

**Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close,
Walderslade on Tuesday 15 October, 2013 at 7.30pm.**

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

1. **Declarations of Interest and Lobbying**
Cllr Bob Hinder declared an interest in Item 8 informing members that he had met a contractor at the allotment site, however from the information submitted was unable to establish which tender was from the contractor.
2. **Apologies and absence.**
Cllr Vic Davies (family commitment) Cllr Pat Sullivan arrived during Item 3 at 7.32pm.
3. **Minutes of Previous Meeting 13 August, 2013.**
The minutes of the meeting were **agreed** and signed as a true record.
4. **Matters Arising From Previous Minutes.**
 - 4.1 Minute 2561/4.1 Yew Tree at St Mary and All Saints Church. Members **received** the Clerk's report and **agreed** to a structural survey being carried out on the listed wall and submitted to Maidstone Borough Council planning committee meeting on 31st October.
Action office.
 - 4.2 Minute 2548/7.3 Beech Tree. This continues to be monitored. **Noted.**
 - 4.3 Minute 2457/4.6 Leaf Clearance/Compost Bin – Cllr Dengate confirmed the compost bin had been installed with the help of his father, whilst installing the bin they identified debris in the soil pipe which will need monitoring. He stated that the low level guttering also needed monitoring and inspected when carrying out the external decoration of the hall. Members discussed various ways of clearing the car park of leaves during the autumn and winter and agreed to do nothing at the present time but to monitor it over the winter months.

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

5. **Assistant Clerk's Report.**
 - 5.1 Hire fees were **received** and **Noted** for August/September with a comparison for the same period in the previous year.

(Brackets indicate income over same period previous year).

	2013/2014	2012/2013
Casual	£ 1,048.25	(£2,091.90)
Regular	<u>£ 4,880.13</u>	<u>(£3,505.71)</u>
Total	£ 5,928.38	(£5,597.61)
Cumulative figures for		
Casual	£ 6,058.82	(£ 8,623.60)
Regular	<u>£16,001.45</u>	<u>(£10,329.42)</u>
Total	£22,060.27	(£18,953.02)

- 5.2 Client satisfaction survey – **Noted** members also asked for this survey to include regular hirers. **Action office.**
6. **Beechen Hall Profit and Loss Report**
Members **received** and **noted** the Assistant Clerk's report.
7. **Allotments** – Members **received** and **noted** Cllr Bob Hinder's report. Cllr Bob Hinder provided a further verbal update stating the entrance gates to the allotments were now complete. Members **agreed** that a letter of thanks is sent to Graham Ling for his work on these gates. Tenders had been received for the perimeter fencing. He also confirmed that with the help of Cllr Ivor Davies they have collected the surplus wood from the RE's barracks

will finish marking out the plots. The next step will be to get quotes for connecting the water. He informed members that the Clerk had prepared a 16 page draft document on the rules and regulations and procedures have been circulated to the working group for approval. Cllr Dengate questioned the procedure for the allocation of plots, it was **agreed** that clarification would be sought from the Clerk. **Action Office.**

The following item has been called in and whilst this is an accurate minute of the meeting it is not the current action.

8. **Allotment Fencing Tender** – Members **received** the breakdown of tenders and decided to disregard the quotations for chain link fencing on the grounds that it was not durable enough and to repair or replace part of the fence could be costly in the long term. Members **agreed** that Euorguard/welded mesh panels were preferred. There were issues with the specification submitted by companies for the rabbit netting. After much consideration Members **agreed** to proceed with tender 5 subject further clarification on the rabbit netting and gates, with tender 6 as a reserve. **Action Office.**
9. **Parish council property and open spaces review**

Village Signs – Members **received** the Assistant Clerk's report and asked for further information, photographs and suggestions to be returned to the December agenda.

WDJO – Trees Members **received** the Assistant Clerk's report and **agreed** to purchase a further tree (Warner King). **Action Office.**

Impton Lane Open Space – Members **received** the Clerk's report but asked when the trees would be planted? They also **received** Cllr Smiths report regarding the condition of the area and **noted** his suggestion for a shop/café on this site, however they argued that this would not be viable, particularly as a popular shop situated off Tunbury Avenue had to close a couple of years ago as it could not sustain itself.
10. **2014/15 Budget**

Members **reviewed** the draft budget and made some minor alterations. Some items required further clarification. The budget will be finalised at the December meeting. **Action Office.**

Ceiling Insulation – It was **agreed** that Cllr Dengate would look at the loft area above the foyer to ascertain if insulated boards could be attached to the joists in the vaulted ceiling. **Action Cllr Dengate and Office.**

Replacement bar flo – Members approved the quotation from Cube plumbing and agreed for it to be replaced. The clerk will confirm whether it could come from this year's budget or the wear and tear reserve. **Action Office**

Replacement Fridge and under counter freezer – Members **received** and **noted** the Assistant Clerk's report and agreed to put a provision in the budget for £600.00. **Action Office.**

Porch Enclosure – Members **received** the Clerk's report and in principle **agreed** to put a sum into the budget for professional advice on the options that could be possible. This will be brought back to the December meeting and included in the budget. **Action Office.**

Replacement Crockery – The Assistant Clerk informed members that the hall's crockery has depleted through wear and tear and suggested that a new set is purchased. After considering three quotes members **agreed** to purchase a replacement set from Nisbets. This will come from this year's wear and tear reserve budget. **Action Office.**
11. **Review of Policies and Procedures**
 - 11.1 Use of Parish Council Land –Deferred until December meeting.
 - 11.2 Grounds Maintenance Contract – Members **received** and **agreed** the specification with minor amendments. This will be submitted for tender in due course. **Action Office.**
 - 11.3 Electrical/Safety Maintenance Contract – Members **received** and **agreed** the specification with minor amendments. This will be submitted for tender in due course. **Action Office.**
12. **Matters for information**
 - 12.1 Defibrillator Training - Members **received** and **noted** the Assistant Clerk's report.

12.2 WDJ0 Playground Signs – Members **noted** the signs had now been installed.

13. **Matters for Decision**

There were none.

14. **Date of Next Meeting.**

Tuesday 10 December, 2013 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 10.00pm

Signed as a correct record of the proceedings.

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

DRAFT