

**Minutes of the Estates Committee Meeting on Tuesday 11 January 2022 held by a Virtual Microsoft Teams Meeting commencing at 7.30pm**

Councillors present: Mr D Hollands (Chairman), 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**

Cllr Beckwith– Apologies Accepted.

**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 25 October 2021**

The minutes of the meeting were **agreed** subject to a minor amend to include Cllr Hinder under the declarations of interest for his dispensation to vote on Dove Hill Allotment items. 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 3540/4.1 WDJO Management Plan. Deferred until office time allows. **Noted.**

4.2 Minute 3540/4.2 Asset Register. Undergoing a major overhaul and will be returned to a later meeting. **Noted.**

4.3 Any other matters arising from the minutes.

Cllr Hinder asked if a response had been received from Network Rail regarding the new entrance gate at Franklin Drive. The Assistant Clerk confirmed that nothing had been received prior to the meeting and that she would check with the Clerk. The Chairman thanked both Cllrs Vic Davies and Pat Sullivan for the pruning they carried out in the WDJO.

**5. Dove Hill Allotments**

5.1 Allotment Report **received** and **noted**. Cllr Hinder

5.2 Pest Purge Report **received** and **noted**.

5.3 Allotments Pest Control Contract. Members **received** the Assistant Clerk's report and the costs that had been received from a pest control company. Members clarified that the purpose of gaining quotations was to ascertain whether the Parish Council was receiving value for money. This exercise proved that the current contractor is providing a good service which is cost effective. It was proposed by Cllr Dengate, seconded by Cllr Vic Davies with all in favour to stay with the current provider for another year and for the contract to continue to be reviewed on an annual basis. **Action Assistant Clerk.**

**6. Matters for Information**

6.1 Alan Springgate's Tree. Members **received** the Assistant Clerk's report regarding the damage to the tree and **agreed** it should be replaced. Cllr Hinder proposed, seconded by Cllr Sheppard with all in favour of replacing the tree with a Copper Beech, together with a protective cage and for it to be sited elsewhere within the grounds of Beechen Hall. It was **agreed** that the Assistant Clerk would provide costs and location and bring back to the next meeting. **Action Assistant Clerk.**

6.2 Financial Help for Village Halls Suffering Cancellations as a result of the Omicron Virus. Members **received** and **noted** the advice from ACRK and the Assistant Clerk's confirmation that MBC will be launching the grant scheme and notifying

eligible businesses later this week and that it will be advertised on the Council's website.

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

- 7.1 Hall hire fees income. **Received and noted.**
- 7.2 Account balances and HSBC Account Charges. **Received and noted.** Members discussed the charges and agreed that these should be passed on to those hirers who currently pay by cheque and who are not able to pay by bacs transfer and this charge should include the mileage cost. **Action Assistant Clerk**
- 7.3 Profit and Loss. **Received and noted.**
- 7.4 Income and Expenditure. **Received and noted.**
- 7.5 Accident Report – None to report.
- 7.6 Loss of Regular Hirers. **Received and noted.**
- 7.7 Increase in Refuse & Recycling Charges. **Noted.**
- 7.8 Contract Cleaners Extension to Contract. The Assistant Clerk advised that the terms of the contract on the agenda could not be ratified at this meeting as she understood that the contract may have been varied but had not been provided with any update. All members present had **agreed** that they had approved a variation to the contract out of meeting and the Assistant Clerk advised that this variation will need to be brought back at the next Estates meeting for ratification. **Action Clerk.** The Assistant Clerk also informed members of certain issues with cleaning at the hall prior to the Christmas closedown.

## **8. Parish Managed Play Areas**

- 8.1 Quotation for installing a new entrance gate at Franklin Drive. Ratified the Assistant Clerk's decision after consulting with members of the estates committee to accept the quotation from Landscape Services for £267.66 + VAT, with installation in the new year. **Action Assistant Clerk/Landscape Services.**
- 8.2 Installation of an additional piece of play equipment at Franklin Drive. Cllr Hinder Confirmed that he was happy to meet all of the necessary costs for purchasing and installing the Zippy Springer play equipment and members unanimously agreed that the piece of equipment could be installed. The Assistant Clerk confirmed that the piece of equipment would take between 8-10 weeks to be installed. **Action Assistant Clerk.**

## **9. Parish Tree Inspection Report. Received and Noted.**

## **10. Policies and Procedures**

- 10.1 Beechen Hall Hire Terms and Conditions. **Agreed with minor amendments.**
- 10.2 Beechen Hall Hire Fees Review. Members **received** the Assistant Clerk's report which provided optional increases to the hire rates. After careful consideration Cllr Dengate proposed, seconded by Cllr Hinder, with 4 in favour, 2 against and 1 abstention to freeze both regular and casual hire rates for another year. Cllr Dengate asked that all regular hirers are notified and informed that they should expect a significant increase in 2023. Cllr Dengate also proposed that the office ensures that casual hirers are aware that hire rates have been frozen when booking Beechen Hall and suggested this could be done by a compliment slip. **Action Assistant Clerk.**
- 10.3 Late arrival, departure and early opening for casual hirers. **Agreed with amendments.**
- 10.4 Christmas Closedown period for Beechen Hall for 2022/23. **Agreed.**
- 10.5 Lost Property procedure and disposal. **Agreed no change.**

## **11. Repairs to the south wall in Boxley Churchyard.** Members **received** and **noted** the Clerk's update.

## **12. Burial Ground**

- 12.1 Damaged Gravestone no further action required. **Noted.**

- 12.2 Diseased Box Hedging. **Noted** the Parish Caretaker will remove the hedging.  
 12.3 Emergency Tree Work. **Ratified** the Clerk's decision after consulting with the committee out of meeting to accept the quote from Hoods Tree Services for £1800.00 to carry out health and safety tree maintenance on trees in the closed churchyard.

**13. Draft Budget 2022-23**

Members **received** the revised draft budget and made further amendments for a final draft to be presented to F&GP committee on Monday 17 January 2022. **Action Assistant Clerk.**

**14. Matters for Decision**

- 14.1 Heating Control Panel Upgrade. Following a report from staff that the office regarding the temperatures in the office when arriving for work. Members received and considered the temperature chart for the office. A quotation had been received for moving the control panel to the office from the electrical cupboard and for 2 digital thermostats to replace the current manual ones and circulated out of meeting. A further quotation was requested from the PC's Electrical company as this was deemed an electrical issue. This had not been received in time for the meeting. After a lengthy discussion members agreed that the control panel is reprogrammed so that the heating and water come on from 6am and go off at 10pm and that the manual thermostats are set at 18-20 degrees to see if this improves the temperatures in the office. Any further action and the additional quote will be agreed out of meeting. **Action Parish Caretaker.**

**15. Caretaking Update**

Members **received** the Clerk's report on the new Parish Caretaker and **agreed** a budget of £500.00 for a basic toolkit. This has been included in the 2022/23 budget.

**16. Date of Next Meeting**

Monday 21 February 2021, 7.30pm at Beechen Hall. **Noted.**

Meeting closed at 9.55pm.

Signed as a correct record of proceedings.

Chairman.....

Date.....