

Minutes of the Estates Committee on Monday 27 April 2020 held by Telephone Conference commencing at 7.30pm

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

1. Apologies and Absence

Apologies. Cllr P. Sullivan.

2. Declaration of Interest or Lobbying

Cllrs Ivor Davies, Dengate, and Hinder declared that they had dispensation to vote on Dove Hill Allotment items.

3. Minutes of the Previous Meeting 10 February 2020

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 3354/41 New Rateable Value for Beechen Hall and Parish Office. The office has been notified that there is no change to the rateable value to the Hall and office. The 20/21 rates bill has been received and the first payment debited from the account. It was hoped that the Parish Council would benefit for small business rates relief due to the covid19 Pandemic and the loss of income to the hall. However, the advice that is being given contradicts this and Helen Whately MP has agreed to look into this on behalf of the Parish Council with central and local government. **Noted.**
- 4.2. Minute 3354/4.2 Franklin Drive Open Space Lease. Due to current Covid19 restrictions the installation of the play equipment has been put on hold. **Noted.**
- 4.3. Minute 3354/8.3 Ceremony and plaque for Alan's Tree. On hold until normal meetings can resume. **Noted.**

5. Dove Hill Allotments

- 5.1. Members **received** and **noted** the allotment report. Cllr Dengate confirmed it is unlikely that the plumber needs to return and that he can fix the issue with the troughs (which have been temporarily repaired), at the end of the season once the water has been turned off and the troughs drained. Cllr Hinder reported that he had spoken directly to 2 plot holders regarding the encroachment of the footpath from their plots and have asked them to correct the situation. He has also been busy cutting back the trees and vegetation from around the perimeter road. A meeting and site visit with representatives from MBC have resulted in urgent tree management to be scheduled for the woodland adjacent to the allotments due to dangerous overhanging trees. Cllr Hinder also reported that the proceeds from hazel bean poles which had been donated by a neighbouring landowner had raised £42.00 for the Cure CJD Charity. The Assistant Clerk asked to be notified if tenants were not keeping the grass cut between their plots and would send an email out to remind them.
- 5.2. Pest Purge Report. **Received** and **Noted.** Cllr Dengate reported that the rats are back and a dead one was found on Plot 8. He is monitoring the situation and will alert Pest Purge of any developments.

6. Matters for Information

Noted due to the Covid19 Pandemic both Franklin Drive and WDJO play areas are closed for public use and Cllr Vic Davies confirmed that the seat in the WDJO was also out of commission.

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.

8. Beechen Hall Extension

- 8.1. Acoustic Ceiling Tiles Update. On hold due to Covid19. **Noted**.

9. Beechen Hall Card Payments for Hiring the Hall

On hold due to the closure of the hall. **Noted**.

10. Parish Office Reconfiguration

Now Completed. **Noted**.

11. Damaged Gate to North of Boxley Church

The cost of a replacement gate and posts had been **received**. Cllr Vic Davies reported that Cllr Sullivan had two oak posts that he would donate and that he, and Cllr Vic Davies, would purchase a gate and install these once the distancing measures have been relaxed. The cost of the gate would be reported back to the committee out of meeting for a decision **Action Cllrs Vic Davies and Sullivan**.

12. Policies and Procedures

- 12.1. Business Continuity Plan - Members **received** the amended plan having suggested further amendments prior to the meeting and it was pointed out that some amendments had not been actioned. It was agreed that once updated, it should be circulated via email for final approval. **Action Office**.
- 12.2. Test out Business Continuity Plan. **Noted**, due to the current Covid19 pandemic the plan has been tested and additions have been made to deal with this type of incident should it happen in the future.
- 12.3. Hall Bookings, Cancellations and damage/cleaning deposits – Currently being reviewed for new website it was agreed that these would be circulated out of meeting for members to comment. **Action Office**.
- 12.5 Staff Discount Policy for Hiring Beechen Hall. Reviewed and recommend no change.
- 12.6 Strategy for the Provision of Playgrounds by the Parish Council. **Agreed** deferred for further investigation. **Action: Office**.
- 12.7 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 **Noted. Action: Clerk/Working Group**.

13 Matters for Decision

There were none.

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.

12.4 **Staff Remuneration and hours.** Members **received** the Assistant Clerk's report and **agreed** with the suggested recommendations to be back dated to 1 April 2020 and then to be reviewed in six months.

14 **Caretaking at Beechen Hall.** Members **received** the Assistant Clerk's report. After careful consideration all members **agreed** to the recommendations for members of staff.

15 Date of Next Meeting

Monday 15 June 2020 location to be confirmed. **Noted.**

Meeting closed at 8.12pm.

Signed as a correct record of proceedings.

Chairman.....

Date.....