

**Minutes of the Estates Committee Meeting on Monday 19 April 2021 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 Vic Davies declared an interest in item 13 as he is related to a member of staff and left the meeting when this item was discussed.

**3. Minutes of the Previous Meeting 8 February 2021**

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 3456/6.1 Refuse & Recycling at Beechen Hall. Deferred to June meeting. **Noted.**

**4.3.** Minute 3457/8.2 WDJO Management Plan. Deferred to June meeting. **Noted.**

**5. Dove Hill Allotments**

**5.1.** Allotment Report **received** and **noted**. The Chair thanked Cllr Hinder for his hard work strimming the vegetation on the access road to the allotments. Discussion took place around the inability to read the water meter because of excess water in the chamber. It was agreed that a small water pump would be purchased by the office which could be kept inside the chamber to enable more frequent meter readings.

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

**5.3.** Allotment Tenants Association Working Group Members **received** and **noted** the Minutes of the ATAWG meeting held on 8 April 2021. Members then considered

- **Terms of Reference** for the group – these were previously agreed by the Estates Committee but an addition had now been made by the working group under meeting arrangements to include meeting either virtually or face to face depending on the government guidelines in place at the time. **Agreed.**
- **Agreement between BPC and Dove Hill Allotment Association**  
A lengthy discussion took place amongst councillors which lead to the decision that this document and the constitution should have been agreed by the Estates Committee prior to presenting it to the ATAWG. There were a number responsibilities listed under the Tenants Association on the agreement that Councillors did not agree with and requested that these responsibilities were transferred back to the Parish

Council. Members did not agree with the suggested payment of £5 per ¼ plot that would potentially be paid to the association. It was **agreed** that Councillors would provide the Assistant Clerk with their comments so that these could be incorporated in the agreement and returned to the Clerk for comment.

- **The Constitution.** Members insisted that this was rewritten and re-presented to reflect the changes in the agreement. **Action Clerk.**

**5.4** Installation of Water Trough – Members **agreed** that this should take place on Saturday 8 May 2021. It was suggested that whilst installing the trough the disabled toilet is also lifted as it appears to have sunk. An email will be sent to plot holders to ask for assistance and will include a brief description of the work and what tools they will need to bring with them. It was **agreed** that the Assistant Clerk would liaise with Cllr Sullivan before sending the email. **Action Assistant Clerk/Cllr Sullivan.**

**5.5** Allotment Entrance Road – Members considered the views of the neighbouring resident

- Cllr Dengate reported after a discussion with the neighbouring resident it appears there is potentially a leak to the right of the site as you enter the main entrance.- This is on the neighbouring property which could be constituting further damage to the road. It was agreed that the Clerk/Assistant Clerk would contact the neighbouring resident to see how far they have progressed with the Water Authority to see if the Parish Council could assist in getting the leak resolved. In addition contact the Scout hut to see if they are experiencing unusually high water bills.
- Members also asked the Assistant Clerk to email tenants suggesting that care should be taken when driving up to the allotments by avoiding the ruts and driving to the side of these.
- The resident also raised concerns about the amount of leaf fall from the overhanging trees. As these tree are the responsibility of MBC the Assistant Clerk was asked to contact MBC to finish off the work they started in 2020. However members said if agreed this should not be carried out during the nesting season.
- Cllr Hinder requested the gap in the fence at the top of the site to be included on the June agenda for discussion. **Action Assistant Clerk**

## **6. Matters for Information**

There were 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.** The Chair requested the cost of the new flag was coded to hall maintenance budget.

**7.5** Reopening of Beechen Hall. Members **received and noted** the Assistant Clerk's report. Members also discussed the return of large gatherings/parties once restrictions had been lifted. The Parish Council has a duty of care to make sure the Hall is clean and Covid free and whilst restrictions may lift there is still an element of risk and the Hall would still be required to have a deep clean after these types of events. Members considered the cost and risk of cleaning after such events and agreed that a charge should be implemented but to give delegated power to the Clerk/Assistant Clerk to set a charge that would be considered appropriate and reasonable. It was also suggested that the Assistant Clerk looks at the cost of using a contract cleaning company to cover these events. **Action Assistant Clerk.**

**7.6** Accident Report – None had been reported.

## 8. Parish Managed Play Areas

- 8.1 Franklin Drive Play Area – Members **received** the Assistant Clerk’s report regarding the removal/cutting back of vegetation. Members **received** a quote from the Parish Council’s tree surgeon, Hoods Tree Services which included repairs to the fence at a total cost of £798.00. Cllr Hinder proposed, Cllr Sheppard seconded with all in favour to proceed with the work. **Action Assistant Clerk to notify the Tree Surgeon.**

## 9. Policies and Procedures

- 9.1 Business Continuity Procedure. **Agreed** with amendments.
- 9.2 Hall Bookings and Cancellations Procedure. Deferred to June meeting. **Noted.**
- 9.3 Damage and Cleaning Deposits Procedure. **Agreed.**
- 9.4 CCTV, Alarm and Sound System – Review of equipment. Members received the Assistant Clerk’s report and agreed to review the sound system at the time of setting the budget for the next financial year. **Action Assistant Clerk.**
- 9.5 Hall Discount Policies – **Agreed.**
- 9.6 Legionella Risk Assessment. **Agreed.** The Assistant Clerk confirmed that the procedures and forms were also stored on the shared drive. **Action Assistant Clerk.**

## 10. Burial Ground

- 10.1 The Assistant Clerk reported that the new system for the burial ground was working well.

## 11. Ivy growing on the south wall in Boxley Churchyard.

- 11.1 The Clerk had received and circulated various options/quotations from George Denny & Goodsell’s for the repair work required on the wall. However these arrived to late for the meeting so members were unable to make an informed decision at the meeting. Therefore it was agreed that members would send through their comments by Friday 23 April and a site meeting would take place the following week for the working party to discuss and make recommendations to the Estates Committee. **Action Clerk/Working Party.**

## 12. Matters for Decision

- 12.1 Beechen Hall Boundary Fence. Members **received** the Assistant Clerk’s report and the Chair thanked the Caretaker for his hard work in repairing the fence. After some discussion it was **agreed** that it would be monitored and revisited in October when setting the budget to see if the whole fence needed replaicing or just sections. **Action Assistant Clerk.**
- 12.2 RBLI Signage in Commemoration of VE Day. To ratify the Clerk’s decision after consulting with Councillors to purchase and install one standalone Tommy to be placed by the War Memorial on Boxley Green. **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 except Cllr Vic Davies.

## 13. Caretaking Update

Members **received** and **agreed** the Assistant Clerk’s verbal report regarding the increase to the National Living Wage and the caretaker’s salaries.

## 14. Date of Next Meeting

Monday 21 June 2021 location to be confirmed. **Noted.**

Meeting closed at 9.36pm.

Signed as a correct record of proceedings.

Chairman.....

Date.....