

WATERINGBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held at Wateringbury Village Hall Tuesday 6th June 2023 at 7.30pm

Present:

Cllr Sarah Hudson (Chair)
Cllr Lin Simons
Cllr Kamal Dave
Cllr Emma Doyle

Cllr Frances Fielding (Vice Chair)
Cllr Bob Edmunds
Cllr Stuart Mathieson

Steve Hill – Clerk
Mark Little – Village Warden
Mrs Christine Byron – Rostrum Correspondent
Public – 6

23/40 Apologies for Absence

Apologies accepted for Cllr Mandy Thwaites and Cllr Michael Wells.

23/41 Declarations of Interest

None declared.

23/42 Announcements

WPC was audited on the 2nd June and has successfully met the requirements of the 2022-23 AGAR.

Cllrs **agreed** to the Chair proposing the agenda was changed to include the vote to elect a co-opted member to be considered to join council. Emma Doyle was co-opted to join Wateringbury Parish Council. Welcomed and **agreed** by all Cllrs.

AP1: Clerk to deal with set-up processes.

23/43 Minutes of Parish Council Meeting held on 23rd May 2023

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

Public Open Session

A discussion was raised regarding the poor state of the drains, the resident was informed that there is very little the Parish Council can do and both SE Water and Southern Water need to be contacted, Sarah Hudson volunteered in her TMBC position to investigate.

The condition of the pathways in Glebe Meadow were discussed, stating that they are all overgrown with weeds and other plants, making it look very untidy and unkempt. All the areas of concern are managed by Clarion Housing, who have been contacted before by WPC.

AP2: Clerk will follow up with Clarion Housing.

23/44 Crime Report

Source e-watch: Wateringbury

On Tuesday 23rd of May in Bow Road. Somebody set fire to some woods which spread to a summerhouse and two sheds.

Crime Report No. 46/91602/23 - Posted 24/05/2023

23/45 Matters Arising (for information only)

Action Points log from 23-05-23

Action Points	Actions	Clerk or Cllr	Completed or Agenda Item 23-05-23
AP1	WSRA meeting to be arrange in Village Hall	Cllr Simonds	23/47 b i
AP2	Overhanging Trees in cemetery actioned to Manor Farm BFT	Clerk	23/47 e
AP3	Code of Conduct Policy document to be completed.	Clerk	Completed
AP4	Christmas Street decoration update.	Clerk	23/50
AP5	Tree inspection quotes update.	Clerk	23/51 a
AP6	Advise successful contract to repair swing gate.	Clerk	Completed
AP7	Multiple new signs required for field and play area.	Clerk	23/51 b
AP8	Send pictures of broken fence to WPC Insurance company.	Clerk	Completed
AP9	To inform Playdale new start date required due to Fete.	Clerk	Completed
AP10	To obtain revised quote to remove lower play equipment.	Clerk	Completed
AP11	To continue enquiries with Insurance claim of CCTV damage.	Clerk	23/52 ii
AP12	To obtain additional quote to repair MUGA goals.	Clerk/Cllr Hudson	Completed

23/46 Report from County Councillor & Borough Councillor

Joint Transport Board consultation regarding new Traffic lights on Kent Street and Malling Road on the road to Kings Hill.

Adult Social Care costs are increasing but budgets are not, so central government must consider future plans to meet the demand.

23/47 Reports from Committees & Representatives on other bodies

- a. **Highways and Speedwatch** – David Merry provided information on the Radar Gun Scout 2 and it was agreed by all Cllrs that WPC would purchase one, proposed by Cllr Simons and seconded by Cllr Fielding.

KCC have provided the following speed survey results for the ATC placed on Bow Road.

Bow Road (30mph speed limit)						
Direction	Number of Vehicles	Average speed over 7 days	85 percentile speeds	Percentage of vehicles complying with the 30mph speed limit	Percentage of vehicles under enforcement threshold of 35mph	Percentage of vehicles complying with a proposed signed only 20mph speed limit
North	33636	28.6mph	34mph	57.2% (19233)	89% (29936)	8.8% (2976)
South	34612	28.3mph	32.8mph	66.6% (23039)	92.5% (32021)	5.3% (1826)

As you can see, average speeds were 28.6mph northbound and 28.3mph southbound, this means that KCC may not be able to proceed with a reduction in speed limit to 20mph, but have passed these results to their Planning & Advice (P&A) Team to see what the options are available.

b. Watringbury Sports & Recreational Association

- i. Cllrs Lin Simons is arranging a meeting in the village hall and is to invite all interested parties including residents to form a WSRA committee. Date expected to be in July and when known will be posted on WPC Web Site, Facebook and Rostrum magazine.

AP3: Cllr Simons to arrange and advise of date.

- ii. Cllrs **agreed** for Cllr Lin Simons to continue to be the WSRA representative for WPC.
- iii. Cllrs **agreed** to the car park design to provide a 600m2 car parking area with a 200 x 100mm Timber Sleepers Edging @ £36,750 and for the spring water area to provide 220m2 parking with Type 1 hardcore @ £6,500, so a total of £43,250 is required.
- iv. Cllrs considered possible ways of funding and felt there was some money that could be used from the Highways budget, but also will apply using the S106 application for an allocation of funds, other suggestion would be a GoFundMe from the WSRA users.
AP4: Clerk, Cllr Hudson & Cllr Edmonds to apply.

- c. **T&M Area Committee of KALC** – None received.
- d. **Parish Partnership Panel** – None received.
- e. **Cemetery** – Two overhanging trees to be cut back, belonging to Manor Farm, and the watering can is broken. Clerk has contacted Manor Farm and is waiting for a communication from BTF the management agency.
AP5: Clerk will follow up Manor Farm and purchase a new watering can.
- f. **Appointment of Village Hall representative** – Sarah Hudson
- g. **Appointment of Allotments representative** - Mandy Thwaites

23/48 Policy Documentation Update

- a. Code of Conduct policy document was **agreed** by all Cllrs.
- b. Cllrs **agreed** the Financial Regulations policy will need updated once UTB is operational.

23/49 Finance

- a. Financial statement and bank reconciliation were **received and accepted**.
- b. All payments made out of and at meeting were **agreed** by Cllrs.
- c. Cllrs **agreed** the NW account should be closed.
- d. Cllrs **agreed** and **approved** 2022-23 AGAR and signed by the Chair. Proposed Cllr Fielding, seconded Cllr Mathieson.

Payments made out of meeting

Ref	Details	Amount	VAT*	Total	Auth
25-05-23	Clerks Salary May 2023 + Office use	--		--	SO
25-05-23	NPOWER – Street Lights April 2023	81.43	4.07	85.50	DD
30-05-23	Veolia April	155.40	31.08	186.48	DD
31-05-23	NW Bank Charge	10.50		10.50	CHG
31-05-23	ONECOM – Inv 2059168	45.61	9.12	54.73	DD
05/06/23	Upper Medway Internal Drainage Board	2.85		2.85	MW&FF

* VAT to be reclaimed.

Payments for authorising at meeting

Cash Book Ref:	Details	Amount	VAT*	Total	Auth
47	S Hill – Additional Hours Payment	--		--	MW&LS
48	Three Counties Contracting – File Cabinet	60.00	12.00	72.00	MW&LS
49	Internal Audit – Lionel Robbins	180.00		180.00	MW&LS
50	Three Counties Contracting – May Inv 6233	2170.00	434.00	2604.00	MW&LS
51	S Hill – Expenses Mileage	9.00		9.00	MW&LS
52	Mr Mark Little – Salary May 2023	--		--	MW&LS
53	Wateringbury Guides and Scouts - Donation	500.00		500.00	MW&LS
54	Mr John Ibbs – Salary May 2023	--		--	MW&LS
55	CCTV - IT Solutions Kent Ltd	570.00	114.00	684.00	MW&LS

* VAT to be reclaimed

23/50 Christmas Street Decorations 2023

The Clerk will continue with his enquires to obtain a complete cost, ongoing.

AP6: Clerk to continue with enquiries.

23/51 Village Maintenance

a. Three tree Inspection companies have been contacted for estimates, two received to date waiting one additional quote.

AP7: Clerk to chase.

b. There are many new signs required for the QEII field, these include the children's play area, the pathway, CCTV and Defib location signs, all need to be designed and ordered. All Cllrs **agree** to use local supplier and to have them all made at one time.

AP8: Clerk to create list with Cllrs and place order with supplier.

c. Cllrs agreed the Horse chestnut Tree needs attention from a Tree Surgeon and Ivy growing around notice board and lock-up to be removed, by our groundwork's contractor.

AP9: Clerk to contact relevant parties.

23/52 Correspondence

i. A request came from a resident asking all neighbours to not let their hedge row grow higher than 2M, his request was passed to Rostrum to publish a polite notice.

ii. The Clerk is in discussion with WPC Insurance company regarding Claims for CCTV and fence damage.

23/53 Public Discussion Review

A comment from a resident who had concerns on the quality of grass cutting in the Church grounds so WPC will investigate. Children were reported playing ball games in Wateringbury Cemetery so the Wardens will monitor the situation.

23/54 Staffing and business matters – (closed session).

a. Cllrs **agreed** the Clerk has completed the probationary period and will receive a grade change.

b. Cllrs **agreed** to the payment to Clerk for additional hours.

c. Cllrs **agreed** to make an application to obtain some funding for overflow carpark.

d. Cllrs reviewed and **accepted** the PKF 2021-22 recommendations.

23/55 Close of Meeting

The meeting closed at 8.45pm

23/56 Date of Next Meeting – Tuesday 4th July 2023 at 7.30pm

Signed.......... Date..........