



## WATERINGBURY PARISH COUNCIL

### MINUTES OF A FULL MEETING OF WATERINGBURY PARISH COUNCIL HELD ON TUESDAY 07 OCTOBER 2025 AT 7.30 P.M. IN WATERINGBURY VILLAGE HALL

**PRESENT:** Cllrs. Hudson (Chairman) Young (Vice-Chairman), Edmunds, Chitty, Davie and Hutchinson.

**ALSO PRESENT:** Suzanne Parr Clerk and Residents of the Village – **4 Public Members**

The Chairman opened the meeting and welcomed all present.

<b>25/67</b>	<b>Apologies for Absence and Absentees</b> Cllr Mathieson and Cllr Packham.	<b>Noted</b>
<b>25/68</b>	<b>Declarations of Interest and/or lobbying and intention to record</b> There were none.	<b>Noted</b>
<b>25/69</b>	<b>Councillor Responsibility Revisions</b> Ken Hutchinson – Vice Chairman of Planning Allotment Councillor – Alan Chitty Cemetery Councillors – Vanessa and Bob Recreational Ground Councillors – Anna and Mike	<b>Unanimous</b> <b>Unanimous</b> <b>Unanimous</b> <b>Unanimous</b>
<b>25/70</b>	<b>Chairman Report</b> Chairman actions noted within content of minutes.	<b>Noted</b>
<b>25/71</b>	<b>Clerks Report</b> Reported Incidents – September Record now available on WPC Website to review.	<b>Noted</b>
<b>25/72</b>	<b>Reports from County Councillor, Borough Councillors &amp; Police Representatives</b>  Clerk has made contact new PC Dan Holding.  Matt Boughton thanked all residents for commenting on Fields Lane Planning Application. Any new information residents wish to share over concerns, not previously acknowledged, send to TMBC directly or Cllr Boughton or Cllr Hudson via email.  Local Government re-organisation – residents should not be detrimentally affected by proposed changes in our area.	<b>Noted</b>

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**Chairman:**

**Date: 04 November 2025**

Local Plan - revised Local Plan sets out development framework for the next 15 years. Government target of 1060 new homes required – against an average of 400 built in previous years. The plan will be published shortly with notice to the Clerk and consultation over content with communities will take place from November through to December. **Noted**

Cllr Hudson advised there has been a £40 million overspend on Adult Social care. **Noted**

Regulation Committee – training for Cllr Hudson.  
Organised crime – illegal tipping in Isle of Sheppey – enforcement officers, environmental officers and police have attended jointly as a multi-agency approach to resolve. Seven Mile Lane and Knowle Farm have been affected by similar incidents in the past – with same approach adopted. **Noted**

## **25/73 ADJOURNMENT FOR A SHORT PUBLIC OPEN SESSION**

Resident enquired how the delay of approving the new Local Plan will affect Local Parishes as Planning Applications are received. Cllr Boughton advised Parishes will be supported during this period. **Noted**

## **25/74 Minutes**

25/74.1 **Minutes from the meeting held on 02 September 2025.**  
**It was proposed, seconded and:**  
**RESOLVED:** That the minutes be approved as a true record of the proceedings. **Unanimous**

25/74.2 **Matters Arising from the minutes not otherwise on the agenda**  
  
Minutes of Extraordinary Finance Meeting held on 02.09.2025 **Noted**

## **25/75 Reports from Representatives on other bodies.**

25/75.1 Highways & Speedwatch  
  
Highways  
09.10.2025 - Pot Hole Repairs Scheduled in Mill Lane. Unstable manhole cover in Bow Road has been “chalked” to identify. Hazard will be remedied this month as an urgent repair. **Noted**  
  
Dropped Curb – cause for concern – Highways investigating a solution at The Orpines, ME18 5FA. **Noted**  
  
Clerk to arrange salt delivery; Highways requested to accommodate delivery in smaller bags. **Noted.**  
  
Highways investigating Sandbags for resident in Tonbridge Road to support flooding of property. **Noted**

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- Landowner – Hedging  
Thank you to Mr English, landowner, for addressing hedging by the Cemetery Gate entrance to allow access. **Noted**  
Three Counties presented costs of £80 + VAT to trim back hedging bordering the Car-park  
WPC did not approve. Alternative solution discussed under Staffing Matters. **Unanimous**
- Cemetery Shed  
Thank you to Bob Edmunds and Clive Hickmott for erecting the New Cemetery Shed. **Noted**
- Day Tree Fellers  
Following procurement process undertaken by Clerk work awarded to Day Tree Fellers for Hedge Shaping and Tree Pruning scheduled for 24.10.2025. **Noted**

25/75.5

#### Allotments

- Introduction of Price List  
Clerk produced and added to WPC Website. **Noted**
- Introduction of Application Form for new Tenants  
Clerk produced and added to WPC Website. **Noted**
- Completion of 2025/26 Tenant Contracts  
All tenancy agreements and fees have now been collected. **Noted**
- Landowner – Hedging  
Clerk still in correspondence with landowner. **Noted**  
Also - thank you to Clerk, Cllr Chitty and resident David Newick for taking delivery of large quantity of bark chippings, wheel barrowing and spreading at the Allotment Entrance. **Noted**
- Day Tree Fellers  
Clerk to seek expenditure for tree work to present for next Finance Meeting. **Noted**
- New Tenants for Vacant Plots  
Clerk has met with potential tenants at the Allotment  
Site two plots have now been reserved and 5 plots remain vacant for next year. **Noted**

25/75.6

#### Wardens Report

Clerk Received – all issues actioned. **Noted**

25/75.7

Anti-Social Behaviour Enforcement Team  
Public Engagements 7, General Patrols 1,  
Fly tipping Reports 1

**Noted**

**25/76**

#### Matters for Noting

25/76.1

Planning Committee: Draft minutes from the meeting held on 02.09.25 were noted. **Noted**

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25/76.2	In Post U Pending – Clerk to review terms and conditions of draft contract presented.	<b>Noted</b>
25/76.3	EE – Network Interruption Clerk phone effected by coverage interruption. EE now resolved issue.	<b>Noted</b>
25/76.4	Lorry Watch Scheme Clipboards and equipment now purchased. Clerk to complete remaining actions with Freight Team and the Scheme can commence.	<b>Noted</b>
25/76.5	Volunteers Scheme Coffee Morning to Launch Scheme on 16.10.2025 10.30am at V.Hall. Facebook Page advertising date published and on website events page.	<b>Noted</b>
	Thank yous being published monthly in Rostrum for nominated Volunteers.	<b>Noted</b>
25/76.6	Parish Website  Following internal training for the Clerk – the site is now back in active use. The Events Calendar is up to date and notices into the Clerk in-box are now being captured.	<b>Noted</b>
	<u>Actions to complete:</u> Update Home Page with Current Information.  Cllrs – to provide content to clerk for individual profiles. Local Photographer, Joe Verney, offered services free of charge to capture new images of sites and Cllrs/Staff photographs to complete the revisions needed.	<b>Noted</b>
25/76.7	KCC Highways and Transportation Seminar Cllr Chitty to attend.	<b>Noted</b>
25/76.8	Village Hall – TMBC Extra Bin WPC have met the expenditure and bin waiting for delivery from TMBC.	<b>Noted</b>
25/76.9	Recreation Ground – Tree Work Day Tree Fellers 8 <sup>th</sup> to 9 <sup>th</sup> October Raising all Trees on Top Field.	<b>Noted</b>
25/76.10	Asset Site Gates Clerk has purchased locks – Forge Engineering have kindly agreed to provide chain linking needed at no charge.	<b>Noted</b>

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25/76.11	Christmas Lights	
	Cllrs noted 3 year contract for the lights ends this year. With new Cllrs, new Clerk and new RFO within the last six months – it was not possible this year to form a sub committee to organise event. Lights will simply be switched on Saturday 15.11.25.	<b>Noted</b>
	A 12ft Christmas Tree has been arranged.	<b>Noted</b>
25/76.12	WPC Grounds Maintenance Contractor Clerk and Cllr. Davie to revisit tender document to include revisions - following additional Lease Agreement responsibilities taking effect shortly.	<b>Noted</b>
25/76.13	Wateringbury Scouts and Guides Remembrance Parade Annual Remembrance Parade is on the 09.11.25 at 10am.	<b>Noted</b>
25/76.14	WPC Remembrance Wreath Cllr Edmunds has agreed to lay a wreath on behalf of the WPC. Costs approved by WPC	<b>Unanimous</b>
<b>25/77</b>	<b>Finance</b>	
25/77.1	Bank Statement Reconciliation at 30.09.25	
	Clerk presenting Bank Reconciliation and Bank Statements for all months from April 2025 to September 2025 for signature: delay caused due to difficulties completing Year End which had a knock on effect data inputting current payments/receipts into the new software package Scribe.	<b>Noted</b>
25/77.2	Schedule of Payments made by the Clerk in September	<b>Noted</b>
25/77.3	Approve Accounts for Payment in October	<b>Noted</b>
25/77.4	Receipts for Noting	<b>Noted</b>
25/77.5	Internal Auditor Report Draft minutes from the Extraordinary Meeting held on 01.10.2025 were noted and available on WPC website to view.	<b>Noted</b>
25/77.6	AGAR – Section 1 – Annual Governance Statement Boxes 1 through to 8 have been ticked “no” against all. No comprehensive Internal Auditor Report is minuted as being presented by the previous Clerk for the 2023/24 AGAR to full Council, held on record or uploaded to view on the WPC website. Cllr Hudson, Cllr Edmunds and Cllr Mathieson (Councillors during that period and still serving) had no knowledge of the internal failings flagged in the report commissioned in September 2025.	<b>Noted</b>

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25/77.7	AGAR – Section 2 – Accounting Statements WPC to note RFO/Clerk cannot provide substantiating evidence to support internal auditor's request to alter boxes 4 and 6. Salary slips produced by previous Clerk do not show any "stand – alone" working allowances.	<b>Noted</b>
25/77.8	Forvis Mazars – External Auditor Awaiting completion of Internal audit.	<b>Noted</b>
25/77.9	Seasonal Report from RFO Positively received and noted by Public Members and Councilors.	<b>Noted</b>
25/77.10	Update on Parish Infrastructure Monies Remains outstanding.	<b>Noted</b>
25/77.11	Unity Bank Complaint Remains outstanding – Clerk has issued another reminder.	<b>Noted</b>
25/77.12	Unity Bank change to Interest Rate	<b>Noted</b>
25/77.13	WPC Annual Finance Meeting Set for 18th November at 7.30pm in the Village Hall	<b>Noted</b>
25/77.14	Appointment of Mulberry Internal Auditor Cllrs to approved re-appointment of Mulberry to complete the Audit in two stages – visit in January 2026 and again in June 2026.	<b>Unanimous</b>

**25/78 Village Maintenance Updates:** To receive any new information in respect of the following

25/78.1	Village Lock-up  Dates available to view on WPC Website for Phase 2 of works involving various contractors during October. Car Park spaces will be reserved for work vehicles throughout.	<b>Noted</b>
	RFO has raised invoice for £2,460.00 to TMBC to secure reimbursement of monies to fund works previously agreed.	<b>Noted</b>
25/78.2	CCTV Upgrade to Asset Sites  Costs approved by WPC – Work pending until Lease Agreement with TMBC has been signed.	<b>Noted</b>
25/78.3	RoSPA Play Safety Annual Inspection of Senior Play Area Capel Groundscare.have presented costs at £1,066.31 excl VAT to replace the aged Zip wire cable, fit new parts, tension cable and test. WPC approved expenditure.	<b>Unanimous</b>

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25/78.4	New Community Benches, Plaques and New Bins Clerk waiting for WPC volunteer availability to help with project.	<b>Noted</b>
25/78.5	Clarion Housing.  <u>Glebe Meadow</u> Clerk has followed up ground maintenance required at Glebe Meadow – planned schedule of works still o/s at tenant property but approved.	<b>Noted</b>
	Three Counties presented costs of £80 + VAT to trim back hedging bordering Pear Orchard/Glebe Meadow. WPC did not approve. Alternative solution discussed under Staffing Matters.	<b>Unanimous</b>
	<u>Bow Road</u> Clerk supporting Tenant with issue of fallen tree branches; all are on a planned schedule of work to complete.	<b>Noted</b>
	Clerk to request update from Clarion to Planning Application 25/01270/PA – annual tree maintenance.	<b>Noted</b>
25/78.6	Recreational Ground – Capel Groundwork Ltd Clerk has requested expenditure to repair balancing pole, tear in play surface, cleaning slides and weed killing on play surface.	<b>Noted</b>
<b>25/79</b>	<b>Leases and Contracts:</b> To receive information and consider WPC actions in respect of the following	
25/79.1	Wateringbury Car Park – Proposed Lease <ul style="list-style-type: none"> <li>Gill Turner Tucker Clerk requested Account for Settlement</li> <li>RBLI Signs Cllr Davie and Clerk to revisit asset sites again to satisfy questions over fixtures and fittings by supplier.</li> <li>TMBC Clerk chased TMBC to progress matters to a conclusion. TMBC Legal Team have actions to complete and will be in touch shortly</li> </ul>	<b>Noted</b>  <b>Noted</b>  <b>Noted.</b>
25/79.2	WRSA  No further news on access to bank account. Funds are believed to be between £10,000 to £20,000.. Cheque from closing bank should be issued around 12.10.2025 and £5,000 pledged funding to Pavillion project prepaid thereafter.	<b>Noted</b>

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The surrender of the existing lease to WRSA

To draft a deed of surrender estimated costs presented at £750 plus VAT. There may also be a land registry fee of £20

**Unanimous**

Deed of dedication

Originally entered in 2012, estimated costs to bring up to date £1,000 plus VAT. There may also be a £20 land registry fee here too.

**Unanimous**

25/79.3

Introduction of New Tenancy Agreements – Village Sports Clubs

Councillors unanimously agreed Clerk to collect fees for use of the Recreational Ground for the 2025/26 Financial Year.

**Unanimous**

Cllrs agreed to honour fee arrangement previously in place with the WRSA.

**Unanimous**

Clerk has satisfied Football Club have appropriate insurance protection in place.

**Unanimous**

Clerk to follow up Cricket Club policy insurance schedule for next year to comply with new tenancy agreement.

**Noted**

New draft tenancy agreements for both clubs can now be sent for approval.

**Noted**

Wateringbury FC applying for a grant to secure over the next 6 years for pitch maintenance to increase the quality of the surface. A grant of £40k expected with the Football Club contributing a further £20k over the next 6 years. It is hoped an investment of £10k a year will be spent on pitches at the Recreational Site.

**Noted**

**25/80**

**Correspondence**

25/80.1

Bonfire Concerns in Bow Road  
Cllrs approved a polite notice to the community to share The TMBC advice regarding bonfires; available on their Website to view.

**Noted**

25/80.2

Village Hall Noticeboard  
Concerns noticeboard is too small by Village Hall to support all notices.

Moving forward WPC will only utilise noticeboard in Bow Road.

**Noted**

25/80.3

Kent Police E-Scooters  
Reminder e-scooters are illegal to use in a public space.

**Noted**

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25/80.4	Baby Umbrella Charity funding requested. Clerk to invite Charity to reapply for consideration in the next Financial Year.	<b>Noted</b>
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**25/81      Public Discussion Review:** To review any comments from residents in the audience.

Recommended to Clerk to contact all Village Associations, including the Village Hall Representative, to request details of events marked in their 2025 calendars are shared to update the WPC website.	<b>Noted</b>
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Recognised TMBC Street Cleaners performed an exceptional service in the village recently.	<b>Noted</b>
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Cllr Chitty wished to thank the Clerk for on site visit to residents in distress along the Tonbridge Road. Cllr Chitty and Clerk are working collaboratively together addressing concerns brought to them by residents where needed.	<b>Noted</b>
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**25/82      Date & Time of Next Meeting:** To confirm as 4<sup>th</sup> November 2025

**25/83      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.

25/83.1	Staffing Matters	<b>Noted</b>
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25/83.2	Code of Conduct Matters None to consider.	<b>Noted</b>
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