

WATERINGBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held at Wateringbury Village Hall Tuesday 5th December 2023 at 7.30pm

Present:

Cllr Sarah Hudson (Chair)
Cllr Kamal Dave
Cllr Bob Edmunds

Cllr Frances Fielding
Cllr Emma Doyle (missed start)
Cllr Mathieson

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

23/127 Apologies for Absence

Apologies received and accepted from:
Cllr Simons, Cllr Thwaites and Cllr Wells.

23/128 Declarations of Interest

None declared.

23/129 Announcements

New Picnic Table is now in the children's play area.
Christmas Tree and Streetlights switch-on proved to be very successful, good turnout.

23/130 Minutes of Parish Council Meeting held on 7th November 2023

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

Public Open Session

Two residents attended the meeting to discuss the possibility of creating a youth group in Wateringbury for secondary school-aged children. It was explained that there have been these types of organisations in the past and they depend on families supporting them continually to be successful.

The residents explained that groups such as the brownies, scouts and football club all cost money and in the current climate this is not affordable for some families, so the children that need support and help the most are unable to get it.

It was proposed that a hub be built at the bottom field in the QEII park where the small park used to be, but the councillors explained this was not possible due to practical reasons. Other suggestions were to use the Village Hall initially to see how successful it would be with some group meetings with guest celebrities and organised children's events. There are other local parishes in TMBC close to Wateringbury that do run successful youth groups, and it was suggested that these be contacted to gain ideas, templates, and guidance on how to start and support such a group.

The Cllrs would be willing to offer support to the proposal subject to a detailed plan of intended activities and agreed hub location with possible funding ideas and the ongoing commitment from organisers.

23/131 Crime Report

No details on e-watch for November.

23/132 Matters Arising (for information only)

Action Points review from 07-11-23

Action Points	Actions	Clerk or Cllr	Completed or new Agenda Item 05-12-23
AP1	Contact KCC over concerns of resident's driveway Bow Road	Cllr Hudson	Ongoing
AP2	Spoil removal and Tree cut back in cemetery additional quotes.	Clerk	23/133/e
AP3	Obtain additional quotes for D-Day Beacon for QEII Fields.	Clerk	23/135/i
AP4	Confirm attendance of Fish & Chip Van to at D-Day celebration.	Cllr Hudson	23/135/ii
AP5	Asset Register list sent to be checked and updated.	Cllr Fielding & Thwaites	Complete
AP6	A person to repair MUGA goalpost with nuts and bolts.	Cllr Hudson	23/137/b
AP7	New Notice Board to be ordered once KCC approve location.	Clerk	23/137/c
AP8	To discuss CCTV update at VH and get approval to proceed.	Clerk	23/137/f
AP9	To obtain a design and additional quotes QEII car park area.	Clerk	23/133/b ii

23/133 Reports from Committees & Representatives on other bodies:

- a. **Highways and Speed-watch** – The November Speed-watch report was reviewed by Cllrs. No recent 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 recent roadworks at junction.
- b. **Wateringbury Sports & Recreational Association**
 - i. No meeting has been arranged to hold the WSRA AGM. The Clerk has tried to contact Richard Tripp for an update, both by email and telephone. Wateringbury Parish Council await to be advised as to when this meeting will take place. Cllrs **agreed** to a follow up letter to be sent from the solicitor saying WPC will terminate the lease.
 - ii. Cllrs requested additional quotes and an independent design from a Civil engineering company to be obtained for the QEII sports field car park. This is to **ratify** that Cllrs **agreed** to proceed with Civil design @ £500.00 and additional build quotations, awaiting quotations. There is now additional cost to proceed with this design to include soil testing at £1,590.00. Cllrs **agreed** to this additional cost and to proceed.
- c. **T&M Area Committee of KALC** – Both Cllr Mathieson and Cllr Wells attended the AGM and concluded it was a worthwhile event, a short presentation was made by Cllr Mathieson.
- d. **Parish Partnership Panel** – None received, Cllrs were unable to attend new date proposed.
- e. **Cemetery** – The Clerk has met with several contractors to request further quotes to remove the spoils from the South wall in the cemetery and to cut back many overgrown trees, only three quotations received to date, waiting for more. Cllrs **agree** to one quote for the Tree cutback and await further quotes to remove spoils.

AP1: Clerk to inform contractor and obtain further quotes.

 - i. The Clerk has received request to allow resident to provide benches, Cllrs **agreed** that the cemetery should be cleared and cut back before any additional benches can be added due to lack of space. To be reviewed, if agreed in the future, WPC should position, purchase, and invoice the resident to ensure quality control of the bench and the inscriptions requested.
 - ii. Due to the Funeral Directors all using different grave diggers there is no uniformity within the cemetery, quite a few are out of align or in the wrong place. Cllrs **agree** to investigating the possibility of WPC employing a regular grave digger to ensure quality control, cost would be recovered from either the Funeral Directors or client directly for the service.

AP2: Clerk to make enquiries of possible companies.
- f. **Allotments** – We now have an allocated representative who can update us all with any requirements at the meeting – No update available.

- g. **Village Wardens** – Nothing to report. An annual meeting with the Clerk and warden has taken place with one warden, the other meeting still to be arranged. The warden's employment contact has been updated and agreed to reflect recent changes.

23/134 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
141	EE Limited - CCTV	27.17	5.43	32.60	DD
142	Lloyds/UTB Card - Item # 1 DBS Checks	84.00	6.00	90.00	DD
142	Lloyds/UTB Card - Item # 2 A4 Envelopes	16.75	3.35	20.10	DD
142	Lloyds/UTB Card - Item # 3 Card Admin	£3.00		3.00	DD
143	Castle Water – Cemetery 381841	8.27	1.66	9.93	DD
144	Clerks Salary November 2023 + Office use	--		--	SO
145	Veolia - Oct Inv Ton 0059125	160.58	32.12	192.70	DD
146	KALC Training – Dynamic Councillor	50.00	10.00	60.00	DSH&FF

* VAT to be reclaimed.

Payments for authorising at meeting

Cash Book Ref:	Details	Amount	VAT*	Total	Auth
147	Rostrum – Annual Invoice 2023	180.00		180.00	SH & FF
148	Marie Curie – 2023 Donation Ref: 14141403	100.00		100.00	SH & FF
149	S Hill – Additional Hours Payment	--		--	SH & FF
150	NETWISE – WPC Domain Name Renewal	20.00	4.00	24.00	SH & FF
151	S Hill – Expenses November	61.67	1.98	63.65	SH & FF
152	Three Counties Contracting–November 6586	578.00	115.60	693.60	SH & FF
153	Mr John Ibbes – Salary November 2023	--		--	SH & FF
154	Mr Mark Little – Salary November 2023	--		--	SH & FF
155	Brachers –Invoice for Breach of Constitution	1,766.00	353.20	2,119.20	SH & FF

* VAT to be reclaimed

- c. Cllrs discussed additional General Purpose and Finance matters:
- Addition future donations – It was **agreed** by Cllrs not to donate to Beam but alternatively to donate £100 to Demelza House – Kent, who provide professional, specialist, one-to-one care and support and access to life-enhancing facilities for babies, children and young people.
AP3: Clerk to arrange donation.
 - Due to the recent additional equipment Cllrs **agreed** to the concept of improving the CCTV for children's play area with InfraRed/night vision cameras.
AP4: Clerk to obtain quotes to upgrade CCTV.
- d. The six-month VAT claim has been submitted and WPC received credit of £11,976.58
All to Note.

23/135 D-Day 80 Years Celebrations

Cllrs to consider and agree actions for 80 Year D-Day Celebrations on the 6th June 2024.

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

AP5: Clerk to obtain additional quotes for Beacons.

AP6: Cllr Hudson to confirm Fish & Chip Van or alternative option to attend.

23/136 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. Yet to be completed carried over to next meeting.

AP7: Cllrs Fielding and Cllr Thwaites to complete the check when convenient.

23/137 Village Maintenance

- a. The tree VTA Inspection report from "Lucanus" has been completed and is due the end of December. Cllrs will **agree** actions once report received.
- b. **MUGA** – Repair using self-locking nuts and bolts – Update to be received.
- c. New Parish Notice Board – KCC have accepted it is their land and the necessary forms have been completed for permission to place the new notice board in Bow Road.
- d. Update on EICR at Drayhorse Meadow. The initial condition report came back as unsatisfactory, this is to ratify that it was **agreed** by Cllrs by email to replace the Consumer Unit with a metal version and to replace other faulty elements. Re-test was arranged for 29th November, but tenant did not turn up, needs to be re-booked.

AP8: Appointment to be re-arranged with tenant.

- e. Playdale have agree to replace both sections of damaged slide and renew wet-pour for a reduced price as a gesture of goodwill, after WPC complained to the additional installation costs. This is to ratify Cllrs **agreed** by email to proceed with two section cost option. Slide is due to be repaired on the 5th December.
- f. The Showers in the sports pavilion in QEII Fields are not working correctly. The Clerk contacted Richard Tripp for his comment and was informed that to his knowledge the pavilion was gifted to Wateringbury Parish, therefore the repair would be down to WPC. If this is found out not to be the case, Richard Trip would reimburse WPC from WSRA funds. Cllrs **agree** for repairs to be competed.

AP9: Clerk to arrange a plumber to investigate the problem.

CCTV Village Hall: The Clerk will arrange for IT Solutions Kent our CCTV provider, to examine the current CCTV at the Village Hall and estimate the cost of upgrading the system. Cllrs **agree** to obtain estimate, actions to be agreed once quotations are received.

AP10: Clerk to obtain CCTV update quote.

23/138 Report from Borough Councillors & County Councillors

No update discussed.

23/139 Correspondence

Correspondence received from a local resident regarding the possibility of creating a Youth Club with a hut located in the QEII Fields. Cllrs discussed and advised actions during the open public session.

23/140 Public Discussion Review

There were no further discussions from residents in the audience.

23/141 Staffing and other matters (closed session)

- a. The Clerks appraisal document to be reviewed and once agreed will be used by staff committee, date for completion to be **agreed**.
- b. Cllrs **agreed** the payment for additional Clerks hours.

23/142 Close of

The meeting closed at 8.50pm.

23/143 Date of Next Meeting – Tuesday 9th January 2024

Signed.....

Date.....