



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 meeting of the **Estates Committee** on **Monday 16 August 2021** commencing at **7.30pm** at Beechen Hall, Wildfell Close, Walderslade ME5 9RU when it is proposed to transact the following business.

- 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 June 2021** (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 (7.33)

- 4. Matters Arising from Previous Minutes** (7.35)

- 4.1 Minute 3456/4.1 Plaque and Ceremony for Alan's Tree. See (page 6).
4.2 Minute 3456/6.1 Refuse and Recycling at Beechen Hall. See (page 6).
4.3 Minute 3457/8.2 WDJ0 Management Plan. Deferred to allow the Assistant Clerk and Cllr Vic Davies to meet and go through the plan when office time allows.

- 5. Ratification for all decisions made at the June Meeting.**

- 6. Dove Hill Allotments** (7.40)
6.1 Allotment Report. See (page 6-7).
6.2 Pest Purge Report. See (pages 7).
6.3 Leaking Disabled Tap. See report (page 7).
6.4 Allotment Pest Control Contract Review. See (page 8).
6.5 Repairs to the Entrance Road. See report on page 8).

- 7. Matter for Information**
None at the time of compiling the agenda

- 8. Assistant Clerk's Report for Beechen Hall** (8.00)
8.1 To receive hire fees income. See report (page 8).
8.2 Account balances. See report (page 8).
8.3 Profit & Loss Report (July). See report (page 9).
8.4 Income and Expenditure. See report (pages 10-12).
8.5 Beechen Hall Contract Cleaners See report (page 13).
8.6 Reopening of Beechen Hall to Casual Hirers. See update (page 13).
8.7 Accident Report – None at the time of compiling the agenda.
8.8 Beechen Hall - Review of Casual Hire Rates see report (pages 13).
8.9 Leaf Clearance during Autumn/Winter at Beechen Hall. see report on (page 14).

- 9. Parish Managed Play Areas** (8.30)
- 9.1 Franklin Drive – Unveiling of Wendy’s Bench – Saturday 23 October 2021– See report page 15).
 - 9.2 Weaving Diamond Jubilee Orchard/Franklin Drive – To receive remedial tasks identified in the Annual RoSPA Play Inspection see report (pages 15-16).
 - 9.3 WDJO – Vandalism See report (page 16).
- 10. Policies and Procedures for Review** (8.50)
- 10.1 Burial Ground Regulations – This underwent a major review in 2020 with adoption in February 21, The Clerk recommends no change.
 - 10.2 Burial Ground Fees – See (page 17-18).
 - 10.3 Burial Ground Procedures – These underwent a major review in 2020 with adoption in February 21. The Clerk recommends no change.
 - 10.4 Parish Inspection – See Separate enclosure.
 - 10.5 Asset Register – Undergoing a major overhaul and will be brought back to a later meeting.
 - 10.6 Annual Look at Beechen Hall. This will be carried out prior to the meeting
 - 10.7 Snow Policy – Beechen Hall – See (page 19).
- 11. Repairs to the South Wall in Boxley Churchyard** (9.00)
- 11.1 Clerk’s Update – A full report will be provided on the Supplementary agenda following a site meeting with the Conservation Officer on Wednesday 11 August.
- 12. Boxley Village Green**
- 12.1 Granite Sets around Boxley Village Green – See Parish Inspection enclosure. (9.10)
 - 12.2 Village Green North Wall – See 11.1 above. (9.20)
- 12. Matters for Decision**
- None at the time of compiling the agenda.
- 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. Caretakers – Staffing Update –** See separate confidential report. (9.30)
- 14. Date of Next Meeting**
- Monday 18 October 2021 commencing at 7.30 pm at Beechen Hall. Items for the agenda must be with the parish office no later than 8 October 2021.

Daniela Baylis

Daniela Baylis
Clerk to the Council

Date 9 August 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.