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WATERINGBURY PARISH COUNCIL

**MINUTES OF A FULL MEETING OF WATERINGBURY PARISH COUNCIL
HELD ON TUESDAY 02 SEPTEMBER 2025 AT 7.30 P.M. IN
WATERINGBURY VILLAGE HALL**

PRESENT: Cllrs. Hudson (Chairman) Young (Vice-Chairman), Edmunds, Packham, Mathieson, Hutchinson.

ALSO PRESENT: Suzanne Parr Clerk and Residents of the Village – **12 Public Members**

The Chairman opened the meeting and welcomed all present.

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| 25/50 | Apologies for Absence and Absentees
Apologies from Alan Chitty on Holiday. | Noted |
| 25/51 | Declarations of Interest and/or lobbying and intention to record
There were none. | Noted |
| 25/52 | Councillor Vacancy
Mike Davy introduced and co-opted onto WPC | Noted |
| 25/53 | Chairman Report
Cllr Hudson advised a Public Meeting with Wateringbury Residents and WPC to discuss Croudace Development has been arranged for 14.09.2025 4pm at the Village Hall.

During the Bow Road closure, Cllr Hudson has managed all residents issues and road will be re-opened by 8 th September. Thereafter, additional and uncompleted work will be carried out with temporary traffic lights only. However, if that advice changes, residents will be notified accordingly. | Noted |
| 25/54 | Clerks Report
WPC have adopted a new process to record enquiries into Clerk on a month by month basis; copies were handed out to public members.
A Website Refresh is being investigated to provide for more accessible platforms for residents to source information . | Noted |
| 25/55 | Reports from County Councillor, Borough Councillors & Police Representatives
NCA – PC Mayers leaving for promotion – new PC appointment to Wateringbury.

Police Report: From 01.07.25 – 01.08.2025 Wateringbury had 38 Reports; none of these were of particular relevance to the Parish. However, one or two related to fraud. Residents are directed to....
https://www.kent.police.uk/advice/advice-and-information/fa/fraud/ as a place to visit to seek information on fraud support. | Noted |

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Chairman:

Date: 07 October 2025

There have been a few reports of Catapult related incidents in Waterringbury and PC Mayers has been speaking/dealing with those believed to be the relevant parties.	Noted
Intervention has been required to address blatant poor parking and nonsense driving as a consequence of Bow Road Closure and steps are being taken to prosecute those who are breaking the law.	Noted
A reminder that any reported crimes are to be reported through the proper channels – 999, 101 or Kent Police online. PC Mayers does not check the Residents Waterringbury Facebook page.	Noted
Separately the Clerk reported to Kent Police with supporting CCTV evidence youths responsible for lighting portable bar-be-que and leaving the site with it still burning.	Noted
Also, sandbags were removed from road closure and repositioned with the intent of causing road accidents – CCTV footage could not identify culprits.	Noted
Clerk supported resident that was a victim of fraud following the exchange of goods and payment in fraudulent notes. CCTV again reviewed and evidence presented to the Police.	Noted

25/56 ADJOURNMENT FOR A SHORT PUBLIC OPEN SESSION

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|---|--------------|
| ▪ Local Businesses can source loss of income through SGN Compensation Scheme – Cllr Hudson supporting with that process. | Noted |
| ▪ All village grass banks suffering damage, whilst being utilised in Bow Road by SGN, will be restored on completion of works.
Clear-up will include paint removal from paths. | Noted |
| ▪ Separately, sunken drain covers will also be addressed. | Noted |
| ▪ Are Speedwatch still active? Yes – volunteers on holiday. | Noted |

25/57 Minutes

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| 25/57.1 | Minutes from the meeting held on 01 July 2025.
It was proposed, seconded and:
RESOLVED: That the minutes be approved as a true record of the proceedings. | Unanimous |
| 25/57.2 | Matters Arising from the minutes not otherwise on the agenda
None Noted. | Noted |

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Reports from Representatives on other bodies.

25/58.1	Highways & Speedwatch 139 Observations of speeding vehicles 17 Letters sent to repeat (twice or more) offenders, of which 1 was hand delivered by a policeman. 2 Letter sent to high end offenders (45+ mph in 30 mph zone). 0 Vehicle's details have been passed to officers for active Enforcement	Noted.
	Ian Hayne of TMBC Highways to arrange face to face meeting to make introductions to Clerk	Noted
25/58.2	T&M Area Committee of KALC No updates to note.	Noted
25/58.3	Parish Partnership Panel Local Government re-organisation update to Parish Councils. Notice of 5 years increased costs to residents when Devolution takes place. Warning costs to make changes may even continue to be felt for a combined period of 10 years.	Noted
	Meeting on 10.09.2025 between Ground Leaders of 14 Districts to discuss ongoing process.	Noted
25/58.4	Cemetery <ul style="list-style-type: none"> Introduction of Rules for Families (changes to policies) <p>General Rules – New Clauses 6, 7, 12, 13, 15 approved Rules for Earthen Burials New Clauses 3 and 7 approved.</p> <p>WPC are committed to removing items from plots that are not permitted within the Rules of the Cemetery. Shortly all items will be tagged and stored by WPC for a period of 12 months to allow for collection.</p> <ul style="list-style-type: none"> 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 	Unanimous Unanimous Noted Unanimous Unanimous Unanimous Unanimous

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- Memorial Bench Guidelines
Approval to introduce new guidelines to;
 - indemnify WPC in the event benches become unfit for purpose and require removal.
 - purchase new WPC Memory Bench

Unanimous
Unanimous
- Insurance Claim
Clerk in correspondence with Public Liability Claims Division and awaiting decision.
3 Complaints have been raised against Zurich for Poor Service in relation to Claim Assessment, Poor Customer Service and failing to follow Complaint Process. Referral to FOS will be made for all.

Noted
- Pest Control
WPC agreed to continue with Harvey Pest Control schedule of visits to Cemetery

Noted
- R L Surveys Ltd
Action for Clerk – to add remaining Plot Numbers to Headstones Identified on the survey map commissioned

Noted
- Topple Test
Set-in-Stone Monumental Mason appointment made

Noted
- Spectrum Graphics
WPC approved £582 + VAT + Delivery Charge for Notice that require additional expenditure for straps to apply to Headstones for Topple Test Process

Unanimous
- Forge Engineering
New Barrier and Posts are in production.

Noted
- Landowner – Hedging

Clerk/Cllr Hudson have both contacted Landowner and Site Agent has been requested to make introductions and resolve.

Noted

WPC approved, for a limited period to assist in the clearance of the site, weekly bin collections to the Cemetery.
An increase from £41.86 to £83.72

Unanimous

RFO to check “a limited period” will be possible before Agreeing to change of schedule; RFO to action.

Unanimous

25/58.5

Allotments

- Landowner – Hedging
Clerk has been in contact with Landowner. Date to attend site has not been agreed.

Noted

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- Recent Groundworks
Gary Landscapes have completed the renovation of the Allotments and Clerk to make arrangements to show vacant plots to interested parties. **Noted**
- Outstanding Actions
Clerk to investigate Pallet Composting areas in vacant Plots 7A and 7B that historically tenants have found very difficult to cultivate. **Noted**
- Clerk to investigate purchase of Lock to Entrance Gate due to theft of fruit and vegetables from the site. **Noted**
- Entrance Area - Day Tree Fellers have agreed to consult their work schedule and, when a suitable project allows for quality chippings to be delivered, a date will be organised for delivery with Clerk at no charge. **Noted**

25/58.6 Wardens Report
Clerk received Warden report and all actions duly noted. **Noted**

25/58.7 Anti-Social Behaviour Enforcement Team
Clerk met with Officers at Cemetery and introductions made.
July Report Received: 6 Visits made to Watlingtonbury, 2 Business Engagement and 4 Public Engagement Meetings. **Noted**

25/59 Matters for Noting

25/59.1 Planning Committee: Draft minutes from the meeting held on 01.07.25 were noted **Noted**

25/59.2 In Post U
Contract presented for Signature. Cllr Hutchinson to discuss Clauses that are "cause for concern" with Clerk and contract will be revisited at next FC meeting. **Noted**

25/59.3 EE – Refund Update
Clerk negotiated 50% refund over two months. First payment safely received. **Noted**

25/59.4 Castle Water – Refund Update
Payment Received. **Noted**

25/59.5 Lorry Watch Scheme

Cllr Chitty and Cllr Edmunds have agreed to assist Clerk in the Management of the scheme. **Noted**

Outstanding Actions:
Clerks at Yalding and Nettlestead Parish Council have noted on September Agendas to support WPC request to lobby Highways for an additional permanent weight restriction sign at outskirts of our Parish Borders. **Noted**

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		Kent Freight Team to respond to queries Clerk raised on 07.08.25.	Noted
		WPC approved purchase of 8 Clipboards and Pens	Unanimous
		Volunteers – 8 Required.	Noted
25/59.6		No Cold Calling Scheme WPC approved Poster and Instructions to access Trading Standards Stickers for doors.	Noted
		Clerk to upload on WPC website, Poster in Village Noticeboards Request Rostrum to direct Residents to accessibility in next edition.	Noted
25/59.7		Volunteers - Scheme Proposals The Scheme has launched and requests for the first “thank you” nominations to appear in the next edition of the Rostrum.	Noted
		WPC approved Clerk’s request to host a coffee morning to invite residents and share what volunteer opportunities are available in the village. Cllr Young to support organisation.	Noted
25/59.8		Insurance Renewal WPC approved 1 Year Policy at £6,578.64	Noted
		Cemetery Car Park has been historically missed from Policy Schedule. Cllr Packham to investigate costs to replace fence and tarmac of car park if an unforeseen event occurred. Sum Insured to be added to Policy thereafter.	Noted
25/60	Finance		
	25/60.1	Bank Statement Reconciliation at 29.08.25 Current Account: £13,749.05 Deposit Account: £149,499.75	Noted
	25/60.2	Payments for Approval <ul style="list-style-type: none"> • Clerk • Warden • HMRC • M Stone • Creed Tax • Starboard Systems Ltd (Scribe) • Day Tree Fellers • Harveys Pest Control • D Bradford • Three Counties Contracting • Business Stream 	Noted
	25/60.3	Receipts for Noting <ul style="list-style-type: none"> ▪ Drayhouse Meadows ▪ Castle Water Refunds 	Noted

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25/60.4	Creed Tax – End of Year Reconciliation Completed.	Noted
25/60.5	Mulberry – Internal Auditor Appointment Booked for 04.09.2025.	Noted
25/60.6	Forvis Mazars – External Auditor Deadline to return AGAR 30.09.2025.	Noted
25/60.7	Update on Parish Infrastructure Monies Clerk Emailed TMBC to ask for a timeline on when a decision will be made.	Noted
25/60.8	Unity Bank Correspondence for Signature Completed.	Noted
25/60.9	Unity Bank Complaint £25 Compensation Agreed to resolve excessive hours made by Clerk to resolve administrative issues not received. Clerk written to follow up and request increase in compensation due to further error.	Noted
25/61	Village Maintenance Updates: To receive any new information in respect of the following	
25/61.1	Village Lock-up WPC approved one off payment from TMBC of £2,460.00 to Discharge their liabilities to conclude the works to the Lock-up	Noted
25/61.2	CCTV Upgrade to Asset Sites <u>Car Park</u> WPC approved £2,500 expenditure for 3 Cameras.	Unanimous
	<u>Cemetery/Allotment</u> Clerk to make enquiries with UK Power Networks to investigate cost to direct power in the Cemetery Car Park. Concerns Solar options will be subject to malicious damage.	Noted
25/61.3	RoSPA Play Safety Annual Inspection of Senior Play Area Report Received – Clerk to Action Capel Ground Care Ltd undertaken full Service of Zip Wire equipment and it requires cable and tension mechanism replacement: Clerk requested details of expenditure.	Noted Unanimous
25/61.4	New Community Benches, Plaques and New Bins <ul style="list-style-type: none"> WPC approved cost of £379.97 to place new dog bin. Thank you to Cllr Young for voluntarily removing old fence and returning to tidy up site the next day. Invoice for Benches presented for payment. 	Unanimous Noted Noted

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- Plaques on order **Noted**
- Introduction of TNT Garden Services **Noted**

25/61.5

Glebe Meadow

- Removal of Plastic Fencing and Vegetation.
Clarion have confirmed a Tenancy Breach process has started to address. Clerk will continue to monitor. **Noted**

25/01270/PA – Tree Removal application from TMBC
Clarion do not have Wateringbury on a rotating schedule to address trees affecting public footpaths; Planning Application was required. **Noted**

Tree debris on Tonbridge Road
TMBC Waste Management addressing blocked drains in Cannon Lane to address flooding. Cllr Hudson to contact Resident along Tonbridge Road that is being affected. **Noted**

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
WPC Approved Lease Agreement **Unanimous**
Clerk to request final account from Solicitors and close out action. **Noted**

- RBLI Signs
WPC approved Sign Replacements at various Locations of £367.21. Additional add-on cost for Allotment Sign. **Unanimous**

- TMBC
Clerk has received details of the Warranty Agreement for The New Car Park Street Lights to arrange transfer to WPC at the start of Lease Agreement period. **Noted**

25/62.2

WRSA

- Brachers – WPC waiting on Draft Deed for presentation to WRSA. **Noted**
- New Tenancy Agreement presented for approval between Wateringbury Football Club and WPC. Cllr Hutchinson to review. **Noted**
- Clerk in contact with Treasurer of Cricket Club to investigate fees previously paid to WRSA and draft like for like Agreement thereafter. **Noted**

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- WPC approved lifting and crowning trees for the top field encroaching onto football pitches and into neighbouring properties at a cost of £2,450 + VAT; complaints received. **Unanimous**

WPC approved removal of two dead Pine Trees at a cost of £700 + VAT. Cllrs Agreed. **Unanimous**

- WPC approved New Lock for gate into top field; Clerk to investigate cost. **Unanimous**
- WRSA have still to re-pay £5,000 Pavillion Contribution to WPC **Noted**

25/63 **Correspondence**

Issues Raised by Residents

- Bonfires **Noted**
- Village Sign **Noted**

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 **Noted**

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 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.

25/66.1 Staffing Matters

25/66.2 Code of Conduct Matters

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