

## **Minutes of the Estates Committee on Monday 21 October 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, D Hollands and Mr B Hinder together with the Clerk, Daniela Baylis

### **1. Apologies and absence**

Apologies. Cllr L Clarke

### **2. Declaration of Interest or Lobbying**

All declared an interest in Dove Hill allotments.

### **3. Minutes of Previous Meeting 19 August 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 3272/4.1 New Rateable Value for Beechen Hall. This is still in progress. There are several stages to the process and one more to go. **Action Clerk.**

4.2 Minute 3272/4.2 Franklin Drive Open Space Lease. The Environment Committee is recommending that the amended lease now be signed. This will go to full Council for approval on the 4<sup>th</sup> November.

4.3 Minute 3273/8.3 Location of Alan's Tree. The Assistant Clerk is obtaining costs for the plaque. The wording is to be changed to remove the first 'Councillor' and add his dates of service. **Action Assistant Clerk**

4.4 None

### **5. Dove Hill Allotments**

5.1 Cllr Bob Hinder reported that the rearranged work days had proved more popular with more people able to attend. Cllr V Davies reported that the water had been turned off.

5.2 Pest Purge contract. The renewal of the Contract was ratified. Cllr Dengate reported that he had seen squirrels on the site and a rat. and the Clerk was asked to report the matter to Pest Purge

5.3 Isolating Valves on existing water troughs. It was proposed by Cllr I Davies, seconded by Cllr Dengate and all agreed that the quotation to install isolator valves on each trough be accepted. **Action: Assistant Clerk**

5.4 Preparation of Concrete Bases for Water Troughs. The slabs had been moved from the hall to the Allotment site. The working days were now the 2 and 9 November. Cllr hinder thanked the Clerk and her son for moving the slabs.

### **6. Matters for Information**

6.1 Repairs to the Lych Gate at St Mary and All Saints Church. The 2 broken tiles had been repaired. **Noted.**

### **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 – The Caretaker Alan had sustained a nasty cut on his finger from a metal broom handle that broke when in use. The broom was being replaced with a wooden handle. **Action Office.**

7.6 40<sup>th</sup> and 50<sup>th</sup> Birthday Parties at Beechen Hall. It was agreed to allow these parties again with an increased damage deposit. This would be reviewed at every Committee meeting so that any problems arising could be monitored.

7.7 Review of hire fees Acorn room. The Assistant Clerks recommendation to charge all hirers of the Acorn Room £14 after 6pm was agreed.

## 8. Beechen Hall Extension

8.1 Financial Report on cost of extension was **received** and **noted**.

8.2 **Noted**.

8.3 Further Acoustic treatment to the Acorn Room. It was agreed to purchase new curtains. It was agreed that the curtains needed to be taken up or the curtain rail raised to prevent them dragging on the floor. It was agreed to purchase a pack of 8 acoustic tiles. A quotation would be obtained for fitting the tiles. A quotation would also be obtained for a second door into the kitchen, if this was possible.

**Action: Office**

8.4 Second phase landscaping. This was carried out on the 13<sup>th</sup> October, but the seeding was not done and this would now be left until March. Thanks were given to Cllrs Lynne Clarke, Ivor Davies, Dennis Hollands, Pat Sullivan and Vic Davies for carrying out the work.

8.5 Snagging list. Noticed at meeting – door hinge, paint damage to light fitting. It was agreed that the Assistant Clerk should circulate the list to the Working Party.

**Action: Assistant Clerk**

8.6 Cordless/desk Microphone to work in conjunction with hearing loop. Cllr Dengate said that this should be hardwired and not WIFI. Cllr V Davies would investigate further.

## 9. Beechen Hall Card Payments for Hiring the Hall.

Members **received** and **noted** the Assistant Clerk's report on the 2 proposed systems. It was decided that more information on how the Square works was needed such as can it be used on more than one laptop. **Action Office.**

## 10. Boxley Church Boundary Wall adjacent to the Granary

Members **received** and **noted** the report

## 11. Beechen hall Boundary Fence

Members decided that 2 more quotations were needed. **Action: Office**

## 12 Weaving Diamond Jubilee Orchard

12.1 Tree Management at WDJO and around the Parish

It was proposed by Cllr Hinder, seconded by Cllr Hollands and all agreed to accept the Tree surgeon's recommendation to coppice the trees along the boundary, and to giving the option to neighbour who pays to have trees cut back if he wants to carry on with the present arrangement.

## 13. Policies and Procedures

13.1 Burial Ground Review of Regulations. The Clerk has updated the regulations and these now need to be reviewed by the Working Party (Cllrs B Hinder, I Davies and D Hollands). The Clerk would arrange a meeting of the working group. **Action: Clerk**

13.2 Electrical Safety/maintenance contract for 2020. The tender document was agreed subject to the amendments suggested by members. **Action: Office**

13.3 Grounds maintenance contract. It was agreed by members that this could be done as a rolling contract subject to the following actions: Add Franklin Drive play area, add the allotment perimeter path and community areas. It was requested that the office find out if a multiple year contract would be cheaper. It was also requested that the quotation needs to be in line with the tender document as they are both different and so hard to compare. **Action office.**

13.4 Risk Assessment WDJO. **Noted**

## 14. Draft Budget 2020/21

It was agreed to add the items on the report for consideration to the Budget with the

addition of the boundary fence for Beechen Hall and snow clearance.

**15 Matters for Decision**

15.1 Noticeboards. the Assistant Clerks decision after consulting with members to purchase 3 new noticeboards with headers was ratified.

15.2 Replanting Silver Birch. The Assistant Clerks decision after consulting with members to purchase and replant a replacement tree in accordance with 16/508263/TPO was ratified.

**15. Date of Next Meeting.**

Monday 16 December 2019 at Beechen Hall, Wildfell Close, Walderslade. **Noted**

Meeting closed at 9.20 pm

Signed as a correct record of the proceedings.

Chairman.....

Date.....

