

**Minutes of the Estates Committee Meeting on Monday 25 October 2021 in the Acorn Room at Beechen Hall, Wildfell Close, Chatham ME5 9RU commencing at 7.30pm**

Councillors present: Mr D Hollands (Chairman), Mr M Beckwith, 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.

Cllr Sheppard (Chairman on the Parish Council) conveyed his thanks to the office staff for all of their hard work in making sure that the Unveiling Ceremony of Wendy's Bench at Franklin Drive was a huge success on Saturday 23 October 2021.

**1. Apologies and Non-Attendance**

Cllr Clarke – Apologies Accepted. Cllr Monk Absent.

**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.

**3. Minutes of the Previous Meetings 16 August, 20 & 28 September 2021**

The minutes of the meeting were **agreed** subject to a minor amend to 16 August minutes and were 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 3517/4.3 WDJO Management Plan. Deferred until office time allows. **Noted.**
- 4.2. Minute 3519/10.5 Asset Register. Undergoing a major overhaul and will be returned to a later meeting. **Noted.**
- 4.3. Minute 3519/9.3 Vandalism at WDJO – The area is being monitored and there appears to be no further signs of vandalism. This will continue to be monitored on a weekly basis by the litterpicker. **Noted.**

**5. Ratification of all decisions made at the June and August Meetings**

Members unanimously agreed the decisions were **ratified**.

**6. Dove Hill Allotments**

**6.1. Allotment Report received.**

The Assistant Clerk confirmed that the tenant of the unpaid rent had been contacted and has now been served with the T's & C's for non-payment. Members **agreed** that the Assistant Clerk could share the Pest Purge report with tenants if future once it had been received by the committee at its meeting. **Action Asst Clerk.** Cllr Sheppard reported that there appears to be some negativity from a number of tenants about the effectiveness of the pest control measures particularly with rabbits. Cllr Dengate explained that those who have had a plot for a number of years will remember that there used to be many more rabbits than are seen nowadays. He also commented that there is definitely less rat activity. The Assistant Clerk reminded members that all pest issues must be reported directly to Pest Purge and copying her in on the email. Thanks was expressed to Pat Sullivan and his son for the hard work they put in along with volunteers when carrying out the path restoration/vegetation removal working day on Saturday 9 October. Cllr Hinder reported that the vegetation that had been cut is too wet to continue burning. Once it is dry it will be burnt. He did however state that additional items are being added to the pile such as plastic pipes and other green

waste which is not acceptable. It was **agreed** that the Assistant Clerk would email tenants reminding them to dispose of their own waste. **Action Assistant Clerk.**

- 6.2. Pest Purge Report. **Received and Noted.**
- 6.3. Allotments Pest Control Contract Extension. Members **received** and **noted** the Assistant Clerk's report confirming the extension of 6 months to the contract at a cost of £450.00.

## 7. **Matters for Information**

There were none.

## 8. **Assistant Clerk's Report**

- 8.1 Hall hire fees income. **Received and noted.**
- 8.2 Account balances. **Received and noted.** The Assistant Clerk confirmed there was a typo with the date of the last statement which should have read 30 September 2021, the account balance was correct.
- 8.3 Profit and Loss. **Received and noted.**
- 8.4 Income and Expenditure. **Received and noted.**
- 8.5 Accident Report – None to report.
- 8.6 Regular Hire – Request for a refund for non-attendance. Members considered the request and after discussion Cllr Ivor Davies proposed, seconded by Cllr Dengate with all in favour to offer a refund of 50% as a goodwill gesture on this occasion. **Action Assistant Clerk.**
- 8.7 Age Concern Liquidation Notice and Payment. Members **received** and **noted** the Assistant Clerk's report on the settlement of £57.72.

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

- 9.1 Unveiling Ceremony for Wendy's Bench. Cllr Hinder began by saying a huge thank you to all of those involved in the preparation to make this day so memorable and such a success. It was a great turn out and Cllr Hinder's family were both touched and impressed by the proceedings. Cllr Hinder has offered to install another piece of play equipment at his own cost and will come to the Parish Office to make his selection. **Action Cllr Hinder.**
- 9.2 Replacement Furniture for Franklin Drive. **Ratified** after consulting with the committee out of meeting to purchase the following equipment for Franklin Drive.
  - New Playground Sign - £162.29
  - Landscaping including weed killing, removing ivy from fence and replanting border £814.94
  - New Bespoke Entrance Gate £1361.16

It was **agreed** that these costs will be met from general reserves.

Members also enquired if the parish council had received confirmation from Network Rail to fund the new entrance gate as they had muted they would, when requiring the area to be closed off to gain access to the railway embankment for emergency repairs. The Assistant Clerk confirmed that despite the Clerk sending numerous requests it had not been confirmed. It was agreed that a further email including the minutes from a site meeting highlighting their intentions was sent to Network Rail. **Action Clerk/Assistant Clerk.**

- 9.3 Weaving Diamond Jubilee Orchard. Cllrs Vic Davis and Pat Sullivan confirmed that they would be carrying out the pruning of the orchard trees next week.

## 10. **Policies and Procedures**

- 10.1 Village Hall Grant Policy. **Agreed with amendments..**
- 10.2 Village Hall Grant Application Form. **Agreed with amendments.**
- 10.3 Use of Parish Council open Spaces. **Agreed with amendments.**
- 10.4 Beechen Hall Risk Assessment. **Agreed with amendments.**
- 10.5 Franklin Drive Risk Assessment. **Agreed with amendments.**

- 10.6 Weaving Diamond Jubilee Orchard Risk Assessment. **Agreed with amendments.**  
 10.7 Volunteer Litter Pickers Risk Assessment. **Agreed with amendments.**  
 10.8 Premises License Risk Assessment. **Agreed.**

**11. Repairs to the south wall in Boxley Churchyard.**

- 11.1 **Ratified** the Clerk's decision after consulting with the committee out of meeting to pay £117.00 for the planning application for the wall repairs. The Planning Application and Listed building consent has been submitted and the Lottery heritage Grant is underway. **Noted.**

**12. Matters for Decision**

There were none.

**12. Burial Ground**

- 12.1 Damaged Gravestone. Members **received** and **noted** the insurance claim against Landscape Services.  
 12.2 Quotation to reduce Sycamore Limb overhanging the Remembrance Garden (cremated remains area) of the closed churchyard at St Mary and All Saints Church. Cllr Vic Davies proposed to accept the quote for £200.00, seconded by Cllr Ivor Davies with all in favour. **Action Clerk to liaise with Hoods Tree Services.**

**13. Draft Budget 2022-23**

Members **received** the draft budget and made amendments for a final draft to be returned to the December Meeting. **Action Assistant Clerk**

**14. 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.

**15. Caretaking Update**

Members received a verbal update from the Assistant Clerk. Members unanimously **agreed** to the following:

- Pay for the delivery of the Advert to all residents in the North Ward.
- To pay an on-call rate to office staff of £8.91ph whilst covering the caretaking for committed hires.
- A budget of up to £350.00 for advertising the position online with the Kent Messenger to include coverage of Medway.
- Interview Panel consisting of Cllrs Chris Sheppard and Lynne Clarke and the Clerk and Assistant Clerk.

**16. Date of Next Meeting**

Monday 20 December 2021, 7.30pm at Beechen Hall. **Noted.** This meeting was subsequently rescheduled to Tuesday 11 January 2022.

Meeting closed at 10.10pm.

Signed as a correct record of proceedings.

Chairman.....

Date.....