



# Boxley

## PARISH COUNCIL

[www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk)

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**Clerk** Mrs Daniela Baylis

**Assistant Clerk** Mrs Melanie Fooks

## A G E N D A

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

There will be a virtual Microsoft Teams meeting of the **Estates Committee** on **Tuesday 11 January 2022** commencing at **7.30 pm** when it is proposed to transact the following business.

Anyone wishing to 'attend' should contact the Parish Office for information on how to join.

- 1. Apologies and Non-Attendance** (7.30)  
To consider if apologies are acceptable.
- 2. Declaration of Interest or Lobbying** (7.31)  
Members are required to declare any interests, requests for dispensation, lobbying or changes to the Register of Interests.
- 3. Minutes of Previous Meetings 19 October 2021** (7.32)  
To consider the minutes of the meeting and if in order to sign as a true record see pages (3-5).
- To adjourn the meeting to allow the public or press to comment** (7.33)
- 4. Matters Arising from Previous Minutes** (7.35)
  - 4.1 Minute 3517/4.3 WDJ0 Management Plan. Deferred until office time allows.
  - 4.2 Minute 3519/10.5 Asset Register. Undergoing a major overhaul will be returned to a later meeting.
  - 4.3 Any other matters arising from the minutes.
- 5. Dove Hill Allotments** (7.40)
  - 5.1 Allotment Report. Page (6).
  - 5.2 Pest Purge Report. Page (6).
  - 5.3 Allotments Pest Control Contract Job Specification. Pages (6-7)
- 6. Matter for Information**  
None at the time of compiling the agenda
- 7. Assistant Clerk's Report for Beechen Hall** (7.50)
  - 7.1 To receive hire fees income. Page (7).
  - 7.2 Account balances including new Bank Charges HSBC. Pages (7-8).
  - 7.3 Profit & Loss Report (Nov). Page (9).
  - 7.4 Income and Expenditure. Pages (10-12).
  - 7.5 Accident Report – None at the time of compiling the agenda.
  - 7.6 Loss of Regular Hirers. Page (13).
  - 7.7 Increase in Refuse & Recycling Charges. Page (13).
  - 7.8 Contract Cleaners – Extension to current contract. Ratification page (13).

- 8. Parish Managed Play Areas** (8.05)
- 8.1 Quotation for Installing new entrance gate at Franklin Drive. Ratification page (13).
- 8.2 Installation of an additional piece of play equipment at Franklin Drive. Pages (13-14).
- 9. Parish Tree Inspection Report** Pages (14-15). (8.15)
- 10. Policies and Procedures for Review** (8.20)
- 10.1 Beechen Hall Hire Terms and Conditions see separate enclosure.
- 10.2 Beechen Hall Hire Fees Review pages (15-16).
- 10.3 Late arrival, departure and early opening for casual hirers page (16).
- 10.4 Christmas Closedown period for Beechen Hall for 2022/23 page (16).
- 10.5 Lost Property procedure and disposal – Page (17).
- 11. Repairs to the South Wall in Boxley Churchyard** (8.35)
- 11.1 Clerk's Update. Page (17).
- 12. Burial Ground**
- 12.1 Damaged Gravestone. No further Action required. (8.45)
- 12.2 Box Hedging. This is diseased with box blight and needs removing and will be given to the new Parish Caretaker to action.
- 12.3 Emergency Tree Work. Ratification page (17).
- 13. Draft Budget 2022-23** (Clerk notes page 18) (8.55)  
To consider and agree the budget see separate enclosure.
- 14. Matters for Decision**  
None at the time of compiling the agenda.
- 15. Parish Caretaker** (Clerk notes page 18) (9.20)
- 16. Date of Next Meeting**  
Monday 20 February 2022 commencing at 7.30 pm at Beechen Hall. Items for the agenda must be with the parish office no later than 10 February 2022.

*Daniela Baylis*

Daniela Baylis  
Clerk to the Council

Date 23 December 2021

**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 August 2022.

**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.