

Minutes of the Estates Committee on Monday 16 December 2019 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm

Councillors present: Mr Vic Davies (Chairman), Mr P Dengate, Mr P Sullivan, Mr Ivor Davies, Mr B Hinder (arrived at 7.36) and Mr D Hollands together with the Assistant Clerk, Mrs M Fooks

Chairman opened the meeting by thanking the Assistant Clerk for her hard work over the last two weeks whilst the Clerk was on annual leave and for covering caretaking duties at short notice at Beechen Hall.

1. Apologies and absence

Apologies. Cllr L Clarke

2. Declaration of Interest or Lobbying

Cllrs Ivor Davies, Dengate, Hinder and Sullivan declared that they had dispensation to vote on Dove Hill Allotment items. Cllr Hinder declined to vote on item 17 as he knew a member of one of the companies tendering.

3. Minutes of Previous Meeting 21 October 2019.

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 3322/4.1 New Rateable Value for Beechen Hall. A response from the valuation office has been received and a further challenge is being prepared by the Clerk. **Action Clerk.**
- 4.2 Minute 3322/4.2 Franklin Drive Open Space Lease. The lease has now been signed and the play area signed over the Parish Council. Signs are being made and the additional play equipment is being ordered for installation early 2020.
- 4.3 Minute 3322/8.3 Plaque for Alan's Tree. **Noted**, the ceremony for this event has been postponed until the Parish Council meeting in May and a plaque is currently being sourced. **Action Office.**

5. Dove Hill Allotments

- 5.1 Cllr Bob Hinder reported that the allotment site had been burgled and a number of sheds broken into. A brushcutter had been stolen from the Parish Council shed and the doors had been damaged. The incident has been reported to the Police. Repairs to the parish council shed will be carried out in due course. **Action Cllr Hinder.**
- 5.2 Pest Purge Report. **Received and Noted.**
- 5.3 Isolating Valves on existing water troughs. Work has been carried out however the plumber is due to return to sort out a faulty ball cock, and to connect one of the troughs later this week. The Assistant Clerk asked Councillors to report back that these have been fixed. **Action: Cllrs Davies, Dengate and Hinder.**

6. Matters for Information

There were none.

7. Assistant Clerk's Report

- 7.1 Hall hire fees income. **Received and noted.**
- 7.2 Account balances. **Received and noted.**
- 7.3 Profit and Loss. **Received and noted.**
- 7.4 Income and expenditure. **Received and noted.**
- 7.5 Accident Report - None Reported.

7.6 Loss of a regular Hirer – **Received** and **Noted**.

8. **Beechen Hall Extension**

- 8.1 Financial update **received** and **noted**. It was agreed that any underspend would be rolled over into the financial year as an earmarked reserve. **Action Clerk.**
- 8.2 Acoustic Ceiling Tiles. Members **received** the quotation from Wallers but felt that it was too high and that further quotes were required. Cllr Vic Davies agreed to investigate further and circulate to members out of meeting. **Action Cllr Davies.**
- 8.3 Release of final Retention Fee to Waller Building Services. Member **received** the Assistant Clerk's report on the snagging list and the issues with the toilets and **agreed** to delay the final payment until an independent diagnostic report is carried out to ascertain the problem. The Assistant Clerk was asked to inform Waller Building Services. **Action: Assistant Clerk.**
- 8.4 Cordless/desk Microphone to work in conjunction with hearing loop. Further investigation is required Cllr Vic Davies will circulate costs and information to members via email. **Action Cllr V Davies.**

9. **Beechen Hall Card Payments for Hiring the Hall**
Noted On hold until the New Year and further investigation.

10. **Grant Request – Weaving Village Hall**

Members **received** the request for a grant towards repairs to the Village Hall roof and after discussion agreed in principle to award a grant, but given the value of the quote for the repair would like to see further quotations obtained prior and these should be brought back to the next meeting. **Action office.**

11. **Beechen Hall Boundary Fence**

Two further quotations were presented to members and after careful consideration Cllr Dengate proposed, seconded by Cllr Hinder, with 6 in favour and 1 abstention to award the contract to quotation 1 at a cost of £1,620.00, with provisions placed in the 2020 budget. **Action: Office**

12. **Emergency Tree Management around the Parish**

Members **received** and **agreed** the Clerk's report which identified various locations across the parish requiring emergency tree work. The report contained the necessary work and the cost, and it was confirmed that a majority of the cost would be available in the current year's budget. Members requested that the Landscape Officer was contacted, and permission sought particularly in areas of conservation or known TPO's. Members agreed to put £500.00 into the budget for non-emergency work in Weaving Diamond Jubilee Orchard. **Action office.**

13. **Policies and Procedures**

- 13.1 Hall Hire Conditions – **Noted.**
- 13.2 Lost Property Procedure and Disposal – **Noted.**
- 13.3 Strategy for the Provision of Playgrounds by the Parish Council – Members asked for this to be returned to the February meeting with a revised policy making it more generic, try and ascertain how many people and where they come from who would use the play areas within the parish. **Action office.**
- 13.4 Burial Ground Review of Regulations. Noted a meeting is to be set up in the New Year with the working group to review. **Action Clerk/Working Group**

14. **Budget 2020/21**

Members **agreed** the budget for 2020/21.

15. **Matters for Decision**

- 15.1 Beechen Hall Floor Cleaner – **Ratified** the Assistant's Clerk decision after consulting with the Chair of Estates to purchase the new floor cleaner in this financial year to aid the caretakers in carrying out their duties whilst one

caretaker is ill and to recommend to the F&GP committee that it is taken from contingency. **Unanimously agreed.**

16. Parish Caretaker for the whole of the Parish

Members considered the idea for employing a handyman on an adhoc basis to cover odd jobs required around the parish and in principle agreed that it was a good idea however further investigation was required and as the suggestion for the cost for this role would be shared with the Environment Committee's budget their views views should be sought. **Action office.**

In view of the confidential nature (personal details and data) on the following items about to be transacted, it is advisable that the public and press are excluded from the meeting for the duration of or part of the item.

There were none to exclude.

17. Electrical Safety and PAT Testing Tenders

Members received the quotations and after reviewing them asked for further clarification on the call out charge from quotation 1. Once this has been ascertained members asked for this to be circulated by email for a decision to be made. **Action office.**

18. Caretaking at Beechen Hall

A report was received regarding the ongoing health issues of a member of staff. It was agreed to advertise for a temporary member of staff to cover during this period. An advertisement to go out with the January edition of the Downs Mail. Councillors Vic Davies and Dennis Hollands agreed to be trained to cover caretaking duties in an emergency. **Action office/Cllrs V Davies & Hollands.**

19. Date of Next Meeting.

Monday 10 February 2020 at Beechen Hall, Wildfell Close, Walderslade. **Noted**

Meeting closed at 10.00 pm

Signed as a correct record of the proceedings.

Chairman.....

Date.....