

**Minutes of the Estates Committee Meeting on Monday 17 August 2020 held by a virtual Teams meeting commencing at 7.30pm**

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

The Chairman opened the meeting by giving thanks to the Assistant Clerk for all her hard work in setting up Teams to enable the Parish Council to hold virtual meetings for its Councillors and Committees.

**1. Apologies and Non-Attendance**

None all members were present.

**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 Vic Davies declared an interest item 11.8 and abstained from voting as he is related to the Litter picker.

**3. Minutes of the Previous Meeting 15 June 2020**

The minutes of the meeting were agreed and would be signed as a true record at a later date.

As no members of the public were in attendance the meeting was not adjourned.

**4. Matters Arising from Previous Minutes**

**4.1.** Minute 3359/4.2 Franklin Drive Open Space. Installation has been completed and a post installation inspection report has been **received**. See item 9.2 for inspection report.

**4.2.** Minute 3359/8.3 Ceremony and plaque for Alan's Tree. On hold until normal meetings can resume. **Noted**.

**5. Dove Hill Allotments**

**5.1.** Allotment Report **received** and **noted**. Also noted was the damage to tenants crops from pests. These have been reported to Pest Purge for further investigation and action. **Action Pest Purge**.

**5.2.** Pest Purge Report. **Received** and **Noted**.

**5.3.** Pest Purge Contract Review. After consideration members **agreed** to renew the contract at the increased price of £900.00. This was proposed from the Chair seconded by Cllr Vic Davies with all in favour. Cllr Dengate requested that all issues/incidents that are reported by tenants are reported back to the Council through the bimonthly reports. **Action Assistant Clerk**.

**5.4.** Repairs to the entrance road. Members **received** the report from Gallagher's outlining a potential solution to the drainage issue on the main roadway. They have asked for a location sketch for the works and a quotation before arranging a site meeting with all interested parties. **Action Assistant Clerk**.

**5.5.** Removal of Tyres from the site. **Ratified** the Assistant Clerk's decision after consulting with members of the committee to employ the services of Pountney Tyres to remove the tyres for recycling at a cost of £30.00 for both tyres.

**5.6.** Dove Hill Allotments Site Inspection Report. The Chairman thanked Cllr Clarke for an excellent report. Recommendations from the report included setting up a working group comprising of tenants and councillors who would work together to enable the transition over to a Tenants Association by 2021. It was **agreed**

that Cllr Clarke and the Assistant Clerk would look at the terms of reference and membership of the working group and invite tenants to apply. The Chairman also thanked Cllr Bob Hinder for all he has done in keeping the committee abreast of any issues at the allotments and for keeping the communal areas strimmed and in a good state of repair. **Action Cllr Clarke/Assistant Clerk.**

- 5.7.** Dove Hill Allotments Rent Review. **Received** the Assistant Clerk's report which looked at the necessary operational costs for the allotments. Members **agreed** from the information supplied that an increase to £31.50 per allocated plot from October 2021, was necessary for the allotments to be self-sufficient. This was proposed by Cllr Vic Davies, seconded by Cllr Dengate with 5 in favour and 2 abstentions. Members also **agreed** to the installation of an additional water trough close to the disabled tap. In addition to the trough concrete sleepers were also required. A budget of £200.00 was set for the installation. **Action Assistant Clerk.**
- 5.8.** Dove Hill Allotment Rules and Regulations Review. These were **received** and amendments made. These would be circulated to Tenants. **Action Assistant Clerk.**
- 5.9.** Dove Hill Allotments Tenancy Agreement Review. These were **received** and amendments made. It was **agreed** to circulate out of meeting as Cllr Ivor Davies had suggested further amendments. **Action Assistant Clerk.**
- 5.10.** Dove Hill Allotments Plot Allocation Procedure/Application Form Review. These were **received** and minor amendments made. **Action Assistant Clerk**

## **6. Matters for Information**

Repairs to the gate at Boxley Burial Ground. Cllrs Vic Davies and Pat Sullivan will install new posts and gate and will include a latch. **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.** Reopening of Beechen Hall. Members **received** and **noted** the Assistant Clerk's report All regular hirers that have shown an interest in returning to the hall in September have been issued with the following documents
- Additional Covid19 Hire Agreement
  - BPC-Beechen Hall Risk Assessment
  - Regular Hirers Covid19 Risk Assessment
  - Covid19 Floor Plan of the premises outlining the one-way system in place, including the location of hand sanitising units/stations.
- 7.6.** Additional Covid19 Hire Agreement. **Received** and **agreed** with minor amendments.
- 7.7.** BPC-Beechen Hall Covid19 Risk Assessment. **Received** and **adopted.**
- 7.8.** Regular Hirers Covid19 Risk Assessment. **Received** and **agreed** with the addition of asking regular hirers to supply a list of attendees to the office for each session held at the hall. **Action Assistant Clerk.**
- 7.9.** Covid19 Floor Plan **Received** and **agreed.**

## **8. Beechen Hall Extension**

- 8.1.** Acoustic Ceiling Tiles Update. On hold due to Covid19. **Noted.**
- 8.2.** Additional Curtains to Acorn Room. **Ratified** the Assistant Clerk's decision after consulting with members of the Estates Committee out of meeting to install new curtain poles and alter curtains to correct height at a total cost of £285.00.

## **9. Parish Managed Play Areas**

- 9.1.** WDJ0 Annual Play Inspection. Members **received** and **noted** the issues identified in the report. Cllr Vic Davies confirmed that the dry bearings on the

shackle pins on both the toddler and junior swings had been oiled as recommended.

- 9.2.** Franklin Drive Post Installation Inspection. Members **received** and **noted** the Clerk's report which included the Railway line fence. Any further action required will be circulated to members out of meeting.
- 9.3.** Weekly Routine Inspections of Play Areas. Members **received** the Assistant Clerk's report and agreed to allow the Litter picker, once trained, to carry out weekly routine inspections of the play areas. It was agreed that costs for the training would be circulated to members out of meeting for approval.
- 9.4.** Insurance Claim for Subsidence at The Conifers, Grove Green Lane. Members **received** the Clerk's report and **noted** the confirmation that the residents insurance company have agreed to settle the costs for removing the trees from the orchard.
- 9.5.** Repairs to the Paling Fence at WDJO. Members **received** the Assistant Clerk's report and quotation for replacing a section of paling fencing. After consideration members rejected the quote on the basis it was too high. It was **agreed** that Cllrs Vic Davies and Pat Sullivan would purchase the materials on behalf of the Parish Council and would install the section of fencing. **Action Cllrs Vic Davies and Pat Sullivan.**

## **10. Parish Property Inspection Repairs Report**

Members **received** the Clerk's report.

- A request for further benches to be treated was made and members agreed that the treatment used on the bench at Beechen Hall would be suitable for the other benches identified. This will be given to the Caretaker to carry out as soon as practicable. **Action office.**
- Members asked for confirmation that the if the quotation being obtained for the laminated interpretation board at Boxley Village Green can withstand the effects of being positioned in full sun. **Action Clerk...**
- Members **agreed** that a multi sparrow box would be ideal to replace the kestrel box. **Action Clerk.**
- Agreed the topping up and re turfing of graves. **Action Clerk**
- Tombstone Inspection it was **agreed** that a visual inspection of the churchyard should be carried out by the working group consisting of the Clerk, Cllrs Vic Davies, Pat Sullivan, Dennis Hollands and Lynn Clarke on a quarterly basis. **Action Working Group.**
- Landscaping at Beechen Hall Members agreed to wait for the weather to change and see what happens and to decide if reseeding needs to take place.

## **11. Policies and Procedures**

- 11.1** Beechen Hall Hire Fees (Review) defer until October.
- 11.2** Fire, Drink and Public License for Beechen Hall Agreed to be circulated out of meeting if there are any updates. **Action Assistant Clerk.**
- 11.3** Annual Look at the Hall. **Agreed** any budget requirements resulting from the inspection of the hall will be brought to the October meeting. **Action Assistant Clerk.**
- 11.4** Beechen Hall Snow Policy. **Noted** reviewed by office and no changes required.
- 11.5** Beechen Hall Risk Assessment. **Agreed** to circulate to members for any further changes and brought back to the October meeting for adoption. **Action Clerk.**
- 11.6** Strategy for the Provision of Playgrounds by the Parish Council. **Noted** deferred for further investigation. **Action: Office.**
- 11.7** Burial Ground Review of Regulations **Noted** work is still in progress.

## **12. Matters for Decision**

- 12.1** Legionella Testing Beechen Hall & Grove Green Community Centre Members **received** the report and after discussion members **agreed** to proceed with the

testing. However as there seemed to be some confusion as to the requirements and what is legally expected prior to opening both halls, The Assistant Clerk was tasked with contacting both companies to find out the following information

- Can the tests be carried out prior to September?
- How long will the results take to come back?
- Are the results required before opening the hall?

Once this has been established it was agreed that a decision would be made out of meeting as to which company would be used. **Action Assistant Clerk.**

**12.2** Ivy growing on south Wall of the closed churchyard. Members **received** the Clerk's report and have agreed to review again once the Clerk has heard back from Chloe Evans the Assistant Care of Churches Officer. **Action Clerk.**

**12.3** Dangerous branch on Catalpa Tree Boxley Village Green. Members **received** the Clerk's report and photos and **agreed** that this is cut as a matter of urgency. **Action Clerk.**

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.

**11.8** Staff Conditions and any alteration to hours. Members **received** the Assistant Clerk's report and **agreed** unanimously to the proposals to increase the current caretaker's hours to accommodate the return of regular hirers to Beechen Hall in September and to utilise the Litter Picker to cover his duties on a temporary basis whilst he is on annual leave. **Action Clerk.**

**13** **Caretaking Update.** Members **received** and **noted** a verbal report on the current situation.

**14** **Date of Next Meeting**

Monday 19 October 2020 location to be confirmed. **Noted.**

Meeting closed at 9.37pm.

Signed as a correct record of proceedings.

Chairman.....

Date.....