



WATERINGBURY PARISH COUNCIL

MINUTES OF A FULL MEETING OF WATERINGBURY PARISH COUNCIL HELD ON TUESDAY 06 MAY 2025 AT 7.30 P.M. IN WATERINGBURY VILLAGE HALL

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

ALSO PRESENT: Suzanne Parr Clerk and Residents of the Village - **8 Public Members**

The Chairman opened the meeting and welcomed all present.

- | | | |
|-------------|--|--------------------------------------|
| 25/1 | Apologies for Absence and Absentees
Conrad Edwards | Noted |
| | Amendment
Election of Chair – Sarah Hudson
Election of Vice Chair – Vanessa Young | Unanimous
Unanimous |
| 25/2 | Declarations of Interest and/or lobbying and intention to record
There were none. | Noted |
| 25/3 | Cllrs Co-Options
Due to a change of personal circumstances, Martin Millar has withdrawn his application to be Co-Opted as a WPC Councillor | Noted |
| 25/4 | Chairman / Clerks Report
Chairman updated Kent Police investigation involving Malicious Intent Crime ongoing and WPC working tirelessly to resolve all the issues at their Asset Sites following the resignations of previous Cllrs and Clerk. | Noted |
| 25/5 | Reports from County Councillor, Borough Councillors & Police Representatives
Matt Boughton congratulated Sarah Hudson on her re-election.
Advised TMBC AGM 13.05.25 and confirmed Croudace had still to submit Planning Application for the proposed Fields Lane Development. | Noted |
| 25/6 | ADJOURNMENT FOR A SHORT PUBLIC OPEN SESSION
Enquiry as to why April Minutes/Agenda missing from WPC Website.
Clerk advised WPC are having IT issues and are working to remedy. | Noted |
| 25/7 | Minutes
25/7.1 Minutes from the meeting held on 01 April 2025.
It was proposed, seconded and:
RESOLVED: That the minutes be approved as a true record of the proceedings. | Unanimous |
| | 25/7.2 Matters Arising from the minutes not otherwise on the agenda
None Noted. | Noted |

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Chairman:

Date: 03 June 2025

Reports from Representatives on other bodies.

- 25/8.1 **Highways:**
 29.04.25 – Clerk reported to Highways Reflective Post, located at the entrance of Old Road (ME18 5PP) has suffered impact damage; photographs also sent. **Noted**
- Belisha Beacon Payment Approved. **Noted**
- Zebra Crossing post at Bow Road compromised. Clerk to investigate with Cllr Young. **Noted**
- Speedwatch:**
 332 Observations of Speeding Vehicles
 44 Letters sent to repeat (twice or more) offenders
 13 Letter sent to high end offenders (45+ mph in 30mph zone)
 0 Vehicle's details have been passed to officers for active Enforcement **Noted**
- Chair asked if enough volunteers – Representative confirmed yes. **Noted**
- Site by School is acting only as a deterrent – no speeding cars registered. **Noted**
- Matt Boughton (TMBC) can assist action against vehicles travelling through the village above weight restrictions if vehicle registration numbers and company information can be forwarded to WPC Clerk. **Noted**
- 25/8.2 **Wateringbury Sports & Recreational Association**
 Request to consider budget for more winter cuts to pitches in the Winter Season, weather permitting. Defer till Contractor terms agreed.
- The Hedging/Trees that are sited on the side of the grounds near the back of the Primary School Playing Fields, have become overgrown; a site visit is required to see what work needs to be done.
 Cllr Packham to action **Noted**
- 25/8.3 **T&M Area Committee of KALC**
 Alison Stevens, Deputy Chief Executive of KALC met with Clerk on 28.04.25 for face to face meeting to offer support and assistance whilst she is navigating new role. **Noted**
- 25/8.4 **Parish Partnership Panel**
 29.05.25 next meeting Chair attending. **Noted**

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25/8.5	Cemetery Clerk sought approval to reimburse and waive Headstone Charge £100.00 against Complaint whereby two Plots have been placed too close together by previous Clerk.	Unanimous
	WPC to approve request from Rostrum Amenity Fund to purchase and erect two WWI and WWII Memorials in Watlingbury Cemetery in Memory of Tom Smith (1893-1920) and Albert Edwards Spittles (aged 68) Stuart Proposed Alan Second.	Unanimous
	WPC agreed all necessary remedial works to the Cemetery to be actioned.	Noted
	Phase 1 of Tree work – quotation for Day Tree Fellers Approved.	Unanimous
25/8.6	Allotments Clerk to invite Contractors to tender for Allotment project due to scope of works not fully completed against previous project whereby Grant money was spent in full.	Unanimous
25/8.7	Wardens Report <u>Actions Reported to Clerk by Warden for Resolution:</u>	
	23.04.25 – Reported to Waste & Enforcement Officer Inner Bin Located at the Lower Play Area of Recreation Ground has suffered damage; same date acknowledgement confirming issue had been noted by Admin Team to resolve.	Noted
	29.04.25 – Reported to Dog Warden of TMBC Warden requires a supply of disposable bags.	Noted
	Warden to send picture of fencing broken in playground.	Noted
Matters for Noting		
25/9	25/9.1 Planning Committee: Draft minutes from the meeting held on 01.04.25 were noted.	Noted
	25/9.2 Annual WPC Asset Maintenance Contract Three Counties Contracting Invoice 7364 – Clerk advised costs cannot be validated as no inspection of works undertaken. WPC agreed to approve a discretionary payment of £1,939.20.	Unanimous
	WPC to update Contract to conform with Financial Governance	Unanimous
	25/9.3 Malicious Intent Crime Registered Kent Police against WPC ARAG (Legal Assistance) Supporting Kent Police investigating under Crime Reference 46/72860/25	Noted

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25/10	25/9.4	V E Day Celebrations Chairman confirmed Sam Killick to provide Scaffolding Event taking place on 8 th May at 9.30pm Chairman to purchase chicken wire and firelighters.	Noted
	25/9.5	Kenward Trust Request to display a Road Banner at Crossroads for Classic Motor Show fundraising event on Sunday 1 st June clashing with Village Fete; Clerk to respectfully decline.	Noted
	25/9.6	Maidstone's Big Day Out On 14.06.25 Kent CRP will be hosting a led walk from Watlingbury Station to Maidstone River Park to Lock Meadow in celebration of Green Spaces.	Noted
	25/9.7	Fraud Prevention Presentation This event will be hosted on 13.05.25 at 2pm at Watlingbury Church.	Noted
	Finance		
	25/10.1	Bank Statement Reconciliation at 30.04.25 Current Account £20,730.76 Deposit Account £192,004.87	Noted
	25/10.2	Payments for Approval <ul style="list-style-type: none"> • Clerk Wages • Warden Wages • HMRC Wages (April) • Three Counties Contracting (Glebe Meadow Project) • Starboard Systems Ltd • Upper Medway International Drainage Board • David Bradford • P W Maitland • K Hutchinson • Creed Tax Advisors • Kent County Council • HMRC (March) • Viking Stationery • Southern Stone Ltd • Worknest • Three Counties Contracting (Recreational Ground Works) • Three Counties Contracting (Allotment Works) 	Noted Noted Noted Noted Noted Noted Noted Noted Noted Noted Noted Noted Noted Noted Noted Noted
	25/10.3	Receipts for Noting <ul style="list-style-type: none"> ▪ Drayhorse Meadows ▪ Cemetery ▪ Allotments ▪ TMBC Pavillion Grant 	Noted Noted Noted Noted

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25/10.4	Update on accounting package purchase (Previously Circulated) Awaiting Handover of Package, once Financial Information Data Inputted.	Noted
25/10.5	Update on Parish Infrastructure Monies Planning Obligation TMBC – 02.05.25 Clerk requested extension to Deadline to allow WPC additional time to complete process.	Noted
	WPC agreed to focus on MUGA Project.	Noted
	Two Projects previously under consideration.	
	<u>Sports Pavillion Car Park Extension</u>	
	1 Quotation Received:	
	Hooper and Sons Ltd - £91,037.69	Noted
	<u>5 a-side Football Pitch/Tennis Court Project</u>	
	Quotations Received:	
	<u>Sports Pitches UK</u> Surfacing £43,800 + VAT Estimated cost of surrounding fencing £36,200	Noted
	<u>Sovereign Sports</u> Ground Works - £24,650.00 + VAT Fencing - £27,450.00 + VAT Surfacing - £66,400.00 + VAT	Noted
	<u>Soft Surfaces</u> Surfacing - £46,656.00 + VAT MUGA Fencing - £33,576.00 + VAT	Noted
25/10.6	Update on IT Expenditure <ul style="list-style-type: none"> ○ All Serving Councillors and Clerk have new Email Addresses ○ Clerk Laptop has now been serviced Costs previously circulated ○ PC Matters have yet to Bill for all Completed works; previous quotes approved by WPC. ○ Approval sought for PC Matters to look at WPC Website. 	Noted Noted Noted Unanimous
25/11	Village Maintenance Updates:	
25/11.1	Village Lock-up <ul style="list-style-type: none"> ○ First Phase of Project Completed with Southern Stone; Invoice noted under 25/10.2 	Noted

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- Second Phase requires Highway approval (noted under their reference 874055) is still outstanding. **Noted**
- 23.04.25 Clerk unable to make contact with Landlord of Adjacent Business to address concerns, raised by Stone Mason, that deterioration in guttering on their building could compromise work completed. Large Tree Sited in Area also a concern for both buildings. Business Owner has failed to respond: Clerk to send written correspondence instead. **Noted**
- TMBC – have agreed to seek approval to replace deteriorating fence around the Lock-up before WPC take ownership of Lease Agreement on Car Park. Quotations for work all safely received. **Noted**

25/11.2

Glebe Meadow

- 23.04.25 – Clerk Contacted Clarion Housing to arrange Site Visit to inspect the ivy at the back of outbuildings and to discuss collapsing fence into Glebe Meadow from neighbouring property due to the neglect of garden maintenance. Clarion response still outstanding. **Noted**
- 01.04.25 – Three Counties Contracting confirmed they do not trim the edges of the site as part of the maintenance agreement.
 - WPC agreed to approve this additional cost.
 - Estimated charge of £90 was quoted; Clerk to clarify that charge would extend to all the boundaries of the site including the “walkway” entrance area. **Noted**

25/11.3

CCTV Upgrade – Village Hall Car Park

24.04.25 Clerk met with IT Solutions Kent to discuss upgrading Village Hall Car Park CCTV. It is not possible to add any additional cameras to the current system. However, an independent Solar Camera could be installed to the Street Lamp in the centre of the Car Park to monitor activity at the entrance ramp; details to follow. **Noted**

25/12

Leases and Contracts: To receive information and consider WPC actions in respect of the following

25/12.1

Play Inspection Reports

Junior Swing Set has “breakaway” surface damage at the base of each pole (surface area below swing seat, of same set – previously approved for repair by WPC – has yet to be completed).

Two quotations sought;

Playdale Playgrounds Quotation approved at £1,561.28 (incl VAT)

Unanimous

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- 25/12.2 Wateringbury Car Park – Proposed Lease
29.04.25 – TMBC confirmed Warranty agreement for
Street Lamps will be passed to WPC once Lease
Agreement Signed. **Noted**
- Car Park Entrance Sign; Insurer also asked to consider
inclusion of new sign once costs known. **Noted**
- TMBC recommended RBLI as their nominated Sign
Contractor and Clerk to provide dimensions for sign
to secure costs for WPC approval **Noted.**
- 25/12.3 WSRA New Lease Agreement
Legal Fees of Gill Turner Tucker £1,884.00 approved to settle
Agreed Bracher Solicitors to redraft a valid contractual
Agreement; Clerk to action both. **Unanimous**
- 25/12.4 QE II Fields – Claim to Insurers
Chair to chase parties for supporting documentation **Noted**

25/13

Correspondence

- 25/13.1 In Post U
Parcel Hub Enquiry - £1,100 to £1,600 per annum income
to WPC – Clerk to Investigate. **Noted**
- 25/13.2 NHS 10 Year Plan
Survey Request **Noted**
- 25/13.3 Parkinson's UK
Details of Help to Residents from Area Advisor to Kent **Noted**
- 25/13.4 PCC New Police & Crime Plan
Launch of new Police & Crime Plan **Noted**
- 25/13.5 Kent Police Museum – Free Entry
Opening Hours Thursday to Saturday 10am to 4pm
Faversham Police Station, Church Road, Faversham,
ME13 8AL **Noted**
- 25/13.6 Extraordinary General Meeting KALC – 19/06/2025 two
Representatives from WPC to attend.
Nominated Mathieson and Young **Unanimous**

25/14

Public Discussion Review:

- Resident asked are Network Rail installing Pay Machines at the Car Park?
No Planning Applications received by WPC. **Noted**

25/15

2025 Annual Meeting of the Parish: 20th May 2025 at 7.30pm

25.04.25 Invitations sent to:

- | | |
|--|---------------------------------|
| Head Teacher Wateringbury Primary School | Speed Watch Representative |
| Rector | WSRA Representative |
| Scouts | Village Hall Committee |
| Allotments Representative | Friends of Wateringbury Village |
| Police Representative | WI Representative |
| Rostrum Representative | Noted |

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25/16 **Date & Time of Next Meeting:** To confirm as 3rd June 2025 **Noted**

25/17 **Consideration in Private:** Per the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) the following items were considered in private:

25/17.1 Staffing Matters **Noted**

25/17.2 Code of Conduct Matters
None Noted **Noted**

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