



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 virtual Microsoft Teams meeting of the **Estates Committee** on **Monday 19 October 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 17 August 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 3391/4.2 Plaque and Ceremony for Alan's Tree. On hold until normal meetings can be resumed.
 - 4.2 Minute 3393/6.1 Repairs to Gate at Boxley Burial Ground. A new gate installed and associated fixings have been ordered. Installation will be within the next two weeks.
 - 4.3 Minute 3393/9.4 Insurance Claim for subsidence at The Conifers, Grove Green Lane. Work is now complete.
 - 4.4 Minute 3393/9.5. Repairs to Paling Fence at WDJ0. Installation has been completed see photo on (page 7).
- 5. Dove Hill Allotments** (7.40)
 - 5.1 Allotment Report. See (page 7).
 - 5.2 Pest Purge Report. See (page 7-8).
 - 5.3 Additional Trough. See (page 8).
 - 5.4 Repairs to Entrance Road. See report (page 8).
 - 5.5 Allotment Tenants Association Working Group. Work is still ongoing and will resume once office time allows.
- 6. Matter for Information**
None at the time of compiling the agenda
- 7. Assistant Clerk's Report for Beechen Hall** (7.50)
 - 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 Projected budget forecast to 31.3.20 See (pages 14).

- 7.6 Reopening of Beechen Hall. See (page 15).
- 7.7 Water Risk Assessment. See report (pages 15-20).
- 7.8 Utility contract Renewal See (page 20).
- 7.9 Accident Report. None recorded at time of compiling agenda.

8. Beechen Hall Acoustic Treatment to Acorn Room

- 8.1 Acoustic ceiling tiles update. On hold due to Covid19.

9. Parish Managed Play Areas

(8.30)

- 9.1 WDJO & Franklin Drive Play Areas. Infant swings have now been replaced in both play areas. The ivy and fence panels are still to be actioned awaiting confirmation from Network rail what work they will commit to and when it will be carried out on the rail side.
- 9.2 Franklin Drive Network Rail. See report (pages 21-22).
- 9.3 Tree Maintenance–WDJO See report (page 22).

10. Policies and Procedures

(8.45)

- 10.1 Beechen Hall Hire Fees (Review). See report (pages 22-23).
- 10.2 Premises License for Beechen Hall. See report (page 23).
- 10.3 Estates Committee – Revised Terms of Reference. See (pages 23-25).
- 10.4 Beechen Hall Risk Assessment recommendation for adoption see separate enclosure.
- 10.5 Use of Boxley Parish Council Open Spaces (Boxley Green, Franklin Drive, Impton Lane, Wildfell Close, WDJO). See (page 25).

11. Burial Ground

- 11.1 Clerk’s report See (page 25) (9.15)
- 11.2 Burial Ground Review of Regulations. See separate enclosure
- 11.3 Burial Ground Review of Fees. See separate enclosure
- 11.4 Burial Ground Procedures. See separate enclosure

12. Draft Budget 2021-22 To follow

(9.30)

13. Matters for Decision

- 13.1 Ivy growing on South Wall of the Churchyard. See report (page 26). (9.45)
- 13.2 ‘Woodlands’ Boundary Marker. See report (pages 26- 27).

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

(9.50)

Alteration to Caretakers hours. See Confidential Enclosure.

15. Date of Next Meeting

Monday 21 December 2020 commencing at 7.30 pm via Microsoft Teams. Items for the agenda must be with the parish office no later than 11 December 2020.

Daniela Baylis

Daniela Baylis
Clerk to the Council

Date 13 October 2020