

# **WATERINGBURY PARISH COUNCIL**

## **Minutes of the Parish Council Meeting held at Wateringbury Village Hall Tuesday 5<sup>th</sup> March 2024 at 7.30pm**

### **Present:**

Cllr Sarah Hudson (Chair)  
Cllr Bob Edmunds  
Cllr Michael Wells

Cllr Frances Fielding  
Cllr Stuart Mathieson

Steve Hill – Clerk  
Mark Little – Warden  
Mrs Christine Byron – Rostrum Correspondent  
Public – 5

### **23/180 Apologies for Absence**

Apologies received and accepted from:  
Cllr Mandy Thwaites, Cllr Emma Doyle, Cllr Lin Simons and Cllr Kamal Dave

### **23/181 Declarations of Interest**

None declared.

### **23/182 Announcements**

- The NALC Parish Council Winter Support Scheme grant request approved, £130 will go towards the community fridge and £20 towards the coffee morning for residents in the Village Hall.
- TMBC have agreed to provide a new rubbish bin at junction Tonbridge Road and Pizien Road.

### **23/183 Minutes of Parish Council Meeting held on 6<sup>th</sup> February 2024**

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

#### **Public Open Session**

- Concerns were raised regarding the parking on the pavement in Glebe Meadow and Allington Gardens area. This was noted by Cllr Hudson who said she would investigate the situation now that the scaffolding has been removed.
- The temporary bus stop on Tonbridge Road towards Maidstone has infrequent service where not all buses are stopping, Cllr Hudson will contact Arriva to clarify the situation.
- Blocked drain opposite 35 Old Road causing local flooding, Cllr will contact TMBC Highways.
- General concerns and comments regarding the frequent leaks now occurring due to recent sewage repairs completed at the Bow Road junction, Cllr Hudson is holding ongoing discussions with the various council departments.

### **23/184 Crime Report**

On Sunday 11th of February between 00:01 and 01:06 in Hillside Court. Somebody smashed a window of a Skoda Fabia parked in the road. Crime Report No. 46/23083/24 - Posted 12/02/2024

## 23/185 Matters Arising (for information only)

### Action Points review from 06-02-2024

Action Points	Actions	Clerk or Cllr	Completed or new Agenda Item in 05/03/24
AP1	To inform KCC to proceed with 20mph School project.	Clerk	Completed
AP2	To send out RFQ to contractors for QEII car park project.	Clerk	23/186 b iii
AP3	To check and confirm necessary improvements to play areas.	Clerk & Cllr Fielding	23/186 b v
AP4	To instruct chosen contractor to commence with spoil removal.	Clerk	Completed
AP5	To confirm final Beacon design with supplier.	Clerk	Completed
AP6	To finalise catering for D-Day celebrations.	Cllr Hudson	23/188 ii
AP7	To identify existing Spitfire patron to request possible fly-by.	Cllr Fielding	23/188 iii
AP8	To request KCC Parish Council Winter Support Scheme - Grant	Clerk	Completed
AP9	To undertake a review of WPC Assets	Clerk & Cllr Fielding	Completed
AP10	To advise chosen contractor to complete VH Repair	Clerk	Complete
AP11	To obtain quotations to repair/replace fencing in QEII Field	Clerk	23/189 d

### 23/186 Reports from Committees & Representatives on other bodies:

- a. **Highways and Speed-watch** – The February 2024 Speed-watch report was reviewed by Cllrs. Invoice received from KCC for the “School 20mph school lights” waiting to be advised from KCC of installation date.  
Wateringbury crossroads RED light Survey update - KCC propose spring 2024 after the new white lining has been put down. Once this is completed KCC will fund and conduct further surveys at the crossroads and will advise WPC of progress.
- b. **Wateringbury Sports & Recreational Association**
  - i. A meeting with Mr Tripp and residents took place and the new Trustees have been appointed. The two WPC reps remain as Cllr Bob Edmunds and Cllr Lin Simons.  
The appointed Trustee are as follows:
    - Sam Killick - Chair
    - Kenneth Webster – Treasurer
    - James Boswell
    - Colin Simons
    - Richar Tripp – Formally resigned.

The management committee has yet to be appointed and the status of the WSRA as a Charity Organisation and how it is to be run will be agreed by the new Trustees. Concerns were raised about the justification of the WSRA considering it has very few responsibilities. It was suggested that a meeting should be arranged with former Trustees to get an understanding of the various roles of the groups involved.
  - ii. Wateringbury Parish Council will produce a new lease to present to the WSRA. A draft copy will be created for consideration and approval. Cllrs **agree** to this next step.
  - iii. The Clerk is in the process of preparing a full RFP for the provision of a Car Park in the fields.  
**AP1: Clerk to produce RFP and distribute to selected contractors.**
  - iv. WPC are waiting for quotations to provide additional CCTV cameras in upper play area.  
**AP2: Clerk to chase IT Solutions.**
  - v. The Clerk and Cllr Fielding have made their own recommendations to the Safeplay repairs, and Cllrs unanimously agreed to proceed with all suggestions.  
**AP3: Clerk to obtain additional quotes and check warranties from Playdale.**
- c. **T&M Area Committee of KALC** – No update this month.
- d. **Parish Partnership Panel** – No update this month.
- e. **Cemetery** – Day Tree Fellers to begin tree work from the 8<sup>th</sup> March which will be followed by the soil removal.

- f. **Allotments** – Cllrs unanimously **agreed** that the allotments rates should be increased to cover the cost of grass cutting, clear-ups and water usage. New rates would be small £35, medium £40 and large £45. It was **agreed** that the Parish would apply for a grant, as the qualification requirements were a good match, to assist with the general tidy-up of the allotments.

**AP3: Clerk to send out new Tenant contracts.**

- g. **Village Wardens** – General concern regarding rubbish in the QEII fields, also the old goal post must be removed due to safety concerns. In addition, an old concrete building structure is in a state of decay and needs removing, it was suggested this could be replaced with a container. The football club in conjunction with WPC will investigate the cost of such a provision. The wardens have been asked to identify the areas they patrol daily on their timesheets. This ensures all area are being monitored on a regular basis.

## 23/187 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
190	EE Limited – CCTV February 2024	27.17	5.43	32.60	DD
191	Lloyds/UTB Corporate Card - Fee	3.00		3.00	DD
192	Castle Water – 2484102 INV 1130556	5.99	1.20	7.19	DD
193	UK NPOWER A0009235426001	120.61	6.03	126.64	DD
194	LQ Plumbing Services – Pavilion Leak	29.60		29.60	FF & MW
195	Clerk – February Salary + Office use	--		--	SO
196	Veolia – Nov Inv TON 93081201-62367	235.40	47.08	282.48	DD
197	Rocks Road – VH Clear-up Ref 2759443r	150.00		150.00	FF & MW
198	HMRC SDDS Staff PAYE Payments	2747.00	549.40	3296.40	FF & MW

\* VAT to be reclaimed.

### Payments for authorising at meeting

Cash Book Ref:	Details	Amount	VAT*	Total	Auth
199	Three Counties Contracting - Cemetery Hedge & Lime Tree & Churchyard	1188.00	237.60	1425.60	FF & MW
200	Brachers–Breach of Constitution 100280439	1216.00	243.20	1459.20	FF & MW
201	HODEL Consulting Engineers–Car Park design	535.55	107.11	642.66	FF & MW
202	Mr Mark Little – Salary February 2024	--		--	FF & MW
203	Brachers–Breach of Constitution 100281077	1050.00	210.00	1260.00	FF & MW
204	Maidstone Signs – MUGA and CCTV Signs	186.00	37.20	223.20	FF & MW
205	Mr John Ibbs – Salary February 2024	--		--	FF & MW
206	S Hill – Expenses February 2024	31.50		31.50	FF & MW
207	KCC Install Wig Wags Bow Road	7939.83		7939.83	FF & MW

\* VAT to be reclaimed

- c. Cllrs checked and **agreed** that all existing Direct Debit were correct and current and should be applied to the new financial year – as specified in financial regulations section 6.2.  
d. Cllrs discussed as to what WPC should fund regarding the WSRA. The repair and upkeep is yet to be agreed but all claims should be decided and approved by the management committee before being presented to the WPC. The agreed financial responsibility of expenses will need to be specified in the new lease and agreed by all parties.

### **23/188 D-Day 80 Years Celebrations – 6<sup>th</sup> June 2024**

- i. Provision of Beacon – the order has been placed with Darenth Valley Forge to build and supply the Wateringbury Beacon, the fitting of the Post will be completed by Andrew French. A Linesearch survey for location of utilities will be completed by Clerk. WPC will appoint Cllr Edmunds as the Fire Safety officer on the day to ensure all embers are extinguished fully.  
**AP4: Clerk to undertake a Linesearch request.**
- ii. Fish and Chip Supper in the Park – An agreed Fish and Chip Van vendor has been chosen and booked.  
**AP5: Cllr Hudson will confirm pre-paid prices once all details are known.**
- iii. A neighbouring parish has arranged a Spitfire Fly-by on the 8<sup>th</sup> June and WPC are still investigating if there is an existing Spitfire flight on the 6<sup>th</sup> June that could route over Wateringbury on D-Day, as this might be possible.  
**AP6: Cllr Fielding to investigate.**
- iv. Due to the Fete being cancelled additional activities to be arranged on D-day between the hours of 6.30-9.30pm including the possibility of a Bar, updates of possible activities to be advised.

### **23/189 Village Maintenance**

- a. Cllrs **agreed** for the VTA medium work recommendations to be completed. The Clerk asked Day Tree Fellers to cut the two high risk trees in the cemetery, as they are already in the cemetery doing other work, Cllrs **agreed** to this proposal.  
**AP7: Clerk to instruct contractors.**
- b. MUGA – Repair using self-locking nuts and bolts – Waiting for weather to improve.
- 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 in Bow Road. Once KCC confirm approval the Clerk will be able to order the chosen Notice Board.
- d. Fencing in QEII Field and Children's Play area – The field perimeter fencing needs repairing plus children's play area needs replacing with approved fencing. Cllrs considered three quotes and **agreed** to proceed with Andrew French Fences quotation.  
**AP8: Clerk to instruct chosen contractor to proceed.**
- e. Replacement of 5 Bar Gate – Top field 5 Bar Gate is broken and needs replacing, Cllrs considered three quotes and **agreed** to proceed with Andrew French Fencing.  
**AP9: Clerk to instruct chosen contractor to proceed.**
- f. No other village matters.

### **23/190 Report from Borough Councillors & County Councillors**

Nothing to report this month.

### **23/191 Correspondence**

Nothing received this month.

### **23/192 Public Discussion Review**

During this section the matter that Cllr Edmunds resigned as WSRA rep came up, he needed to be re-elected, it was **agreed** by all Cllrs to re-elect him. The position of Cllr Simons to remain a rep to be discussed and confirmed at the next Parish meeting, with her in attendance.

### **23/193 Close of Meeting**

The meeting closed at 8.38pm.

### **23/194 Date of Next Meeting – Tuesday 2<sup>nd</sup> April 2024**

Signed.....

Date.....