

WATERINGBURY PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held at Wateringbury Village Hall Tuesday 10th January 2023 at 7.30pm

Present: Cllr Patrick Gregson (Chair)
Cllr Linda Simons
Cllr Frances Fielding
Cllr Geraint Owen
Cllr Sarah Hudson (Borough and County Councillor)

Steve Hill – Clerk
Mark Little – Village Warden
Mrs Christine Byron – Rostrum Correspondent
Public – 2

22/083 Apologies for Absence

Cllr Wells and Cllr Tripp – Apologies accepted.

22/084 Declarations of Interest

None.

22/085 Announcements

None

22/086 Report from County Councillor & Borough Councillor

Sarah Hudson reported that Tonbridge & Malling Borough Council have launched funding for Shop Front Grant of up to £3,500 being no more than 50% of a project, such as a new awning or windows to make a business look aesthetically pleasing. Funding is from central government from the UK Shared prosperity fund. A public online meeting is to be held on corporate strategy, details to be announced. Garden waste collections should be back to normal following the disruption over the holiday break. Kent County Council draft budget was published early January and their proportion of Council Tax will rise by 5% and will be voted for approval on the 9th February. KCC planning a consultation on a more efficient use of their buildings for multiple occupancy by different user groups that will complement each other.

CMG have been reduced from £10,000 to £3,600 which previously had been used to buy Cricket nets and Goalposts for the Parish.

The landlady of the Railway Pub in Wateringbury is to initiate “Warm Hub in a Pub” for those residents who are struggling to keep warm this winter, offering a friendly atmosphere for likeminded people for socialising.

22/087 Police Briefing

Source e-watch: Wateringbury

On Thursday 5th of January around 14:14 in Tonbridge Road. Somebody on a black Yamaha motorbike stole fuel from a petrol station. The police have the registration and are continuing their enquiries.

Crime Report No. 46/2910/23 - Posted 08/01/2023

The CCTV Camera located on the Sports Pavilion at the Wateringbury Playing fields was intentionally damaged by a catapult on the 4th January at approximately 16.30.

AP1: To report to Police and obtain a CRN.

22/088 Minutes of Parish Council Meeting held on 6th December 2022

The minutes were **agreed** by Cllrs and signed by the Chair.

Proposed by Cllr Owen and seconded by Cllr Simons.

22/089 Matters Arising (for information only)

Action from 06-12-22

Action Points	Actions	Clerk or Cllr	Completed or Agenda Item 10-01-23
AP1	Clerk to contact Nepicar Groundcare Ltd to check existing T&C	Clerk	Completed
AP2	To advertise and recruit new members to the WSRA	Cllr Tripp	22/090c
AP3	To address the concerns with WSRA and sports groups	Cllr Tripp	22/090c
AP4	Obtain at two independent contractor quotes overflow Car Park	Cllr Gregson	Ongoing
AP5	To restore visibility of water meter and ensure CCTV covers gate	Cllr Gregson	Ongoing

22/090 Reports from Committees & Representatives on other bodies:

- a. **Finance and General Purposes** – None
- b. **Highways and Speedwatch** – Reports received; activity was totally prevented by the presence of snow. A second report showing an aggregation of the last twelve months activity was reviewed by Cllrs.
- c. **Wateringbury Sports & Recreational Association** – An update from Cllr Tripp actions from Parish meeting on 06-12-22 have not been received.
AP2: Clerk will remind Cllr Trip that an update is required by the end of January.
- d. **T&M Area Committee of KALC** – None
- e. **Parish Partnership Panel** – None
- f. **Cemetery** – Cllrs **agreed** that Mark Little should assist Clerk with meetings held at the cemetery. A proposal already exists to add a memorial garden initiated by Cllr Tripp and Cllr Simons suggested the project needs to be kept alive and needs to be progressed.
- g. **Allotments** – Allocations and sizes have been reviewed to enable a new rental agreement to be calculated. WPC aim to provide new allotment tenancy agreements by 1st April 2023.
AP3: Cllr Simons to prepare new documentation to be considered by Cllrs.
- h. **Village Wardens** – Damage to CCTV Camera on 4th Jan – IT Solution made aware and reported to Police WEB site. All Cllrs **agreed** for the camera to be repaired, proposed by Cllr Owen and seconded by Cllr Fielding. The removal of the old play equipment in the sports field was discussed and Cllrs **agreed** additional quotations should be sought. Cllrs **agreed** to the damaged small gate post in Fields Lane to be replaced. Proposed by Cllr Owen and seconded by Cllr Fielding.
AP4: Clerk to arrange replacement gate post.

22/091 Office Equipment

- a. The Parish floor standing printer was on lease from KCC, this contract has been cancelled with no penalty charge and is due to be collected. Cllrs **agreed** to a new small business model to be purchased, estimated price of £600 ex VAT. Proposed by Cllr Owen and seconded by Cllr Simons.
- b. Cllr **agreed** to the replacement of the parish PC with a business warranty for maintenance and AV software, Office 365 will also be required. The estimated budget of £600-800 depending on model and maintenance. Proposed by Cllr Fielding and seconded by Cllr Simons.
- c. There are a considerable number of Folders and documents that have been passed over to the new Clerk for storage, at some point it is hoped that old documents can be archived digitally, but this is subject to KALC conformation. To overcome this immediate problem Strong PVC storage boxes have been purchased.
AP5: Clerk to investigate the possible alternative methods of storing Parish documents.

22/092 Policy Documentation Update

- a. Cllrs **agreed** that the Standing Orders should be the first document to be amended – The Clerk will provide an updated versions which can be tailored to meet the requirements of WPC, Cllrs to read and review in preparation for next Parish meeting and provide comments to Clerk.
AP6: Clerk will send latest version for Cllrs to read.
- b. Communications Strategy and Policy – In the process of being updated.
- c. Allotments Tenancy agreement – Being update by Cllrs Simons and Cllrs Fielding.
- d. Cllrs agreed other Policy document to be updated as soon as possible including Financial Regulations policy, General Risk Assessment and Privacy Notice. The Clerk will provide examples over time for Cllrs to tailor for WPC. Once complete all Policy documents will be made available to the public and posted on parish WEB Page for reference.

22/093 Finance

- a. Financial statement and bank reconciliation were **received** and **accepted**.

Account	Balance as of 31/12/22
NW Current Account	£ 200.00
NW Business Reserve Account	£ 133,658.55

- b. The following Payments made out of and at this meeting were **agreed**. Payments made by Direct Debit unless specified otherwise.

Proposed by Cllr Owen and seconded by Cllr Fielding.

Payments made out of meeting

Ref	Details	Amount	VAT*	Total	Auth
12-12-22	EE Limited	23.75	4.75	28.50	DD
13-12-22	Castle Water LTD	126.25	25.25	151.50	DD
19-12-22	NPower	20.79	4.16	24.95	DD
28-12-22	KCC Commserv C089513	32.98	6.60	39.58	DD
28-12-22	KCC Commserv C089513	52.93	10.59	63.52	DD
28-12-22	Veolia ES UK LTD	132.24	26.45	158.69	DD
30-12-22	ONECOM SVS Ltd	41.25	8.27	49.52	DD

* VAT to be reclaimed.

Payments for authorising at meeting

Cheque No	Details	Amount	VAT*	Total	Auth
4146	MR J Ibbs – Salary December 2022	205.30		205.30	GO & FF
4147	MR M Little – Salary December 2022	256.50		256.50	GO & FF
4148	Clerks Salary Dec 2022	1219.00		1219.00	GO & FF
4149	Clerk Expenses – Storage Boxes	37.50	7.50	45.00	GO & FF
4150	Clerk Expenses – Keys Cut	18.95		18.95	GO & FF
4151	HMRC Payments for Dec	355.80		355.80	GO & FF
4152	Cllr Wells – Retirement Gift	172.50	34.50	207.00	GO & FF
4152	Cllr Wells – Retirement Gift	5.20	1.05	6.25	GO & FF
4152	Cllr Wells – Retirement Gift	25.00	5.00	30.00	GO & FF
4153	Rocks Road Brickworks (Cheque cancelled)	830.00		830.00	GO & FF
4154	Rostrum – Sponsorship for 2023	180.00		180.00	GO & FF

* VAT to be reclaimed.

- c. Cllrs Owen and Cllr Fielding **agreed** to authorise the above payments, Cllrs **agreed** cheques would be signed by Clerk and Cllr Fielding, due to lack of Cllr signatories at the meeting.
- d. Cllrs **agreed** the move to UTB a Parish friendly online bank account ASAP.
- e. Other financial matters –
 - Cllrs **agreed** to the cancellation of ONECOM Telephone line at previous Clerks Office, proposed by Cllr Owen and seconded by Cllr Simons.
AP7: Clerk to cancel Onecom contract.
 - The renewal of SLCC was discussed and Cllrs **agreed** it was not necessary at this stage, should the need arise in the future Cllrs could reconsider joining.

22/094 Correspondence

- a. The Cllrs **agreed** for Sarah Hudson to initiate a measure of support, via social media and other methods, for a street party to celebrate the Kings Coronation on the 6th May. Responses of interest can be sent to the Parish Clerk to gauge support.
- b. Cllrs discussed the future options of Drayhorse Meadow, should the existing tenant decide not to renew her tenancy. It was agreed that an exploratory exercise should be initiated to understand the current condition of the fields and their possible future or alternative use.
AP8: Cllrs will visit the site to understand the condition in detail.

22/095 Public Discussion

A request was made for the cost of the portable toilets at the Fete on the 11th June to be paid by the Parish Council, this was **agreed**, proposed by Cllr Owen and seconded by Cllr Simons.
The Cllr **agreed** its free insertion of Rostrum magazine would be used to support the annual Fete.

22/096 Close of Meeting

The meeting closed at 9.14pm.

22/097 Date of Next Meeting – Tuesday 7th February 2023 at 7.30pm

Cllr Michael Wells

7/2/23

Signed.....

Date.....