

**Minutes of the Estates Committee on Tuesday 13 February 2018 at Beechen Hall,
Wildfell Close, Walderslade commencing at 7.32 pm**

Councillors present: Mr Vic Davies (Chairman), Mrs L Clarke, Mr Ivor Davies, Mr P Dengate, Mr P Sullivan together with the 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 (family commitment)

3. Minutes of Previous Meeting 12 December 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 3059/4.1 Damaged headstone. **Noted** a cheque had been received from Landscape Services to cover the cost of the damaged headstone.

4.2 Minute 3060/11.2 North Wall- Boxley Green. Members **received** the Clerk's report and expressed their dissatisfaction at the response received from MBC and its implication that the Parish Council should be looking to carry out repairs on the wall as soon as possible. They have requested that a letter is sent to remind MBC that the Parish Council is not responsible for this wall and that it is an eyesore particularly as it is in a conservation area within the AONB. The condition of the wall has been in dispute for some 7 years plus and members would like some action taken by the owner of the wall to undertake the necessary repairs as reported by MBC in its latest communication. **Action office.**

5. Dove Hill Allotments

5.1 Cllr Bob Hinder's Allotment Report as Cllr Hinder was not present at the meeting Cllr Dengate confirmed that there had been no sightings of rabbits, however there is damage to the central carriageway as there are signs of ground burrowing by moles.

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

6. Boxley War Memorial

6.1 The addition of war heroes' names to the memorial. The Clerk's report was **received** and **noted**. Members **agreed** that if no further information comes forward on Fred Dennis by April his details would not be added to the war memorial. Members also agreed with the recommendation that any additional information will be added to the blank column to the right on the middle drum and will include the date of conflict and the name of the individual. **Action office.**

6.2 Commonwealth War Grave Commission sign. Members received the request from the Church for a sign however members did not want to see a wall mounted one but were happy for a plaque similar to the Parish Council's one to be placed in the ground. **Action office.**

7. Matters for Information

7.1 There were none.

8. Assistant Clerk's Report

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

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

8.3 Income and Expenditure. **Received** and **noted**

- 8.4 Profit and Loss report. **Received** and **Noted**.
- 8.5 Accident Report. None to report.
- 8.6 New Regular Hirers – Members **received** and **noted** the Assistant Clerk's report that 2 new hirers have started to use the committee room.
9. **Beechen Hall Extension**
- 9.1 Notes from BHEWG meeting held on 19 December were **agreed**. Members were informed that the notes from 8 February meeting were not quite finalised and would be emailed to the committee upon completion. **Action office.**
- 9.2 Nationwide Beechen Hall 95-day saver account. Members **agreed** to release £55,000.00 from this account to part fund the extension project. **Action office.**
- 9.3 Appointment of Structural Engineer – **Ratified** the Assistant Clerk's decision after consulting with BHEWG committee to appoint CALtech Ltd as the Structural Engineer. Members **noted** a site visit to Beechen Hall has been arranged for Wednesday 14 February 2018.
- 9.4 To agree final landscaping Plans. These were **agreed** with the following amendments:
- Drainage/gullies is not shown on the plan
 - Query to comment `existing paving to be extended to suit new wall.
 - The area where the bin store is located will be concreted rather than paved once it has been re-sited.
 - All existing paving to be removed and stored.
- 9.5 Appointment of Principal Designer & CDM Advisor – **Ratified** the Clerk's decision after consulting with BHEWG Committee to appoint Malcolm Hollis to this role. Members requested that a financial spreadsheet is produced outlining the costs for this project including the costs paid so far which includes dates paid, expected due date and a brief description of the works. **Action office.**
10. **PA/Hearing Loop System – Beechen Hall**
Members **received** the comprehensive report written by Monty Knight Olds, Chairman, Grove Green Community Hall and after much discussion agreed in principal to obtain advice from the company that Grove Green Community Hall are using to install their system and report back at the April meeting. **Action office.**
11. **Weaving Diamond Jubilee Orchard**
- 11.1 Damage to Warner King Tree – Members **received** and **noted** the Assistant Clerk's report that a new tree has been ordered.
12. **Policies and Procedures**
- 12.1 Sharps policy (H) still fit for purpose. Cllr Dengate asked whether the current policy covered post Sharp's and it was **agreed** that the Assistant Clerk would liaise with the Clerk. **Action office.**
- 12.2 Disposal of Hazardous Material (H) still fit for purpose. **Noted.**
- 12.3 Hot Water Boiler risk assessment (H) still fit for purpose. **Noted.**
- 12.4 Review calendar Members reviewed the calendar and made some alterations.
- 12.5 Provision of playgrounds by the parish council after a lengthy discussion members made a few minor alterations to the strategy but asked for it to be returned to the April meeting with a report on play provisions within the parish and in particular Shepherds Gate Drive play area and Maidstone's intention to run it down and remove it. **Action office.**
13. **Matters for Decision**
Members discussed the condition of the box trees at Boxley Village Green and after discussion **agreed** to remove these trees as they do not appear to be very healthy and were not growing and the decision was made to grass over the area. **Action Cllrs Vic Davies and Sullivan.**
14. **Date of Next Meeting.**

Tuesday 17 April 2018 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU commencing at 7.30 p.m.

In view of the confidential nature (personal details and data (financially sensitive) the following items was taken with the exclusion of the public and press for the duration of the item.

16. **Caretaker contracts and working conditions**

Members **received** and **noted** the Clerk's report and once additional information has been gathered a further meeting will be scheduled. **Action Cllr Clarke, Vic Davies and office.**

New Item

Utility Contract Renewal Quotations

Members **received** the quotations and based on the information **agreed** to remain with the current supplier Opus Energy for both Gas and Electricity as they had supplied the most competitive quote. It was noted that the relationship with the current supplier works well and information is readily available when required.

Meeting closed at 9.17 pm

Signed as a correct record of the proceedings.

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

DRAFT