

# WATERINGBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held at Wateringbury Village Hall  
Tuesday 5<sup>th</sup> September 2023 at 7.30pm

**Present:**

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

Cllr Frances Fielding  
Cllr Michael Wells  
Cllr Bob Edmunds  
Cllr Stuart Mathieson

Steve Hill – Clerk  
Mark Little – Village Warden  
Mrs Christine Byron – Rostrum Correspondent  
Public – 1

**23/73 Apologies for Absence**  
No apologies required.

**23/74 Declarations of Interest**  
None declared.

**23/75 Announcements**  
The children's playground extension is now fully open.

**23/76 Minutes of Parish Council Meeting held on 4<sup>th</sup> July 2023**  
The minutes were **agreed** by all Cllrs and signed by the Chair.

**Public Open Session**  
No comments from the public.

**23/77 Crime Report**  
**On Saturday 29th of July around 19:23 in Fields Lane.** Two men tried to break into a container at a cricket club. One man was wearing a black T-shirt as a balaclava. The second was wearing a light blue T-shirt and denim shorts. There were three other men, all dressed in black, standing nearby on the field. They did not get inside, and the police are continuing their enquiries.  
**Crime Report No. 46/136009/23 - Posted 30/07/2023**

**1st – 2nd August - Childrens Playground Slide set on fire.**  
**Crime Report No. 46/147006/23 - Posted 15/08/2023**

**On Sunday 13th of August between 01:00 and 16:39 in Red Hill.** Somebody stole a mobile phone while getting a ride home from nightclub in a strangers car.  
**Crime Report No. 46/145500/23 - Posted 15/08/2023**

## 23/78 Matters Arising (for information only)

### Action Points review from 04-07-23

Action Points	Actions	Clerk or Cllr	Completed or new Agenda Item 05-09-23
AP1	Create and agenda and invites for July WSRA meeting.	Cllr Simons	Completed
AP2	Overgrown trees in Cemetery and general clear up.	Clerk	23/81 e
AP3	Arrange for brambles in allotments to be cut back.	Clerk	Completed
AP4	WPC Financial Regulation to be amended and approved.	Clerk	Completed
AP5	Christmas street decorations.	Clerk	23/84
AP6	VTA on Parish Trees obtain 3 Year Quotes.	Clerk	Completed
AP7	Obtain quotes for new signs required Playground and Village.	Clerk	Completed
AP8	Arrange contractor to trim Horse Chestnut Tree at Village Hall	Clerk	Completed
AP9	MUGA Goalpost Repair.	Clerk	23/88 e
AP10	Arrange removal of lower playground equipment.	Clerk	Completed
AP11	Contact second contractor to mend swing gate.	Clerk	Completed
AP12	Request an improved Insurance claim offer for fence damage.	Clerk	Completed

### 23/79 Cllrs resignations and Appointments

- Cllrs to accept Cllr Lin Simons resignation as WPC WSRA representative – **All to note.**
- Cllr Mandy Thwaites nominated to be allotment representative.
- Cllr Michael Wells nominated as planning representative.

*A discussion then followed regarding the appointment of a WPC representative for the WSRA. During this discussion Cllr Hudson stated that she did not “trust” Cllr Simons to be able to take on this position. The Clerk was asked to minute this statement. The final **agreement by all Cllrs** was that both Cllr Edmonds and Cllr Simons should share the role, to be reviewed in three-months.*

- Cllr Bob Edmonds and Cllr Lin Simons nominated as joint WSRA representative.
  - All Cllrs agreed a Climate Change representative was not required.
  - Cllr Frances Fielding nominated as Play area representative.
  - Cllr Emma Doyle nominated as Facebook representative.
- All nominations were agreed unanimously by all Cllrs.**

### 23/80 Report from Borough Councillor & County Councillors

Nothing to report due to summer break.

### 23/81 Reports from Committees & Representatives on other bodies

- a. **Highways and Speedwatch** – The August Speed-watch report was **reviewed and noted by Cllrs.** KCC have advised they will support the installation of ‘School 20mph when lights show’ advisory speed limit signs/ flashing amber lights in Bow Road. There will be an estimated cost of £7000 to WPC and the lights are designed to alert motorists to the presence of vulnerable road users around school drop off and pick up times, whilst maintaining a 30-mph speed limit at all other times. The school has agreed to operating the system during term times. Proposed by Cllr Hudson and seconded by Cllr Wells. **All Cllrs agreed to proceed** with the solution on the basis that they felt this was going to be the best offer from KCC. All Cllrs **agreed** for KCC to initiate their survey to confirm the total cost of the project.

**AP1: Clerk to instruct KCC to proceed and arrange payment.**

- b. **Wateringbury Sports & Recreational Association**
- i. A Solicitor in the Litigation team at Brachers has been contacted in readiness for any possible legal conflict between WSRA and WPC. The lease and unsigned constitution have been sent for comment. Cllrs will await the outcome of proposed WSRA meeting to agree next actions.
  - ii. A meeting date was proposed on the 18<sup>th</sup> July to hold the WSRA AGM in the Village Hall on the 19<sup>th</sup> September at 7.30pm. This has been advertised on WPC Web Page and Rostrum, an Agenda to be agreed by the new WPC representative and WSRA.
- c. **T&M Area Committee of KALC** – None received.
- d. **Parish Partnership Panel** – Nothing to report due to IT issues.
- 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. There are a few issues with the cemetery that need to be discussed and these include, but are not limited to, the following:
- The removal of spoil which has been left against the South wall by the various commercial grave diggers. – **Cllrs agreed to have additional spoil removed.**
  - **Cllrs agreed** that once spoil has been moved flowers and shrubbery should be planted around the cemetery borders to deter rabbits' habitation. Potential enquiries about the cemetery should be made aware of problems stating that dead flowers will be removed after two weeks.
  - **Cllrs agreed** a general clear-up and cut back of the large self-seeded trees is required and tenders should be issue to commercial tree surgeons for quotations.
- AP2: Clerk will follow up with Manor Farm, our groundsman and tree surgeons.**
- f. **Appointment of Allotments representative** - Cllr Thwaites is now the assigned representative to manage the allotments. Most allotments are now allocated subject to agreement with new tenants but there are some that need tidying up before they can be re-allocated. Cllrs **agreed** that where an allotment needs tidying up these can be offered at reduced rates for the first year. New tenancy agreements to be sent to new tenants when appropriate.  
**AP3: Clerk to provide allotment details to Cllr Thwaites and send out new tenancy agreements.**
- g. **Village Wardens** – Nothing to report. It is a contractual requirement that wardens attend Parish meeting occasionally, so a request to formally invite the two Warden to the October meeting to discuss any issues or suggestions they may have will be made.  
**AP4: Clerk to invite both Wardens to next Parish meeting in October.**

### **23/82 Policy Documentation Update**

The Financial Regulations policy has been updated to support the use of the UTB business card. The single purchase limit has been increased to £2000 and the card has a maximum limit of £5,000 imposed by the Bank. All Cllrs **agreed** to these changes.

### **23/83 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
76	EE Limited - CCTV	27.17	5.43	32.60	DD
77	Streetlights Q2 Mntc	404.12	80.82	484.94	FF&MW
78	TMBC Election Costs	623.18	124.64	747.82	FF&MW
79	NPOWER – Street Lights June 2023	68.55	3.43	71.98	DD
80	Public Works Loan July Payment	5208.33		5208.33	DD
81	HMRC SDDS Q1	1190.00		1190.00	DD
82	Clerks Salary July 2023 + Office use	--		--	SO
83	Veolia - June Inv	155.40	31.08	186.48	DD
84	Multipay Debit Card - Setup Fee	50.00		50.00	CHG
85	Mr John Ibbs – Salary July 2023	216.92		216.92	FF&MW
86	Mr Mark Little – Salary July 2023	135.46		135.46	FF&MW
87	Three Counties Contracting – July 2023	1633.00	326.60	1959.60	FF&MW
88	EE Limited - CCTV	27.17	5.43	32.60	DD
89	UK NPOWER - July 23	70.14	3.51	73.65	DD
90	Clerks Salary August 2023 + Office use	--		--	SO
91	Veolia - July Inv TON0055726	160.58	32.12	192.70	DD
92	Annual ROSPA Playsafety Insp - 73254	267.00	53.40	320.40	FF&MW

\* VAT to be reclaimed.

**Payments for authorising at meeting**

Cash Book Ref:	Details	Amount	VAT*	Total	Auth
93	Mr Mark Little – Salary August 2023	--		--	SH&MW
94	Cllr F Fielding – Expenses August	9.90		9.90	SH&MW
95	ZURICH Insurance 2023-24 Inv: 525866301	6357.70		6357.70	SH&MW
96	Playdale QEII Playground Inv 0051343	8717.00	1743.40	10460.40	SH&MW
97	Day Tree Fellers–Village Hall Horse Chestnut	1366.67	273.33	1640.00	SH&MW
98	Three Counties Contracting–August Inv 6422	2180.00	436.00	2616.00	SH&MW
99	S Hill – Expenses July & August	84.53	3.67	88.20	SH&MW
100	Mr John Ibbs – Salary August 2023	--		--	SH&MW

\* VAT to be reclaimed

- c. All Cllrs **agreed** for the Clerk to complete the ILCA qualification which is a prerequisite course to enable completion of the CilCA.
- d. All Cllrs **agreed** to Bank Card limit to be changed in Financial Regs as per 23/82.
- e. **All to Note:** There is a £3.00 per month management charge for this corporate card.

**23/84 Christmas Street Decorations 2023**

Cllrs **agreed** to the provision of Christmas festive lights to be provided by a majority vote by email, confirmation of motion was **ratified by Cllrs**. Orders have now been placed with a Light provision and Installation company and for the required KCC permits. In addition to this WPC have secured a sponsor for the provision of a Christmas Tree, it's box and decorations from KCT Timbers, thanks to the negotiations of Cllr Emma Doyle. The streetlamps and tree lights provisionally planned to be turned on at 18:00 hrs on the 18<sup>th</sup> November, to be confirmed.

**AP5: Clerk to continue with the installation process.**

### **23/85 D-Day 80 Years Celebrations**

Cllrs **agreed** to WPC having an 80 Year D-Day Celebrations on the 6<sup>th</sup> June 2024 in QEII Fields.

- Provision of Beacon – Examples to be sort and agreed.

**AP6: Clerk to source Beacon.**

- Fish and Chip Supper in the Park (proposed to make it a village event with fish & chips that evening. Tickets at £10 per head would be sold to residents to cover the cost of the food. Residents could bring blankets and chairs to sit and eat and then watch the lighting of the beacon).

**AP7: Cllr Hudson to source a mobile F&C Van to provide Food on the day and arrange ticket sales.**

### **23/86 Asset of Community Value**

Cllrs unanimously **agreed** to make an application to nominate Mill Pond as an ACV with agreement from property owners.

**AP8: Clerk to make an application and check with current owners.**

### **23/87 Climate Change Action Plan**

Cllrs feel there is little more they can do that they are not already doing to warrant a nominated action plan representative. The Clerk will monitor future activities of the Parish Council.

### **23/88 Village Maintenance**

- a. Three tree Inspection quotes have been received for an annual VTA and Cllrs **agreed** to proceed with Lucanus a local company based on the information received in his quotation. Proposed by Cllr Hudson and seconded by Cllr Mathieson.

**AP9: Clerk to instruct contractor to proceed.**

- b. ROSPA report review – Cllrs discussed the report and after careful consideration it was agreed that the following items below will be addressed, all other items were classed as low risk and did not need to be replaced at this time.

- Basketball net to be replaced.
- New Picnic bench to be provided with disabled easy access.
- Replace warning notices.
- Fix loose step on ramp and cut back overhanging trees.

**AP10: Clerk to arrange replacements.**

- c. All Cllrs agreed to the quotations for new Children's play area signs and Defib location signs. More signs to follow as necessary.

**AP11: Clerk to contact contractor to inform them to proceed.**

- d. Village Hall – Contractor will trim Horse Chestnut Tree on Thursday 7th September. **All to note.**

- e. MUGA Goalpost were unable to be welded so alternative solution needed to be found. A possible solution would be to use carriage bolts with washers and self-locking nuts which are resistant to vibration. A handyperson is needed to undertake this work.

**AP12: Cllr Hudson to provide a person to undertake this action.**

- f. Andrew French was the chosen contractor to remove the lower playing field, and this will be completed in September. **All to note.**

g. Playground swing gate – Now that summer holidays are over the gate can be repaired and the concrete support put in place. Expected completion date end of September. **All to note.**

**23/89 Correspondence**

Two new claims have been made to our Insurance company for the malicious damage to property of the trees and slide in the play area. The Clerk has sent the required evidence of damage and costs to repair to the insurance company.

Discussions are also in place regarding the renewal of our current Insurance and due to the increase in the play area equipment the policy has increased. The annual increase is now £322.06 and Cllrs have already agreed to this adjustment via email, this **meeting note is to ratify the decision.**

**AP13: Clerk to continue with claim process.**

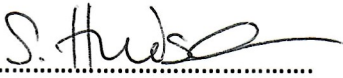
**23/90 Public Discussion Review**

No additional comments from public attendees or guests.

**23/91 Close of Meeting**

The meeting closed at 9.25pm

**23/92 Date of Next Meeting – Tuesday 3<sup>rd</sup> October 2023 at 7.30pm**

Signed.......... Date.....3/10/2023.....