**Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close, ME5 9RU on** **Wednesday 4th September 2024 following on from the Finance and General Purposes meeting which commenced 6.30 pm**

**Present**: Cllr I Davies (Acting Chairman), Cllr B Hinder, Cllr A Brindle, Cllr P Sullivan, Cllr M Beckwith along with Mrs H Pearson (Assistant Clerk) and Cllr A Adams and Cllr V Jones.

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|  | **Election of Chairman**  No nominations were received. Cllr I Davies volunteered to act as Chair for this meeting and Cllr A Brindle volunteered to act as Vice Chair. |
|  | **Apologies and Non-Attendance**  Cllr J Akehurst – apology accepted. |
|  | **Declaration of Interest or Lobbying**  Allotments – Cllr B Hinder and Cllr P Sullivan as allotment plot holders. Cllr A Brindle allotment road. |
|  | **Minutes of Previous Meeting**  Signed as a true record. |
| **Adjourn the meeting to allow the public or press to comment**  No members of the press or public were present. | |
|  | **Matters Arising from Previous Minutes**  None. |
|  | **September Task List**  Cllr I Davies proposed, seconded by Cllr A Brindle and all agreed to move the Task List to the end of this and all future Estates agendas. When then taken it was agreed that the following items be added: replacement of hall mirrors  (8.3) security review (8.5) and Allotments Pest Control (10.2). The other items were then noted. |
|  | **Out Of Meeting Decisions to Ratify**  None on this agenda. |
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|  | **Beechen Hall** |
| **8.1** | **Hire Changes.**  Report noted. |
| **8.2** | **Fire Alarm Update**  Noted. |
| **8.3** | **Hall Mirrors**  Cllr I Davies proposed accepting the quotation provided by Bells Glazing for replacing the hall mirrors at a cost of £1,508.90. This was seconded by Cllr A Brindle and all agreed. |
| **8.4** | **Christmas Opening Hours**  It was proposed by Cllr A Brindle, seconded by Cllr I Davies and all agreed that item 8.4 be deferred to the Personnel Committee. |
| **8.5** | **Security at Beechen Hall** |
|  | It was proposed by Cllr I Davies, seconded by Cllr B Hinder and agreed by all that security at Beechen Hall needs to be further investigated and added to the Task List. Noted that the Parish Caretaker’s report was still awaited. |
| **9.** | **Matters for Information**  None on this agenda. |

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| **10.** | **Dove Hill Allotments** |
| **10.1** | **Composting Toilet**  All Councillors offered their thanks and appreciation to al the volunteers who helped install the toilet. |
| **10.2** | **Pest Control**  It was proposed by Cllr B Hinder seconded by Cllr I Davies and all agreed to look for a new pest control company and to therefore defer a decision until other firms had been contacted. Clerk to find out when the present contract expires. Cllr M Cox had provided Cllr B Hinder, the Clerk and the Parish Caretaker with a flyer for the firm used by Vinters Valley Reserve.  It was proposed by Cllr B Hinder and Cllr I Davies to defer a decision until other pest controllers have been contacted.  It was agreed that Cllr Cox and their contact in the firm should be invited to a site visit at Dove Hill and subsequently to attend the Estates meeting on 20th November 2024 to provide BPC with full description of methods and costs. Item to be added to Task List. |
| **10.3** | **Entrance Road**  It was proposed by Cllr B Hinder, seconded by Cllr A Brindle and all agreed, to hold an Extraordinary Estates meeting in approximately two weeks from the date of this meeting to look at the most recent and updated quotations for the allotment road works and to make a decision as a matter of urgency. |
| **10.4** | **Formation of Allotment Association**  No Update. |
| **10.5** | **Celebration related to the 10 year anniversary**  The Estates Committee thanked Cllr B Hinder for organising the event. It was proposed by Cllr I Davies, seconded by Cllr B Hinder to use both marquees for next year’s BBQ. |
| **10.6** | **Allotment Plots** |
|  | It was proposed by Cllr P Sullivan, seconded by Cllr I Davies to plant fruit trees and erect a bench in the vacant plot 11A. |
| **10.7** | **Bee Keeping** |
|  | It was agreed that the Clerk/Assistant Clerk should ascertain from the National Allotment Association the recommended spacings required for bee hives in relation to the surrounding plots. Once information has been obtained an email will be sent to all plot holders for their opinion on bee keeping on the allotment site before a decision is made. |
| **11.** | **Parish Managed Play Areas/Open Space** |
| **11.1** | **Parish Inspections**  Clerk to find out who erected and who is responsible for the Walderslade village sign which is in very poor condition so that they can be notified of its need for repair. It was proposed by Cllr I Davies, seconded by Cllr A Brindle and all agreed that if Boxley Parish Council have sole responsibility a decision will be needed and whether to repair and repaint or whether to replace on a different site within the parish boundary. |
| **12** | **Policies and Procedures for Review** |
| **12.1** | **Review of Caretaking Needs**  Thanks was given to the Parish Caretaker, Clerk and Cllr P Sullivan for researching and obtaining a suitable van within the agreed budget. |
| **13** | **Parish Property** |
| **13.1** | **Boxley Village War Memorial**  Cllr P Sullivan and V Davies will be actioning in due course. |

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| **13.2** | **Boxley Parish Benches** |
|  | No update. |
| **13.3** | **Parish Tour/Inspection** |
|  | Further to the Parish Tour it was proposed by Cllr I Davies seconded by Cllr M Beckwith and all agreed that future tours include the whole of the Parish. |
| **13.4** | **Churchyard Wall Tree Removal**  Still awaiting date for MBC Planning Committee. |
| **13.5** | **New Storage Container for Beechen Hall**  It was proposed by Cllr B Hinder, seconded by Cllr A Brindle and all agreed to accept the revised quotation for the container of £12,665. An out of meeting decision to be made regarding installation of the base. More information is required on where it is being sited. |
| **13.6** | **New Gates for Beechen Hall**  Noted. |
| **13.7** | **Parish Assets**  Noted. |
| **14.** | **Risk Assessments** |
| **14.1**  **14.2**  **14.3** | It was proposed by Cllr I Davies, seconded by Cllr B Hinder and unanimously agreed to adopt all three risk assessments with the agreed corrections.  Clerk to make necessary amendments. |
| **15.** | **Matters for Decision** |
|  | None on this Agenda. |
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| **16.** | **Date of Next Meeting**  Wednesday 20 November 2024 to follow on from Finance and General Purposes meeting beginning at 6.30 pm at Beechen Hall. Items for the agenda must be with the parish office no later than 13 November 2024. (An Extraordinary Estates meeting to take place on Thursday 26th September 2024 at 12.15 pm at Beechen Hall to discuss the Entrance Allotment Road at Dove Hill Allotments [subsequently postponed]). |

Meeting closed at 8.48 pm.

Signed as a correct record of the proceedings.

Chairman ……………………………………………….. Date ………………………………………………………..