

WATERINGBURY PARISH COUNCIL

MINUTES OF A FULL MEETING OF WATERINGBURY PARISH COUNCIL HELD ON TUESDAY 01 APRIL 2025 AT 7.30 P.M. IN WATERINGBURY VILLAGE HALL

PRESENT: Cllrs. Hudson (Chairman), Chitty, Edmonds, Edwards, Hutchinson, Mathieson, Packham, Young and Millar.

ALSO PRESENT: Suzanne Parr Clerk and Residents of the Village

The Chairman opened the meeting and welcomed all present.

- 24/234 Apologies for Absence and Absentees:** There were None **Noted**
- 24/235 Declarations of Interest and/or lobbying and intention to record:**
There were None **Noted**
- 24/236 Cllrs Co-Options** **Noted**
- 24/236.1 Co-Opted Councillors**
- Application for Co-Option received at the meeting by Martin Millar and he was invited to introduce himself to the council and explain why he would like to be co-opted. **Noted**
- 24/236.2 Councillor Vacancy** **Noted**
- Following a discussion, it was proposed, seconded and resolved Martin Millar would be co-opted. **Unanimous**
- 24/237 Chairman / Clerks Report**
- Cllr Hudson advised of a possible data breach due to forwarding protocols within WPC internal IT framework. Recently appointed IT Consultancy have remedied the issue and Cllrs agreed to take no further action. **Noted**
- 24/238 Reports from County Councillor, Borough Councillors & Police Representatives** **Noted**
- No Report from County Councillor
- Borough Councillor: Confirmation of the new Angels Leisure Centre Project to proceed in Tonbridge; to replace the old building that is no longer fit for purpose.
- PC Abigail Mayers continues to be a diligent Community presence. CCTV sent to Chair on previous occasions – young male youths caught on CCTV in several different locations in the village and keeping WPC advised.

These minutes are not a verbatim record of the meeting but a summary of discussions and decisions made at the meeting

Chairman:

Date: 06 May 2025

24/239 ADJOURNMENT FOR A SHORT PUBLIC OPEN SESSION

Tonbridge Road Pot Holes have still to be repaired. Cllr Hudson advised these have already been previously reported for action.

TMBC – Car Park Lease – CCTV requested to be reinstated in the carpark – resident’s car was vandalised recently. Cllr Hudson agreed the CCTV will be put back into operation as soon as possible.

Croudace Proposed Housing Development – Concerns over the 75 houses proposed – Cllr Hudson advised no planning application has yet to be made for consideration.

Three Manhole Covers in Bow Road causing a “noise nuisance” – Resident advised 1 of the 3 manhole cover repairs were completed as part of the recent weekend works that were sited in Bow Road – Cllr Hudson to investigate why the other 2 were missed.

Noted

24/240 Minutes

24/240.1 Minutes from the meeting held on 04 March 2025.

It was proposed, seconded and:

RESOLVED: That the minutes be approved as a true record of the proceedings.

Unanimous

24/240.2 Matters Arising from the minutes not otherwise on the agenda

Allotment Councillors incorrectly recorded
Allotment Councillor is Vanessa Young only.

Noted

24/241 Reports from Representatives on other bodies.

24/241.1 Highways: There were none

Noted

Speedwatch: It was recorded that
280 Observations of Speeding Vehicles
31 Letters Sent to Repeat (twice or more) offenders of which 1 was hand delivered by a policeman.
8 Letters Sent to high end offenders (45+ mph in 30 mph zone)
3 Vehicles’ details have been passed to officers for active enforcement.

Noted

**24/241.2 Wateringbury Sports & Recreational Association
Pavillion Works Done**

Two items on Snagging List remain - Urinal Leak and Trap –
CS Properties to action

Noted

24/241.3 T&M Area Committee of KALC: No Report

Noted

24/241.4 Parish Partnership Panel – Devolution Raised – Recorded on Previous Minutes – No change

Noted

24/241.5 Cemetery

Complaint received over reservation of a Plot not actioned by previous Parish Clerk. Cllr Hudson and New Clerk agreed to investigate.

Noted

These minutes are not a verbatim record of the meeting but a summary of discussions and decisions made at the meeting

Chairman:

Date: 06 May 2025

24/241.6	Allotments Tenancy Agreements out – but not followed up.	Noted
24/241.7	Wardens Report No Issues requiring reporting.	Noted
24/242	Matters for Noting	
24/242.1	Planning Committee: Draft minutes from the meeting held on 04.03.25 were noted.	Noted
24/242.2	Devolution Update: To receive information	Noted
24/242.3	Fraud Prevention Presentation Invite from Kent Police Speed Watch Co-ordinator has advised WPC that he is proposing to host the event at St Johns Church on Tuesday 6th or 13th May at 2pm or 2.30pm and will confirm the exact booking details in due course.	Noted
24/242.4	Grant Support Request for Community First Aid Training – St John Ambulance. Agreed Donation of £250 – Proposed and Seconded	Unanimous
24/242.5	Great British Spring Clean Campaign 21.03.25 to 06.04.25	Noted
24/242.6	Kent Police – Donation of Old Bicycles for Young Persons	Noted
24/242.7	Royal British Legion – VE Day 80 Celebration 08.05.25 Proposed and Seconded to light a beacon in the Crows Nest situated in the Wateringbury Recreation Ground - Risk Assessment in Place – Cllr Hudson to orgainse scaffolding and Clerk to action advertisement to village.	Noted
24/243	Finance	
24/243.1	Unity Trust Bank: Banking Update New Clerk awaiting handover of Finances	Noted
24/243.2	Bank Statement and reconciliation New Clerk awaiting handover of Finances	Noted
24/243.3	Payments for Approval Three Counties £316.80 Three Counties £3,793.50	Noted
24/243.4	Receipts for Noting Annual Data Protection Fee Veolia price increase from 01.04.25	Noted
24/243.5	Internal Audit Provision Audit Booked with Mulberry for 29.05.25	Noted

These minutes are not a verbatim record of the meeting but a summary of discussions and decisions made at the meeting

Chairman:

Date: 06 May 2025

24/243.6	Update on accounting package purchase Scribe Set-up Complete – Awaiting Approval by WPC Transactions from Previous Financial Period will be data inputted before handover complete at an additional cost of £249 + VAT Cllrs Agreed to additional expense. Proposed and Seconded.	Unanimous
24/243.7	Update on Parish Infrastructure Monies To Receive Information – Section 106 money set aside to use to improve our multi-use area.	Noted
24/243.8	Update on Expenditure for IT Projects Mike Gilbert of PC Matters has been retained to update all Emails Domains for Existing and New Councillors – Work still in progress – set aside 8 hours to complete at a cost of £50 per hour + VAT. Clerk Laptop requires a service quoted 3 hours to action at a cost of £150 + VAT PC Matters on a consultancy basis at a cost of £15 + VAT per month for all IT related matters. Proposed and Seconded.	Unanimous
24/243.9	Creed Tax Consultancy External Provision to manage payroll of Clerk and Warden at a cost of £60+VAT per month to be billed quarterly. Proposed and Seconded.	Unanimous
24/243.10	EE Account Clerk has updated current provision to a 36 month contract for a phone and a SIM at a reduced rate to previous period.	Noted
24/243.11	Street Lights – Invoice 01/02/25 - £484.94 Fee for 2024/25 Street Maintenance Contract Clerk to investigate costs for 2025/26 period	Noted
24/244	Village Maintenance Updates:	
24/244.1	Sports Pavilion Refurbishment Car Park Reburishment Plan Separate Sub-Committee to be formed Cllr Hutchinson, Cllr Packham and Clerk to action. Quotation from Neil of Three Counties for £90+VAT to tidy up overgrown hedges on the way to the track approved subject to breakdown of cost. Proposed and Seconded.	Noted Unanimous
24/244.2	Allotment tidy-up	Noted
24/244.3	Jail House Start Date for Southern Stone 08/04/25 Clerk visited Local Businesses and Residents Opposite to notify. Excavation of Soil to side of Jail - Waiting to hear from Ian Hayne – Highway Steward; area Highway responsibility. Cllr Hudson to follow-up. TMBC will reimburse cost of replacement fence prior to Lease Agreement Transfer.	Noted

These minutes are not a verbatim record of the meeting but a summary of discussions and decisions made at the meeting

Chairman:

Date: 06 May 2025

24/245	Leases and Contracts:		
	24/245.1	Play Inspection Reports One Urgent area approved for repair – Proposed and Seconded.	Unanimous
	24/245.2	Wateringbury Car Park – Proposed Lease More information requested by WPC Insurers before they are happy to take on the liability of the Maintenance of the Car Park as a consequent of an unforeseen event. Business Owner expressed concern over the fading parking lines within the car park. Clerk to investigate with TMBC to remedy. Clerk to investigate a replacement Car Parking Sign all terms and conditions will remain unchanged.	Noted
	24/245.3	WSRA New Lease Agreement. Thomas Harris of Gill Turner Tucker awaiting instructions from WPC following the updated version of the Lease Agreement sent. Costs to date £1,884.00. Cllr Hudson to Action.	Noted
	24/245.4	WK Rural Grant – Sports Pavillion Refurbishment Project Completed	Noted
	24/245.5	QE II Fields Awaiting two additional quotations from Sports Pitches and Sovereign Sports	Noted
24/246	Correspondence		
	24/246.1	Resident in the “Brucks” Concerns raised against hedges overhanging footpaths and pavements.	Noted
	24/246.2	Kent Police – Notifying Safe Spaces in Maidstone Town Centre	Noted
	24/246.3	Alison Stevens – Deputy Chief Executive of KALC Forward to Cllr Hudson	Noted
	24/246.4	GBZ Property Claims Cllr Hudson to Action	Noted
	24/246.5	Unity Bank – Faster Payment Service Implemented	Noted

These minutes are not a verbatim record of the meeting but a summary of discussions and decisions made at the meeting

Chairman:

Date: 06 May 2025

- 24/247 Public Discussion Review:**
Cllr Hudson advised Bow Road Closure commencing 23rd June 2025 will allow one way access for resident traffic only. Gibbs Hill and Pizien Well Lane will be closed for the duration of the works.
- Noted**
- 24/248 2025 Annual Meeting of the Parish:**
20th May 7.30pm – Send Invitations to all Village Groups/Associations
- Noted**
- 24/249 Date & Time of Next Meeting:** 06 May 2025
- Noted**
- 24/250 Consideration in Private - Exclusion of Press and Public:** There are only a few reasons why, legally the public and press can be excluded from a meeting. The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states “A body may, by resolution, exclude the public from a meeting (whether during the whole of part of the proceedings) whenever publicity would be prejudicial to the public interest or because of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.” It is generally considered acceptable to exclude the press and public if the agenda item relates to the consideration of tenders, leases or purchases of assets, for matters relating to staffing covered by the Data Protection Act and to consider complaints against the council or a Code of Conduct Complaint.
- 24/250.1 Staffing Matters
- Noted**
- 24/250.2 Code of Conduct Matters
- Noted**

These minutes are not a verbatim record of the meeting but a summary of discussions and decisions made at the meeting

Chairman:

Date: 06 May 2025