

Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 9th October 2012 at 7.43pm.

Councillors present – Mr V Davies (Chairman), Mrs P Brooks, Mr I Davies, Mr P Dengate, Mr B Hinder, Mr P Sullivan, Mr G Smith, Mrs M Waller together with the Assistant Clerk.

Councillors undertook an inspection of the hall between 7.10 – 7.40pm to consider projects to be put forward for the 2013/14 budget which will be presented at December's meeting.

1. **Declarations of Interest and Lobbying**

Cllr Vic Davies declared an interest (personal connection) for item 4.2.

2. **Apologies and absence.**

Cllr Pat Sullivan arrived at 8.04 during item 8.

3. **Minutes of Previous Meeting 14th August, 2012.**

The minutes of the meeting were **agreed** and **signed** as a correct record.

4. **Matters Arising From Previous Minutes.**

4.1 Minute 2430/4.1 War Memorial - **Agreed** and **ratified** the Assistant Clerk's decision after consulting with Cllrs Vic & Ivor Davies to proceed with Mid Kent Memorials quote of £175.00 to paint the names and wording on the lower drum of the memorial in black enamel.

4.2 Minute 2430/6.1 Litter Picking. **Noted** the Parish Office is progressing the successful application for a Litter Picker and will provide all equipment and relevant training. **Action Parish Office.**

4.3 Minute 2430/6.2 Playground Inspection Course – Members **noted** the course date and increased fee.

4.4 Minute 2430/6.3 Tree maintenance and boundary treatment to Weaving Diamond Jubilee Orchard. The Clerk, will, in conjunction with Cllr Harwood produce a job specification. **Noted.**

4.5 Minute 2432/9.2 Website – This item has now been deferred to the full parish council and as such any updates will be reported on future Parish Council agendas. **Noted.**

4.6 Minute 2433/13 Flag pole – The Assistant Clerk informed members that the Clerk would forward an update by email with regards to its position. It was suggested that if members had a preference for where it should be sited, to email the Clerk. **Action Clerk.**

As there were no public present the meeting was not adjourned.

5. **Allotments** – Members **received** and **noted** the Clerk's report on her recent training and as a result would set a date with the working group to meet and update the draft documents and to arrange for a visit to another site. **Action Clerk.**

6. **Assistant Clerk's Report**

6.1 **Received** and **Noted** the receipt of hire fees were received for June/July (Brackets indicate income over same period previous year).

	2012/2013	2011/2012
Casual	£2,091.90	(£2,670.56)
Regular	<u>£3,505.71</u>	<u>(£3,620.69)</u>
Total	£5,597.61	(£6,291.25)
Cumulative figures for		
Casual	£ 8,623.60	(£6,061.89)
Regular	<u>£10,329.42</u>	<u>(£9,368.14)</u>
Total	£18,953.02	(£15,430.03)

6.2 Planning Change – Extended Hours – Members **noted** the Assistant Clerk's report and after discussion and consideration **agreed** in principal for the following changes:

Monday – Friday - To remain as is. 9am – 10.30pm

Saturday – To remain as is. 9am – 11.30pm

Sunday 11am – 10pm.

This is subject to consultation with current staff and the appointment of a further relief caretaker.

7. **Carbon Footprint.**

This item was taken after item 8, as Item 8 was taken in conjunction with 6.2. Members **received** the Assistant Clerk's initial investigations which included a rough estimate for placing photovoltaic solar panels onto the roof at Beechen Hall after discussion and consideration of the facts members requested further estimates be sought and to be returned to the December agenda for further consideration. **Action Assistant Clerk**

8. **Additional Caretaking at Beechen Hall.**

Members received the Assistant Clerk's report and considered the options that were given to help solve the issues the current caretaking staff are facing. Members have **agreed** that a third person is needed and have requested further information from the office and the current caretaker's for job descriptions and duties and how this can be best implemented. A meeting is to be set up between the Parish Office and Caretaking staff so that a report can be prepared for final decision at the December meeting. **Action Parish Office and Caretakers**

9. **2012/13 Budget**

Hall inspection. – Concrete Slabs at the entrance to the hall. The Assistant Clerk informed the committee that this item should not have been on the agenda and work was in hand.

10. **2013/14 Draft Budget** – Members were reminded that suggestions for projects should be put forward for consideration at the meeting or to the office.

Hall Budget

The following issues were identified in previous budgets or by the office and were covered by the hall inspection before the start of the meeting.

10.1 Wall mounted boiler/replacement fridge and slight remodelling the kitchen to accommodate proposed changes. Members received the costs for installing a wall mounted boiler but asked if further costs and feasibility could be sought for placing the boiler in a different location within the kitchen. Members agreed the fridge is still fit for purpose but would consider replacing if the kitchen had to be remodelled to accommodate the boiler.

10.2 New front doors and windows at Beechen Hall – Members agreed that these were still fit for purpose especially the windows and agreed to review the front doors annually.

10.3 Hand dryers for the toilets. Members considered the information presented to them together with costs and requested further investigation and costs for purchasing and the running of such equipment as well as estimates for supply of power to the hand dryers.

10.4 Hall internal/external decoration. The Assistant Clerk confirmed that additional painting and maintenance is required during 2013/14 and will draw up job specifications to establish costs for budgeting purposes.

General Budget

10.5 Common Land at Grange Lane – Cllr Waller gave members a brief history of this site and has requested that the Parish Council takes responsibility for maintaining the area. As it was unclear as to who owned the land members were very reluctant to agree to any future maintenance. It was therefore proposed from the Chair, seconded by Cllr Bob Hinder and unanimously **agreed** that a land registry search is carried out in order to establish who owns the land and to be brought back to the December meeting for further consideration.

Action Assistant Clerk**11. Review of Policies and Procedures.**

11.1 Bouncy Castle Policy – this was reviewed in April 2012 no further action required. **Noted.**

11.2 Use of Boxley Green – to consider and decide if the current policy is still fit for purpose. Further additions were proposed and agreement was given for Cllr Ivor Davies to amend and circulate to members for their approval outside of the meeting. **Action Cllr Ivor Davies.**

11.3 Grounds maintenance contract – The current contract expires 31/3/2014 no further action required until October 2013. **Noted.**

11.4 Review of electrical safety/maintenance contract. The current contract expires Jan 2014 no further action is required until October 2013. **Noted.**

Members also agreed that policies and procedures will only be brought back to the agenda if there has been a fundamental change in legislation or if the policy is no longer fit for purpose, however these will still be reviewed on an annual basis by the office.

12. Tree Maintenance at Beechen Hall

Members received a report from the Clerk after seeking advice from Maidstone Borough Council's Tree officer for carrying out the long term maintenance of trees at Beechen Hall which are covered by Tree Preservation Orders. Members were unanimous in their **agreement** for the work to proceed in this financial year and for further quotes to be obtained so that a request can be made to the finance committee to release some reserves to cover this expenditure. **Action Assistant Clerk.**

13. Matters for Information

There were none presented.

14. Date of Next Meeting.

Tuesday 11th December, 2012 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 9.13 p.m.

Signed as a correct record of the proceedings

Chairman.....Date.....