

- 10. Parish Inspection.** Page (14).
- 11. Tree Management Policy** Page (14).
- 12. Policies and Procedures for Review**
 - 12.1 Burial Ground Regulations (separate attachment).
 - 12.2 Burial Ground Fees (14).
 - 12.3 Burial Ground Procedures (15).
 - 12.4 Snow Policy Page (16).
- 13. Repairs to the South Wall in Boxley Churchyard**
Clerk's Update. Page (17).
- 14. Matters for Decision**
- 15. Date of Next Meeting**
Monday 17 October 2022 commencing at 7.30 pm at Beechen Hall. Items for the agenda must be with the parish office no later than 8 August 2022.

Daniela Baylis

Daniela Baylis
Clerk to the Council

Date 5 August 2022

Items to be returned to Agenda at a later date. Minute 3107/4.1 North Wall Boxley Village Green.
Minute 3441/4.2 Acoustic Ceiling Tiles Acorn Room. Minute 3517/4.2 Refuse & Recycling Beechen Hall
– Review 2022.

**REPORTS AND ITEMS RELATING TO THE
ESTATES COMMITTEE MEETING 15 August 2022.**

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 two working days in advance of the meeting. This will allow details to be circulated at the meeting (or in advance if particularly contentious) 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.

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.

Item 4. Minutes of the Meetings held on 20 June 2022 DECISION

Minutes of the Estates Committee Meeting on Monday 20th June 2022 held in the Acorn Room at Beechen Hall, Wildfell Close, Chatham ME5 9RU commencing at 19.30

Councillors present: Mr D Hollands (Chairman), Mr Ivor Davies, Mr D Hubbard, Mr V Davies, Mr K Hill, Ms P Huntingford, Mr P Sullivan together with the Clerk, Mrs D Baylis and Assistant Clerk Finance, Miss L Watt

- 1. Apologies and Non-Attendance**
Cllrs C Sheppard, M Beckwith, B Hinder and P Dengate – Apologies Accepted.
- 2. Declaration of Interest or Lobbying**
None
- 3. Minutes of the Previous Meetings 19th April 2022**
The minutes of the meeting were **agreed** and duly signed.

As no members of the public were in attendance the meeting was not adjourned.

- 4. Matters Arising from Previous Minutes**
None.

5. Beechen Hall

- 5.1 **To Receive Hire Fees Income**
Noted

- 5.2 **Account Balances**

The HSBC account for Beechen Hall is in the process of being closed and replaced by an account with Unity Trust. The Clerk briefly explained each account balance.

- 5.3 **Accident Report**
No accidents recorded.

- 5.4 **Compliance List**

Fire Risk Assessment

Two quotations for works were presented to the committee and a third was awaited. The Chair stated that urgent action is required on this matter. Once all the quotations were obtained they would be circulated for an out of meeting decision.

Parish Office Fire Exit

Now compliant.

Fire Action/Call Point notices

Now compliant.

Beechen Hall Entrance Doors

Now compliant.

CCTV

Clerk gave a verbal report on the new CCTV system. Office staff have access to view all cameras remotely using mobile devices. The picture quality is excellent and every area inside and outside the building is covered.

Intruder Alarm

Now updated and compliant.

Electrical Safety/Emergency Lighting maintenance

Clerk discussed having an automatic timer as per quote from company 1. Company 2 do not offer an automatic timer. Clerk suggested that electricity savings as well as staff time savings may make quote from company 1 more attractive. Company 1 offer an asset list as part of the works quoted for.

Members asked that the caretaker provides more information regarding how much time might be saved before a decision can be made. **Action: Office**

5.5 **Audio for Acorn Room**

It was proposed by Cllr V Davies, seconded by Cllr I Davies and all agreed that the purchase of ceiling microphones to link up to the hearing loop be actioned. The purchase of a SmartScreen and acoustic tiles was deferred to next year.

5.6 **Legionella Contact**

Noted. A Report on the works carried out and results would be produced once the information was received.

5.7 **Banking**

Report noted.

5.8 **Equipment List for Hirers**

It was agreed that the purchase of new equipment be put onto a wish list.

5.9 **Social Media Marketing**

Report noted.

5.10 **Noise Inhibitor**

Clerk discussed the noise inhibitor replacement options as per the Parish Caretaker's email. No decision was made. Cllr V Davies would look at the system that Grove Green Hall use. The Assistant Clerk is to look at official guidance regarding what decibel level any limiter should be set at.

The Parish Caretaker is to obtain quotes for instillation of equipment where missing on email.

Action: v Davies, Assistant Clerk, Caretaker

5.11 **Hall Floor**

It was proposed by Cllr D.Hollands and all agreed to ratify the decision made out of meeting to replace the broken hall floor at a cost of £24,485.00.

New Beechen Hall Logo

5.12 It was proposed by Cllr I Davies, seconded by Cllr P Huntingford and all agreed that the blue drawn logo by Westbury Signs be chosen with the addition of a tree to the side of the building.

Action: Office

5.13 **Beechen Hall Signage**

It was proposed by Cllr V Davies, seconded by Cllr I Davies and all agreed with one abstention that the quotation by Westbury Signs for a new sign on the peripheral road at a cost of £542/36 be accepted.

Action: Office

5.14 **Calvary Charismatic Church Signage**

The proposal for a permanent sign was rejected as it was felt that this would be favouring one hirer over others. Councillors suggested that the Church use a moveable A-Board sign on the day of their hire to advertise their event.

5.15 Contract Cleaners Extension to Contract

It was agreed not to extend this contract.

5.16 Recruiting an Assistant Caretaker

The Clerk reported that the advert had been placed in the Walderslade Coop and that a candidate had applied.

5.17 Beechen Hall Foyer

It was proposed by Cllr D Hollands and all agreed to replace chairs in the foyer area.

Action: Caretaker

5.18 Hirer Cancellation Policy

It was proposed by Cllr K Hill, seconded by Cllr V Davies and all agreed that the proposed changes to the hirer cancellation policy be made.

5.19 Hirer Refund Request

It was proposed by Cllr K Hill, seconded by Cllr D Hollands and all agreed that the Hirer refund request be granted in full.

5.20 Beechen Hall Drains

It was proposed by Cllr Hollands and all agreed to ratify the decision made out of meeting for the Parish Caretaker to replace the gully up-stands and the quotation from 3 Flow Drainage be accepted.

6. Matters for Information

The Assistant Clerk provided information regarding a 'bookings module' option for the Rialtas software currently in use by the office. It was agreed that a demonstration of the software be booked and a report provided for the next meeting.

Action: Assistant Clerks

7. Dove Hill Allotments

7.1 Allotment Report

The report was noted.

A quotation for new plot numbers would be obtained.

It was agreed to go ahead with the offer of a drone image at a small fee. This would show how the plot lines have deteriorated over time with many paths disappeared or moved out of alignment. A new plot map was needed.

Action: Office

7.2 Pest Activity Report

The report was noted.

The office were asked to get Landscape Services to keep the gates shut whilst maintaining the main and perimeter paths.

The office was asked to look into the costs of a one off visit from a pest controller who uses ferrets.

Action: Office

7.3 Toilet

It was proposed by Cllr Hollands and all agreed that a budget of £150 be agreed for the repair of the toilet.

8. Parish Managed Play Areas

8.1 Impton Lane Open Space

Report noted. Caretaker to clear.

Action: Caretaker

8.2 Franklin Drive

a. Entrance Gate

The report was noted. Cllrs P Sullivan and V Davies would visit the site to see if an alternative solution could be found.

b. Wooden Fence

Quotations are being obtained for a replacement fence and these would be bought to the next meeting.

Action: Office

c. **Gate to railway embankment**

Councillors asked the office to request that network rail add the same lock to our gate as theirs.

Action: Office

8.3 **Weaving Diamond Jubilee Orchard**

Cllr D Hollands thanked Cllr V Davies for his work on the play area gate.

It was agreed to leave any work on the perimeter hedge until another resident complaint was received.

9. **Tree Management Policy**

Cllr K Hill did not like the Policy presented as he felt it was not public friendly as it was not written for a target audience with a reading age of 8 years old. He would produce a draft Policy for the next meeting.

10. **Policies and Procedures**

10.1 **Allotment Rents**

To be brought back to the next meeting.

10.2

Allotment Rules and Regulations

It was agreed that the Clerk should amalgamate these 2 documents and produce a draft.

Action: Clerk

11 **Matters for Information & Decision**

Report noted.

12. **Date of Next Meeting**

Monday 15th August 2022, 19.30 at Beechen Hall.

Meeting closed at 21.30.

Signed as a correct record of proceedings.

Chairman..... Date.....

Item 5. Matters Arising from Previous Minutes

Any other matters arising from the minutes.

Item 6. Assistant Clerk's Report for Beechen Hall – INFORMATION & DECISION

6.1. **Hire Fees Income & Review**

6.1a - Hall Hire Fees for June 2022 (last reconciled accounts at the point of agenda production) with a comparison at the same point in the previous year.

This includes transactions from HSBC & the new Unity Trust Bank account for the hall.

Note: CCTV & Alarm total cost was £4095 taken from Asset Replacement EMR.

	2022/23	2021/22
Casual	£1400.00	£999.00
PL Insurance	£18.00	£4.00
Regular	£2224.00	£2846.00
Grants	£NIL	£0
Cleaning Fees	£810.00	£180
Total Income	£4452.00	£ 4029
Expenditure	£11109.00	£3603
Total surplus income	(-£6657)	£ 426.00

Due to changes in how Payroll is coded, the entire HMRC/Pension Contributions for all staff have incorrectly been recorded as an expense to Beechen Hall (£3056.00).

Actual surplus income should be in credit. Assistant Clerk – Finance is working on rectifying the issue now it has been identified.

6.1.b. - Hire Fees Review

Hire Rates

Community Hire Rates

Rate per hour	Mon – Fri 0900 - 1800	Mon – Fri 1800 - 2200	Saturday 1230 - 1800	Saturday 1800 - 2230	Sunday 1100 - 1800	Sunday 1800 - 2030
Beechen Hall	£15.00	£19.00	£27.00	£35.00	£27.00	£35.00
Acorn Room	£10.00	£14.00	£19.00	£25.00	£19.00	£25.00
Whole Venue	£22.50	£29.70	£39.00	£47.00	£39.00	£47.00

Commercial/Corporate Hire Rates

Rate per hour	Mon – Fri 0900 - 1800	Mon – Fri 1800 - 2200	Saturday 1230 - 1800	Saturday 1800 - 2230	Sunday 1100 - 1800	Sunday 1800 - 2030
Beechen Hall	£20.00	£25.00	£35.00	£43.00	£35.00	£43.00
Acorn Room	£15.00	£20.00	£24.00	£30.00	£24.00	£35.00
Whole Venue	£30.00	£40.00	£53.00	£65.00	£53.00	£65.00

Additional Charges (if applicable)

16th – 21st Birthday Parties	25% hire rate increase
Late Arrival Charge	1 hour's hire fee
Caretaker Call-Out Charge	Hourly rate + mileage
Late Departure Charge	£35.00 per half hour
After Event Cleaning Fees	
Large Events 50+ guests	£100.00
Whole Venue Clean	£200.00
Daytime Events Max 50 Guests	£20.00

Refundable Deposits

Damage Deposit	
Children's Parties	£150.00
Adults/All Day Events	£250.00

Terms of Booking

Saturday evening hire minimum 4 hours.

Deposits & Payment

An invoice will be issued with an initial deposit of 75% of the hire fee being made within 14 days of a provisional booking and final balance payment 4 weeks prior to the event. The damage and cleaning deposits are required 2 weeks prior to event.

Cancellations

Less than 1 month notice - 60% hire fee retained.

Between 1 and 4 months - £50 administration fee.

Between 4 and 6 months - £40 administration fee.

More than 6 months - full hire fee refunded less administration fee of £25.00.

Full terms and conditions are available on our booking form.

6.2 Account Balances

Hall Bank Account	Date (last reconciliation)	Balance
Unity Trust Bank - Hall	30-06-2022	£3161.00
HSBC	30-6-2022	£43128.00
Nationwide 95 Day saver account £66,000 is ringfenced as PC Funds	31-3-2022	£77,602.26

6.3 Accident Report

None at the time of this report.

6.4 Compliance List

Caretaker available to give verbal reports and an opportunity for questions regarding recent and ongoing compliance works at Beechen Hall.

Fire Risk Assessment

To ratify the decision made out of meeting to accept quote for company 3.

Fire risk assessment is booked for the 9th August. Caretaker waiting for the company to come back to us regarding booking in the annual service (50% done twice yearly). Emergency exit lights work is being completed as part of our 5 year fixed wiring as below.

Electrical Safety/Emergency Lighting maintenance.

To ratify the decision made out of meeting to accept quote for company 3.

Inspection was undertaken on 19th August.

Report To Clerk – Electrical Safety: Defects

Main Electrical

During the recent Electrical safety inspection (5 Year certification) a number of defects were identified which have resulted in an unsatisfactory certification.

3 faulty circuits requiring replacement RCBO units (Residual Current Breaker with Over-Current).

Missing closed grommets from external lighting power unit.

Faulty SSO in kitchen (Switch socket outlet).

Damaged light fitting in store area.

Above ceiling cabling not supported / attached.

Emergency Lighting

Main office unit defective – Including wiring circuit.

Rear office unit defective.

Store area unit defective.

Hirers store unit defective.

2 x Main hall central light units (including emergency light function) defective.

A fully detailed list is available for review upon request.

The company have provided an estimate to repair as required including parts and re certify which at the time of writing is £975.00 plus vat (£1170.00).

Michael Du-Lieu

Parish Caretaker.]

Works to be carried out on the 9th August 2022

Legionella Report

Tanks have been cleaned, first and second rounds of testing are complete as of the 15th July 2022. No reported Legionella issues thus far. In house monthly monitoring continues as per standard.

6.5 **Audio for Acorn Room**

Item required (Samsung Hanging Condenser Microphone CM12C) is still out of stock. Caretaker will continue to check if the company have the item required. One other supplier has been identified however the cost is twice the price of the original agreed

6.6 **Noise Inhibitor**

Electrical safety inspection looked at the existing equipment. They were unable make the unit register sound. Microphone or main unit faulty.

Caretaker advises that a self-installed, like for like unit be purchased as it is the cheapest option with no need for a contractor to be employed for fitting. Prices as per previous agenda below.

Noise level to be limited to 109 decibels. This limit is set by Maidstone Borough Council and is due to the hall's proximity to residential buildings.

6.7 **Beechen Hall Logo & Signage**

To ratify the decision made out of meeting to accept logo:

Work on the signage for the Hall can now go ahead.



6.8 **Hirer Refund Requests**

None at the time of compiling agenda.

6.9 **Annual Look At Hall**

Visual inspection of the hall.

Item 7. Matter for Information

7.1 **Rialtas Bookings Module Verbal Report**

Item 8. Dove Hill Allotments – INFORMATION and DECISION

8.1 **Allotment Report**

8.1a - Allotment Toilet

Awaiting timber delivery.

8.1b - Allotment Inspections

Eight Inspection Report Notices were sent to plot holders. Three plot holders have replied to their notices.

A plot holder has requested that a shed marked for removal on their inspection notice be repaired instead. Staff agreed this would be an appropriate way forward with the expectation that plot holder will repair to a good standard.

Another reply to a notice given regarding the plot not being cultivated to expectations; the plot holder had intended to cultivate the area however has faced challenges doing so. They are considering giving notice on their agreement.

The final reply noted that their inspection report pointed to issues belonging to neighbouring plot. This relates to the current problem with identifying plot boundaries.

Caretaker report notes that the process has resulted in "considerable improvements to majority of the plots and the site in general".

8.1c - Allotment Plot Boundaries

Drone footage has now been recorded and edited at a total cost of £50. This will enable staff to begin updating the original plot map.

Plot number signs have now been received. Caretaker to order posts to attach these to. Original plot boundaries no longer being adhered to by plot holders.



8.2 Dove Hill Allotments – Pest Purge Report

Pest Purge attended the site on a weekly basis through June at a cost of £280.

Rat bait stations have been re-sited with an additional placed. No active rat burrows seen by Pest Purge but plot holders report rat sightings. Pest Purge advise that rats are likely nesting outside the allotment grounds and coming in for food.

Rabbits continue to be shot by Pest Purge and it is noted by Pest Purge that no new damage to the fencing was visible during their inspection.

No wasps or hornets reported.

8.3 Dove Hill Allotments – Road Surface



pic1



pic2



pic3

UPDATE:

Whilst undertaking an Allotment inspection it was noted that there was considerable erosion in the areas detailed previously. It is my recommendation that attention is given to this area as a matter of urgency as with further erosion the roadway leading up to the stables building and allotment compound will be unfit for both vehicular and foot traffic.

Report to Clerk

Sandy Lane – Access to Dove Hill Allotments. (Including update 14.7.2022)

Following a request to look at the location I visited the site on Tuesday 11th January. During the visit I noted that the ground surface around the gated entrance to be covered by mud and water. I had some difficulty walking safely as a result(pic1).

The area inside of the gates was considerably worse with obvious ruts and surface damage caused by vehicles. However, where the ground inclined toward the allotment the surface although rutted was somewhat better. It was noted that vehicular movement from the stable property within has added to the surface erosion with obvious signs of wheel slippage and deeper rutting closer to the gates, where I believe vehicles had struggled with traction (pic2).

Inside of the gates there is a post box for the stable property which is vulnerable to damage from vehicles in the event of traction loss (pic3).

I was asked to look at what action could be taken to address the problems. Regarding the post box vulnerability there are limited options. It would be possible to erect a fence/post in front of the box, however this would need to be of a suitable construction type to withstand the forces of a vehicle transferred against it. It would require setting into the ground at depth and with added reinforcement to the base.

The track at the lower level where the gates are situated predominantly is soil which when wet and used by pedestrian/vehicles is churned into mud. This is exacerbated by the water run off from the track and fields above. There is evidence of some substrate previously applied which has for the most part washed away or become buried through use.

My opinion and not one as an expert in this area is that using sand or gravel to fill a muddy area usually has little or no effect because it ends up mixing with the mud, just making more mud and sometimes aggravating the problem as pedestrians and vehicles stir things up. In a similar manner, adding stone or rock aggregate in an amount insufficient to fill the ruts and transfer wheel loads from the surface through the mud to a firm base can have little or no effect.

I believe it is possible to add enough stone to fill all the way from the road surface to a firm base further up the incline. I also believe Clean, sharp, angular stone aggregate will knit together in an interlocking action to support substantial weight by spreading wheel loads over larger areas. This can be successful with lighter loads but lose its effectiveness when heavy trucks repeatedly push the stone into the weak soil underneath, requiring the addition of still more stone.

The disadvantage as I see it of using large amounts of stone to stabilise the surface will be expense, as crushed stone is one of the most expensive types of processed aggregate.

I have done a limited amount of research and found that there are several types of geotextiles available, these fabrics / mouldings can effectively eliminate muddy conditions on a track by keeping gravel surface materials from mixing into the mud base as vehicle loads push the surface materials down. I feel that should this situation continue to be a problem that consideration be given the possibility of investing capital into a more permanent repair using a suitable base material with supporting geotextile membrane/frame.

9. Parish Managed Play Areas/Open Spaces – FOR INFORMATION AND DECISION

9.1 Impton Lane Open Space.

Caretaker Report To Clerk – Impton Lane

Impton Lane open space, is becoming untidy with a number of bordering properties seemingly disposing of broken / old fence panels and tree cuttings into the shrubbery borders. I have disposed of a large number of items via the Medway recycling centre facilities using my home address as a means of gaining access to the service. |

9.2 Franklin Drive Play Area

9.2a - Entrance gate at Franklin Drive

The fencing work at the side of the entrance gate has now been completed. We await the RoSPA play safety inspection on the fence.

9.2b - RoSPA Inspection (6th July 2022)

No urgent works or works requiring immediate rectification or closure.

Caretaker Report To Clerk – Play Areas

ROSPA recently undertook the Franklin Drive and Weaving Diamond Jubilee Orchard play area inspections. There were a number of areas highlighted which they advise are addressed, None were urgent or requiring immediate rectification or closure. I am currently reviewing the reports and putting together a plan of works including material costs.

With the invaluable help of Cllr Vic Davies we were able to bridge the gap to the side of the gate at Franklin Drive play area.

9.2c - Wooden Fence

Quotes being obtained.

9.3 Weaving Diamond Jubilee Orchard

RoSPA Inspection (6th July 2022)

No urgent works or works requiring immediate rectification or closure.
Caretaker report as per item 9.2b above.

RoSPA has identified that the bin is too close to the bench, one or the other will require moving. Parish Caretaker has requested an additional bin as this fills up too quickly.

Along with other non-urgent works (as report by caretaker to follow), RoSPA has identified issues relating to the drying out and splitting of wooden play equipment. This was noted by our Caretaker prior to the RoSPA inspection. The following report was produced.

Report to Clerk - *WDJO Play equipment*

19.7.2022

During the weekly Parish Inspections it was noted that the timber framing for the Burma bridge had dried out and split. This has been exacerbated by the recent high temperatures and likely to worsen should they continue.

At present none of the splits exceed a pencil width but do run full length of the upright posts. On one post the split goes through a rope fixing point, however during a tension / secureness test the fixing point remained firm with no freeplay.

It is my opinion these posts require replacement as soon as is practical with an increase number of inspections to be implemented to determine the continued safe use.

Removal at ground level will be the only course of action should the equipment fail safety checks as it will not be possible to prevent use with any for of barrier.



RoSPA inspection shows that the splits are now much wider.

9.4 **Other Parish Areas** **Caretaker Report To Clerk – General Parish Report**

Impton Lane bus shelter has suffered minor damage to the canopy edges, none of which are likely to cause harm to pedestrians given the height at which they are. The bench seat has also suffered the loss of coloured protective coating. It may be possible to over paint this but would be difficult to police its use whilst the paint dries.

The bus shelter on the A229 (Junction with Cobtree Golf Course turning) is dirty from traffic debris, has a bleached glazing unit and has been used as a toilet. There are weeds growing around the shelter and across the island on which it is located.

There are several Parish notice boards that are suffering from the glazing material bleaching making it difficult to see the notices within. The worse of these is the one at Grovewood Drive South. It may be possible to polish the glazing units with a specialist chemical as replacement glazing is not readily available because the units are bonded into the doors. A replacement notice board costs in the region of £550 - £850.

10. Parish Inspection

To be completed during Parish Tour.

11. Tree Management Policy

Policy is currently under construction.

12. Policies and Procedures

12.1 **Burial Ground Regulations** (separate attachment)

12.2 **Burial Ground Fees**

Annex A Burial Ground Fees February 2021

	Person who qualifies as a resident, living within civil Parish boundary	Qualifying person living outside the civil Parish boundary
Burial of body	£400	£600
Internment into an existing grave	£200	£300
Burial of cremated remains	£160	£250
Burial of cremated remains into an existing grave	£60	£80
Erection of headstone	£150	£225
Child under 16	nil	nil
Erection of a monument (see BPC guidelines)	£136	£150
Plaque or Vase	£75	£95
Simple wooden cross	£45	£65

The fees listed are for the 'exclusive right of burial', for 50 years for which a certificate is issued following the internment. When the lease is due to expire, the grave owner will be sent a letter, inviting them to renew for further periods.

The owner can opt to renew the exclusive rights of burial for a further term. If the lease is not renewed, the headstone will be removed under the supervision of the Clerk and collected by the owner – or destroyed by the local authority. Existing burials in the plot are not removed or disturbed, but remaining space in the plot may be resold.

Burial rights also include the right to erect a memorial. This can remain on the grave for the period of the lease.

Eligibility

Any Person living within the civil Parish Boundary at the time of their death. Details of the civic boundary can be found on www.boxleyparishcouncil.org.uk or by contacting the parish office.

Special Circumstances. Consideration for burial will be given to:

- A Boxley resident who has lived in the civil Parish for more than 10 years but had recently been living outside the boundary for no more than 5 years due to e.g. ill-health will be considered for burial in the Parish Council burial ground.
- A non-Boxley (civil) parish resident who had attended the church for the required 10 years but had ceased to attend, e.g., due to ill-health in the last 3 years.
- Non-Boxley residents if they had regularly attended services, including Greek Orthodox services at St Mary and All Saints and St John's, Grove Green churches. Regular attendance is deemed to be twice a month in the immediately preceding 10 years.

A child will be deemed to qualify for burial only if the parent/guardian qualifies under the above

12.3 Burial Ground Burial Ground Procedures

Boxley Parish Council Burial Ground

Interment Applications Procedure

Boxley Parish Council's Burial Ground¹ at the rear of St Mary and All Saints Church is owned and managed by Boxley Parish Council.

The Parish Council (generally the Clerk as Proper and Legal Officer) is responsible for the land and interments therein and must by law be represented as witness at any interment.

Boxley Parish Council has a list of fees and a set of Rules and Regulations which should be read in conjunction with this procedure.

Application for interment

The first contact from any individual or funeral director should be with the Clerk, redirected by the church. The Clerk will first check that the deceased satisfies the Parish Council's eligibility rules for interment.

The Clerk will then allocate the next available plot and direct relatives to the Church if they require a funeral service. All paperwork such as the Notice of Interment should be sent to the Clerk before the burial takes place.

For new burials, the Clerk shall determine the next plot in line for the interment. Plots must not be issued out of alignment nor can applicants request or reserve specific plots.

Interment in existing grave space. Records will be checked by the Clerk to ensure that a coffin or cremated remains can be accommodated within the existing grave.

The Clerk shall be responsible for issuing invoices direct to either the funeral director or applicant.

The Clerk will send a copy of the Notice of Interment to the Incumbent. This will enable the Registers of Burials and Graves held by both the church and Parish Office to be completed.² On receipt of the Notice of Interment the Clerk will write to the applicant enclosing a copy of the rules and regulations, the Grant of Exclusive Rights of Burial and the memorials leaflet.

The Incumbent or Clerk will liaise with the gravedigger and undertaker, keeping the other informed.

Headstones

Any request for permission to install or amend a headstone shall be made to the Clerk who arranges for the completion of the relevant application form and approval of the stone, design and wording according to the rules and regulations. Payment of the fee for the erection or change to an existing headstone will be made to the Parish Council.

A copy of the application, which should show the stone mason's details, shall be included in the office records-

Disputes

Any complaints or disputes should be notified immediately to the Clerk. The Parish Council, as the Burial Authority, has procedures in place to deal with problems and the Clerk will, where necessary, liaise with the Incumbent and keep him/her informed of developments.

¹ Main legislation - LGA 1972 s26 s214(1). Local Authorities Cemeteries Order 1977

² The parish council owns all copies of the registers relating to its burial ground. The Church and Parish Council each keep a copy which must be stored separately.

**Beechen Hall
Snow Policy**

In order to manage issues caused by heavy snow fall the following policy was agreed.

- At the start of winter 3 to 4 bags of rock salt are to be ordered and replacement rock salt ordered as necessary.
- At the first sign of snow the 2 footpaths to the main entrance and the fire exits are to be cleared, kept clear and gritted.
- A bag of rock salt is to be spread down the slope and into the side spur to ensure that some car parking is available.
- The slope (to the disabled car parking area) and side spur is to be kept clear. If not possible the entrance to the car park is to be kept gritted and the stripes (to allow wheel grip) cleared up to the disabled car parking area and gritted.
- If the car park is deemed to be dangerous and hirers are using the hall a letter is to be placed on the hall and office doors, and given to every hirer that under no circumstances are the Office/Hall staff allowed to 'dig out' or assist anyone who becomes stuck in the car park for health & safety reasons.
- If the car park is thought to be dangerous due to ice and snow any weekend hirers are to be contacted on the Wednesday/Thursday and advised of the situation. This will then give hirers the opportunity to either proceed or cancel their booking. The hall staff ideally would need to know on the Friday.
- Staff attendance during snow conditions. Common sense to be used, if it is likely that road travel will be too dangerous then depending on their location the office staff may have to work from home. Caretaking staff can generally get to the Hall.
- It is essential that the Estates Committee be pro-active in its support of the hall in bad weather. Only three members of the committee live within walking distance of the Hall and can be contacted in case of need. However, a phone call to the hall on a daily basis (from the Chair) would keep the Committee informed of any problems and would assist the staff in sorting out any problems that may have arisen.
- If heavy snowfall occurs the Parish Council will consider employing the local farmer, having taken into consideration any future snow falls, to clear the entrance and car park thus allowing hirers access to the hall and thereby reducing any cancellations. Both the regular hire and casual hire agreements have been amended to reflect this.
- Only if the Met Office declares an amber snow alert warning Beechen Hall will close, otherwise it is open for business. If hirers cancel they will still be charged.

Informative

The following items should be available to aid snow clearance and reduce health and safety risks:

- One Rollastar (wheeled salt storage unit)
- One Snowscoop
- One sack trolley
- Two Shovels
- 1 wheeled salt/grit spreader

13. Repairs to the South Wall in Boxley Churchyard – *FOR INFORMATION AND DECISION*

The Clerk has continued to work on applying for the Faculty and a Lottery Heritage Grant.

14. Matters for Decision