

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

Councillors present: Mr Vic Davies (Chairman), Mr Ivor Davies, Mr P Dengate, Mr B Hinder and Mr P Sullivan together with the Assistant Clerk & Ms Lynn Clarke.

The Chairman opened the meeting and gave a warm welcome to newly co-opted councillor Ms Lynn Clarke.

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) and Cllrs Spain and Brooks (convalescing).

3. Minutes of Previous Meeting 11 December 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 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 that this would be brought back to April's meeting for decision. **Action Assistant Clerk.**

4.2 Minute 2825/7.1 Burial Ground Internments (change to regulations) **Noted** an update has been requested from Mr Hollands, Chairman Boxley PCC and assurances have been received that it will be with members soon. **Noted.**

4.3 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**.

5.2 Pest Purge report – was **received** and **noted**.

5.3 Review of Allotment Rules and Regulations – Cllr Bob Hinder provided a couple of amendments. It was agreed that the amended version would be sent to plot holders together with a reminder of the following points:

- Strimming of pathways between plots.
- Conservation of water through water butts and installing guttering on any erected sheds.
- Disappearance of pegs and plot numbers.

Cllr Bob Hinder also explained that he had 70 bean sticks which are available to plot holders and can be collected by contacting him on his mobile. **Action Assistant Clerk.**

6. Weaving Diamond Jubilee Orchard/Weaving Street .

6.1 Safety Barrier – Members unanimously agreed to proceed with the safety barrier and **received** two quotations, and after discussion members requested that a third quote is sourced. Members also requested that the successful company has sufficient public liability insurance required to carry out this type of work. They also requested that it was the responsibility of the company to check that there are no utilities/cables running under the area. It was **agreed** that quotations would be circulated to members for decision out of meeting. **Action Assistant Clerk.**

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

Lane – Members **agreed** not to proceed with the Interpretation Board at Impton Lane. They **received** the costs for proceeding with the noticeboard at Beechen Hall including the possible fee from KCC. The Assistant Clerk informed them that a request for a

quotation had been submitted to a local company and would compare this to original quote and feed back to the committee via email. She also confirmed that the quotation together with the fee from KCC was within budget. **Action office.**

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 January 2016. **Received** and **noted**

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

9.4 Accident Report. Members **received** and **noted** a verbal report of an accident that occurred in the office.

10. Beechen Hall Extension

Members' **received** the Assistant-Clerk's update. Cllr Dengate explained to members that he had produced an analysis based on hire information provided by the Assistant Clerk for the last 3 years. This enabled him to look at the cost of the extension and the return on the investment and compare that to the return, if the money had been left in a bond or savings account. Further information is required from the Assistant-Clerk and RFO and it was agreed that this would be with the working group by the end of February and ready to be presented to the committee for consideration at the April meeting. **Action office/working group.**

11. Policies and Procedures

11.1 Review of policies and procedure calendar 2016/17. **Reviewed** and **amended**.

11.2 Terms of Reference. **Reviewed** and **amended**.

11.3 Housekeeping policy reviews. Sharps policy, Disposal of hazardous material, hot water boiler risk assessment. Still fit for purpose **Noted**.

12. Matters for Decision

There were none.

13. Date of Next Meeting.

Tuesday 12 April, 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 1 April, 2016.

Meeting closed at 8.45 pm

Signed as a correct record of the proceedings.

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