

Minutes of the Estates Committee on Tuesday 10 February 2015 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm

Councillors present: Mr Vic Davies (Chairman), Mrs P Brooks, Mr I Davies, Mrs P Dengate, Mr P Sullivan, together with the Assistant Clerk.

1. Declaration of Interest or Lobbying.

Dispensation notification for Items 4.3, 4.4 & 5: Cllrs Ivor Davies, Vic Davies, Dengate, and Sullivan.

2. Apologies and absence.

Cllr B Hinder (holiday), Cllr Smith (unwell).

3. Minutes of Previous Meeting 9 December, 2014.

The minutes of the meetings were **agreed** and **signed** as a true record.

As there were no public or press present the meeting was not adjourned.

4. Matters Arising From Previous Minutes

4.1 Minute 2702/4.1 Boxley Village Green and South Wall – Members **noted** the Clerk's comments and requested this item to be returned to the April meeting unless urgent in which case it will be circulated out of meeting.

4.2 Minute 2702/5 Kestrel nesting boxes and insect houses at allotments - Grove Green Scouts have agreed to construct some. MBC have requested more details of installation. Members felt that more information could be given to MBC at a site meeting to be organised to discuss tree maintenance. **Action office.**

4.3 Minute 2702/5 Tree maintenance Dove Hill woods – Members **received** the response from MBC that maintenance was not required on the trees however Cllr Dengate still felt the trees were dangerous and has requested another site visit with members of the allotment working group to ascertain the condition of the trees. **Action office.**

4.4 Minute 2702/5 Water Meter Dove Hill allotments Members **received** and **noted** the Clerk's report. Members **agreed** to monitor the situation for another year and if necessary the working group will maintain it themselves. **Action Allotment Working Group.**

4.5 Minute 2703/10 WWG additional storage at Beechen Hall. **Noted** a tree application has been submitted. The Assistant Clerk confirmed that the application had been considered at the environment meeting the previous evening.

4.6 Minute 2605/7.2 Counterbalance – Members **received** and **noted** the Assistant Clerk's report and have agreed to revisit this at the October meeting when deciding the budget for 2016-17. **Action office.**

4.7 Minute 2694/4.3 Part-time Caretaker – Members **noted** the Assistant Clerk's report the position has been advertised locally, and agreed to Interviews being carried out by the Chair and Vice Chair of Estates Committee and either the Clerk or Assistant Clerk at the beginning of March.

4.8 Any other matters arising from the minutes, not on the agenda. There were none.

5. Dove Hill Allotments

5.1 There were no further updates other than 4.3 and 4.4..

6. Burial Ground Risk Management Assessment.

Members **agreed** the risk assessment with a couple of grammatical changes.

7. Matters for Information

There were none.

8. Assistant Clerk's Report

8.1 **Received** and **noted** hire fees for December/January with a comparison for the same period in the previous year.

8.2 **Received** the Income and Expenditure report. Cllr Dengate asked why there was difference between the income on this report and the income on the report for 8.1. The Assistant Clerk

explained that the income in 8.2 was made up of other income as well as hall hire. Based on this information members revised the wording and how the information for the Income and Expenditure report is presented. **Action office.**

8.3 Account balance as at 31 January 2015. **Noted.**

8.4 Accident Report - None to report.

9. **Beechen Hall Extension** Members **received** the Assistant Clerk's report and **agreed** that the extended room would be used for a variety of hires including PC meetings, training sessions and that by extending the present area would make it more marketable.

They **agreed** to set up a working group consisting of Cllrs Dengate, Davies and Sullivan and either the Clerk or Assistant Clerk.

Members also **agreed** the terms of reference for the working group and an email will be circulated to the group to establish a date for the first meeting. **Action office.**

10. **Policies and Procedures**

10.1 Review of policies and procedure calendar 2015/16 **Received** and **agreed** no change.

10.2 Terms of Reference. Members received and amended the terms of reference for submission to the April parish council meeting.

10.3 Housekeeping policy reviews. Sharps policy, Disposal of hazardous material, hot water boiler risk assessment. *These policies has been reviewed by the office and are still fit for purpose.* **Noted.**

11. **2015/16 Budget**

Publicity Board, Beechen Hall at the junction of Wildfell Close and Walderslade Woods road - a sum of £1250.00 has been placed in the budget and designs will be produced and presented at April's meeting.

12. **Matters for Decision**

None.

13. **Date of Next Meeting.** Tuesday 21 April 2015 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 13 April 2015.

Meeting closed at 9pm

Signed as a correct record of the proceedings.

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