

**Minutes of the Estates Committee on Tuesday 11 April 2017 at Beechen Hall,  
Wildfell Close, Walderslade commencing at 7.30 pm**

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

**1. Declaration of Interest or Lobbying**

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

**2. Apologies and absence**

Cllr Dengate (holiday) and Cllr Bob Hinder (unwell). Cllr Radcliffe-Godfrey (absent).

**3. Minutes of Previous Meetings of 7 February and 14 March 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 2953/4.1 Kestrel boxes. Cllr Ivor Davies notified members that the kestrel boxes have been installed today at Dove Hill Allotments, Weaving Diamond Jubilee Orchard and Weaving Heath. **Noted.**
- 4.2 Minute 2953/4.2 Damaged headstone. The replacement headstone has been erected and an insurance claim made against Kent Landscape Services. **Noted.**
- 4.3 Minute 2953/4.4 Extension of Safety Play Surface at WDJO and installation of Apple Slide. Work has been completed and Cllr Sullivan reported that the slide and play area was well used. **Noted.**
- 4.4 Minute 2953/4.5 North Wall Boxley Village Green. Contact has been made with the temporary conservation officer who is covering for one morning a week. A response has been received and building control at MBC will make a visit within the next four weeks to carry out an inspection. **Noted.**
- 4.5 Minute 2945/8 Boxley War Memorial. Members **received** and **noted** the Clerk's report on the possibility of adding the names to the War Memorial. Members' **agreed in principle to the adding of the names to the War Memorial** but would first attempt to locate any family and would also publicise the issue to the local community to obtain their views. **Action: office and Cllr Vic Davies.**

**5. Dove Hill Allotments**

- 5.1 Cllr Bob Hinder's Allotment Report. Deferred to the next meeting. The Chairman raised the issue of the recent break-in at the site. Discussion took place on the need to look at the ground drop bolt to improve security at the gate, **action: Cllrs Vic Davies and Sullivan**, and the possibility of setting up a Tenants Association. **Action; Clerk to contact tenants.**
- 5.2 Pest Purge report. The Pest Control Report was **received** and **noted**. An increase in mouse activity was also noted.

**6. Matters for Information**

- 6.1 Car break-in at Beechen Hall. Incident **noted**. The parish office was asked to investigate whether the main gate needed additional lighting at to highlight car registration number plates. **Action: Office.**
- 6.2 Attempted break-in of metal shed to the rear of the office. Members' **received** and **noted** the Incident and the fact that the insurance claim had been submitted.

The meeting was adjourned for a 5-minute comfort break.

**7. Assistant Clerk's Report**

- 7.1 Hire fees income. **Received** and **noted**.
- 7.2 Account balances. **Received** and **noted**.

- 7.3 Nationwide Investment Bond. Members **agreed** reinvestment for up to 95 days. **Action: Clerk.**
- 7.4 Toilet Refurbishment. The Draft job specification was, with some minor alterations, **agreed. Action: Office.**
- 7.5 Beechen Hall Floor. Members' **noted** that the hall floor repairs were programmed for 7 May and **ratified** the decision to employ the company. A job specification for sanding and varnishing the whole floor was to be produced. **Action: office.**
- 7.6 Use of Beechen Hall Car Park by Spire Alexandra Hospital. The Clerk was still attempting to clarify the issue with regards to VAT. **Noted.**
- 7.7 Income and Expenditure. Members requested a review of the gas usage of the hall (code 4620) in comparison to the previous year. **Action: office.**
- 7.8 Accident Report. None at the time of compiling the agenda. **Noted.**
8. **Minutes of Meetings of the Beechen Hall Extension Working Group held on 7 February, 2<sup>nd</sup> and 7<sup>th</sup> March and 4<sup>th</sup> April.**  
**Received and noted.**
9. **Waste Recycling**  
Members' considered the F&GPC request that hirers of the hall be encouraged to recycle items rather than place them in the hall's refuse bins. A notice to encourage recycling is to be placed in the kitchen. **Action: Office.**
10. **Weaving Diamond Jubilee Orchard**  
Members were informed that a tree pruning course would be arranged. Cllr Ivor Davies raised the issue of whether there needed to be a notice at the Orchard explaining why grass was not regularly cut in the top area. After consideration members decided **no action.**
11. **Policies and Procedures**  
11.1 Business Continuity Plan. With minor amendments, this was **approved.**  
11.2 Hall bookings cancellations and damage. A review had shown that it was still fit for purpose. **Approved.**  
11.3 Staff pay and hours. Members received confirmation that staff were paid above the national living wage and had received a pay rise from 1 April 2017.
12. **Matters for Decision**  
None.
13. **Date of Next Meeting.**  
Tuesday 13 June 2017 at Beechen Hall, Wildfell Close, Walderslade. commencing at 7.30 p.m.

Meeting closed at 9.04 pm

Signed as a correct record of the proceedings.

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