

Minutes of the Estates Committee on Tuesday 12 June 2018 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, Mr P Sullivan together with the Assistant Clerk.

1. Declaration of Interest or Lobbying

Cllrs Ivor Davies, Dengate, Hinder and Sullivan declared that they had dispensation to vote on Dove Hill Allotment items. Cllrs Vic Davies and Sullivan declared they had been lobbied on Shepherds Gate Drive Play Area.

2. Apologies and absence

Mr D Hollands (holiday) Mrs L Clarke (Absent)

3. Minutes of Previous Meeting 17 April 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 3107/4.1 North Wall – Boxley Green - No further update had been received deferred to the August meeting. **Noted.**

4.2 Minute 3107/4.2 South Wall – Repairs to final part of the wall have now been completed. **Noted.**

4.3 Minute 3079/12.5 Provision of Playgrounds within the Parish Members **received** the Clerk's report and were relieved the swings were being replaced at Shepherds Gate Drive play area. Cllr Bob Hinder confirmed that Maidstone Borough Council has changed its stance on play areas within the borough and Cllr Vic Davies requested further clarification from MBC as to their new approach and more specifically which play areas will be saved within the parish. **Action office.**

5. Dove Hill Allotments

5.1 Cllr Bob Hinder's Allotment Report. **Received** and **noted** Annual Report previously circulated. Cllr Dengate reported that whilst no activity has been sighted from Kestrels, four Buzzards have been seen at the site. A tick has also been reported and an email to plot holders warning them of the situation was requested by the committee. Reports of minor vandalism issues at the site have been reported and it was suggested that an email to all plot holders warning them and to ask them to report any unusual or suspicious activity whilst they are visiting their allotment. **Action office.**

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

6. Boxley War Memorial

6.1 Members **received** and **noted** the Clerk's report regarding the inclusion of the final name. Members then considered the job specification for inscribing the additional names onto the war memorial and for cleaning it. After a couple of minor amendments it was agreed that the job specification will contain 4 quotations as follows:

- The inscription of the new names onto the middle drum
- Cleaning the lower drum
- Cleaning of the step below lower drum
- All of the above.

6.2 Memorial plaque at St Mary & All Saints Church sign. Members **agreed** with the suggestion for this plaque to replicate the stone one that has been agreed for the commemorative trees at Grove Green by reusing the current plaque and wooden plinth and mounting it onto Kentish ragstone. **Action Cllrs Vic Davies/Sullivan.**

7. **Burial Ground**
- 7.1 Notes of Burial Ground meeting 3 May 2018. **Received** and **noted**.
- 7.2 Burial Ground Regulations. Members **received** the clerk's report and after a lengthy discussion agreed to delegate powers to the Clerk and a working group comprising Cllr Bob Hinder and Ivor Davies to recommend revised burial ground regulations for consideration by the Estates Committee. **Action Clerk/Cllrs Hinder and Ivor Davies.**
- 7.3 Burial Ground Fees. Members **received** and **noted** the Clerk's report and **agreed** to the suggestions made by Rev Kite subject to further clarification from him on the cost for committal fee for people living outside the civil church boundary **Action Clerk/Rev Kite.**
- 7.4 Overall authority to make decisions in the burial ground. Members **received** the Clerk's report and unanimously **agreed** that BPC should retain overall responsibility for the Burial Ground. The Minister may administer the burial ground but any deviation from the agreed rules and regulations must be first agreed with the Clerk. **Action further investigation by working group.**
- 7.5 Procedure for St Mary and All Saints to manage the burial ground. Members **received** the Clerk's report and **agreed** to delegate this procedure to the working group. **Action Clerk/Cllrs Hinder and Ivor Davies.**
8. **Matters for Information**
There were none.
9. **Assistant Clerk's Report**
- 9.1 Hire fees income. **Received** and **noted**.
- 9.2 Account and Investment Bond balances. **Received** and **noted**.
- 9.3 Income and Expenditure. **Received** and **noted**
- 9.4 Profit and Loss report. **Received** and **Noted**.
- 9.5 Accident Report. One accident was reported and had been recorded in the accident book.
10. **Beechen Hall Extension**
- 10.1 Notes from BHEWG meeting held on 10 and 24 May were **agreed**. Cllr Vic Davies confirmed that at the meeting on 4 July the working group **agreed** to recommend Waller to take on the project as their revised quotations and timeline met the requirements of the Parish Council in terms of timeframe and budget. The meeting on 11 June was cancelled as the representative from Waller was unable to attend and this has been rescheduled for Tuesday 18 June at 8.30am. **Action office/BHEWG.**
11. **PA/Hearing Loop System – Beechen Hall**
Members received and noted the Assistant Clerk's update and will be brought back to the agenda at a later date for consideration. **Action office.**
12. **Policies and Procedures**
- 12.1 Business Continuity Plan – Deferred to August meeting. **Agreed.**
- 12.2 Hall Hire Cancellation fees and deadlines. Members **reviewed** and **amended** the policy to read:
- | NOTICE OF CANCELLATION | PAYMENT RETAINED |
|-------------------------------|------------------------------|
| Less than one month | Full balance of hire fee. |
| Between 1 and 4 months | 75% of hire fee |
| Between 4 and 6 months | 50% of hire fee |
| More than 6 months | Administration Fee of £50.00 |

- 12.3 Late arrival, departure and early opening for casual hirers Members **received** and **agreed** these policies with minor grammatical changes. **Action office.**
- 12.4 Village Hall Grant Policy. **Reviewed** and **agreed** no change.
- 12.5 Review training needs. None were identified.
- 12.6 Dove Hill Allotment rents and rules and regulations – Deferred to August meeting. **Agreed.**
- 12.7 Clerk’s Delegated Powers – Beechen Hall and Dove Hill Allotments this has been reviewed by the office and is still fit for purpose. **Agreed.**

13. **Matters for Decision**

There were none.

14. **Date of Next Meeting.**

Tuesday 14 August 2018 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU commencing at 7.30 p.m.

15. **Caretaker Update**

- 15.1 Caretaker On call Payment. After consulting with members out of meeting it was proposed from the Chair to pay an On-Call Annual Allowance, equivalent to 3% (£125.00) of the Part-time Cleaner/Caretaker’s annual salary paid monthly. The existing arrangements for when a call out is made will remain. Pro rata payments will start 1 June 2018. **Action office.**
- 15.2 Caretaker Update. Members **received** and **noted** the Chairs report on the employment of a new part-time cleaner/caretaker.

Meeting closed at 9.20 pm

Signed as a correct record of the proceedings.

Chairman.....

Date.....

