

**Minutes of the Estates Committee on Tuesday 9 June 2015 at Beechen Hall, Wildfell Close,  
Walderslade commencing at 7.30 pm**

Councillors present: Mr Vic Davies (Chairman), Mr P Dengate, Mr B Hinder, and Mr P Sullivan, together with the Clerk (until 8pm) and Assistant Clerk.

**1. Declaration of Interest or Lobbying.**

Dispensation notification for items 4.3, 5 and 12.2: Cllrs Vic Davies, Dengate, Hinder and Sullivan.

Cllr Vic Davies notified members that for one part of item 10.2, pay increase for litter picker, he declared a familial interest.

**2. Apologies and absence.**

Cllr P Brooks (holiday), Cllr A Spain and Cllr Ivor Davies (prior meeting), Cllr G Smith (absent)

**3. Minutes of Previous Meeting 21 April 2015.**

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 2746/4.2 Kestrel nesting box and insect houses at allotments. Members **received** the Clerk's report. Cllr Dengate confirmed that dead vermin (possibly poisoned) had been found at the allotments. He also stated that if allotment holders were using poison to kill the vermin this could in turn poison the kestrel. He requested that advice is sought from KWT of the implications of using poison and whether to defer putting up the box. The Clerk also **agreed** to contact the environmental department at MBC for advice. **Action office.**

4.2 Minute 2746/4.4 WWG additional storage at Beechen Hall. The Awards for All bid was successful and the unit has been ordered and the WWG will be preparing the ground for its delivery. **Noted.**

4.3 Minute 2747/5 St Pauls Scout Water bill. South East Water is investigating the billing and meter ownership issues and an update is awaited from the Scouts. Action **office.**

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

**5. Dove Hill Allotments**

Members **received** and **noted** the Clerk's report Cllr Hinder gave a verbal report covering various issues including:

The opening of the allotments as part of Boxley Open Gardens weekend with 20 visitors being shown around.

Several plot holders had approached Cllr Hinder to find out when the allotments can be run by an association. The parish council had previously agreed that it would run the allotments for 2-3 years before considering this and the Clerk suggested that tenants start to work towards setting up an association. It was **agreed** that the Clerk would provide information to Cllr Hinder. **Action: Clerk.**

Cllr Hinder informed members that the pylons running thorough the site was not operational and that underground cables supplied electricity for the area.

**6. Weaving Diamond Jubilee Orchard**

A bat walk with a moth trapping night at the Orchard is proposed for Tues 14<sup>th</sup> July, **noted**. Members declined to provide tea or coffee due to the logistics and timing of the event.

**7. Boxley Village Green South and North Walls.**

This item was brought forward to the start of the meeting and taken at 7.35 to allow the clerk to answer any questions Councillors may have.

Councillors **received** and **noted** the clerks report and after discussion agreed to opt for the Clerk's first suggested option of doing the work piecemeal and setting a budget of £6,000.00, which was quoted by Goodsells, the company members **agreed** to use. The Chairman and Clerk to meet with the company on site to plan the work and it was recommended that the work first targets the area causing most concern then gradually move along the wall to the next collapsed

part (about 4-5 metres in) and then review each section as it is repaired. **Action Chairman, Clerk and Goodsells**

#### 8. **Matters for Information**

WDJO Annual Playground Inspection – **Noted** an inspection has been scheduled for July by ROSPA and minor surfacing repairs will be carried out by Cllrs Vic Davies and Pat Sullivan prior to the inspection.

#### 9. **Assistant Clerk's Report**

9.1 Hire fees for April/May with previous year comparison. **Received**, the Assistant Clerk explanation to continue reporting in the previous format would require manual calculations. Members **agreed** that at the next meeting they would receive a report from the new system and decide on what they wished to do.

9.2 Income and Expenditure. **Noted** as the accounting system is in its infancy and information is still to be inputted this report would be available for the August meeting.

9.3 Account balance as at 31 May 2015. **Received** and **noted**.

9.4 Fixed Term Deposit Account. Members **received** an update indicating the current fixed term deposit bond with HSBC had expired and members have **agreed** to invest £40,000.00 into the Nationwide Building Society's fixed 12 month business bond offering a 1.4% return. Although it was deemed unlikely that the funds would be needed within 12 months in the event of an emergency the F&GP Committee would be approached to temporarily vire funds from the contingency budget. **Action Assistant Clerk.**

9.5 Accident Report. None to report. **Noted.**

#### 10. **Beechen Hall Extension.**

The Assistant Clerk confirmed that Faithdean had revisited the hall with a local conservatory company to take measurements in order to provide some ideas and ball park costs as per the working groups brief. Members' were advised that Faithdean offered architects services and could, for the tendering process, provide a 'bill of quantities' to accompany the invite to tender document. **Action: Working Group and office.**

#### 11. **Staff Pay.**

This item was brought forward to follow item 7 whilst the Clerk was still present to answer any questions. Members considered the spreadsheet detailing the financial impact of creating and maintaining a pay buffer zone between the minimum wage and actual staff pay.

After consideration it was unanimously **agreed** that in the first year a 5% buffer zone and the second year a 7.5% buffer zone is implemented. At this point Cllr Vic Davies left the room as he had declared an interest and the remaining councillors unanimously **agreed** to a 3% buffer zone in the first year and 5% buffer zone in the second year for the WDJ Litter Picker. In both cases the first year's increase will be backdated to 1 April, 2015. **Action Clerk.**

#### 12. **Policies and Procedures**

12.1 Village Hall Grant Policy – **Agreed** no change.

12.2 Dove Hill Allotments Review of Annual Rents – Members **received** and **noted** the Clerk's report and agreed to postpone a rent review for another year or two to allow things to settle down and also to tie it in with the possible set up of a tenants association to manage the allotments.

#### 13. **Matters for Decision**

None.

#### 14. **Budget Projects 2015/16**

14.1 Noticeboard at Beechen Hall – Update. **Noted** a design will be submitted to members at the August meeting, The office suggested for wording on the sign  
Beechen Hall – Venue for hire – 01634 861237 – [www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk). The Assistant Clerk will be leading on this project.

14.2 Interpretation Board Impton Lane – Update. **Noted** a design, along the lines of what was identified on trees in 2014, will be presented to members at the next meeting. The Clerk/Assistant Clerk will jointly lead on this project.

15. **Date of Next Meeting.**

Tuesday 11 August, 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 31 July 2015.

Meeting closed at 8.30pm

Signed as a correct record of the proceedings.

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