

# **WATERINGBURY PARISH COUNCIL**

## **Minutes of the Parish Council Meeting held at Wateringbury Village Hall Tuesday 3<sup>rd</sup> October 2023 at 7.30pm**

### **Present:**

Cllr Sarah Hudson (Chair)  
Cllr Mandy Thwaites  
Cllr Kamal Dave

Cllr Michael Wells  
Cllr Emma Doyle

Steve Hill – Clerk  
Mark Little – Village Warden  
Mrs Christine Byron – Rostrum Correspondent  
Public – 2

### **23/93 Apologies for Absence**

Apologies received from Cllr Fielding on Holiday, Cllr Mathieson on Holiday, Cllr Lin Simons on Holiday and Cllr Bob Edmunds – Off with suspected Covid.

### **23/94 Declarations of Interest**

None declared.

### **23/95 Announcements**

External audit has been concluded with a notice of conclusion.

### **23/96 Minutes of Parish Council Meeting held on 5<sup>th</sup> September 2023**

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

#### **Public Open Session**

Concerns were made about a resident's new drive in Bow Road that has loose pebbles, causing a risk to others as they are coming off the driveway onto the road and the pavement.

**AP1: Cllr Hudson will contact KCC.**

### **23/97 Crime Report**

Between 00:01 on Saturday 16th of September and 10:09 on Sunday 17th of September in Tonbridge Road. Somebody stole both number plates from a Ford Transit parked in a private car park. **Crime Report No. 46/167727/23 - Posted 20/09/2023**

### **23/98 Matters Arising (for information only)**

#### **Action Points review from 05-09-23**

<b>Action Points</b>	<b>Actions</b>	<b>Clerk or Cllr</b>	<b>Completed or new Agenda Item 03-10-23</b>
<b>AP1</b>	Make payment to KCC to initiate survey	Clerk	<b>Completed</b>
<b>AP2</b>	Overgrown trees in Cemetery and general clear up.	Clerk	<b>23/99 e</b>
<b>AP3</b>	Provide allotment details to Cllr Thwaites and new tenancies.	Clerk	<b>Completed</b>
<b>AP4</b>	To invite wardens to next Parish meeting.	Clerk	<b>Completed</b>
<b>AP5</b>	Christmas street decorations installation update.	Clerk	<b>23/101</b>

<b>AP6</b>	To obtain quotes and design for Beacon for D-Day celebrations.	Clerk	<b>23/102 i</b>
<b>AP7</b>	To confirm a booking with Mobile Fish & Chip van for D-Day.	Cllr Hudson	<b>23/102 ii</b>
<b>AP8</b>	To continue with application for Asset of Community Value.	Clerk	<b>Completed</b>
<b>AP9</b>	Chosen VTA contractor to be informed to proceed.	Clerk	<b>Completed</b>
<b>AP10</b>	ROSPA report actions to be corrected.	Clerk	<b>Ongoing</b>
<b>AP11</b>	Sign maker instructed to proceed and fit when completed.	Clerk	<b>Completed</b>
<b>AP12</b>	A person to repair MUGA goalpost with nuts and bolts.	Cllr Hudson	<b>23/104 b</b>
<b>AP13</b>	To continue Insurance claim process.	Clerk	<b>Completed</b>

## 23/99 Reports from Committees & Representatives on other bodies:

- a. **Highways and Speed-watch** – The September Speed-watch report was reviewed by Cllrs. KCC have started their survey for the ‘School 20mph school lights’. KCC has advised WPC of the results of their Red-Light survey, they were so high that they did not believe the figures.

### **Red Hill**

**Phase = Red**

**Vehicles = 2389 (11.52%)**

### **Tonbridge Road East**

**Phase = Red**

**Vehicles = 1177 (1.35%)**

### **Bow Road**

**Phase = Red**

**Vehicles = 981 (2.28%)**

### **Tonbridge Road West**

**Phase = Red**

**Vehicles = 2163 (3.68%)**

The survey results indicate that there is a very high number of vehicles jumping the red lights on all four arms of the junction. However, the survey company has said that some of the recorded red-light breaches will not be vehicles running the red light but will be those creeping over the stop lines (the survey is unable to differentiate between the two).

They have plans to refresh the white stop lines at this junction. Once the lining at this junction is refreshed, KCC will arrange and fund some further surveys. It is felt that refreshing the worn stop lines should reduce some of those that are just creeping over the stop lines and will produce a more accurate result. WPC will receive new results sometime in November.

## b. **Wateringbury Sports & Recreational Association**

- i. The work already carried out by the solicitor by the litigation team at Brachers has cost WPC £1,466.00 and there will be further charges. Cllrs **agreed** to an additional letter to be sent reminding Richard Tripp of his obligations under the conditions of the lease.
  - ii. The proposed meeting to hold the WSRA AGM, has not been organised, Wateringbury Parish Council await to be advised as to when this meeting will take place. The Parish Cllrs discussed the recent events and will continue to consider next course of action.
- c. **T&M Area Committee of KALC** – Cllrs reviewed notes received from Cllr Mathieson.
- d. **Parish Partnership Panel** – No meeting held this month, nothing to report.
- e. **Cemetery** – Cllr **agreed** that ‘Three Counties’ should be used to remove the spoils from the South wall in the cemetery, waiting for a quotation. The two overhanging trees belonging to Manor Farm need to be cut back, the Clerk has been contacted by Manor Farm BTF management agency, but due to the summer growth it is now difficult to identify the offending trees. It was **agreed** a visual inspection between the various parties needs to take place to identify the overgrown trees and take the necessary actions. Other issues with the cemetery were discussed and these include, but are not limited to, the following:
- Long term solution to the rabbit habitation – encourage the use of plastic flowers.
  - Snow drops to be introduced in the spring and planted along perimeter walls.



- Invite local communities i.e., Scouts and Guides to help with planting of additional flora to discourage future rabbit inhabitants.
- Plots are normally allocated by the parish, if people wish to choose a specific plot location there will need to be an additional charge to cover additional cost.

**AP2: Clerk to arrange meeting at cemetery to discuss options.**

- Allotments** – We now have an allocated representative who will be able to monitor the management of the allotments.
- Village Wardens** – Both wardens were invited to Tuesdays 3<sup>rd</sup> October's meeting, but John explained he was unable to attend due to his early start work patterns. A separate meeting with the Clerk and wardens will be arranged.

## 23/100 Finance

- Financial statement and bank reconciliation were **received and accepted**.
- All payments made out of and at meeting were **agreed** by Cllrs.

### Payments made out of meeting

CB Ref:	Details	Amount	VAT*	Total	Auth
101	SLCC Training Invoice - ILCA	120.00	24.00	144.00	MW&FF
102	KCC Design Fee for WIG WAG School Lights	1068.00		1068.00	MW&FF
103	EE Limited - CCTV	27.17	5.43	32.60	DD
104	Evergreen Rabbit Control - Cemetery	480.00	96.00	576.00	SH&MW
105	Lloyds Bank PLC – Commercial Multipay Card	3.00		3.00	DD
106	NPOWER – Street Lights Aug 2023	69.30	3.46	72.76	DD
107	Playdale Slide Repair – 50% Payment	1019.20	203.84	1223.04	SH&FF
108	Clerks Salary September 2023 + Office use	--		--	SO
109	Veolia - Aug Inv Ton 0056819	160.58	32.12	192.70	DD
110	UTB Quarterly Service Charge			18.00	CHG

\* VAT to be reclaimed.

### Payments for authorising at meeting

Cash Book Ref:	Details	Amount	VAT*	Total	Auth
111	Maidstone Signs – Various Playground signs	112.50	22.50	135.00	SH&MW
112	Brachers – WSRA Advice Inv 100275520	1466.00	292.60	1758.60	SH&MW
113	Cartridgesave – Black Ink Cartridge	71.35	14.27	85.62	SH&MW
114	Andrew French – Playgnd Removal Inv 1519	3800.00	760.00	4560.00	SH&MW
115	S Hill – Expenses September	10.35		10.35	SH&MW
116	Mr John Ibbs – Salary September 2023	--		--	SH&MW
117	Mr Mark Little – Salary September 2023	--		--	SH&MW
118	Three Counties Contracting–Sept Inv 6484	1247.00	249.40	1496.40	SH&MW
119	Three Counties Contracting–Sept Inv 6448	88.00	17.60	105.60	SH&MW

\* VAT to be reclaimed

- c. Q2 figures were presented for 2023/24 and noted and **agreed** by all Cllrs. The Precept for 2024/25 will be reviewed at the November Parish meeting.

		Q2 Budget	Q2 Spend	Percentage against Budget
ADMIN	£59,121	£29,561	£36,116	61.09%
STREET LIGHTING	£15,350	£7,675	£2,984	19.44%
CEMETERY	£14,594	£7,297	£6,842	46.88%
GENERAL PURPOSE	£36,149	£18,075	£9,545	26.40%
<b>TOTAL SPEND</b>	<b>£125,214</b>	<b>£62,607</b>	<b>£52,168</b>	<b>41.66%</b>

- d. UTB Savings account received £1023.73 for Q2 Interest.

#### **23/101 Christmas Street Decorations 2023**

Orders have been placed with a Light provision and Installation company and the required KCC permits, load testing of streetlamps has been requested. In addition to this WPC have secured a sponsor for the provision of a Christmas Tree and decorations from KCT Timbers. The light switch on date will be the 18<sup>th</sup> November at 6pm, with Carol signing and Mulled Wine.

#### **23/102 D-Day 80 Years Celebrations**

Cllrs agree to proposals for the 80 Year D-Day Celebrations on the 6<sup>th</sup> June 2024.

- i. Provision of Beacon – in QEII Fields – Waiting Quotes.
- ii. Fish and Chip Supper in the Park – Confirmation of Van to be confirmed.

**AP3: Clerk to obtain quotes for Beacons.**

**AP4: Cllr Hudson to confirm Fish & Chip Van to attend.**

#### **23/103 Wateringbury Parish Council Asset Review**

The Parish Council to review and validate all assets and check all items against registered list for location and identification. Cllr Fielding and Cllr Mandy Thwaites have volunteered to complete the survey.

**AP5: Clerk to send list to Cllrs for checking.**

#### **23/104 Village Maintenance**

- a. The tree Inspection company "Lucanus" has been instructed to proceed with his VTA report, expected end of November. Cllrs **agreed** to make recommendations once report is received.

- b. MUGA – Goalpost repair using self-locking nuts and bolts – **Ongoing.**

**AP6: Cllr Hudson to source person to complete.**

- c. Children's lower play area now removed; some concrete areas remain but are the responsibility of WSRA.

- d. Cllrs agreed to a new Picnic Table to replace the old one, the new table will have easy disabled access. The Picnic Table will be made from 100% Recycled brown Plastic.

**AP7: Clerk to place order.**

- e. Cllrs **agreed** to the provision of a new Parish Notice Board - It was **agreed** that a 3 Bay notice board made of aluminium to incorporate the Church noticeboard and for it to be in Bow Road. The old Parish notice board would be used by the WI and the Village Hall, to be agreed.

**AP8: Clerk to check with WI and order new notice board.**

- f. Cllrs were asked to consider the provision of an additional Defibrillator in the region of Old Road and Pizien Well Road. A site survey is required to determine if there is a suitable location/building in the area.

**AP9: Clerk/Cllr Wells to investigate possible localities.**

**23/105 Report from Borough Councillors & County Councillors**

TMBC are considering introducing equitable parking charges to make car parks self-funding and enforcing their proper use, for short term retail business shoppers, rather than all day parking use by business employees.

**23/106 Correspondence**

None received.

**23/107 Public Discussion Review**

No additional comments from public attendees or guest.

**23/108 Close of Meeting**

The meeting closed at 8.50pm.

**23/109 Date of Next Meeting – Tuesday 7<sup>th</sup> November 2023**

Signed  .....

Date 7/11/2023 .....