

**Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close,
Walderslade on Tuesday 16 April, 2013 at 7.30pm.**

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.

1. **Declarations of Interest and Lobbying**

There were none.

2. **Apologies and absence.**

None

3. **Minutes of Previous Meeting 12th February, 2013.**

The minutes of the meeting were **agreed**

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

4.1 Minute 2510/4.1 Tree maintenance and boundary treatment to Weaving Diamond Jubilee Orchard. Members **noted** the Clerk's report.

4.2 Minute 2510/4.2 Carbon Footprint/Insulation – Members **received** the clerk's report on ceiling insulation and **agreed** for quotes to be obtained from a contractor to be considered when setting next year's budget in October. Cllr Dengate requested that the quote should not include loose lay insulation as this can be problematic if additional work is required in the loft space. Members then considered the rest of the report and asked for the following points to be investigated.

1.5 Lighting of the outside of the Hall – To obtain costs for adding infra-red lighting on the CCTV cameras and explore the costs for PIR on the external lighting and potential costs for replacing existing lamps for low energy ones.

1.6 Car park lights – Members requested the office obtains advice and quotes for upgrading existing lights.

1.7 Hall heating – Members requested the office look at the costs for installing an auxiliary pump for the heating system that will enable all radiators to function at their full capacity. Another request was to look at the possibility of an enclosure at the front of the hall.

1.9 Water – Members requested further investigation and costs for collecting rainwater from the roof of the hall and recycling it back through the tank for flushing the toilets, known as 'grey' water.

Items under 4.2 are to be actioned by the office for consideration at the October meeting for 2014-15 budget.

4.3 Minute 2510/4.3 Caretaking at Beechen Hall – Members **noted** the Assistant Clerk's report that two new caretakers had been employed at Beechen Hall and had completed their training period and had settled in well.

4.4 Minute 2510/4.4 – Beech Tree in closed churchyard. Members **received** the report and **noted** that the office has yet to meet contractor on site to ascertain the cost for removing the dead branch. They **agreed** that this could be approved out of meeting between the Chair and Vice Chair. **Action office**

4.5 Minute 2510/5.2 – Yew Tree and damage to listed wall Boxley churchyard. An application has been submitted to MBC for permission to fell the tree. Members **agreed** for a quote to be obtained from the contractor dealing with the trees at Beechen Hall, which could be dealt with out of meeting between the Chair and Vice Chair. **Action office.**

4.6 Minute 2511/9 General budget Oiling of wooden seats. Members **noted** that this has been further delayed due to cold weather.

4.7 Minute 2511/9 Hall budget Xplair Fan. Members **noted** this had been cancelled due to the replacement cooker and installation of an extraction unit.

4.8 Minute 2512/11.2 Padded Seats Risk Assessment. Members **received** and **noted** the clerk's report and **agreed** to purchase fire retardant spray and protective clothing and for the chairs to be sprayed. **Action office /caretakers.**

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

5. **Induction Hearing Loop** – Members **received** the Clerk’s report and after much discussion agreed to form a working group comprising Cllr Vic Davies, Cllr Ivor Davies, Cllr Paul Dengate and Cllr Geoff Smith who will draw up a requirements list for this project and submit to the committee for approval. The Council will invite specialist companies to provide a demonstration and quotes. **Action working group/office.**
6. **Sandy Lane land** – Cllr Bob Hinder informed members that the working group were try to resolve the issue of storing the engineer’s materials whilst working at the site. The scouts hut has been deemed suitable and contact is being made via the office. It is anticipated that they should have answers by Thursday 18th April. Cllr Hinder thanked Medway Valley Countryside Partnership and John Brooks for their help with removing the big oak.

7. **Assistant Clerk’s Report.**

7.1 Hire fees were **received** and **Noted** for Feb/Mar with a comparison for the same period in the previous year

(Brackets indicate income over same period previous year).

	2012/2013	2011/2012
Casual	£1,869.00	(£2,281.09)
Regular	<u>£5,413.53</u>	<u>(£3,532.62)</u>
Total	£7,282.53	(£5,813.71)
Cumulative figures for		
Casual	£14,934.72	(£12,188.22)
Regular	<u>£23,231.92</u>	<u>(£18,844.34)</u>
Total	£38,166.64	(£31,032.56)

Cllr Bob Hinder requested the profit and loss report to be included on the June agenda.

8. **Replacement Cooker and Extraction Hood at Beechen Hall** – Members **received** and **noted** the Assistant Clerk’s report and initial estimates for replacing the cooker and installing an extraction unit. After some discussion it was decided that as there was one estimate missing and the two remaining quotes were not ‘like for like’ a new specification would be drawn up and sent to companies to enable the quotes to show the cost of a cooker, extraction unit, including installation, associated costs and time frame for the job. Members **agreed** to ask the Finance Committee to release funds for this project (approximately £7,500) from the contingency budget; Pre-planning advice has been sought from MBC and a decision if planning permission is required is still awaited. Members **agreed** for quotations to be circulated out of meeting through members of the committee for decision. It was also suggested that the Assistant Clerk should inform regular hirers of any disruption the installation may cause.
9. **Parish Council Annual Property Review**
- 9.1 **Cobbled Path across Boxley Green.** Members **received** two quotes for repairing the path and agreed one of them. A request to the finance committee for funds to be released from the contingency budget will be made at the next finance meeting. **Action Office.**
- 9.2 **Report on the condition of parish council open spaces** – Members **received** and **noted** the clerk’s report.
10. **2013/14 Budget**
Members considered the following projects and agreed the following:

General Budget

White Lining around the car park The Assistant Clerk provided a quote for this project which together with the purchase of paint can within the £300.00 budget. The contractor will be contacted to arrange a date to carry out the work. **Action office.**

Leaf Clearing – The Assistant Clerk gave a verbal report on the issues of clearing the leaves from Beechen Hall and then gave members a couple of options for clearing them over the course of the year. Members **agreed** both options were too prohibitive in cost. After discussion Cllr Ivor Davies suggested costs were obtained for hiring a leaf clearing machine so that these can be considered for 2013/14 budget. The current budget is for £100.00 and members suggested that a couple of compost bins are constructed using this budget. **Action Office**

Defibrillator – Members **received** the clerk’s report and **agreed** to purchase an automatic unit from St John’s Ambulance and **agreed** to the on-going costs which will be built into future years budgets. A request to the finance committee will be made to fund this purchase. **Action Office**

Utility Bills – Members **received** and **noted** the Clerk’s comments on the rise of future utility bills and that the original forecast budgets may be too conservative, in view of recent prolonged cold weather and additional usage of the hall. It was **agreed** that a request will be made to the Finance Committee to vire across contingency funds for any shortfall later in the year.

11. **Review of Policies and Procedures.**

11.1 Business Continuity Plan – Members received this document and Cllr Paul Dengate had some suggestions, however as the meeting had been extended by half an hour there would not be enough time to finish the agenda. Members therefore agreed to Cllr Dengate forwarding his comments to the Assistant Clerk and for it to be returned to the agenda in June for consideration..

11.2 Discounts for Children’s Clubs – Members **agreed** the Assistant Clerk’s recommendation of no change to this policy.

12. **Matters for Decision**

12.1 Displaying Dog Waste signs at WDJO. Cllrs Davies will replace existing signs which have been torn down with new self-adhesive ones at the orchard. **Noted**

13. **Matters for Information**

Members **noted** that a task day (Thursday 18 April, 2-4pm) organised by Mike Philips in conjunction with Cllr Harwood at WDJO to move scrub, logs and other useful wildlife habitat from a site that is about to be developed to the orchard .

14. **Date of Next Meeting.**

Tuesday 11th June, 2013 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 9.35pm

Signed as a correct record of the proceedings.

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