

VIGO PARISH COUNCIL

**Notes from the Zoom meeting with Parish Council Members
Monday 17th January 2022 at 7.30pm**

Present	Cllr Pat Banks (in the Chair); Cllr Simon Chaplin; Cllr Mandie Jones; Cllr Alan White; Cllr Andy Woolway. Mrs Joanne Glass (Clerk).
---------	---

1] Apologies for Absence

Z.32 Cllr Jim Haslem; Cllr Mike Germain; Cllr Dave Hawkins.

2] Police Issues / Anti-Social Behaviour / CCTV Requests

Z.33 The Clerk had been liaising with the local PCSOs about various local issues, and noted that she planned to meet with Kirsty Lowe at some point when Covid restrictions eased.

Z.34 The December 2021 Kent Police Parish Council Newsletter had been circulated to all Members. Nuisance vehicles continued to be an issue in the village, with patrols continuing to deter incidents. Antisocial Behaviour had been reported in The Bay, targeting local shops. A local officer would patrol the area, particularly in the evening.

Z.35 The Clerk had contacted the local PCSOs, having seen that ASB had been noted in the Police newsletter – offering to check the Parish Council CCTV footage if it would help. PCSO would be in touch if they did want the footage checked.

Z.36 There continued to be damage caused to the bank between Erskine Road and Admers Wood, with youths using it to slide down, damaging the land in the process. The Clerk had captured this on CCTV. If another incident occurred, the Clerk would contact the police. If the problem became persistent, signage would be put up to say that the area was covered by CCTV.

Z.37 The Clerk had been contacted by the police as they wished to view CCTV footage regarding an incident outside the pharmacy. The Clerk had found the footage and updated the police. The Clerk had been told that the matter was not being pursued in this instance.

3] Previous Minutes (November) to be noted only

Z.38 The minutes were noted, with no amendments proposed. These minutes would be signed at the next face-to-face Full Parish Council meeting.

[Action: Clerk]

4] Matters Arising

Z.39 Z.10: Sinkhole to the rear of 13 Hornbeams. The Clerk had asked Highview Services to fill this dip in and level the area off so that it could be monitored.

5] Services (Grounds / Trees / Grass)

Z.40 Timberbank: the owner of this property had emailed the Clerk to note that he had noticed cracks appearing in their walls, and had had a surveyor round to look at the issue. The Clerk had informed the resident that any problems would need to go through the Parish Council's insurance.

Cllr White and Cllr Germain noted that the resident had not mentioned any problems when they had carried out a recent site visit to inspect the trees on Parish land nearby.

The Clerk was to contact the resident and re-iterate that if there was an issue, they should speak to their insurance company, who would contact the Parish Council insurers.

[Action: Clerk]

Z.41 Timberbank: The resident had contacted the Clerk regarding trees in their rear garden. They wished to remove the trees and had applied to Gravesham Borough Council for approval. GBC were informing the resident that they needed to get a report carried out on the trees, but the resident did not understand why as the trees were not native trees. The Clerk had informed the resident that VPC were unable to assist, and that the resident needed to resolve this with Gravesham Borough Council.

Z.42 Timberbank: The resident had contacted the Clerk regarding a tree which was overhanging their garden. The tree appeared to be located in the school grounds, but the Clerk established that the tree was actually located on land that belonged to the Parish Council, but had been enclosed by the school (with approval via an agreement). The Clerk would arrange for this overhang to be removed by the Parish Contractor.

[Action: Clerk]

Z.43 Highview: The resident had cleared all the debris that was located in the road gutters in the location of their property and the neighbouring area. The debris had been left on Parish Land, and the Clerk had arranged for Highview Services to remove and dispose of this.

Z.44 It was noted that the area outside the school had been repaired by the Parish contractor. However, Cllr Chaplin felt there were more areas that needed attention. Cllr Chaplin would send photographs to the Clerk, so that she could speak to Highview Services regarding this.

[Action: Cllr Chaplin / Clerk]

Z.45 Cllr White noted that 2 or 3 of the planters in Beech Mast were being maintained by one person (a resident). Cllr White thought the resident may be happy to maintain all three. Cllr White would try to get details of the resident so that the Clerk could contact him.

[Action: Cllr White]

6] Planning

Z.46 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. The Clerk had responded to Gravesham Borough Council as agreed.

Z.47 Z.12: 15 Churchside. GBC20211496: Conversion of existing garage and store into habitable rooms. The Clerk had responded to Gravesham Borough Council as agreed.

Z.48 20211474: 2 Woodside: erection of single storey side extension. The plans for this were inspected and discussed. It was noted that it appeared the access to the garage would be blocked by constructing the extension. However, there was adequate off street parking available. There were no objections to the application. Clerk to respond accordingly.

[Action: Clerk]

7] Covenant Three Applications

Z.49 Hornbeams: The resident had supplied details of the planting scheme which would form part of the drive installation at her property. The drive had previously been approved by Vigo Parish Council. It was noted that some planting proposed for the front may be a covenant breach – therefore the Clerk had emailed to confirm, and had been told that the planting would not exceed 0.5 metres, and was to provide natural drainage as there was a slight slope to the neighbours garden. There were no objections. The Clerk would write giving approval, reiterating that the drive must be permeable.

[Action: Clerk]

- Z.50 Churchside: Removal of 5 x existing conifer / leylandii trees, and planting of a beech hedge. The beech hedge would be planted on resident's land on the outside of the existing wall. The Clerk had been told that the replanting was a condition of the GBC approval to remove the trees.

This is because, although not native trees, Gravesham Borough Council felt that they needed to be replaced in order to maintain the character of the area and to ensure net loss of biodiversity is minimal. The prominence of this site was such that it was considered important that replacement trees or shrubs were planted there. Although Cllr White was unhappy with GBCs insistence on replanting, the remaining Council Members had no objection to the planting of a Beech Hedge, as long as it was kept well maintained and did not encroach on the adjacent pathway. Clerk to write giving covenant approval.

[Action: Clerk]

- Z.51 Hornbeams: The resident had contacted the Clerk to ask for the Parish Council to reconsider their decision to NOT allow a drop kerb at this property (letter dated November 2020). The reason the resident wished the proposal to be re-considered was that they were now living back in the property (having let it out previously) and other residents now had drop kerbs which parking more difficult for them as they did not have a drop kerb.

The Clerk informed that there were two reasons the drop kerb was refused, the first being that a small area of Parish Land would need to be driven over to access the drive; the second being that the proposal would mean dropping two kerb stones in front of a neighbouring property.

The resident claimed they had spoken to their neighbour who did not object to the kerbs in front of their property being dropped.

However, the Parish Council felt their original reasoning was still valid, and that a drop kerb at this property would exacerbate an already difficult parking situation in the road. Clerk to update the resident.

[Action: Clerk]

- Z.52 Churchside: Request for approval for change of window frames to dark grey (clear glass). These would be in a similar style to the neighbouring property. It was noted, that following the change in policy with regard to covenants, grey windows would now be approved. Clerk to respond giving covenant approval accordingly.

[Action: Clerk]

- Z.53 Highview: The resident had written to ask for covenant approval to remove their rear extension (erected by the previous resident in the 1980s). The resident planned to take the rear of the house back to the condition when it was originally built and would replace the back doors with like for like in but in white UPVC units. There were no objections, Clerk to respond accordingly.

[Action: Clerk]

- Z.54 Beech Mast: original request to increase the height of their rear fence. The Clerk had emailed the resident to remind them that the Parish Council would like a site meeting to discuss the matter prior to them making any decisions on this matter. The resident responded to state that the plans were on hold at the moment due to personal circumstances. This was now filed as pending.

8] Fowlers Stone Wood

- Z.55 Z.30: Fowlers Stone Wood: Second satellite dish erected on a high pole. The Clerk had updated GBC Planning Enforcement regarding this.
- Z.56 It was noted that the Planning Inquiry had now been re-scheduled for May 2022.
- Z.57 Cllr Banks reported that the lack of Enforcement Notice had been discussed at a recent Chairs meeting. It was anticipated that the Enforcement Notice would be issued in the coming weeks.
- Z.58 Community Impact Statement. In order for the Clerk to draft a CIS, letters had been sent to some residents, asking for them to describe the impact the Fowlers Stone Wood development had had on them. The Clerk had received 14 responses, with only one being positive. The Clerk would now work on the draft CIS.

[Action: Clerk]

Adverse Possession

- 9]** Z.59 Mr Eastland (Kingsley Smith Solicitors) had informed the Clerk that he had now received details of all the title numbers from Land Registry in relation to the areas of land in question, it appeared they were all registered. He was not applying to Land Registry for copies of the title deeds and would revert to the Parish Council as soon as he had received them.

Covenant Breaches

- 10]** Z.60 Highview: Cllr Banks noted that the porch at this location now appeared to have been finished, despite no covenant approval having been given, and the matter being dealt with by solicitors.
- The resident's solicitor had contacted the Parish Solicitor to state she had advised the resident to seek more specialist advice on the matter, and respectfully asked that the Parish Council consider waiting for this to happen, so the resident could consider their position going forward.
- The Parish Council agreed to allow a period of 28 days for the resident to seek and receive the specialist advice. Clerk to update Boys & Maughan.
- Additionally, moving forward, Mr Baker (Boys & Maughan) suggested that a Barrister could be engaged to study the original title and expose any weak areas. The cost of this would be £2,500 plus VAT. The Parish Council would consider this course of action as and when necessary.
- Further advice had also been received regarding possible courses of action and associated costs. This advice was duly noted.

[Action: Clerk]

11] Memorial Benches / Wildflower Meadows

- Z.61 The Clerk reported that she had ordered the memorial bench as agreed. Lead time for delivery was between 2 & 3 weeks. It was noted that the costs for the bench had increased since the original enquiry had been made, but it still fell within the expected budget. The lady who had made the donation for the bench was currently out of the country and would like the installation to be delayed until she returned, this was agreed.

[Action: pending]

- Z.62 Wildflower meadows. The Clerk was concerned that time was passing and not much progress had been made on this matter. Cllr Jones reported that she had met with the grounds maintenance team, and that she had a list of proposed locations which she would forward to Council Members for discussion.

It was thought that perhaps starting with one or two smaller areas would be a good way forward. Or perhaps to participate in No Mow May in one or two areas.

[Action: Cllr Jones]

Fly Tipping

- 12]** Z.63 Cllr Banks noted that she had reported the flytipping in Commority Road to Cllr Bryan Sweetland, who had referred the matter to another Council Member, Mr. Michael Hill (Cabinet Member for Community and Regulatory Services). The flytipping had subsequently been removed.

It was noted that it would be very useful if there was something in place to hinder larger vehicles from gaining access. When the by-way was repaired and re-surfaced some years ago, large wooden posts were installed. The Parish wondered if it would be possible to reinstate these, with a firmer fixing to prevent them from being removed.

Cllr Banks would draft a letter of thanks to Mr. Hill, and to ask about the possibility of posts being reinstalled.

[Action: Cllr Banks]

Casual Vacancy

- 13]** Z.64 The Clerk had been contacted by the Meopham Clerk, who thought he may know of someone who would be interested in the vacancy (a Vigo resident).

Cllr Chaplin also knew another village resident who may be interested.

The Clerk noted that they would be welcome to apply when the vacancy was advertised.

[Action: Clerk]

14] **Street Lighting**

- Z.65 Z.03: The Clerk had emailed Mr Bonner to inform him that he had been successful in winning the Parish Council contract to maintain the streetlights. The Clerk has asked for Mr Bonner to supply a draft contract as soon as possible.
- Z.66 JC Electrical (who had also quoted for the maintenance contract) had asked for feedback as to why they had not been successful. The Clerk had liaised with Cllr Haslem and responded to JC Electrical accordingly.
- Z.67 As the Parish Council were now insuring with Hiscox (having previously been with Axa) the Clerk had asked Gallagher (broker) to get a quote to insure for full cover per light, and also to ensure that the public liability cover was sufficient for the new assets.
- Z.68 The Parish Council had met with Gravesham Borough Council and Kent County Council again, and received assurances that all outstanding issues / repairs would be funded by GBC and carried out by KCC. It may be that repairs were not carried out until after the 1st April handover, but if the issues / faults were noted before the handover, then they would be funded by GBC and repaired by KCC.

- Z.69 The issue with the inventory needing to be updated was ongoing – until this was completed the Parish could not apply for an unmetered supply certificate.

Playpark / ball park

- 15]** Z.70 An operational inspection of the Play Park and MUGA had been carried out on 15 December 2022 by The Play Inspection Company. A copy of the report had been sent to the Clerk. There were no urgent issues to be addressed, the Clerk would look through the report and action as necessary.

[Action: Clerk]

Finance

- 16]** Z.71 The following payments had been agreed and paid prior to the meeting:

Geosphere, £156, annual Parish Online Membership.

- Z.72 The following payments were agreed and would be authorised by Cllr Banks & Cllr White:

17.01.22	D/P	Jo Glass	14.39	Zoom Payment Jan / Feb
17.01.22	D/P	Viking	47.04	Inv 843327
17.01.22	D/P	Viking	40.39	Inv 8241346
17.01.22	D/P	Vigo Village Hall	820.75	Inv 203 (rent)
17.01.22	D/P	Vigo Village Hall	20.25	Inv 204 (pop up café)
17.01.22	D/P	Hoist & Co Fencing	32.16	Inv S1-57
17.01.22	D/P	SLCC	215.00	Society of Local Council Clerks Membership
28.01.22	D/P	J Glass	1566.65	January Salary (Clerk)

- Z.73 The following regular payments were authorised:

07.01.22	D/D	Nest	100.85	Clerk Pension
21.01.22	D/D	Gravesham BC	78.20	Paladin Bins
25.01.22	D/D	J&F Accounts	29.40	Payroll Charges January
27.01.22	D/D	British Telecom	49.14	Telephone / Broadband January
28.12.22	D/D	Mr Paul Agley	5010.00	Highview Services January

- Z.74 The following income was noted:
£87.43: KALC – Government Covid Grant.

[Action: Clerk]

17] Pop Up Café

- Z.75 The next dates for the Pop Up Café were scheduled for 2nd February 2022 & 2nd March 2022. The Clerk would liaise with the previous helpers

Jubilee

- 18]** Z.76 The Clerk reported that the quoted cost to light up the water tower was £600 (for static lights) or £2000 for lighting that would move. The cost of a beacon on the green (gas beacon) would be £450.

It was agreed it would be good if the Parish Council could have both – the Clerk was to look into costings for the whole event (including a street party) and report back to the next meeting.

Cllr Banks would explore the possibility of having a choir at the beacon lighting. The Clerk would try to get the working party together to discuss further.

[Action: Clerk]

Chairs Announcements

- 19]** Z.77 It was noted that the Parish Chairs meeting in December had been cancelled, which was disappointing. An update from GBC on agenda items submitted would be received in due course. Vigo Parish Council had asked for an update on Fowlers Stone Wood (enforcement), Street Cleansing, the Local Plan and the streetlighting contract termination (electrical and structural surveys).
- Z.78 It was noted that the Councillor patch check lists were due. However, Cllr Banks reported that she and the Clerk had met with Cllr Hawkins who was going to set up a new system whereby issues could be reported online to the Clerk, rather than filling in a paper form. Cllr Banks suggested that Members hold off completing their forms until the new system had been set up. The Clerk would speak to Cllr Hawkins regarding this.

[Action: Clerk]

- Z.79 It was noted Terry Martin (KALC Chief Executive) was retiring from the organization.

Clerks Report

- 20]** Z.80 The following information was made available to all Members:
- Kent Police information on scams (via KALC E-bulletin)
 - Local history event dates (talks by Christoph Bull, local historian)
 - To note that the Gravesham Electoral Review consultation had closed on 10th January
 - KALC news (November / December) including articles on “Kents Plan Bee”, EV Charging points, Climate change and the Queens Jubilee
 - NALC bulletin

The Clerk noted that the new Electoral Register had also been received and filed in the Parish office. Meopham Parish Council were advertising an Assistant Clerk post.

Scope had made an enquiry regarding clothes recycling bins – this had been forwarded to GBC.

- Z.81 It was also noted that sadly, former GBC Councillor, Mayor and Honorary Freeman, Bronwen McGarrity had passed away on Christmas Day following some months of ill health.

21] Community Award Scheme Nominations

- Z.82 The Community Award Scheme nominations were discussed briefly, the Clerk was asked to email all Members so that those who weren't present could also vote. The nomination needed to be made by 14th February.

[Action: Clerk]

22] Social Media

- Z.83 The Clerk had been made aware of a local resident advertising dog “day care” on Facebook. The Clerk was asked to contact GBC planning to see if approval should be sought for this.

[Action: Clerk]

23] Covid

- Z.84 Government guidance continued to be “work from home”. This would be reviewed regularly. Remote meetings would continue until further notice.

The grant money from the Government had been received (£87.43).

- Z.85 The Clerk reported that at least some of the shops in The Bay had applied (when invited) for advice and guidance from GBC on recovering from lockdown. No further contact had been made by GBC, this would be chased up at the next Chairs meeting.

[Action: Clerk]

25] Vigo Village Hall

- Z.86 Cllr Hawkins had extended the Parish Council WIFI so that it now covered the Hall Manager's office and also the rest of the village hall.

Following issues in the library, a doorbell system had now been set up for all hall users.

Cllr White noted that the Church services had now resumed at the village hall.

26] Training

- Z.87 A list of upcoming training events had been circulated to all Members.

27] Any Other Business

- Z.88 The next Gravesham KALC meeting was provisionally scheduled for 10 March.

- Z.89 Cllr Banks noted that the dog dirt bin at the Stonecroft / Croftside junction still had not been moved (it was not located in the best position and needed to be moved a small distance). The Clerk had asked GBC to do this, but no response had been received. Cllr Banks had annotated a photograph to explain the issue. The Clerk would speak to Cllr Tiran regarding this.

[Action: Clerk]

There being no other business the Zoom meeting closed at 9.45pm.