a result of this course and these will be brought back to the April agenda for adoption. | (8.30) |
| 1. **Matters for Decision**   **New Cradle Swings for Franklin Drive Play Area** The clerk has inspected the play area and 2 new cradle swings are required costs will be brought to the meeting.  In view of the confidential nature (personal details and data) on the items 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. |  |
| 1. **Caretaker Update –** See confidential enclosure | (8.55) |
| 1. **Date of Next Meeting.**   Monday 20 April 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 9 April 2020. | (9.00) |

Daniela Baylis

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Clerk to the Council Date 4 February 2020

**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.