

Minutes of the Estates Committee on Monday 17 June 2019 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm

Councillors present: Ms L Clarke, Mr P Dengate (Chairman), Mr B Hinder, Mr D Hollands and Mr P Sullivan together with the Assistant Clerk.

1. Apologies and absence

Apologies. Cllrs Ivor and Vic Davies.

2. Declaration of Interest or Lobbying

Cllrs Dengate, Hinder and Sullivan declared that they had dispensation to vote on Dove Hill Allotment items. Cllr Hollands declared an interest in item 12 as he was a trustee on Weaving Village Hall committee.

3. Minutes of Previous Meeting 15 February 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 3246/7.8 New Rateable Value for Beechen Hall and Parish Office members received and noted the Clerk's report. Members requested that MBC is contacted to check the measurement has been included as part of the floor plan opposed to being added to the total floor space. **Action office.**

4.2 Minute 3246/6.1 Franklin Drive Open Space Lease. The office has now received the lease, amendments have been requested however an update was not available for the meeting, Clerk to chase MBC. **Action Clerk.**

5. Dove Hill Allotments

5.1 Cllr Bob Hinder reported the new tenant had worked very hard on their plot. He also reported that due to recent heavy rain he had to clear away sand residue from of the main entrance gate to the site to enable the gate to open. He asked if plot holders could be reminded of gate security as the gate had been left wide open on Sunday 13th June with no one on site. He advised members that he would be painting the compostable toilet and PC shed over the coming week, weather permitting. The office was asked to email tenants to see if anyone would like to join the informal working group to help deal with any issues or minor jobs on and around the site. **Action: office.**

5.2 Pest Purge Report. **Received** and **noted.** It highlighted the intrusion of thick vegetation along the footpath on the perimeter of the fence which if it is not treated may cause damage to the fence. The office to contact KCC PRoW to find out when it is due to be cut. **Action office.**

5.3 Allotment Cup Presentation Members discussed the merits of holding a day to judge plots but realise a lot of tenants tend to be on holiday at this time of year so a request to the plot holders via email was requested to see if they would like this to be resurrected. **Action office.**

5.4 Allotment Water Bill. Report **received** and **noted.**

5.5 Allotment Waiting List. Members were informed that there were residents on waiting list it was **agreed** that before giving notice to plot holders outside of the parish as the terms and conditions state, tenants with plots that had not been cultivated would be contacted to see if they wish to give up their plot. **Action office.**

6. Matters for Information

6.1 Damage to Trees on Boxley Green and the Entrance ESO report **received** and **noted.**

6.2 Electrical & PAT Testing at Beechen Hall. Members **received** the Assistant Clerk's report stating the PAT test passed but the electrical test failed on circuits within the new extension. The company responsible for installing the electrics have been notified. Members were also advised that a new consumer unit may be required to upgrade the existing ones due to new regulations and the power capacity of the existing ones. It was agreed that this should be highlighted to the building company responsible for the extension as it was felt that this was their responsibility to advise the Parish Council as part of the extension work. As this is a matter of health and safety it was agreed that any work requiring authorisation could be done out of meeting via email to the committee. **Action office/Councillors.**

7. Assistant Clerk's Report

- 7.1 Hall hire fees income. **Received** and **noted**. Members **agreed** that the new format showing the surplus income after expenditure directly beneath was very helpful and would be happy to receive it this way in future. **Action office.**
- 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 Hall Hire Fees Review. Cllr Dengate gave an update on the new rate card and how it would work in principle. Members **agreed** that the spreadsheet was acceptable, and a full report will be returned to the August meeting. **Action Office.**
- 7.6 Outstanding Debt. Members **received** and **noted** the Assistant Clerk's report and it was proposed from the Chair seconded by Cllr Hollands, with all in favour to write off the debt if the Parish Council were not successful with the debt being settled through the liquidation process.
- 7.7 New Regular hirers. **Received** and **Noted**.
- 7.8 Loss of Regular Hirers – **Received** and **noted**.
- 7.9 Accident Report. None to report. **Noted**.
- 7.10 Donations to Charities. **Ratified** the Assistant Clerk's decision after consulting with members of the committee to give a donation of £30.00 each to both Demelza House and The Anthony Nolan Trust. This was in lieu of a hire fee discount to a charity function in aid of these charities being held at Beechen Hall on Saturday 14th April.

8. Beechen Hall Extension

- 8.1 Financial Report on cost of extension was **received** and **noted**.
- 8.2 Acorn Room Additional Heating. Members had received out of meeting examples of wall heaters and **agreed** to purchase a 2000w Technotherm High Heat Retention Radiator at a cost of £529.99. **Action Office.**
- 8.3 Landscaping. Members **agreed** on the location of the flagpole to the front of the building on the corner of the new grassed area. However, they did not want the tree to be replanted in this area as the grass has become established and it was felt the shading by the tree would kill the grass. Members suggested that 'Alan's Tree' is planted next to Springate Pond in Walderslade Woods. The Assistant Clerk was asked to clarify if there were any conditions placed on the planning permission for the removal of the original tree and to email members out of meeting for consideration. **Action Office.**
- 8.4 Further Acoustic treatment to the Acorn Room. Members **received** and **noted** Cllr Vic Davies report regarding acoustic ceiling tiles and asked for these to be brought to the August meeting. Cllr Dengate requested a quotation for the same acoustic treatment on the door leading to the kitchen that was used on the door leading to the hall so that it could be considered for the 2020/21 financial budget. **Action Office/Cllr Vic Davies.**

9. Beechen Hall Card Payments for Hiring the Hall.

Members **received** and **noted** the quotations from companies to provide a virtual terminal and **agreed** to proceed with WorldPay after being proposed from the Chair, seconded by Cllr Bob Hinder with all in favour. The relevant policies must be in place before taking transactions. **Action Office.**

10. Policies and Procedures

- 10.1 Burial Ground Review of Regulations. Deferred to the August meeting.
- 10.2 Late arrival, departure and early opening for casual hirers. **Noted.**
- 10.3 Village Hall Grant Policy & Procedure – annual review Members reviewed the policy and suggested minor changes. **Action Office.**
- 10.4 Review training needs. Assistant Clerk to look and consider suitable Excel courses with a view of undertaking in the near future.
- 10.5 Dove Hill Allotment rents and rules and regulations deferred to August meeting.
- 10.6 Clerk's Delegated Powers – Beechen Hall and Dove Hill Allotments. **Received, reviewed and amended. Action Office.**
- 10.7 Fire Risk Assessment. This has been updated and submitted to MBC for building regs to sign off the Acorn Room extension. **Received** with two minor amendments. **Action Office.**
- 10.8 Hire Discount for a Charity Fundraising event at Beechen Hall Members received the new policy, Cllr Dengate proposed, seconded by Cllr Hollands with all in favour to adopt with one minor change. **Action Office.**

11. Matters for Decision

Use of Boxley Village Green – Member received a request from Friends of Boxley Church for permission 'in principal' to use Boxley Village Green to mark VE Day 2020 with a Village Fete. Members considered and **agreed** to the 'in principal' request and changed the policy for Use of Parish Council Land to include two bullet points 'supply a risk assessment if requested' and 'Must comply with any legal requirements regarding usage and potential blocking of public highway and land'. **Action Office.**

12. Grant Request

Weaving Village Hall request for a grant towards the replacement of its CCTV system. After clarifying a couple of points Cllr Hollands left the room whilst members considered this request. After discussion it was proposed by Cllr Dengate, seconded by Cllr Clarke with all in favour to award the sum of £750.00 towards the cost. After the vote Cllr Hollands was invited back into the room. **Action Office.**

13. Date of Next Meeting.

Monday 19 August 2019 at Beechen Hall, Wildfell Close, Walderslade.

As no members of the public or press were present there was no resolution to exclude them. The meeting went into confidential session.

14. Caretaker Resignation

Members received an update on the resignation and passed on their best wishes to the Caretaker. They were also notified of the procedure to recruit a replacement and that in the meantime the current caretakers would be covering the vacant shifts. The Assistant Clerk confirmed that a previous Caretaker had agreed to cover any shifts if required for the short term. **Action Office.**

Meeting closed at 9.37 pm

Signed as a correct record of the proceedings.

Chairman.....

Date.....