

VIGO PARISH COUNCIL
Notes from the Zoom meeting with Parish Council Members
Monday 13th December 2021 at 6.30pm

Present	Cllr Pat Banks (in the Chair); Cllr Simon Chaplin; Cllr Jim Haslem; Cllr Dave Hawkins; Cllr Alan White; Cllr Andy Woolway. Mrs Joanne Glass (Clerk).
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1] Apologies for Absence

Z.01 Cllr Mandie Jones.

2] Street Lights

Z.02 Cllr Haslem reported that the Street Lighting Working Party had considered all three quotes that had been received. Cllr Haslem shared a table which analysed the responses from each of the companies that quoted. This was discussed in some detail.

It appeared that "Streetlights Limited" were the most competitive supplier. A list of points for clarification were sent to Mr Bonner (Streetlights Limited) and a response had been received which had met the satisfaction of the Working Party.

It was noted that Streetlights Limited also did work for lots of other Parish Councils and the Clerk had spoken to other Clerks who were very impressed with their work.

Z.03 The following proposal was put forward:

"The Street Light Working Party propose that the quote provided by Streetlights be accepted as it meets the requirements of the specification approved by the Parish Council and is the lowest price. The Parish Council is further recommended to instruct the Working Party to now draw up a service agreement with Streetlights in order for the service to commence on 1st April 2022 for a three year period".

This was agreed unanimously by all Members in attendance at the zoom meeting. The Clerk would update Mr Bonner.

[Action: Clerk]

Z.04 Financial Regulations: requirement that for any contract between £3,000 and £25,000, three quotes are sought. Quotes had been sought from three companies (Streetlighting Limited, PSR Lighting and JC Electrical).

Delegated Powers (agreed 18 October 2021): states that the Clerk can authorise expenditure up to £3,000 per transaction having consulted with a minimum of two Members plus the Chairman. As all Members had agreed to accept this contract at a value of £2,700 per year, the Clerk was able to authorise agreement of this contract under delegated powers.

Z.05 The Parish Council now needed to liaise with Gravesham Borough Council to ensure that an up to date inventory was supplied (from GBC to VPC) so that an Un Metered Supply Certificate could be applied for. Once the UMS Certificate had been received, Streetlights Limited would assist the Parish with getting quotes for energy supply.

3] Drainage

Z.06 A meeting had been held with Cllr Banks, Cllr Germain, Cllr White, Mr Smith (Working Party Member) and Alex Brauninger (KCC) along with Adam Holloway (MP) & Mr Holloway's PA. The meeting went very well. A list of questions had been sent to Mr Brauninger in advance of the meeting, and he had now formally responded with answers to each point. These were noted by Members.

- Timberbank drainage work (around the Downswood area) would take place before 31st March and last 4-6 weeks. It was hoped it would actually start toward the beginning of March. The cost of the Timberbank drainage work was estimated at £200k. Letters will be sent to residents in advance.
- Further work would take place at the top end of Timberbank in the future. This would cost another £200k approximately.
- No further work is programmed for the lower end of Timberbank – the drainage system there is of a higher standard with more and better soakaways. The main problem in this area during the floods had been sewage outflow, resulting in flood water entering the sewers in other areas of the village, possibly by manhole covers being lifted to help water drain away more quickly.
- The Highways work programme is available on the KCC website (Managing Highway Infrastructure / Forward Works Programme).

Z.07 There were no plans to carry out work in Ferndown. Recent floods had been caused by a burst water main, so any issues would be down to Southern Water.

Z.08 Actions arising from the Flooding Survey Report:

- Admers Wood. A CCTV survey, investigations and root cutting has been scheduled. This may have been overlooked, Mr Brauningger would look into this.
- Ash Keys. CCTV survey scheduled to identify fault and assess the condition of the associated soakaway. This work was carried out. The survey identified a hole in a pipe which has since been repaired.
- Highview. CCTV survey and root cutting took place in 2020.
- Hornbeams. CCTV survey and root should have been carried out – Mr Brauningger to check.
- The Coach Drive. CCTV survey carried out, all was okay.

[Action: Clerk]

4] Sink Hole

Z.09 The Parish Council insurers had sent out a surveyor to establish if a claim could be made under a “water ingress” clause in the Parish Council policy. It had been confirmed there was no part of the Parish Council policy which would cover this issue. The surveyor felt that the Parish Council could go back to Considine for further advice. It was noted that the advice from Considine was to get a Ground Penetrating Radar Survey done which was very expensive. The surveyor also noted that perhaps the best plan would be to level the land and monitor any further ground movement.

Z.10 It was noted that following the original repair, and the ground sinking a few inches within a few months thereafter, there had not been any more movement. Following advice (from the insurance surveyor, and from Mr Brauningger) it was agreed to level the land at the rear of 13 Hornbeams, so that the level of land could be monitored more closely. All agreed. Clerk to speak to Highview Services about this.

[Action: Clerk]

5] Planning

Z.11 13 Hornbeams. GBC20212431: Application for the variation of condition 3 attached to planning permission ref. no. 20190364 for the erection of a single storey front extension, to allow the retention of the Redland 49 dark grey roof tiles.

This property was in breach of covenant due to the roof tiles and the render finish on the extension. Since this extension had been built, the Parish Council had reviewed their policy on roof tiles, and therefore VPC would no longer object to the grey roof tiles. There was still an issue with the render being a covenant breach, which was not mentioned on the application at all.

It was agreed that VPC should respond to say there were no objection to the grey roof tiles, but render finish remained a covenant breach, and also remained in contravention to the original application (which stated the finish would match the existing, i.e. brick).

[Action: Clerk]

- Z.12 15 Churchside. GBC20211496: Conversion of existing garage and store into habitable rooms. It was noted that there was a lack of information / plans on this application. However, after some discussion, and looking at Parish Council plans and google maps, more information on the location of layout of this property became clear. There were no objections to the garage being converted as there was plenty of off road parking spaces available. It was noted that the application stated the finish would be white UPVC windows and bricks to match. No objections. All agreed. Clerk to respond to GBC.

[Action: Clerk]

- Z.13 2 The Gallops. GBC20211412: Remove epicormic growth up to main lateral branches on 3no. Sweet Chestnut Trees in the front garden. Cllr Banks declared an interest in this matter and did not enter into discussions. No objections. Clerk to respond to GBC accordingly.

6] Clerks Report

- Z.14 Cllr Woolway had reported some flytipping in Commority Road. Gravesham Borough Council had been asked to clear this. Cllr Woolway reported that it was still there, and had now reported it to Tonbridge & Malling Borough Council as it looked like it may be on their land rather than Gravesham's. It had also been reported to Kent County Council Country Parks Team, who had said they would arrange to have it cleared. Some of the flytipping appeared to contain drums of chemicals, Cllr Banks had reported this to Cllr Bryan Sweetland (Kent) for urgent action.
- Z.15 The Clerk had received an email from the company who had taken over management of The Bay (management company acting for the freeholder). They reported that they had visited site and had met with a local Community Warden. The management company were interested in tidying up the site and carrying out remedial works and had emailed the Parish Council to ask if they could recommend any local tradespeople that they could engage. *Post Meeting Note* Cllr Chaplin offered to email and engage with the Management Company to progress this.

[Action: Cllr Chaplin]

- Z.16 KALC had emailed the Clerk to inform that they had been subject to a Ransomware Attack.
- Z.17 Carols in The Bay would go ahead as usual on Christmas Eve – all were encouraged to attend.
- Z.18 Vigo School PTA had raised £4,000 at the School Christmas Fair, they had sent their thanks to the Parish Council for sponsoring the event.
- Z.19 The proposal to hold a Pantomime in the Village Hall had been put on hold – due to covid social distancing requirements the proposal was not financially viable this year.
- Z.20 The Casual Vacancy can now be advertised by the Parish Council as there had been no call for an election.
- Z.21 The Parish Council had purchased a Christmas Tree for the hall foyer which Cllr Banks had delivered and set up. The Christmas lights had also been installed on the Village Hall.

Z.22 A climate change conference was scheduled for the 15th December, unfortunately nobody was able to attend. Another would be scheduled in the New Year.

Z.23 Highways Services had carried out repairs to the paving outside the school, Council Members reported that the area now looked much better.

7] Chairs Report

Z.24 Cllr Banks thanked all Members for their work and efforts over the year, and wished everyone a Happy Christmas.

8] Residents

Z.25 Admers Wood (Planning application for drop kerb). This property has a side gate that opened onto the Parish Land adjacent to Erskine Road. The resident had applied to Gravesham Borough Council for “pre-planning advice” to install a drop kerb and driveway from the side into his rear garden. The Clerk had not been aware of this application until Cllr Tiran contacted the Clerk following contact from the resident, as the pre-planning advice had been that he would be unlikely to receive approval for the proposal. The reason for the likely refusal was due to the impact the proposal would have on the current street-scene. The Clerk informed Cllr Tiran that the resident would, if he chose to move forward, need to seek approval from the Parish Council, and this would likely not be given as he would need to cross Parish Land. If the resident did apply for covenant approval, then the matter would be considered at that time.

9] Finance

Z.26 The following payments were agreed and would be authorised by Cllr Haslem and Cllr White:

13.12.21	D/P	Dave Hawkins	69.90	Wireless Access Point
13.12.21	D/P	Jo Glass	14.39	Zoom Payment
13.12.21	D/P	Hoist & Co	12.60	Shingle for trees in The Bay
13.12.21	D/P	Viking	52.74	Ink
13.12.21	D/P	P J Banks	299.99	Christmas Tree for Village Hall
13.12.21	D/P	J Glass	113.76	Microsoft Subscription
23.12.21	D/P	J Glass	1566.45	December Salary
21.01.22	D/P	HMRC	1418.17	3 rd Quarter PAYE

Z.27 The following regular payments were authorised:

The following Standing Orders / Direct Debits were authorised:

08.12.21	D/D	Nest	100.85	Clerk Pension
21.12.21	D/D	Gravesham BC	96.45	Paladin Bins
23.12.21	D/D	J&F Accounts	29.40	Payroll Charges December
29.12.21	D/D	British Telecom	49.14	Telephone / Broadband December
28.11.21	D/D	Mr Paul Agle	5010.00	Highview Services December
13.12.21	D/P	PWLB	1035.80	Playpark loan scheduled repayment
31.12.21	D/D	Unity Trust Bank	25.20	Bank Service Charge

Z.28 The following income was noted: £500 donation in memory of Jack West, to be used to fund and install a memorial bench (payment from Mrs Joy West).

10] Covid Update

Z.29 It was noted that the Government were once again advising people to work from home. It was agreed that the Clerk would work from home until at least the New Year, with the situation to be regularly reviewed.

Face-to-face Parish Council Meetings would be postponed until the guidelines made it clear that they could be held safely again. Delegated Powers would be used to action Parish decisions in the meantime.

11] Any Other Business

Z.30 Fowlers Stone Wood: It was noted that activity was much less since Mr Sullivan had been incarcerated. However, it was noted that a second satellite dish on a high pole recently. The Clerk would update GBC Planning Enforcement regarding this.

[Action: Clerk]

Z.31 Cllr Woolway reported that the muddy area used as an overflow carpark at Trosley Country Park had now been tarmacked.

There being no other business the Zoom meeting closed at 7.30pm.