

# WATERINGBURY PARISH COUNCIL

## Minutes of the Ordinary Parish Council Meeting held at Wateringbury Village Hall Tuesday 7<sup>th</sup> February 2023 at 7.30pm

**Present:** Cllr Michael Wells (Chair)  
Cllr Richard Tripp  
Cllr Frances Fielding  
Cllr Geraint Owen  
Cllr Sarah Hudson (Borough and County Councillor)  
Cllr Matt Boughton Tonbridge & Malling Borough Council (arrived 8.00pm)

Steve Hill – Clerk  
Mark Little – Village Warden  
Mrs Christine Byron – Rostrum Correspondent  
Public – 4

### **22/98 Apologies for Absence**

Cllr Gregson and Cllr Simons – Apologies accepted.

### **22/99 Declarations of Interest**

Cllr Tripp declared an interest in WSRA discussions.

### **22/100 Announcements**

- The Village Hall Defibrillator Pads expired in January and have been replaced, Clerk has now been informed the battery is flat and needs replacing, plus there is mould in cabinet. Therefore, the Defibrillator is temporarily out of action until further notice. Cllrs **agreed** replacement.  
**AP1: Clerk to arrange replacement battery and check mould.**
- The cemetery Car Park transfer has been completed and all costs paid, the Car Park is now the freehold property of the Parish Council.

### **22/101 Report from County Councillor & Borough Councillor**

February is budget month. KCC and Tonbridge & Malling Borough Council meet this month to agree budgets. The common theme between both authorities is that there is very little government support available, this means that some very difficult decisions will have to be made.

There is a public meeting Friday 10<sup>th</sup> February to discuss what we as a village can do, to celebrate the King's coronation in May. The plan is to organise an event for Sunday 7<sup>th</sup> May. Funding from the National Lottery has been applied for, to help with the costs of organising the event. The summer fete is on Sunday 11<sup>th</sup> June and additional help from residents on the day is required to ensure everything runs smoothly. Interested parties, should contact Sarah Hudson.

As part of my KCC role, 300 free saplings are available, and Sarah would like to create a little glade of trees in the place of the old playground, once decommissioned. A kind of woodland play area - open enough for parents to monitor their children, but also providing some summer shade. A green canopy for the Queens jubilee.

### **22/102 Police Briefing**

Source e-watch: Wateringbury – No new reports this month.

The damage to the Sports Pavilion CCTV Camera was reported to Police, the details of this offence have been recorded under the classification of Other criminal damage to a residence (£5,000 and over) on Crime Reference Number 46/12540/23. As a result of the information provided and having

reviewed the circumstances of this crime there are no further enquiries the Police can make, and this investigation has now been closed.

#### 22/103 Minutes of Parish Council Meeting held on 10<sup>th</sup> January 2023

The minutes were **agreed** by Cllrs and signed by the Chair.  
Proposed by Cllr Fielding and seconded by Cllr Owen.

#### 22/104 Matters Arising (for information only)

##### Action Points review from 10-01-23.

Action Points	Actions	Clerk or Cllr	Completed or Agenda Item 07-02-23
AP1	Clerk to contact Police for Crime Number.	Clerk	Completed
AP2	Clerk to request an update from Cllr Tripp on WSRA	Clerk	Completed
AP3	Cllr Simons to prepare allotment document to be considered	Cllr Simons	106c
AP4	To arrange for replacement Gate fixing post.	Clerk	Completed
AP5	To investigate alternative document storage options.	Clerk	Ongoing
AP6	Latest revision of Standing order sent to Cllrs to consider.	Clerk	Completed
AP7	To request cancellation of Onecom contract.	Clerk	Completed
AP8	Cllrs to visit Drayhorse Meadow as an exploratory exercise.	Cllr Owen & Simons	111b

#### 22/105 Reports from Committees & Representatives on other bodies:

- a. **Finance and General Purposes** – None
- b. **Highways and Speedwatch** – Speedwatch reports received and reviewed by Cllrs. Report of Drain Dropped in Tonbridge Road near Canon Lane.  
**AP2: Clerk to report to Kent County Council Highways as a problem.**
- c. **Wateringbury Sports & Recreational Association** – No new update from Cllr Tripp on committee members joining. There were parking issues on the weekend 5<sup>th</sup> February due to cars parked on wet playing field, causing minor damage, quickly resolved on the day. Cllrs to investigate permanent solution to the issue and quotations to be obtained for consideration.  
**AP3: Clerk and Cllrs to investigate solution.**  
Playground issues include Gate latch not working and the harness for the disabled swing chair missing.  
**AP4: Clerk to make enquiries to Safeplay.**
- d. **T&M Area Committee of KALC** – None received.
- e. **Parish Partnership Panel** – Parish Partnership Panel - Thursday 9 February 2023 - 7.30 pm via MS Teams – details sent to Cllrs.
- f. **Cemetery** – The Wardens contract of employment includes activities at the cemetery – **To Note.**
- g. **Allotments** – Allocations and sizes has been circulated to Cllr Simons and Cllr Fielding awaiting new Tenancy contracts to be completed
- h. **Village Wardens** – Damage to CCTV Camera on 4<sup>th</sup> Jan reported to Police, replacement Gate post fixing ordered.

#### 22/106 Policy Documentation Update

- a. Standing Orders – All Cllrs **agreed** on the new version of Standing orders and **accept** it as the current document to be used.
- b. Financial Regulations – All Cllrs **agreed** on the new version once changes are made to section 4 in line with existing figures and **accept** it as the new current document to be used.
- c. Allotments Tenancy agreement – Being update by Cllrs Simons and Cllrs Fielding due to be completed by next Parish meeting for Cllrs to consider and agree.  
**AP5: Cllrs Simons and Fielding to complete for next Meeting.**

- d. Members of the public Complaints/compliment Procedure - All Cllrs **agreed** on the new version and **accept** it as the current document to be used.

The Wateringbury WEB page has been modified to support access to these documents going forward.

## 22/107 Finance

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

Account	Balance as of 31/01/23
NW Current Account	£ 200.00
NW Business Reserve Account	£ 125,994.56

- 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
12-01-23	EE Limited	23.75	4.75	28.50	DD
19-01-23	NPower	54.62	10.93	65.55	DD
25-01-23	Public Works Loan Board - WPC	5283.33		5283.33	DD
30-01-23	Veolia ES UK LTD	136.41	27.28	163.69	DD
31-01-23	ONECOM SVS Ltd	42.66	8.54	51.20	DD

\* VAT to be reclaimed.

### Payments for authorising at meeting

Cheque No	Details	Amount	VAT*	Total	Auth
4155	MR J Ibbs – Salary Jan 2023	197.60		197.60	MW & RT
4156	MR M Little – Salary Jan 2023	247.00		247.00	MW & RT
4157/58	Clerks Salary Jan 2023 + Office	1,258.80		1258.80	MW & RT
DD	HMRC Payments for Jan	354.20		354.20	DD
4159	Clerk – Dec Office Allowance	40.00		40.00	MW & RT
4159	Clerk – Office Printer HP Laser M283fdw	383.33	76.67	460.00	MW & RT
4159	Clerk – First Class Stamps	9.50	1.90	11.40	MW & RT
4159	Clerk – The DefibPads	43.29	8.66	51.95	MW & RT
4159	Clerk – Mileage	31.50		31.50	MW & RT
4160	Q4 Payment to Streetlights	384.88	76.98	461.86	MW & RT
4161	Safeplay – Repairs and Renewals Inv 22793	814.75	162.95	977.70	MW & RT

\* VAT to be reclaimed

- c. Cllrs Wells and Cllr Tripp **agreed** to authorise the above payments.  
d. To ratify the decision made via email to **agree** the 2023/4 Precept application – **Noted**.  
e. Cllr **agreed** and **approved** a standing order to be set up for Clerks salary.  
f. Cllr **agreed** for all HMRC PAYE staff payments to be set settled by DD.

## 22/108 Christmas Street Decorations 2023

- a. Cllrs **agreed** to consider the sponsorship of streetlamp decorations 2023 subject to costs.  
**AP6: Clerk to contact Kent County Council**  
b. Cllrs **agreed** to supply the Village Christmas Tree for 2023 to a maximum budget of £300.

**22/109 Village Maintenance**

- a. Two quotations were received for Wateringbury ground maintenance. Both contractors offered identical work. A request has been made that the football pitches have the grass collected, the chosen contract has said this would be at an additional charge, awaiting confirmation of cost. All Cllrs **agreed** to Three Counties Contracting.  
**AP7: Clerk to inform Contractors.**
- b. Cllrs discussed and **agreed** the need for a tree inspection to be commissioned in the Village.  
**AP8: Clerk to obtain quotations.**
- c. Cllr agreed a Playground inspection completed in January 2023 by Safeplay should be accepted, as it was agreed minutes 4th May 2021 to have yearly Operational Inspections.  
**AP9: Clerk to obtain report and Cllrs to follow up recommendations.**

**22/110 Grant application for extended play area.**

The National Lottery Community Fund have awarded Wateringbury Parish Council the amount of £8,717.00 towards the purchase of new play equipment. The equipment will be suitable for young children and be added to the existing upper play area in the Queen Elizabeth II Playing Fields.

For the other application to the FCC Community Action Fund, it has been suggested that if the application is successful, that the Parish Council pay the third-party contribution from the Parish Council funds and then collect the contributions from the five donors. Proposed by Cllr Owen and seconded by Cllr Tripp and **agreed** by all Cllrs.

**22/111 Correspondence**

- a. Cllrs **agreed** to support petition to support Green Belt extension to the east to encourage TMBC to include the proposal in the Draft Local Plan, now in preparation. Wateringbury Parish will only support from a non-political standpoint.
- b. Drayhorse Meadow - It was **agreed** at the January meeting that an exploratory exercise should be initiated to understand the current condition of the fields. The visit has not taken place, so carried over to March meeting.

**22/112 Public Discussion**

A member of the public raised the issue of parking on the corner of Fields Lane and Tonbridge Road being a major safety concern, requesting that Yellow Lines should be deployed. It was discussed by Cllrs Matt Boughton stating Tonbridge & Malling Borough Council were responsible and that it would take some time to be completed. The T&MBC department would be contacted.

**22/113 Close of Meeting**

The meeting closed at 8.50pm.

**22/114 Date of Next Meeting – Tuesday 7<sup>th</sup> March 2023 at 7.30pm**

*Cllr P Gregson*

*7<sup>th</sup> March 2023*

Signed.....

Date.....