



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU

☎ 01634 861237 ✉ clerk@boxleyparishcouncil.org.uk

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 **Monday 19 April 2021** 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 Meeting 8 February 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** (7.34)
- 4. Matters Arising from Previous Minutes** (7.35)
 - 4.1 Minute 3456/4.1 Plaque and Ceremony for Alan's Tree. On hold until normal meetings can be resumed.
 - 4.2 Minute 3456/6.1 Refuse and Recycling at Beechen Hall. Defer to June meeting due to time constraints.
 - 4.3 Minute 3457/8.2 WDJO Management Plan. Defer to June meeting due to time constraints.
- 5. Dove Hill Allotments** (7.40)
 - 5.1 Allotment Report. See (page 5).
 - 5.2 Pest Purge Report. See (page 6).
 - 5.3 Allotment Tenants Association Working Group. See report (pages 6-7) and separate enclosures.
 - 5.4 Installation of Water Trough. See report (page 7).
 - 5.5 Allotment Entrance. See report (pages 7-8).
- 6. Matter for Information**
None at the time of compiling the agenda
- 7. Assistant Clerk's Report for Beechen Hall** (7.55)
 - 7.1 To receive hire fees income. See report (page 8).
 - 7.2 Account balances. See report (page 8).
 - 7.3 Profit & Loss Report (March). See reports (pages 9-10).
 - 7.4 Income and Expenditure. See report (pages 11-13).
 - 7.5 Reopening of Beechen Hall. See update (pages 14).
 - 7.6 Accident Report. None recorded at time of compiling agenda.

- 8. Parish Managed Play Areas** 8.10)
8.1 Franklin Drive Play Area – Repairs to fence and vegetation maintenance see report (pages 14-15).
- 9. Policies and Procedures for Review** (8.15)
9.1 Business Continuity Plan – see separate enclosure
9.2 Hall Bookings and Cancellations Procedure – to follow
9.3 Damage and Cleaning Deposits Procedure – See (pages 15-16).
9.4 CCTV, Alarm and Sound System review of equipment. See report (page 16).
9.5 Hall Discount Policies – See (page 16).
9.6 Legionella Risk Assessment See report (pages 16-18).
- 10. Burial Ground** (8.25)
10.1 Clerk’s update See report (page 19).
- 11. Ivy Growing on the South Wall in Churchyard** (8.30)
11.1 Clerk’s Update – George Denny has surveyed the wall and is currently waiting for Goodsell’s to provide a programme of works and a quote. This has been chased by the Assistant Clerk and will be circulated to members if received in time for the meeting.
- 12. Matters for Decision**
12.1 Beechen Hall Boundary Fence. See report (page 19). (8.36)
12.2 RBLI Signage in Commemoration of VE Day - Information being circulated separately by email.
- In view of the confidential nature (personal details and data) on the following item to be transacted, it is advisable that the public and press are excluded from the meeting for the duration of or part of the item.
- 13. Caretakers Staff Conditions and amendments to hours**
A verbal update will be given at the meeting.
- 14. Date of Next Meeting** (8.45)
Monday 21 June 2021 commencing at 7.30 pm TBC. Items for the agenda must be with the parish office no later than 10 June 2021.

Daniela Baylis

Daniela Baylis
Clerk to the Council

Date 13 April 2021

Items to be returned to Agenda at a later date. Minute 3107/4.1 North Wall Boxley Village Green. Minute 3393/11.6 Provision of playgrounds by the Parish Council. Minute 3442/5.4 Repairs to Entrance Road at Dove Hill Allotments. Minute 3441/4.2 Acoustic Ceiling Tiles Acorn Room.

**REPORTS AND ITEMS RELATING TO THE
ESTATES COMMITTEE MEETING 19 APRIL 2021.**

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 3 Minutes of the Meeting held 8 February 2021 DECISION

**Minutes of the Estates Committee Meeting on Monday 8 February 2021 held by
a virtual Teams meeting commencing at 7.30pm**

Councillors present: Mr D Hollands (Chairman), Mr M Beckwith, Ms L Clarke, 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.

The Chairman opened the meeting by thanking Cllr Hinder for notifying members of the sad passing of Cllr Anne Brindle's husband Adrian. Members passed on their condolences.

1. Apologies and Non-Attendance

None all members were present.

2. Declaration of Interest or Lobbying

The Assistant Clerk informed Councillors that their dispensations for Dove Hill Allotments had expired, new forms were being processed for signing and would be forwarded to those Councillors with allotment plots.

3. Minutes of the Previous Meeting 21 December 2020

The minutes of the meeting were **agreed** 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 3417/4.1 Ceremony and plaque for Alan's Tree. On hold until normal meetings can resume. **Noted.**

5. Dove Hill Allotments

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

5.2. Pest Purge Report. **Received** and **Noted.** Cllr Dengate informed members that he had found that codling moths were present at the site but only in certain areas. After some discussion it was **agreed** that he should inform the pest control company to see if he can offer some advice. **Action Cllr Dengate/Pest Purge.**

5.3. Allotment Tenants Association Working Group – Members were advised that there was still a vacancy on the working group. Cllr Sullivan **agreed** to join the group. It was also **agreed** that the Assistant Clerk would organise a meeting date and be present to take the meeting notes. **Action Assistant Clerk.**

6. Matters for Information

- 6.1** Refuse Collection and Recycling at Beechen Hall. Members **received** the Assistant Clerk's report and **agreed** to a review of the hall's refuse and recycling needs and gain costs for members to consider and agree out of meeting. **Action Assistant Clerk.**
- 7. Assistant Clerk's Report**
- 7.1.** Hall hire fees income. **Received** and **noted.**
- 7.2.** Account balances. **Received** and **noted.**
- 7.3.** Profit and Loss. **Received** and **noted.**
- 7.4.** Income and Expenditure. **Received** and **noted.** Cllr Dengate asked for clarification on why the IT subscriptions budget was overspent. The Assistant Clerk **agreed** to check and circulate to members out of meeting. **Action Assistant Clerk.**
- 7.5.** Reopening of Beechen Hall. Members **received** and **noted** the Assistant Clerk's report. Cllr Bob Hinder proposed, seconded by Cllr Dengate with all in favour to charge the Blood Donor Service £30.00 per hour before 6pm and £40.00 per hour after 6pm for the use of the whole venue including the acorn room.
- 7.6.** Accident Report – The Assistant Clerk informed members that the caretaker had an accident and that a report had been completed. She confirmed that she had contacted him for 2 days after the accident to check he was OK.
- 8. Parish Managed Play Areas**
- 8.1.** Franklin Drive Play Area, Network Rail Update. Members **noted** the licence agreement had not been received. Cllr Sheppard reported that Network rail had moved the portacabins from Grovewood Drive South as a lot of the work had been completed, he praised them for leaving the area in a tidy state and said it was unlikely that they would need access through the play area at the present moment as they have higher priority work elsewhere on the network. Members requested MBC are contacted to remove the Heras fencing erected around the play equipment. **Action Assistant Clerk.**
- 8.2** WDJO Management Plan 2021-2026. Members **received** the management plan and the consensus was that it was a comprehensive and well detailed plan. After discussion members **agreed** that they could not adopt the plan in its entirety as there are some parts to it that are not achievable, they did however say it was a very good reference document. Cllrs Vic Davies and the Assistant Clerk **agreed** go through the document and highlight those areas that would be achievable. **Action Cllr Davies/Assistant Clerk.**
- 9. Policies and Procedures**
- 9.1.** Sharps Policy – This is still fit for purpose. **Noted.**
- 9.2.** Disposal of Hazardous Material. This is still fit for purpose. **Noted.**
- 9.3.** Kitchen Hot Water Boiler. This is fit for purpose, title changed to include the word Kitchen. **Action Assistant Clerk.**
- 9.4** Review of Calendar 2021/22 agreed with the inclusion of Burial Ground Procedures and fees in August. **Action Assistant Clerk**
- 9.5** Terms of Reference – Estates Committee. Agreed with the inclusion of 'or leased' in the description of property. **Action Assistant Clerk.**
- 9.6** WDJO/Franklin Drive Play Area Risk Assessments. **Agreed** with minor changes. **Action Assistant Clerk.**
- 10. Burial Ground**
- The Assistant Clerk confirmed that the Clerk had not received any comments from the PCC on the following documents. Members **agreed** to accept and adopt them with minor amendments, subject to any further comments received from the PCC.
- 10.1** Burial Ground Regulations.
- 10.2** Burial Ground Procedures.
- 10.3** Burial Ground Fees.
- 11. Ivy growing on the south wall in Boxley Churchyard.**

11.1 Members **received** the Clerk's update and requested that the programme of works and quotation is circulated to members out of meeting for a decision.
Action Clerk.

12. Matters for Decision

12.1 CCTV Cameras/Lights. Members **received** the Assistant Clerk's report on the failure of 2 analogue cameras at the hall. The replacement of these cameras had been agreed and built into the budget for the next 2 years. However, this failure has now meant this expenditure is brought forward. Cllr Dengate proposed, Cllr I Davies seconded with all in favour to accept the quotation of £600.00 to replace the cameras with digital ones. The expenditure (£1050.00) for the associated equipment to enable this had been **agreed** at the December meeting and placed into 2021/22 budget, this will now be taken from this year's earmarked reserve. Cllr Dengate requested further clarification from Wizard Systems on the following points:

- Are the digital NVR and 10 port poe switch rack mounting or do we need to provide a shelf in the comms cabinet?
- If rack mounting does it come with the fixings?
- Is the license for the 5 users a portable license ie if it is installed on one laptop and that fails can others access the software?

Action Assistant Clerk/Wizard Systems.

In view of the confidential nature (personal details and data) on the following item to be transacted, it is advisable that the public and press are excluded from the meeting for the duration of or part of the item. There were none to exclude.

13. Caretaking Update

Members **received** and **noted** the Assistant Clerk's report regarding the current caretaking at the hall which included the furloughing arrangements of staff.

14. Date of Next Meeting

Monday 19 April 2021 location to be confirmed. **Noted.**

Meeting closed at 9.04pm.

Item 5. Dove Hill Allotments – INFORMATION and DECISION

5.1 **Allotment Report** – Plot 4B became available at the beginning of April and has now been let. There are no current vacant plots, however I have received notification that 11D will be available from 30 September 2021. I visited the site recently to meet the new tenant and to carry out a site inspection. It has been reported that there were a couple of paths that were either absent or encroached upon and some with obstructions on. I would like to remind members that the site inspection report produced last year indicated that several plots were in breach of this. This was never followed up formally by the Clerk with the plot holders. The advice in the report was for a working group/allotment association to take over the responsibility to oversee the day to day running of the allotment site and to deal with these issues. This is now in hand see item 5.3.

Cllr Hinder has been strimming the main path up to allotments that abuts the woodland to keep vegetation down.

Cllr Dengate has confirmed he has an aluminium tag and will fit it to the lid of the water meter for the allotments in the next couple of weeks. This will enable recognition when taking a meter reading.

5.2 **Pest Purge Report**

Dove Hill Allotments – Pest Activity Report

Period Feb 2021-Mar 2021

Rats/Insects:

The rodent bait stations currently have rodenticide in them; there is more rodent activity at the bottom end of the allotments than at the top. There may be some rats living in the bank that runs down to the road below.

The additional bait stations remain in place; there was rodent activity in these too.

Due to the large number of bait stations on site I am visiting once a month to monitor rodent activity.

There is currently no insect activity

Please continue to report any new sightings of rats and any new activity to me. Photos or videos are also welcome, if any unusual activity is spotted.

Rabbits:

Rabbit shooting took place on 09-03-2021. No rabbits were shot, there were some rabbits grazing on the sheep field. Luckily the rabbits do not seem to be trying to burrow under the fencing on the right side of the allotments.

Please report any new sightings or signs of them. I have not noticed any droppings along the fence perimeter for some time now.

The next shooting session will take place in May 2021.

Fencing:

No repairs were carried out and a visual inspection did not find any damage. If plot holders notice any fence damage whilst they are on site, please report it.

The site was secured when I visited.

- 5.3 **Allotment Tenants Association Working Group** – The working group met virtually on Thursday 8 April and agreed the terms of reference, constitution and agreement between the association and the parish council. Below are the draft minutes of that meeting and enclosed is the Allotment Association Constitution and Agreement between the association and the parish council for approval. Members have already agreed the ToR's but these are also attached for information. I have included the amends made by the working group within these documents.

Minutes of the Dove Hill Allotments Tenants Association Working Group Meeting on Thursday 8 April 2021 held by a virtual Teams meeting commencing at 7.00pm

Present: **Tenants:** Sonia Butler, Andrea Dengate, Lisa White
Councillors: Vic Davies, Pat Sullivan (also a tenant)
Observers: Dani Baylis (Clerk), Cllr Bob Hinder
Minute taker: Melanie Fooks (Assistant Clerk)

1. Apologies and Non-Attendance

None.

2. Introductions

The working group was set up to include tenants and a parish councillor who did not have a plot. Each person introduced themselves explaining why they were present. For the benefit of the tenants present Cllr Vic Davies gave an overview of the Parish Council and where the allotments sat and which committee was responsible for them.

3. To elect a Chairman

Vic Davies was unanimously elected as the Chairman

4. To Agree the Terms of Reference for the Working Group

These were **agreed** with one addition under Meeting arrangements these will be held either virtually or face to face depending on the government restrictions in place at the time. (Copy is attached to these minutes).

5. **To consider the Constitution and make any amends for recommendation to the Estates Committee of Boxley Parish Council.**
These were considered, amended and **agreed**. (Copy is attached to these minutes).
6. **To consider the agreement between Boxley Parish Council and Dove Hill Allotments Association**
Agreed with additions (copy is attached to the minutes).
7. **To receive NASLG guidance on setting up an Allotment Association**
The devolved management guidance was felt by all to be very informative and all **agreed** to work towards it once the association is up and running.
8. **Any other business**
None reported.
9. **Date of next Meeting**
To be confirmed. It was suggested that the date for the inaugural meeting of the Association would be in June when the restrictions have been lifted.

Meeting closed at 8.23pm.

Signed as a correct record of proceedings.

- 5.4 **Installation of Water Trough** – This can now be arranged, replacement alan keys have been received for the disabled water tap to remove the casing. Councillors are asked to consider and agree a date for the working party to carry out the installation. Once agreed the Assistant Clerk will send an email to tenants to request help with the installation.
- 5.5 **Allotment Entrance Road** – Views of a neighbouring resident. The resident writes with several concerns Councillors are required to consider if a site meeting with the neighbour is necessary and whether or not you wish to explore the issues to the entrance track or simply monitor it as previously agreed.

SANDY LANE ALLOTMENT ENTRANCE

Dear Parish Councillors,

I am aware of your concerns regarding the entrance from Sandy Lane to the allotments and that you had intended to hold a site meeting to progress matters. The Covid lockdown has thrown all our social and business meetings awry. It had occurred to me that it could help if I record my observations and thoughts which I intended to share with you when we meet.

I visit the entrance every day, sometimes twice a day to collect the post and take in deliveries and I have been doing this for several years. I have therefore come to know the physical geography and the conditions of the entrance through all of the seasons. Forgive me if first touch on the construction history which I am sure many of you are familiar with. The original allotment road installed by the Army Engineers was very professionally laid with massive rollers which created an extremely dense compacted base. In the first few years the 'fines' (the smaller particles and dust) were washed away down the sloping road towards the gates where it collected to cause awful conditions. Nearly all the fines have now gone but erosion has left drainage channels which vehicles now have to overcome on the way up to the allotments.

I am sure that you would wish to seek professional guidance concerning road improvements but may I tentatively make some suggestions?

I would avoid resurfacing because this will unavoidably introduce more 'fines' and it would raise the profile of the road surface which would threaten the ground clearance of the gates. All three gates are already swinging close to the ground, especially the large

allotment gate which strikes the ground as it swings into the bank. This is partly due to washed down deposits but it could be that it may have settled slightly on its hinges and requires adjustment. The obvious drainage channels should be filled and compacted – they are deeper near the gates and tail-out up the hill.

Every Autumn the leaf fall generates decayed vegetation which washes down to the gates creating quagmire conditions similar to those experienced when the road was first built and suffered heavy rains. Every Winter we have to regularly employ a handyman to clear away the leaves to maintain reasonable vehicular access to Harbourland Stables. From my seasonal observations I would confidently suggest that some 80% of all the leaf fall onto the allotment road comes from the trees growing on the MBC land on the East side of the road. Although there is a mature oak near the west boundary, I believe that its overhang footprint is much less than the younger, overhanging closely packed MBC trees which extent two-hundred yards or so uphill.

Last year MBC contractors commenced cutting down their trees that were overhanging the allotment road. They commenced cutting opposite the allotments and worked downhill towards Sandy Lane. They entered our field to cut and remove the overhanging trees giving the rams some excitement! But then they stopped work some 80yards above our sheep trough. They told us that they intended coming back to continue but when they did return, they felled a group of much larger trees adjacent to Sandy Lane just east of the boundary stone.

Our annual leaf-fall problem remains. Can you bring pressure on MBC to finish the work that they started?

I do hope that these observations are helpful.

Item 7. Assistant Clerk's Report – INFORMATION

7.1 Hire Fees

To receive Hall Hire Fees for February/March with a comparison at the same point in the previous year.

	2020/21	2019/20
Casual	£NIL	£827.00
PL Insurance	£NIL	£16.00
Regular	£(26.00)	£3,240.00
HMRC JRS	£2083.00	-
Local Restrictions Grant	£2,096.00	-
Total Income	£4,153.00	£4,083.00
Less Expenditure	£7,924.00	£13,699.00
Total surplus income	£(3,771.00)	£(9,616.00)

7.2 Account Balances

HSBC-Beechen Hall	
Account Balances as per bank statement at 31 March 2021	
Current Account	£27,287.96
Investment account	£11,413.92
Rolling 95 day saver account	

7.3 Profit and Loss

March 2021

09/04/2021

Boxley Parish Council

Page 1

12:41

Detailed Profit and Loss Account - By Cost Centre

Month 12 Date 31/03/2021

Centre	Description	Month Actual	YTD Actual
260 Beechen Hall			
<u>Account</u>	<u>Sales/Income</u>		
1091	Interest Received	31	31
1230	Hire Fees Casual	0	373
1231	PL Insurance Income	0	2
1235	Hire Fees Regular	(26)	5,576
1251	HMRC JRS Grant	3,138	7,320
1252	Covid Business Grant	0	8,269
Total Sales/Income		3,142	21,570
<u>Account</u>	<u>Indirect/Overhead Expenditure</u>		
4001	Wages	4,229	23,220
4005	PAYE	126	981
4010	Pensions	28	268
4020	Administration	9	74
4022	IT Subscriptions	59	473
4023	Telecomms	56	510
4025	Audit	0	(143)
4035	Rates	0	4,221
4040	Licences/Leases	46	1,116
4105	Insurance	0	879
4206	PWLB Repayment	0	7,185
4210	Contingency Fund	0	971
4605	CCTV/Alarms Maintenance	0	978
4610	Consumables	0	252
4615	Electricity	91	1,231
4620	Gas	49	858
4625	Water	0	170
4630	Electrical Safety	0	37
4635	Fire Safety	0	106
4640	Gas Maintenance	0	167
4645	Ground Maintenance	248	898
4650	Hall Maintenance	49	1,049
4660	Refuse Collections	(43)	472
Total Indirect/Overhead Expenditure		4,948	45,973
Profit before Other Costs & Income		(1,805)	(24,403)
% Profit before Other Costs & Income		-57.46%	-113.14%
270 Beechen Hall projects			
<u>Account</u>	<u>Indirect/Overhead Expenditure</u>		
4705	Internal Decoration	0	76
4710	External Decoration	0	8
4715	Replacement Lights	0	583
4717	Hand Dryers for Toilets	0	659
Total Indirect/Overhead Expenditure		0	1,327
Profit before Other Costs & Income		0	(1,327)
% Profit before Other Costs & Income			

Detailed Profit and Loss Account - By Cost Centre

Month 12 Date 31/03/2021

<u>Centre</u> <u>Description</u>	<u>Month Actual</u>	<u>YTD Actual</u>
<u>COST CENTRE TOTALS</u>		
Total Income/Sales	3,142	21,570
Total Expenditure/Costs	4,948	47,300
Surplus of Income over Expenditure	(1,805)	(25,730)
% Surplus to Income/Sales	-57.46%	-119.29%

7.4 Income & Expenditure

09/04/2021

Boxley Parish Council

Page 1

11:13

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Estates								
<u>220 Burial Ground</u>								
1200 Burials	150	650	1,500	850			43.3%	
Burial Ground :- Income	150	650	1,500	850			43.3%	0
4400 Maintenance	0	137	150	13		13	91.4%	
4420 Admin Fee	0	0	250	250		250	0.0%	
Burial Ground :- Indirect Expenditure	0	137	400	263	0	263	34.3%	0
Net Income over Expenditure	150	513	1,100	587				
<u>230 Green Spaces</u>								
4210 Contingency Fund	0	0	1,000	1,000		1,000	0.0%	
4400 Maintenance	1,051	977	3,000	2,023		2,023	32.6%	
4450 Boxley Village Green	0	1,025	1,000	(25)		(25)	102.5%	900
4455 Impton Lane Open Space	0	0	450	450		450	0.0%	
4460 WDJ Orchard	793	533	1,500	967		967	35.5%	
4465 Franklin Drive OS	(1,596)	6,969	7,143	174		174	97.6%	6,943
Green Spaces :- Indirect Expenditure	249	9,504	14,093	4,589	0	4,589	67.4%	7,843
Net Expenditure	(249)	(9,504)	(14,093)	(4,589)				
6000 plus Transfer from EMR	(7,236)	7,843						
Movement to/(from) Gen Reserve	(7,484)	(1,661)						
<u>240 Grounds Maintenance</u>								
4400 Maintenance	12	0	0	0		0	0.0%	
4500 Grounds Maintenance Contract	6,265	8,171	10,445	2,274		2,274	78.2%	
4510 Closed Churchyard Maintenance	4,200	150	250	100		100	60.0%	150
Grounds Maintenance :- Indirect Expenditure	10,477	8,321	10,695	2,374	0	2,374	77.8%	150
Net Expenditure	(10,477)	(8,321)	(10,695)	(2,374)				
6000 plus Transfer from EMR	0	150						
Movement to/(from) Gen Reserve	(10,477)	(8,171)						
<u>250 Street Furniture</u>								
4550 Noticeboards	1,099	81	1,000	919		919	8.1%	19
4555 Seats	0	73	275	202		202	26.6%	
Street Furniture :- Indirect Expenditure	1,099	154	1,275	1,121	0	1,121	12.1%	19
Net Expenditure	(1,099)	(154)	(1,275)	(1,121)				
6000 plus Transfer from EMR	0	19						
Movement to/(from) Gen Reserve	(1,099)	(135)						

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>260 Beechen Hall</u>								
1091 Interest Received	102	31	73	42			41.8%	
1230 Hire Fees Casual	17,104	373	18,500	18,127			2.0%	
1231 PL Insurance Income	190	2	190	188			1.1%	
1235 Hire Fees Regular	30,886	5,576	33,000	27,424			16.9%	
1251 HMRC JRS Grant	0	7,320	0	(7,320)			0.0%	
1252 Covid Business Grant	0	8,269	0	(8,269)			0.0%	
Beechen Hall :- Income	48,282	21,570	51,763	30,193			41.7%	0
4001 Wages	17,040	23,220	30,912	7,692		7,692	75.1%	
4005 PAYE	4,340	981	1,009	28		28	97.2%	
4010 Pensions	554	268	331	63		63	81.0%	
4020 Administration	244	74	219	145		145	34.0%	
4021 IT General	0	0	200	200		200	0.0%	
4022 IT Subscriptions	375	473	375	(98)		(98)	126.0%	
4023 Telecomms	584	510	583	73		73	87.5%	
4025 Audit	285	(143)	0	143		143	0.0%	
4035 Rates	5,016	4,221	6,000	1,779		1,779	70.3%	
4040 Licences/Leases	581	1,116	900	(216)		(216)	124.0%	
4105 Insurance	851	879	1,000	121		121	87.9%	
4206 PWLB Repayment	7,185	7,185	7,186	1		1	100.0%	7,185
4210 Contingency Fund	1,025	971	3,000	2,029		2,029	32.4%	
4605 CCTV/Alarms Maintenance	311	978	1,700	722		722	57.5%	
4610 Consumables	1,150	252	1,107	855		855	22.7%	
4615 Electricity	2,284	1,231	2,350	1,119		1,119	52.4%	
4620 Gas	1,567	858	1,600	742		742	53.6%	
4625 Water	819	170	1,100	930		930	15.5%	
4630 Electrical Safety	310	37	900	863		863	4.1%	
4635 Fire Safety	35	106	150	44		44	70.7%	
4640 Gas Maintenance	0	167	200	33		33	83.3%	
4645 Ground Maintenance	524	898	1,500	602		602	59.8%	650
4650 Hall Maintenance	2,348	1,049	3,500	2,451		2,451	30.0%	
4655 Hall Marketing	153	0	1,000	1,000		1,000	0.0%	
4660 Refuse Collections	2,032	472	3,000	2,528		2,528	15.7%	
Beechen Hall :- Indirect Expenditure	49,613	45,973	69,822	23,849	0	23,849	65.8%	7,835
Net Income over Expenditure	(1,332)	(24,403)	(18,059)	6,344				
6000 plus Transfer from EMR	(1,689)	7,835						
Movement to/(from) Gen Reserve	(3,021)	(16,568)						

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>270 Beechen Hall projects</u>								
4705 Internal Decoration	0	76	250	174		174	30.4%	49
4710 External Decoration	0	8	750	742		742	1.1%	
4715 Replacement Lights	0	583	780	197		197	74.8%	
4716 Boundary Fence	0	0	1,620	1,620		1,620	0.0%	
4717 Hand Dryers for Toilets	0	659	1,350	691		691	48.8%	
Beechen Hall projects :- Indirect Expenditure	<u>0</u>	<u>1,327</u>	<u>4,750</u>	<u>3,423</u>	<u>0</u>	<u>3,423</u>	<u>27.9%</u>	<u>49</u>
Net Expenditure	<u>0</u>	<u>(1,327)</u>	<u>(4,750)</u>	<u>(3,423)</u>				
6000 plus Transfer from EMR	0	49						
Movement to/(from) Gen Reserve	<u>0</u>	<u>(1,278)</u>						
<u>280 Allotments</u>								
1280 Allotment Income	1,174	1,253	1,188	(65)			105.5%	
Allotments :- Income	<u>1,174</u>	<u>1,253</u>	<u>1,188</u>	<u>(65)</u>			<u>105.5%</u>	<u>0</u>
4020 Administration	55	72	60	(12)		(12)	119.3%	
4105 Insurance	191	191	200	9		9	95.4%	
4400 Maintenance	4,118	2,488	3,000	512		512	82.9%	299
Allotments :- Indirect Expenditure	<u>4,364</u>	<u>2,751</u>	<u>3,260</u>	<u>510</u>	<u>0</u>	<u>510</u>	<u>84.4%</u>	<u>299</u>
Net Income over Expenditure	<u>(3,190)</u>	<u>(1,498)</u>	<u>(2,072)</u>	<u>(574)</u>				
6000 plus Transfer from EMR	0	299						
Movement to/(from) Gen Reserve	<u>(3,190)</u>	<u>(1,198)</u>						
Estates :- Income	<u>49,605</u>	<u>23,473</u>	<u>54,451</u>	<u>30,978</u>			<u>43.1%</u>	
Expenditure	<u>65,802</u>	<u>68,166</u>	<u>104,295</u>	<u>36,129</u>	<u>0</u>	<u>36,129</u>	<u>65.4%</u>	
Net Income over Expenditure	<u>(16,196)</u>	<u>(44,693)</u>	<u>(49,844)</u>	<u>(5,151)</u>				
plus Transfer from EMR	<u>(8,925)</u>	<u>16,195</u>						
Movement to/(from) Gen Reserve	<u>(25,121)</u>	<u>(28,498)</u>						
Grand Totals:- Income	<u>49,605</u>	<u>23,473</u>	<u>54,451</u>	<u>30,978</u>			<u>43.1%</u>	
Expenditure	<u>65,802</u>	<u>68,166</u>	<u>104,295</u>	<u>36,129</u>	<u>0</u>	<u>36,129</u>	<u>65.4%</u>	
Net Income over Expenditure	<u>(16,196)</u>	<u>(44,693)</u>	<u>(49,844)</u>	<u>(5,151)</u>				
plus Transfer from EMR	<u>(8,925)</u>	<u>16,195</u>						
Movement to/(from) Gen Reserve	<u>(25,121)</u>	<u>(28,498)</u>						

7.5 Re-opening of Beechen Hall

As restrictions start to lift on a step-by-step basis with key dates, the hall will open its doors once again from 12 April to the following hirers:

AACTS Dance (25 April)

CC Church (25 April)

Karate (Children only at this stage 12 April)

Kidslingo – (Yet to confirm return date)

Kumon (13 April)

Tiny Talk (19 April)

Vaida Dance Studio (Children only 21 April).

Weight Watchers have advised that they will not be returning. A refund will be issued for unused hire and their key deposit.

Numbers are reduced and the covid measures are to be followed as pre lockdown. From w/c 17 May all other adult group classes can return on limited numbers until full restrictions are lifted (potentially 21 June 2021). This is when celebrations, parties, wedding receptions can potentially return too. Enquiries have been received and provisional bookings made with the caveat that these can be cancelled at any time and are reliant on government advice.

The hall is being used as a polling station on 6th May 2021.

8. Parish Managed Play Areas – FOR INFORMATION AND DECISION

8.1 Franklin Drive Play Area

In the ROSPA play area inspection carried out last summer it was identified that the vegetation growing by a piece of play equipment needed cutting back. On closer inspection by the office this vegetation was also causing damage to the fencing (see photos below) some panels will need replacing. The finding recommended cutting back vegetation. Last summer a quotation was received from Hoods the PC's tree surgeon to remedy the situation. At the same time Network Rail required access to the play area and as Councillors know this was shut for a while. The Clerk approached Network Rail to see if they would carry out some of the work whilst working on the railway embankment by cutting back the vegetation on the railway side. They indicated that potentially they might be able to help however this was never done and they have now vacated the play area. The office has contacted Hoods to see if their quote was still valid and they have confirmed that it is. Below is the quote for the work.



Finding Photos





QUOTE

Boxley Parish Council
Beechen Hall
Wildfell Close
CHATHAM
Kent
ME5 9RU
GBR

Date
31 Jul 2020

Expiry
30 Aug 2020

Quote Number
QU-1030

Reference
Works at playground in
Franklin Drive

VAT Number
290237115

Hood's Tree Services Ltd
20 Church Street
MAIDSTONE
Kent
ME17 4HW
GBR
01622 744149
info@hoodstrees.co.uk

Description	Quantity	Unit Price	VAT	Amount GBP
Cut back Ivy on fence and replace 3 bays of 6ft high close board fence	1.00	400.00	20%	400.00
Supply of Fencing	1.00	265.00	20%	265.00
Allow 20% on top contingency for unforeseen fence damage when Ivy is removed.				
			Subtotal	665.00
			TOTAL VAT 20%	133.00
			TOTAL GBP	798.00

9. Policies and Procedures – FOR INFORMATION AND DECISION

9.2 Hall Bookings and Cancellations Procedure – To follow.

9.3 Damage and Cleaning Deposits Procedures

Damage Deposits

A refundable deposit of £150.00 will be charged on all children's parties of which part or all may be retained to pay for any damage caused during the hire period. Photos will be used as evidence should there be any dispute.

A refundable deposit of £250.00 will be charged on all Adult's events of which part or all may be retained to pay for any damage caused during the hire period. Photos will be used as evidence should there be any dispute.

The damage deposit must be paid either as cash or bank transfer and should be paid no later than 2 weeks prior to the hire.

The deposit will be returned by bacs transfer within one week after the hire. If paid by cash this will be returned as soon as the hirer arranges to collect.

Cleaning Deposit

A refundable deposit of £100.00 will be charged of which part or all may be retained to pay for any additional cleaning if the hall has not been returned to its original state before the end of the hire period. Photos will be used as evidence should there be any dispute.

The cleaning deposit must be paid either as cash or bank transfer and should be paid no later than 2 weeks prior to your hire.

The deposit will be returned by bacs transfer within one week after the hire. If paid by cash this will be returned as soon as the hirer arranges to collect.

9.4 CCTV, Alarm and Sound System Review of equipment

The CCTV is being upgraded to digital cameras phased over a 2-year period. To date, 2 new digital cameras have been installed in the hall and 2 replacing the old analogue cameras at the rear of the hall which had stopped working. Wizard will be returning to install license on the Assistant Clerk's and Clerk's new laptops and will be providing a screen/monitor for the new cameras which will either be stored in the comms cabinet or may have to be placed on the wall in the office beside the cabinet.

The alarm system was checked last week and new contacts have been replaced on kitchen fire exit door, as this had caused a failure when setting the alarm. This is covered under the annual contract the Parish Council has with Wizard.

The sound system is an old system and is the original one that was installed probably when the hall was built. Wizard have advised that parts for this model are quite hard to come by so the committee may want to look at replacing this in 2022/23. With the hall being closed to casual hirers for over a year now the equipment has not been used. It is tested annually along with the other equipment listed above and the last test was in October 2020.

9.5 Hall Discount Policies

Hire Discount for Charity Fundraising Events at Beechen Hall

It is policy that the Parish Council will not give a discount on the hire fee, but a donation to the charity may be considered. If a donation is awarded it should not exceed 10% of the total hire fee. Each request will be considered on its own merits.

Hire Discount for Staff hiring Beechen Hall

A discount of 15% on the hire fee is available to staff wishing to hire Beechen Hall for an event.

9.6 Legionella Risk Assessment

This will be included in the Beechen Hall risk assessment by the Clerk. The office has created a procedures folder which is in the office and kept up to date by the caretaker. There are various checking forms which require a date and signature, these are either carried out internally or externally on a weekly/monthly/annual basis. The recommendations and remedial actions suggested by the inspector of Alpha Environmental are being actioned. A copy is below together with the Control measures scheme.

Outstanding actions:

- The areas with a number 2 priority rating are for insulating pipes and the Caretaker is sourcing the insulation and will be fitting these over the next week.
- The areas that have a priority rating of 3 low risk and the committee should revisit at the time of setting the budget.

4.1.1 Remedial Action Summary

ITEM	RECOMMENDED REMEDIAL ACTION	Priority Rating (1= high (01-3m) 2= medium (3-6m) 3= low (6-12m)	ACTION BY	DATE COMPLETED
Management Procedures	Implement suggested control measures scheme as per Section 4.1.2.2 Provide site Logbook record system with written control measures scheme to comply with the ACoP L8 & HSG274. The records should include designated responsibilities, details of nominated responsible persons, routine water temperature monitoring, inspections, TMV service, weekly outlet flushing etc.	1		
	Carry out Legionella Awareness training for appointed staff	1	GES	27/11/2020 29/12/2020 etc / MF
	Obtain a calibrated digital thermometer (probe & surface temperature) for routine temperature assessment	1	SITE	02/12/2020
CWS Tanks	Clean & chemically disinfect both CWS tanks to HSG274 standard	1	GES	02/12/2020
	Install vermin screen to overflow pipe on Tank 1	1	GES	02/12/2020
	Consider re-direction of HWS calorifier open vent pipes to separate tundish / drain (if practicable)	3		
Calorifiers / Water Heaters	Thermally insulate flow & CWS makeup pipes to / from calorifier	2		
	Increase storage temperature in Calorifier 2 to achieve minimum temperature 60°C	1	Site	28/09/2020
Hot & Cold Water Services	Consider removal of 2no. TMVs in Hall Kitchen food preparation / dishwashing sinks	3		
	Insulate hot & cold distribution pipes where practicable in toilets & kitchens	2		
	Service TMV tap in disabled toilet (set to achieve 39-43°C)	1	SITE	25/11/2020
	Consider installation of TMV to wash hand basin in Hall Kitchen to prevent potential scald risk	3		
	Label single cold outlet in Hall Kitchen sink (left) as not drinking water	1	Site	28/09/2020
	Flush external bib tap weekly & record action	1	Site	01/12/2020

Legionella Control Measures for Beechen Hall

SYSTEM/SERVICE	TASK	FREQUENCY	ACTION BY
Management/ Control	Inspection of records/Logbook & audit	6 monthly	Clerk/Assistant Clerk
	Review risk assessment and control measures programme & training	Annually	Clerk/Assistant Clerk
Calorifiers/ Water Heaters	Record flow/storage temperatures min 60 degrees C	Monthly	Caretaker
	Flush and purge expansion vessels .	Annually	External Contractor
Mains Water Outlets	Monitor water temperatures.	Monthly	Caretaker
Hot Water Services	Flush infrequently used outlets until the temperature at the outlet stabilises and is comparable to supply water and purge to drain.	Weekly	Caretaker
	Record hot water temperatures from representative outlets/sentinel taps and achieve 50 degrees C within 1 minute.	Monthly and Annually	Caretaker/External Contractor
	Carry out functionality test of all TMV's and clean and disinfect strainers	Annually	External Contractor
Cold Water Tanks	Inspect cold water tank and carry out clean and disinfect to HSG274	Annually	External Contractor
	Check the tank water temperature remote from the ball valve and the incoming mains temperature. Record the maximum temperatures of the stored and supply water recorded by fixed maximum/minimum thermometers where fitted.	6 monthly Summer/Winter	Caretaker
Cold Water Services	Record cold water temperatures from representative outlets/sentinel taps and achieve less than 20 degrees C within 2 minutes	Monthly	Caretaker
	Inspect thermal insulation condition	Annually	Caretaker
	Flush infrequently used outlets until the temperature at the outlet stabilises and comparable to water supply water and purge to drain.	Weekly	Caretaker

10. Burial Ground – FOR INFORMATION

The Parish Council has had three burials in the parish council burial ground 2 x interment of ashes into existing graves and a new burial. The procedure seems to be working well and communication between the PCC and PC is good.

12. Matters for Decision – FOR INFORMATION AND DECISION

12.1 Beechen Hall Boundary Fence

Councillors will recall that when setting the budget for this year the boundary fence was not included due to the losses the Parish Council had suffered through the closure during the pandemic. The resident who originally requested the fence to be replaced has contacted the office expressing his dissatisfaction at this decision. In one of his emails he has stated "The fence looks awful and makes where I live look tatty, but I guess that's not your problem and you clearly couldn't care less. I would like to say I'm surprised, but after dealing with the parish and Maidstone Council before, I'm really not!!!"

I have since asked Alan to have a look at the fence and see if he can repair it. The photos below show that he has done a fairly good job with only a couple of sections missing.

I have also sent these photos to the resident who has responded agreeing it looks better, but still needs replacing . What are Councillors views?

