

Minutes of the Estates Committee Meeting on Monday 15 June 2020 held by Telephone Conference 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.

1. Apologies and Non-Attendance

Apologies. None.

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.

3. Minutes of the Previous Meeting 27 April 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 of equipment has been scheduled for end of June. Due to the current Covid19 Pandemic both Franklin Drive and WDJO play areas remain closed for public use. **Noted.**

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. Members **received** and **noted** the allotment report. Members **agreed** that during these unprecedented times tenants would not be penalised for not being able to tend their plot because of Covid19 measures. Members were notified that there is one plot that is possibly in breach of its contract which appears to resemble a nature reserve. After discussion it was **agreed** that a site inspection is carried out by Cllr Clarke and either the Clerk or Assistant Clerk to ensure that plots are being cultivated within the rules and regulations and this would also include looking at the plot that has encroached onto the footpath. **Action Office/Cllr Clarke.**

Members were also notified that a tenant is seeking help from the Parish Council with removing 2 commercial tyres found on their plot. Councillors asked the Assistant Clerk to contact the previous tenants to see if they were responsible for the tyres and whether they could remove them from the site. Work is underway with reviewing the rules and regulations and the Assistant Clerk suggested that dealing with this issue is included in them. **Action Assistant Clerk.**

5.2. Request for an additional water trough. Councillors considered the request having received an outline of the cost for installing a new trough and **agreed** in principal with Cllr Dengate proposing, seconded by Cllr Vic Davies and all in favour. This is subject to a breakdown of the operational costs of the site over the last 2 years to be circulated out of meeting to ascertain what increase may have to be made to the allotment rent. **Action Assistant Clerk.**

5.3. The Chairman thanked Cllr Hinder for all his effort and hard work repairing and treating the Parish Council shed and toilet and for strimming the weeds around the perimeter fence.

- 5.4. Repairs to the entrance road.** Members considered what repairs would be required and unanimously **agreed** that professional advice should be sought and to contact Gallagher's. It was also **agreed** that as this was a shared access that the owners of the neighbouring property are invited to attend any meeting that is arranged. **Action Assistant Clerk.**
- 5.5. Pest Purge Report.** **Received** and **Noted.** Councillors were concerned with the consistent repairs being reported on one section of the fence and asked for clarification of what might be the cause of such large holes. Cllr Dengate mentioned that moles are in existence at the allotments and has requested advice from the Pest Company on how best to manage them at the allotments so that this can be passed on to Tenants. **Action Assistant Clerk.**
- 5.6. Dove Hill Allotments Rent Review.**
See item 5.2 above.
- 5.7. Dove Hill Allotments Rules & Regulations and Starter Pack.** These are currently being updated and will be circulated to members out of meeting for comment and brought back to the August meeting for adoption. **Action Assistant Clerk.**
- 6. Matters for Information**
The Annual play Inspection for WDJ0 has been booked for mid-July and at the same time an essential post installation safety inspection has been booked for Franklin Drive Open Space for the new equipment. **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.** The response from ACRK was **received** and **noted.**
- 7.6. Legionella Testing and Risk Management.** Members **received** and **noted** the response from ACRK including the briefing note from Water UK. After careful consideration of the water hygiene checklist which was compiled for the premises members **agreed** to decommission the Ladies and Gents toilets to avoid unnecessary use and cleaning and staff and visitors should use the Disabled toilet to ensure safe social distancing measures are adhered to. Members also **agreed** that any drinking water should be boiled before use. **Action Office/Caretaker.**
- 7.7. Loss of Regular Hirers.** **Received** and **noted.**
- 7.8. Accident Report.** None reported.
- 8. Beechen Hall Extension**
- 8.1. Acoustic Ceiling Tiles Update.** On hold due to Covid19. **Noted.**
- 9. Landscaping at Beechen Hall**
- 9.1. Grassing the area outside the main entrance.** Members **received** the Assistant Clerk's report and as some of the grass had started to grow unanimously **agreed** to wait until Autumn before deciding which course of action to take.
- 9.2. Installing Barriers around the car park.** Members **received** the Assistant Clerk's report and suggestions to install cycle racks to protect verges at the edges of the parking bays and **agreed** that these should be dug in 2 inches away from the edge and covered with reflective tape so that they can be seen when parking. **Action Assistant-Clerk/Caretaker.**
- 9.3. Relocation of Bike Rack.** Of the options given Cllr Vic Davies proposed, seconded by Cllr Clarke with all in agreement for the rack to be positioned outside of the office. **Action Assistant Clerk/Caretaker.**

10. Policies and Procedures

- 10.1.** Village Hall Grant Policy and Application Form. **Agreed** with minor grammatical changes.
- 10.2.** Training. Members **agreed** to online Legionella Training for the Clerk and Assistant Clerk at a cost of £30.00 each. **Action Clerk/Assistant Clerk.**
- 10.3.** Clerk's Delegated Powers for Beechen Hall and Dove Hill Allotments. **Agreed** with minor amends. Members requested that carrying out site inspections is added to the delegated powers for Dove Hill Allotments. Members also requested that the Assistant Clerk is removed from the title of the policy. **Action Assistant Clerk.**
- 10.4.** Hire Discount for Charity Fundraising Events at Beechen Hall. After consideration it was agreed that the Assistant Clerk redraft the policy to include the suggestions from members and circulate via email for approval out of meeting. **Action Assistant Clerk.**
- 10.5.** 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.**
- 10.6.** Strategy for the Provision of Playgrounds by the Parish Council. **Agreed** deferred for further investigation. **Action: Office.**
- 10.7.** Burial ground review of regulations. These are still being updated and will be brought back to the August meeting for adoption. **Action: Clerk/Working Group.**

11. Matters for Decision

Oak Tree at Impton Lane Open Space is overhanging a property in Celestine Close. Members **received** a verbal report that a resident had contacted the office to ask what could be done to the branches that were overhanging their house as they had seen a squirrel jumping from the branches onto their roof and under the tiles. Members **agreed** to give permission to the resident to cut back the branches, however as the tree has a Tree Preservation Order, any work carried out will require permission from Maidstone Borough Council. **Action Assistant 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.

- 12. Caretaking at Beechen Hall.** Members **received** and **Noted** the Assistant Clerk's verbal report.

13. 14.Date of Next Meeting

Monday 17 August 2020 location to be confirmed. **Noted.**

Meeting closed at 9.23pm.

Signed as a correct record of proceedings.

Chairman.....

Date.....