



Boxley

PARISH COUNCIL

**Minutes of the Estates Committee Meeting on 15th August
held in the Acorn Room at Beechen Hall, Wildfell Close, Chatham ME5 9RU
commencing at 19.30.**

Councillors Present: Mr D Hollands (Chairman), Mr M Beckwith, Mr I Davies, Mr V Davies, Mr P Dengate, Mr B Hinder, Mr C Sheppard, Mr P Sullivan

Council Staff Present: Clerk - Mrs D Baylis
Assistant Clerk Finance - Miss L Watt

1. Election of Vice Chairman

It was proposed by Cllr D Hollands, seconded by Cllr P Dengate and all agreed that Cllr V Davies be elected as Vice Chair to the Estates Committee.

2. Apologies and Non-Attendance

Cllr D Hubbard and Cllr P Huntingford – Apologies Accepted

3. Declaration of Interest or Lobbying

Cllrs I Davies, M Beckwith, C Sheppard, P Sullivan, P Dengate and B Hinder declared they have dispensation to vote on Dove Hill Allotment items.

4. Minutes of Previous Meeting 20 June 2022

It was proposed by Cllr D Hollands, seconded by Cllr B Hinder and all agreed that a minor adjustment to the minutes takes place before they can be accepted.

Adjourn the meeting to allow the public or press to comment

No members of the public attended the meeting.

5. Matters Arising from Previous Minutes

Entrance gate to Franklin Drive Play Area has now been fixed.

6. Assistant Clerk's Report for Beechen Hall

6.1 Hire fees income & review.

Assistant Clerk to include commas to separate numbers to make them easier to read in future reports.

A range of options were discussed relating to increasing the hall hire fees. This included raising prices six monthly rather than yearly and a 5% increase (rounded up to the next £1) in fees be put in place now.

The council requested that a cost analysis be produced so that cost can accurately be reflected in fees going forward.

It was proposed by Cllr D Holland to increase hall fees by 5% (rounding up to nearest £1), pending costs report for further adjustments. Cllr P Dengate seconded, all agreed.

6.2 Breakdown of costs to go to next F&GP meeting. Action: Assistant Clerk – Finance Account balances

Noted.

6.3 Accident Report

No accidents recorded in Accident Book. It was noted that Assistant Clerk – Hall had injured their back attempting to close the carpark height barrier.

6.4 Compliance List

Caretaker was unable to attend meeting due to illness.

Fire Risk Assessment

Cllr D Hollands proposed that out of meeting decision to accept quote from company 3 was ratified. All agreed.
Information noted.

Electrical Safety/Emergency Lighting maintenance.

Cllr D Hollands proposed that out of meeting decision to accept quote from company 3 was ratified. All agreed.
Agenda correction: Inspection was undertaken on 9th August, not 19th as stated.
Noted that works had been completed.

Legionella Report

Noted.

6.5 Audio for Acorn Room

Noted.

6.6 Noise Inhibitor

Council agrees with caretaker suggestion to replace like for like.

Action: Caretaker**7.7 Beechen Hall Logo & Signage**

Cllr D Hollands proposed that out of meeting decision to accept logo as presented was ratified. All agreed.

6.8 Hirer Refund Request

No refund requests. Noted.

6.9 Annual Look at Hall

All present inspected accessible parts of the hall (hirer present in the main hall).

The following issues were highlighted:

- Carpark height barrier has been damaged by a vehicle causing it to no longer close properly.
Action: Caretaker
- There is a misspelling of a name on the board in the foyer. **Action: Assistant Clerk - Hall**
- Debris has built up alongside the building which needs to be cleared. **Action: Office**
- The trees around the hall and car park are overstood which puts them at risk of falling. They must be appropriately coppiced/pollarded this felling season. **Action: Office**

7. Matter for Information

7.1 Assistant Clerk – Finance gave a verbal report on the progress of researching digital booking systems for the hall.

Assistant Clerk Finance to continue work towards streamlining hall bookings and invoicing system and report back to the council in due course.

8. Dove Hill Allotments**8.1 Allotment Report**

Cllr B Hinder informed that two plot holders have requested the parish council to send a polite letter to all tenants requesting they do not park in the turning area, and to keep dogs on leads.
Action: Office.

Cllr C Sheppard requested that noticeboard is updated. **Action: Caretaker.**

Cllr C. Sheppard would like to extend the councils appreciation to the parish caretaker Michael for all his caretaking work.

8.1a. *Allotment Toilet*

Noted.

8.1b. *Allotment Inspections*

Information noted.

A discussion took place surrounding concerns that the allotments may be losing some of their happy cheerful environment. As a solution it was suggested that the plot holders form their own general management committee (allotment association) who will take over the allotment inspections and minor issues going forward. The Parish Council can then respond to matters that the allotment association are unable to resolve.

Cllr C Sheppard noted that standards at the allotments have now improved and some tenants have been pleased with results of the inspections.

It was proposed by Cllr B Hinder, seconded by Cllr C Sheppard and all agreed that Cllr B Hinder would approach allotment plot holders about forming an allotment association/management committee formed of plot holders. **Action: Cllr B Hinder**

Parish Council is to continue to allocate plots and manage allotment finances.

8.1c *Allotment Plot Boundaries*

It was asked that those fitting the new plot markers, leave the old markers on the persons plot. This is due to it being a condition that plot holders maintain the signs meaning some have had their own signs made. **Action: Caretaker**

8.2 **Pest Purge Report**

It was noted that this report did not include numbers. Clerk explained the full report with numbers of pests did not arrive until after the agenda was sent.

Council have asked that a report with historical data showing past numbers of pests compared with current numbers be created. **Action: Office**

8.3 **Allotment Road Surface**

Cllr C Sheppard raised that the last quote received to resolve the issues with the allotment road was around £30,000 and this is not affordable.

Cllr B Hinder is to approach past volunteers regarding the work needed to see if they would be available to help again. **Action: Cllr B Hinder.**

Parish Caretaker to cease work obtaining quotes.

Parish Caretaker to investigate solutions to issue with the gate dragging along the road surface.

Action: Caretaker

9. **Parish Managed Play Areas/Open Spaces**

9.1 **Impton Lane Open Space**

Noted

9.2 **Franklin Drive Play Area**

9.2a *Entrance gate at Franklin Drive*

Noted.

The council would like to extend its appreciation to the Parish Caretaker & Cllr V Davies for their work on the fence.

9.2b *RoSPA Inspection (6th July 2022)*

All works required by RoSPA to go ahead as all are low cost.

The issue with the gate to railway being left open was raised on our recent RoSPA inspection.

Clerk is to contact network rail again and to contact health and safety executive committee regarding the problem with Network Rail employees continually removing the lock.

9.2c *Wooden Fence*

Noted.

- 9.3 **Weaving Diamond Jubilee Orchard**
All works required by RoSPA to go ahead as all are low cost.
- 9.4 **Other Parish Areas**
Maintenance budget of £100 agreed for repairs as requested to notice boards and bus shelters. Spare noticeboard is available where needed.
10. **Parish Inspection**
To be completed in September during Parish Tour.
11. **Tree Management Policy**
Cllr D. Hubbard has presented a draft to be looked at next meeting. Thanks expressed to Cllr D Hubbard for his work on this document thus far. The Clerk stated that the draft reads very well.
12. **Policies and Procedures for Review**
- 12.1 **Burial Ground Regulations**
Accepted.
- 12.2 **Burial Ground Fees**
Minor change made: the inclusion of 'Parish Council' rather than local authority. Otherwise Accepted.
- 12.3 **Burial Ground Procedures**
Accepted.
- 12.4 **Snow Policy Page**
Cllr P Dengate suggested a cost saving may be made by approaching KCC for grit rather than buying from supplier. Office to approach KCC. **Action: Office**
Cllr P Dengate noted paths at hall should be swept away from building to ensure no grit is swept into the gullies near the building and requested that a heavy duty broom to be purchased for sweeping.
Snow policy accepted pending change to 'local members'. The amount of local members are now 5. **Action: Office**
13. **Repairs to the South Wall in Boxley Churchyard**
Verbal update was given by the Clerk. The Church Dioceses have been contacted again and have now read the emails the Clerk sent prior. The Clerk reported that as per requested by the Dioceses, she has now provided them with a large amount of documentation so that a decision can be made as to what facility should be applied for. The Clerk is now awaiting that decision.
14. **Matters for Decision.**
The Council have been approached by Boxley Church. The Church Wardens are looking into options when the area of the Garden of Remembrance becomes full in approx. 8/10 years. One suggestion is to use is the un-consecrated area in the Parish Council's Burial Ground. It would of course need to be consecrated.
A discussion on the suitability of this took place. It was raised that the area may have been deliberately left un-consecrated. Clerk is to investigate why the area was left un-consecrated.
Action: Clerk
15. **Date of Next Meeting**
Monday 17th October 2022 commencing at 7.30 pm at Beechen Hall. Items for the agenda must be with the parish office no later than 8 October 2022.

Meeting closed at 22:00.

Signed as a correct record of proceedings.

Chairman.....

Date.....