

Minutes of the Estates Committee on Tuesday 12 February 2019 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm

Councillors present: Mr Vic Davies (Chairman), Mr Ivor Davies, Mr P Dengate, Mr B Hinder, Mr D Hollands and Mr P Sullivan together with the Clerk.

1. Apologies and absence

Absent. Cllr Clarke.

2. Declaration of Interest or Lobbying

Cllrs Ivor Davies, Dengate, Hinder and Sullivan declared that they had dispensation to vote on Dove Hill Allotment items.

All councillors declared that they had been lobbied on item 7.2.

3. Minutes of Previous Meeting 11 December 2018.

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

As no members of the public were in attendance the meeting was not adjourned.

4. Matters Arising from Previous Minutes

There were none.

5. Dove Hill Allotments

5.1 Cllr Hinder's reported that 4 buzzards had been seen circling over the allotments. The Clerk reported that there had been another complaint about a dog doing damage on the allotment. The Clerk was asked to now contact the tenant that was thought to own the dog and point out that if this did not stop immediately then future action would be considered and this may result in notice to quit being issued. **Action: Clerk.** Plot 2D is vacant and being advertised. **Action: office.**

5.2 Pest Purge Report. **Received** and **noted.** Tenants to be reminded to report any rabbit activity direct to the contractor. **Action: office.**

6. Matters for Information

6.1 Franklin Drive Open Space Lease. The office has received the lease from MBC which is now being checked. Cllr Hinder notified members that the Borough Councillors MBC grant to purchase some more equipment at Franklin Drive would be paid into the parish council's account this week. **Action: Clerk.**

6.2 Beechen Hall Emergency Tree work. Members asked that their thanks, for the additional work undertaken by the Assistant Clerk and her husband, be minuted. Members were informed, and **agreed**, that the Assistant Clerk would be paid for the additional hours she worked rather than be required to take them as TOIL. The Assistant Clerk's report on the emergency work was **received** and **noted.** The decision to employ the tree surgeon at a cost of £400 was **ratified.** Due to the Tree Preservation Orders on the trees MBC had been contacted and it had been agreed that due to health and safety reasons the previous and planned work was permitted. Members approved the coppicing/felling of approx. 6 other trees/stems. The cost of the work to be met from the Village Hall Grant budget. **Action Clerk.**

7. Assistant Clerk's Report

7.1 Hire fees income report. **Received** and **noted.**

7.2 Account balances report. **Received** and **noted.** Members **agreed** that £10,000 from the HSBC account should be moved into the Nationwide 95-day account. **Action: Clerk.**

7.3 Profit and Loss report. **Received** and **noted.**

- 7.4 Income and Expenditure report. **Received** and **noted**. The incorrect budget breakdown of the wages, PAYE and Pensions was **noted**. **Action: Clerk.**
- 7.5 Hall Hire Fees Review. Deferred to April Meeting due to workload within the office. **Noted.**
- 7.6 Accident Report. **Received** and **noted**. Cllr Dengate offered to undertake some remedial safety work to the table trolley to ensure the tables could only be stacked in the correct way. **Action: Cllr Dengate and Clerk.**
- 7.7 Casual hire Booking 6-4-19. The Assistant Clerk's report and the hirers comment were **received** and **noted**. Members **agreed** that the office staff had followed the correct procedure in notifying the hirer and charging the new rate for the Acorn Room and that this was allowed in the Hall Hire Conditions which the hirer had accepted. After lengthy discussion Cllr Hollands proposed seconded by Cllr Dengate and **unanimously agreed** **"As the hirer had paid for the hall and room a year in advance then as a gesture of good will, and without prejudice, the committee will reduce the additional increased hire cost for the Acorn Room by 50%."** Members also **agreed** that this was a final offer. **Action: Clerk.**
- 7.8 Loss of Regular hirers. Cllr Ivor Davies asked whether any specific single issue was linking the three decisions to no longer hire the hall. The Clerk informed members that two had decided to give up their businesses and one was due to a consolidation of the services it gave clients. Marketing of the vacant hire times was now underway. **Noted.**
- 7.9 New Regular hirers. **Received** and **noted** the start of two new classes at the hall.
- 7.10 White lining of car park. Due to adverse weather conditions this work has been rescheduled for 15 Feb. Three disabled bays are being marked instead of the current two. **Noted.**
- 7.11 Toilet blockage. During a recent hire two toilets in the ladies' were blocked and the Clerk arranged for a CCTV inspection (cost £70) to ensure that there was no contributing factor from any recent building works and there wasn't. The Caretaker reported that both toilets were full of water and the flood affected the foyer as well. The hirer did not have their £100 cleaning deposit returned, nor did they query this or in fact contact the parish office at all after the event. **Noted.**
- 7.12 Acorn Room future hires. Guidance was sought as to whether any bookings should be taken on the scheduled committee meeting dates (2nd Monday and Tuesday of each month). Members considered that there was a need to reserve the room for parish council meetings. Cllr Ivor Davies suggested that thought is given to rescheduling the Estates and F&GP Committees meetings so that they meet on the third Monday of each month thus freeing Tuesday nights for the potential hirer. The Clerk was asked to consult councillors and staff about this change to scheduling. **Action: Clerk.**

8. Beechen Hall Extension

- 8.1 Acoustic Testing report and update. **Received** and **noted**. **Ratified** the BHEWG decision to pay £317.60 for the first visit by the Acoustic Engineer when due to a misunderstanding it had not been possible to test the effectiveness of the doors. The Clerk to investigate the response from David Tindall as to what request should now be made to Wallers concerning the design of the permanent buffer structure. **Action Clerk.**
- 8.2 Financial Update. **Received** and **noted**. The Clerk was asked to clarify whether the figure produced included the retention payment. **Action Clerk.**
- 8.3 Beechen Hall Landscaping phase 2. After discussion members **agreed**:
- The hard standing for the cycle rack and shelter, to the left of the rubbish compound, would need to be installed prior to any further landscaping work. Cllr Hinder proposed putting this out to tender.
 - The muddy area, adjacent to the main path, was to be with a shady grass seed.

- Some planting to stop traffic over the verges would be needed.
- The Alan Springgate, True Service, Tree would need to be purchased and planted.
- Flag Pole location to be decided.

The office was asked to prepare a shopping list and check this against the remaining budget. **Action: Office.**

8.4 Fire alarm system replacement. Members **received** and **noted** the report on the upgrade of the fire alarm system.

After discussion it was **agreed** that no fire alarm siren would be placed on an outside wall nor would flashing lights be installed in the toilets. Approval was given, funding already being released by the F&GPC, for the:

- Installation of a Manual Call Point at external office door.
- Installation of a Manual Call Point at Acorn room external door
- Replacement of current bells with sirens.
- Installation of a siren in the Acorn Room.
- Smoke detectors to be installed in foyer and office.

When work is completed a duplicate diagrammatic representation of the building is to be placed by the fire alarm unit, one is already to the left of the inner doors. Regular hirers will be provided with an up to date risk management assessment including the improvements and offered fire drills.

Members were notified that it would be possible to install the external defibrillator unit at the same time. **Action: Clerk and office.**

9. Policies and Procedures

- 9.1 Sharps policy. Reviewed as part of 'housekeeping system and considered still fit for purpose.
- 9.2 Disposal of Hazardous Material. Reviewed as part of 'housekeeping system and considered still fit for purpose.
- 9.3 Hot Water Boiler risk assessment. Reviewed as part of 'housekeeping system and considered still fit for purpose.
- 9.4 Review calendar. **Received and noted.**
- 9.5 Burial Ground Review of Regulations. Work will be completed when office time allows. **Noted.**

10. Grant Request

St Mary & All Saints Church. Request for the Estates Committee to pay for the removal of ivy, from the closed churchyard wall, by a professional company, Members, due to the legal requirement of the parish council to maintain the wall, **agreed in principle to the ivy being poisoned.** The Clerk was asked to liaise with the church warden. **Action: Clerk.**

11. Matters for Decision

Installation of a sound system in the hall. After lengthy discussion it was **agreed** that the Clerk would provide a report on the location and any possible installation issues and that the Chairman would arrange for the contractor visit the hall to provide a quotation. **Action: Cllr Vic Davies and the Clerk.**

12. Date of Next Meeting.

Tuesday 9 April 2019 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU commencing at 7.30 p.m.

As no members of the public were present there was no resolution to exclude the public and press from the meeting.

13. Caretaker Update.

The Chairman notified members that he had approved the references and that training and start dates were being organised. **Action: Office.**

14. **Additional Water Troughs**

Members **received** and **noted** the quotations. Cllr Hinder proposed seconded by Cllr Dengate that **quotation 1, including the installation of a second trough, is accepted. Agreed.** Cllr Hinder offered to manage the project. **Action: Cllr Hinder.** Permission was given to starting the project asap with, as this was in the budget for 2019/2020, the necessary End of Year adjustments being made. **Action: Clerk.** Cllr Sullivan offered to source the concrete posts for the troughs to stand on. **Action: Cllr Sullivan.**

Meeting closed at 9.05.3 pm

Signed as a correct record of the proceedings.

Chairman.....

Date.....

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