

**Minutes of the Estates Committee on Tuesday 9 October 2018 at Beechen Hall,  
Wildfell Close, Walderslade commencing at 7.55 pm**

Councillors present: Mr Vic Davies (Chairman), Ms L Clark, Mr Ivor Davies, Mr P Dengate, Mr B Hinder, Mr D Hollands and Mr P Sullivan together with the Clerk.

**1. Declaration of Interest or Lobbying**

Cllrs Ivor Davies, Dengate, Hinder and Sullivan declared that they had dispensation to vote on Dove Hill Allotment items. Cllr Vic Davies declared a pecuniary interest as a Trustee for Grove Green Community Hall (Item 11) and a pecuniary interest in Item 7.1 as there is a family connection. Cllr Clarke declared an interest in Boxley Village Green (Item11).

**2. Apologies and absence**

There were none as all members were present.

**3. Minutes of Previous Meeting 14 August 2018.**

The minutes of the meetings were **agreed** and **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 3147/4.3 Provision of Playgrounds within the Parish. Cllr Hinder confirmed that at the HFL meeting MBC have confirmed they would maintain equipment on play areas that are earmarked for closure whilst there is money in the budget. **Noted.**

**5. Dove Hill Allotments**

5.1 Cllr Bob Hinder's Allotment Report. Cllr Hinder gave a report explaining that he had started clearing the vegetation along the perimeter fence adjacent to Boxley Road including a sycamore tree which had self-seeded half way down and will continue with this. It was also reported that the water had been turned off for the winter and the meter had been read. Cllr Hinder reported the shed that was leaning against the fence has now been removed.

Members requested an email is sent to new tenants explaining the rules in keeping the gates locked to the allotments. **Action office.**

5.2 Pest Purge report. **Received** and **noted.**

5.3 Pest Purge Contract Renewal. Cllr Hinder proposed seconded by Cllr Dengate with all in favour to continue with the contract for another year. **Action office.**

5.4 Notice to quit. **Received** and **noted.**

**6. Boxley War Memorial**

6.1 Members **received**, and **Noted** the Memorial had been cleaned and the Assistant Clerk informed members that the inscription will be taking place mid-October. The Assistant-Clerk also informed members that contact had been made with St Mary and All Saint's Church and they have confirmed that the unveiling of the names on the War Memorial can take place in conjunction with the Service on Sunday 11 November which will include a 2-minute silence at the War Memorial. **Action Cllr Bob Hinder.**

6.2 Memorial Plaque at St Mary & All Saints and Grove Green. Members were shown photos of both plaques in situ. Cllr Bob Hinder thanked both Cllrs Vic Davies and Sullivan for their hard work putting these together. The unveiling of the Grove Green Plaque will take place at 12pm after the unveiling of the War Memorial at Boxley.

**7. Matters for Information**

7.1 New Litterpicker for WDJO – Members were given a verbal report notifying them that the current postholder had to step down due to family commitments. The

new postholder had previously litterpicked the area and only stepped down because of other work commitments.

## 8. Assistant Clerk's Report

8.1 Hire fees income. **Received** and **noted**.

8.2 Account balances. **Received** and **noted**

8.3 Income and Expenditure. **Received** and **noted**.

A query was raised about increased insurance expenditure under 4105/280 Allotments and 4005/260 PAYE. Assistant Clerk to investigate and report back to members by e-mail. **Action Assistant Clerk.**

8.4 Profit and Loss. **Received** and **noted**.

8.5 Accident Report. None.

8.6 Late payment of invoices Regular hirers. Members **received** the Assistant Clerk's report and after discussion **agreed** that the hirer should be contacted, and a meeting set up including Cllr Vic Davies and Assistant Clerk to discuss a way forward to avoid late payment in future. **Action office.**

## 9. Beechen Hall Extension

9.1 Update on Building Works. Members **received** the Assistant Clerk's report and **noted** that a meeting of BHEWG took place prior to this meeting which dealt with snagging and outstanding works. Members request the new Committee Room is unveiled by the Mayor and to choose an evening in December and invite all regular hirers to thank them for being so patient with the building works.

9.2 Landscaping. Members **agreed** for a work party to meet on Sunday 4 November at 9.30am to carry out the landscaping at the entrance to the hall. Cllr Ivor Davies proposed to accept the Chairman's offer of free daffodils to be planted within the landscaping seconded by Cllr Clarke with all in favour. Members **agreed** to vire £500.00 to cover the cost of top soil and turf from the contingency budget. The Assistant Clerk was asked to order the materials to be delivered by Friday 2 November. **Action Office.**

9.3 Public Works Loan – Members **received** and **noted** the Clerk's report.

## 10. Policies and Procedures

10.1 Use of Boxley Parish Council Open Spaces (Boxley Green, Franklin Drive, Impton Lane, Wildfell Close, WDJO). **Received** and still fit for purpose.

10.2 Risk Assessments WDJO. It was agreed that a meeting to discuss the current risk assessment for WDJO and to look at compiling new assessments for Franklin Drive is set up between Cllrs Vic Davies, Pat Sullivan, the Clerk and Assistant Clerk. **Action office.**

10.3 Burial Ground Review of Regulations. Work will be completed when office time allows. **Noted.**

## 11. Draft Budget 2019-20

- Hearing Loop & PA System Hall & Committee Room. Members agreed that this should be included in the budget and that Cllrs Vic Davies make contact with the company who installed GGCH's system. The office to forward a description of the brief.
- Extending the security system & CCTV at Beechen Hall. Unanimously **agreed** to put £630.00 into the budget for a 16-way DVR (2TB) and 2 cameras. **Action office.**
- Refurbishment of Boxley Village Green (maintenance of trees and refurbishment of grass) Cllr Lynn Clarke to obtain costings and return them to the December meeting. **Action Cllr Clarke.**
- Additional Tables and Chairs for committee room. **Agreed** costings to be brought back to the December meeting. **Action office.**
- Additional water troughs at Dove Hill Allotments. Costs to be brought to the December meeting. **Action office.**
- Grove Green Community Hall requested a budgeted grant of 80% towards the cost of upgrading the lights to LED at the hall. The cost is likely to be in the region of £6040 plus VAT. Cllr Vic Davies left the room whilst members

discussed the request and after consideration the remaining members unanimously voted to award a grant for 50% of the cost. **Action office.**

12. **Matters for Decision**

Tesco Noticeboard. Members **received** the Assistant Clerk's report and **agreed** to use the budget for replacing the Tesco noticeboard and Gleaming Wood Drive and agreed to place £2000.00 in the budget for Noticeboards at St John's and Impton Lane. **Action office.**

13. **Date of Next Meeting.**

Tuesday 11 December 2018 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU commencing at 7.30 p.m.

14. **Height Barrier Beechen Hall.** Members **received** the Clerk's report and quotation for replacement and after consideration **agreed** not to replace the height barrier and to continue to monitor it. **Action office.**

Meeting closed at 9.45 pm

Signed as a correct record of the proceedings.

Chairman.....

Date.....

DRAFT