

VIGO PARISH COUNCIL
Minutes of the Full Parish Council Meeting
held in Vigo Village Hall on Monday 18th March 2024 at 7.30pm.

Present	Cllr Pat Banks (in the Chair); Cllr Sharon Cottam; Cllr Mandie Jones; Cllr Alan White; Cllr Andy Woolway. Mrs Joanne Glass (Clerk).
In Attendance	None.

1] To receive Apologies for Absence

1236. Cllr Simon Chaplin (Vigo Parish Council); Cllr Jim Haslem (Vigo Parish Council); Ms Mandy Cason (KCC Community Warden).

2] To receive Declarations of Interest from Council Members (if any)

1237. None.

3] Questions from the Press and Public

1238. None.

4] Casual Vacancy

1239. The Clerk would advertise the Casual Vacancy, resulting from the death of Cllr Germain, in due course. *Post meeting note, the casual vacancy was advertised on 28.03.24 with a closing date of 10.05.24.

[Action: ongoing]

5] Borough and County Council Representative Reports

1240. None received.

6] Police and Community Warden Reports

1241. PUBLIC ENGAGEMENT MEETING: The Clerk had advertised these meetings on social media.

1242. PC Hammond would attend the Annual Parish Council meeting on 13th May. The Clerk had made the necessary arrangements and had made a diary note to advertise the event in advance.

1243. PC Hammond had sent a Parish Council Monthly Update which had been forwarded onto all Members. There had been some incidents with nuisance youths, including an incident with youths shooting at wildlife with a sling shot.

7] To approve the minutes of the Full Parish Council Meeting held on 19th February 2024

1244. The minutes from the Full Parish Council Meeting held on 19th February 2024 were noted and agreed, then signed by Cllr Banks (as Chair) having been accepted as an accurate record of the meeting. Two typographical errors were noted and amended.

8] To Discuss Matters Arising from the Previous Minutes (not otherwise on the agenda)

1245. SUCCESSORS IN TITLE: The Clerk had chased this up with Mr Baker, who assured the Clerk that he would deal with this within the next week.

[Action: ongoing]

- 1246.** KALC Community Awards Scheme for 2024. Cllr Cottam had spoken to the nominee's family, who hoped to attend the Annual Parish Meeting to receive the award. The Clerk would make arrangements to purchase an appropriate gift to be presented with the award.

[Action: Clerk]

- 1247.** Adverse Possession: Land to the rear of 112 – 200 Highview. The Clerk had not yet looked at applying for Adverse Possession but would do so as soon as possible.

[Action: Clerk]

- 1248.** Kent Parish Council Winter Support Scheme: The Clerk had not yet purchased the vouchers (40 x £25) but would do so once the Corporate Multi Pay Card had been received.

[Action: Clerk]

- 1249.** The four new defibrillators had now been installed. The Clerk had added them to the Asset Register. The defibrillators were automatically insured up to a value of £5,000 as part of the standard insurance policy. As the defibrillators cost £4,260 for all four, there was no need to increase the insurance cover.

- 1250.** The Clerk had emailed the Hall Committee regarding placing a defibrillator (currently in The Villager) in a cabinet on the village hall. No response had been received as yet.

[Action: ongoing]

- 1251.** Existing Defibrillators: Vigo Scouts expressed an interest in rehoming one of the old Parish defibrillators. The Clerk had forwarded the email onto Cllr Hawkins for him to liaise accordingly.

[Action: ongoing]

- 1252.** Spare Defibrillator Electrodes: The Clerk had emailed Cllr Hawkins and authorised him to go ahead and order these (app £100).

[Action: ongoing]

9] Services

Grounds Maintenance

- 1253.** Overgrown vegetation in the garage area to the side / rear of 30 The Coppice. It was noted that the residents had started clearing this area and had made a good start, however there was more to do.
Highview Services had looked at this and felt it would be useful to hire a mini digger to attend to this area. The digger, hired for a day, would also be used to deal with other jobs around the village. The cost to hire a digger would be £160 for the day. This was agreed by all Members. Clerk to update Highview Services, and also the local residents who had been working on the area.

[Action: Clerk]

- 1254.** The Grounds Works record sheets for February / March had been sent out.

- 1255.** Beech Mast Garage Area: Following Highview Services clearing back the overgrowth on Parish Land, the resident had responded to state that he had

thought the garage floor would also be cleared of mud and muck. The resident felt that they still could not use their garage due to this issue. The Parish Council felt this would be the responsibility of the garage owners, and the Clerk was to respond accordingly.

The broken-down car had been removed. The fridge and other waste were still there. The Clerk would speak to the Community Warden for advice on this matter.

The Clerk had written to the resident to state that the Parish Council would not object to a fence being put in place, to stop the overgrowth spilling into the garage area in future.

The Clerk was to write to all owners regarding the garages and the forecourts which were in a poor state and ask for the area to be tidied up and garages to be repaired as necessary. At the same time the Clerk would inform that the Parish Council would be happy for a fence to be installed (at the residents' cost), so that the original enquirer could then approach his neighbours regarding this.

[Action: Clerk]

Grass Cutting

1256. No Mow May would be discussed at the April Parish Council meeting.

Trees

1257. 12 Chestnut Lane, Cherry Tree to the rear. The Clerk had responded to the resident as agreed.
1258. ADMERS WOOD: Resident enquiry regarding trees on Parish land in Admers Wood (Oak and Silver Birches). The Tree Warden had responded to state that he was of the same opinion as the Parish Council Contractor – that no work needed to be carried out here at present.
1259. Highview: Trees to the rear (project work of approximately 5 days). No update at present, Clerk to chase Highview Services.

[Action: Clerk]

1260. Trees identified by Kent County Council as needing to be removed. These trees had now been dealt with.
1261. Highview: The Clerk had written to the owner of Highview as agreed.
1262. Hornbeams: Silver Birch on boundary of private land / Parish land (to be removed). Highview Services had spoken to the resident to inform that the tree would be removed in due course, the resident was happy with this and had no objections.

[Action: ongoing]

1263. CHERRY PICKER HIRE: Highview Services had noted that the employee from PG Platforms who had driven and operated the cherry picker hired by the Parish Council had been very helpful, worked hard and been very knowledgeable. The Clerk had emailed PG Platforms to leave a positive review in this regard.
1264. DEAD OAKS on ERSKINE ROAD: It was noted that a group of Oak Trees were dead and needed to be removed. One of these had a memorial plaque on it. It was agreed to

pollard the memorial tree initially, so that a replacement could be planted. Once the new tree had established and was of a good size, the memorial plaque would be put on the new tree. The Clerk was to liaise with Highview Services regarding this. The Clerk was also to establish why more than one of these trees had failed at the same time, and to find out if Highview Services thought there may be an issue with disease or such in this area.

[Action: Clerk]

Future Tree Projects

1265. Cllr Chaplin would call a working party meeting.

[Action: Cllr Chaplin]

10] Tree Warden

1266. Mr Gallant (Northwest Kent Countryside Partnership) had an idea of someone who lived in Vigo who may be interested. He would make contact and revert to the Parish Council in due course. No update had been received as yet.

[Action: ongoing]

1267. The Clerk would also put an article in the Annual Newsletter, to ask if anyone would be interested in volunteering as a Tree Warden for Vigo.

[Action: Clerk]

11] Damage to Community Land (to include discussion on ruts, and tree damage)

1268. A delivery truck (DX van) had caused considerable damage to the Parish land outside 146 Timberbank. The Clerk had emailed customer services at DX to ask for the land to be repaired. No response received. The Clerk was to send another email.

[Action: Clerk]

1269. A delivery vehicle (Amazon) had caused considerable damage to Parish Land on Waterlow Road (near 1 Churchside). The invoice (addressed to Amazon) to repair this damage had now been paid. Highview Services had erected posts in this location to prevent further issues.

1270. Trees to the rear of Chestnut Lane (backing onto Commonity Lane). It had been noted that some trees in this location had been vandalised (cut down). There had also been quite a lot of rubbish dumped in this area. The Clerk had written to no. 9 – 19 (odd) regarding this matter. It was agreed to report this as criminal damage to the police.

[Action: Clerk]

1271. Cllr Jones noted that the Community Land outside 81 Timberbank was often damaged by delivery vehicles, and asked if more bollards could be put in this area. The Parish Council had no objections to this. Clerk to liaise with Highview Services.

[Action: Clerk]

12] Planning

Local Authority Tree Preservation Applications

1272. Chestnut Cottage, Harvel Road: The Clerk had written to the resident.

- 1273. 18 Hornbeams: To remove one triple stemmed silver birch tree. 20240160. The Parish Council had no objections to this application.
- 1274. 3 The Paddock: To reduce one conifer tree by half (height). 20240154. The Parish Council had no objections to this application.
- 1275. 56 Timberbank: To reduce crown height and spread of Hornbeam tree. 20240103. The Parish Council had no objections to this application.

Full Planning Applications

- 1276. None at time of agenda publication.

Covenant Three Applications

- 1277. Bramblebank: Retrospective application for change in cladding (white wood to white upvc); bricking up lower part of downstairs windows; change in windows (white wood to white upvc); replacement porch door. The Clerk had written giving retrospective approval as agreed.
- 1278. Ferndown: Replacement front windows and front door. The Clerk had written giving approval as agreed.
- 1279. Ferndown: replacement windows. The resident had contacted the Parish Council to seek approval for proposed changes to 3 x bedroom windows, to give an improved escape route. Drawings had been provided. The new windows would be white upvc with clear glass (side hung). There were no objections, the Clerk was to write giving covenant approval.

[Action: Clerk]

- 1280. Timberbank: To extend driveway (utilising small area of Parish owned land). This had been agreed at an earlier Parish Council meeting. It was noted that the resident would be taking down the small wall at the front of this area, but the wall on the left hand side (which would remain) was in poor condition and needed to be replaced. The resident would like to replace this with a fence. There were no objections to this as long as the fence did not exceed six feet in height (total). The Clerk was to write giving approval.

[Action: Clerk]

- 1281. Timberbank: changes to rear extension (windows & cladding) (retrospective). This was discussed at some length as the finish of the extension was not standard. As the extension was at the rear of the property and could not be easily seen, it was agreed to give retrospective approval in this case. The Clerk was to write.

[Action: Clerk]

- 1282. Highview: Application to relocate side / rear fence. The fence had now been relocated, but it was noted that the required 2 metre gap from the footpath edge had not been met, and in places the gap was only 1.5 metres. A plan was provided to illustrate this. Photographs were also provided, which showed the effect the change had on the neighbouring property. The Clerk had contacted the resident regarding this, and he had responded to explain this variation. Although the Parish Council were disappointed that the original permission had not been adhered to, they would not remove the approval in this instance. Clerk to update the resident.

[Action: Clerk]

Other Planning Matters

1283. None.

Fowlers Stone Wood Update

1284. Fowlers Stone Wood: Enforcement: The Enforcement Notice requirements were to be complied with by 22nd April 2021, with the restocking of the woodland to be completed by July 2024.

[Action: ongoing]

Enforcement Issues

1285. Churchside. The Clerk had been contacted by Planning Enforcement to inform that the rear fencing and installation of the gate had been completed. The property owner had recently accepted a quote from a local company to replace the windows which were in poor condition in the front elevation. The Parish Council were also concerned about the rear extension roof, and as such the Clerk would speak to Enforcement for an update on this matter.

[Action: Clerk]

1286. Timberbank: Outbuilding in rear garden. The Clerk had emailed Planning Enforcement to ask for confirmation of the original size of the outbuilding, and the current size. The Clerk had also asked for confirmation of what size building would be considered Permitted Development. No response had been received as yet.

Once clarification had been received from Planning Enforcement, and the Parish Council were satisfied, a letter would be sent to the resident to state that the building remained on Parish Council land and as such covenant approval could not be given. This would result in difficulties when the property was sold in the future.

It was unclear if the resident intended to apply for Adverse Possession, no application had been received by the Parish Council as yet.

[Action: ongoing]

13] Covenant Breaches & Enforcement of Restrictive Covenants & Properties in Disrepair.

1287. Beechmast: change of exterior (painting existing red tiles grey). The Clerk had written to the resident as agreed. The resident had responded to state that they felt their original questions had remained unanswered.

The resident felt that not all covenants were enforced, and they again requested proof that the Parish had the power to enforce the covenants. The resident would like to meet the Parish Council in person, or to attend a future Parish Council meeting to discuss. The Clerk would respond to inform that the Parish Meetings are open to the public and the resident would be welcome to attend.

[Action: Clerk]

Properties in breach of covenant:

1288. HIGHVIEW: To relocate side & rear garden fence. Work to be carried out by the beginning of December. No update.

[Action: ongoing]

Update on properties in disrepair:

1289. Admers Wood property in disrepair: The Clerk had not yet contacted Royal Mail to see if the letter had been delivered, but would do so as soon as possible.

[Action: Clerk]

To discuss businesses being run from home (covenant breach).

1290. BUSINESS IN BREACH OF COVENANT: The resident had responded to the Clerk regarding the request for site visits to assess the noise levels. The resident wanted confirmation that the Parish Council insurance would cover Councillors attending site as their professional insurance did not cover non-clients. The resident also asked what criteria would be used to assess the noise levels. The Clerk would liaise with Cllr Banks to draft a response letter.

The resident also felt they had asked questions previously which had not been answered. The Clerk would review the correspondence.

[Action: Clerk]

14] To Discuss Requests from and Matters Regarding Residents.

1291. Waterlow Road Post Box: The Clerk had contacted Royal Mail about the incorrect information (nearest Post Box) on the front of this post box. The Clerk had been informed that the enquiry had been passed to the relevant collections manager for investigation (enquiry reference number 240316-003705).

[Action: ongoing]

1292. Bench dumped on Parish Land behind Timberbank properties (low numbers odd). The Clerk had not had an opportunity to write to residents regarding this but would do so as soon as possible.

[Action: Clerk]

1293. The Clerk had been contacted about some overgrown vegetation in a Highview Car Park. The Clerk had established who owned the vegetation and had written to them asking for it to be cut back. The Clerk had been informed that the vegetation had still not been cut back. A neighbouring resident had trimmed it back somewhat to prevent it scratching their car.

It was agreed to write to the resident about this again. It was noted however, that the owners of the spaces where the vegetation was encroaching did have the right to cut back to their boundary line.

[Action: Clerk]

15] The Bay

1294. Post Box in need of refurbishment. Mr Holloway had responded to say he had contacted Royal Mail and had received a response. It was noted that the Post Box should be repainted by the end of April. The Clerk would respond to Mr Holloway to thank him for his time in moving this issue forward.

[Action: Clerk]

1295. Noticeboard in The Bay. The Clerk had received an email from the school, who used one side of the village noticeboard, to say that it was often covered in condensation

and as such difficult to read the notices. Mr Banks had inspected the noticeboard and could find nothing wrong with it – it was thought that the very bad weather recently was causing the issues. The Clerk had ordered some sachets of silica gel which she would place in the noticeboard to try and resolve any condensation. All that could be done other than that would be to wipe down the inside of the noticeboard door when the weather was particularly bad. The Clerk had updated the school.

16] To discuss any Gravesham Borough Council issues and / or Kent Highways Issues

- 1296.** DOG DIRT BINS (provision of new bins throughout the village). The Clerk had chased this up with GBC.

[Action: ongoing]

- 1297.** SIGN FOR ADMERS WOOD ENTRANCE (Small turning circle, delivery drivers beware). With Highview Services for installation.

[Action: ongoing]

- 1298.** ADMERS WOOD: Faded "No Through Road" graphic. These stickers had now been received. The Clerk would get one installed on the Admers Wood road sign (but was waiting for a dry day to do so).

[Action: Clerk]

- 1299.** Armchairs at the back of the Village Hall. These had now been removed by Gravesham Borough Council.

- 1300.** "Pedestrians in Road" warning sign in the wrong position at the Waterlow Road / Timber bank junction. The Clerk had emailed Highways regarding this but had not yet received a response.

[Action: ongoing]

- 1301.** Single Point of Access Number. Clerk to liaise with Cllr Hawkins.

[Action: Clerk / Cllr Hawkins]

- 1302.** Muddy Puddle – Spine Path near Downs Wood (770883). No update from Highways as yet.

[Action: ongoing]

- 1303.** ATC SURVEY: The Clerk had received an update from the Highways Officer, this survey would now be carried out toward the end of April, after the Easter Holidays.

[Action: ongoing]

- 1304.** The Clerk had emailed Cllr Sweetland regarding this matter.

[Action: ongoing]

- 1305.** WINTER MAINTENANCE: The Clerk would speak to the Highways Liaison Officer to find out if there was any way that Vigo could be prioritised when it came to gritting roads.

[Action: Clerk]

17] Flytipping / Rubbish Issues

- 1306.** The Clerk had been contacted about some tree debris which had been dumped on Parish Land. There was also some other rubbish in the same area. The Clerk had written to the resident. They had responded to say they were responsible for the tree debris and would remove it. The other rubbish had been there since before they moved in. The Clerk would ask Highview Services to clear the rubbish.

[Action: Clerk]

- 1307.** The Clerk had been contacted by a local resident who wished to arrange two litter picks (w/e 15 – 17th March & w/e 22nd – 24th March). Although the resident was happy to liaise with GBC regarding this, the resident would like the Parish Council's support. The Clerk had responded to state that the Parish Council would need more notice to be involved, and if the resident wished to arrange another litter pick later in the year, the Parish Council would need eight weeks' notice. The Clerk wished the resident well for the litter pick, and thanked them for their time with carrying this out.

18] Parking Issues / EVCP issues

- 1308.** Highview. Parking on driveway with no drop kerb in place. The Clerk had not yet written to this resident but would do so as soon as possible.

[Action: Clerk]

- 1309.** Timberbank: Planter to the front. Highview Services had confirmed they would maintain this planter, but if assistance was needed with keeping it watered then they would speak to the Clerk.
- 1310.** EVCPs in Vigo. Request for rapid / ultra rapid chargers. Cllr Hawkins to respond to Nick May regarding a meeting to discuss.

Bay markings: Clerk to email Nick May for an update.

[Action: Clerk / Cllr Hawkins]

- 1311.** The Clerk had been contacted by a local resident who wished to install an EVCP at his property. The resident would need to run a charging lead along the footpath. The Clerk informed the resident that approval for this would need to be sought from KCC, but she was under the impression that this would not be given - "Kent County Council does not allow cables to trail across the footway from a private property or EVCP to a vehicle as this would present an unacceptable hazard for pedestrians".

19] Drainage & Flooding Issues

- 1312.** Highview drains blocked: the Clerk had reported this to Kent Highways (stating that more than one drain was totally blocked with silt). Reference no. 766331. This was currently marked as "enquiry under investigation".

[Action: ongoing]

- 1313.** Drainage and Flooding Issues in Timberbank (particularly around the Downs Wood junction). The Clerk had reported the blocked gully grates in Downs Wood to Kent

Highways (reference 766334). This was currently marked as "enquiry under investigation".

[Action: ongoing]

1314. SWEET CHESTNUT TREES IN TIMBERBANK (junction of Downs Wood). This work had not been booked in as yet, Clerk to chase Highview Services.

[Action: Clerk]

20] Street Lighting

1315. OUTSTANDING WORKS TO STREETLIGHTS, TO BE CARRIED OUT BY GBC / KCC (including electrical faults). No update.

[Action: ongoing]

1316. Spread of light on streetlights (centre path). The Clerk had emailed Mr Bonner to ask that streetlights no. 7 & no. 35 be replaced with SL8 units to provide uniformity along the centre path. Mr Bonner had replied to say these would be upgraded as requested.

[Action: ongoing]

1317. LED UPGRADES: The Clerk had emailed Mr Bonner and asked him to carry out an LED upgrade programme in the sum of £5,000. Mr Bonner had agreed to carry out this work and had placed an order for the LED units.

[Action: ongoing]

1318. ANNUAL STREETLIGHTING INSPECTION REPORT: The Clerk had emailed Mr Bonner and asked for the necessary repair work to be carried out. Mr Bonner had responded to state this work would be carried out as soon as possible.

The Clerk would liaise with Highview Services regarding pruning works, and the CCTV contractor regarding cleaning the cameras.

[Action: Clerk]

21] Rural Housing Needs Survey

1319. The Clerk had received a response from Sarah Holmes (GBC). This had been forwarded to all Members.

The Planning Policy Manager (GBC) stated that GBC had a statutory duty under the 1985 Housing Act to investigate housing needs and examine ways of meeting those needs. The rolling programme for updating Rural Housing Needs Surveys (best practice) was to carry out these surveys every five years, and the last survey in Vigo had been carried out in 2017.

As such, the Parish Council noted that the survey would be carried out in any case, and as such any discussion on affordable homes and locating sites for such houses should be deferred until the results of the housing needs survey were available.

Clerk to update Sarah Holmes.

[Action: Clerk]

1320. The Clerk noted that the planned Rural Housing Needs Survey would be carried out in May and would likely be an online survey. GBC asked if the Parish Council would be

willing to hold paper copies of the survey for households who can't access the internet. It was noted that a postcard would be sent to all properties in the village to inform them of the survey. The Parish Council had no objections to holding paper copies. Clerk to respond.

[Action: Clerk]

22] To Review & Agree the Vigo Parish Council Emergency Plan

1321. 1192: The updated Emergency Plan had been sent to all Council Members. T

Cllr Banks suggested that the document include information on how to unlock the gate near the school, so that vehicular access would be available for The Bay / Village Hall. It was agreed to add this information to the Emergency Plan.

There were no other questions or comments.

The Clerk informed that the Emergency Plan had also been sent to Adrian Hickmott (Leisure & Resilience Manager at Gravesham Borough Council). Mr Hickmott had made a couple of amendments (typos) but overall was happy with the document,

Cllr Banks proposed that the Council adopt the updated Emergency Plan, this was seconded by Cllr Cottam. All agreed.

The Clerk would now publish the plan and distribute it as necessary.

The Clerk noted that the emergency contact list had also been checked and updated. This would be reviewed next in November 2024.

[Action: Clerk]

23] Councillor Patches

1322. The next Councillor patch check lists were due at the end of March.

[Action: all Councillors]

24] To Receive an Update and Discuss Play Areas Issues (Play Park and Ballpark)

Ball Park

1323. Nothing to note.

Village Green Play Park

1324. Nothing to note.

25] Finance

To note any payments made since the last meeting

1325.	26.02.24	D/D	Joanne Glass	86.38	Reimbursement for Reflectors
	05.03.24	D/D	Gallagher Ins	3255.96	2023/24 Insurance

08.03.24	D/D	Nest Pension	128.99	Clerks Pension
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To authorise payments due

1326. The following payments would be authorised by two of either Cllr Banks, Cllr Woolway, or Cllr White.

18.03.24	D/P	Viking	66.62	Stationery
18.03.24	D/P	Streetlights Ltd	420.00	LED upgrade column 54
18.03.24	D/P	Hoist & Co	185.76	Posts & Post Mix
18.03.24	D/P	J Glass	15.59	Zoom Fees
18.03.24	D/P	J Glass	19.12	Silica Gel Sachets
18.03.24	D/P	PG Platforms	714.00	Cherry Picker Hire
18.03.24	D/P	SLCC	238.00	Clerks Professional Membership
28.03.24	D/P	Joanne Glass	1875.13	Clerks Salary – March

1327. The following Standing Orders / Direct Debits were authorised:

21.03.24	D/D	Gravesham BC	88.80	Paladin Bin monthly payment
25.03.24	D/D	J&F Accounts	33.96	Payroll Charges - March
26.03.24	D/D	British Telecom	52.74	Telephone / Broadband
28.03.23	D/D	Highview Services	5212.20	Grounds Maintenance Contract
31.03.23	D/D	Unity Trust Bank	26.25	Service Charge

1328. Transfer of £12,000 from deposit account to current account to cover outgoings: agreed. The Clerk noted that a good amount of interest was now being received with the bulk of funds being in the Deposit Account (£472.30 in one quarter).

To note any income received

1329. £150: Loftus Adjustment Services (re damage to Waterlow Road)
 £50: retrospective covenant three application fee: 102 Timberbank
 £1000: KALC Winter Support Grant.

To discuss & agree Corporate Multi Pay Card application.

1330. The Clerk had not yet completed the application form for this card but would do so as soon as possible.

[Action: Clerk]

To note the increase in waste removal charges

1331. The charges for Commercial Waste collections had increased marginally (£1.30 per week). The budget that had been set by the Parish Council was enough to cover this.

To note arrangements for the year end internal audit.

1332. The Clerk was liaising with the Internal Auditor (Mr Lionel Robbins) regarding the year end internal audit. It was anticipated that Mr Robbins would attend to carry out the audit toward the end of May.

To note and agree the bank reconciliation for the period ended 29.02.24.

1333. The bank reconciliation to 29th February 2024 was noted and agreed, with an available bank balance of £56,827.56.

To note and discuss Grant Application from Vigo School PTA

1334. As the Grant budget had been spent for 2023/2024, this application would go to the April Parish Council meeting for consideration.

To note and discuss Grant Application from Kent Air Ambulance

1335. As the Grant budget had been spent for 2023/2024, this application would go to the April Parish Council meeting for consideration.

To note spend made under Emergency Tree Surgery budget.

1336. The Clerk reported that, under delegated powers, and after consulting with Cllr Banks and Cllr Haslem, a spend of £714 (including VAT) had been made to PG Platforms to hire a cherry picker (and operator) to deal with a tree that it was not possible to climb. This was duly noted.

Other Finance Issues to Note & RFO's Report

1337. British Telecom D/D increase. Cllr Hawkins would look into the deals available and make a recommendation to Parish Council in due course.

[Action: Cllr Hawkins]

1338. Adobe Acrobat licence. Purchasing this was deferred pending the application for a Corporate Multi Pay Card.

[Action: pending]

1339. Additional One Drive storage: Purchasing this was deferred pending the application for a Corporate Multi Pay Card.

[Action: pending]

26] To receive the Chair's announcements

1340. VIGO SCHOOL ROOF REPLACEMENT: The Clerk had been copied into a response from Peter Oakfield (Deputy Leader Kent County Council) to Bryan Sweetland (Gravesham Rural Member). The following comments were noted:

- There had been a significant impact on inflation in the construction industry in recent years. Assurances were provided that the sum being requested was derived through robust feasibility studies, but the final contract sum would be determined following a competitive tender process.
- Various options for replacing the roof were considered and the proposed materials and design were deemed to be the most appropriate in terms of performance and costs.
- Provision and maintenance of a school perimeter fencing is the responsibility of the school.
- The maintenance programme is funded by specific capital grants from the Department of Education which could not be used to meet recurrent revenue costs such as staff salaries.
- The school roof is deemed to have reached its end of life and is not able to be patched anymore. The whole roof needs to be replaced to ensure the school

can continue whilst remaining warm, safe and dry. If the roof is not replaced, the school would have to close.

The Parish Council had no further comments on this matter. The Clerk had emailed Cllr Sweetland to thank him for passing the Parish Council comments on.

- 1341.** MEMORIAL TREE: Cllr Banks had met Mr Gallant (Senior Partnership Officer at the Northwest Kent Countryside Partnership) regarding planting a tree in memory of Mike Germain. It was suggested that rather than plant an Ash Tree, that a Rowan would be more suitable. The Parish Council put two suggestions forward for location (one in Highview, one in Timberbank). Mr Gallant was happy with either location but would prefer the Timberbank location. Cllr Banks would speak to the Germain family.

[Action: Cllr Banks]

- 1342.** The next Gravesham Area KALC meeting would be held on 19th March, both Cllr Banks and Cllr Haslem would attend.

27] To receive the Clerk's Report and note correspondence received

- 1343.** Plan Bee – the Clerk was to write an article about No Mow May, and provide photographs of the Vigo orchids, for a future edition of KALC News.

[Action: Clerk]

- 1344.** KCC Resident Hubs (to be used in response to a national extended power outage). The Clerk had not yet spoken to the Village Hall Manager about this but would do so as soon as possible.

[Action: Clerk]

- 1345.** ACCESS TO VILLAGE HALL: the Clerk not yet spoken to the Hall Manager about this. The Clerk had put a notice on the hall door, giving the opening times for the library and the Parish Office. The notice instructed visitors to ring the Little Learners Bell if the door was locked. This seemed to be working.

- 1346.** Gravesham Borough Council "Year of the Volunteer" It was agreed to suggest tidying up / weeding the area around the seating area in The Bay. Clerk to fill in the online form.

[Action: Clerk]

- 1347.** The Clerk reported that she & Cllr Banks had met Cllr Cheryl Price (Meopham Parish Council Chairman) recently.

PLANNING ENFORCEMENT: Cllr Banks and the Clerk explained that historically Vigo PC had had a good relationship with Planning Enforcement. However, there were a couple of issues that Cllr Banks would like to raise with Enforcement. Cllr Price noted that Meopham PC met regularly with GBC regarding Enforcement issues and suggested that she ask for Cllr Banks to be invited to a future meeting.

COMMUNITY TRANSPORT SCHEME: This was something that Meopham PC were looking into and thought that perhaps Vigo could also be involved. Cllr Price would update Vigo Parish Council as and when any developments happened, so that the matter could be considered fully at that time.

1348. Harvel Hash House Harriers – Harvel 5 Race: This would happen on 1st June and would use part of Erskine Road and Commority Lane. There were no objections. Clerk to respond.

[Action: Clerk]

1349. The Clerk had been contacted by a resident who was disappointed that his nomination for the KALC Community Award had not been accepted. The resident explained his disappointment and asked that his comments were passed to Council Members. The Clerk had forwarded his email to all Members.

28] To discuss implementing a formal Grants policy for the Parish Council.

1350. The Clerk intended to write a formal Grants policy in the future. Some discussion took place as to who would be able to apply for a Grant in Aid from the Parish Council, and it was unanimously agreed that grants would only be made available to Voluntary Groups and Not for Profit Organisations.

[Action: Clerk]

29] Community Warden Review

1351. In light of the Community Warden review, it was agreed that the Clerk should write a letter to the Community Warden Management Team, to express what an excellent job the Vigo & Meopham Warden did.

[Action: Clerk]

30] Repair Café

1352. The Clerk had attended the Gravesham Repair Café (in Northfleet) and met the person who ran it.

The Repair Café were looking to start another café in the rural area. The Clerk explained that the village hall would likely be available for one Saturday each month and gave details of the facilities available.

The gentleman was aware that both Meopham and Vigo were interested in hosting the café, but they felt it would be better to hold it in one place, and he was happy for this to be located in Vigo.

Finer details were not discussed, as the gentleman needed to speak to his colleagues to ensure they were happy with expanding to Vigo. The Clerk would check the hall availability and liaise with the Repair Café organiser accordingly.

It was hoped that the first session in Vigo would be during the summer.

It was noted that the people who ran the café were members of Extinction Rebellion. This was discussed by the Parish Council. There was some unease about this as the Parish Council was apolitical. However, it was agreed that if the relationship was between the Café organisers and the Village Hall there should not be an issue.

The Clerk asked if the Parish Council would consider funding the rent of the hall for the café, and it was agreed that a £250 Grant in Aid could be made available, but this money would be paid directly to the hall on production of an invoice addressed to the Parish Council.

[Action: ongoing]

31] D-Day 80 Year Commemorations

- 1353.** The Clerk had emailed Highview Services to ask if they could remove Jubilee metalwork from the existing beacon. No response had been received as yet.
- The Clerk had booked the village hall and confirmed details with Mr Baylis.
- The Clerk would speak to Hoist Fencing regarding a gas bottle for the beacon.
- The Clerk would ask Mr Agley if he would be available to light the beacon on 6th June.
- The Clerk had spoken to the Headteacher at Vigo School to ask if he would allow students to go into school late on Friday 7th June, so that they could attend the beacon lighting on the green on 6th June. Mr Barber was in agreement with this and would mention it in the school newsletter.

[Action: ongoing]

32] Hearing Loop for the Village Hall

- 1354.** HEARING LOOP FOR SMALL VILLAGE HALL: The Clerk had arranged a site survey; this would be carried out on 2nd April.

33] To note and discuss Freedom of Information Request

- 1355.** The Clerk had received a Freedom of Information Request, regarding the No Parking Signs on Waterlow Road. The Clerk would liaise with Cllr Banks to respond to this. The response needed to be sent by 27 March latest (20 working days after the request had been received).

[Action: Clerk]

34] Update on Job Vacancies (Casual Gardener & Clerical Assistant).

- 1356.** CLERICAL ASSISTANT: This vacancy had been advertised on Facebook, on the Parish Council website, and on the village noticeboard.

Five people had expressed an interest in this role. Information, including a job specification, had been sent to all five. The closing date for applications was Friday 22nd March.

It was anticipated that shortlisting and interviews would have been conducted before the April meeting, with a view to Council making a decision on who to offer the position to at Full Parish. It was anticipated that Cllr Banks & Cllr Haslem would conduct the interviews.

The Clerk had spoken to J&F accountancy and confirmed that the payroll charges being paid by the Parish Council covered up to five employees, so no extra costs would be incurred.

- 1357.** CASUAL GARDENER: This vacancy had been advertised on Facebook, on the Parish Council website, and on the village noticeboard.

One person had expressed an interest so far. The closing date for expressing an interest was Friday 22nd March.

The Clerk had spoken to the Parish Council insurers regarding public liability insurance for the Casual Gardener position. It was confirmed that as long as the gardener did not work for any other organisations, then they would be covered by the Parish policy. If the gardener worked for more than the Parish Council, they

should have their own cover.

1358. It was agreed to purchase a laptop for the new clerical assistant- a budget of £400 - £500 was proposed by Cllr White, seconded by Cllr Woolway and agreed by all. The Clerk would research a suitable laptop.

[Action: Clerk]

35] Annual Parish Meeting arrangements (8th April 2024)

1359. The Clerk had advertised the Annual Parish Meeting. Invitations had also been sent out. Cllr Cottam had liaised with the Marrable family regarding the KALC Community Award.

36] Training

1360. Information on the latest training available from KALC had been circulated to all Members.

37] Reports from other organisations

1361. None received at time of Agenda publication.

38] Working Party Reports

Environment Infrastructure Working Party

1362. Lightbulbs (for those who had completed the Energy Saving Questionnaire). The Clerk had not distributed these at present but would do so as soon as possible.

[Action: Clerk]

39] Any Other Urgent Business (at Chairman's Discretion)

1363. It was suggested that the location of all memorial benches and memorial trees were recorded on Parish online. It was agreed this would be useful. The Clerk would look into this.

[Action: Clerk]

**There being no other business,
the meeting of the Full Parish Council was closed at 21.10 hours.**