

**Minutes of the Estates Committee on Tuesday 8 August 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, Mr Bob Hinder and Mr P Sullivan together with the Clerk.

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

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

None as all members were present.

3. Minutes of Previous Meeting 13 June 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 2977/4.2 Damaged headstone. Insurance claim made to KCC. **Noted.**

4.2 Minute 2977/4.4 North Wall Boxley Village Green. The Clerk's report was **received** and **noted**. The change to the committee's previous decision was **agreed**, MBC would now be allowed a 3-6 month period for monitoring the wall. The Clerk's report and photographs of the wall are to be sent to MBC with a request for a response on their monitoring and views of the condition of the wall within 3-6 months. A copy to be sent to the wall's owner. The Chairman asked that the damaging nature of the growth of trees on the owner's land be highlighted. **Action Clerk.**

4.3 Minute 2977/6.1 Additional lighting for entrance gate area at Beechen Hall. Members' **received** and **noted** the update. Whilst waiting for the software update the office was asked to investigate the possibility of a floodlight on a nearby lamp post being installed or the possibility of installing a camera aimed at the car park entrance. **Action Office.**

4.4 Minute 2978/7.5 Beechen Hall Floor. Repairs were carried out on Sunday 30 July. **Noted.** During the hall tour members commented on the excellent standard of work on the repair. Discussion took place covering: the condition of the remainder of the floor; the Assistant Clerk's report on possible refurbishment and previous quotations; and whether any refurbishment could be undertaken during the planned extension work in 2018. Cllr Ivor Davies proposed seconded by Cllr Dengate that **if the refurbishment work could be factored into the Christmas closedown or during the Easter period then the quotation of £3,400 to sand and varnish the floor is accepted. Agreed.** Members choose the company that had undertaken the recent work due to the standard of repair.

4.5 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.**

4.6 Minute 3006/12. The field maple that was obstructing the residents roof has been reduced but the Oak tree that was included in the resident's complaint is not on parish council land. Arrangements are being made to remove a small dead tree at the open space. **Action Clerk.**

5. Dove Hill Allotments

5.1 Cllr Bob Hinder's Allotment Report covered the issues highlighted in the agenda.

5.2 Allotments Annual Competition. Discussion covered: the revised date of Sunday 24 September; whether to have a formal BBQ or provide a BBQ for people to cook their own food, the latter was approved; the judging of the plots, already taken

place; the possible attendance of Helena Whately MP; the need to set next year's date earlier to ensure the MP could attend. **Action: Cllr Bob Hinder.**

The Clerk was notified that the bottom gate had again been left open.

5.3 Security. The Chairman was thanked for refurbishing the drop bolt on the allotment gate.

5.4 Pest Purge report. **Received and noted.** Rabbits had again found access into the allotments due to a rip in the external fencing (NW corner behind the shed) which may have been caused by recent the company undertaking ground maintenance. The office to contact the contractor about careful use of strimmers. **Action Office.**

5.5 Pest Purge Contract Renewal. Cllr Bob Hinder proposed seconded by Cllr Clark that **the Pest Purge contract be renewed for a further year. Agreed.**

Cllr Dengate highlighted that a previous request to amend the Rules and Regulation to prevent use of any form of shooting on the allotments did not appear to have been actioned. Members **agreed** that prior to amending the R&R tenants will be approached about whether they had any suggestions for improvements. **Action: Clerk.**

6. **Boxley War Memorial**

The Clerk's report was **received** and **noted**. After discussion members **agreed** that any additional names, for both conflicts, would be included on the blank right-hand panel on the middle drum. The Clerk was asked to investigate what wording other parishes may have used if they had been faced with a similar situation. **Action: Clerk.**

7. **Annual Inspection of Parish Council Property**

The Clerk's report on the recent inspections was **received** and **noted**. Members decided no action was needed to mark the cobbled path across the village green as uneven. The maintenance work highlighted as needed was **noted**. **Action: office.**

8. **Matters for Information**

8.1 VAT Issues. HMRC has acknowledged receipt of the query and was investigating. **Noted.**

9. **Assistant Clerk's Report**

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

9.2 Account balances. **Received and noted.**

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

9.4 Income and Expenditure. **Received and noted.** The Clerk to investigate the expenditure shown under code 4210 and an explanation is to be sent to members. **Action: Clerk.**

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

9.6 Gas and Electricity usage. Cllr Dengate requested that this item be placed on the next agenda. **Action Office.**

10. **Beechen Hall Extension**

10.1 Notes of Meetings of the working group. **Received and noted.**

10.2 Prior to the meeting a BHEWG meeting had been held to approve the design plans, several amendments were identified and will be notified to the company. **Action Office.**

11 **Weaving Diamond Jubilee Orchard**

11.1 RoSPA Annual Playground Inspection. The report had identified that the overall risk as low and it contained a few suggestions which will be monitored through the routine weekly and quarterly inspections. Discussion took place on the vertical splits in the Oak uprights on the wooden equipment, it was decided that even if they exceeded the 8mm width, suggested by RoSPA as when intervention might be needed, that a separate risk assessment would be

undertaken rather than automatically filling any splits. The Clerk confirmed that on her recent inspection no split exceeded 5mm.

- 11.2 Tree Pruning at the orchard. Cllr Bob Hinder proposed seconded by Cllr Ivor Davies that **Medway Valley Countryside Partnership be appointed to undertake the work. Agreed. Action Office.**

12 Policies and Procedures

- 12.1 Clerk's delegated power Dove Hill Allotments. **Agreed as still fit for purpose.**
 12.2 Burial Grounds Regulations. **Agreed as still fit for purpose.**
 12.3 Risk Assessments for hall (Fire, Drink and Public Licence). Reviewed and considered still fit for purpose. **Noted.**
 12.4 Business Continuity Plan. The test to see if a random sample of councillors and staff could locate their copy of the plan had been undertaken. It was **agreed** to place a copy on OneDrive, as most committee members had access to the site, and send out electronic and paper copies as needed. **Action: Office.**
 12.5 Annual inspection of Beechen Hall and office. Members identified a few maintenance issues. **Action Office.**

13. Matters for Decision

- 13.1 Boxley Village Noticeboard. After discussion Cllr Bob Hinder seconded by Cllr Dengate proposed that **a seasoned Oak noticeboard at a cost of £993.26 (quote 1) is purchased. Agreed.** Members **noted** that a caretaker would be approached to undertake the installation at an additional cost. **Action: Office.**

14. Date of Next Meeting.

Tuesday 10 October 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.....