

Minutes of the Estates Committee on Tuesday 12 December 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm

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

1. Declaration of Interest or Lobbying

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

2. Apologies and absence

Cllr Davies (family engagement) Cllr Sullivan (prior engagement).

3. Minutes of Previous Meeting 10 October 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 which has confirmed that it is now being processed. **Noted.**

4.2 Minute 3016/4.5 Use of Beechen Hall Car Park by Spire Alexandra Hospital. Members **agreed** that this item is returned to the agenda if and when a response is received. **Action office.**

4.3 Minute 3018/11.2 Tree Pruning at the orchard. Cllr Vic Davies confirmed that pruning had been carried out at the orchard and they were awaiting compost to be bagged up at Beechen Hall for collection. **Action office.**

4.4 Minute 3018/9.6 Electricity, Gas & water usage at Beechen Hall – Spreadsheets and graphs were **received** and **noted**. The utilities usage will continue to be monitored.

5. Dove Hill Allotments

5.1 Cllr Bob Hinder's Allotment Report Cllr Hinder notified members that there was very little to report apart from the gate at the top needs adjusting and he will look at it when he is next up there. He stated the site looked very tidy, however Cllr Dengate pointed out that there are still items being stacked against the perimeter fence and has requested an email is sent to plot holders to ask them to remove the items. Cllr Dengate also reported that there was no evidence of rabbit droppings within the site. **Action office.**

5.2 Pest Purge Report –**Received** and **noted**.

5.3 Dove Hill Allotment Rules and Regulations. Members **agreed** that the current rules and regulations were adequate and did not require any changes or summarising. These will be placed on the PC website as requested in October. **Action office.**

6. Boxley War Memorial

The Clerk's report was **received** and **noted**. Members **agreed** that if no further information comes forward on Fred Dennis by April his details would not be added to the war memorial.

7. Matters for Information

7.1 There were none.

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**

- 8.4 Accident Report. Members were informed of a minor slip on a wet floor in the kitchen by a member of staff and requested that hazardous signs are left in the kitchen so they can be used by regular hirers in the event of a spillage. Members were also informed of an incident during a Regular hirers class which was dealt with by the hirer. **Noted.**
- 8.5 Hall Hire Fees Review. **Received** and **noted** the Clerks report. After discussion Cllr Dengate proposed that the hire fees remain unchanged for 2018, seconded by Cllr Vic Davies with all in favour. It was **agreed** that the next review would be considered at the October meeting. He suggested that the newly extended committee room rate would be agreed later in the year as the extension progresses. Members requested that hirers are informed by letter. **Action office.**

9. **Beechen Hall Extension**

- 9.1 The Assistant Clerk reported that the planning application for the extension had been approved subject to conditions on landscaping. It was confirmed that the working group would be meeting with David Tindall on Tuesday 19 December to discuss the tender specification for both the extended committee room and toilet refurbishment. Members **received** the additional fee for including the toilet refurbishment within the tender process but have requested a breakdown of how this figure was reached. **Action office/David Tindall.**

10. **Weaving Diamond Jubilee Orchard**

- 10.1 Request from resident to cut back overhanging trees. Members **received** the Clerk's report and after discussion **agreed** in principle to allow the resident to cut back 2 self-seeded cherry trees, 3 chestnut trees (cob trees) and some hawthorn at his own cost. However, members would like to specify the amount that they can be coppiced by and requested further clarification. **Action office/Cllr Vic Davies.**

11. **Boxley Green**

- 11.1 South Wall – Members **received** the report and quotation from Goodsell's outlining the remedial work required for the final part of the wall and **agreed** to put the cost of £4617.00 for the final repair to the wall into the budget for 2018/19. **Action office.**
- 11.2** North Wall – Members **received** and **noted** the Clerk's report and requested that contact was made with MBC again with regards to the condition of the wall. **Action office.**

12. **Policies and Procedures**

- 12.1 Lost Property Procedure. **Reviewed** and is still fit for purpose. **Noted.**
- 12.2 Disposal of Lost property. **Reviewed** and Still fit for purpose. **Noted.**
- 12.3 Provision of playgrounds by the parish council this was deferred to February's meeting in light of the Parish Council taking on responsibility for Franklin Drive play area. **Action Office.**
- 12.4 Beechen Hall. Late arrivals, departures and early opening. Members **received** and **agreed** the suggested amendments to the early opening policy so that it reads:
Beechen Hall early opening of hall.
 If the Duty Caretaker agrees, the hall will be opened earlier. This will result in additional enhanced pay for the Duty Caretaker, to be charged, per hour, that the hall is opened prior to normal opening times.

12. **Matters for Decision**

There were none

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

14. **Date of Next Meeting.**

Tuesday 13 February 2018 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU commencing at 7.30 p.m.

In view of the confidential nature (personal details and data) the following item was taken with the exclusion of the public and press for the duration of the item.

16. **Caretaker contracts and working conditions**

Members **received** and **noted** the Clerk's report and the current situation and the need to plan for possible changes due to the new extension etc. After lengthy discussion it was agreed to set up a working group comprising of Cllrs Clarke and Vic Davies to investigate the issues and source possible external professional advice. This advice to include; possible on-call payment at weekends; how to manage any changes to systems and employment legislation. The Clerk to notify staff of the situation.

Action office.

Meeting closed at 9.10 pm

Signed as a correct record of the proceedings.

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