

**Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close,  
Walderslade on Tuesday 9 December 2014 at 7.30pm.**

Councillors present: Mr Vic Davies (Chairman), Mrs P Brooks, Mr I Davies, Mrs P Dengate, Mr B Hinder, Mr P Sullivan, together with the Clerk and Mr R Burrows Chairman WWG.

The meeting was opened with a site visit to the Walderslade Woodlands Group's unit.

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

Dispensation notification for Item 5: Cllrs Ivor Davies, Vic Davies, Dengate, Hinder and Sullivan. Cllr Ivor Davies notified members that he was a member of WWG. All members declared that they had been lobbied on item 10.

**2. Apologies and absence.**

Cllr Smith (absent).

**3. Minutes of Previous Meeting 14 October, 2014.**

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

Item 10 and 8 were taken at this point.

**4. Matters Arising From Previous Minutes**

4.1 Minute 2694/4.2 Boxley Village Green and South Wall. **Received** and **noted** the information regarding the wall and visit from English Heritage. The Clerk was asked to keep an eye on the safety of the wall and to bring back a plan of action for the February meeting. **Action Clerk.**

4.2 Minute 2695/11.3 Height Barrier Gate at Beechen Hall. **Noted** the gate has been repaired by a local company.

**5. Dove Hill Allotments**

**Received** and **noted** the report from Cllr Bob Hinder. Noted that the Clerk was attempting to deal with the vermin issue. Members were notified that the water meter to the allotments was being changed on 12 December 2012 and she would be attending to investigate what the water company was doing. Cllr Hinder asked that dead and leaning trees be reported to MBC as they could fall and damage the entrance and fencing of the allotments. **Action Clerk and office.** Cllr Ivor Davies notified members that he would be using his Civic Fund to purchase some kestrel boxes and insect houses to be set up at the allotments and Beechen Hall.

**6. Matters for Information**

Boxley Sign. A replacement oak post has been ordered for this sign and after inspection by the Clerk a repair to the lower left hand corner of the oak frame was undertaken. **Noted.**

**7. Assistant Clerk's Report**

7.1 **Received** and **noted** hire fees for October/November with a comparison for the same period in the previous year.

7.2 **Received** and **noted** Income and Expenditure report and analysis for the past 18 months.

7.3 **Received** account balance as at 30 November 2014.

7.4 Accident Report. None to report.

**8. Beechen Hall Extension.**

After discussion on commensurate gain against expenditure it was **agreed not to proceed** with the storage at the end of the hall or the change to the office set up options.

Further investigation is to take place on extending the committee room and creating an air lock in front of the main doors. Cllr Dengate offered to draw up a brief for members to consider in order that professional advice could be obtained. It was **agreed** that Cllr Dengate's plan would be circulated out of meeting for views and if felt necessary an extra meeting would be called within January. **Action Cllr Dengate and Clerk.**

9. **Disabled Ramp or drop kerb at hall.**

Members' **received** the Clerk's report and **agreed in principle** to a ramp being installed at the shed end of the hall. Clerk to investigate options and report back to members. It was **noted** that WWG were also planning work in the area and there was a need to ensure that there was no conflict. **Action office**

10. **Request for Additional Storage at Beechen Hall.**

After visiting the site and discussing the style and security of the unit and the need for the installation of a ramp it was **agreed**, proposed by Cllr Dengate seconded by Cllr Bob Hinder, **that the new WWG unit should be adjacent to and in-line with the existing unit.** It was **noted** that installation was subject to planning permission being granted as a tree would likely need felling and some coppicing would be needed to allow delivery of the unit. The group was asked to plant a replacement tree in the gap that would be caused by the felling of a tree. When installing the ramp to the units the group was asked to keep to the contour of the existing kerb.

11. **Playground Repairs at WDJO.**

Cllr Vic Davies would undertake the repairs when the weather was warmer. **Action Cllr Vic Davies.**

12. **Policies and Procedures**

12.1 Christmas closedown period for Beechen Hall Monday 22 December 2014 – 2 January 2015 to carry out necessary annual maintenance. **Noted.**

12.2 Lost Property Procedure. Housekeeping this policy has been reviewed by the office and is still fit for purpose. **Noted.**

13. **2015/16 Budget.**

After a general discussion on the items identified as needing decisions the following was **agreed:**

- The Clerk **agreed** to hold the personal licence for the hall so that the current status quo could be maintained.
- No change to the current salary split for the Assistant Clerk. The Admin Assistants salary was to be paid by the parish council but the actual workload for both staff would be monitored so that members can be better advised next year.
- The wear and tear reserve would be changed to Contingency budget with an allocation of £6,000 transferred from the hall's reserves if necessary.
- The cost of a noticeboard was not available so the Clerk would liaise with members out of meeting and will place the relevant sum within the budget.
- A wall mounted fly killer for the kitchen approx. £150 to be purchased and installed.

14. **Matters for Decision**

There were none.

15. **Date of Next Meeting.**

Tuesday 10 February, 2015 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 20.57 pm

Signed as a correct record of the proceedings.

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