



**BOXLEY PARISH COUNCIL**  
[www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk)

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU  
☎ 01634 861237 ✉ clerk@boxleyparishcouncil.org.uk

**Clerk** Mrs Pauline Bowdery      **Assistant Clerk** Mrs Melanie Fooks

## **A G E N D A**

### **To All Members of the Council, Press and Public**

There will be a meeting of the **Estates Committee** on **Tuesday 08 August 2017** at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm when it is proposed to transact the following business:

1. **Declaration of Interest or Lobbying** (7.30)  
Members are required to declare any interests, requests for dispensation, lobbying or changes to the Register of Interests.
2. **Apologies and absence** (7.31)  
To receive apologies for absence.
3. **Minutes of Previous Meeting 13 June 2017.** (7.32)  
To consider the minutes of the meetings and if in order to sign as a true record (previously circulated).

**To adjourn the meeting to allow the public or press to comment** (7.34)

4. **Matters Arising from Previous Minutes** (7.35)
  - 4.1 Minute 2977/4.2 Damaged headstone. Insurance claim made to KCC.
  - 4.2 Minute 2977/4.4 North Wall Boxley Village Green. See report (page 3-5).
  - 4.3 Minute 2977/6.1 Additional lighting for entrance gate area at Beechen Hall. See Report (page 5).
  - 4.4 Minute 2978/7.5 Beechen Hall Floor – the repairs were carried out on Sunday 30 July. See report (page 5).
  - 4.7 Minute 2978/7.6 Use of Beechen Hall Car Park by Spire Alexandra Hospital. The office has notified the hospital of the charges and is awaiting a response.
  - 4.8 Minute 3006/12 Oak tree at Impton Lane this is being taken up with MBC and the resident who originally brought it to the attention of the parish as resident has asked for substantially more of the tree to be reduced and crowned than MBC would like. The field maple that was obstructing the residents roof has been reduced by John Hood at a cost of £150.00.

5. **Dove Hill Allotments** (7.50)
  - 5.1 Cllr Bob Hinder's Allotment Report. A verbal update will be given at the meeting.
  - 5.2 Allotments Annual Competition - The date for this has been rescheduled due to holidays and a clash with another local event and the new date is now Sunday 24 September, plot holders and judges have been notified.
  - 5.3 Security. Repairs have now been carried out by Cllr Vic Davies and any additional information will be reported back at the meeting.
  - 5.4 Pest Purge report. See report (page 4).
  - 5.5 Pest Purge Contract Renewal. See separate enclosure.

6. **Boxley War Memorial** (8.00)  
To receive an update on the situation. See report (page 5-6).

7. **Annual Inspection of Parish Council Property** (8.05)  
To receive the report (page 6-7).

8. **Matters for Information** (8.10)  
 8.1 VAT Issues. A response from HMRC is still awaited.
- Ten minute comfort break (if wanted).
9. **Assistant Clerk's Report** (8.20)  
 9.1 To receive hire fees income, see report (page 6).  
 9.2 Account balances see report (page 7).  
 9.3 Nationwide Investment Bond (page 7).  
 9.4 Income and Expenditure (pages 8-10).  
 9.5 Accident Report. None at the time of compiling the agenda.
10. **Beechen Hall Extension** (8.25)  
 10.1 Notes of Meetings of the working group. See (page 10-11).
- 11 **Weaving Diamond Jubilee Orchard** (8.40)  
 11.1 Annual Playground Inspection – ROSPA this was carried out on 6 July; the report has identified that the overall risk is low it has made a couple of suggestions which will be monitored through the routine weekly and quarterly inspections with regards to the splits in the wooden apparatus not exceeding a certain diameter, which can happen in very dry weather as the wood expands. A copy is available upon request.  
 11.2 Tree Pruning at the orchard. See report on (page 11).
- 12 **Policies and Procedures** (8.40)  
 12.1 Clerk's delegated power Dove Hill Allotments See (page 11).  
 12.2 Burial Grounds Regulations. There have been no amendments from the Church or Diocese of Rochester therefore these are considered still fit for purpose. A copy can be provided upon request.  
 12.3 Risk Assessments for hall (Fire, Drink and Public Licence). Reviewed and considered still fit for purpose. A copy can be provided upon request.  
 12.4 Business Continuity Plan - An update will be given at the meeting.
- Annual look at hall. – Members will be asked to look at the hall during the meeting to determine any project for consideration in the 2018-19 budget.
13. **Matters for Decision** (8.55)  
 13.1 Boxley Village Noticeboard. See enclosure.
14. **Date of Next Meeting.** (9.00)  
 Tuesday 10 October 2017 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 29 September 2017.

Pauline Bowdery  
 Clerk to the Council

Date 1 Aug 2017

**Note to all councillors:** you are welcome to attend meetings of committees of which you are not a member but only committee members may vote.

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.

Items to be returned to Agenda at a later date. Minute2893/8 MBC Play areas at Grove Green removal and refurbishment.

**REPORTS AND ITEMS RELATING TO THE ESTATES COMMITTEE MEETING  
8 August 2017.**

**The Chairman will assume that these have been read prior to the meeting.**

Councillors wishing to suggest changes to any policy document or procedure in this agenda should notify the office, in writing, at least three working days in advance of the meeting. This will allow details to be circulated at the meeting (or in advance if particularly contentious).

**Item 4 Matters Arising from Previous Minutes**

4.2 Minute 2977/4.4 Boxley Village Green North Wall.

Estates Committee meeting 13 June 2017. *Minute 2977/4.4 North Wall Boxley Village Green. Members **received** the Clerk's report and after discussion requested that notice is given to MBC to remove the heras fencing from the wall. It is hoped by taking this action that MBC will take responsibility for dealing with the wall. **Action Office/MBC.***

The Clerk requests that members, having received and considered the following briefing note/explanation, revisit the June decision.

The reasons for asking for a review are:

1. MBC's Building Regulations Department has written to the parish council stating that because it does not have previous monitoring history on the wall (because the Conservation Officer was monitoring it and not Building Regulations officers) it is unwilling to take action until it can make a judgement and so will not be remove the fencing till it ascertains the wall is safe by a period of monitoring.
2. The parish council has been asking MBC to check the safety as it has concerns.
3. MBC is not responsible for public safety at the village green the parish council is. Should MBC remove its property, the fencing, on the request of the parish council then if the wall proves unsafe any resulting injuries etc. would become the liability of the parish council as it is responsible for ensuring the safety of the users of the village green. The Parish Council will in, the Clerk's opinion, be breaching its Duty of Care responsibilities.
4. If the 13 June decision is undertaken BPC would be relying on MBC to:
  - React quickly;
  - Be prepared to expend quite a bit of money to a) repair the wall and b) chase for reimbursement from the owner through the courts (**see enclosure**).The Clerk has strong doubts that MBC will be able to or choose to act quickly and in the period of no action/no fencing there is potentially a H&S risk.
5. H&S regulations are clear that action should not be taken if it results in or increases a H&S risk. In this case the Clerk is strongly of the opinion that the parish council could potentially cause a health and safety risk by asking for the heras fencing to be removed as it has no evidence/professional advice stating how safe that section of the wall is.
6. Other complications are:
  - i) The parish council has been unable to get the owner to repair the wall and only MBC is able to force the issue.
  - ii) The trees on the owner's land are causing the main issue and previously the Landscape Officer has indicated that he would object to their removal (this will need revisiting).
  - iii) The wall is deteriorating and the Clerk has recently removed 1 stone and pushed a couple of other stones over to the other side of the wall.

The Clerk undertook a photographic survey and close look at the wall in June 2017. The wall is visually inspected regularly (a log of the date of the inspection is kept) by the Clerk as this is required under Duty of Care.

KALC confirmed that the Power of Competency would allow the parish council to ultimately pay for repairs could set a dangerous precedent and open the parish council up to requests for grants towards private listed building, the cost may also attract criticism.

It has not been possible to yet fully ascertain whether the Power of Competency could be used to undertake the work and then charge the owner, MBC can definitely do this but each legislation mentioned in the enclosed document needs to be scrutinised and members guidance on action to be taken is awaited before this work happens. Normally a parish council cannot use The Power of Competency to take on planning issues.

The Clerk considers that the Estates Committee has the following options and the Clerk seeks guidance on what action members wish to take.

#### Option 1.

BPC pays for a Structural Engineer survey of the wall to ascertain its condition. If the wall is considered safe then request the heras fencing is removed however due to the heave from the trees and ground beyond the report might recommend that a survey needs to be repeated regularly, possibly 18-24 months. The parish council is therefore faced with an on-going cost during this monitoring period and should the wall start to deteriorate the parish council is then back to square one being forced to put up fencing and asking MBC to intervene. If the report states that the wall is unsafe/starting to become a problem then this can be used to put pressure on MBC but it will not force MBC to get the wall repaired quickly as MBC would likely wish to continue to monitor and may just put up some extra fencing.

#### Option 2.

Let matters continue as they are. Have MBC monitor the wall and in conjunction have a councillor or the office start to take photographic evidence so it has a record which can be used to keep pressure on MBC.

If members reach the end of their tethers and if the wall becomes dangerous then the following are also options, but might be controversial and would need full Council discussion but they are included so members are fully briefed.

#### Option 3. The Estates Committee has never suggested any of the following.

Should the owner be prepared to sell the wall to the parish council, hopefully for a nominal fee, then subject to the correct permissions to remove the trees and possibly the soil behind the wall it could be repaired/refurbished. However, this is an extremely costly and risky action as should tree felling permissions not be received then there will be no improvement to the current situation.

Legal and 'political' issues. BPC would use its Power of Competence for any such action as the only likely benefit will be to a single person, the current wall owner. The parish council would need to be careful to only purchase the wall adjacent to the village green otherwise it could become responsible for the length along The Street.

Should the owner be approached and give permission for the parish council to repair the wall then it could use the Power of Competency but this could possibly be more controversial than buying it.

If the parish council decides on any of the Option 3 actions then the precedent argument could, in the opinion of the Clerk, be countered by the parish council recognising that its Duty of Care for users of the Village Green is paramount, the wall is adjacent to the village green which is in a conservation area and should the wall become very dangerous the alternative action to keep the public safe would be to completely fence the wall off which members decided was unacceptable.

Cost. After due consideration, it is up to members of the parish council as to whether funding for any project is made available.

4.3 Minute 2977/6.1 Additional lighting for entrance gate area at Beechen Hall. This item was brought back to members because of an incident that occurred at Beechen Hall where staff could not identify a number plate of a car entering and exiting the car park due to darkness. The CCTV company have agreed to loan the PC a camera which can detect images in a lower level of lighting and this is to be trialled for a short period of time. However, members have asked for additional lighting at the gate area and it was initially thought that there was power to this part of the site. It has since been established that there isn't and the only power supply is via an external socket at the rear of the hall. Therefore additional lighting cannot be installed in this area unless members wish to install new underground cabling to this area which could be very costly.

4.4 Minute 2978/7.5 Beechen Hall Floor. Ajax Flooring carried out repairs to the floor replacing a couple of the planks and sanding back and varnishing the remaining area. The floor looks in very good condition following this repair however it has shown that the rest of the floor is in need of sanding and varnishing. At the time of quoting for this repair the company also quoted for the rest of the floor. The quote was very competitive compared the same exercise which took place back in 2011. It is advised that at the meeting members inspect the floor to see the quality of the repair and the workmanship and decide whether they would be happy to use this company for the rest of the floor. As this could take up to 5 days, time needs to be booked out in the diary. The dates when this would be less disruptive to hirers would be during the school holidays so we are checking the availability of this company for these times before the end of the financial year. This information is likely to be available at the meeting.

#### **Item 5 Dove Hill Allotments - Information**

#### **5.4 Pest Purge Report. INFORMATION**

Dove Hill Allotments – Pest Activity Report  
Period June 2017-July 2017

Rats:

No rats were seen during an evening shooting session on 26-7-17.

The rats are under control within the perimeter, currently the bait stations are baited with non-toxic monitoring baits in line with “best practice” and the stewardship regime which says that rodent infestations should be treated with toxic rodenticide baits and once the infestation is under control the toxic bait should be switched to non-toxic in order to monitor rodent activity. This safeguards the public and visiting wildlife from any risk from secondary poisoning (where non-target species are poisoned due to the indiscriminate and/or constant use of rodenticide).

Rabbits:

Rabbit shooting took place on 26-7-17. One rabbit was shot inside the perimeter on the allotments. No others were seen inside.

The next shooting session will take place in September 2017.

Fencing:

No new holes were spotted during recent visits and no repair work has been required. The perimeter is currently secure.

The site remains secured at all times when I have visited. The gates always padlocked and closed.

#### **Item 6. Boxley War Memorial – INFORMATION and DECISION**

Members requested further information for F Dennis which is being sought and will be reported back to the committee once available. The Clerk has inspected the War Memorial and has identified a couple of options for placement of names either on the left or right-hand side of the

middle drum see photos below. The options available to members will be discussed at the meeting.



**Item 7. Annual Inspection of Parish Council Property.** *Purpose of item for information.*

**Clerk's Report.**

Once a year the Clerk undertakes an in-depth informal survey of the parish council's property, seats, land, bus shelters, village signs etc. During the year numerous visual inspections are undertaken and where necessary more in-depth monitoring is arranged and the Clerk keeps a site visit record book as part of the Duty of Care administrative trail. Weaving Diamond Jubilee Orchard has a separate H&S checking regime and separate records are kept of these inspections. The purpose of the visits is to ensure the Council's Duty of Care Health and Safety requirements are met and to identify maintenance and replacement needs.

The 2017 Annual Inspections showed that the vast majority of the Council's property was in good condition and there was no indication of Health and Safety issues.

Some inspections are still outstanding: A229 bus shelter; Walderslade Village Sign (needs washing); Bargrove Road, Provender Way and Grovewood Drive South noticeboards; seat Tunbury Bottom.

Certain maintenance decisions have been made:

- Boxley Village Green. The granite setts on the bends are often slightly dislodged. This is caused by the large vehicles visiting the ESO, farm and other properties, as this is an aesthetic issue rather than any real H&S problem the setts will not be resettled in position as they are almost immediately dislodged.
- Path across the village green. This is an original cobbled path and previous attempts to make it smoother have not lasted any real length of time. Due to the uneven, cambered and cobbled nature of the path it is clearly identified as not suitable for anyone in heels or with mobility problems so people appear to avoid walking on it. It is therefore judged to be a low risk however if members wish 2 plaques that state "cobbled path, beware uneven surface" could be installed. The parish office has not received any complaints about the path.

- South and North walls. New ground upwards ivy growth is being monitored and it is removed on a regular basis. Soft vegetation growth on the South wall is not removed and the owner has been informed.

There are a number of maintenance issues that need considering.

- 1 Sandling. The Clerk could not open the noticeboard and it feels that the top right hand corner screw might need tightening, the other three corners feel secure. The office will arrange another visit to sort the issue out.
- 2 Boxley Burial Ground. The noticeboard needs refurbishment. Maintenance to be arranged. The overhanging laurel (north east corner) needs removing from over the headstone. Maintenance to be arranged.
- 3 Bus shelters. Need a wash, office to arrange.
- 4 Impton Lane Open Space. A dead tree needs removing. The parish office was aware of it and arrangements are being made, it is not a huge tree and currently is considered a low H&S issue. A visual inspection of the other trees did not highlight any immediate issues but when the tree surgeon attends a further inspection will be undertaken and the two Oaks will be inspected for any large dead wood.
- 5 WDJO boundary on Grove Green Lane. Will need some trimming back, office will monitor and arrange.
- 6 Allotments. An apple tree on the public area near the entrance needs staking.

Unfortunately there are a number of issues that are occurring to non-parish council property that need addressing as they will/do impact on the parish council.

- Boxley Village Green North Wall, see separate report.
- Boxley Burial Ground. One of the headstones is moving, this was reported to the family last year and was being monitored. The movement has increased and is close to the point where the Clerk considers it may have to be removed and laid flat. The family will again be contacted with an urgent request to have the headstone secured otherwise the parish council will, at some point soon, have no option but to lay it flat.
- WDJO. The seat needs some maintenance in the form of staining.
- Closed churchyard. The issue of the Listed Tombs still needs resolving and an attempt will be made to allocate some office time to produce an informal survey and suggestions. The self-seeded sycamores and ivy growing on some of the tombs need removing, the Church, via Cllr Hollands, will be approached about this. The churchyards walls need some attention to keep growing vegetation under control or removed.

**Item 9. Assistant Clerks Report – INFORMATION.**

- 9.1 **Hire Fees** - To receive Hall Hire Fees for June/July with a comparison at the same point in the previous year.

	<b>2017/18</b>	<b>2016/17</b>
Casual	£3,507.52	(£2,771.59)
Regular	<u>£4,533.44</u>	<u>(£4,927.51)</u>
Total	£8,040.96	(£7,699.11)

- 9.2 **Account Balances** –

**HSBC-Beechen Hall**

**Account Balances as per bank statement at 31 July 2017**

Current Account	<b>£28,303.08</b>
Investment account	<b>£55,873.90</b>
Rolling 95 day saver account	

## 9.4 Income & Expenditure

01/08/2017

Boxley Parish Council

Page 1

11:29

### Detailed Income & Expenditure by Budget Heading 01/08/2017

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Estates</b>							
<u>220 Burial Ground</u>							
1200 Burials	0	0	1,250	1,250			0.0%
Burial Ground :- Income	<u>0</u>	<u>0</u>	<u>1,250</u>	<u>1,250</u>			<u>0.0%</u>
4045 Subscriptions	0	90	92	2		2	97.8%
4420 Admin Fee	0	0	250	250		250	0.0%
Burial Ground :- Indirect Expenditure	<u>0</u>	<u>90</u>	<u>342</u>	<u>252</u>	<u>0</u>	<u>252</u>	<u>26.3%</u>
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>(90)</u>					
<u>230 Green Spaces</u>							
4210 Contingency Fund	2,468	2,468	2,000	(468)		(468)	123.4%
4400 Maintenance	25	225	2,500	2,275		2,275	9.0%
4450 Boxley Village Green	0	0	500	500		500	0.0%
4460 WDJ Orchard	70	70	500	430		430	14.0%
Green Spaces :- Indirect Expenditure	<u>2,563</u>	<u>2,763</u>	<u>5,500</u>	<u>2,737</u>	<u>0</u>	<u>2,737</u>	<u>50.2%</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(2,563)</u>	<u>(2,763)</u>					
<u>240 Grounds Maintenance</u>							
4500 Grounds Maintenance Contract	(2,468)	(2,468)	5,499	7,967		7,967	(44.9%)
4505 Roundabout Maintenance	0	0	306	306		306	0.0%
Grounds Maintenance :- Indirect Expenditure	<u>(2,468)</u>	<u>(2,468)</u>	<u>5,805</u>	<u>8,273</u>	<u>0</u>	<u>8,273</u>	<u>(42.5%)</u>
<b>Movement to/(from) Gen Reserve</b>	<u>2,468</u>	<u>2,468</u>					
<u>250 Street Furniture</u>							
4550 Noticeboards	0	(1,200)	0	1,200		1,200	0.0%
4560 Village Signs	0	0	200	200		200	0.0%
Street Furniture :- Indirect Expenditure	<u>0</u>	<u>(1,200)</u>	<u>200</u>	<u>1,400</u>	<u>0</u>	<u>1,400</u>	<u>(600.0%)</u>
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>1,200</u>					
<u>260 Beechen Hall</u>							
1091 Interest Received	0	0	402	402			0.0%
1230 Hire Fees Casual	1,712	5,620	16,200	10,580			34.7%
1231 PL Insurance Income	16	58	222	164			26.1%
1235 Hire Fees Regular	3,118	9,157	30,000	20,843			30.5%
1250 Wages - AEC	0	40	400	360			10.0%
Beechen Hall :- Income	<u>4,846</u>	<u>14,875</u>	<u>47,224</u>	<u>32,349</u>			<u>31.5%</u>

## Detailed Income &amp; Expenditure by Budget Heading 01/08/2017

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4001 Wages	1,587	6,312	19,235	12,923		12,923	32.8%
4005 PAYE	214	777	2,306	1,529		1,529	33.7%
4010 Pensions	22	87	452	365		365	19.3%
4020 Administration	0	17	200	183		183	8.4%
4025 Audit	0	(225)	400	625		625	(56.3%)
4035 Rates	141	565	3,930	3,365		3,365	14.4%
4040 Licences/Leases	0	273	409	136		136	66.8%
4105 Insurance	0	1,016	1,215	199		199	83.6%
4210 Contingency Fund	0	0	6,000	6,000		6,000	0.0%
4605 CCTV/Alarms Maintenance	0	0	970	970		970	0.0%
4610 Consumables	92	303	914	611		611	33.1%
4615 Electricity	129	542	2,080	1,538		1,538	26.1%
4620 Gas	26	305	1,130	825		825	27.0%
4625 Water	193	193	825	632		632	23.4%
4630 Electrical Safety	0	410	410	0		0	100.0%
4635 Fire Safety	0	0	80	80		80	0.0%
4640 Gas Maintenance	0	0	257	257		257	0.0%
4645 Ground Maintenance	0	0	500	500		500	0.0%
4650 Hall Maintenance	137	1,080	2,500	1,420		1,420	43.2%
4655 Hall Marketing	0	0	200	200		200	0.0%
4660 Refuse Collections	152	782	2,039	1,257		1,257	38.3%
4720 Car Park Lights	0	(707)	0	707		707	0.0%
<b>Beechen Hall :- Indirect Expenditure</b>	<b>2,694</b>	<b>11,729</b>	<b>46,052</b>	<b>34,323</b>	<b>0</b>	<b>34,323</b>	<b>25.5%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>2,152</b>	<b>3,146</b>					
<u>270 Beechen Hall projects</u>							
4550 Noticeboards	0	0	300	300		300	0.0%
4705 Internal Decoration	0	0	500	500		500	0.0%
4710 External Decoration	0	0	500	500		500	0.0%
4715 Floor	0	0	15,000	15,000		15,000	0.0%
4716 Extension Project	0	688	25,000	24,312		24,312	2.8%
4717 Height Barrier	0	0	2,000	2,000		2,000	0.0%
4718 Toilet Refurbishment	0	0	25,000	25,000		25,000	0.0%
<b>Beechen Hall projects :- Indirect Expenditure</b>	<b>0</b>	<b>688</b>	<b>68,300</b>	<b>67,612</b>	<b>0</b>	<b>67,612</b>	<b>1.0%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(688)</b>					
<u>280 Allotments</u>							
1280 Allotment Income	0	0	960	960			0.0%
<b>Allotments :- Income</b>	<b>0</b>	<b>0</b>	<b>960</b>	<b>960</b>			<b>0.0%</b>

## Detailed Income &amp; Expenditure by Budget Heading 01/08/2017

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4020 Administration	0	0	30	30		30	0.0%
4105 Insurance	(96)	255	255	0		0	99.8%
4400 Maintenance	190	380	2,300	1,920		1,920	16.5%
Allotments :- Indirect Expenditure	<u>94</u>	<u>635</u>	<u>2,585</u>	<u>1,950</u>	<u>0</u>	<u>1,950</u>	<u>24.5%</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(94)</u>	<u>(635)</u>					
Estates :- Income	<u>4,846</u>	<u>14,875</u>	<u>49,434</u>	<u>34,559</u>			<u>30.1%</u>
Expenditure	<u>2,883</u>	<u>12,236</u>	<u>128,784</u>	<u>116,548</u>	<u>0</u>	<u>116,548</u>	<u>9.5%</u>
<b>Movement to/(from) Gen Reserve</b>	<u>1,963</u>	<u>2,639</u>					
Grand Totals:- Income	<u>4,846</u>	<u>14,875</u>	<u>49,434</u>	<u>34,559</u>			<u>30.1%</u>
Expenditure	<u>2,883</u>	<u>12,236</u>	<u>128,784</u>	<u>116,548</u>	<u>0</u>	<u>116,548</u>	<u>9.5%</u>
<b>Net Income over Expenditure</b>	<u>1,963</u>	<u>2,639</u>	<u>(79,350)</u>	<u>(81,989)</u>			
<b>Movement to/(from) Gen Reserve</b>	<u>1,963</u>	<u>2,639</u>					

**Item 10. Beechen Hall Extension – PURPOSE OF ITEM FOR Information.**

**Formal Notes of the Beechen Hall Extension Working Group (BEHWG)  
on Thursday 6 July 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at  
4 pm**

Councillors present: Mr Vic Davies (Chairman), Ms L Clarke, Mr Ivor Davies, Mr B Hinder, Mrs W Hinder (visiting) together with the Clerk, Assistant Clerk, David Tindall and Charlotte.

**1. Apologies and absence**

Mr P Dengate (work commitments), Mr P Sullivan (work commitments), Ms K Macklin (work commitments).

**2. Declaration of Interest or Lobbying**

None.

**3. Toilet Refurbishment**

The Chairman explained that invitations to tender for the toilet refurbishment were received and had come in over budget the Assistant Clerk indicated that the length of time to carry out the refurbishment had been underestimated and not enough time had been booked out of the diary to accommodate this project. David confirmed that by doing both projects at the same time could save on cost and ultimately cause less disruption to hirers of the hall. He agreed that he would confirm the additional costs ie tender drawings and project management fees by 31 July 2018.

**4. Beechen Hall Extension**

- David Tindall and assistant Charlotte took measurements of the committee room and outside area and confirmed that the previous plans drawn up by Business Design Studio were accurate.
- David agreed that draft plans would be submitted to the Parish Council late July. These will be considered by BEHWG prior to the Estates meeting on Tuesday 8 August
- Planning Application to be submitted late August, with a decision envisaged for mid-October.
- Tendering process to be carried out in December. This will allow good time for booking in the successful company during July/August 2018.

## 5. References

David was reminded to forward three references for members to consider.

## 6. Date of Next Meeting.

Tuesday 1<sup>st</sup> August, at 7pm (provisional)

### **Item 11. Weaving Diamond Jubilee Orchard – PURPOSE OF ITEM FOR Decision.**

11.2 **Tree pruning at the orchard** - Medway Valley Countryside Partnership have confirmed that the tree pruning would involve approximately 12 volunteers, to do the work. They are experienced in traditional orchard management and come fully equipped and insured for a day rate of £225.00 ex VAT. This will include a member of staff who is first aid trained and DBS checked. As the orchard pruning won't take all day they can do other clearance jobs around the site including minor repairs, tree pruning, strimming, litter picking – whatever is required on the day. It is recommended that the pruning would take place annually and best done when the leaves are off the trees, November/February time.

### **Item 12. Policies and Procedures – PURPOSE OF ITEM FOR review.**

#### 12.1 Clerks Delegated power - Dove Hill Allotments

- To manage the day-to-day running of the allotments, including small-scale expenditure.
- To make recommendation to the Estates Committee's on improvements to the allotments and the administrative procedures etc.
- To liaise with the Allotment Working Group.
- To advertise allotment plot vacancies, to receive applications and to allocate plots.
- To maintain a waiting list.
- To issue invoices.
- To ensure that the Rules and Regulations are adhered to and to issue warnings and notice to quit letters.
- To undertake any other work that is deemed necessary to ensure the smooth running of the allotments.