

**Minutes of the Estates Committee on Tuesday 9 August 2016 at Beechen Hall,
Wildfell Close, Walderslade commencing at 7.30 pm**

Councillors present: Mr Vic Davies (Chairman), Ms L Clarke, Mr Ivor Davies, Mr P Dengate, Mr B Hinder, Mr M Radcliffe-Godfrey and Mr P Sullivan together with the Clerk and Cllr Hollands (visiting, left after item 9.4).

1. Declaration of Interest or Lobbying

Cllrs Clarke, Ivor Davies, Dengate, Hinder and Sullivan declared that they had dispensation to vote on Dove Hill Allotments items.

2. Apologies and absence

None as all members were present.

3. Minutes of Previous Meeting 14 June 2016.

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

As no members of the public were present the meeting was not adjourned. Cllr Hollands asked permission to speak at item 6, **granted**.

4. Matters Arising From Previous Minutes

4.1 Minute 2886/4.3 Kestrel Nesting Boxes. Members received notification that the project will be progressed when the decision from MBC, regarding placement of a kestrel box on Weaving Heath, was received. **Noted. Action office.**

4.2 Minute 2887/6.1 Damaged headstone. The stone mason now reports that the headstone is not repairable and would need replacing. The Clerk is liaising with the family and Kent Landscape Services. **Noted. Action Clerk.**

4.3 Minute 2887/11.3 WJJO safety review records, use of cloud. The parish office will action. **Noted. Action office.**

4.4 Minute 2888/12.1 Weed control at Boxley Village Green. Cllr Clarke notified members that the grassed area had recently been cut so there was no need for weed control. The Boxley Society were discussing other issues. **Noted.**

4.5 Minute 2888/12.2 Boxley Village Sign. Awaiting information from Cllrs Vic Davies and Clarke. **Noted. Action Cllr Clarke & Cllr Vic Davies.**

4.6 Minute 2888/13 Noticeboard at the Fox & Goose. It was not possible to change the polycarbonate glass however the outer clouded layer was chemically removed leaving clear polycarbonate. The Clerk was asked to check other noticeboards which might need similar treatment. **Noted. Action office.**

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

5 Dove Hill Allotments

5.1 Cllr Bob Hinder's Allotment report. No report was submitted as the issues were being raised the following items.

5.2 Pest Purge report. **Received and noted.**

5.3 Moles report. **Received and noted.** After lengthy discussion members decided (one abstention) **no further action** but keep it under review.

5.4 Pestpurge contract. Members felt that they were receiving an excellent service from Pestpurge and it was **unanimously agreed that the contract be extended. Action office.**

5.5 Annual Presentation of Challenge Cup Sunday 14 August 2016, summary **received and noted.** Cllr Ivor Davies asked that the notes of the meeting be amended to show who had been present. **Action office.**

5.6 Agreed responsibilities for undertaking preparatory work, refreshments and the set up on the day. **Received and noted.**

6 Burial Ground Internments and Rules and Regulations

6.1 Internments. The response from the Parochial Church Council was **received and noted.** Cllr Hollands in his role as Chairman of the Parochial Church Council made

comments on a number of issues. After discussion on the current criteria for interment in Boxley Parish Council Burial Ground members **agreed** that these should be

- Boxley Parish Council residents who lived within the parish boundary at the time of death.
- Boxley residents who had lived in the civil parish for more than 10 years but have recently been living outside the boundary for no more than five years, e.g. due to ill-health, will be considered for burial in the Parish Council Burial Ground.
- Non-Boxley Parish Council residents will be considered for burial in the Parish Council Burial Ground if they had regularly attended services, including Greek Orthodox services, at St Mary and all Saints and St John's, Grove Green churches. Regular attendance was agreed as twice a month in the immediately preceding 10 years. The Clerk was asked to liaise with the church to identify an administrative procedure by which they can record attendance. **Action Clerk & Cllr Hollands.**
- Non-Boxley (civic) parish residents who have attended the church for the required 10 years but have ceased to attend, e.g. due to ill-health, in the last 5 years, will be considered for burial in the Parish Council Burial Ground.
- A child will be deemed to qualify for burial only if the parent/guardian qualifies under the above.
- The Parish Clerk after consultation with the incumbent or their representative has delegated power to make the decision on any such applications.

6.2 Fees. After discussion members agreed.

- An increase in the burial plot fees, proposed by Cllr Clarke seconded by Cllr Dengate, from £274 to £350. **Agreed.**
- An increase in the burial of ashes fees, proposed by Cllr Clarke seconded by Cllr Dengate, from £111 to £150. **Agreed.**
- An increase in the erection of a headstone fee, proposed by Cllr Hinder seconded by Cllr Ivor Davies, from £116 to £150. **Agreed.**
- A surcharge of 50% to the above fees will apply where the deceased was resident outside the parish civil boundary at the time of death. Proposed by Cllr Ivor Davies seconded by Cllr Dengate. **Agreed.**

6.3 Rules and Regulations. The rules and regulations, with the changes identified at item 6.1 and with a few minor adjustments to grammar etc. were **agreed.**

7 Installation of Beechen Hall Noticeboard

Members **agreed** that planning permission would be sought to erect a sign board at the junction of Wildfell Close and Walderslade Woods Road. **Action Assistant Clerk.**

8 MBC Play area removal and refurbishment

Briefing report **received** and **noted.** The issue is to be returned to the agenda as the situation develops. **Action office.**

9. Matters for Information

- 9.1 Budget 2017/2018. Members were reminded that they need to inform the office of any projects they wish to be considered, deadline October meeting. **Noted. Action councillors.**
- 9.2 Grants. Members were informed that two grants were recently awarded by F & GPC for Village Halls totalling £1264.00. **Noted.**
- 9.3 Compliments. Since the last meeting the parish office has received compliments from hirers of the hall, the facilities and helpfulness of caretaking and office staff

have all been commented on. Hirers have also placed photographs onto the Beechen Hall Facebook page. **Noted.**

- 9.4 WDJO Play Area RoSPA Inspection report. Members received a summary of the report which stated that the overall risk rating for the play area is **LOW**. Some minor maintenance was identified and this will be dealt with by the working group. **Action WDJO working group.**

A five minute comfort break was taken (8.55 – 9.00).

10. Assistant Clerk's Report

- 10.1 Hire fees income report. **Received** and **noted**.
 10.2 Account balances. **Received** and **noted**.
 10.3 Income and Expenditure report. **Received** and **noted**.
 10.4 Accident Report. No accidents or incidences have been reported. **Noted.**

11. Beechen Hall Extension

The F&GPC will meet on 15 August to consider releasing funds for this project. **Noted.**

12. Replacement Ceiling Lights

Members **noted** that the project have been completed.

13. Beechen Hall Car Park Lights

An update on the project and the need for clarification on the design of the lights was **received** and **noted**. Cllr Radcliffe-Godfrey offered to liaise with the office concerning the design of the lights. **Action Cllr Radcliffe-Godfrey & office.**

14. Policies and Procedures

- 14.1 Clerk's delegated power Dove Hill Allotments (NEW). **Agreed.**
 14.2 Risk Assessments for hall (Fire, Drink and Public Licence). The Clerk's opinion that the documents were still fit for purpose was **received** and **noted**.
 14.3 Annual look at hall. Prior to the meeting members undertook a tour of the hall pointing out a few issues that they wish to see addressed, including replacement caps for the radiators and some minor maintenance.
 14.4 Annual competency review. **Received** and **noted**.
 14.5 WDJO Playground Inspection rota report. **Received** and **noted**. An amendment to the rota so that in the summer formal checks are undertaken every two weeks with an informal weekly check. In Winter the formal checks will be undertaken every four weeks with informal checks undertaken weekly. **Approved.**

15. Matters for Decision

There were none.

16. Date of Next Meeting.

Tuesday 11 October 2016 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 9.05 pm

Signed as a correct record of the proceedings.

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