

# **WATERINGBURY PARISH COUNCIL**

## **Minutes of the Parish Council Meeting held at Wateringbury Village Hall Tuesday 7<sup>th</sup> November 2023 at 7.30pm**

**Present:**

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

Cllr Michael Wells  
Cllr Emma Doyle  
Cllr Mathieson  
Cllr Bob Edmunds

Steve Hill – Clerk  
Cllr Matt Boughton - TMBC  
Mark Little – Village Warden  
Mrs Christine Byron – Rostrum Correspondent  
Public – 3

**23/110 Apologies for Absence**

Apologies received and accepted from Cllr Fielding due to illness.

**23/111 Declarations of Interest**

None declared.

**23/112 Announcements**

Both wardens and the clerk now have completed DBS checks.  
New Picnic bench has been delivered and waiting to be positioned.

**23/113 Minutes of Parish Council Meeting held on 3<sup>rd</sup> October 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 to contact KCC.**

**23/114 Crime Report**

No details on e-watch for October.

**23/115 Matters Arising (for information only)**

**Action Points review from 03-10-23**

Action Points	Actions	Clerk or Cllr	Completed or new Agenda Item 03-10-23
<b>AP1</b>	Contact KCC over concerns of resident's driveway Bow Road	Cllr Hudson	<b>23/113</b>
<b>AP2</b>	Arrange meeting regarding cemetery clear up actions.	Clerk	<b>23/116 e</b>
<b>AP3</b>	Obtain quotes for D-Day Beacon for QEII Fields.	Clerk	<b>23/119 i</b>
<b>AP4</b>	Confirm attendance of Fish & Chip Van to at D-Day celebration.	Cllr Hudson	<b>23/119 ii</b>

<b>AP5</b>	Asset Register list sent to Cllrs to complete checks.	Clerk	<b>Complete</b>
<b>AP6</b>	A person to repair MUGA goalpost with nuts and bolts.	Cllr Hudson	<b>23/121 b</b>
<b>AP7</b>	Order new Picnic Table for QEII Fields play area.	Clerk	<b>Complete</b>
<b>AP8</b>	New Notice Board to be ordered.	Clerk	<b>23/121 d</b>
<b>AP9</b>	Provision of new Defibrillator to be located West end of village.	Clerk/Cllr Wells	<b>23/121 e</b>

### 23/116 Reports from Committees & Representatives on other bodies:

- Highways and Speed-watch** – The October Speed-watch report was reviewed by Cllrs. No updates from KCC from their survey for the ‘School 20mph school lights’ or their Red-Light survey, new white lines not painted yet due to current roadworks in place at junction.
- Wateringbury Sports & Recreational Association**  
No meeting has been arranged to hold the WSRA AGM. The Clerk has been contacted by Richard Tripp, advising he has been unwell and unable to organise the required meeting. Wateringbury Parish Council await to be advised as to when this meeting will take place. Cllrs **agreed** to send follow up communication if no response is received within the specified timescales. It was proposed that should this issue not be resolved in time WPC would subsidise the Football Festival.
- T&M Area Committee of KALC** – The KALC AGM is due to take place on the 18<sup>th</sup> November. It was proposed by Cllr Hudson and seconded by Cllr Thwaites and **agreed** by all Cllrs that Cllr Wells and Cllr Mathieson would attend, including lunch, on behalf of WPC, and have full voting rights on matters appertaining to Wateringbury PC.
- Parish Partnership Panel** – This month’s meeting was postponed due to the storm and a new date arranged, no Cllrs were available to attend the new date, apologies will be sent via Cllr Boughton.
- Cemetery** – The Clerk has met with one contractor and received a quotation for the removal of spoils from the South wall in the cemetery and cutting back overgrown trees. Due to the cost of the activity Cllrs **agreed** further quotes should be obtained from additional contractors.

#### **AP2: Clerk to obtain addition quotations.**

The remaining outstanding issues with the cemetery require a meeting between the various parties, this will be arranged in Spring to discuss the best way forward.

- It was proposed by Cllr Hudson and seconded by Cllr Edmunds and **agreed** by all Cllrs to add an additional charge of £100 to choose a Plot for unreserved requests, this is due to the additional administration involved, any plot location must be agreed with the Clerk. The existing future plot reservations charge is unchanged and remains at £200.
  - The Clerk has had two request to allow resident to provide benches, this request was omitted from discussions so will be added to December meeting agenda.
- Allotments** – We now have one available plot with no waiting list so residents should contact the Clerk if interested.
  - Village Wardens** – Nothing to report. A meeting with the Clerk and wardens will be arranged in November.

### 23/117 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
120	Zurich Insurance INV: 526654786	322.06		322.06	MW&SH
121	Gorden Ellis & Co – Picnic Bench	569.37	113.87	683.24	MW&SH
122	EE Limited - CCTV	27.17	5.43	32.60	DD
123	Lloyds/UTB – Commercial Multi-pay Card	3.00		3.00	DD
124	Castle Water – Cemetery 381841	5.80	1.16	6.96	DD
125	NPOWER – Street Lights Sept 2023	69.30	3.46	106.40	DD
126	Mazars – External Audit 2023-24	420.00	84.00	504.00	SH&FF
127	RBL Poppy - Donation	200.00		200.00	MW&FF

128	Playdale Playground - Inv 52072	42,105.22	8421.04	50,526.26	MW&FF
129	PWLB October Payment	4,616.15		4,616.15	DD
130	HMRC Payments - Staff	1,102.80		1,102.80	DD
131	Clerks Salary October 2023 + Office use	--		--	SO
132	Veolia - Sep Inv Ton 0056819	160.58	32.12	192.70	DD

\* VAT to be reclaimed.

#### Payments for authorising at meeting

Cash Book Ref:	Details	Amount	VAT*	Total	Auth
133	Brachers –Invoice for letter to WSRA Trustee	1203.00	238.20	1441.20	SH&LS
134	Mr Mark Little – Salary October 2023	--		--	SH&LS
135	Streetlights Q3 Maintenance Contract	404.12	80.82	484.94	SH&LS
136	Clerk backpay award 2023/4	509.49		509.49	SH&LS
137	CCTV -IT Solutions – 8TB Hard Disk Expansion	200.94	40.19	241.13	SH&LS
138	Three Counties Contracting–October + Gate	1375.00	275.00	1650.00	SH&LS
139	S Hill – Expenses October	69.79	5.67	75.46	SH&LS
140	Mr John Ibbs – Salary October 2023	--		--	SH&LS

\* VAT to be reclaimed

- c. Cllrs discussed and **agreed** the revised planned donations for 2024/5.

Guide & Scouts	£500	Citizens Advice NW Kent	£300
Wateringbury WI	£300	Heart of Kent Hospice	£100
Crossroads Care	£300	Air Ambulance KSS	£100
Royal British Legion	£200	Marie Curie Nurses	£100

- d. Cllrs discussed the budget for 2024/25 and **agreed** the precept would be increased by 1% by a vote of 6:2, this equates to £1,252.14 increase (circa £1.00 per household per year).
- e. National Salary Award 2023-2024 pay review agreed - there will be a requirement to backpay Clerk to April and increase pay to the new rate. Cllrs **agree** to the increase and backpay payment.

#### 23/118 Christmas Street Decorations 2023

The Christmas decorations for the lamppost lights are being installed in readiness for big switch on. The hairdressers have agreed for a wall fixing loop to be put on the side wall and to provide power to the Tree. Christmas tree and decorations are to be provided from KCT Timbers and the School has agreed to paint the Tree Box. The light switch on date will be the 18<sup>th</sup> November at 6pm, with carol singers and Mulled Wine. **A big thank you goes out to all those involved.**

#### 23/119 D-Day 80 Years Celebrations

Cllrs to **agree** to the current plans for 80 Year D-Day Celebrations on the 6th June 2024.

- Provision of Beacon – One quote received to date still waiting for additional quotes.
- Fish and Chip Supper in the Park – Update on securing a Van to be provided by Cllr Hudson.

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

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

#### 23/120 Wateringbury Parish Council Asset Review

The Parish Council will review and validate all assets and check all items against registered list for location and identification. The list has been sent, waiting for Cllrs to complete the walk around.

**AP5: Cllrs Fielding and Cllr Thwaites to complete the check when convenient.**

#### 23/121 Village Maintenance

- The tree Inspection company “Lucanus” has been instructed to proceed with his VTA report, expected end of November.

**Interim Report:** The sports field, allotment and village hall have had the practical element completed (in summary nothing high risk present) church and cemetery outstanding.

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. New Picnic Bench delivered waiting to be put into play area position.

- d. New Parish Notice Board – The WI have kindly agreed to use the old Parish Notice Board outside the Village Hall entrance, once the new Parish Notice Board has been provided. The Clerk is in the process of obtaining permission to locate the notice board, it has been determined that the land belongs to KCC and not TMBC, discussions continue with authorities. Cllrs **agree** the colour of the new notice board should be green.

**AP7: Clerk to place order once approval from local authorities is given.**

- e. Cllrs considered the possibility of an additional Defibrillator in the vicinity of Old Road.

Unfortunately, there does not seem to be a suitable location with both a suitable fixing point and power. It was therefore **agreed** this request should be put on hold for now.

- f. Cllr Hudson proposed that WPC finance the repair/upgrade of the CCTV system currently on the side of the village Hall. The CCTV system would be used to monitor Traffic Lights, the pedestrians crossing the road and the Village Hall car park, offering additional security to the Village. Cllrs **agree** to this proposal.

**AP8: Clerk to discuss with Village Hall committee for their approval and cost.**

#### **23/122 Report from Borough Councillors & County Councillors**

Cllr Matt Boughton discussed that TMBC are considering introducing equitable parking charges to make carparks self-funding and enforcing their proper use, for short term retail business shoppers, rather than all day parking use by business employees. The Village Hall car park is not being considered and is currently excluded from the list of sites.

Discussions are still ongoing regarding the closure of some KCC waste recycling centres, councillors voted against the proposal and not to go to consultation, instead look at ways to benefit from waste sites.

#### **23/123 Correspondence**

None received.

#### **23/124 Public Discussion Review**

There were further enquiries regarding the overflow carpark in QEII field with concerns that the existing quote was not suitable and additional quotes should be obtained.

**AP9: Clerk to obtain a design and then obtain additional quotes ensuring the construction meets the required design with a guarantee for purpose.**

#### **23/125 Close of Meeting**

The meeting closed at 8.50pm.

#### **23/126 Date of Next Meeting – Tuesday 5<sup>th</sup> December 2023**

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