

Minutes of the Estates Committee on Tuesday 11 December 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm

Councillors present: Mr Vic Davies (Chairman), Ms L Clark, 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 Clarke, Ivor Davies, Dengate, Hinder and Sullivan declared that they had dispensation to vote on Dove Hill Allotment items.

2. Apologies and absence

Mr D Hollands

3. Minutes of Previous Meeting 9 October 2018.

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 3171/4.2 Franklin Drive Open Space Chain-link Fence Network Rail. Members **received** the Clerk's report and felt that because this fence backs onto a children's play area, it should be high priority to repair and not as they state low priority. Members requested that Network Rail were reminded again in February that it is in a bad state of repair. Cllr Hinder also reported that he has chased MBC for the handover of the lease for Franklin Drive and advised that it is still with their legal department.

4.2 Minute 3171/4.3 WDJ0 shackle pin repair. **Received** and **noted** the Assistant-Clerk's report. Cllrs Vic Davies and Sullivan reported that they had pruned the fruit trees and planted the newly grafted Warner King tree within the orchard.

5. Dove Hill Allotments

5.1 Cllr Bob Hinder's Allotment Report. Cllr Hinder reported he had met with two contractors on site to give quotations for 2 additional water troughs. He also explained that he was continuing to cut back the vegetation along the perimeter fence adjacent to Boxley Road including a sycamore tree and aims to finish in the next few weeks, weather permitting. Cllr Dengate reported that a trailer had been left on the site. Members requested an email is sent to tenants reminding them of the rules for leaving vehicles including trailers on site. **Action office.**

5.2 Cllr Harwood's report on the conservation of wildlife at Dove Hill allotments. Report was **Received** and **noted**. Members requested that the Pest Control company is reminded that pest control is required only in the enclosed allotments area itself. Members also wanted to emphasise that non-toxic bait was being used at the allotments and being monitored. **Action office/Pest Purge.**

5.3 Dove Hill Water Bill – This is now being paid by monthly direct debit and in doing so the council will benefit from a £50.00 cash back. **Noted.**

6. Matters for Information

There were none.

7. Assistant Clerk's Report

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

7.2 Account balances. **Received** and **noted**

7.3 Income and Expenditure. **Received** and **noted**.

A query was raised again about increased expenditure under 4005/260 PAYE this will need investigating and possible readjusting. Assistant Clerk to investigate and report back to members by e-mail. **Action Assistant Clerk.**

7.4 Profit and Loss. **Received** and **noted**.

7.5 Accident Report. None.

8. **Beechen Hall Extension**

8.1 Update on Building Works. Members **received** the Assistant Clerk's report and **noted** that a meeting with Loven Acoustics was scheduled for Wednesday 12 December to establish the acoustic effects of the new room.

8.2 Financial Update. Members **received** the Assistant Clerk's report which stated that the building works were within budget. Members **agreed** to furnish the room with tables and chairs which will come from this budget. **Action office.**

8.3 Official Unveiling of the Acorn Room. The Assistant Clerk confirmed that this was taking place Thursday 13th December at 7.30pm by the Worshipful Mayor of Maidstone Cllr David Naghi.

9. **Beechen Hall Car Park Lights** - The assistant Clerk reported the cabling and isolation box had now been fixed and the lights were working again. The office had now received the invoice which had been authorised for payment.

10. **Policies and Procedures**

10.1 Hall Hire Conditions. **Noted.**

10.2 Christmas closedown period for Beechen Hall. **Noted.**

10.3 Lost Property Procedure and disposal. **Noted.**

10.4 Provision of playgrounds by the parish council. **Noted.**

10.5 Burial Ground Review of Regulations. Work will be completed when office time allows. **Noted.**

10.6 New Policy – Illegal Occupation of Parish Council Land. **Adopted.**

11. **Draft Budget 2019-20**

Members **received** and **agreed** the draft budget with the following additions:

- Beechen Hall project Hearing Loop & PA System for Beechen Hall - £3,000.
- Extending the security system & CCTV at Beechen Hall. Increase budget figure by £1000.00.
- Refurbishment of Boxley Village Green agree costs out of meeting via email as a quotation had not been received in time for the meeting
- Additional water troughs at Dove Hill Allotments. A sum of £3000.00 has been placed in budget code.
- St Mary's and All Saints Church Grant. **Agreed** a sum of £4677.00 to cover the cost for the ragstone wall repairs to the corner of the closed churchyard.
- Village Hall Grant – Sandling Village Hall request for a grant towards installation of CCTV. Members could not consider this for the budget as no information had been received in time for the meeting.

12. **Matters for Decision**

There were none.

13. **Date of Next Meeting.**

Tuesday 12 February 2019 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU commencing at 7.30 p.m.

Meeting closed at 9.45 pm

Signed as a correct record of the proceedings.

Chairman.....

Date.....