

**VIGO PARISH COUNCIL**  
**MINUTES OF THE MEETING HELD ON Monday 21<sup>st</sup> February 2022**  
**At 7.30pm, in Vigo Village Hall**

Present	Cllr Jim Haslem (in the Chair); Cllr Simon Chaplin; Cllr Mike Germain; Cllr Mandie Jones; Cllr Alan White; Cllr Andy Woolway. Mrs Joanne Glass (Clerk).
In Attendance	Mr J Davidson (Hornbeams Resident); Mr A Smith (Drainage Working Party)

**1] To receive Apologies for Absence**

- 816.** Cllr Pat Banks (VPC); Cllr Dave Hawkins (VPC); Cllr Denise Tiran (GBC); Ms Mandy Cason (KCC Community Warden); Mr Paul Agley (Highview Services).

**2] To receive Declarations of Interest**

- 817.** None.

**3] Questions from the Press and Public**

- 818.** Mr Davidson had come to discuss the covenant breach at 13 Hornbeams (see Agenda item 11 / enforcement). Mr Smith had come to discuss the drainage issues in Vigo (see Agenda item 23).

**4] Borough and County Council Representative Reports**

- 819.** None.

**5] Police and Community Warden Reports**

- 820.** HALLOWEEN: The Clerk had made a diary note for early September, to speak to the police in good time before Halloween 2022.

**[Action: Clerk]**

**6] To formally note and ratify the actions that have been taken under delegated powers, (discussed at the online meetings on 13th December 2021 & 17th January 2022).**

- 821.** The office laptop had broken and therefore these notes were not available but would be ratified at the next Full Parish meeting (in March).

**7] To Discuss Matters Arising from the Previous Minutes not Otherwise on the Agenda**

- 822.** PANTO: The pantomime had not gone ahead, as it was not financially viable due to covid social distancing restrictions in place at that time.
- 823.** HIGHVIEW: Insurance Claim: no further correspondence had been received. This was now filed as pending.
- 824.** Memorial Bench. This policy would be reviewed at the Annual Meeting of the Parish Council (16 May 222) and published online after that date.
- 825.** Memorial Bench. Installation pending delivery.
- 826.** Councillor Patch reporting: The Clerk had sent Cllr Hawkins a list of "headings" that needed to be included on the new electronic reporting form. This matter was ongoing.

**[Action: Cllr Hawkins]**

827. Defibrillator training. The Clerk had emailed the Hall Manager to ask for availability for these training sessions.

**[Action: ongoing]**

**8] Services**

**a) Grounds Maintenance**

828. DAMAGE TO PARISH LAND Access Road to the Water Tower from The Coppice. The land in this area was no longer being damaged due to the installation of the bollard. A "no vehicular access" sign would be installed, if necessary, in the future.
829. TIMBER BANK: The agreement had been signed by the Clerk and returned to the resident. The Clerk had spoken to Highview Services about accessing Parish land via 87/89 Timberbank, to ask that an alternative is found if possible, and if not, any damage caused is repaired asap.
830. DOG DIRT BINS: The Clerk would collate the suggested locations and mark on a map for consideration at a future Parish meeting.

**[Action: Clerk]**

831. It was noted that a small picket fence that had been enclosing Parish Land near between Timberbank and Bramblebank had fallen down. Clerk to ask Highview Services to retrieve this. This area of land had not been maintained for some time – Clerk to check the land ownership map and ask Highview Services to maintain accordingly.

**[Action: Clerk]**

**b) Trees**

832. Timberbank: The Clerk had replied to the resident suggesting that he contact his insurance, but the resident stated that his insurance claimed the issue dated back to before he bought the property. The resident stated he had had a surveyor visit and report on the issue, the Clerk asked for a copy of the report.

**[Action: ongoing]**

833. Timberbank: Tree on Parish land (located inside the school fence) limb(s) overhanging resident's fence. The Clerk reported that this work had been added to the tree list for this season (non-urgent).

**[Action: Clerk]**

834. REPORT / PLAN SHOWING TREES IN CLOSE PROXIMITY TO RESIDENTIAL PROPERTIES: No further update. Agreed to file this as pending.

**[Action: pending]**

835. TREES ON PARISH LAND BUT INSIDE SCHOOL FENCE: work had been added to the list for this season.
836. Streetlights obscured by Parish owned vegetation / trees. This work had now been carried out.

- 837.** SCOUT HUT: TREES AROUND THE PERIMETER: The Clerk had been contacted by the Scout Leaders who were concerned about the trees on the boundary, which they felt were over tall and needed to be coppiced. They would not like the wood removed, as several of their parents had log burners. They had offered to get quotes for the work and pass them to the Council if the Council felt their contractors were too busy. The Scout leaders noted that a tree in their own property had fallen down, and a limb had also fallen from a Parish Council tree.

Highview Services had inspected the trees and felt there was no need to reduce the height or coppice any of the trees. A few ash trees needed to be taken out and this work had been added to the works list. The request to coppice all the trees was not reasonable as it would be a huge project with no real arboreal justification for the work. It was noted that some years ago (3 or 4) extensive cutting back was done around the perimeter of the scout hut, at their request.

It was agreed to follow the advice of Highview Trees and remove the few ash that needed to be taken out, but do no more than that. Clerk to write to the Scout Leaders to confirm agreed action.

**[Action: Clerk]**

- 838.** Hornbeams: request to cut back trees on Parish land. Highview Services had inspected and found the trees were not overhanging or causing any issue. There was a small group of Ash to the front of the property which were partly on the resident's land, and partly on Parish land. They were around 4 metres from the house. No work was required at the present time, but the trees would continue to be monitored as part of the woodland management programme. Clerk to respond accordingly.

**[Action: Clerk]**

- 839.** There had been concerns from residents about the tree work (coppicing) being carried out along Commority Road. It was thought that this was regular coppicing being carried out by the Birling Estate as a maintenance project.

- 840.** Admers Wood: request for tree work. The resident had requested that tree work was carried out to the trees adjacent to the side of the property, in particular to reduce some overhang.

Highview Trees had inspected and agreed some work did need to be carried out. The Clerk had updated the resident to state exactly what would be done, and to say it would be carried out before the end of the season.

**[Action: ongoing]**

- 841.** A cherry tree on private land had been damaged by Storm Eunice – the Clerk had received a phone call to report the issue. Highview Services inspected and confirmed that the trees (one of a row of cherry trees) were on private land, and if the tree fell, it would fall toward the resident's garden. As it was dark, no further action was taken at that time. The Clerk noted that the Parish had written to the resident previously to ask them to carry out work to their trees, as they had been causing issues with parked cars. The Clerk would write again asking the resident to have the trees maintained.

**[Action: Clerk]**

- 842.** STORM EUNICE: The Clerk reported that the Parish office phone had been diverted all weekend to allow calls about fallen trees to be received and actioned swiftly. A number of calls had been received, and further tree issues had been located directly on the ground and all dealt with in a swift manner.

The trees which had been dealt with from Friday 18<sup>th</sup> to Sunday 20<sup>th</sup> February were noted as follows:

- Silver Birch, top of Admers Wood, fallen
- Alder, bottom of Chestnut Lane, uprooted
- Hazel, Commority Lane, uprooted
- Large Silver Birch x 2, opposite Beech Mast (Country Park side) fallen / uprooted
- Mature Oak, 2 x large torn limbs fallen (onto a car) Croftside
- Silver Birch (previously identified for felling), Stonecroft, fallen
- Silver Birch, Centre Path / top of Woodside, uprooted, path damaged
- Chestnut, rear of Stonecroft, uprooted
- Twin stem Chestnut, Country Park tree, fell across Waterlow Road, uprooted
- Mature Willow, S bend onto Waterlow Road, uprooted into road
- Silver Birch (Country Park), Waterlow Road / Bramble Bank – uprooted into road

There were various other trees fallen / uprooted / snapped out – non urgent due to locations

- 843.** It was noted that there had been two incidents of damage to property caused by Parish Council trees during the storm. The Clerk had contacted the Councils insurance to ask what the process would be should there be a claim against the council. The Clerk had been informed that the property owners would need to go through their own insurance initially, then their insurers would try and claim from the Parish insurers. However, with storm damage unless it could be proven that the trees were in bad condition, it is unlikely a claim would be successful. If any correspondence was received, it should be passed directly to the insurers.

- 844.** One of the incidents of damage had been reported to the Clerk – a damaged fence in Timberbank. The Clerk was to ask Highview Tree Services to check the damage to ensure it had been caused by a Parish tree (the photographs supplied were not clear) so that the matter could be discussed further.

**[Action: Clerk]**

- 845.** Bramble Bank: The Clerk had been contacted about a split / broken tree on Parish Land to the rear of Bramblebank. There were also a couple of damaged branches hanging over the property. The resident understood there were much more pressing issues but did want to let the Parish know. The Clerk confirmed that the Grounds Maintenance team were aware of the issue and would deal with it as soon as possible.

**[Action: ongoing]**

- 846.** Timberbank: The Clerk had been contacted about a cracked / fallen tree behind their property, on the edge of Harvel Road. The Clerk spoke to the Grounds Maintenance team who said they were aware of the issue, but the tree was firmly lodged and would not move. They would deal with the matter as soon as they could.

**[Action: ongoing]**

- 847.** Alder at end of Chestnut Lane: An Alder (part of a group of Alders) had fallen during the storm. A Chestnut Lane resident had written to the Clerk to inform of his concerns about the remaining trees, stating that he had been asking for years for this group of trees to be reduced or removed due to their height and close proximity to properties.

The Clerk noted that these trees had been inspected on a number of occasions with no obvious issues reported, and also noted that the trees had been crown reduced in recent years.

The resident now felt the remaining trees were dangerous and needed to be removed. It was agreed to get Highview Tree Services to inspect the trees again and report back. Clerk to update the resident.

**[Action: Clerk]**

- 848.** The Clerk and Cllr Banks had both contacted Highview Services and SC Groundcare to thank them for their hard work during the storm. It was agreed that it was testament to the regular inspections and tree maintenance carried out, that there were not more trees down. All agreed.

- 849.** The Clerk noted that the Grounds Contractors had been on call all weekend during the storm, and had been working long hours, including evening call outs in the dark. It was agreed that there had been a significant amount of emergency tree surgery carried out, and therefore it was suggested that a bonus be paid to Highview Services (and by extension SC Groundcare) for their efforts.

Cllr White proposed that a sum of £500 be paid to Highview Tree Services as a one-off bonus (to be paid from the Emergency Tree Fund) – this was seconded by Cllr Haslem and agreed by all.

The Clerk would let Highview Services know and process the payment accordingly.

**[Action: Clerk]**

**c) Grass Cutting**

- 850.** Nothing to report.

**9] To discuss removal of diseased trees (Chalara) and to discuss replanting.**

- 851.** It was agreed to defer this matter until the March Parish Council meeting.

**10] To discuss the engagement of an arboricultural consultant and agree the associated costs.**

- 852.** The Clerk had received a number of complaints / concerns about a large oak tree on a bank at the rear of Chestnut Lane. Although Highview Services and the Parish Tree Warden felt the tree was in good health, due to the location, and the concerns of more than one resident, the Clerk had emailed an arboricultural expert (Sylvan Arb) for a quote to look at the tree.

It would cost £345 (plus VAT) to have Sylvan Arb inspect one tree, and thereafter £75 for each additional tree (up to a total of five trees) (£645 for five trees).

The Clerk thought there would be more trees that could do with an additional inspection, and that it would be easy to nominate five trees.

Cllr Haslem proposed that the Parish Council engage Sylvan Arb to inspect up to five trees in the village, at a cost of £645. Trees for inspection to be identified by Highview Services and agreed by Council. This was seconded by Cllr White and agreed by all. Clerk to contact Sylvan Arb and book an appointment.

**[Action: Clerk]**

**11] Planning**

**a) Local Authority Tree Preservation Applications**

**853.** None noted at time of agenda publication.

**b) Full Planning Applications**

**854.** Z.48: 20211474: 2 Woodside: erection of single storey side extension. The Clerk noted that this application had been permitted by Gravesham Borough Council.

**855.** 687: 20211120: 5 Chestnut Lane: Erection of a single storey front extension with a pitched roof to include the existing garage. The Clerk noted that this application had been permitted by Gravesham Borough Council.

**856.** GBC20220076: 4 Bramble Bank: Application for non-material amendment to planning ref no. 20210168 to allow a small strip of cladding to the front window and reduce the side window on the existing porch. There were no objections to this amendment. Clerk to respond to Gravesham Borough Council accordingly.

**[Action: Clerk]**

**857.** 20211524: 213 Highview: Demolition of existing conservatory and erection of a single storey rear extension. (Application received after agenda publication). The Parish Council looked at the plans and had no objections, as long as the finish matched the existing and the windows were not in a style that would be a covenant breach. Clerk to respond to GBC accordingly.

**[Action: Clerk]**

**c) Covenant Three Applications**

**858.** Hornbeams: approval of planting scheme and installation of driveway. The Clerk had emailed the resident to give approval but would now follow this up with a formal letter for their records.

**[Action: Clerk]**

**859.** Churchside: Removal of 5 x existing conifer / leylandii trees, and planting of a beech hedge. The Clerk had not yet written giving covenant approval but would do so as soon as possible.

**[Action: Clerk]**

**860.** Hornbeams: Drop Kerb (reconsideration of original refusal). The Clerk had emailed the resident to inform that the Parish Council would not approve this application. The Clerk would now follow this up with a formal letter.

**[Action: Clerk]**

- 861.** Churchside: Request for approval for change of window frames to dark grey (clear glass). The Clerk had emailed the resident to give approval but would now follow this up with a formal letter for their records.

**[Action: Clerk]**

- 862.** Highview: removal of rear extension. The Clerk had not yet written giving covenant approval but would do so as soon as possible.

**[Action: Clerk]**

- 863.** BEECHMAST: Cov 3: Replacement Fence. The Clerk had emailed the resident for a second time to arrange a site meeting, but no response had been received yet. The resident had emailed to inform they had put this project on hold for now. Filed as pending.

- 864.** Cov 3: Chestnut Lane: Erection of a single storey front extension with a pitched roof to include the existing garage. The Clerk had not yet written giving covenant approval but would do so as soon as possible.

**[Action: Clerk]**

- 865.** Cov 3: The Coach Drive: Application to infill front porch. The Clerk had not yet written giving covenant approval but would do so as soon as possible.

**[Action: Clerk]**

- 866.** Cov 3: Ash Keys: Application to install new windows and doors. The Clerk had not yet written giving covenant approval but would do so as soon as possible.

**[Action: Clerk]**

- 867.** Cov 3: Highview: Application to change garage flat roof to pitched, to include a small porch with new front door. The Clerk had not yet written giving covenant approval but would do so as soon as possible.

**[Action: Clerk]**

- 868.** Retro Cov 3: Croftside: Retrospective approval for extension and in-fill, as well as replacement garage door. The Clerk had written giving covenant approval as agreed.

- 869.** Highview: Demolition of existing conservatory and erection of single storey rear extension. The Full Planning Application for this was noted and approved earlier in the meeting. There were no objections to giving covenant approval as the finishes matched the existing (white framed clear glass). Clerk to write giving approval.

**[Action: Clerk]**

- 870.** Highview: To relocate rear garden wall. The applicant wished to relocate his rear garden wall, to enclose a small area of land belonging to the resident, and to put the wall in line with the neighbouring properties. Photographs had been supplied by the resident, and the Clerk had shown the location of the property on a map.

It was noted that as long as the wall was in the same line as the neighbouring property, there would be no "tunnel effect" created. Therefore, there were no objections to this, the Clerk was to write giving covenant approval.

**[Action: Clerk]**

871. Highview: Retrospective application for windows and doors. The retrospective payment had been received, and photographs illustrating the windows and doors had been provided. There were no objections, Clerk to write giving retrospective approval accordingly.

**[Action: Clerk]**

**d) Other Planning Matters**

**Fowlers Stone Wood Update**

872. Community Impact Statement. The Clerk had drafted an initial Community Impact Statement which she had shared with Cllr Banks and Cllr Haslem. There was some confusion over exactly what a Community Impact Statement was, what it should include, and how and when it would be used. Was it part of the planning process, or was it in preparation for further criminal prosecution? Therefore, the Clerk had sent the initial draft to GBC Planning (Wendy Lane and Sikdeep Coyle) for their comments.

**[Action: Ongoing]**

873. Enforcement: The Enforcement Notice had been issued, dated 27<sup>th</sup> January, and would come into effect on 3<sup>rd</sup> March 2022, unless an appeal is made against it beforehand. The requirements of the enforcement notice were:

- Cease use of the land for residential purposes
- Remove all vehicles, mobile homes, caravans, plant or machinery and domestic paraphernalia associated with the unauthorised uses from the Land
- Remove the generators from the Land
- Remove all lighting and CCTV camera from the Land
- Remove all buildings, fencing or other structures associated with the unauthorised uses from the Land
- Remove the vehicular access way to the land from the adjoining Harvel Road
- Remove the gate which is located on the vehicular access way to the land from Harvel Road
- Remove all the shredded tyre material, hardstanding and hardcore
- Disconnect all utilities, including water, sewage, gas and electricity, from the land including the removal of the associated consumer meters from the relevant provider
- Remove all debris and associated materials generated by the unauthorised use and the compliance with the above steps from the Land.

The requirements above should be completed within four-months from the date when the notice takes effect. Additionally, within twelve months of the notice taking effect the following should take place:

- Restock the area of land (outlined in red on the aerial image attached to the notice) with a mix of hornbeam, chestnut, oak and birch, with a stocking density of 1100 stems per hectare, with spacing no greater than 2 meters.



874. The Clerk noted that social media posts by Mrs Sullivan had been reported to the appropriate authorities. There had also been many complaints about dogs continually barking on the FSW site – the Clerk believed that the RSPCA had been made aware of this issue.

#### **Enforcement Issues**

875. Hornbeams: Works not in accordance with the Approved Scheme. The Clerk reported that Gravesham Borough Council had given permission for the variation (grey roof tiles). Please also refer to Agenda Item 14 (covenant breaches) for further discussion on this matter.

#### **Other Planning Matters**

876. LOCAL PLAN REVIEW AND SITE ALLOCATIONS: As part of progressing work on the emerging Local Plan, Parish Chairs had been invited to attend a meeting at Gravesham Borough Council Civic Centre on 3<sup>rd</sup> March 2022 at 15.30 hrs. Both Cllr Banks and Cllr Haslem would attend and report back.

#### **[Action: ongoing]**

877. The Clerk had made an initial enquiry to the Planning Department, to find out if a homeowner would need to seek approval to run a home boarding for dogs business. The Clerk had been informed that this would depend on whether there was a material change of use of the dwelling, and that would be informed by what was proposed. It was likely that anyone offering home boarding for dogs would need a licence. Environmental Health would be the experts to determine what would be in and outside the scope of the licencing. If a licence were needed, it would specify the number of dogs which may be accommodated in relation to the licensable activity. Assuming the scale of the licence was modest, i.e. similar to that achievable in a domestic setting, normally planning permission would not be required, however should complaints be received because of particular noise or other issues, the Council would reserve the right to consider whether there had been a change of use which requires a planning application to be submitted.

#### **12] To approve covenant letter to be sent to residents who have applied for Full Planning**

878. Cllr Banks had drafted a letter which had been sent to Cllr Haslem and the Clerk for comments. The letter was read out to Members at the meeting who also agreed the content. The Clerk would now start using this letter (by sending it to anyone who made an application for Full Planning). The Clerk would also send a copy of the letter to Members for their information.

#### **[Action: Clerk]**

#### **13] Adverse Possession: to agree proposed action and legal costs associated with this.**

879. The following update had been received from Kingsley Smith:

Land adjacent to 21 Churchside: the registered proprietor of this land is Jondy Investments. Jondy investments are now dissolved. VPC could apply for adverse possession in relation to the parcel of land upon the basis that the land is being maintained and has been kept within the control of VPC for over 10 years. Mr Eastland (solicitor) felt the application is likely to be successful.

The Clerk had responded to explain that enquires had been made to Croudace with regard to Jondy, but no response had been received. It was thought that Jondy was a "shell company" which was a wholly owned subsidiary of Croudace. Croudace were the developer of the village, the land was in the ownership of Jondy.

The Churchside land in question should have been transferred from Jondy at the same time as the rest of the common land. The Clerk asked Kingsley Smith to confirm if the land, as Jondy had now dissolved, would have become the property of the Crown? The Clerk had asked for anticipated costs to apply for adverse possession for this parcel of land.

Land either side of the entrance from Harvel Road into Waterlow Road: the registered proprietor is Croudace Homes Limited. It appeared that a transfer would need to be entered and agreed by VPC and Croudace. Croudace may require payment in return for agreeing for the land to be transferred. Mr Eastland would advise further on the issue but asked for further details of any dealings that VPC had had with Croudace and copies of any relevant documents / correspondence. It was also noted that part of this land was unregistered.

The Clerk was unsure which areas were unregistered, so had asked Kingsley Smith for confirmation. The Clerk had asked for estimated costs for Kingsley Smith to approach Croudace about transferring this land to the Parish.

Land to the rear of Highview / Timberbank: part of this land is unregistered, and enquiries should be made with the Local District Authority and Kent County Council to establish whether it is highway land. If it is highway land, an application for adverse possession could not be made.

The Clerk had informed Kingsley Smith that she would make enquiries with the relevant authorities to establish if these areas were highway land.

It was noted that it was possible to apply for adverse possession for both registered and unregistered land, although there are slightly different procedures involved. Once an application was made, Land Registry would likely instruct to appoint a surveyor to inspect the land in question to ensure the criteria under the Land registration Act is met.

**[Action: ongoing]**

- 880.** Cllr White noted that Meopham Parish Council had never owned the community land. MPC were only involved in the transfer to Vigo Village Trust because it needed to give approval for this action. This was because the transfer by Jondy / Croudace said that the land should be given to Meopham Parish Council, but MPC did not want it.

For clarity, the history of title K95205 is noted as follows:

1982: Transfer between (1) Jondy Investments and (2) James Carley and Gregory Jenkins (as trustees appointed by Meopham Parish Council).

1988: Transfer between (1) James Carley and Gregory Jenkins and (2) VVT Limited.

1995: Transfer between (1) The Solicitors to the Treasury (following dissolution of VVT Limited in 1993) and (2) Vigo Village Trust Limited.

2003: Transfer between (1) Vigo Village Trust Limited and (2) Vigo Parish Council).

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

- 881.** Hornbeams: Grey tiles and grey render in breach of covenant.

Grey tiles: It was noted that GBC had now given approval for these tiles. Following a review of the covenant enforcement policy in Vigo, it was noted that VPC would now also give approval for the grey tiles.

Grey render: It was noted that this was still in breach of covenant. The GBC delegated officer report (dated 26<sup>th</sup> January) stated:

“The render issue is also a breach of (planning) condition 3. Vigo Parish Council states that a render finish is not in keeping with the street scene or the original design / style of the village. The applicant has been made aware that the grey render does not match with the existing building, and he has set out that this will not be the final finish for the extension as he intends to apply brick slips over the render. This action should ensure that the extension complies with (planning) condition 3. GBC Planning Enforcement will monitor the application site to ensure that this occurs or take action as necessary”.

It was noted that the Parish Council would not give approval for a render finish.

The resident informed the Parish Council that he was looking at engaging a contractor shortly to finish the extension. He would like VPC to approve the colour of the brick slips and as such would provide a sample in due course.

The resident would like to put white cladding on the top half of the extension, so it would match the main property. Vigo Parish Council asked if the resident could submit a drawing to illustrate this, for consideration.

**[Action: ongoing]**

- 882.** Cov 3: HIGHVIEW: Boys & Maughan had confirmed that the resident's solicitor had been informed they had been granted 28 days to allow them to seek further advice. The 28-day period would expire on 23 February.

**[Action: ongoing]**

- 883.** TIMBER BANK: POSITION OF NEW HEDGE TO THE SIDE: Filed as pending.

- 884.** TIMBER BANK: Ownership of land to the side. The Clerk would look up the documentation and report back to clarify the situation.

**[Action: Clerk]**

- 885.** CROFTSIDE: Noted that this property was in a state of disrepair. Clerk to send a covenant breach letter to the resident.

**[Action: Clerk]**

- 886.** THE PADDOCK: Property in a state of disrepair. No further update. Clerk to chase GBC.

**[Action: Clerk]**

- 887.** ASH KEYS: Property in state of disrepair. No further update. Clerk to chase GBC.

**[Action: Clerk]**

888. The Parish Council had been informed that an Admers Wood property had orange bricks. The Parish Council were not aware of any such property, but the Clerk would have a look to see what she could find.

**[Action: Clerk]**

**15] To Discuss Requests from and Matters Regarding Residents.**

889. Shed outside rear of 279 Highview: It was not clear if the shed had been moved. Clerk to check and report back.

**[Action: Clerk]**

890. BRICK PLANTER TO REAR OF 11 CHURCHSIDE: The Clerk had not yet updated the resident but would do so as soon as possible.

**[Action: Clerk]**

891. FLAT BED LORRY AND DISPOSAL OF COMMERCIAL WASTE – TIMBER BANK. The Clerk would check to see if this were still an issue before further action was taken.

**[Action: Clerk]**

892. Highview: The Clerk would now sign the agreement on behalf of the Parish Council and return a copy to the resident.

**[Action: Clerk]**

893. Missing paving slabs outside school. Cllr Chaplin had sent photographs to illustrate this. There appeared to be some missing paving slabs that needed to be replaced. Highview Services had carried out some work here, but clearly more needed to be done. Cllr Woolway stated he had a number of slabs that the Parish were welcome to have. The Clerk would speak to Highview Services about getting this work carried out.

Cllr White noted that discussions had been held in the past, with Kent Highways, about the ownership of this area of land, and the extent of the Highways maintained footpath. The Clerk would revisit this.

**[Action: Clerk]**

894. The Clerk had received an email from a resident who was concerned about a high permanent looking fence which was being erected along Harvel Road, opposite the bus stop. The Clerk had advised the person enquiring to speak to Meopham Parish Council.

895. The Clerk had been contacted by someone who wished to run a charity event on the village green. The person enquiring did not live in Vigo, but her sister did. The event would be to raise money for the Menkes Foundation.

It was agreed that in principle the Parish Council would support such a venture. However, perhaps a policy should be put in place for this, and any future events. There was also a suggestion that the number of events be limited each year, to avoid unnecessary disturbance to the village and those who lived in close proximity to the village green. An initial suggestion was to limit events to three per year.

Items for consideration included:

- Ensuring there was adequate insurance / or would the Parish Council insure?
- Litter

- What type of event, and timings for the event?
- Agreements would only be made with Vigo residents (in this case, the person who enquired would not be able to have an agreement with VPC, but her sister would).

The Clerk would respond to the person who enquired. The Clerk would also look at drafting a policy for future use.

**[Action: Clerk]**

- 896.** Treehouse in Croftside Square. It was noted that the family who had put the treehouse in the Croftside Square had now moved. The treehouse was now slowly starting to fall apart. Cllr Jones was able to contact the family, and agreed to do so, to ask them to remove the structure as soon as possible.

**[Action: Cllr Jones]**

**16] Flower Box Maintenance**

- 897.** PLANTERS: Cllr White had provided the Clerk with the details of the person who maintained the Planters in Beech Mast. It was agreed that it would be useful to have a map marking the location of all the planters, with photographs for reference. The Clerk would then establish which were maintained by residents, with a view to an agreement being drawn up to formalise this. Cllr White agreed to mark a map and take photographs.

**[Action: Cllr White]**

- 898.** It was thought that other residents may volunteer to maintain the planters if they were cleared to a degree. This was the case particularly with the third planter in Beech Mast, and at least one of the planters in Fern Down. A plan for maintenance / clearing would be put together once the planter map had been drawn up.

**[Action: ongoing]**

**17] To Discuss any Highways and Gravesham issues**

- 899.** Stonecroft / Croftside dog dirt bin. This bin had still not been repositioned. Clerk to refer this to the Borough Council Members (Cllr Aslam / Cllr Tiran).

**[Action: Clerk]**

- 900.** HARVEL ROAD BUS SHELTER BIN: A bin had been installed at this location.

- 901.** Cllr Haslem had reported a streetlight (outside the school) that was constantly flashing. This would need to be repaired under the current streetlighting agreement with Gravesham Borough Council which terminated at the end of March.

**[Action: ongoing]**

- 902.** A Churchside resident had written to ask if speed restriction signs could be put on the entrance to their road, as there were a number of residents who drove far too fast in the road. There was a pathway which is quite busy and it was difficult to see when cars were driving up the road, and delivery drivers often compounded the issue.

The resident would like to see signs limiting speed to 5mph. The resident had looked at the KCC website, which said the first port of call would be the Parish Council. The

Clerk was unsure why this was, as it was thought KCC would be the authority to contact. The Clerk would look into this.

**[Action: Clerk]**

903. Further to the discussion above regarding speed limits, there was a suggestion that perhaps a blanket 20mph speed limit around the village may be a good idea. It was agreed to speak to Cllr Sweetland (KCC) to get his initial thoughts on the matter.

**[Action: Clerk]**

**18] Flytipping in Vigo: to note response from Mr Hill (KCC Member)**

904. Cllr Banks had drafted a letter of thanks to Mr Mike Hill (KCC) which the Clerk had sent on. The flytipping had now been removed. Mr Hill had replied to state that he had spoken to the Public Rights of Way Officer about installing width restrictions on the byway. The response had not been particularly positive, stating that they would not undertake the work at the present time. Cllr Woolway felt strongly about this and agreed to look over the letter and draft a response. Clerk to forward the letter to Cllr Woolway.

**[Action: Clerk]**

**19] Great British Spring Clean 2022.**

905. LITTER PICK OF VIGO: After some discussion it was agreed not to organise an official litter pick – the litter in the village was collected by not only GBC, but also by the Parish contractor, and the Clerk was also aware of a couple of residents who litter picked on a regular voluntary basis. It was not felt there would be sufficient litter to warrant an organised “spring clean”. All agreed.

**20] Casual Vacancy**

906. The Clerk had received emails from two interested parties regarding the casual vacancy. For transparency, it was agreed to advertise the vacancy for two weeks online, and a decision would be made at the next Parish meeting.

**[Action: Clerk]**

**21] The Bay: to receive an update from Cllr Chaplin further to liaison with KMP Solutions.**

907. Cllr Chaplin had spoken with Mr Gruber (Fontayne Management) on the telephone. Mr Gruber explained that they were hoping to make improvements about the area, as they had now started collecting service charge alongside the rental due from the properties.
908. Post office / newsagent in a state of disrepair. Please see minute number 913.
909. Replacement Perspex for noticeboard (The Bay): Mr Banks had replaced the Perspex on one side of the noticeboard, and it looked very good. It was agreed that the other two sides would now be replaced. Council asked for their thanks to be passed onto Mr Banks for his assistance in this matter.

**[Action: ongoing]**

910. SEATING AREA IN THE BAY: Two bags of shingle had been purchased and put around the bottom of the trees in The Bay, as agreed.

**911.** There had been a post on social media (Vigo Village Life Facebook page) which had resulted in lots of comments about The Bay in general. All of the comments were noted. There were concerns about the state of the shops, the village hall, and the pedestrianised area in the centre, as well as the car parks. A summary of the comments is as follows:

- The convenience store is in a poor state – it was noted that this was franchised and as such the Londis head office (who had been contacted by a resident) were unwilling to help.
- The state of the post box is poor. The Clerk had reported this to Royal Mail at least twice and had done so again.
- People thought the Village Hall was the responsibility of the Parish Council, this was not the case. The Village Hall Manager had posted online to advertise the 800 club, and to ask for more volunteers to join the committee.
- There were calls for a resident meeting to discuss. The Clerk would respond to the post to state that the Parish would call a meeting if there was an appetite for this.
- Culverstone stores was much preferred by residents, it was brighter, cleaner, busier and more well stocked. Noted that Culverstone Stores had the huge advantage of passing traffic and did not serve just one small village.
- People felt there should be CCTV to deter vandalism – noted that CCTV was in place and recordings of antisocial behaviour were passed to the police. Noted that there were actually very few incidents.
- Lots of people praising Glam Squad and saying what a great shop it was for the village. Also praise for the post office, with the lady who works there being seen as very helpful.
- Calls for a Tesco or Sainsburys local – noted this would be unlikely as there was a lack of footfall from the village.
- Lots of enthusiasm for a coffee shop – noted there had been one there in the past but it had not lasted long. Lots of other shops there had fallen by the wayside over the years.
- Rear of the shops is in a very poor state. Noted this would be down to the management company to remedy.

The Clerk had responded to make it clear which authority was responsible for what, and informed residents that the issues would be highlighted with the Parish Council. A long discussion took place, and some action was agreed.

**912.** The Clerk would write an article in response to the comments received, and post it on the Parish Councils Facebook page.

**[Action: Clerk]**

**913.** Other comments on the Facebook post were about a need for more litter bins, complaints about muddy verges, and requests for more wet pour in the play park to stop it being so muddy. Noted that, in the opinion of the Parish Council there were sufficient litter bins, but if residents wanted more they could speak to Gravesham Borough Council. The Parish did not feel that the amount of litter was increasing. Wet Pour in the play park was very expensive and the Parish felt there was no need to put any more down at present – the existing grass crete was fine.

**914.** It was noted that the planning application to turn Bootys into a Pizza Shop had been denied, as the Planning Department felt they did not want more closed shutters during

the day, and the pizza shop proposed hours were late afternoon / evening only. This was now subject to an appeal.

915. Consider directional signs to the shops on the chicane in Waterlow Road (there was concern that people who saw the signs at the front of the village would get half way down Waterlow Road and think they had gone too far and turn back). These signs may increase footfall from passing traffic to the shops. Clerk to make enquires regarding costs.

**[Action: Clerk]**

916. It was imperative that the shop owners tried to spruce up the shop fronts. To this end, it was agreed that each shop owner would be invited to apply for a grant of up to £250 from the Parish Council, to improve their frontage. Those shops which already had a good frontage could still apply if they wished to make further improvements. The convenience store / post office could apply as two businesses for a combined grant of up to £500. This total cost (if all applied for the £250 maximum) would be £1500, as two units were currently empty. This was agreed by all members present. The Clerk would write to the shop owners. Details of their proposals and associated costings would have to be agreed, and the funding would be to improve the shop fronts only.

**[Action: Clerk]**

917. It was agreed it would be a good idea to ask each shop owner to write something for the online newsletters – perhaps explaining what services they provided, or any special offers they had on, or even just a piece to introduce who they were. Clerk to speak to shop owners. The next online newsletter would be Summer 2022 (June / July).

**[Action: Clerk]**

918. A post asking for volunteers to assist with clearing and replanting around the seating area had been put online by a local gardener. The local gardener had kindly offered to supply plants and compost. The Parish Council were happy for this to go ahead, as long as adequate insurance was in place (Clerk to speak to Gallagher for more advice). If the project went ahead, the Clerk would support by providing refreshments on the day.

**[Action: Clerk]**

919. The village hall was in the process of replacing the front doors which were not in a good state. They were also looking at quotes to get the small wall to the side (near the disabled ramp) repaired.

920. There had been some concern about the fish and chip shop parking on the corner of Highview and causing sight line issues. The Clerk would ask if they were able to park in the car park in future.

**[Action: Clerk]**

**22] Parking in Vigo (Electric Vehicle Charging Points and access from residential properties)**

921. VARIOUS PROPOSALS TO IMPROVE PARKING IN ADMERS WOOD:

Agreed that the Clerk should get costings to carry out this work involved with Proposal Two (to remove grass at entrance to the garage block to allow more spaces) (75% in favour, 20% against, 5% no response). Then a letter would be sent to all Admers Wood



residents, giving the costs involved, and asking them to make an informed decision having been made aware of the costs. It may be that some grant funding could be available. The Clerk would look into this once a quote for the work had been received.

**[Action: Clerk]**

922. It was suggested that perhaps marking "parking bays" with paint in the square may help to alleviate issues. It was noted that this was Highways land and they were unlikely to have the resources to carry out this work. It was suggested that perhaps the Parish Council could put down temporary biodegradable paint, to see if this helped, before approaching Kent Highways for permanent markings. Clerk to approach Highways to see if there would be any objections to this.

**[Action: Clerk]**

923. Also agreed that it would be useful to have a sign on the entrance to Admers Wood which said "small turning circle, delivery drivers beware" or similar. Clerk to speak to RBLI for a quote for this, the sign could be put on Parish Land, and as such Highways would not need to be involved.

**[Action: Clerk]**

924. Cllr Hawkins to arrange a "walk-around" with the Parking Working Party to agree the objectives of the group and understand the size of the problem.

**[Action: Cllr Hawkins]**

925. COMMERCIAL VEHICLES PARKING IN VIGO: The Clerk had not yet sought legal advice on enforcing covenant four but would do so as soon as possible.

**[Action: Clerk]**

926. EV Charging points. Cllr Hawkins had registered an interest with "Kent Connected", no further update had been received.

**[Action: Cllr Hawkins / Parking Working Party]**

927. Timberbank: the resident had written to enquire if he could have approval to install a driveway at his property, to enable him to have an EV charging point. It was noted that to enable this proposal, Parish Council land would have to be crossed, and the Parish Council could not allow this. Clerk to update the resident.

**[Action: Clerk]**

928. The Clerk had received a complaint about dangerous parking which was especially an issue in Highview. Cars were parking on kerbs and blocking pathways. People with buggies / prams or in wheelchairs often had to go into the road to get past. Cars on the kerbs were blocking the sight line for other vehicles. There was also an issue with the speed at which people drove. The complainant felt that many people did not use the allocated bays to park at the rear of the properties.

Although the Parish Council did understand the residents points, it was felt that little could be done by the Parish Council and perhaps the resident should contact the

local PCSOs and / or community warden to discuss the matter. Clerk to update the resident.

**[Action: Clerk]**

**23] Drainage in Vigo: to approve proposals under S100 of the Highways Act 1980**

- 929.** A meeting had been held on 3<sup>rd</sup> November, with the Parish Council Drainage Working Party, Mr Alex Brauning (Asset Team Leader) and Mr Adam Holloway (MP). Notes from this meeting had been circulated to all members.
- 930.** Correspondence had been received to confirm that KCC had appointed a contractor to carry out works and expected them to commence on 7<sup>th</sup> March for a period of up to six weeks. The work would take place under a full road closure with a signed diversion implemented. A letter drop to residents would be carried out in advance, and advance warning boards placed around the location.
- 931.** The scheme of works included the installation of two new soakaways on the northern side of Timberbank. These works were to be carried out in accordance with s.100 Highways Act 1980 which granted KCC the right, as the Highway Authority, to construct or lay, in the highway or in land adjoining or lying near to the highway, such drains as they consider necessary, and to scour, cleanse and keep open all drains situated in the highway or ins such as aforesaid.

The works would be undertaken at County Council's expense and in such a manner to do as little damage as possible. Any damage arising in connection with the works would be made good to the reasonable satisfaction of the Parish Council. KCC are obliged to compensate landowners who suffer damage, and any compensation due would be a one-off payment assessed in relation to the extent of the damage suffered.

A plan had been provided to illustrate the proposed works.

KCC had asked VPC to confirm their acceptance of the proposals so that they could progress the works in due course.

After some discussion it was agreed that there were no objections. The Clerk was to write stating that VPC accepted the proposals.

There was some concern about access for Downs Wood Residents, particularly for disabled residents who may need access to their vehicles in close vicinity to their property. The Clerk would speak to KCC about this.

**[Action: Clerk]**

- 932.** Admers Wood: KCC had passed a job to the contractor for the pipework from the defective gully near no.37 to be replaced. The date for commencement of these works was expected to be confirmed in the next few days.

**[Action: ongoing]**

- 933.** Hornbeams: KCC had confirmed that a CCTV survey and subsequent root cutting had been completed on 20 July 2020. The pipework had been left clear and flowing.

- 24] 934. Earl Bourner (KCC) had informed that gullies were being cleaned on a 3 monthly basis.  
**Street lighting in Vigo: to approve and sign a contract for maintenance from 01.04.22**

935. ELECTRICAL TESTING RESULTS: VPC continued to chase KCC for this data.

**[Action: ongoing]**

936. INSURANCE: The Clerk had received a quote from Hiscox in relation to the streetlight insurance cost.

To insure the streetlights against damage (based on a sum insured of £138,000) would increase the annual premium by £664.60 (inc IPT). A pro rata premium from 1<sup>st</sup> April 2022 to the insurance renewal date (November) would be £416.97.

As the cost to replace an entire light would likely be in the region of £2,000 - £2,500, and it was unlikely that more than one would be damaged at any one time, it was agreed unanimously to "self-insure" (ie not take out an additional premium for accidental damage). Any damage would likely be caused by a third party, and their insurance would cover this.

Public liability cover is provided automatically for any assets the Council are responsible for. The Clerk would need to update the Asset Register from 1<sup>st</sup> April.

**[Action: Clerk]**

937. INVENTORY WALK: All issues noted on the inventory walk carried out by Cllr Banks and Cllr Haslem had been reported to GBC / KCC for action.

**[Action: ongoing]**

938. It was noted that an up-to-date inventory had still not been received, and until it had been, the Parish Council were unable to apply for an Un Metered Supply Certificate. The UMS Certificate was needed to get an unmetered supply of electricity for the streetlamps at a competitive cost. GBC / KCC were being chased for this.

**[Action: ongoing]**

939. The following was noted in the GBC response to the Parish Council Chairs meeting in January (response was received from the Parking & Environmental Enforcement Services Manager):

*"There have been a number of Street Light faults reported to GBC by Parish Councillors and residents. These reports have been inspected by KCC engineers under our current maintenance agreement. In most cases minor faults have been found but in three assets, larger repairs are needed. KCC are currently costing the works and will be providing a quote in due course and once this is received GBC will raise the PO number and schedule the works in.*

*In addition to the reported faults, prior to handing the assets back to VPC on 01 April, structural and electrical testing has been completed so this process is up to date prior to the handover. The testing has also highlighted some repair work and again KCC will be supplying a quote.*

*As stated in the meeting, KCC's contractor, Bouygues who will be carrying out the remedial work, are fully aware of the deadline for the works and has confirmed that all work can be completed by the end of March so I do not see why this would overrun.*

*That being said if there are any unforeseen circumstances that lead to delays then the repair works will be carried out after the handover. As the faults have been identified whilst GBC were responsible for the maintenance, we would still fund these repairs.*

*Any faults found from 01 April would be the responsibility of VPC."*

940. A contract from Streetlighting Limited had been received just before the Full Parish Council meeting had started. It was agreed that Cllr Haslem would take the contract away to discuss it with the Working Party and then report back to Full Parish in March with a view to signing it at that time.

**[Action: Cllr Haslem]**

**25] Sink Hole in Vigo**

941. HORNBEAMS SINK HOLE: The Clerk confirmed that any action to resolve this would not be covered by the Parish Council insurance policy. Therefore, it had been agreed that Highview Services would fill in the dip, and level the ground, so that any ground movement would be easier to spot. It was noted that there had been no significant movement here for some months, despite heavy rain, so it was felt the likely cause of the initial movement would be the ground settling after the repair works being carried out. All agreed.

**[Action: pending]**

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

**a) Ball Park**

942. Nothing to report.

**b) Village Green Play Park**

943. Operational inspection of the Playpark and MUGA (December 2021). No urgent issues. Clerk to action as necessary.

**[Action: Clerk]**

944. Missing D shackle on basket swing. The Clerk had asked Highview Services to inspect and remedy as needed. No further update.

**[Action: ongoing]**

**27] Energy Price Rise: to discuss any proactive contribution from Vigo Parish Council.**

945. Council was concerned about the energy price increases (increased price cap) due to take effect from 1st April, with the average energy bill due to increase by 54% per household.

Discussion took place regarding insulation. One Council Member had approached a local firm with a view to getting a thermal imaging survey of the house to suggest where money might be best spent on insulation. The company approached were very busy at the moment but suggested that a survey be carried out in the Autumn / Winter period.

Cllr Haslem thought this may be an opportunity for the Parish to have a think about whether they could arrange a discount for a larger number of surveys, which might be of interest to residents.

Perhaps the Parish could also consider paying a subsidy per survey to make them more affordable to resident.

It was noted that the cost of a thermal imaging camera was around £1,200, perhaps the Parish could consider purchasing one and loaning it out to residents.

Cllr Haslem had emailed Cllr Jones (as Chair of the Environmental Working Party) for them to look at this matter further.

**[Action: Environmental Working Party]**

**28] Finance**

**a) To note any payments made since the last meeting**

946. 08.02.22 D/P Nest Pension 100.85 Clerk Pension

**b) To authorise payments due**

947. The following payments would be authorised by Cllr Banks & Cllr White:

21.02.22	D/P	J Glass	37.48	Jubilee Supplies
21.02.22	D/P	J Glass	14.39	Zoom Feb / Mar
21.02.22	D/P	P J Banks	98.35	Noticeboard Perspex
21.02.22	D/P	D Mackay	15.00	Bus Shelter Cleaning
21.02.22	D/P	J Glass	25.00	IT Support
21.02.22	D/P	P Agley	500.00	Emergency Tree Surgery
28.02.22	D/P	Joanne Glass	1623.45	February Salary

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

22.02.22	D/D	Gravesham BC	79.50	Paladin Bin monthly payment
24.02.22	D/D	J&F Accounts	29.40	Payroll Charges
28.02.22	D/D	British Telecom	49.14	Telephone / Broadband
28.02.22	D/D	Mr Paul Agley	5010.00	Grounds / Tree Maintenance

**c) To note any income received**

949. £50 for retrospective covenant three application from 64 Highview (Carter).

**d) To note the actual vs budget spend and associated bank reconciliation to 31.01.22**

950. This matter would be deferred to the March Parish Council meeting.

**[Action: ongoing]**

**e) Other Finance Issues to Note & RFO's Report**

951. PRECEPT: The Clerk had written to Gravesham Borough Council with the Parish Councils precept request as agreed.

952. INSURANCE RENEWAL: The Clerk had renewed the insurance as agreed (three-year long-term agreement) and the premium had been paid.

953. Agreed that the full zoom subscription was no longer needed as face-to-face meetings had resumed. Clerk to cancel subscription.

**[Action: Clerk]**

**29] Pop Up Café**

- 954.** The Clerk had put a plea on Facebook asking for volunteers, unfortunately only one response had been received. This volunteer would meet the Clerk at the 2<sup>nd</sup> March café with a view to getting more involved in future events.
- 955.** The Clerk had worked out dates for future café events which were a mix of Wednesdays (in school holidays) and Fridays (when the pre-school were not in) so that full disabled access could be gained as the main hall would be free.
- 956.** The Clerk had met with Kathy Bugden (ACRK) to discuss possible funding for the Pop-Up Café, and to discuss the Vigo Café becoming a Friend of Rural Kent (FORK) which would mean they would get an introduction pack of various leaflets and supplies from ACRK. If the Café were to go ahead (pending more volunteers) the Clerk would look into this further.

**[Action: Clerk]**

**30] Annual Newsletter: to agree provisional costs, discuss contents and agree distribution date.**

- 957.** The Clerk had emailed Singlewell Printers for quotes for various options. The initial content of the annual booklet was also agreed. The Clerk would discuss this further with Cllr Haslem and Cllr Banks and report back to the March Parish Council meeting.

**[Action: Clerk]**

**31] Queens Jubilee 2022: to discuss planned events and agree a budget.**

- 958.** The Clerk had met with Mrs Marsh to enable the Parish Council to take over the Jubilee Celebrations.

The Clerk had checked with other Parish Councils to find out what they were arranging on what day, but there did not seem to be any firm plans at present.

- 959.** The following events were proposed to celebrate the Jubilee:

Thursday 2<sup>nd</sup> June: lighting of the beacon on the village green.

Friday 3<sup>rd</sup> June: street party in The Bay

Saturday 4<sup>th</sup> June: lighting up the Water Tower in red, white and blue.

In principle this was agreed, subject to funding (see further details below).

The Villager pub is also proposing to have some events over the four days of the bank holiday.

- 960.** LIGHTING UP THE WATER TOWER: The Clerk reported that she had successfully obtained a Member's Grant from Cllr Bryan Sweetland, to fund the cost of lighting up the Water Tower (£600 grant). The Clerk had asked Cllr Sweetland if he would like to come to the event, and he said he would do his best to attend. Cllr Sweetland suggested that the Parish ask Dr Vasu DL (the Queens representative in Gravesham) to switch the lights on. The Parish Council thought this would be a good idea, the Clerk would send an email to enquire. The Clerk would also try to get the press involved in this unique event.

**[Action: Clerk]**

961. GAS BEACON. A gas beacon could be purchased for £490 plus VAT. This fitted in with the budget figures provided by the Clerk. All agreed to move ahead with a beacon. Cllr Banks would look at securing a choir to attend the event.

**[Action: Cllr Banks / Clerk]**

962. STREET PARTY: The Clerk had made enquiries and suggested that the street party be held in The Bay, with the use of the village hall to prepare the food, use of toilet facilities, and the main hall as a fall back should the weather be poor. The Clerk had made enquiries with the Hall Committee who had kindly offered to only charge a nominal fee to cover cleaning the hall after the event (£50). The Clerk had made a provisional booking. The street party would have an entertainer, music, tables and chairs in The Bay, bunting and decorations. There would also be fancy dress competitions and colouring competitions.

963. A member of the hall committee had requested that the Parish Council provide documents with regard to hiring the hall and the street party event. Public Liability Insurance, CDM details, floor plans (internal and external) and confirmation of who is providing the catering and relevant documentation. The Clerk would liaise with the Hall Manager regarding this.

**[Action: Clerk]**

964. The Parish would need to borrow tables and chairs for the street party. The hall had 15 tables available, it may be that more would need to be hired. Cllr Banks, Cllr Jones and the Clerk would meet to measure The Bay and work out how many tables and chairs would be needed.

**[Action: Cllr Banks / Cllr Jones / Clerk]**

965. The Clerk would speak to Highways / Gravesham Borough Council to see if approval would be needed to use The Bay for the street party.

**[Action: Clerk]**

966. INSURANCE: The Clerk had emailed the Parish Council Insurers to ask advice on these events, including specific advice about food being prepared by volunteers, and the preparation of relevant Risk Assessments (for all events).

**[Action: ongoing]**

967. The Clerk had done a provisional budget which was noted by all Members. Some discussion took place about using precept funds to provide a buffet, which due to having to limit numbers, may not be enjoyed by all those who wished to attend. It was felt more practical that perhaps the Parish Council could charge for a buffet, at cost price, then people could decide whether to buy a buffet meal from the Parish Council, or perhaps purchase food from one of the takeaways in the village or bring their own. Everyone would be able to enjoy the entertainment, music and competitions, and use the tables and chairs set out by the Parish in The Bay or move up onto the village green. All agreed. The Clerk would work out a price per person for the buffet.

By charging residents for buffet food, the events over three days could be funded by a sum of £1,240 (this was for the street party event, and the gas beacon). A budget had already been put by in the sum of £1,000 but it was agreed by all to increase this to £1,500 by using some funds from the grant in aid budget.

It was noted that the cost of lighting up the water tower was met entirely by the Member's Grant from Cllr Sweetland.

**[Action: ongoing]**

968. 790/631/463: Photograph display: Cllr Jones would discuss with the Working Party.

**[Action: Clerk]**

969. 791/632: FRUIT ORCHARD: No particularly suitable location seemed to be available. Filed as pending.

**32] To receive the Chairs announcements (to note officers' responses from Chairs meeting)**

970. 794: Climate Change:

- Cllr Banks to write to the bus company to ask for hourly services to encourage people to drive less. No update on this as Cllr Banks was not at the meeting.
- Cllr Hawkins and the Parking Working Party to continue to look at electric vehicle charging points. Now tasked to the Working Party.
- Cllr Haslem to explore engaging a consultant to look at heat loss and solutions for particular styles of houses in Vigo, with a view to the Parish Council encouraging residents to make changes which may help reduce heat loss. Discussed under agenda item 27.

**[Action: Cllr Banks]**

971. Cllr Banks had been invited to the Annual Parish Meeting of Meopham Parish Council on 27 April. Cllr Banks would be pleased to attend and had responded as such.

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

972. "There's No Place Like Vigo" poster. The Clerk had not yet contacted the artist or the hall manager regarding a poster for the hall foyer but would do so as soon as possible.

**[Action: Clerk]**

973. NEWSLETTER: Please refer to Agenda Item 30.

974. The Clerk reported that the office laptop had stopped working. The Clerk had got someone to look at it, who felt it was a fundamental problem with the laptop that could not be repaired. The Clerk had spoken to Currys, as the laptop was still in the warranty period, and they had agreed to replace the laptop. The Clerk would now send the laptop back, after it had been wiped clean.

**[Action: Clerk]**

975. The person who had helped the Clerk with trying to repair the laptop and wiping it clean when it had to be returned, had done this as a gesture of good will with no charge (4 hours work). It was proposed by Cllr Banks (via the Clerk) that a voucher be purchased as a thank you. This was agreed by all Members. Clerk to purchase a £25 gift voucher.

**[Action: Clerk]**

976. The Clerk noted that all Members and the Clerk at Meopham Parish Council now had meopham-pc.gov.uk email addresses.



977. The Clerk had been contacted by South East Coast Ambulance Service (wellbeing department) who were looking to recruit Staff Wellbeing Volunteers to operate a welfare service to support their staff. The Wellbeing Project Manager asked the best way to go about placing recruitment posters on the local noticeboards, social media etc. The Clerk would respond to say that if they sent posters electronically to the Parish Office, the Parish would happily advertise the vacancies.

**[Action: Clerk]**

978. There had been an issue where a poster had been placed in the large noticeboard at the top of Waterlow Road, before permission had been given. It was agreed that it would be good to put a secondary lock on the noticeboard to avoid such an issue in the future (the current locks were not working well). It was agreed to look at putting a padlock on the board.

**[Action: Clerk]**

979. The Clerk had forwarded the NALC Chief Executives Bulletin to all Members.

It was noted that Parish Councils would continue to be exempt from referendum with regard to Council Tax.

It was also noted that Audit fees were increasing by 5% in 2022/23.

The section 137 limit had been increased to £8.82 for the 2022/23 year.

980. Boys & Maughan had asked the Parish Council if they would act as a referee for an application for the solicitors to be listed in the Legal 500 (a directory ranking legal professionals). The Parish Council agreed to this and the Clerk would respond to Boys & Maughan to let them know.

**[Action: Clerk]**

981. It was noted that there was a new monitoring officer in place: Bhupinder Gill.

**34] To discuss plans for the Annual Parish Meeting in April.**

982. It was suggested that it might be a good idea to have a speaker at the Annual Parish Meeting. The Clerk would make enquiries with Christoph Bull (local historian) and Trosley Country Park (perhaps a wildlife expert).

**[Action: Clerk]**

**35] CCTV**

983. There had been an issue with three CCTV cameras not working (all pole mounted on the streetlight near the car park). The Clerk had got quotes to have Fire Action out to look at this issue. As they would need two engineers, plus a tower, and they thought that two wireless bridges would need to be set up, the initial quote was for £1,760. The Clerk felt that these cameras had gone out purely due to a supply issue (likely that the streetlight had gone out). No further action had been taken in the end, as the cameras had all come back online. It was agreed to seek alternative quotes from a local supplier in future if any work was required.

984. It was noted that there was a new Legal Topic Notice 13 (Policing in Your Area). This included an update on the laws which needed to be complied with regarding CCTV.

A new Code of Practice (by the Surveillance Camera Commissioner) had been published. The Clerk would look into this.

**[Action: Clerk]**

**36] KALC Community Awards 2022**

**985.** The Award for 2020 had never been received (although the 2021 award had been). The Clerk chased this up with KALC who confirmed it had been sent. KALC were happy to re-issue the award in 2022. The Parish would still be able to put their 2022 nomination forward (which the Clerk had submitted in time for the deadline)

Three awards would be presented at the Annual Parish Meeting in April, the awards being from 2020, 2021 & 2022 (lockdown having prevented the earlier two being presented)

**37] Social Media / IT / Website**

**986.** REVIEW OF COVID DELEGATION POLICY: This policy (now called the Temporary Delegation Policy) had been published on the Parish website.

**987.** BUS SERVICE: The simplified bus timetable had been posted on the Parish Council website.

**988.** Public Wi-Fi / sharing the Parish Wi-Fi with the village hall. Cllr Hawkins had progressed this and the Parish wifi was now shared with the village hall office and village hall users.

**38] Training Update**

**989.** KALC Health & Wellbeing Conference 22<sup>nd</sup> March 2022. Members invited to attend. Chairmanship Networking Day would be held on 26 February 2022. Creating a Social Media Strategy for your Local Council 17 March 2022, Clerk to attend.

**39] To receive reports from Working Parties (not noted elsewhere on the agenda)**

**a) Covenant Working Party**

**990.** WELCOME PACK FOR NEW RESIDENTS: This was with the Covenant Working Party for action.

**[Action: Covenant Working Party]**

**991.** POLICY FOR DRIVEWAYS IN VIGO: Cllr White felt it would be useful for a formal policy to be drawn up in relation to driveways and associated planting in the village. This was something that the Covenant Working Party could look at.

**[Action: Covenant Working Party]**

**b) Environment Working Party**

**992.** Wildflower meadows. Cllr Jones had forwarded (to Cllr Banks and the Clerk) a list of suggested locations (as discussed with the Grounds Maintenance Team. These would be discussed at a working party meeting. Meeting to be scheduled.

**[Action: Cllr Jones]**

**c) Grounds Maintenance Working Party**

- 993.** TREE SURGEON QUALIFICATIONS. The Clerk and Cllr Banks had spoken to Mr Agley and established that the chainsaw qualifications he had were sufficient for the work in Vigo. It was suggested that he may wish to extend the qualifications or attend other courses. Mr Agley would look into this and report back to the Clerk in due course.

**[Action: ongoing]**

**40] Reports from Other Organisations and Bodies**

**a) Vigo Village Hall**

- 994.** Nothing to report.

**b) Joint Transportation Board**

- 995.** Nothing to report.

**c) Trosley Country Park Liaison Group / Other Trosley Issues**

- 996.** Nothing to report.

**d) Kent Association of Local Councils (Gravesham Group)**

- 997.** Nothing to report.

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

- 998.** Cllr Germain noted that he had retired from the Vigo Village School Governing Body.

**There being no other business,**

**the Full Parish Council meeting of 21<sup>st</sup> February 2022 was closed at 22.30 hours.**