

**Minutes of the Estates Committee on Tuesday 13 June 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 P Dengate and Mr P Sullivan together with the Clerk (until 8pm) and Assistant Clerk.

1. Declaration of Interest or Lobbying

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

2. Apologies and absence

Cllr Bob Hinder (holiday).

3. Minutes of Previous Meetings of 11 April and 23 May 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.
Items 7 & 13 were taken at this point.

4. Matters Arising from Previous Minutes

4.1 Minute 2977/4.2 Damaged headstone. Insurance Claim has been made to Kent Landscape Services. **Noted.**

4.2 Minute 2977/4.4 North Wall Boxley Village Green. Members **received** the Clerk's report and after discussion requested that notice is given to MBC to remove the heras fencing from the wall. It is hoped by taking this action that MBC will take responsibility for dealing with the wall. **Action Office/MBC.**

4.3 Minute 2977/6 Additional Lighting for the entrance gate area at Beechen Hall. Members **agreed** to trial the new camera, however they did ask for security lights to be installed. It was **agreed** that costs would be ascertained and circulated prior to any works being carried out, **Action Office**

4.4 Minute 2977/6.2 Insurance claim on small shed. **Noted** the insurance company has agreed the claim and the new shed has been ordered and installed. Invoices will be submitted to insurance company for reimbursement. **Action Office.**

4.5 Minute 2978/7.4. Toilet Refurbishment. Dealt with under item 15.

4.6 Minute 2978/7.5 Beechen Hall Floor – The assistant Clerk advised members that repairs had to be rescheduled and will now be carried out on Sunday 30 July 2017. **Noted.**

4.7 Minute 2978/7.6 Use of Beechen Hall Car Park by Spire Alexandra Hospital. The office has notified the hospital of the charges and is awaiting a response. **Noted.**

5. Dove Hill Allotments

5.1 Cllr Bob Hinder's Allotment Report. **Received** and **noted** the Annual Report. **Action; Clerk to contact tenants.**

5.2 Allotments Annual Competition. Confirmation to attend from Helen Whately MP had not yet been received, it is hoped that now the elections are over a reply would be received soon.

5.3 Security. Cllrs Vic Davies and Sullivan after investigation have confirmed that the drop bolt is repairable and will carry this out shortly. **Action Cllrs Vic Davies and Sullivan.**

5.4 Pest Purge report. The Pest Control Report was **received** and **noted.** Members were concerned that badgers may be present at the allotments but acknowledged that this will be monitored.

5.5 Dove Hill Allotments Rent Review. Members **received** the review and after careful consideration Cllr Vic Davies proposed from the Chair, seconded by Cllr Ivor Davies with all in favour to increase the rent by £5.00 per half plot to £35.00 and by £2.50 per quarter plot to £17.50. **Action Office.**

5.6 Allotment Rules and Regulations. Members **agreed** that the rules and regulations were still fit for purpose but did ask at the time of sending out invoices for the

rents, that tenants are asked to provide any suggestions they may have regarding them. Members requested that a copy of the regulations should be available at the site. **Action Office.**

6. **Boxley War Memorial**

Members **received** and **noted** the Clerk's report and **agreed** that RVS Hadlow should be added to the war memorial. With regards to F Dennis members asked for further investigation and suggested looking at the Imperial War museum war records to see if any more information could be obtained. Members **agreed** the work should take place in conjunction with the commemoration of the end of WW1 in 2018.

It was suggested that contact is made with Mid Kent Memorials who was responsible for repainting the names and wording on the lower drum in 2012 to establish costings, timescales and where the names could go and bring back to the August meeting. This will enable members to set aside a sum in next year's budget. **Action Office.**

7. **Matter for Information**

7.1 VAT issues. Members **received** and **noted** the Clerk's report which outlined the issues the Parish Council needed clarifying by HMRC with regards to reclaiming VAT on the proposed extension at Beechen Hall and the charging of VAT on the car parking spaces and the effect that could have on the hiring of Beechen Hall in the future. It was suggested and **agreed** by members that a letter is sent to HMRC requesting a ruling on the questions that need clarifying. **Action Office.**

8. **Assistant Clerk's Report**

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

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

8.3 Nationwide Investment Bond. **Received** and **noted.**

8.4 Income and Expenditure. The Assistant Clerk explained to members that the budget set aside for the gas code 4620 was not sufficient and needed adjusting through a virement from the contingency code. Members requested information including meter readings and usage is presented to the committee at the next F&GP meeting. Members also queried why code 4650 Hall maintenance code was so high and **agreed** that the findings could be circulated by email to the committee. **Action: office.**

8.5 Accident Report. None at the time of compiling the agenda. **Noted.**

9. **Beechen Hall Extension**

9.1 Notes of meetings of the working group. There has not been one since the last Estates Meeting **Noted.**

9.2 Project Manager – An informal meeting took place on 6 June with David Tindall of Kent Design Studios and actions from that meeting included:

- Requesting the plans from BDS in a dwg format so that KDS can adjust them as necessary.
- Set a date to come and measure up at the hall
- Set up one drive sharing for the extension with Kent Design Studios
- KDS to provide 3 references
- KDS advised SAP calculations may not be necessary.
- Members agreed with the project managers advice that pre planning advice was not required with MBC for the extension.

10. **Weaving Diamond Jubilee Orchard**

Members **received** the Clerk's report and **agreed** that the Assistant Clerk contacts Medway Valley Countryside Partnership to ascertain a price for pruning the trees in the orchard and bring back to the August meeting.

11. **Policies and Procedures**

11.1 Village Hall Grant Policy. This was **reviewed** and **agreed** by members after a couple of minor grammatical changes.

11.2 Review Training Needs. None were highlighted for councillors however it was suggested that the office staff may wish to attend a first aid course. **Action Office.**

12. **Matters for Decision**

Oak Tree at Impton Lane, Members **received** and **noted** the Clerk's report and her site visit notes and **agreed** that tree management was required on the Field Maple in the open space as it was touching the roof of the resident's house, however the Oak tree was not the responsibility of the Parish Council as it is outside the open space and from maps etc it doesn't appear to be the responsibility of KCC either. Members **agreed** for the office to obtain a quote from Mr Hood and a letter to the resident explaining the Parish Councils position and the action it will be taking. **Action Office.**

13. **Grounds Maintenance**

Members **received** and **noted** the Clerk's report stating that due to a review, that Landscape Services had carried out of its services and costs, it found that it had been undercharging on all its contracts and was losing money. It therefore had to increase the charge for this year to £9,021.27, an increase of £2,468.00. After discussion and at such a late stage members rather reluctantly **agreed** to the increase. A request to the F&GP committee to vire funds from the contingency fund will be made at the July meeting. **Action Office.**

14. **Business Continuity**

Councillor Dengate raised the issue of the importance of seeing if the business continuity plan actually works if put into practice, particularly in view of recent disasters such as systems going down in major organisations etc. He suggested that the office choose one section of the plan and test it and report back to the next meeting on their findings. He also requested that this was carried out at least twice a year. **Action office.**

15. **Beechen Hall Toilet Refurbishment**

Invitations to tender were submitted to companies with a deadline of 12th June. Seven companies were approached, one declined to tender because they were too busy, five returned tenders. Of the five tenders received one was rejected as it had not fulfilled the brief. Members were provided with the costs from the four remaining companies and it was apparent that these costs were above the allocated budget set aside for this project. The timescale for this work had been underestimated and the time originally reserved in the hall's diary was not sufficient. Members also felt the job requirements document needed reassessing and **agreed** to look at it through the shared one drive account. Members requested a meeting with the new project manager who will oversee the extension project so that he can look at the job requirements and advise the committee if this project should be carried out at the same time as the extension. Members requested that the companies invited to tender were informed. **Action Office**

16. **Date of Next Meeting.**

Tuesday 8 August 2017 at Beechen Hall, Wildfell Close, Walderslade. commencing at 7.30 p.m.

Meeting closed at 9.37 pm

Signed as a correct record of the proceedings.

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