

Minutes of the Estates Committee on Tuesday 12 April 2016 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.41 pm

Councillors present: Mr Vic Davies (Chairman), Mrs P Brooks, Mr Ivor Davies, Mr P Dengate, Mr B Hinder and Mr P Sullivan together with the Clerk (until 8.28pm) and Assistant Clerk.

1. Declaration of Interest or Lobbying.

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

2. Apologies and absence.

Cllr Smith (absent) Cllr Spain (convalescing) and Cllr Clarke (absent).

3. Minutes of Previous Meeting 9 February 2016.

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

The Chairman requested that Item 10 Beechen Hall Extension was brought forward and taken at this point to enable the Clerk as RFO to answer any questions.

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

4. Matters Arising From Previous Minutes

4.1 Minute 2825/4.2 Listed Tombs St Mary All Saints Graveyard. The Parochial Church Council would like to work with the Parish Council and the Clerk is investigating external funding and the legal requirements. The Assistant Clerk confirmed this information would be available at the June meeting. **Noted.**

4.2 Minute 2825/7.1 Burial Ground Internments (change to regulations) Cllr Hollands apologised for the delay and has confirmed that these would be presented at the next PCC meeting on 17 May and a response will be sent in time for the next meeting. **Noted.**

4.3 Any other matters arising from the minutes, not on the agenda.

5. Dove Hill Allotments

5.1 Cllr Bob Hinder's Allotment report was **received** and **noted**. Cllr Hinder added that the water board had been at the site to repair a leak from the Scouts water source. It appeared they had turned off the wrong water tap however all had now been resolved. Cllr Hinder requested that the Kestrel boxes are moved from the FOBW shed to the allotments for installation. It was suggested that KWT is contacted to confirm where they are placed and how high and to check with Pest Purge the bait that is used is non-toxic. It was also reported that a tree from the woodland adjacent to the site had fallen across the path at the entrance. This was removed but it was suggested that an email is sent to MBC to raise concern about the damage that could potentially happen especially to parked cars belonging to allotment holders.

Cllr Spain and her husband asked if they could donate an annual challenge cup for the best attended allotment. Members **agreed** this was a good idea and could be presented on 21 August as this would coincide with the time of year of the official opening of the allotments in 2014. Members requested that the day should resemble the opening with a bbq, presentation of the challenge cup and asked whether Andy Garland presenter of Radio Kent's Sunday Gardening programme could be approached to do the judging and presentation as he officially opened the allotments in 2014. Members also suggested that the Mayor of Maidstone was also invited. **Action office.**

5.2 Pest Purge report – was **received** and **noted**. Cllr Dengate confirmed he had evidence of a rodent near his plot and wondered if Pest Purge should place a bait box there. **Action Office/Pest Purge.**

5.3 Beehive Suggestion – Members **received** and **noted** the request to amend the rules and regulations to allow a beehive to be placed at the allotment. Members **agreed** to give dispensation to an allotment holder if he is an experienced bee keeper and **agreed** to change conditions to this effect. **Action office.**

6. **Weaving Diamond Jubilee Orchard/Weaving Street .**

6.1 Safety Barrier –Ratified the Clerk’s decision after consultation with members to award First Highways Ltd, the contract for installing the safety barrier. Members have become concerned with the length of time this is taking and has asked that a deadline for installation of 30 April 2016 is given to First Highways. **Action office.**

7. **Installation of Beechen Hall Noticeboard & Interpretation Board at Impton Lane –**

Members **received** and **noted** the Clerk’s update that as there hasn’t been a response to emails the matter has been escalated to a senior member at KCC however there has not been a response to report back.

8. **Matters for Information**

There were none.

9. **Clerk’s Report**

9.1 Hire fees income. **Received** and **noted**.

9.2 Account balance as at 31 March 2016. **Received** and **noted**

9.3 Income and Expenditure report. **Received** and **noted**.

9.4 Accident Report. No Accidents to report **Noted**.

10. **Beechen Hall Extension**

As some members had not seen the full report it was **agreed** that the decision regarding recommendation would be considered at the June meeting. Members were asked to forward any questions to the Clerk/Assistant Clerk by 30th April. **Action Councillors.**

Cllr Dengate provided an explanation for the costs worksheet to allow members to ask any questions at the meeting. A few anomalies were identified which, it was agreed, would be amended and a new worksheet submitted to members. The Clerk was also asked to gather information on a works loan for members to consider. **Action Clerk/Assistant Clerk.**

11. **Policies and Procedures**

11.1 Staff pay rise and any need to amend hours. Members **received** the Clerk’s report and requested that this item is brought back to the June meeting showing varying buffer zones for consideration. **Action Clerk.**

11.2 Staff discount for hiring Beechen Hall. Members **received** the Assistant Clerk’s report and **agreed** to a new policy offering Staff a 15% discount on the cost of hiring Beechen Hall. This motion was proposed by Cllr Dengate, seconded by Cllr Bob Hinder with 5 in favour and 1 abstention.

12. **Matters for Decision**

Hire discount for a fundraising event at Beechen Hall. Members **received** and considered this request and in this instance Members **agreed** not to reduce the cost of hiring the hall but to give a donation of £25.00 to the hirer’s charity the event was in aid of. Rather than setting a policy for an agreed discount for such events, members asked that each request is considered on its own merit.

13. **Date of Next Meeting.**

Tuesday 14 June, 2016 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m. Items for the agenda to be received no later than Friday 3 June, 2016.

Meeting closed at 9.15 pm

Signed as a correct record of the proceedings.

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