

**.Minutes of the Estates Committee Meeting on Monday 19 October 2020 held by a virtual Teams meeting commencing at 7.30pm**

Councillors present: Mr D Hollands (Chairman from item 4 due to technical difficulties), Mr M Beckwith, Ms L Clarke, Mr Ivor Davies, Mr Vic Davies (Chairman from items 1-3), Mr B Hinder, Mr C Sheppard and Mr P Sullivan together with the Assistant Clerk, Mrs M Fooks.

**1. Apologies and Non-Attendance**

Apologies. Cllr Dengate (Work Commitments).

**2. Declaration of Interest or Lobbying**

Cllrs Ivor Davies, Hinder, Sheppard and Sullivan declared they have dispensation to vote on Dove Hill Allotment items. Cllr Hinder declared an interest in item 10.2 as he was on the licensing committee for MBC. Cllr Vic Davies declared an interest item 14 as he is related to the Litter picker. He left the meeting and abstained from voting on this item.

**3. Minutes of the Previous Meeting 17 August 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 3393/4.2 Ceremony and plaque for Alan's Tree. On hold until normal meetings can resume. **Noted.**
- 4.2.** Minute 3393/6.1 Repairs to Gate at Boxley Burial Ground. A new gate has been installed and many complimentary emails have been received from residents. The Chairman thanked Cllrs Vic Davies and Pat Sullivan for their hard work.
- 4.3.** Minute 3393.9.4 Insurance claim for subsidence at the Conifers, Grove Green Lane. Work is now complete. **Noted.**
- 4.4.** Minute 3393/9.5. Repairs to the paling fence at WDJO. Repairs and installation has been completed. The Chairman formally thanked Cllrs Vic Davies and Pat Sullivan for their efforts in installing this fence.

**5. Dove Hill Allotments**

- 5.1.** Allotment Report **received** and **noted**. Cllr Hinder reported that Maidstone Borough Council have agreed to reinstate the fence between the allotment site and the adjacent woodland after it had been damaged in places following tree maintenance. He also informed members that the brushcutter and accessories are now located at Beechen Hall for insurance purposes.
- 5.2.** Pest Purge Report. **Received** and **Noted**. The report highlighted that vegetation ingress is still evident on sections of the boundary fence and the materials behind Plots 13A and 13B are hindering the fence inspections. Cllr Sheppard agreed to forward photos to the office so that the tenants can be notified. **Action Cllr Sheppard/Assistant Clerk.**
- 5.3.** Additional Trough **Ratified** the Assistant Clerk's decision after consulting with members of the committee out of meeting to purchase the trough and associated parts at a cost of £285.00. Members were informed that as the parish council shed had been damaged during a recent break in, the trough was being held by McVeigh Parker until the shed is secure enough to store it. It was agreed by all members that the trough would be installed by next spring and

the Assistant Clerk would circulate an email to tenants to arrange a working party date. Cllr Hinder also informed members that the eco toilet is sinking and needs raising and suggested this was done at the same time as the installation.

**Action Assistant Clerk.**

- 5.4.** Repairs to the entrance road. Members received the Assistant Clerk's report and update. However, she was unable to provide a cost for the works. It was **agreed** that she continues to contact Gallagher's until she receives an answer.

**Action Assistant Clerk.**

## **6. Matters for Information**

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**.

- 7.5.** Projected budget forecast to 31.3.20. **Received** and **noted**. Cllr Sheppard queried the forecast income for the hall as being a little optimistic. The Assistant Clerk explained that the figure is what we should expect but is dependent on a number of factors:

- The hall continues to remain open
- The hirers continue to attend the hall in their current capacity.

- 7.6.** Reopening of Beechen Hall. Members **received** and **noted** the Assistant Clerk's report. They considered a hirers request regarding the additional paid time for cleaning expected by hirers and **agreed** this was necessary under the present guidelines.

- 7.7.** Water Risk Assessment. Members **received** and **noted** the report from Alpha Environmental Services Ltd following their visit to the hall. Members considered the recommendations within the report and **agreed** to the company returning to:

- Chemically disinfect CWS tanks
- Install a vermin screen to overflow pipe on tank
- Buy a calibrated digital thermometer for routine temperature testing.
- Legionella Testing for the Clerk/Assistant Clerk and Caretaker.

Members were told that a quote for these recommendations had been requested but had not been received. It was **agreed** that once they were received, they would be circulated out of meeting for approval. **Action Assistant Clerk.**

- 7.8.** Utilities Contract Renewal. **Ratified** the Assistant Clerk's decision after consulting with members of the Estates Committee to renew both the Electricity and Gas contracts with Opus Energy for a further 2 years once the contracts expire on 30 April 2021. This motion was proposed by Cllr Vic Davies, seconded by Cllr Hinder with all in favour.

## **8. Beechen Hall Extension**

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

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

- 9.1.** WDJO & Franklin Drive Play Areas. Members **noted** the infant swings had been replaced and that the office is still waiting to hear from Network Rail with regards to the removal of the ivy and repair to fence panels. **Action Clerk/Network Rail**

- 9.2.** Franklin Drive & Network Rail Teams Meeting. Members **received** and **noted** Cllr Sheppard's report on the potential closure of the play area for 4 months to enable Network Rail to carry out urgent repairs to the railway embankment. This will require the removal of all play equipment including the recently installed wooden play equipment. Cllr Sheppard voiced his grave concerns on

the effect this work will, and is already, having on the immediate local community and parking issues on the surrounding roads. After some discussion it was **agreed** that:

- The Parish Council will also liaise with the local community informing them what is going to happen and when and who to contact if they have any concerns.
- Cllr Bob Hinder has agreed to escalate the situation to Maidstone Borough Council to see if they can be of assistance and requested the contact details for Network Rail are passed on to him. **Action Clerk.**

**9.3.** Tree Maintenance at WDJO. Members **received** and **noted** the Assistant Clerk's report. Members considered the request to extend the coppicing to the entrance to the orchard and agreed to wait until next year to see how the original coppicing has grown back before making a decision. This was proposed by Cllr Hinder, seconded by Cllr Vic Davies with all in favour.

## **10. Policies and Procedures**

**10.1** Beechen Hall Hire Fees (Review). Members **received** the Assistant Clerk's report and **agreed** with the recommendations not to increase hire fees and to review again in 6 months' time at the April meeting. This was proposed by Cllr Hinder, seconded by Cllr Ivor Davies with all in favour.

**10.2** Public Licence for Beechen Hall. Members **received** the Clerk's report and update and **agreed** with the recommendations that the current premises licence requires a variation to allow the Estates Committee to become the Designated Premises Supervisor. Members also **agreed** that the outstanding invoices from 2018 should be settled. The Clerk will complete the application form and circulate to Cllrs Dennis Hollands (Chair of Estates Committee) and Vic Davies (Chairman of the Parish Council). It was also **agreed** that the responsibility of being the DPS for Beechen Hall is added to the Terms of Reference for the Estates Committee. **Action Clerk.**

**10.3** Estates Committee Revised Terms of Reference. **Agreed** with addition of Public Licence. Recommend adoption by full council at next meeting. **Action Clerk.**

**10.4** Beechen Hall Risk Assessment. **Agreed** with an amendment to the reference on alcohol and the addition of legionella water testing and covid track and trace. Recommend adoption by full council at next meeting. **Action Clerk.**

**10.5** Use of Boxley Parish Council Open Spaces (Boxley Green, Franklin Drive, Impton Lane, Wildfell Close, WDJO). **Agreed.** Recommend adoption by full council at next meeting. **Action Clerk.**

## **11. Burial Ground**

**11.1** Clerk's Report- **Received** and **noted.**

**11.2** Burial Ground Review of Regulations It was **agreed** that all items relating to the burial ground would be delegated to a working group consisting of Cllrs Ivor and Vic Davies, Dennis Hollands, the Clerk and Assistant Clerk to make recommendations of meeting to the Estates Committee for ratification at the next meeting.

**11.3** Burial Ground Review of Fees. **See item 11.2.**

**11.4** Burial Ground Procedures. **See item 11.2.**

**12. Draft Budget 2021-22.** Members **agreed** the draft budget.

## **13. Matters for Decision**

**13.1** Ivy growing on south Wall of the closed churchyard. Members **received** the Clerk's update it was **agreed** that the Clerk contact the Diocese again and include the photos of the Ivy. **Action Clerk.**

**13.2** Woodlands Boundary Marker. Members **received** the Clerk’s report and photos and after discussion **agreed** that this wall was not the responsibility of the parish council. **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.

**14 Caretaking Update**  
Members **received** and **noted** the Assistant Clerk’s report and **agreed** to the alteration of hours and the new variation of contract clause.

**15 Date of Next Meeting**  
Monday 21 December 2020 location to be confirmed. **Noted.**

Meeting closed at 9.55pm.

Signed as a correct record of proceedings.

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