

WATERINGBURY PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held at Wateringbury Village Hall Tuesday 23rd May 2023 at 7.30pm

Present:

Cllr Michael Wells (Chair)
Cllr Lin Simons
Cllr Kamal Dave
Cllr Sarah Hudson (Parish, Borough and County Councillor)
Cllr Frances Fielding (Vice Chair)
Cllr Bob Edmunds
Cllr Stuart Mathieson

Steve Hill – Clerk
Mark Little – Village Warden
Mrs Christine Byron – Rostrum Correspondent
Public – 18

23/19 Apologies for Absence

Received and accepted from Cllr Mandy Thwaites.

23/20 Newly elected Cllrs Declaration of Acceptance of Office

Forms signed by all Cllrs present in front of proper officer, the Clerk.

23/21 Election of Chair and Declaration of Acceptance of office

Two Chairman nominations:
Cllr Kamal proposed and Cllr Edmonds seconded Cllr Sarah Hudson
Cllr Fielding proposed and Cllr Simons seconded Cllr Michael Wells
Cllr Sarah Hudson was elected as Chair, four votes to three.

23/22 Election of Vice Chair and Declaration of Acceptance of Office

Cllr Simons proposed and Cllr Wells seconded Cllr Frances Fielding
Cllr Frances Fielding was elected as Vice Chair, all Cllrs voted in favour.

23/23 Declarations of Interest

None declared.

23/24 Committees Election of Representatives

- a) KALC – Cllr Stuart Mathieson
- b) PPP – Cllr Sarah Hudson
- c) Highways – All Cllrs
- d) Planning – All Cllrs

23/25 The creation, abolition, or alternative of committees

No additional committees created.

23/26 Minutes of Parish Council Meeting held on 7th March 2023

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

Public Open Session

There was a discussion regarding the recent vandalism in Wateringbury Parish and the public were assured that the WPC are in discussion with the various Police divisions to request support. The public were encouraged to report all crimes online to the Police, to ensure they are aware of all incidents to enable them to understand the increase in events.

23/27 Crime Report

Source e-watch: Wateringbury

On Friday 21st of April around 10:22 in Tonbridge Road. Some people have thrown food at a car and then assaulted the driver on stopping. Crime Report No. 46/73246/23

Between 18:00 on Sunday 16th of April and 07:20 on Monday 17th of April in Bow Road. Somebody stole a red Mercedes CLA Coupe, LL14***, from the road. Crime Report No. 46/70002/23

Between 00:01 on Tuesday 4th of April and 09:00 on Wednesday 5th of April in Fields Lane. Somebody smashed a window of a Mitsubishi L200 parked in a field. Crime Report No. 46/63768/23

On Saturday 1st of April around 19:30 in Fields Lane. Somebody stole an unsecured mountain bike from the park. Crime Report No. 46/62004/23 - Posted 07/04/2023

23/28 Matters Arising (for information only)

Action Points review from 04-04-23

Action Points	Actions	Clerk or Cllr	Completed or Agenda Item 23-05-23
AP1	Clerk to obtain quotes for fencing Village Hall green.	Clerk	Completed
AP2	To request new additional dog waste bin.	Cllr Hudson	Completed
AP3	To contact KCC Highways regarding 20MPH enforcement.	Cllr Hudson	Completed
AP4	To inform Emma Tilbury of WPC crossroad cameras.	Clerk	Completed
AP5	To invite WSRA and Cllrs to arrange meeting at Village Hall.	Clerk	Completed
AP6	Arrange QEII Pavilion guttering to be repaired.	Clerk	Completed
AP7	To check DBS certificates status and renew as necessary.	Clerk	Completed
AP8	Christmas streetlights decoration enquiries.	Clerk	23/33
AP9	Obtain Tree inspection Quote.	Clerk	23/34/a
AP10	Repair Playground Gate quotes.	Clerk	Completed
AP11	Contact James Woolley to confirm parts and delivery.	Clerk	Completed
AP12	Obtain quotes for signs.	Clerk	23/34/c
AP13	Obtain quote for internal chain-link fence Drayhorse meadow.	Clerk	Completed
AP14	Check and re-write Drayhorse contract for Tenant	Clerk	Completed
AP15	Discuss and agree suitable CCTV option with security company.	Clerk	Completed
AP16	To provide possible examples of Tablets and Laptops for Cllrs	Cllr Owen/Clerk	Completed

23/29 Report from County Councillor & Borough Councillor

Sarah summarised that after the recent elections in TMBC there are 20 Conservatives, 8 Liberal Democrats, 8 Green Party, 3 Labour and 2 Independents Cllrs. This means that the Conservative party do not hold a majority and will form an alliance with the independent alliance members. The overall electorate for the borough is 98,693 with a voter turnout of 35.78 per cent.

23/30 Reports from Committees & Representatives on other bodies

- a. **Highways and Speedwatch** – WPC has financed two additional cameras, a total of four will now be deployed by KCC Highways to monitor the Wateringbury junction of Red light offenders. KCC has also been informed that WPC wish to continue its request for a 20MPH enforcement speed to be pursued on Bow Road. KCC has arranged an additional speed survey to provide a clearer indication of average speeds and will keep the Parish updated with when this survey is to be carried out. Speedwatch reports were not discussed at this meeting.

- b. **Wateringbury Sports & Recreational Association** – WPC have had the Pavilion leaky guttering replaced. A quotation has been received for overflow carpark and to re-dig a channel for spring water to flow down the field.

To build a 600m² overflow carpark the option of 200 x 100mm Timber Sleepers Edging at £36,750 was proposed by Cllr Simonds and seconded by Cllr Fielding and **agreed** by all Cllrs.

The additional Spring water area improvements to provide Type 1 hardcore providing 220m² parking area is £6,500 and it was **agreed** by Cllrs to prioritise the overflow carpark first.

The Clerk has received a communication from Richard Tripp stating that “On behalf of WSRA that they are fully supportive of the proposal to enlarge the children's play area” **All to note.**

The planned meeting between WSRA and WPC was cancelled due to members of WSRA not being available. It was therefore **agreed** by all Cllrs that an Extraordinary GM of the WSRA will be arranged, inviting Richard Tripp and all interested organisations, plus all residents of Wateringbury Parish to attend to form a committee of the WSRA. The meeting to take place in the Village Hall at a time and date to be agreed and will be published in the Rostrum magazine.

AP1: Cllr Lin Simonds

- c. **T&M Area Committee of KALC** – None received.
d. **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.

AP2: Clerk will follow up Manor Farm and purchase a new watering can.

23/31 Policy Documentation Update

- a. Code of Conduct policy document to be created and circulated to Cllrs for approval.

AP3: Clerk to complete.

- b. The Financial Regulations policy will need updating once UTB is in operational.

23/32 Finance

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

- b. Final reconciliation for 2022-23 **agreed** by Cllrs and signed by the Chair.

- c. All payments made out of and at meeting were **agreed** by Cllrs.

- d. Cllrs to authorise cheques for payment. - **None Required.**

Payments made out of meeting

Ref	Details	Amount	VAT*	Total	Auth
12-05-23	EE Limited - May	27.17	5.43	32.60	DD
15-05-23	NetWise – Upgrade Payment #2882	105.76	21.15	126.91	MW&FF
16-05-23	Castle Water LTD – Allotments - Inv 8881212	42.67	8.54	51.21	DD
CHQ4194	NetWise – Upgrade Payment #2880	330.00	66.00	396.00	MW&FF
22-05-23	Four Jays Group - Fete Toilets	585.00	117.00	702.00	MW&FF
22-05-23	Playground Clear-Up TMBC	71.58	14.31	85.89	MW&FF

* VAT to be reclaimed

Payments for authorising at meeting

Ref:	Details	Amount	VAT*	Total	Auth
33	KCC - Red Light Survey Two Cameras	681.00		681.00	MW&FF
34	SLCC WPC Membership 243010-3	139.00		139.00	MW&FF
35	S Hill – WH Smith Stationary + Keys Cut	23.40	1.66	25.06	MW&FF
36	M Wells – Meeting Expenses	14.83	2.97	17.80	MW&FF

* VAT to be reclaimed

- e. Cllrs reviewed and **agreed** final budget expenditure for 2022-23

Wateringbury PC Draft Budget for 2023 vs Actual Spend		
	Budget	Actual
Admin	£59,187.53	£46,406.29
Street Lighting	£15,350.00	£3,161.47
Cemetery	£14,594.00	£11,180.00
General Purpose	£28,483.00	£33,060.03
TOTAL	£117,614.53	£93,807.79

- f. Cllrs **agreed** that WPC should have a business Debit/Credit Card to enable central purchasing of goods and services as required. **Proposed by Cllr Fielding and seconded by Cllr Simons.** Current Financial Regulations limit single purchases to £600, Cllrs **agreed** this needs to be increased to a more realistic limit. The actual card limit will be set by UTB.

23/33 Christmas Street Decorations 2023

Clerk has contacted another Parish to try and obtain the full cost of implementing Christmas Lights to streetlights. The Streetlight company that WPC already use have been contacted and they can provide the service but there are elements they cannot cover. Clerk will continue with his enquires to obtain a complete cost, ongoing.

AP4: Clerk to continue with enquiries.

23/34 Village Maintenance

- a. Three tree Inspection companies have been contacted for estimates, two received to date waiting one additional quote.
AP5: Clerk to chase.
- b. Cllrs have selected option A, which is Rocks Road Brickwork to concrete the children's play area entrance gate, **this was proposed by Cllr Bob Edmunds and seconded by Cllr Sarah Hudson.**
AP6: Clerk to advise contractor.
- c. There are a few 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.
AP7: Clerk to create list with Cllrs and place order with supplier.
- d. Drayhorse Meadow – Tenant requested to provide exact location and pictures of broken Network Rail fence needing repair, location provided but no pictures. Network Rail have been unable to find broken fence and have closed the case.
Several quotes for damage to internal fencing have been obtained ranging from £2,495 to £3,450 for the Insurance company who have requested photos.
AP8: Clerk will send details of damage to Insurance company for claim consideration.
- e. Other village matters:
- i. Cllr Fielding and Clerk met with Playdale site manager to discuss installation of new playground equipment and were informed that the access is too restricted for their normal delivery vehicle, so they have agreed to make alternative arrangements. It has been **agreed** to allow access to the Pavilion for toilet facilities and water supply, the WPC will arrange to clean facilities after use. The original start date will have to be deferred to the 12th June due to Village Fete on the 11th June.
AP9: Clerk to inform Playdale to change of date.

- ii. Cllrs discussed the removal of the Village Hall picket fence, it was **agreed** that it should remain in situ as the area was unsuitable for placing a bench or waiting area due to the high pollution of the area, the overhanging trees, and the possibility of dogs fouling.
- iii. WPC have received three quotes to remove the Lower Play area equipment. Cllrs suggested that a reduced quote should be requested from the company doing the car park works if they did both jobs, **proposed Bob Edwards, seconded Cllr Sarah Hudson.**
AP10: Clerk to obtain a revised improved quote.

23/35 Correspondence

- i. Clerk has made enquiries to WPC insurance company regarding claims for damage to CCTV and Drayhorse meadow fencing. Insurance company have request pictures of both items and quotations for repair. A picture of broken CCTV camera and pictures of broken fence will be required, waiting fence pictures. Cllrs **agreed** to continue claim process.
AP11: Clerk to continue with enquiries.
- ii. Clerk has received a request to Fix MUGA Goal playground noise. After inspection, the panels fitted are not the original and are retro fix screwed. The most permanent fix would be to weld all cades to framework, which should reduce the noise considerably. WPC have received one quote by SafePlay and Cllrs **agreed** additional quotes for welding should be sought.
AP12: Cllr Sarah Hudson to obtain addition welding quotations.

23/36 Public Discussion Review

- i. Discussion about the overflow carpark having additional trees planted.
- ii. Discussion of Defibrillator locations it was pointed out that the station platform has a one and could be the closest to the playing field. There is one inside the Pavilion which is only available when unlocked.
- iii. Concern was raised about the 20MPH restriction in Bow Road and the resident was assured that WPC is still pursuing this request with KCC Highways Improvement Plan.

23/37 Any other Business

IT Strategy:

- i. It was agreed that Cllrs will use their own devices known as BYOD for council business. It is the duty of the Cllr to ensure devices are password or PIN protected and that Cllr emails are created and used for all communications and to follow ICO recommendations. **All to Note.**
- ii. Due to the increase in number of Cllrs joining the council there was a need to increase the email accounts and capacity of storage. Therefore, NetWise Premium Plus Flexmail has been implemented, to cater for this increase. **All to Note.**

23/38 Close of Meeting

The meeting closed at 9.35pm

23/39 Date of Next Meeting – Tuesday 6th June 2023 at 7.30pm

Signed.......... Date.....6/6/2023.....