

# WATERINGBURY PARISH COUNCIL

## Minutes of the Parish Council Meeting held at Wateringbury Village Hall Tuesday 2<sup>nd</sup> April 2024 at 7.30pm

### Present:

Cllr Frances Fielding (Chair)  
Cllr Bob Edmunds  
Cllr Michael Wells

Cllr Emma Doyle  
Cllr Kamal Dave  
Cllr Lin Simons

Steve Hill – Clerk  
Mrs Christine Byron – Rostrum Correspondent  
Public – 3

### 24/1 Apologies for Absence

Apologies received and accepted from:  
Cllr Sarah Hudson and Cllr Stuart Mathieson.

### 24/2 Declarations of Interest

None declared.

### 24/3 Announcements

No announcements.

### 24/4 Minutes of Parish Council Meeting held on 5<sup>th</sup> March 2024

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

### Public Open Session

- Concerns were raised regarding the blocked drain at 35 Old Road – TMBC Highways have been informed.
- A question was asked from a Cllr regarding a communication to the TMBC MO office regarding a complaint made in February 2024 regarding the conduct of another Cllr. As a result of this enquiry, it was **proposed** by Cllr Wells and **seconded** by Cllr Simons that the Clerk should contact the MO office to enquire regarding the current position of this complaint.  
**AP 1: Clerk to contact MO office for update.**
- It was discussed and agreed that the option to hold secret ballots on votes be allowed when requested by at least three Cllrs (a quorum), this was documented in the previous Standing Orders but was mistakenly removed. Allowing this option will help voting confidentially on delicate subjects.

### 24/5 Crime Report

None recorded in March.

### 24/6 Matters Arising (for information only)

## Action Points review from 05-03-2024

Action Points	Actions	Clerk or Cllr	Completed or new Agenda Item in 02/04/24
AP1	Produce RFP for QEII car park and send to contractors.	Clerk	Completed
AP2	Chase CCTV quotation for upper Play area.	Clerk	24/7 iii
AP3	To contact Safeplay for Play area quotations.	Clerk	24/7 iv
AP4	Send new 2024/25 allotment contracts to tenants.	Clerk	Completed
AP5	To undertake Linesearch for QEII Beacon area.	Clerk	Completed
AP6	To finalise catering for D-Day celebrations.	Cllr Hudson	24/9 ii
AP7	To identify existing Spitfire patron to request possible fly-by.	Cllr Fielding	24/9 iii
AP8	Instruct Lucanus to complete VTA recommendations.	Clerk	Completed
AP9	Instruct chosen contractor to proceed with replacement fencing.	Clerk	Completed
AP10	Instruct chosen contractor to replace 5 bar gate QEII Fields.	Clerk	Complete

### 24/7 Reports from Committees & Representatives on other bodies:

- a. **Highways and Speed-watch** – The March 2024 Speed-watch report was reviewed by Cllrs. KCC have asked if the Parish can update outstanding actions on HIP, points were discussed, it was **agreed** that a sub-committee should be reintroduced for HIP at the next AGM. Cllrs **agreed** they would like to initiate quarterly HIP meetings with TMBC.
- b. **Wateringbury Sports & Recreational Association**
  - i. Due to the re-election of Cllr Edmunds as WSRA representative, it was **agreed** that Cllr Simons would also continue as a joint WPC rep to the WSRA until further notice.
  - ii. Discussion took place regarding the WSRA going forward and the reasons why it is important to stay as an institution running the sports facilities, as a charity, further discussions required.
  - iii. Wateringbury Parish Council will produce a draft lease for consideration. The Clerk will work with Cllrs to produce the draft, WPC will present to WSRA for their comments. Once the document is an acceptable example, legal advice will be sought. Cllrs **agreed** to this approach.  
**AP2: Clerk to produce draft lease for consideration.**
  - iv. The Clerk has sent out an RFP for the provision of a Car Park in the QEII Fields. Replies due back mid-April.
  - v. WPC still waiting for quotations to provide additional CCTV cameras in upper play area.  
**AP3: Clerk will chase and look at alternative quote options.**
  - vi. Safeplay recommendation have been sent to Playdale for quotations and it was agreed to go ahead with cheapest option.  
**AP4: Clerk to proceed with recommendations from Playdale.**
  - vii. Cllr **agreed** to proceed with ECIR for sports field pavilion, **proposed** by Cllr Edmunds and **seconded** Cllr Wells.  
**AP5: Clerk to arrange check to be completed.**
- c. **T&M Area Committee of KALC** – No update this month.
- d. **Parish Partnership Panel** – No update this month.
- e. **Cemetery** - The tree cut-back has been completed, a wrong tree was felled, a replacement has been supplied and planted by the contractors for their mistake, the spoil will now be removed. Cllrs **agreed** that it was a nice idea to re-visit the proposal of a memorial garden in the cemetery for ashes to be scattered, this would involve some planning and management, including a Cllr volunteer to be agreed at the next AGM.

f. **Allotments** – The Clerk has had it confirmed by Castle Water that the allotment water meter is faulty, and they will arrange for a new meter from SE Water. New contracts have been sent to Tenants, just a few not replied, three plots have been given up. Cllr Fielding and the Clerk have surveyed the area and requested a quotation to clear the debris and repair fencing and the gate, waiting quotation. Once quotation received Cllrs **agreed** the Clerk should apply for a Grant. There is now a requirement to appoint a new rep, a new Cllr volunteer to be agree at the AGM.

**AP6: Clerk to apply for grant once quotes received.**

g. **Village Wardens** – General concern regarding rubbish in the QEII fields continues to be a problem, nothing else to report.

h. **Planning** – Cllr Michael Wells provided an overview of recent NALC Planning training he attended. A concern was raised that TMBC does not have any Neighbourhood Planning in place.

Neighbourhood planning is a new way for communities to have a say in the future of the places where they live and work. It gives groups the power to produce a plan with real legal weight that directs development in the local area.

It helps to:

- choose where you want new homes, shops and offices to be built
- have your say on what those new buildings should look like
- grant planning permission for the new buildings you want to see go ahead

**AP7: Clerk to contact NALC representative to invite to a future Parish Meeting.**

## 24/8 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
208	EE Limited – CCTV March 2024	27.17	5.43	32.60	DD
209	SLCC Subscription 2024-25	188.00		188.00	FF & MW
210	UTB Corp Card – Fee	3.00		3.00	DD
210	UTB Corp Card – Currys Warranty PC-2 Years	128.00		128.00	DD
210	UTB Corp Card – KALC Planning Training	84.00		84.00	DD
211	UK NPOWER February Inv 9853767	103.43	5.17	108.60	DD
212	Castle Water – Feb Inv 1585744 Cemetery	7.88	1.58	9.46	DD
213	Parish Notice Board	1907.09	381.42	2288.51	FF & MW
214	Day Tree Fellers – Cemetery Tree Work	1673.33	334.67	2008.00	FF & MW
215	Andrew French – 5 Bar Gate QEII Fields 1620	550.00	110.00	660.00	FF & MW
216	Clerk – March Salary + Office use	--		--	SO
217	Wateringbury Community Fridge	130.00		130.00	FF & MW
218	Veolia – Feb Inv TON 93081201-64499	216.92		43.38	DD
219	UTB Service Charge Q4	18.00		18.00	DD

\* VAT to be reclaimed.

### Payments for authorising at meeting

Cash Book Ref:	Details	Amount	VAT*	Total	Auth
1	Mr John Ibbs – Salary March 2024	200.08		200.08	FF & LS
2	Mr Mark Little – Salary March 2024	125.04		125.04	FF & LS
3	S Hill – Expenses March 2024	37.05		37.05	FF & LS
4	Three Counties Contracting– March Inv 6711	548.00	109.60	657.60	FF & LS
5	Darenth Valley Forge – Brazier/Post Deposit	1350.00	270.00	1620	FF & LS

\* VAT to be reclaimed

c. 2023-24 finances within budget, FYE report will be provided at next Parish meeting.

**24/9 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 Beacon in QEII Fields. Deposit Invoice received.
- ii. Fish and Chip Supper in the Park – All confirmed and tickets now available in the Post Office and the Handy Store in Bow Road.
- iii. Cllrs **agreed** there will be a need for portable toilets on site.  
**AP8: Clerk to arrange some portable toilet/s for event.**
- iv. Update on the possibility of a Spitfire fly-by by an existing flight on the day.  
**AP9: Cllr Fielding to investigate**
- v. Additional activities to be arrange on the day – possible Bar to be run by Football Club.

**24/10 Village Maintenance**

- a. The VTA contractor has been instructed to complete work based on report, work will be completed on 25th April, 2nd and 9th May.
- b. MUGA – Repair using self-locking nuts and bolts – Update to be received still outstanding.
- c. New Parish Notice Board – KCC have confirmed OK to proceed, Notice Board has ordered.
- d. CCTV Village Hall Upgrade – Cllrs unanimously **agreed** to the upgrade to the VH CCTV including camera pointing at the road junction, **proposed** by Cllr Doyle and **seconded** by Cllr Edmunds.  
**AP10: Clerk to advise contractor to proceed with upgrade.**
- e. Fencing in QEII Field and Children’s Play area – Waiting to be completed.
- f. → Track to QEII Fields needs repairing - Track maintenance needs to be added to budget.  
→ Refurbishment of Pavilion – Three Quotes required for TMBC Grant application for Pavilion.  
**AP11: Clerk to apply for Grant for Pavilion once quotes received.**

**24/11 Report from Borough Councillors & County Councillors**

Nothing to report this month.

**24/12 Correspondence**

Nothing received this month.

**24/13 Public Discussion Review**

No further comments discussed.

**24/14 Close of Meeting**

The meeting closed at 8.38pm.

**24/15 Date of Next Meeting – Tuesday 7<sup>th</sup> May 2024**

Signed.....

Date.....