



## 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 07 October 2025 at 7.30 p.m. The meeting will be held in the Wateringbury Village Hall.

**Suzanne Parr, Clerk**  
**02 October 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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| <b>25/67</b> | <b>Apologies for Absence and Absentees</b><br>Cllrs to consider if apologies are acceptable.   |
| <b>25/68</b> | <b>Declarations of Interest and/or lobbying and intention to record</b><br>Cllrs to declare any pecuniary or non-pecuniary interests in matters to be considered on this agenda. |
| <b>25/69</b> | <b>Councillor Responsibility Revisions</b>   |
| <b>25/70</b> | <b>Chairman Report</b><br>Relevant matters to Wateringbury Parish Council  |
| <b>25/71</b> | <b>Clerks Report</b><br>Reported Incidents   |
| <b>25/72</b> | <b>Reports from County Councillor, Borough Councillors &amp; Police Representatives</b>  |
| <b>25/73</b> | <b>ADJOURNMENT FOR A SHORT PUBLIC OPEN SESSION</b>   |

**25/74****Minutes**

- 25/74.1 To confirm the minutes from the meeting held on 02.09.25 (Attached)  
25/74.2 Matters Arising from the minutes not otherwise on the agenda (For information only)

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

- 25/75.1 Highways & Speedwatch  
25/75.2 T&M Area Committee of KALC  
25/75.3 Parish Partnership Panel  
25/75.4 Cemetery
- Introduction of Memorial Bench Guidelines
  - Rules for Headstone Engraving
  - Insurance Claim
  - Pest Control
  - R L Surveys Ltd
  - Topple Test
  - Spectrum Graphics
  - Forge Engineering
  - Landowner – Hedging
  - Cemetery Shed
  - Day Tree Fellers
- 25/75.5 Allotments
- Introduction of Price List
  - Introduction of Application Form for new Tenants
  - Completion of 2025/26 Tenant Contracts
  - Landowner – Hedging
  - Day Tree Fellers
  - New Tenants for Vacant Plots
- 25/75.6 Wardens Report
- 25/75.7 Anti-Social Behaviour Enforcement Team

**25/76****Matters for Noting**

- 25/76.1 Planning Committee: Draft minutes from the meeting held on 02.09.25  
25/76.2 In Post U  
25/76.3 EE – Network Interruption  
25/76.4 Lorry Watch Scheme  
25/76.5 Volunteers Scheme  
25/76.6 Parish Website  
25/76.7 KCC Highways and Transportation Seminar  
25/76.8 Village Hall – TMBC Extra Bin  
25/76.9 Recreation Ground – Tree Work  
25/76.10 Asset Site Gates  
25/76.11 Christmas Lights  
25/76.12 WPC Grounds Maintenance Contractor  
25/76.13 Wateringbury Scouts and Guides Remembrance Parade  
25/76.14 WPC Remembrance Wreath

- 25/77 Finance**
- 25/77.1 Bank Statement Reconciliation at 30.09.25
  - 25/77.2 Schedule of Payments made by the Clerk in September
  - 25/77.3 Approve Accounts for Payment in October
  - 25/77.4 Receipts for Noting
  - 25/77.5 Internal Auditor Report – Extraordinary Meeting 01.10.2025
  - 25/77.6 AGAR – Section 1 – Annual Governance Statement
  - 25/77.7 AGAR – Section 2 – Accounting Statements
  - 25/77.8 Forvis Mazars – External Auditor
  - 25/77.9 Seasonal Report from RFO
  - 25/77.10 Update on Parish Infrastructure Monies
  - 25/77.11 Unity Bank Complaint
  - 25/77.12 Unity Bank Reduction to Interest Rate
  - 25/77.13 WPC Annual Finance Meeting
  - 25/77.14 Appointment of Mulberry Internal Auditor (Current Financial Year)
- 25/78 Village Maintenance Updates:** To receive any new information in respect of the following
- 25/78.1 Village Lock-up
  - 25/78.2 CCTV Upgrade to Asset Sites
  - 25/78.3 RoSPA Play Safety Annual Inspection of Senior Play Area
  - 25/78.4 New Community Benches, Plaques and New Bins
  - 25/78.5 Clarion Housing - Glebe Meadow and Bow Road
  - 25/78.6 Recreational Ground – Capel Groundwork Ltd
- 25/79 Leases and Contracts:** To receive information and consider WPC actions in respect of the following
- 25/79.1 Wateringbury Car Park – Proposed Lease
    - Gill Turner Tucker
    - RBLI Signs
    - TMBC
  - 25/79.2 WRSA
  - 25/79.3 Introduction of New Tenancy Agreements – Village Sports Clubs
- 25/80 Correspondence**
- 25/80.1 Bonfire Concerns in Bow Road
  - 25/80.2 Village Hall Noticeboard
  - 25/80.3 Kent Police E-Scooters
  - 25/80.4 Baby Umbrella
- 25/81 Public Discussion Review:** To review any comments from residents in the audience.
- 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
  - 25/83.2 Code of Conduct Matters