

Minutes of the Estates Committee on Monday 10 February 2020 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30pm

Councillors present: Mr Vic Davies (Chairman), Ms L Clarke, Mr P Dengate, Mr P Sullivan, Mr Ivor Davies, and Mr D Hollands (arrived at 19.36) together with the Assistant Clerk, Mrs M Fooks.

1. Apologies and Absence

Apologies. Cllr B Hinder.

2. Declaration of Interest or Lobbying

Cllrs Ivor Davies, Dengate, and Sullivan declared that they had dispensation to vote on Dove Hill Allotment items. Cllr Hollands declined to vote on item 10 as he is a trustee on Weaving Village Hall and declared an interest on item 12 as a previous member on the PCC.

3. Minutes of the Previous Meeting 16 December 2019

The minutes of the meeting 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 and Parish Office. The office submitted a further challenge to the Valuation Office and is now waiting to hear back. The Assistant Clerk notified members that the new rates bill for 2020/21 will be received in March and it is hoped that any revisions will be included in them.
- 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 soon after.
- 4.3. Minute 3322/8.3 Play 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. As Cllr Hinder was not present the Assistant Clerk reported that the Parish Council shed doors had not yet been repaired, Cllr Ivor Davies confirmed that they were secure and did not pose an imminent problem. It was agreed that once the weather improved these would be repaired. Cllrs agreed that the working party would organise another tidy up day in early spring. The Assistant Clerk confirmed that there were 2 plots currently available.
- 5.2. Pest Purge Report. **Received and Noted.**
- 5.3. Allotment Law Course 9-1-20 attended by the Assistant Clerk **received and noted.** The Assistant Clerk reported that she was currently looking at transferring the rules and regulations into a booklet for easier reading and would circulate this to members out of meeting via email for their comments. **Action Assistant Clerk.**

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**. Cllr Dengate requested income and expenditure for Dove Hill Allotments for the years 16-17, 17-18 and 18/19 to enable members to be able make a comparison when reviewing allotment fees. **Action office**.
- 7.5. Accident Report. None reported.
- 7.6. Loss of regular hirer. **Received** and **noted**.

8. Beechen Hall Extension

- 8.1. Financial update **received** and **noted**. The Chairman confirmed that the issue with the ladies toilets had now been resolved and the rest of the outstanding items on the snagging list including, dimmer lights in the acorn room, front door locks. The retention monies minus £144.00 for the toilet survey have now been paid.
- 8.2. Acoustic Ceiling Tiles. The Chairman reported another quote was being sourced from an alternative supplier who visited the hall and gave some good advice for the acoustic door leading to the kitchen. As the quote had not been received in time for the meeting it was **agreed** that this would be circulated out of meeting. **Action office**.

9. Beechen Hall Card Payments for Hiring the Hall

Noted. On hold until the office time allows further investigation.

10. Grant Request - Weaving Village Hall

Members **received** two further quotes and after discussion Cllr Dengate proposed seconded by Cllr Ivor Davies with 4 in favour, 1 abstention and 1 non-voter, that 100% of the quote of £5845.00 be granted and that details of all their accounts, including savings be provided, and that these should be included in all future grant requests. **Action: Dennis Hollands/Office**.

11. Parish Office Reconfiguration

Members **received** the Clerk's request for additional storage cupboards and new carpet tiles to be purchased. It was also suggested that instead of open shelving for the back office, cupboards were purchased. It was **agreed** that any additional cost would be circulated to members out of meeting for approval and will be recommended to the finance and general purposes committee for expenditure from the contingency code. **Action: Clerk**

12. Damaged Gate to North of Boxley Church

Members received the photo of the damage gate and **agreed** the gate and posts need replacing and to get quotes to be circulated out of meeting for approval. Members were presented with a series of photos showing deterioration of the boundary fence and general area. A site visit to the Parish Council's burial ground was **agreed** to discuss the condition of the area and to agree a plan of action. **Action Clerk/Cllrs Vic Davies, Hollands and Sullivan**.

13. Policies and Procedures

- 13.1. Review of Calendar 2020 -2021. **Agreed** on the proviso that all Beechen Hall risk assessments were to be incorporated into one document. **Noted**.
- 13.2. New Beechen Hall Risk Assessment. Still being compiled. **Noted**.
- 13.3. Terms of Reference. **Received** and **agreed** with minor grammatical changes.
- 13.4. Strategy for the Provision of Playgrounds by the Parish Council. **Agreed** deferred to April to enable further investigation. **Action: Office**.

13.5. Burial ground review of regulations. The Clerk is attending a Burial Law and Management Course and will, together with the working group finalise any further amendments to the regulations and will bring back to the April meeting for adoption.
Action: Clerk/Working Group.

14. Matters for Decision

14.1. Replacement Cradle Swings for Franklin Drive Play Area

Members **received** and agreed the cost for replacing 2 swings at Franklin Drive play area. The cost will be met from this year’s budget.

In view of the confidential nature (personal details and data) on the following item 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.

15. Caretaking at Beechen Hall

Members **received** and **noted** the Assistant Clerk’s report. It was **agreed** that a working group consisting of Cllrs Vic and Ivor Davies, Lynn Clarke and the Assistant Clerk to consider the future caretaking/cleaning at Beechen Hall and to also look at the benefits and potential costs of a Parish Caretaker.

16. Date of Next Meeting

Monday 20 April 2020 at Beechen Hall, Wildfell Close, Walderslade. **Noted.**

Meeting closed at 9.50pm.

Signed as a correct record of proceedings.

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

