

**Minutes of the Estates Committee on Tuesday 10 October 2017 at Beechen Hall,  
Wildfell Close, Walderslade commencing at 7.30 pm**

Councillors present: Mr Vic Davies (Chairman), Mrs L Clarke, Mr Ivor Davies, Mr Bob Hinder and Mr P Sullivan together with the Assistant Clerk.

The meeting started with an inspection of the parish hall and office.

**1. Declaration of Interest or Lobbying**

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

**2. Apologies and absence**

**3. Minutes of Previous Meeting 8 August 2017**

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

As no members of the public were in attendance the meeting was not adjourned.

**4. Matters Arising from Previous Minutes**

- 4.1 Minute 3016/4.1 Damaged headstone. Insurance claim made to KCC. **Noted.**
- 4.2 Minute 3016/4.3 Additional lighting for entrance gate area at Beechen Hall. Members **received** the Assistant Clerk's report and **agreed** no further action on installing a light in this area. Members agreed to wait until the extension on the committee room is completed as further cameras will be required and an upgrade to the system can be considered at the same time.
- 4.3 Minute 3016/4.4 Beechen Hall Floor. **Noted**, the work will be carried out between Christmas and New Year.
- 4.4 Minute 3016/4.5 Use of Beechen Hall Car Park by Spire Alexandra Hospital. Still awaiting a response. **Noted.**
- 4.6 Minute 3018/11.2 Tree Pruning at the orchard. Cllrs Vic Davies and Sullivan confirmed they had attended a pruning course at the orchard and felt confident to carry out this work on an annual basis. They also confirmed they would be submitting a request for equipment and would update the tree plan for this area. **Action Cllrs Vic Davies & Sullivan.**
- 4.7 Minute 3018/13.1 Boxley Village Noticeboard. This had been delivered to the office and will be installed shortly. **Noted. Action office.**
- 4.8 Minute 3018/9.6 Gas & Electricity usage at Beechen Hall – Deferred to December meeting. **Noted.**

**5. Dove Hill Allotments**

- 5.1 Cllr Bob Hinder's Allotment Report Cllr Hinder notified members that he had seen a large rabbit within the site and when trying to corner it with another plot holder he saw the rabbit escape through the fence along the perimeter. He has requested that Pest Purge are informed. Prizes for the best allotment were due to be awarded at the October PC meeting but due to unavailability of two of the plot holders this is now taking place at the December PC meeting. Cllr Hinder also stated that bottom gate needs adjusting again and will action this on his next visit to the allotments. It was reported that a dog has been seen at the allotments unleashed, a request for an email to plot holders reminding them dogs should be kept on a lead was made by Cllr Ivor Davies. **Action office.**
- 5.2 Pest Purge Report –**Received** and **noted.**
- 5.3 Allotment Water Bill. Members **received** the Assistant Clerk's report and agreed to monitor the use of water for the coming months and carry out regular meter readings to make sure there isn't any sign of a leak. The water has now been turned off for the winter period. **Action Cllrs Vic Davies/office.**

5.4 Dove Hill Allotment Rules and Regulations. Members **agreed** to adding the following rule (under conduct) to the rules and regulations: 'Unless authorised by the Parish Council, the use of air-rifles and firearms are prohibited on any part of the allotment site'. Members also looked at the other rules within this section and made a few minor changes, but asked for the full set of rules and regulations to be brought back to the December meeting for reviewing. They also requested that once reviewed that a copy is placed on the Parish Council website. **Action office.**

## 6. **Boxley War Memorial**

The Clerk's report was **received** and **noted**. After discussion members **agreed** in principal for the cost of the names to be added to the war memorial and for this work to be carried out by no later than June 2018. Action: **Clerk.**

## 7. **Matters for Information**

7.1 VAT Issues. Members **received** and **noted** the response from HMRC.

## 8. **Assistant Clerk's Report**

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

8.2 Account and Investment Bond balances. **Received** and **noted**.

8.3 Income and Expenditure. **Received** and **noted**. The Assistant Clerk to investigate the expenditure shown under code 4040 and an explanation is to be sent to members. **Action: Assistant Clerk.**

8.4 Accident Report. No accidents had been reported since the previous meeting. **Noted.**

8.5 Gas and Electricity usage. Cllr Dengate Deferred to December as Cllr Dengate was not present. **Action Office.**

## 9. **Beechen Hall Extension**

9.1 Notes of Meetings of the working group held on 8 August and 3 October 2017. **Received** and **noted**.

9.2 The Assistant Clerk informed members that the Planning application for the extension had been considered by the Environment committee the previous night and had been approved.

## 10. **Weaving Diamond Jubilee Orchard**

10.1 **Received** and **noted** the Clerk's report to replace the shackle pins on the Junior swings as advised by MBC and Zurich insurance company on the grounds health and safety at a cost of £75.00. The work will be carried out by MBC. **Action MBC.**

10.2 Vandalism. Cllr Bob Hinder thanked Cllrs Vic Davies and Pat Sullivan for their work in repairing the vandalism caused to the litter bin and part of the safety surface.

## 11. **Policies and Procedures**

11.1 Grounds Maintenance Tender Contract. **Agreed** with a few minor additions. **Action Office.**

## 12. **Matters for Decision**

12.1 Relocation of Defibrillator. This item was deferred from BHEWG agenda Members **received** and **noted** the Clerk's report. After discussion, Cllr Hinder proposed to relocate the defibrillator to the outside Beechen Hall, Cllr Ivor Davies seconded the motion with all in favour. It was **agreed** that the Assistant Clerk would investigate all the associated costs for the relocation and bring to the next Finance and General Purposes meeting. **Action Assistant Clerk.**

**13. Draft Budget & Projects 2018/19**

- 13.1 South Wall – Members **received** the Clerk’s report and have requested an estimate from Goodsell Builders for repointing the wall and to return to the agenda for the December meeting. **Action office.**
- 13.2 New Sink and Unit for parish office – A new sink to replace the existing faulty sink, a unit and work top has been requested. Cllr Ivor Davies proposed to set aside the sum of £500.00 in the budget, seconded by Cllr Hinder with all in favour. **Action office.**
- 13.3 Estates General Budget – Agreed with further budget heading costs to be agreed at December Meeting. **Action Office.**
- 13.4 Beechen Hall Budget - Agreed with further budget heading costs to be agreed at December Meeting. **Action Office.**

**14. Date of Next Meeting.**

Tuesday 12 December 2017 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU commencing at 7.30 p.m.

Meeting closed at 9.25 pm

Signed as a correct record of the proceedings.

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

DRAFT