

**Minutes of the Estates Committee on Tuesday 17 April 2018 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 B Hinder, 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

There were none

3. Minutes of Previous Meeting 13 February 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 3078/4.8 North Wall – Boxley Green - No further update has been received and will be returned to the agenda for the June meeting. **Noted.**

4.2 Minute 3060/11.2 South Wall – Repairs to final part of the wall will be carried out towards the end of May 2018. **Noted.**

4.3 Minute 3079/12.5 Provision of Playgrounds within the Parish – This will be deferred to a later meeting as time permits. **Noted.**

5. Dove Hill Allotments

5.1 Cllr Bob Hinder's Allotment Report. Cllr Hinder asked the office to enquire when the mechanical sweeper last visited Sandy Lane as it needs a good sweep. Cllr Hinder reported that he had removed a glass fish tank which had been left at the site. Cllr Vic Davies confirmed the water had been turned on at the site. It was established that the newly planted box trees by the seat were the trees from Boxley Green which members agreed to be removed as they were not surviving where they were positioned. MBC have agreed to carry out maintenance work on the trees overhanging the site but have not confirmed a date when this will be carried out. Cllr Hinder said he would chase this as we are entering bird nesting season. Confirmation was given that there are vacant plots and these are being advertised. Members asked for an email to be sent to plot holders that broken glass and the burning of household waste is not permitted on the site. Members have also asked for plot holders to report any Kestrel activity to the office and Cllr Dengate agreed to remove what looks to be a scarecrow close to the kestrel box which may be deterring any activity. **Action Cllrs Dengate, Hinder and office.**

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

6. Boxley War Memorial

6.1 The addition of war heroes' names to the memorial. Members **received** further information on Fred Dennis and **agreed** this was sufficient to include him on the memorial. The Clerk produced a policy with set criteria which members **agreed.** This would help them in deciding which names from an additional list of servicemen could also be considered for inclusion on the memorial.

The policy is as follows:

The parish council will consider applications for names to be recorded on the War Memorial on a case by case basis, however the primary purpose of a parish War Memorial is to record the residents of the parish whom have lost their lives in the service of their country.

The names of currently or recently serving Forces Personnel will be considered for addition to the War Memorial if they are killed during active service when the United Kingdom's Armed Forces (including Merchant Navy if employed by HM Government) are involved in conflicts, including serving under NATO. Serving Forces Personnel who are killed by terrorist action will also be considered. One of the following criteria must also be met:

- At the time of death the forces personnel was living within the civil parish of Boxley or immediately prior to enlisting (and therefore possibly changing to the Service Vote Register) they were listed on the electoral roll for Boxley Parish.

Previously serving Forces personnel Killed in Action will be considered for addition to the War Memorial if they are killed during active service when the United Kingdom's Armed Forces (including Merchant Navy if employed by HM Government) are involved in conflicts, including serving under NATO. Serving Forces Personnel who are killed by terrorist action will also be considered. One of the following criteria must also be met:

- There is a Commonwealth War Grave in the churchyard.
- At the time of death, the forces personnel were living in the civil parish of Boxley. Immediately prior to enlisting they were living in the civil parish of Boxley.

Forces personnel who have died after leaving the services but whose death is directly related to injuries (physical or mental) sustained whilst serving will be considered for addition if they meet any of the above criteria.

Regretfully the parish council will not consider including names if:

- The person was born in Boxley and then moved away/emigrated or if they moved away from the area (meaning that they had set up home elsewhere) prior to enlisting.
- The name is included on another civil parish War Memorial.
- The family subsequently settles in Boxley or lived for a time in Boxley but the forces personnel had no other connection to the area.

From both lists supplied members agreed to include Reuben Stanley V Hadlow, Fred Dennis, Thomas William Sales and John Wynand Parks (subject to further clarification on the 1974 boundary change).

Members **agreed** for a quotation and timescales to include these names on the memorial to be emailed out of meeting for a decision. **Action office/councillor.**

6.2 Commonwealth War Grave Commission sign. Members **received** and **noted** information received from Boxley PCC on the location and wording of the sign.

7. **Matters for Information**

7.1 There were none.

8. **Assistant Clerk's Report**

- 8.1 Hire fees income. **Received** and **noted**. The Assistant Clerk informed members that the final annual income had increased by a further £569.00 as there was some income in the receipts in advance code which had not been transferred to casual hire code at the time the agenda had been distributed.
- 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 Feedback from Casual Hirer- Members **received** and **noted** the compliment from a hirer on their experience of hiring the hall and the helpfulness of the staff.

9. **Beechen Hall Extension**

9.1 Notes from BHEWG meeting held on 13 and 29 March were **agreed** with one small amendment Cllr Sullivan was present at 29 March meeting. Members **received** and **noted** the Assistant Clerk's update on the project which included tender deadlines, site visits by building companies to the hall and deadlines for the return of tenders. Members were also informed of the process and possible cost for re-siting the electricity meter. **Action office.**

10. **PA/Hearing Loop System – Beechen Hall**

The Assistant Clerk reported that no further information had been received despite providing a rough brief of the hall's requirements, it appears that the company is not keen to visit the hall. Members **agreed** that a specification list should be drafted and circulated for approval and then sent out to prospective companies for a quotation. **Action office.**

11. **Policies and Procedures**

11.1 Business Continuity Plan – **Noted** deferred to June meeting.

11.2 Hall bookings and cancellations. Still fit for purpose Noted. Members received and noted the Assistant Clerk's report on cancelled hires and the retention of fees and requested that cancellation fees and deadlines are reviewed at the June meeting. **Action office.**

11.3 Damage and cleaning deposit. Members **received** and **agreed** the new policy for the Cleaning deposit with a few amendments.

11.4 Staff pay rise and any need to amend hours. Members **received** and **noted** the new hourly rate for caretakes and litter picker as of 1 April 2018.

11.5 Terms of Reference – **Agreed.**

12. **Matters for Decision**

There were none.

13. **Date of Next Meeting.**

Tuesday 12 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 were taken with the exclusion of the public and press for the duration of the item.

14. **Caretaker contracts and working conditions**

14.1 Members **received** and **noted** the Assistant Clerk's report The chairman thanked Cllr Clarke and the office for their hard work in collating the information. Slight amendments were made to the new cleaner/caretaker contract. **Action office.**

14.2 Caretaker Weekend On call payment. After a lengthy discussion it was proposed from the Chair, with all in favour to award an on-call allowance paid annually subject to further investigation. **Action Cllr Clarke/Office**

Meeting closed at 10.04 pm

Signed as a correct record of the proceedings.

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