

**Minutes of the Estates Committee on Tuesday 14 June 2016 at Beechen Hall,
Wildfell Close, Walderslade commencing at 7.37 pm**

Councillors present: Mr Vic Davies (Chairman), Ms L Clarke, Mr Ivor Davies (arrived 7.50pm), Mr P Dengate, Mr M Radcliffe-Godfrey and Mr P Sullivan together with the Assistant Clerk.

1. Declaration of Interest or Lobbying.

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

2. Apologies and absence.

Cllr B Hinder (previous engagement),

3. Minutes of Previous Meeting 12 April 2016.

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 2842/4.1 Listed Tombs St Mary All Saints Graveyard. The Parochial Church Council have indicated they would like to work with the Parish Council and the Clerk is investigating external funding and the legal requirements. The Assistant Clerk confirmed she had recently attended a health and safety course and will undertake an informal survey, risk assessments and photographs of individual tombs and will present this information to the committee when it is complete.

Noted.

4.2 Minute 2842/4.2 Burial Ground Internments (change to regulations) Members were informed that the Church had requested a meeting which would take place on Wednesday 15 June to clarify some minor details an update will be provided at the next meeting. **Noted.**

4.3 Minute 2825/4.3 Kestrel Nesting boxes. Members **received** the Clerk's report detailing the locations for the boxes as recommended by Medway Countryside Partnership. After consideration members **agreed** that the suggested site at Beechen Hall posed issues with underground cables and was happy for a flat area within the woodlands to be identified and a box installed with the help of WWG. They **agreed** to a box being located at the rear of WDJO and one by the perimeter fence to the rear of the allotments. Member also **agreed** that the spare box would be ideal for Weaving Heath but as the parish council is not responsible for this area that MBC is approached. **Action office.**

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

5. Dove Hill Allotments

5.1 Cllr Bob Hinder's Allotment report. As Cllr Hinder was not present at the meeting the report was not available.

5.2 Pest Purge report – was **received** and **noted**. Cllr Dengate asked if Pest Purge could advise on eradicating moles as there appears to be an increase in holes at the site. **Action Office/Pest Purge.**

5.3 Allotment Fees Review – Members **received** and considered the allotment fee comparison chart and **agreed** to keep them at their present rate for another year.

5.4 Allotment Working Group. **Agreed** Cllr Lynn Clarke to join the working group.

5.5 Annual Presentation of Challenge Cup, Sunday 14 August. Members **received** the Assistant Clerk's report informing them that invitations had been submitted to Andy Garland, BBC Radio Kent's Sunday Gardening, Mayor of Maidstone, Derek Butler and Bob and Ann Spain to help judge and present the challenge cup. It was agreed that the presentation will be between 12-2.30pm. It was **agreed** that there would be runners up and each would receive a rosette including the winner. The chairman

asked that an email is sent to all allotment holders to try and gauge attendance levels. A further working group meeting will be scheduled in July to finalise details.
Action office/AWG.

6. Burial Ground.

6.1 Damaged Headstone – Members **received** and **noted** the Clerk's report. A quote has been received from the stone masons and Landscape Services have been informed. **Action office/Landscape Services.**

6.2 Burial Plots – Members **received** the Clerk's report to consider the implications of continuing to use row L for future burials before utilising the remaining plots in the burial ground. A site visit has confirmed that row L tapers to the end and there are overhanging branches, possible large tree roots and a neighbouring bank which would need work carried out before being utilised. After consideration members **agreed** that the other available plots should be used before this row. **Action Clerk/Boxley PCC.**

7. Installation of Beechen Hall Noticeboard

Members received and noted the update. After discussion it appeared that there has been a misunderstanding with the location of the noticeboard and members have now requested that this is sited where the current banner is, an application will be made to MBC/KCC for permission and a new quote will be sought. **Action office.**

8. Matters for Information

There were none.

9. Clerk's Report

9.1 Hire fees income. **Received** and **noted**. Cllr Dengate congratulated staff for the marketing and maintenance of the hall.

9.2 Loss of Regular Hirer. Members **received** the Assistant Clerks report and were saddened to hear that Age Concern could no longer sustain the Friday session, but understood their decision. Cllr Dengate suggested that until new hirers are found that this time could be allocated to cleaning the hall and carrying out any outstanding maintenance jobs. **Action office/caretakers.**

9.3 Account balance as at 31 May 2016. **Received** and **noted**.

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

9.5 Accident Report. Members **received** and **noted** the incident which occurred on 26 April 2016.

10. Beechen Hall Extension

Members **received** and **noted** the updated costings analysis. For the benefit of Cllr Matthew Radcliffe-Godfrey, the chairman and Cllr Dengate gave a brief history and explained the costings. After a brief discussion it was proposed from the Chair that a recommendation is submitted to the Finance & General Purposes Committee to consider the financial aspect for the extension. There were 5 in favour of the proposal with 1 abstention. A full report will be presented at the July meeting for F & GP committee. **Action Clerk/Assistant Clerk.**

11. Policies and Procedures

11.1 Staff pay rise and any need to amend hours. Members **received** the varying buffer zone options and agreed to award a 5% buffer zone for caretakers and a 3% buffer zone for the litter picker with both being backdated to 1 April 2016.
Action Clerk.

11.2 Village/Community Hall Grants Procedure/Policy. **Agreed no change.**

11.3 Review Training needs. The Assistant Clerk confirmed that she had attended a Health & safety course which was very informative and confirmed that the practices and procedures the parish council has in place are correct. The Clerk will be attending the same course on 16 June. It was **agreed** that safety inspections at WDJO would be reviewed as to frequency they are carried out and

the completion of the forms will be done on-line through cloud sharing. **Action office/Cllrs Vic Davies and Sullivan.**

12. Matters for Decision

12.1 Box Trees, Boxley Green – Cllr Clarke has inspected the box trees by the green and indicated that they are looking stressed and could be suffering with suspected box blight. Members carefully considered this fact and regrettably agreed to them being removed. Cllr Clarke confirmed that the Boxley Society would be willing to remove the trees. They also asked if they could keep the weeds under control on the green. Members requested that the Clerk makes this decision under health and safety. **Action Clerk/Cllr Clarke/Boxley Society.**

12.2 Boxley Village Sign – Cllr Clarke informed members that a resident in Boxley had an ornate wrought iron frame which would fit around the Boxley sign on the green. Members **agreed** in principle to the suggestion, however they stipulated that the office would need to see it, to make sure that it would fit and that it is in keeping with the area. Cllr Vic Davies suggested taking photos of both the sign and frame and sending them to him and his wife Marion would be able to Photoshop them together to enable members to see what the finished product might look like. This would be circulated to members out of meeting. **Action Cllrs Clarke/Vic Davies and office.**

13. **Noticeboard at Fox & Goose** – Members received a report on the deterioration of the noticeboard doors and agreed for the office to source an alternative material as a replacement.

14. **Casual Hirers at Beechen Hall** – Members were notified of recent compliments from casual hirers viewing the hall about how impressed they were with the cleanliness, decoration and the facilities at Beechen Hall.

15. **HSBC Bank** – Members were notified that HSBC in Walderslade will be closing with effect from 22 July 2016. In the interim period the Parish Council will run a short term system whereby any cash received will be paid in the Cooperative/Post Office account. Adjustments will be made to the balancing payment which takes place every two months. The office is investigating the costs for using a cash card machine and the implications to the Hall. This information will be provided to the committee out of meeting. **Action office.**

16. Date of Next Meeting.

Tuesday 9 August, 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 5 August, 2016.

Meeting closed at 9.10 pm

Signed as a correct record of the proceedings.

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