

**Minutes of the Estates Committee on Tuesday 11 August 2015 at Beechen Hall,  
Wildfell Close, Walderslade commencing at 7.30 pm**

Councillors present: Mr Vic Davies (Chairman), Mrs P Brooks, Mr P Dengate, Mr Ivor Davies and Mr P Sullivan, together with the Clerk.

**1. Declaration of Interest or Lobbying.**

Dispensation notification for item 5 Allotments received from Cllrs Vic Davies, Ivor Davies Dengate and Sullivan.

Cllr Vic Davies declared a pecuniary interest, being a Trustee, in item 12.1.

**2. Apologies and absence.**

Cllrs Hinder (family commitment), Smith and Spain (convalescing).

**3. Minutes of Previous Meeting 9 June 2015.**

The minutes of the meetings were **agreed** and **signed** as a true record.

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

**4. Matters Arising From Previous Minutes**

4.1 Minute 2767/4.1 Kestrel nesting box and insect houses at allotments. Work to erect Kestrel boxes has been put on hold whilst the vermin issue is sorted out. **Noted.**

4.2 Minute 2767/4.2 WWG additional storage at Beechen Hall. Ground preparation for the installation of the unit has been completed and the unit is being installed on Friday 14 August. **Noted.**

4.3 Minute 2767/4.3 St Pauls Scout Water bill. South East Water is investigating and an update is awaited from the Scouts. **Noted.**

4.4 Any other matters arising from the minutes, not on the agenda. None.

**5. Dove Hill Allotments**

5.1 Cllr Bob Hinder's Allotment report was **received** and **noted**. The theft of produce from the allotments was considered deplorable. The Clerk was asked to arrange for a plumber to mend the leaking tap. **Action: Clerk.** The Chairman notified members that he was dealing with the toilet leak issue and it was **agreed** that the installation of ventilation would be investigated. **Action: Chairman and working group.**

5.2 Vermin control. The tenders were considered and Cllr Dengate proposed, seconded by Cllr Ivor Davies that **the tender from Pest Purge be accepted and that the company also be asked to deal with the rabbits. Agreed.** It was **noted** that the company would accept payment in stages and that there would be an on-going cost for visits to keep the vermin down to an acceptable level and budget provision will be made. The Clerk to liaise with the company about warning signs and the fact that some tenants have already put down some rat poison. Funding to come from the remaining allotment budget and if possible underspent grounds maintenance budget. **Action: Clerk & draft budget.**

Members' asked for a review of the allotment rules and regulations and the rent for plots. **Action: Agenda item and briefing.**

**6. Weaving Diamond Jubilee Orchard**

6.1 Bat walk with a moth trapping night report. **Received** and **noted.**

6.2 WDJO Annual Playground Inspection. **Agreed** the RoSPA report would be supplied to the members when it was received.

6.3 Painting of railings at the play area. The report on the condition of the railings and the anticipated cost of painting was received. **Agreed** this would be considered for next year's budget. **Action: Clerk & draft budget.**

## 7. **Boxley Village Green South and North Walls.**

The report on the site visit and planned work was **received** and **noted**. Having previously agreed the budget for the work members' **ratified** the decision to employ Goodsell's to undertake the work as outlined within the report. The Clerk confirmed that the grounds maintenance schedule would be amended to ensure no regrowth of ivy on the North, East or South walls. **Action: Clerk & draft budget.**

## 8. **Boxley Burial Ground and Closed Churchyard**

8.1 Burial Ground Regulations. Members' **received** and **noted** the report concerning the number of vacant plots and the predicted length of time that remained before the burial ground was full. After discussion it was **agreed** that the Parochial Church Council would be approached and briefed on the parish council's wish to amend the eligibility rules for internment at its burial ground. Members identified:

- After the current area was full (currently there are 4 vacant plots) no new burial plots will be released for Greek Orthodox internments unless that person lived within the Boxley Civil Parish boundary. Internments will be allowed in current graves.
- The parish council will consider applications for internment for a previous resident of Boxley Civil Parish if they were a resident of the parish for 40 years but due to infirmity etc. had to move outside of the boundary into 'care' (home or family residence). The power to decide on an application is delegated to the Clerk with a right of appeal to the Chairman and Vice Chairman of the Estates Committee.
- The parish council will consider applications for internment for members of St Mary and All Saints Church, who live outside of the Boxley Civil Parish boundary, if they have been a regular attendee at the church for 30 years.
- A new higher cost for the internment of any person not a resident within the Boxley Civil Parish boundary will be put in place. Clerk to investigate what other burial organisations charge for non-residents.

The response from the PCC to be reported back to the Estates Committee. **Action: Clerk.**

8.2 Listed Tombs St Mary All Saints Graveyard. Members' **received** and **noted** the report concerning the deterioration of the listed tombs. It was recognised that without intervention the Church or parish council would at some point, for public safety reasons, have to isolate the tombs and this would have ascetic and cost implications. The Clerk confirmed that the tombs were not owned by the Church or the parish council however there were Duty of Care implications for both organisations.

After discussion it was **agreed** that the Clerk would contact the Parochial Church Council to discuss the issue. The Clerk to investigate: the legal implications of repairing or not repairing a listed tomb; possible logistics of attempting to trace owners of the tombs; Church and Dioceses position/views; potential funding etc.

**Action: Clerk.**

## 9. **Matters for Information**

There were none.

## 10. **Clerk's Report**

- 10.1 Hire fees income. **Received** and **noted**.
- 10.2 Account balance as at 31 July 2015. **Received** and **noted**
- 10.3 Income and Expenditure report. **Received** and **noted**.
- 10.4 1 Year Business Saver Bond. **Noted** confirmation of the opening of the account had been received and a cheque for the £40,000 investment is organised.
- 10.5 Accident Report. None to report.
- 10.6 Personal Licence Beechen Hall. The Clerk's report that recent changes meant that Personal Licence's no longer needed renewing was **received**. It was **agreed** the parish clerk would retain her Personal Licence and the parish council would pay for an updated version at a cost of £10.50. **Action: Clerk.**

- 10.7 MBC Draft Licencing Policy, Designated Premises Supervisor. After consideration members' **agreed** to notify the Environment Committee that it would support the proposed change to the section *Application to vary premises licence at community premises to remove the mandatory requirement for a dps*. **Action office.**
- 10.8 Free WIFI Beechen Hall. After discussion members' **agreed** proposed by Cllr Dengate seconded by Cllr Ivor Davies that **a maximum of £800 will be released to progress the project to supply free Wi-Fi at the hall. The work and equipment to be as detailed in the report.** Members **agreed** that casual hirers will be provided with a password that is to be changed monthly. The office to investigate whether regular hirers could be provided with a password that would be changed less frequently. Funding to be provided from the Contingency Budget with future running costs to be incorporated into the yearly budgets. **Action: Clerk & draft budget.**
- 10.9 Annual Competency Review. The report on the efficiency and effectiveness of the committee was **received** and **noted**. The Clerk was thanked for her work and members' welcomed the positive report.
- 10.10 Outside sheds and rubbish compound. The improvement to the outlook of the areas was **noted** and members' asked their thanks to the caretaker be **minuted**.
- 10.11 Beechen Hall Wedding Brochure. Members' welcomed the leaflet and the positive contribution made by the Work Experience Students placed at the office. It was suggested that the leaflet be marked as copyright to Boxley Parish Council.

#### 11. Beechen Hall Extension

Members' considered the Fee Proposal received from Building Design Studio. Discussion took place on the advantages of employing a professional company and the need to advance the project to a stage where the working group could advise the committee on the potential cost and advantages of having an extension to the committee room. It was **noted** that the existing entrance doors of the hall would soon need replacing and this work could be part of the extension work.

After discussion on the cost of the various stages outlined in the Fee Proposal it was **agreed** to advance the project to a stage whereby the committee could be provided with the information it needed concerning feasibility and rough costs. Cllr Ivor Davies proposed seconded by Cllr Dengate that **Building Design Studio is employed to produce Work Stage A and Work Stage B at a cost of £1,600. Agreed.** The cost of the work to be allocated from the Beechen Hall Contingency Fund. Cllr Dengate asked that the parish council ensure that it got copyright of the plans and that they were provided in electronic and paper form. **Action: office.**

The Chairman having declared a pecuniary interest left the meeting for the duration of the next item. As the vice chairman of the committee was not present Cllr Ivor Davies took on the role of Chairman for the item.

#### 12. Village Hall Grants

- 12.1 Grant towards Defibrillator GGVH. Cllr Ivor Davies proposed from the chair that **the £500 grant requested by Grove Green Village Hall is awarded. Agreed.**

#### 13. Policies and Procedures

13.1 Housekeeping policy reviews. Beechen Hall Fire Risk, **noted** this policy had been reviewed by the office and is still fit for purpose.

13.2 Business Continuity Plan (review). Members' welcomed the new design and additional content of the document. Various amendments and suggests were made including an expansion of the document with reference to gas, electrical or flooding incidences. **Action: Clerk.**

As it was 9.30 pm the Chairman exercised his right to extend the meeting for up to a further 30 minutes.

13.3 Risk Management Assessment Drink & Public Licence. Members' agreed the Clerk's suggestion that a second Personal Licence Holder was not required for the hall. The risk management assessment to be updated. **Action: Clerk.**

**14. Matters for Decision**

There were none.

**15. Budget Projects 2015/16**

15.1 Noticeboard at Beechen Hall. With some adjustments to the order of the wording members' **agreed** the design with the internal wording  
Boxley Parish Office and Community Hall

Venue for hire.

15.2 Interpretation Board Impton Lane. Members' **approved** the content of the panel and the suggested design, along the lines of the interpretation boards at Weaving Diamond Jubilee Orchard. The Clerk was asked to progress its production and installation.

**16. Date of Next Meeting.**

Tuesday 13 October, 2015 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 9.44 pm

Signed as a correct record of the proceedings.

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