

WATERINGBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held at Wateringbury Village Hall Tuesday 7th May 2024 at 7.30pm

Present: Cllr Sarah Hudson (Chair) Cllr Frances Fielding
Cllr Michael Wells Cllr Kamal Dave
Cllr Emma Doyle Cllr Lin Simons
Cllr Bob Edmunds Cllr Stuart Mathieson

Steve Hill – Clerk
Cllr Matt Boughton – TMBC
Mark Little - Warden
Ela Bird – Rostrum Correspondent
Public – 5

24/16 Election of Chair and Declaration of Acceptance of Office

Two nominations for chair were received, Sarah Hudson was elected as chair after an equal vote from Cllrs and using her casting vote to secure re-election. Declaration of acceptance of office was duly signed and witnessed by the Clerk.

24/17 Election of Vice-Chair and Declaration of Acceptance of Office

Two nominations for V-Chair were received, Frances Fielding was elected as chair after an equal vote from Cllrs, the Chair using her casting vote nominated Cllr Frances Fielding for re-election. Declaration of acceptance of office was duly signed and witnessed by the Clerk.

24/18 Apologies for Absence

None required.

24/19 Declarations of Interest

None declared.

24/20 Committees and Election of Representatives

Cllrs agreed the following representatives for each sub-committee listed:

- **Planning** – Cllr Michael Wells
- **Allotments** – Cllr Frances Fielding
- **QEII and Playgrounds** – Cllr Frances Fielding and Cllr Kamal Dave
- **HR Staffing** – Cllr Lin Simons and Cllr Stuart Mathieson
- **Highways & Footpaths** – Cllr Sarah Hudson, Cllr Lin Simons, Cllr Emma Doyle, Cllr Michael Wells and Cllr Bob Edmunds
- **Cemetery** – Cllr Lin Simons and Cllr Stuart Mathieson
- * • **Village Hall** – Cllr Sarah Hudson
- **WSRA** – Deferred until next meeting
- **KALC** – Cllr Stuart Mathieson

*THIS APPOINTMENT WAS QUESTIONED BY
Cllr Doyle AND WILL BE CHECKED
S. HILL - CLERK COMMENT.*

24/21 Announcements

It was announced that Wateringbury Parish Council had successfully purchased Lot 78 Land South of Tonbridge Road at auction, a strip of land within the QEII fields for a nominal sum of £1, however, there will be additional cost of commission, solicitor fees and Land Registry.

24/22 Minutes of Parish Council Meeting held on 2nd April 2024

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

Public Open Session

- A question was asked about the new proposed development 24/00372/PA - Land east of Kiln Barn Road, Ditton, and west of Hermitage Lane, Aylesford and was informed while this development falls outside the Parish boundaries WPC is closely monitoring developments and will be working with other Parishes offering our support.

24/23 Crime Report

- On Wednesday 10th of April between 01:00 and 05:00 in Old Road. Somebody attempted to break into a barn damaging the door.
Crime Report No. 46/58517/24 - Posted 14/04/2024
- Between 18:00 on Monday 8th of April and 08:00 on Tuesday 9th of April in Canon Lane. Somebody stole both number plates from a Ford Fiesta parked in the driveway.
Crime Report No. 46/57195/24 - Posted 11/04/2024
- Other incidents include children digging up QEII fields to make bike ramps/jumps, misuse of the cemetery car park and children using catapults to kill birds and wildlife along with damaging resident's windows. These events of anti-social behaviour have been reported to the police and Wateringbury has now been put on TMBC ASB Enforcement Team patrol area.

24/24 Matters Arising (for information only)

Action Points review from 02-04-2024

Action Points	Actions	Clerk or Cllr	Completed or new Agenda Item in 07/05/24
AP1	Clerk to contact MO office for update on complaint.	Clerk	Completed
AP2	Produce draft Lease for consideration.	Clerk	Completed
AP3	Obtain alternative Quotes to provide CCTV in Play areas.	Clerk	24/25 b iv
AP4	Playdale to complete maintenance recommendation	Clerk	Completed
AP5	Arrange ECIR check at Pavilion – and follow up actions.	Clerk	Completed
AP6	Apply for Grant to tidy up Allotment Area	Clerk	Completed
AP7	Contact NALC presenter regarding Neighbourhood Planning.	Clerk	24/25 h
AP8	Obtain prices for portable toilets for D-Day event.	Clerk	24/27 iii
AP9	Investigate possibility of Spitfire fly-by on D-Day	Cllr Fielding	24/27 v
AP10	Instruct contractor to proceed with VH CCTV upgrade.	Clerk	Complete
AP11	Apply for Grant for Pavilion refurbishment and track quotes.	Clerk	Complete

24/25 Reports from Committees & Representatives on other bodies:

- a. **Highways and Speed-watch** – The April 2024 Speed-watch report was reviewed by Cllrs. The new KCC HIP representative Demi Richards has agreed to have meetings with WPC to discuss further actions, date to be agreed by new appointed WPC Reps.
AP:1 The Clerk will arrange a Teams call with Demi to include the Highways and Footpaths representatives.
- b. **Wateringbury Sports & Recreational Association**
 - i. A request for a Grant from TMBC to refurbish the Pavilion has been applied for by the Clerk after he received three quotations for the work. **WPC await TMBC decision.**
 - ii. The Clerk has produced a draft lease for consideration, copies were sent to Cllrs to review.
The three suggestions for the lease are:
 - 1) Change the Lease Term to 25 Years

- 2) Should the Trustee members fall below two the Lease will automatically be terminated
- 3) Rent will remain at £25 for first 5 years, then double to £50 for the next five years, then double again to £100, then double at 20 years to £200.

Cllrs **agree** to these changes to be implemented and then passed to WSRA for review.

- iii. The Clerk has sent out an RFP for the provision of a 40 vehicle Car Park in the QEII Fields and received three quotes to date. Cllrs will consider and discuss the next course of action on this project once WSRA is formed.
 - iv. The Clerk is waiting for additional quotations to provide dedicated CCTV cameras in play area.
 - v. Pavilion failed the initial EICR, retest booked for 7th May. PAT also completed.
- c. **T&M Area Committee of KALC** – No update this month.
- d. **Parish Partnership Panel** – No update this month.
- e. **Cemetery** – The excess soil on the south wall has now been removed. There is an opportunity to re-visit the proposal of a memorial garden in the Cemetery and this would involve some planning and management, the new Cllr volunteers will proceed with this project.
AP2: Cllr Simmons and Cllr Mathieson to put design ideas to the council.
- f. **Allotments** – Waiting for Castle Water to have Southeast Water replace the faulty meter. New contracts have been sent to Tenants, just a few not replied, three plots have been given up and still waiting for three replies. The Clerk has applied for a grant to enable the gate and fencing to be repaired along with removal of waste material.
AP3: The new appointed Cllr Frances Fielding will work with Anne to resolve outstanding issues.
- g. **Village Wardens** – Children have been identified digging holes in the fields and creating bike jumps, two spades found on site and have been locked in pavilion. Owners have been identified but apparently it wasn't their children. Digging holes in field is considered dangerous and is not allowed as they could become trip hazards.
- h. **Planning** – The Cllrs agreed that it should develop a Neighbourhood Plan for Wateringbury, although Cllr Matt Boughton advised that such a plan would not be considered by TMBC until their Local Plan is completed. 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

The Cllrs **agreed** it would be worthwhile to engage the Planning consultant who delivered KALC's session recently, attended by Cllr Michael Wells, to provide more information on the topic.

AP4: Clerk to contact NALC representative to invite to a future Parish Meeting.

24/26 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
6	EE Limited – CCTV April 2024	29.31	5.86	35.17	DD
7	UTB Corp Card – Fee	3.00		3.00	DD
8	GES Ltd - Car Park Gnd Investigation Survey	1590.00	318.00	1908.00	FF & MW
9	UK NPOWER March Inv	105.99	5.30	111.29	DD
10	Castle Water – March Inv Cemetery	5.99	1.20	7.19	DD
11	PWB Loan	4568.30		4568.30	DD
12	HMRC SDDS Q4 Payments - Staff	1503.44		1503.44	DD
13	Clerk – March Salary + Office use	--		--	SO

14	ICO – Data Protection Registration 2024-25	35.00		35.00	DD
15	Veolia – April Inv TON 93081201	232.32	46.46	278.78	DD
16	CSK-KCS Education – Paper & Ring Binders	43.88	8.78	52.66	DD
17	Gill Turner Tucker Solicitors-LOT 78 Purchase	500.00		500.00	FF & LS

* VAT to be reclaimed.

Payments for authorising at meeting

Cash Book Ref:	Details	Amount	VAT*	Total	Auth
18	Andrew French Fencing – Play Fence Deposit	3275.00	655.00	3930.00	FF & MW
19	A TEM Electrical – Pavilion EICR	200.00	40.00	240.00	FF & MW
20	Clive Emson Auction Fees – To Sarah Hudson	626.00	125.00	751.00	FF & MW
21	F Fielding – Expenses April	46.07		46.07	FF & MW
22	S Hill – Additional Hours Payment: Jan- April	--		--	FF & MW
23	Darenth Valley Forge – Brazier/Post Balance	1482.00	296.40	1778.40	FF & MW
24	Upper Medway Internal Drainage Board	2.94		2.94	FF & MW
25	KALC Subscription 2024-25	767.36	153.47	920.83	FF & MW
26	Streetlights Maintenance Contract Q1	404.12	80.82	484.94	FF & MW
27	Three Counties Contracting – April 6783	1230.00	246.00	1476.00	FF & MW
28	Mr John Ibbs – Salary March 2024	--		--	FF & MW
29	Mr Mark Little – Salary March 2024	--		--	FF & MW
30	Three Counties Contracting – Cemetery Clear	1950.00	390.00	2340.00	FF & MW
31	Three Counties Contracting–Extra Grab Lorry	700.00	140.00	840.00	FF & MW
32	Noticeboards Online – Long Leg Charge	75.00	15.00	90.00	FF & MW

* VAT to be reclaimed

- c. 2023-24 finances were within budget, FYE report will be provided within the AGAR review.

Wateringbury Parish Council Budget Review 2023-24

	Total Budget	Q4 Budget	Q4 Spend	Percentage against Budget
ADMIN	£63,169	£63,169	£81,918	129.68%
STREET LIGHTING	£19,350	£19,350	£18,724	96.77%
CEMETERY	£26,509	£26,509	£10,484	39.55%
GENERAL PURPOSE	£98,279	£98,279	£87,199	88.73%
TOTAL SPEND	£207,307	£207,307	£198,325	95.67%

24/27 D-Day 80 Years Celebrations – 6th June 2024

- i. Provision of Beacon – the beacon has been received, waiting for the pole to be delivered and installed in the QEII Fields. The Beacon will be lit at 9.15pm precisely after the speech by Chair.
- ii. Fish and Chip Supper in the Park – All confirmed tickets now available in the Post Office and the Handy Store in Bow Road at £10 each.
- iii. Cllrs **agreed** that three portable toilets will be required for the event.
AP5: Clerk will contact contractor and order.
- iv. The possibility of a Spitfire Fly-by by an existing flight on the day continues to be investigated.
- v. Addition activities have been arranged for the day – a Bar will be available along with other entertainment activities including the East Peckham Silver Band playing Glen Miller type music.

24/28 Christmas Preparations

- Christmas Street light decorations illumination date.
Cllrs **agreed** switch-on Sunday 17th November @ 4:00pm – Off 6th Jan 2024.
AP6: Clerk to arrange with contractor.
- Christmas Tree arrangements – Cllr **agreed** to contact last year’s sponsor to see if the offer can be repeated.
AP7: Cllr Emma Doyle to contact KCT Timbers of Watlington.

24/29 Village Hall Car Park

Cllr agreed that the Parish should apply for the Leasehold to the Village Hall car Park to try and prevent TMBC enforcing Pay to Park facilities subject to other possible cost to maintain.

AP7: Cllr Matt Boughton and Clerk to arrange meeting with TMBC.

24/30 Village Maintenance

- MUGA – Repair using self-locking nuts and bolts – Update to be received still outstanding.
- New Parish Notice Board – Notice Board has been ordered, waiting for delivery date. Cllr **agreed** to the £75.00 additional charge to increase one of the legs due to the incline.
- CCTV Village Hall Upgrade – Contractor has been advised waiting for an installation date.
- Fencing in QEII Field and Children’s Play area – Waiting to be completed.
- Track Repair – Cllrs **agreed** to proceed with a basic repair patch and fill using granite type 1, then use roller to compact. This solution would need topping up on occasions as part of a maintenance provision, so budget is to be allocated.
- Possible Water Leak in QEII Fields – SE Water are investigating area for possible leak.

24/31 Report from Borough Councillors & County Councillors

Cllr Matt Boughton gave a summary review and progress on the proposed development 24/00372/PA - Land east of Kiln Barn Road, Ditton, and west of Hermitage Lane, Aylesford.

24/32 Correspondence

Tenant of Drayhorse Meadow has experience very high-water bills and has asked the Parish Clerk to investigate as the Landlords of the property.

AP8: Clerk to contact Castle Water and SE Water.

24/33 Public Discussion Review

No further comments discussed.

24/34 Closed Session – Staffing

- Cllrs **agreed** wardens pay increase due to National minimum wage rate increase.
- Cllrs **agreed** to Clerks additional hours payment.
- Appraisal review deferred due to time limitations.

24/35 Close of meeting

Meeting closed at 9.21pm.

24/36 Date of Next Ordinary Meeting – Tuesday 4th June 2024

Signed.....

Date.....