



WATERINGBURY PARISH COUNCIL

c/o Suzanne Parr, 9 Warden Mill Close, Wateringbury, Kent, ME18 5DJ

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TO: All members of the Parish Council

In accordance with the requirements of the Local Government Act 1972, you are hereby summoned to attend a meeting of Wateringbury Parish Council on Tuesday 02 September 2025 at 7.30 p.m. The meeting will be held in the Wateringbury Village Hall.

Suzanne Parr, Clerk

27 August 2025

NOTICE OF MEETING

Public Notices of the meeting has been given in accordance with Schedule 12, Para 10 (2) of the Local Government Act 1972. The meeting is open to the press and public.

Public Participation: A period of time has been set aside during with the Parish Council invites Questions from Parishioners present (15 minutes is allowed for this part of the meeting, the minute book is closed for this part of the meeting).

RECORDING (AUDIO AND / OR VIDEO OF COUNCIL MEETINGS AND THE USE OF SOCIAL MEDIA):

Members of the public attending this meeting are advised that it may be filmed and recorded. Members of the public are allowed to record the Parish Councillors and Officers from the front of the public seating area only providing it does not disrupt the meeting. Any items in the exempt part of the agenda cannot be recoded and no recording device is to be left behind. If another member of the public objects to being recorded, the person (s) recording must stop doing so until the member of the public has finished speaking. The use of social media is permitted.

MOBILE PHONES: Members of the public are reminded that the use of mobile phones (other than silent) is prohibited at Parish Council and Committee Meetings.

AGENDA

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| 25/50 | Apologies for Absence and Absentees
Cllrs to consider if apologies are acceptable. |
| 25/51 | Declarations of Interest and/or lobbying and intention to record
Cllrs to declare any pecuniary or non-pecuniary interests in matters to be considered on this agenda. |
| 25/52 | Councillor Vacancy |
| 25/53 | Chairman Report
Relevant matters to Wateringbury Parish Council |
| 25/54 | Clerks Report
Reported Incidents |
| 25/55 | Reports from County Councillor, Borough Councillors & Police Representatives |

25/56 ADJOURNMENT FOR A SHORT PUBLIC OPEN SESSION

25/57 Minutes

- 25/57.1 To confirm the minutes from the meeting held on 01.07.25 (Attached)
25/57.2 Matters Arising from the minutes not otherwise on the agenda (For information only)

25/58 Reports from Representatives on other bodies.

- 25/58.1 Highways & Speedwatch
25/58.2 T&M Area Committee of KALC
25/58.3 Parish Partnership Panel
25/58.4 Cemetery
- Introduction of Rules for Families (changes to policies)
 - Introduction of Rules for Funeral Directors/Masons/Grave Diggers
 - Introduction of Revised Price List for Approval
 - Introduction of New Right of Burial Certificate
 - Introduction of New Applications Forms for Burials & Headstones
 - Introduction of New Volunteers Form
 - Memorial Bench Guidelines
 - Insurance Claim
 - Pest Control
 - R L Surveys Ltd
 - Topple Test
 - Spectrum Graphics
 - Forge Engineering
 - Landowner – Hedging
 - Cemetery Shed
- 25/58.5 Allotments
- Landowner – Hedging
 - Recent Groundworks
 - Outstanding Actions
 - Vacant Plots
- 25/58.6 Wardens Report
25/58.7 Anti-Social Behaviour Enforcement Team

25/59 Matters for Noting

- 25/59.1 Planning Committee: Draft minutes from the meeting held on 01.07.25
25/59.2 In Post U
25/59.3 EE – Refund Update
25/59.4 Castle Water – Refund Update
25/59.5 Lorry Watch Scheme
25/59.6 No Cold Calling Scheme
25/59.7 Volunteers - Scheme Proposals
25/59.8 Insurance Renewal

25/60 Finance

- 25/60.1 Bank Statement Reconciliation at 29.08.25
25/60.2 Payments for Approval
- Clerk
 - Warden
 - HMRC
 - M Stone
 - Creed Tax
 - Starboard Systems Ltd (Scribe)
 - Day Tree Fellers

- Harveys Pest Control
- D Bradford
- Three Counties Contracting
- Buy Sheds Direct
- Business Stream

25/60.3 Receipts for Noting

- Drayhouse Meadows
- Castle Water Refunds

25/60.4 Creed Tax – End of Year Reconciliation
 25/60.5 Mulberry – Internal Auditor
 25/60.6 Forvis Mazars – External Auditor
 25/60.7 Update on Parish Infrastructure Monies
 25/60.8 Unity Bank Correspondence for Signature
 25/60.9 Unity Bank Complaint

25/61 Village Maintenance Updates: To receive any new information in respect of the following

25/61.1 Village Lock-up
 25/61.2 CCTV Upgrade to Asset Sites
 25/61.3 RoSPA Play Safety Annual Inspection of Senior Play Area
 25/61.4 New Community Benches, Plaques and New Bins
 25/61.5 Glebe Meadow

25/62 Leases and Contracts: To receive information and consider WPC actions in respect of the following

25/62.1 Wateringbury Car Park – Proposed Lease

- Gill Turner Tucker
- RBLI Signs
- TMBC

25/62.2 WRSA

25/63 Correspondence

Issues Raised by Residents

- Bonfires
- Village Sign

25/64 Public Discussion Review: To review any comments from residents in the audience.

25/65 Date & Time of Next Meeting: To confirm as 7th October 2025

25/66 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 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.

25/66.1 Staffing Matters
 25/66.2 Code of Conduct Matters