

# 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.

- |               |   |                  |
|---------------|---|------------------|
| <b>24/234</b> | <b>Apologies for Absence and Absentees:</b> There were None   | <b>Noted</b>     |
| <b>24/235</b> | <b>Declarations of Interest and/or lobbying and intention to record:</b><br>There were None   | <b>Noted</b>     |
| <b>24/236</b> | <b>Cllrs Co-Options</b>   | <b>Noted</b>     |
|               | <b>24/236.1 Co-Opted Councillors</b>  |                  |
|               | 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.   | <b>Noted</b>     |
|               | <b>24/236.2 Councillor Vacancy</b>  | <b>Noted</b>     |
|               | Following a discussion, it was proposed, seconded and resolved Martin Millar would be co-opted.   | <b>Unanimous</b> |
| <b>24/237</b> | <b>Chairman / Clerks Report</b>   |                  |
|               | 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.   | <b>Noted</b>     |
| <b>24/238</b> | <b>Reports from County Councillor, Borough Councillors &amp; Police Representatives</b>   | <b>Noted</b>     |
|               | 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. |                  |

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**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**

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	24/241.6	<b>Allotments</b> Tenancy Agreements out – but not followed up.	
			<b>Noted</b>
	24/241.7	<b>Wardens Report</b> No Issues requiring reporting.	
			<b>Noted</b>
24/242	<b>Matters for Noting</b>		
	24/242.1	<b>Planning Committee:</b> Draft minutes from the meeting held on 04.03.25 were noted.	
			<b>Noted</b>
	24/242.2	<b>Devolution Update:</b> To receive information	
			<b>Noted</b>
	24/242.3	<b>Fraud Prevention Presentation Invite from Kent Police</b> 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.	
			<b>Noted</b>
	24/242.4	<b>Grant Support Request for Community First Aid Training – St John Ambulance.</b> Agreed Donation of £250 – Proposed and Seconded	
			<b>Unanimous</b>
	24/242.5	<b>Great British Spring Clean Campaign 21.03.25 to 06.04.25</b>	
			<b>Noted</b>
	24/242.6	<b>Kent Police – Donation of Old Bicycles for Young Persons</b>	
			<b>Noted</b>
	24/242.7	<b>Royal British Legion – VE Day 80 Celebration 08.05.25</b> 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.	
			<b>Noted</b>
24/243	<b>Finance</b>		
	24/243.1	<b>Unity Trust Bank: Banking Update</b> New Clerk awaiting handover of Finances	
			<b>Noted</b>
	24/243.2	<b>Bank Statement and reconciliation</b> New Clerk awaiting handover of Finances	
			<b>Noted</b>
	24/243.3	<b>Payments for Approval</b> Three Counties £316.80 Three Counties £3,793.50	
			<b>Noted</b>
	24/243.4	<b>Receipts for Noting</b> Annual Data Protection Fee Veolia price increase from 01.04.25	
			<b>Noted</b>
	24/243.5	<b>Internal Audit Provision</b> Audit Booked with Mulberry for 29.05.25	
			<b>Noted</b>

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24/243	<b>24/243.6</b>	<b>Update on accounting package purchase</b> 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.	<b>Unanimous</b>
	<b>24/243.7</b>	<b>Update on Parish Infrastructure Monies</b> To Receive Information – Section 106 money set aside to use to improve our multi-use area.	<b>Noted</b>
	<b>24/243.8</b>	<b>Update on Expenditure for IT Projects</b> 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.	<b>Unanimous</b>
	<b>24/243.9</b>	<b>Creed Tax Consultancy</b> External Provision to manage payroll of Clerk and Warden at a cost of £60+VAT per month to be billed quarterly. Proposed and Seconded.	<b>Unanimous</b>
	<b>24/243.10</b>	<b>EE Account</b> Clerk has updated current provision to a 36 month contract for a phone and a SIM at a reduced rate to previous period.	<b>Noted</b>
	<b>24/243.11</b>	<b>Street Lights – Invoice 01/02/25 - £484.94</b> Fee for 2024/25 Street Maintenance Contract Clerk to investigate costs for 2025/26 period	<b>Noted</b>
	<b>24/244</b>	<b>Village Maintenance Updates:</b>	
	<b>24/244.1</b>	<b>Sports Pavilion Refurbishment</b> Car Park Reburishment Plan Separate Sub-Committee to be formed Cllr Hutchinson, Cllr Packham and Clerk to action.	<b>Noted</b>
		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.	<b>Unanimous</b>
	<b>24/244.2</b>	<b>Allotment tidy-up</b>	<b>Noted</b>
	<b>24/244.3</b>	<b>Jail House</b> 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.	<b>Noted</b>

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24/245	<b>Leases and Contracts:</b>	
	<b>24/245.1</b>	<b>Play Inspection Reports</b> One Urgent area approved for repair – Proposed and Seconded. <b>Unanimous</b>
	<b>24/245.2</b>	<b>Wateringbury Car Park – Proposed Lease</b> 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. <b>Noted</b>
	<b>24/245.3</b>	<b>WSRA New Lease Agreement.</b> 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. <b>Noted</b>
	<b>24/245.4</b>	<b>WK Rural Grant – Sports Pavillion Refurbishment Project</b> Completed <b>Noted</b>
24/246	<b>24/245.5</b>	<b>QE II Fields</b> Awaiting two additional quotations from Sports Pitches and Sovereign Sports <b>Noted</b>
	<b>Correspondence</b>	
	<b>24/246.1</b>	<b>Resident in the “Brucks”</b> Concerns raised against hedges overhanging footpaths and pavements. <b>Noted</b>
	<b>24/246.2</b>	<b>Kent Police – Notifying Safe Spaces in Maidstone Town Centre</b> <b>Noted</b>
	<b>24/246.3</b>	<b>Alison Stevens – Deputy Chief Executive of KALC</b> Forward to Cllr Hudson <b>Noted</b>
	<b>24/246.4</b>	<b>GBZ Property Claims</b> Cllr Hudson to Action <b>Noted</b>
	<b>24/246.5</b>	<b>Unity Bank – Faster Payment Service Implemented</b> <b>Noted</b>

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<b>24/247</b>	<b>Public Discussion Review:</b> Cllr Hudson advised Bow Road Closure commencing 23 <sup>rd</sup> 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.	<b>Noted</b>
<b>24/248</b>	<b>2025 Annual Meeting of the Parish:</b> 20th May 7.30pm – Send Invitations to all Village Groups/Associations	<b>Noted</b>
<b>24/249</b>	<b>Date &amp; Time of Next Meeting:</b> 06 May 2025	<b>Noted</b>
<b>24/250</b>	<b>Consideration in Private - Exclusion of Press and Public:</b> 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 or 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	<b>Noted</b>
	24/250.2      Code of Conduct Matters	<b>Noted</b>

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