



BOXLEY PARISH COUNCIL
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 virtual Microsoft Teams meeting of the **Estates Committee** on **Monday 21 December 2020** commencing at 7.30 pm when it is proposed to transact the following business. Due to the current situation this will be a remote meeting and anyone wishing to 'attend' needs to contact the Parish Office for information on how to join.

1. Apologies and Non-Attendance (7.30)
To receive apologies for absence.

2. Declaration of Interest or Lobbying (7.31)
Members are required to declare any interests, requests for dispensation, lobbying or changes to the Register of Interests.

3. Minutes of Previous Meeting 19 October 2020 (7.32)
To consider the minutes of the meeting and if in order to sign as a true record see (pages 3-6).

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 3417/4.2 Plaque and Ceremony for Alan's Tree. On hold until normal meetings can be resumed.

4.2 Minute 3418/8.1 Acoustic Ceiling Tiles Acorn Room. On hold due to covid 19.

5. Dove Hill Allotments (7.40)

5.1 Allotment Report. See (pages 6-7).

5.2 Pest Purge Report. See (page 7).

5.3 Additional Trough. See report (page 7).

5.4 Repairs to Entrance Road. See report (page 7) and separate enclosure.

5.5 Allotment Tenants Association Working Group (TOR). See report (pages 7-8)

6. Matter for Information

None at the time of compiling the agenda

7. Assistant Clerk's Report for Beechen Hall (7.55)

7.1 To receive hire fees income. See report (page 8).

7.2 Account balances. See report (page 8).

7.3 Profit & Loss Report. See report (pages 9-10).

7.4 Income and Expenditure. See report (pages 11-13).

7.5 Reopening of Beechen Hall. See report (page 13).

7.6 Water Risk Assessment (Remedial Works). See report (page 14).

7.7 Accident Report. None recorded at time of compiling agenda.

- 8. Parish Managed Play Areas** (8.10)
- 8.1 Franklin Drive Play Areas. See report (page 14).
- 8.2 Leaf Clearance Franklin Drive. Cllr Vic Davies has requested this item for discussion. A verbal report will be given at the meeting.
- 9. Policies and Procedures** (8.20)
- 9.1 Premises License for Beechen Hall. The variation in the premises license has been approved by the Licensing Department at MBC.
- 9.2 Lost Property Procedure and disposal. This has been reviewed by the office and is still fit for purpose.
- 9.3 Hall Hire Conditions These conditions were updated in view of Covid 19 and are currently fit for purpose. Additional conditions have been produced to cover the variation of the premises license which will be sent with each booking form. See separate enclosure.
- 10. Burial Ground**
- 10.1 Clerk's report See (page 14). (8.30)
- 11. Draft Budget 2021-22** -See separate enclosure. (8.35)
- 12. Ivy Growing on the South Wall in Churchyard**
- 12.1 Clerk's Update – See (page 15). (8.50)
- 12.2 Survey of Wall – Ratification see (page 15).
- 13. Matters for Decision**
- 13.1 Boundary Fence Beechen Hall – See report (page 15). (8.55)
- 13.2 CCTV at Beechen Hall – See report and quotation on (pages 15-16). (9.00)
- In view of the confidential nature (personal details and data) on the following item to be transacted, it is advisable that the public and press are excluded from the meeting for the duration of or part of the item.
- 14. Caretaking Update** (9.10)
A verbal update will be provided at the meeting.
- 15. Date of Next Meeting**
Monday 8 February commencing at 7.30 pm via Microsoft Teams. Items for the agenda must be with the parish office no later than 25 January 2021.

Daniela Baylis

Daniela Baylis
Clerk to the Council
December 2020

Date 15

Items to be returned to Agenda at a later date. Minute 3107/4.1 North Wall Boxley Village Green. Minute 3393/11.6 Provision of playgrounds by the Parish Council

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.