

WATERINGBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held at Wateringbury Village Hall Tuesday 9th January 2024 at 7.30pm

Present:

Cllr Sarah Hudson (Chair)
Cllr Bob Edmunds
Cllr Mandy Thwaites

Cllr Frances Fielding
Cllr Stuart Mathieson
Cllr Michael Wells

Steve Hill – Clerk
Mrs Christine Byron – Rostrum Correspondent
Public – 2

23/144 Apologies for Absence

Apologies received and accepted from:
Cllr Simons, Cllr Kamal Dave and Cllr Emma Doyle.

23/145 Declarations of Interest

None declared.

23/146 Announcements

Clerk has successfully completed and passed the ILCA qualification.

23/147 Minutes of Parish Council Meeting held on 5th December 2023

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

Public Open Session

A complaint was made about vehicles that are parking all four wheels on the pavement in Glebe Meadow, as in many cases this blocking pedestrian access. Clarion have already been contacted regarding this issue and they have sent communications to their residents, it was agreed that a follow up note to Clarion will be made about this and other matters of concern.

23/148 Crime Report

No details on e-watch for December.

Kent Police have offered to do a Cyber Protect and Fraud Presentation and as there has been much interest it has been suggested we do a dedicated evening. Cllrs **agreed** for this to be held in the Village Hall on the 27th March at 7.30pm. All Wateringbury residents and residents of surrounding parishes will be invited via social media, the Rostrum, and the Notice Board.

23/149 Matters Arising (for information only)

Action Points review from 05-12-23

Action Points	Actions	Clerk or Cllr	Completed or new Agenda Item 09-01-24
AP1	Spoil removal and Tree cut back in cemetery additional quotes.	Clerk	23/150 e
AP2	To obtain a regular grave digger contractor for cemetery.	Clerk	Completed
AP3	To arrange a donation to Demelza House – Kent.	Clerk	Completed
AP4	Obtain quotes for additional CCTV in play area.	Clerk	23/150 b iii

AP5	To obtain additional Quotes for D-Day Beacon	Clerk	Complete
AP6	To confirm Fish & Chip Van for D-Day celebrations	Cllr Hudson	23/152 ii
AP7	To complete audit within Parish including new play equipment	Cllr Fielding & Thwaites	23/153
AP8	To complete EICR at Drayhorse Meadow.	Clerk	Completed
AP9	Pavilion showers have problem and need fixing.	Clerk	Completed
AP10	To obtain a quote for CCTV upgrade at VH	Clerk	23/154 f

23/150 Reports from Committees & Representatives on other bodies:

- a. **Highways and Speed-watch** – The December and annual summary 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 due to recent roadworks at junction.
- b. **Wateringbury Sports & Recreational Association**
 - i. No meeting has been arranged to hold the WSRA AGM. Wateringbury Parish Council have been advised that the lease agreement between WPC and WSRA is invalid for various reasons and that a notice to quit should be sent. Cllrs **agreed** to allow two members of the public to contact Richard Tripp to try and agree a way forward to avoid unnecessary cost.
 - 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 has been actioned and we are waiting for the report. Once the report is received it will be reviewed and sent out to prospective contractors to re-quote. **Cllrs to review when received and confirm to proceed.**
 - iii. Waiting for quotations to provide additional CCTV cameras in upper play area.
 - iv. It was **agreed** to proceed with two Safety checks, one from SafePlay and one from ROSPA and then compare to see which is more useful and VFM. Cllrs approved by email, so this decision was **ratified** at the meeting.
- c. **T&M Area Committee of KALC** – Cllr Mathieson attended the monthly meeting and presented points of interest at the parish meeting.
- d. **Parish Partnership Panel** – None received, as there has been no meeting.
- e. **Cemetery** – The Clerk has met with several contractors to request further quotes to remove the spoils from the South wall in the cemetery. **Cllrs to consider all quotes once received.** Cllrs **agreed** that a single grave digger contractor should be used on future burials to ensure quality control and uniformity within the cemetery, a contractor has been agreed by interview.

AP1: Clerk to inform Gardens of England of our decision.

- f. **Allotments** – We now have an allocated representative who can update us all with any requirements at the meeting – Nothing to report.
- g. **Village Wardens** – Both annual meetings have now taken place. The warden’s employment contacts have been updated and agreed to reflect recent changes. A new Job description document is to be created as there is not one on file and neither warden have a copy.

AP2: Clerk will create a new version.

23/151 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
156	EE Limited – CCTV Dec	27.17	5.43	32.60	DD
157	Lloyds/UTB Corporate Card - Florist	50.00		50.00	DD
157	Lloyds/UTB Corporate Card - KALC	10.00	2.00	12.00	DD
157	Lloyds/UTB Corporate Card – C/Slips	5.91	1.19	7.10	DD
157	Lloyds/UTB Corporate Card - Fee	3.00		3.0	DD
158	Castle Water - 898236	5.80		1.16	DD
159	LQ Plumbing – Pavilion Showers Repair	160.00		160.00	SH&FF
160	Brachers –Invoice 100278435	817.00	163.40	980.40	SH&FF

161	CSG Global Education (KCS) – PVC Containers	89.97	17.99	107.96	SH&FF
162	Playdale – Final Slide Repair Invoice	1199.20	239.84	1439.04	SH&FF
163	Demelza - Donation	100.00		100.00	SH&FF
164	Clerk – December Salary + Office use	--		--	SO
165	Veolia – Nov Inv TON 93081201-60222	155.40	31.08	186.48	DD
166	UTB Q3 Service Charge	18.00		18.00	CHG

* VAT to be reclaimed.

Payments for authorising at meeting

Cash Book Ref:	Details	Amount	VAT*	Total	Auth
167	ATEM – Fix - Dray Horse Meadow Inv 12753	470.00	94.00	564.00	MW&FF
168	ATEM – EICR Dray Horse Meadow Inv 12467	150.00	30.00	180.00	MW&FF
169	Gala Lights 2023 Invoice Install and Mtc	5610.00	1122.00	6732.00	MW&FF
170	S Hill – Expenses December 2023	31.11	3.38	34.49	MW&FF
171	Mr Mark Little – Salary December 2023	--		--	MW&FF
172	Mr John Ibbs – Salary December 2023	--		--	MW&FF
173	LUCANUS – VTA and report.	1865.00		1865.00	SH&MW
174	KCC – BSEN 40 Load Testing Inspection	900.00	180.00	1080.00	SH&MW
175	KCC – Street furniture – Light Certificate	127.00		127.00	SH&MW

* VAT to be reclaimed

- c. Cllrs reviewed and **agreed** the Q3 Budget Review.
- d. No other financial matters discussed at this point of the meeting.

23/152 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 – We have now received two quotes out of three requested, there will also be a fixing cost to add, and it was agreed to use Andrew French:

Cllrs **agreed** to proceed with Supplier Darenth Valley Forge - Green oak wooden post plus Brazier and sign (riveted construction) Total price £2,380.00

AP3: Clerk to inform chosen contractor for Beacon.

- ii. Fish and Chip Supper in the Park – Update on securing a Van to be provided by Cllr Hudson.

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

- iii. The possibility of Spitfire Fly-by to be investigated sponsored by neighbouring Parishes.

AP5: Cllr Fielding to investigate.

23/153 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. This will also need to include all new play equipment, yet to be completed carried over to next meeting.

AP6: Clerk, Cllrs Fielding and Cllr Thwaites to complete the check when convenient.

23/154 Village Maintenance

- a. The tree VTA Inspection report from “Lucanus” has been received and sent to all Cllrs for review. The recommendations have yet to be received along with the costs to carry out any work. Cllrs **agree** to act on High-risk items and review Medium items once full report received.
- b. MUGA – Repair using self-locking nuts and bolts – Waiting for improved weather to complete.
- c. New Parish Notice Board – KCC have confirmed it is their land and the Clerk has completed an application form KCC to provide street furniture. Once KCC confirm approval the Clerk will be able to order the chosen Notice Board.

AP7: Clerk will chase KCC and order notice board from chosen supplier once approved by KCC.

- d. Drayhorse Meadow. The initial EICR came back as unsatisfactory, the re-test was arranged and completed on the 22nd December and has now passed with the necessary certificate.
- e. The Village Hall Wall was damaged in December and the drivers Insurance company was contacted to initiate a claim. The Clerk instructed a local builder to provide a quote and clear-up the mess and make the area safe. The Clerk is dealing with the Insurance company to obtain repair instructions. Additional quotes have been sent to insurance company as requested to provide alternative quotes. As there should be no cost to WPC the Clerk will deal with Insurance company as necessary, Cllrs **agreed** to this approach.

AP8: Clerk in communications with Insurance company.

- f. The Clerk has arranged for IT Solutions Kent our existing CCTV provider, to examine the current CCTV at the Village Hall and estimate the cost of upgrading the system. A meeting has taken place with the Village Hall admin, and we are waiting for a design proposal. Cllrs to consider and agree actions once design and quotations when available.

23/155 Report from Borough Councillors & County Councillors

Borough activities have been quiet due to the Christmas holiday period, the county council is looking at ways to make £34M in savings through budget cuts. Subsidised children's bus passes could be one of the identified cuts. It was stated that 79% of the council's budget is used by 3% of the population, most of which is on adult social care.

23/156 Correspondence

- i. Correspondence has been received from local resident regarding an offer from Howden to give free Kitchens to Sports Facilities and they have suggested that Watlingtonbury should apply. The application must be made by the Football association only. As the WSRA is in a period of uncertainty/disarray the WPC will support the application, Cllr Hudson will follow up the enquiry.
- ii. An Email has been received from Gill Fox of TMBC informing WPC that our application to put Watlingtonbury Mill Pond has been agreed to be added to the Asset of Community Value. **All to note.**

23/157 Public Discussion Review

There was a short discussion on the emptying of Bins in the area from a resident and he was assured they should be emptied every day. This however will be checked by Cllr Hudson with TMBC.

23/158 Discuss and confirm 2024/25 meeting dates.

Cllrs **agreed** all monthly Parish meetings will continue to be the first Tuesday of the month except for no meeting in August and January meetings to be the second Tuesday, due to the holiday period. Additional meetings will include the Annual Parish Meeting to be held 21st May and the Financial and General-Purpose meeting to be held on the 19th November 2024.

23/159 Training Requirements for Clerk and Cllrs

Cllrs **agreed** that the Clerk should undertake the CiLCA training after completing ILCA. It was also **agreed** that the Cllrs should undertake training suitable for these new roles in the Parish. The Clerk will identify suitable training courses and allocate a training budget accordingly.

23/160 Close of Meeting

The meeting closed at 8.50pm.

23/161 Date of Next Meeting – Tuesday 6th February 2024

Signed.....

Date.....