

WATERINGBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held at Wateringbury Village Hall Tuesday 4th July 2023 at 7.30pm

Present:

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

Cllr Michael Wells
Cllr Bob Edmunds
Cllr Stuart Mathieson

Steve Hill – Clerk
Mark Little – Village Warden
Dave Merry - Speedwatch
Mrs Christine Byron – Rostrum Correspondent
Public – 1

23/57 Apologies for Absence
Apologies received Cllr Fielding.

23/58 Declarations of Interest
None declared.

23/59 Announcements
The WPC NWB account is now closed, all accounts are now with Unity Trust Bank.

23/60 Minutes of Parish Council Meeting held on 6th June 2023
The minutes were **agreed** by all Cllrs and signed by the Chair.

Public Open Session

A member of the public suggested that trees overhanging the pavement outside the Wateringbury Pub needed cutting back as they were restricting pedestrians. Sarah Hudson **agreed** she would make enquires.

23/61 Crime Report
There were no new crimes to report this month.
Levi Caruana, the newly assigned beat Police Officer was in attendance, and he introduced himself.

23/62 Matters Arising (for information only)

Action Points review from 06-06-23

Action Points	Actions	Clerk or Cllr	Completed or Agenda Item 23-05-23
AP1	Set up all necessary processes for co-opt Cllr	Clerk	Completed
AP2	Clerk will follow up with Clarion Housing.	Clerk	Completed
AP3	Set up AGM for WSRA at Village Hall.	Cllr Simons	Completed
AP4	Make S106 application for possible Car Park funding.	Cllr Hudson/Clerk	Completed
AP5	Follow up Manor Farm and purchase a new watering can.	Clerk	23/64/e
AP6	Street Christmas Lights	Clerk	23/67
AP7	Three VTA Inspections required	Clerk	Completed

AP8	Various new signs required throughout Village	Clerk	23/68/b
AP9	Quote to trim Horse Chestnut Tree and Ivy growing at VH	Clerk	Completed

23/63 Report from County Councillor & Borough Councillor – None received.

23/64 Reports from Committees & Representatives on other bodies

a. **Highways and Speedwatch** – WPC have purchased a Radar Scout 2 Gun which was presented to David Merry to be used by the Speed watch volunteers. The Red-Light survey cameras have been installed and WPC await the results from Highways. It was also confirmed that the provision of yellow lines in Fields Lane has been registered with TMBC under the Parking Action Plan.

b. **Wateringbury Sports & Recreational Association**

- i. It was suggested by Cllr Hudson the engagement of a solicitor in readiness for any possible legal conflict between WSRA and WPC should be made, should the need arise. Proposed by Cllr Simons, to get things resolved but not **agreed** by her, seconded by Cllr Mathieson.
- ii. Cllrs Lin Simons has arranged for the WSRA AGM to be held in the Village Hall on the 18th July at 7.30pm. This has been advertised on WPC Web Page and Rostrum, an Agenda will be created, and invites sent out to interested groups in Wateringbury.

AP1: Cllr Lin Simons to create Agenda and prepare invites.

c. **T&M Area Committee of KALC** – WPC representative confirmed with KALC.

d. **Parish Partnership Panel** – Nothing of note meeting was mainly about catch-up.

e. **Cemetery** – Two overhanging trees to be cut back, belonging to Manor Farm, the Clerk has contacted Manor Farm and is waiting for a communication from BTF the management agency. A replacement recycled plastic Watering can has been provided as the existing one was broken.

AP2: Clerk will follow up Manor Farm.

A report of damage was made to the Clerk about a grave area being damaged, clerk inspected the area but cannot see what has been damaged. Clerk will wait to be contacted again.

f. **Appointment of Allotments representative** - A Cllr volunteer is required to manage the allotments it was suggested that Cllr Mandy Thwaites would be ideal, subject to her agreement. A request has been made to cut back brambles, Cllrs **agreed** to proceed, proposed by Cllr Wells and seconded by Cllr Doyle - work to be carried out by WPC landscape contractor.

AP3: Clerk to instruct contractor to proceed.

g. **Village Wardens** – Nothing to report.

23/65 Policy Documentation Update

Financial Regulations policy will be updated once UTB business card is operational as previously **agreed** by Cllrs.

AP4: Clerk to update Policy document.

23/66 Finance

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

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

Payments made out of meeting

CB Ref:	Details	Amount	VAT*	Total	Auth
56	EE Limited - CCTV	27.17	5.43	32.60	DD
57	Radar Gun Scout 2 – Littlewood Hire Ltd	1754.95	350.99	2109.94	LS&MW
58	Citizens Advice - Donation	100.00		100.00	LS&MW
59	Wateringbury WI - Donation	300.00		300.00	LS&MW
60	Crossroads Care – Donation	300.00		300.00	LS&MW
61	Air Ambulance - Donation	100.00		100.00	LS&MW
62	NPOWER – Street Lights May 2023	75.91	3.80	79.71	DD

63	Day Tree Fellers – Removal of burnt trees	1600.00	320.00	1920.00	LS&FF
64	Streetlights Q1 Mntc	404.12	80.82	484.94	LS&MW
65	Clerks Salary June 2023 + Office use	--		--	SO
66	NW Bank Charge to close account	3.15		3.15	CHG
67	NW Bank Charges final period	10.85		10.85	CHG
68	CSG Global Education (KCC) Stationary	178.00		178.00	DD
69	Veolia – May Inv 5960053525	160.58	32.12	192.70	DD
70	ONECOM – Final Inv 806360	365.09	73.02	438.11	DD
71	UTB Bank Charges	7.32		7.32	CHG

* VAT to be reclaimed.

Payments for authorising at meeting

Cash Book Ref:	Details	Amount	VAT*	Total	Auth
72	S Hill – Expenses Mileage + Watering Can	17.32	1.67	18.99	LS&MW
73	Three Counties Contracting – June Inv	1674.00	334.80	2008.80	LS&MW
74	Mr John Ibbs – Salary May 2023	--		--	LS&MW
75	Mr Mark Little – Salary May 2023	--		--	LS&MW

* VAT to be reclaimed

- c. Q1 figures were presented for 2023/24 and were noted and **agreed** by all Cllrs.

	Full Budget	Q1 Budget	Q1 Spend	Percentage against Budget
ADMIN	£59,121	£14,780	£18,625	31.50%
STREET LIGHTING	£15,350	£3,838	£620	4.04%
CEMETRY	£14,594	£3,649	£2,056	14.09%
GENERAL PURPOSE	£36,149	£9,037	£4,419	12.22%
TOTAL SPEND	£125,214	£31,304	£25,720	20.54%

- d. Other financial matters:

- i. 2022-23 AGAR external audit information has been completed and signed by Chair and sent to external auditors by due date.
- ii. An explanation was requested as to why detailed net payments were not shown for all staff. It was explained that some staff payments need to be individually authorised as they can vary, whereas clerk payments are made by a standing order, already approved. Any special payments, such as expense claims, would always be detailed as they need approval. There is no requirement to publish individual net payments to staff as this is confidential and is not open for inspection or for public record, but it will and can be shown only as a total payment for accounting purposes.

All to note: Section 7 – Payment of Salaries - section 7.4 from Wateringbury Parish Council Financial Regulations policy document states that each and every payment of net salary shall be kept confidential and secure. All HMRC payments are taken by DD and are deducted on a quarterly cycle, again only total payments will be shown in our accounts, payments made out of meeting, for confidentiality. Any previous visibility of individual net payments should be considered incorrect.

23/67 Christmas Street Decorations 2023

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

AP5: Clerk to continue with enquiries.

23/68 Village Maintenance

a. Three tree Inspection quotes have been received for an annual VTA. Cllrs requested comparison for 3-year prices from two contractors.

AP6: Clerk to confirm 3 Year prices.

b. Children's play area signs in QEII field and Defib location signs to be designed and ordered. Addition signs to be obtained requests will be made to local supplier.

AP7: Clerk to check required signs and obtain quotes from Maidstone Signs.

c. Village Hall – Ivy has been removed. Cllrs **agreed** to the quote to trim Horse Chestnut Tree by chosen contractor, proposed by Cllr Wells and seconded by Cllr Edmunds.

AP8: Clerk to contact contractor to inform them to proceed.

d. MUGA Goalpost repair, two quotes received, Cllrs unanimously **agreed** to use the cheapest quote.

AP9: Clerk to contact contractor.

e. The old lower playground equipment is to be decommissioned, Cllrs **agreed** to use the cheapest quote and for it to be removed as soon as new play area is completed.

AP10: Clerk to contact contractor for removal.

f. Playground swing gate quote – Due to no response from chosen contractor Cllrs **agreed** to use an alternative contractor.

AP11: Clerk to contact next contractor.

23/69 Correspondence

The Clerk has received an offer from WPC Insurance company regarding Claims for fence damage which was significantly lower than the repair cost. CCTV Claim ongoing.

AP12: Clerk to contact to try and get better offer.

23/70 Public Discussion Review

No additional comments from public attendees or guests.

23/71 Close of Meeting

The meeting closed at 8.33pm

23/72 Date of Next Meeting – Tuesday 5th September 2023 at 7.30pm

Signed.....S. Hudson..... Date.....5/9/2023.....