

**Minutes of the Estates Committee on Tuesday 7 February 2017 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

**1. Declaration of Interest or Lobbying**

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

**2. Apologies and absence**

Cllr L Clarke, Cllr Radcliffe-Godfrey (absent).

**3. Minutes of Previous Meeting 14 December 2016.**

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

**4. Matters Arising From Previous Minutes**

4.1 Minute 2944/4.1 Kestrel boxes. Due to workload MBC has only just looked at the pre-application letter but will respond asap. The office was unable to provide an update for the meeting. **Noted.**

4.2 Minute 2944/4.2 Damaged headstone. A replacement headstone has been ordered with the agreement of the deceased's family. The cost of this will be covered by KCC Landscape Services, who have asked for an updated insurance claim form. **Noted.**

4.3 Minute 2944/4.4. Beechen Hall Car Park Lights. Members **received** and **noted** the update for the repairs made to the cabling which serviced two of the lanterns. The Assistant Clerk also confirmed that the project went over budget by £95.00 and not £9.00 as previously stated this was a typing error.

4.4 Minute 2945/6.2 Extension of Safety Play Surface at WDJO and installation of Apple Slide. Members **received** and **noted** the installation date of w/c 20 February 2017.

4.5 Minute 2945/7.1 North Wall Boxley Village Green. Members **received** and **noted** the Assistant Clerk's update on the removal of the two trees and contact will be made with the new Conservation Officer once they are in post. Action office.

4.6 Minute 2945/8 Boxley War Memorial – Cllr Bob Hinder confirmed he will visit the war memorials at the identified sites to check the names and will report back. **Action Cllr Bob Hinder.**

4.7 Any other matters arising from the minutes, not on the agenda. There were none.

**5. Dove Hill Allotments**

5.1 Cllr Bob Hinder's Allotment report. Cllr Hinder confirmed the recent burglary at the allotments and reported that it appeared that despite 13 sheds being broken into the only item taken was a petrol lawnmower. The incident was reported to the police.

5.2 Pest Purge report. Members **received** and **noted** the report and Cllr Dengate informed members that there was evidence of rodents near his plot as some of his crops had been eaten. Members confirmed they wanted to keep the budget set aside for the fence but will monitor the situation.

**6. Matters for Information**

There were none.

**7. Assistant Clerk's Report**

7.1 Hire fees income report. **Received** and **noted.**

7.2 Account balances. **Received** and **noted. Ratified** after a recommendation from F&GP and Clerk, agreed to reinvest the Nationwide maturing bond for a further 3 months into a 95 day saver account paying 0.55% variable interest. **Action office.**

- 7.3 Income and Expenditure report. **Received** and **noted**. Members had concerns over the gas entry budget being spent with further bills to come before the end of the year. The Assistant Clerk was asked to continue to keep a log of meter readings for all utilities i.e. gas, electricity and water, so that comparisons can be made. This information would be sent to Cllr Dengate who would convert into graphs. **Action office/Cllr Dengate.**
- 7.4 Accident Report. No accidents or incidences have been reported. **Noted.**
- 7.5 Beechen Hall Floor – Members **noted** the Assistant Clerk’s update and agreed that a further update would be circulated out of meeting via email to members once the site visits have taken place and an idea of costings/coarse of action have been received . **Action office.**
- 7.6 Use of Beechen Hall car park by Spire Alexander Hospital. Members **received** the VAT update and have agreed to be consulted by email out of meeting if an update occurs before the next meeting. Members **agreed** that a charge of £400.00 per calendar months would be charged should there be an exemption for this service. **Action office.**
- 7.7 New Regular Hirers. Members **received** and **noted** the Assistant Clerk’s report for new hirers.

#### 8. **Beechen Hall Extension**

Members **received** and **noted** the report and minutes from the working group’s follow up meeting. It was noted that the next meeting date within the draft notes from the meeting was incorrect, the Assistant Clerk to make amend. The next working group meeting will take place on Tuesday 7 March at Beechen Hall.

#### 9. **Policies and Procedures**

9.1 Policies and Procedures Review Calendar – **Received, reviewed** and **agreed.**

9.2 Terms of Reference – **Received, reviewed** and **agreed** with the following additions under Responsibilities:

- 1.4 To undertake the recruitment and appointment of a litter picker for Weaving Diamond Jubilee Orchard.
- 3.2 Add to the end of the sentence ‘and to determine salaries and hours’.

#### 10. **Matters for Decision**

There were none.

#### 11. **Date of Next Meeting.**

Tuesday 11 April 2017 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 8.35 pm

Signed as a correct record of the proceedings.

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