

WATERINGBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held at Wateringbury Village Hall Tuesday 2nd July 2024 at 7.30pm

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

Steve Hill – Clerk
Mark Little - Warden
Christine – Rostrum Correspondent
Public – 10

24/60 Apologies for Absence

Cllr Matt Boughton and Cllr Sarah Hudson due to TMBC council business all accepted.

24/61 Declarations of Interest

None declared.

24/62 Announcements

- The 2023/24 Notice of Public Rights has been posted Web Page and Notice Board.
- The 2023/24 Accounting statement has also been posted on Parish Web Site.

24/63 Minutes of Parish Council Meeting held on 4th June and 25th June 2024 Parish Council Meetings.

The minutes were **agreed** by all Cllrs who were present at the meeting and signed by the Chair.

Public Open Session

- There was a question regarding the Village Hall car park regarding the possibility of TMBC making it a Pay to Park. The member of the public was informed that the Parish is in discussions with TMBC to discuss possible options to avoid this, and this topic will be discussed later in the meeting.
- A question was raised regarding Yellow Lines around the Fields Lane area due to inconsiderate parking; the member of the public was informed that a request for consideration is with TMBC and KCC but there is a considerable waiting time for such a decision.

24/64 Crime Report

Between 21:00 on Wednesday 26th of June and 07:00 on Thursday 27th of June in Red Hill. Somebody stole both number plates from a Ford Mondeo parked in the road.

Crime Report No. 46/106829/24 - Posted 30/06/2024

24/65 Matters Arising (for information only)

Action Points review from 04-06-2024

Action Points	Actions	Clerk or Cllr	Completed or new Agenda Item in 02/07/24
AP1	Send recording and requested invoices to Cllr Doyle.	Clerk	Completed
AP2	Cllrs to arrange meeting date with new HIP	Cllrs	24/66 a
AP3	Complete lease with Cllr amendments and send to solicitors	Clerk	Completed
AP4	Car Park project to be kept ongoing Cllrs to investigate funding	Cllr Dave & Cllr Fielding	24/66 b ii
AP5	Play area additional CCTV agreed, contractor to be contacted.	Clerk	24/66 b iii
AP6	To produce a design for a memorial garden in cemetery to present to Cllrs.	Cllr Mathieson & Cllr Simons	24/66 e
AP7	To inform existing tenants of the allotments that a £50 deposit will be required to ensure it is left in a usable condition.	Clerk	24/66 f
AP8	To advise the Head Teacher of Primary School there are some available logs for their forest garden.	Clerk	Completed
AP9	Agreed charity donations contributions to be made.	Clerk	Completed
AP10	To obtain budgetary quotation for Pump Track.	Clerk	Completed
AP11	Obtain quotes and arrange for village hall paving to be repaired.	Clerk	Completed

24/66 Reports from Committees & Representatives on behalf of other bodies:

- a. **Highways and Speed-watch** – Cllrs reviewed the June 2024 report, which was restricted due to road closures. There was a disturbing report that the speed watch team were being impersonated on Red Hill, if anyone has information on this event please contact the clerk. The new KCC HIP representative Demi Richards has offered to have a meeting with WPC to discuss further actions, a date has yet to be agreed, the Clerk will obtain some suitable dates.
AP1: Clerk to get some dates from Demi.
- b. **Wateringbury Sports & Recreational Association**
 - i. The Clerk has produced the final draft lease for consideration, and this has sent to solicitors for completion. This is to **Ratify** that Cllrs **agreed** by email to estimate solicitor fees of between £1200-£1400. Once the solicitor’s version is agreed by Cllrs the lease will be presented to WSRA for their agreement and signature.
 - ii. WPC have three quotations for the provision of a 40 vehicle Car Park in the QEII Fields and will continue to look at ways to finance this project.
AP2: Cllr Dave and Cllr Fielding to look at possible funding.
 - iii. The quotation to provide additional CCTV cameras in play area was agreed at the June meeting and the contractor has been advised, Clerk has chased contractor.
AP3: Clerk will continue to chase.
- c. **T&M Area Committee of KALC** – No information received.
- d. **Parish Partnership Panel** – None received.
- e. **Cemetery** – Cllr Simons and Cllr Mathieson will re-visit the proposal of a memorial garden in the cemetery, and this will involve a design, some planning and management.
AP4: Cllrs Simons and Cllr Mathieson to get together and design some options.
- f. **Allotments** – Still waiting for Castle Water to have Southeast Water replace the faulty meter. The grants to improve the allotment area will be known on the 7th July, but will be slightly less than requested, waiting for confirmation of value, once this is known a requote from the contractor will be requested. Tenants will be notified of the requirement of a £50 deposit next year within their Tenancy agreement.
AP5: Clerk to email Tenants.

- g. **Village Wardens** – John Ibbs has decided to resign as one of our wardens, we all thank John for all his support over the years. Cllrs **agreed** that Mark can be offered the additional hours, of which he has accepted.

24/67 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
51	Lucanus - VTA Remedial Work	825.00		825.00	LS & MW
52	Andrew French - Play Area Jackson Fencing	2275.00	455.00	2730.00	LS & MW
53	Andrew French - Football Boundary Fencing	600.00	120.00	720.00	LS & MW
54	Andrew French - Install D-Day Beacon	1040.00	208.00	1248.00	LS & MW
55	EE CCTV June Invoice V02232782180	29.31	5.86	35.17	DD
56	UTB Corp Card – Fee	3.00		3.00	DD
57	PDF Converter S/W	0.95		0.95	DD
58	PDF Converter S/W	1.00		1.00	DD
59	Cartridge Save Toner - Black	74.12	14.82	88.94	DD
60	UK NPOWER May Inv	91.44	4.57	96.01	DD
61	Coffee/Tea Grant payment to Sarah Hudson	20.00		20.00	LS & MW
62	Clerk – June Salary + Office use	--		--	SO
63	Castle Water – May Inv Cemetery	3.88	0.77	4.65	DD
64	Veolia – May Inv TON 66611	231.88	46.38	278.26	DD
65	UTB Bank Charge Q1	18.00		18.00	CH

* VAT to be reclaimed

Payments for authorising at meeting

Cash Book Ref:	Details	Amount	VAT*	Total	Auth
66	Three Counties Contracting – Gate Concrete	390.00	78.00	468.00	MW & LS
67	Playdale – Playground Fix Final Invoice 56099	1213.89	242.78	1456.67	MW & LS
68	Mr Mark Little – Salary June 2024	--		--	MW & LS
69	Three Counties Contracting – June 2024	2332.00	466.49	2798.40	MW & LS
70	Mr John Ibbs – Salary June 2024	--		--	MW & LS
71	Clerk Expenses – June 2024	32.85		32.85	MW & LS
72	Andrew French – Outstanding Play Area Fence	1000.00	200.00	1200.00	MW & LS
73	Three Counties Contracting – VH Paving	1560.00	312.00	1872.00	MW & LS

* VAT to be reclaimed

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

- c. Mazars external auditors' information was completed and was submitted by the deadline of Sunday 30th June 2024, **all to note for ratification**.

24/68 Village Hall Car Park

TMBC have plans to begin to implement parking charges in most of their car parks, which include the village hall car park. A virtual meeting was held with TMBC by Cllr Hudson, Cllr Boughton and the Clerk. TMBC will provide cost and options for Cllrs to consider, waiting for their proposals. CCTV in VH to be completed 18th July with extra camera looking at junction.

24/69 Village Maintenance

- a. MUGA – Repair using self-locking nuts, anti-vibrating washers and bolts – Cllrs discussed the possibility of providing some anti-vibrating washers.

AP6: Cllr Edmunds to investigate options.

- b. The village hall paving has been repaired. The cause of the problem would seem to be that the gutter is too small to handle heavy rainfall around Village Hall.
- c. Sports Pavilion refurbishment – Three new quotations are required, one contractor has already completed a site visit, two more will be arranged. Quotations will be based on the requirements of the WSRA and any additional needs specified by the WPC.
- d. The Drayhorse Meadow Tenant has been informed that there is a water leak in the QEII fields and it is the responsibility of the landlord. WPC will contact our insurance company and instigate an investigation into the problem.

AP7: Clerk to contact Insurance company.

- e. All playground repairs have been completed by Playdale, they were inspected by Cllr Fielding and Clerk on 27th June and have all been completed. Final invoice received.
- f. The Jackson Fencing in QEII Field and Children's Play area all complete, final invoice received. Concrete under gate in Play Area also completed.

24/70 Update on Pump Track and Outdoor Facilities

Two estimated quotes have received to date, these have been sent to the Senior Development Obligations Officer at TMBC and she has confirmed receipt. A further quotation is still expected from the third supplier, Clark and Kent.

24/71 Notice of Clerk locum duties.

The Clerk has informed the Chair and Vice chair of this request from another Parish for his support, due to finish in July, and this was agreed by email from the Chair on the 14/5/24. This is to inform and **ratify** all Cllrs of this request; the Clerks contract does not restrict or prohibit any additional employments.

24/72 Civility and Respect Pledge for Council to adopt

Both NALC and the SLCC are requesting that all Parish Councils agree to the Civility and Respect Pledge. A copy has been sent to Cllrs for consideration and has yet to be fully accepted and it was agreed that was the right direction and some training will be required.

24/73 Report from Borough Councillors & County Councillors

No Cllrs were present due to the election duties elsewhere.

24/74 Correspondence

The tenant of Drayhorse Meadow has asked the Parish (Landlord) to support her claims that there is an issue with her Water bill and as the Tenant this is the legal course of action she has been asked to take. This has already been discussed in the minutes.

Cllrs **agreed** that WPC should investigate.

24/75 Public Discussion Review

- Litter has been left in the cemetery on many occasions so the possibility of providing a new bin in the car park area was considered.

AP8: Clerk to enquire the cost to provide a bin in the Carpark from TMBC.

- Cllrs requested the Clerk to follow up the request to have a Neighbourhood Local Plan.

AP9: Clerk will make further enquiries to arrange a meeting.

- 24/76 Wateringbury Sports & Recreational Association – Closed session.**
WPC held a private meeting regarding the WSRA and this has been recorded separately.
- 24/77 Close of meeting**
Meeting closed 8.50pm
- 24/78 Date of Next Meeting – Tuesday 3rd September 2024 (No meeting in August)**

Signed.....*S. Hudson*.....

Date.....*4/9/24*.....