



**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 virtual Microsoft Teams meeting of the **Estates Committee** on **Monday 8 February 2021** commencing at **7.30 pm** when it is proposed to transact the following business. Anyone wishing to 'attend' should contact the Parish Office for information on how to join.

- 1. Apologies and Non-Attendance** (7.30)  
To consider if apologies are acceptable.
- 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 21 December 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 3441/4.1 Plaque and Ceremony for Alan's Tree. On hold until normal meetings can be resumed.
- 5. Dove Hill Allotments** (7.40)
  - 5.1 Allotment Report. See (page 6).
  - 5.2 Pest Purge Report. See (pages 6-7).
  - 5.3 Allotment Tenants Association Working Group. See update (page 7)
- 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 7).
  - 7.2 Account balances. See report (page 7).
  - 7.3 Profit & Loss Report (Dec/Jan). See reports (pages 8-9).
  - 7.4 Income and Expenditure. See report (pages 10-12).
  - 7.5 Reopening of Beechen Hall. See update (pages 12-13).
  - 7.6 Accident Report. None recorded at time of compiling agenda.
- 8. Parish Managed Play Areas** 8.00)
  - 8.1 Franklin Drive Play Area – Network Rail Update. The Clerk is still awaiting the licence agreement.
  - 8.2 WDJM Management Plan 2021 – 2026 – for consideration and adoption. (previously circulated by email). *Hard copies of this document can be requested from the Parish Office.*

- 9. Policies and Procedures for Review** (8.10)
- 9.1 Sharps Policy – Reviewed by the Assistant Clerk and still fit for purpose.
  - 9.2 Disposal of Hazardous Material - Reviewed by the Assistant Clerk and still fit for purpose.
  - 9.3 Hot Water Boiler Risk Assessment - Reviewed by the Assistant Clerk and still fit for purpose.
  - 9.4 Review of Calendar 2021/2022. See (pages 13-14).
  - 9.5 Terms of Reference – This was reviewed and agreed in October 2020. See (page 15)
  - 9.6 WDJO/Franklin Drive Play Area Risk Assessments. See separate enclosure.

- 10. Burial Ground** (8.20)
- 10.1 Burial Ground Regulations – To receive any comments from the PCC and recommend adoption. See separate enclosure.
  - 10.2 Burial Ground Procedure - To receive any comments from the PCC and recommend adoption. See (page 16).
  - 10.3 Burial Ground Fees - To receive any comments from the PCC and recommend adoption. See (page 17).

- 11. Ivy Growing on the South Wall in Churchyard** (8.35)
- 11.1 Clerk's Update – George Denny has surveyed the wall and is currently waiting for Goodsell's to provide a programme of works and a quote. This will be circulated to members if received in time for the meeting.

- 12. Matters for Decision**
- 12.1 None at the time of compiling the agenda (8.36)

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.

- 13. Caretaking Update** (8.37)
- A verbal update will be provided at the meeting.

- 14. Date of Next Meeting**
- Monday 19 April 2021 commencing at 7.30 pm via Microsoft Teams. Items for the agenda must be with the parish office no later than 7 April 2021.

*Daniela Baylis*

Daniela Baylis  
Clerk to the Council

Date 2 February 2021

**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. Minute 3442/5.4 Repairs to Entrance Road at Dove Hill Allotments. Minute 3441/4.2 Acoustic Ceiling Tiles Acorn Room. Minute 3443/13.1 Boundary Fence – Beechen Hall.