

Minutes of the Estates Committee Meeting on Monday 21 December 2020 held by a virtual Teams meeting commencing at 7.30pm

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

1. Apologies and Non-Attendance

None all members were present.

2. Declaration of Interest or Lobbying

Cllrs Ivor Davies, Dengate, Hinder, Sheppard and Sullivan declared they have dispensation to vote on Dove Hill Allotment items. Cllr Sullivan declared an interest in item 13.1 as he was related to the person providing the quotation. He left the meeting and abstained from voting on this item.

3. Minutes of the Previous Meeting 19 October 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 3417/4.1 Ceremony and plaque for Alan's Tree. On hold until normal meetings can resume. **Noted.**

4.2. Minute 3418/8.1 Acoustic Ceiling Tiles Acorn Room. On hold due to covid 19. **Noted.**

5. Dove Hill Allotments

5.1. Allotment Report **received** and **noted**. Cllr Sheppard thanked Cllr Ivor Davies for his investigations and thorough report relating to the recent water bill and possible water leak. After some discussion members **agreed** to set aside a sum in the 2021/22 budget for the repair to pipework from the disabled tap prior to installing the new trough. Members also agreed that the pipework would require a 'blanked off T' to enable a tap to be inserted should the need arise in the future. Cllr Vic Davies agreed to help draft a job specification for the work. An email from the adjacent neighbours who have been experiencing difficulties with deliveries to their property had been received. They have asked if the main entrance gate could be shut after entry. A discussion took place and members made the following suggestions:

- Signs are placed on the pc gate, the neighbours entrance gate as well as their inner gate to alert delivery drivers.
- A site meeting is organised in the new year to discuss this issue and the drainage problems being experienced with the entrance road to the allotments.

Action Assistant Clerk/Cllr Vic Davies

5.2. Pest Purge Report. **Received** and **Noted**. Cllr Dengate confirmed there had been no pest activity on his plot since the additional bait stations had been laid and agreed for them to be removed. He did request that these are reinstated again in the spring when activity increases, and all members **agreed**. **Action Assistant Clerk/Pest Purge.**

5.3. Additional Trough. The Assistant Clerk's report was **received** and **noted**. It was **agreed** that installation would be carried out in the spring along with the repair to the pipework of the disabled tap.

- 5.4.** Repairs to the entrance road. Members **received** the Assistant Clerk's report and potential costings for these repairs. After a lengthy discussion it was proposed by Cllr Ivor Davies seconded by Cllr Vic Davies with all in favour to defer this project due to the present economic climate and not include it in the budget for 2021/22 but to monitor the situation. **Action Assistant Clerk.**
- 5.5** Allotment Tenants Association Working Group (TOR) was **agreed** with a minor amendment. Members agreed that the membership of this group would consist of 1 Parish Council Representative who is not a tenant and 4 others. Cllr Vic Davies was unanimously voted as the Parish Council Representative. Tenants will now be approached to join the working group. **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.** Reopening of Beechen Hall. Members **received** and **noted** the Assistant Clerk's report.
- 7.6.** Water Risk Assessment. **Ratified** the Assistant Clerk's decision after consulting with members of the Estates Committee out of meeting to employ the services of GES Water to carry out the remedial works at a cost of £555.00. These works included:
- Cleaning & disinfecting 2 x cold water storage tanks.
 - Supply and Install vermin screen to the cold-water storage tank overflow pipe.
 - Supply 1 calibrated thermometer.
- The completion of the Assistant Clerk and Caretaker's legionella training was **noted.**
- 8. Parish Managed Play Areas**
- 8.1.** Franklin Drive Play Area, Network Rail Report. **Received** and **Noted.** Cllr Sheppard also reported that a revised draft license had not been received from Network Rail. Members asked for this to be chased. **Action Clerk.**
- 8.2** Leaf Clearance at Franklin Drive. Members **received** a verbal report from Cllr Vic Davies who outlined that after a meeting with a neighbour to the play area that leaf clearance should be carried out twice during the autumn/winter season. This was previously carried out by MBC prior to the Parish Council taking over the responsibility of the play area. It was proposed by Cllr Sheppard and seconded by Cllr Vic Davies with all in favour to accept the quote received from the Council's current Grounds Maintenance contractor and to include this in the budget for 2021/22. **Action Assistant Clerk.**
- 9. Policies and Procedures**
- 9.1.** **Premises License for Beechen Hall.** The variation in the premises license has been approved by the Licensing Department at MBC. **Noted.**
- 9.2.** **Lost Property Procedure and disposal.** This has been reviewed by the office and is still fit for purpose. **Noted.**
- 9.3.** **Hall Hire Conditions.** These conditions were updated in view of Covid 19. Additional hire conditions for the variation of the premises license were approved by members. **Noted.**
- 10. Burial Ground**
- 10.1** Clerk's Report- **Received** and **noted.**

- 11. Draft Budget 2021-22.** Members **agreed** the final budget. Amends were made to the following items:

Beechen Hall Budget

- CCTV Increased to £2800.00 to incorporate the upgrade of analogue cameras to digital. 2020/21 EMR for this work to be removed.
- Removal of Boundary Fence.

Estates Budget

- Grounds Maintenance Contract increased by £330.00 to include leaf clearance at Franklin Drive.
- Reduce Allotment Maintenance Budget to £2,500 in view of decision made to defer the repairs to the entrance road.

- 12. Ivy Growing on the South Wall in Boxley Churchyard.**

12.1 The Clerk's report highlighting the need for a survey to be undertaken prior to any work being carried out was **received** and **noted**.

12.2 Survey of the Wall. Ratified the Clerk's decision made out of meeting, after consulting with members of the Estates Committee to engage the services of George Denny recommended by Goodsell who specialises in Church Architecture at a cost of between £250.00 - £500.00 to carry out a full survey and the provide a plan of works.

In addition, the Clerk advised that the council might need to employ a structural engineer to advise on the wall where the barn has been removed and this would be a small additional cost. **Agreed.**

- 13. Matters for Decision**

13.1 Boundary Fence Beechen Hall. Members **received** the Assistant Clerk's report which included a revised quote. Cllr Ivor Davies proposed, Cllr Dengate seconded, with all in favour that this project is deferred due to the present economic climate.

13.2 CCTV at Beechen Hall. Members **received** the Assistant Clerk's report and quotation from wizard systems. After discussion it was proposed by Cllr Dengate, seconded by Cllr Sheppard, with all in favour to continue with the current analogue system, purchase a digital system with 2 new digital cameras for inside the hall, and as and when the old analogue cameras fail, switch to the new digital cameras. It was **agreed** to include the cost of replacing 4 of the 8 cameras in 2021/22 budget by increasing this to £2800.00 and removing this year's Earmarked reserve for the work. The replacement of the remaining 4 cameras will be included in the following year's budget together with provisions for additional wireless car park lights.

13.3 Hall Hire Enquiry. NHS Blood & Transplant Donor Service. Members **received** the Assistant Clerk's report and **agreed** to allow this hirer to use the Beechen Hall approximately 4-6 times a year to provide a blood donation service. The motion was proposed by Cllr Vic Davies, seconded by Cllr Hinder with all in favour. Cllr Dengate asked for a risk assessment from the hirer with regards to dealing with spillages and leaving the hall clean after their hire. Members insisted that enough notice is provided so that any regular hirer can be notified.

To support this vital service amendments were made to the regular hire agreement which included the addition of the following clause under cancellations:

The Parish Council reserves the right to cancel any booking by giving written notice if:

- a) The premises are required for use as a polling station.
- b) The premises are unexpectedly required for a Parish Council meeting.
- c) The premises are required for use by a Public Health Service.

It was **agreed** that Cllr Vic Davies would liaise with the Assistant Clerk to look at the hire agreement and to circulate to members out of meeting any suggested amendments.

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 regarding the current caretaking at the hall which included the furloughing arrangements of staff.

15 Date of Next Meeting

Monday 8 February 2021 location to be confirmed. **Noted.**

Meeting closed at 9.18pm.

Signed as a correct record of proceedings.

Chairman.....

Date.....