

WATERINGBURY PARISH COUNCIL

Minutes of the Parish Council Extraordinary Meeting held at Wateringbury Village Hall Thursday 8th August 2024 at 7.30pm

Present: Cllr Sarah Hudson (Chair) Cllr Stuart Mathieson
 Cllr Michael Wells Cllr Frances Fielding
 Cllr Bob Edmunds

 Steve Hill – Clerk
 Mark Little - Warden
 Public – 0

24/79 Apologies for Absence
Cllr Lin Simons, Cllr Kamal Dave and Cllr Emma Doyle.

24/80 Declarations of Interest
None declared.

24/81 Announcements
The meeting has been called by three councillors to consider and agree the financial position of Wateringbury Parish Council and to review upcoming projects and budget.

24/82 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
74	Marie Curie - Donation	100.00		100.00	LS & MW
75	Heart of Kent Hospice - Donation	100.00		100.00	LS & MW
76	Demelza - Donation	100.00		100.00	LS & MW
77	Citizens Advice - Donation	100.00		100.00	LS & MW
78	Crossroads Care - Donation	300.00		300.00	LS & MW
79	Wateringbury Guides & Scouts - Donation	500.00		500.00	LS & MW
80	EE CCTV July Invoice	29.31	5.86	35.17	DD
81	UTB/Lloyds Business Card Charge	3.00		3.00	DD
82	Training - Introduction to Planning	50.00	10.00	60.00	DD
83	Training - Future of Neighbourhood Plans	39.22		39.22	DD
84	Mike Williams - Weed Killer	17.33	3.47	20.80	LS & MW
85	NPOWER June Inv 10967770	81.45	4.07	85.52	DD
86	Castle Water Ltd-June 2024 - Cemetery	6.06	1.22	7.28	DD
87	Public Works Loan July	5,058.33		5,058.33	DD
88	HMRC SDDS Payments (360360)	1,530.20		1,530.20	DD
89	S Hill - July Salary + Office allowance	--		--	SO
90	Veolia - June Inv 69604	224.40		269.28	DD

* VAT to be reclaimed.

Payments for authorising at meeting

Cash Book Ref:	Details	Amount	VAT*	Total	Auth
91	IT Solutions – VH Upgrade Inv No: 21994	815.41	163.08	978.49	MW & FF
92	Mr Mark Little – Salary June 2024	--		--	MW & FF
93	Three Counties Contracting – July Invoice 6962	1992.00	398.40	2390.40	MW & FF
94	Streetlights Q2 Invoice No: 14648	404.12	80.82	484.94	MW & FF

* VAT to be reclaimed

Cllr Wells and Cllr Fielding **agreed** to authorise the above payments.

- c. All Cllrs checked and **agreed** the Q1 Budget review.

24/83 Financial considerations of Parish Projects

1. Pavilion – The Parish Clerk has received three new quotations to date but as they are slightly different the exact requirements are to be agreed and re-submitted to all contactors. It was acknowledged that match funding will be required to support this project.

AP1: Clerk will submit revised ITT.

2. Outdoor Sports Facility – The proposal of a Pump Track was reviewed as there has been some concerning feedback from residents, it was agreed a questionnaire/survey asking what residents would like should be undertaken. The exact method of obtaining the feedback will be determined by Cllrs. It was suggested that extending the MUGA to support addition games and adding extra facilities such as outdoor table tennis tables and exercise equipment should be considered.

AP2: All Cllrs to agree survey message and the medium to be used.

3. Fields Lane Track Repairs – Cllrs **agreed** that the Fields Lane track used to access the field will require yearly maintenance, and this will need to be added to the budget. Estimated cost £2-3K PA.

AP3: Contractors to be explored by Clerk and Cllr Hudson.

4. CCTV Play Area– The Village Hall CCTV is now complete Invoice Received. Cllrs agreed this is an important project and funding has previously been agreed, waiting for installation date to be confirmed.

5. Overspill Car Park – Three estimates have been received, although they have expired and will need revalidating. Ways of raising funding were discussed including obtaining a loan which was favourable to enable the project to be planned and started.

6. Allotment tidy-up. – Watringbury Parish Council have received a TMBC Grant, and the Rostrum Grant and all Cllrs **agreed** that the small shortfall can be supplemented by parish funds.

7. Cemetery memorial gardens and upkeep – It was confirmed that residents have asked for such a garden in the past and Cllrs **agreed** that design plans should continue, but to be financed from next year’s budget. Cllrs felt this would be an ideal project to apply for a grant. The project should also include the provision for planting flowers to deter the rabbits, which also needs to be evaluated.

There is an issue with the Cemetery wall and Cllrs **agreed** it needs repairing, a quote will be obtained.

AP4: Clerk to obtain quote to repair cemetery wall.

8. Parish Notice Board Installation. – The Notice Board cost has already been paid. Installation to be arranged.

AP5: Clerk to arrange installation date.

9. Legal Cost for the WSRA Lease will be £1400 but cannot be completed until WSRA trustees are formed. A new Container for WSRA is required and it was suggested that the Football Foundation are offering Grants, WPC will apply, if possible, alternatively the WFC will need to apply.

AP6: Clerk to make application if permitted.

24/84 Cllr Project ownership.

Due to the number of Projects ongoing it was agreed dedicated Cllrs will be required to work with the Parish Clerk.


Sub Committee owners:

- Allotments – Frances Fielding
- Cemetery Memorial and upkeep – Lin Simons & Stuart Mathieson
- Planning Applications – Michael Wells & Stuart Mathieson
- HIP – Michael Wells, Sarah Hudson, Lin Simons, Bob Edmunds & Emma Doyle
- Playing Fields – Frances Fielding & Kamal Dave
- Pavilion Refurbishment – Sarah Hudson
- Overflow Car Park – Michael Wells
- Sports Facility upgrade – Frances Fielding
- Storage Container – Bob Edmunds

24/85 Close of meeting

Meeting closed 8.50pm

24/86 Date of Next Meeting – Wednesday 4th September 2024

Signed.....

Date.....