

VIGO PARISH COUNCIL
MINUTES OF THE MEETING HELD ON Monday 21st March 2022
At 7.30pm, in Vigo Village Hall

Present	Cllr Pat Banks (in the Chair); Cllr Simon Chaplin; Cllr Jim Haslem; Cllr Alan White; Cllr Andy Woolway. Mrs Joanne Glass (Clerk).
In Attendance	Cllr Ejaz Aslam (GBC); Mr Paul Agley (Highview Services).

1] To receive Apologies for Absence

999. Cllr Dave Hawkins (VPC); Cllr Mike Germain (VPC); Cllr Mandie Jones (VPC); Cllr Denise Tiran (GBC); Ms Mandy Cason (KCC Community Warden).

2] To receive Declarations of Interest

1000. None.

3] Questions from the Press and Public

1001. None.

4] Borough and County Council Representative Reports

1002. Cllr Aslam noted that he (along with Cllr Jordan Meade) had met with Gravesham Borough Council to discuss Fowlers Stone Wood. Cllr Aslam noted he had also been in contact with Kath Donald (Community Safety Unit) regarding reassurance for residents should Mr Sullivan be released from prison in the near future.
1003. Cllr Aslam was frustrated with regard to the Rural Task Force, in particular the lack of publicity surrounding events being run, and also what he felt was a lack of visible activity in the community. Cllr Aslam would be liaising with the Rural Task Force and with Kath Donald (CSU) and hope to be involving local Parish Councils.
1004. Cllr Aslam noted that a Council Tax rebate of £150 for those in property bands A-D would be paid directly into resident's bank accounts.
1005. The sale of the pontoon in Gravesend was going ahead at a price of £1.5 million. The pontoon had been purchased by "Uber Boat by Thames Clippers". It was anticipated that there would now be regular water taxis to London.
1006. A £34 million project had been announced, to replace Cascades Leisure Centre in Gravesend. The site of the project was in the existing car park, and Cascades would remain open throughout the work.
1007. Nominations for the Gravesham Community Awards Scheme remained open until the end of March.
1008. The Boundary Review findings (scheduled to be released at the end of March) had been delayed until 5th April.

5] Police and Community Warden Reports

1009. The KCC Community Wardens (Mandy Cason & Jacqueline Fuller) were not able to attend the Parish Council meeting as they were delivering community donations for the people of Ukraine – collected by the Dartford & Gravesham team, to a collection point in Southwest London, to join the lorries delivering aid to the Polish Welfare centres.

1010. The latest Parish Council Newsletter (February 2021) from the police had been forwarded to all Members.

There had been a burglary in Harvel Lane, another in Valley Lane as well as issues with nuisance youths in Southfield Shaw and Beechwood Drive. Some antisocial behaviour / nuisance vehicles in Vigo – patrols continued in the village to deter incidents.

Local PCSOs, along with colleagues from the Community Support Unit had been patrolling and were now looking at further action regarding nuisance vehicles.

The police had also been involved with trees that had been damaged / fallen due to Storm Eunice – 4 in Whitepost Lane, 2 in Valley Lane and one on Gravesend Road.

1011. SCAMS / FRAUD: People had reported that they have received WhatsApp messages from an unknown number, stating it is a relative using another phone, asking to borrow money – the stories are very convincing and, in some cases, money had been transferred. Advice is to always call the relative back to speak to them and find out if the request is genuine.

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).

1012. The actions taken by the Clerk, under delegated powers, as per the meeting notes of 13th December and 17th January, were formally ratified by the Council.

7] To approve the minutes of the Full Parish Council meeting held on 21st February 2022.

1013. The minutes were read and agreed, then signed by Cllr Banks (as Chair) having been accepted as an accurate record of the meeting.

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

1014. Councillor Patch reporting: Cllr Hawkins was not at the meeting to give an update. The Clerk would email him.

[Action: Clerk / Cllr Hawkins]

1015. Defibrillator training. The Clerk had been informed that the small hall was available during the day on most Mondays and Thursdays. Evenings were available any time after 5.30 except for Tuesdays (and also Mondays if there was a Parish meeting). The Clerk had emailed Cllr Hawkins to ask him for his availability.

[Action: Cllr Hawkins]

9] Services

a) Grounds Maintenance

1016. DOG DIRT BINS: The Clerk would put this on the agenda for the April meeting, and email Councillors a list of suggested locations in advance.

[Action: Clerk]

1017. Chestnut paling and wire fence on Parish land between Bramblebank and Timberbank. The Clerk had asked Highview services to remove this fence, and maintain the land in this area, as agreed.

1018. PLANTERS: Cllr White to mark a map and take photographs. A plan for maintenance / clearing would be put together once the planters were identified.

[Action: Cllr White]

1019. HORNBEAMS SINK HOLE: The Clerk had asked Highview Services to level the ground off. Once this had been completed the Clerk would make a diary note to have the level checked regularly to ascertain if there was any further movement.

[Action: pending]

b) Trees

1020. Timberbank: The resident had supplied a surveyor's report to the Clerk. The following key phrases were noted from the report:

- no evidence of any damage to the main building or structure
- None of the damage seen was consistent with ground movement and none of the internal damage is mirrored externally
- the damage is not consistent with ground movement and is almost certainly ongoing settlement and thermal cracking.

The report did state that the Parish owned tree was causing issues with the side elevation fence, and that the tree (which had been cut down) in the resident's garden was causing lifting of the pavement in the rear garden.

It was noted that in June 2021 the following was sent by email to the resident: "We understand that you feel the tree on Parish land to the side of the fence is causing an issue. We have inspected this and agree that the buttress root from the tree may be problematic. We would advise that when engaging a fence contractor that you ask for the buttress root to be "bridged" so that it will no longer affect your fence. We do not believe the trunk of the tree to be close enough to your fence to be causing an issue".

The Clerk noted that she had contacted Gallagher (Insurance broker for the Parish Council) who had advised that even if the resident did not have insurance to cover the alleged issue himself, he could go the Parish insurers directly, but he would need to provide evidence that the trees are causing damage. The Parish Council would need to be proven negligent in some way for any claim to be successful.

It was agreed that no work would be carried out to the Parish tree to the side at present. Clerk to update the resident.

[Action: Clerk]

1021. Timberbank: Tree on Parish land (located inside the school fence) limb(s) overhanging resident's fence. The Clerk reported the main overhang was from a tree that was further back from the fence, and actually on school land. The resident had been updated and would now liaise with the school regarding this, it was likely that he would need to fund any tree work. There was a small amount of overhang from other trees located on Parish land within the fence that would be dealt with by the Parish.

[Action: Highview Services]

- 1022.** SCOUT HUT: TREES AROUND THE PERIMETER: The Clerk had confirmed with Highview Services that there was only one Ash (twin-stemmed) that needed to be removed (as it has base rot) – this would be carried out over the summer period. No work was needed to any of the other trees. The Clerk had updated the Scout Leaders.
- 1023.** Hornbeams: request to cut back trees on Parish land. The Clerk had responded to the resident as agreed.
- 1024.** Admers Wood: request for tree work. This work had been programmed in and the resident updated accordingly.

[Action: ongoing]

- 1025.** Cherry Tree(s) in Churchside. The Clerk had written to the resident as agreed.
- 1026.** One incident of damage had been reported to the Clerk – a damaged fence in Timberbank. It was confirmed that the damage to this fence had been caused by a Parish Council tree. It was noted that if the matter were to be referred to the Parish Council insurers, it was unlikely that the claim would be settled, as the trees were regularly inspected, and maintained as necessary – the storm damage would be seen as an incident of uncontrollable natural forces in operation.
- However, the damage was fairly minor, and would not cost a great deal of money to repair (less than £10 for the replacement feather boards) – the Clerk had asked Highview Services to repair the fence as a gesture of good will. The repair work had now been carried out.
- It was also noted that the trees at the rear of this property had been inspected and all were found to be in good order (by both the Tree Warden and Highview Services). The trees would continue to be monitored as part of the woodland management programme.
- 1027.** Bramble Bank: split / broken tree on Parish Land to the rear (Storm Eunice) – this had now been dealt with.
- 1028.** Timberbank: cracked / fallen tree behind the property (Storm Eunice) – this had now been dealt with.
- 1029.** Alder(s) at end of Chestnut Lane: It was agreed to get Sylvan Arb to inspect these trees (see agenda item 10). The Clerk would update the resident.

[Action: Clerk]

- 1030.** Emergency tree surgery payment: this had been authorised and the Clerk had updated Highview Services, who had thanked the Council.
- 1031.** Ferndown: resident had reported that no work had been carried out to the rear of the properties in some years, and they thought there were trees that needed attention. Highview Services had attended and removed three dead sweet chestnut trees on 9th March. No further work was required as all the remaining trees were in good health. The resident had been updated.
- 1032.** A Beech Mast resident had contacted the Clerk as he had requested tree work to be carried out, which he thought had not been. Highview Services met with the resident and showed them where the tree work had been carried out. The resident was concerned about squirrels getting into his property.

The resident felt squirrels were jumping from Parish trees onto the resident's fence to gain access to the property. It was agreed that no more work would be carried out to Parish trees, and that the resident would need to secure his property instead. The resident had been updated.

1033. Trees to the rear of 192 & 194 Highview had some split branches following bad weather. Work to remedy this situation had now been carried out.

1034. A Highview resident had contacted the Parish Council via the website. They were concerned about trees to the rear, on Commority Road, which they noted were dead, and were leaning over gardens. The Parish were not aware of any trees as described, and so the Clerk would reply to the resident to ask which number Highview they lived at, so that the matter could be looked at further.

[Action: Clerk]

1035. Highview Services noted that there were a number of windblown trees (following Storm Eunice) which had left root plates exposed. The solution would be to stump grind these. Highview Trees were to count up the amount that needed to be dealt with so that a quote could be sought and considered.

[Action: Highview Trees]

c) Grass Cutting

1036. Grass cutting had commenced in places around the village.

10] To agree trees to be inspected by Arboricultural Consultant

1037. The Parish Council had agreed a sum of £645 for Sylvan Arb to carry out an independent arboricultural inspection on five trees in the village. However, once a list of trees was drawn up, it was clear that more than five were candidates for a full inspection. Therefore, the Clerk had sought agreement from Cllr Banks and Cllr Haslem to ask for ten trees to be inspected at a cost of £945. This had been agreed and the Clerk had actioned the additional £300 spend under delegated powers. Sylvan Arb was due to attend site on Thursday 7th April, and would inspect the following trees:

- 1 x Oak tree rear of 9 Chestnut Lane
- 1 x Ash tree rear of 2 The Gallops
- 2 x Alder trees end of Chestnut Lane
- 1 x Alder tree side of 5 Bramblebank
- 1 x Chestnut tree rear of 5 Timberbank
- 1 x Alder outside school bungalow
- 1 x Wych Elm at the Stonecroft / Croftside junction

2 further trees would be nominated prior to the site visit. All agreed. Clerk to update Sylvan Arb with the details.

[Action: Clerk]

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

1038. It was noted that there were lots of trees with pink spots in the village. The pink spots were to identify trees that would be felled at some point, as they were diseased or already dead.

It was noted that when all of these trees were removed, there would be lots of spaces left behind, as there did not appear to be many saplings in these particular areas. This was particularly the case in the "Croftside Square". There was concern that this removal of diseased trees / lack of regeneration was in danger of changing the character of the village.

It was noted that the Royal Forestry Society recommended that any Ash tree affected by Chalara should be felled once it reached 50% dieback.

The Clerk thought there may be some grant funding available to restock woodland that had been affected by Chalara, this would need to be researched.

It was noted that Gravesham Borough Council had made a commitment to be Carbon Neutral by 2030, and it may be that they would assist financially with replanting of trees. This is something that could be explored.

It was noted that replanting may be difficult- if there were trees still affected with Chalara, but not at the 50% plus stage, care would have to be taken when planting saplings nearby as they may be in the way when the diseased trees needed to be felled. Therefore, replanting would need to be carefully considered. Highview Services would look into this and suggest locations for replanting over the Winter 2022 / 2023 period.

[Action: ongoing]

12] Planning

a) Local Authority Tree Preservation Applications

1039. None noted at time of agenda publication.

b) Full Planning Applications

- 1040.** 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. This amendment had been approved.
- 1041.** GBC20211524: 213 Highview: Demolition of existing conservatory and erection of a single storey rear extension. This application had been permitted.
- 1042.** GBC20220241: 26 Highview: Erection of front porch and demolition of existing storage cupboards. There were no objections to this application, as long as the windows were clear glass with no leaded elements. The Clerk was to respond to GBC accordingly.

[Action: Clerk]

c) Covenant Three Applications

- 1043.** LETTER INVITING RESIDENTS TO APPLY FOR COVENANT APPROVAL: This letter would now be sent to residents as from 1st April.
- 1044.** Hornbeams: The Clerk had emailed the resident to update them.
- 1045.** Churchside: Removal of 5 x existing conifer / leylandii trees, and planting of a beech hedge. The Clerk had written giving covenant approval.

- 1046. Hornbeams: Drop Kerb (reconsideration of original refusal). The Clerk had written a formal letter to confirm the Parish Councils decision.
- 1047. Churchside: Request for approval for change of window frames to dark grey (clear glass). The Clerk had written giving formal approval.
- 1048. Highview: removal of rear extension. The Clerk had written giving formal approval.
- 1049. Cov 3: Chestnut Lane: Erection of a single storey front extension with a pitched roof to include the existing garage. The Clerk had written giving covenant approval.
- 1050. Cov 3: The Coach Drive: Application to infill front porch. The Clerk had written giving covenant approval.
- 1051. Cov 3: Ash Keys: Application to install new windows and doors. The Clerk had written giving covenant approval.
- 1052. Cov 3: Highview: Application to change garage flat roof to pitched, to include a small porch with new front door. The Clerk had written giving covenant approval.
- 1053. Highview: Demolition of existing conservatory and erection of single storey rear extension. The Clerk had written giving covenant approval.
- 1054. Highview: To relocate rear garden wall. The Clerk had written giving covenant approval.
- 1055. Highview: Retrospective application for windows and doors. The Clerk had written giving retrospective approval.
- 1056. Woodside: Retrospective application: re-siting of boundary wall / erection of single storey side rear extension / replacement front windows (white upvc) / bricking up of lower part of front ground floor window/ replacement fascias and soffits (white upvc). There were no objections to this retrospective application. Clerk to write giving approval.

[Action: Clerk]

- 1057. Croftside: Retrospective application: replacement windows / doors and replacement of lower window panel with a upvc panel. Photographs had been supplied and the retrospective fee of £50 had been received. There were no objections to this application. The Clerk had already sent a letter giving retrospective approval to the resident (under delegated powers, after consulting with Council Members by email) as the resident had needed the letter urgently.
- 1058. Highview: Replacement garage door (roller shutter in white). There were no objections to this proposal. The Clerk would send an approval letter accordingly.

[Action: Clerk]

d) Other Planning Matters

Fowlers Stone Wood Update

- 1059.** Community Impact Statement. The Clerk had sent the initial Community Impact Statement draft to GBC Planning (Wendy Lane and Sikdeep Coyle) for their comments. Wendy Lane had responded to say she was very happy with the draft and made some useful constructive comments.

The Clerk would action these and finalise the report before sending it back in time for the deadline of early April.

GBC would also like the Clerk to share the CIS with Borough Council Ward Members, Cllr Aslam, and Cllr Tiran. The Clerk was happy to do this, but it was generally agreed that if either of the Borough Councilors had additional information it would be best if they put it in a separate report.

[Action: Clerk]

Enforcement Issues

- 1060.** Nothing to note at present.

Local Plan Review & Site Allocations

- 1061.** LOCAL PLAN REVIEW AND SITE ALLOCATIONS: Cllr Banks and Cllr Haslem had attended a meeting at the Civic Centre on 3rd March 2022. Cllr Banks had written some notes following the meeting and had emailed them to all Members.

Some discussion took place regarding Parish Land and the covenants, which would prevent any land being built on. It was noted that Gravesham Borough Council had suggested that their legal team might be able to look at the legal position and explore if these covenants could be changed to allow some building, if the Parish Council wished to do so. However, it was felt that the covenants were drawn up to be enforced in perpetuity and not changed. All agreed to not move further with this.

13] Adverse Possession.

- 1062.** The following update had been received from Kingsley Smith:

Land adjacent to 21 Churchside: Kingsley Smith confirmed that normally any assets owned by the company which had dissolved could become Crown Land that is initially dealt with by the Bona Vacantia division (part of the Government Legal Department). The solicitor advised that the Parish should contact the Bona Vacantia division (Government Legal Department BVD) to establish whether the land is being held as Bona Vacantia Land. If this applies, enquiries could be made about the possibility of purchasing the land. All agreed the Clerk should make enquiries.

Land either side of the entrance from Harvel Road into Waterlow Road: It appeared that the land to the East of the Waterlow Road junction was unregistered, and the land to the West was in the name of Croudace.

The solicitor had advised that he could approach Croudace to make enquiries about this land, but the response (if any) could not be predicted. The cost for this would be in the region of £300 plus VAT.

Alternatively, the other option would be to apply for adverse possession. However, should the Land Registry provide Croudace notice of VPC's application, they could raise an objection and the Land Registry may reject the application. It was agreed by

all Members that the Clerk should instruct Kingsley Smith to apply for Adverse Possession for this piece of land (cost of up to £500 agreed). Clerk to make enquiries.

It was also noted that part of the land in question was unregistered (the verge to the East of Waterlow Road). VPC maintain this land and would like to have it registered in their name, and as such the Clerk would speak to Kingsley Smith regarding this.

Land to the rear of Highview / Timberbank: The Clerk had not yet made enquiries with Kent Highways.

[Action: Clerk]

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

1063. Hornbeams: Grey render in breach of covenant. Gravesham Borough Council Enforcement Team were also monitoring this situation, in anticipation of the extension being completed with brick slips and cladding. No further correspondence had been received by the resident as yet. This would be filed as pending with the Clerk making a diary note for three months' time to chase this up.

1064. Cov 3: HIGHVIEW: This was discussed in camera, please refer to the confidential minutes.

1065. TIMBER BANK: POSITION OF NEW HEDGE TO THE SIDE: Cllr Jones informed that a new row of whips had been planted (Hornbeam?) which appeared to be on the correct line. The existing hedge on Parish land was rather overgrown, and the Clerk would ask Highview Services to trim this.

[Action: Clerk]

1066. TIMBER BANK: Ownership of land to the side. Clerk to look into this and report to a future meeting.

[Action: Clerk]

1067. CROFTSIDE: The Clerk informed the meeting that this property, in a state of disrepair, was now being investigated by Environmental Health (due to a suspected rat issue) and the empty property team at Gravesham Borough Council. It was agreed to hold off on sending a covenant breach letter for the next few weeks, and to review once a response had been received from GBC.

[Action: pending]

1068. THE PADDOCK: Property in a state of disrepair. The Clerk had emailed Gravesham Borough Council but had not heard back as yet.

[Action: ongoing]

1069. ASH KEYS: Property in state of disrepair. No further update. Clerk to chase GBC.

[Action: Clerk]

1070. The Parish Council had been informed that an Admers Wood property had orange bricks. The Clerk had looked and had not seen anything immediately obvious.

1071. Churchside Property in disrepair. Cllr Banks asked the Clerk to get an update from Planning Enforcement.

[Action: Clerk]

15] Insurance Issues

1072. Nothing to note.

16] To Discuss Requests from and Matters Regarding Residents.

1073. Shed outside rear of 279 Highview: It was not clear if the shed had been moved. Clerk to check and report back.

[Action: Clerk]

1074. BRICK PLANTER TO REAR OF 11 CHURCHSIDE: The Clerk had updated the resident as agreed.

1075. 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]

1076. Highview: The Clerk would now sign the agreement on behalf of the Parish Council and return a copy to the resident.

[Action: Clerk]

1077. Missing paving slabs outside school. The Clerk had emailed Highview Services regarding this matter. The Clerk had not yet revisited the discussions from some years ago between VPC and Kent Highways regarding the extent of the Highways owned land but would do so as soon as she could.

[Action: Clerk]

1078. PROPOSED CHARITY EVENT ON THE VILLAGE GREEN: The Clerk had responded to the person who made the enquiry.

The Clerk had not yet drafted a formal policy but would do so as soon as possible.

[Action: ongoing]

1079. Treehouse in Croftside Square. The Clerk was unsure if the treehouse was still in situ, as Cllr Jones was not at the meeting. The Clerk would email Cllr Jones to find out.

[Action: Clerk]

1080. It had been noted that a Highview resident was frequently sweeping rubbish from their drive onto the road in front of the property, down into a drain in the road. Photographs illustrating this had been provided. It was agreed that the Clerk should write to the resident asking them to cease this practice.

[Action: Clerk]

1081. A resident had emailed the Clerk to ask if the Parish Council would consider creating a secure dog exercise area, similar to the one that Platt Parish had. The resident noted that the environment in Vigo was ideal for the many dog owners in the village, and felt that an enclosed area would be an excellent addition to the village amenities.

Although the Parish Council tended to agree with the resident, it was noted that there were no areas which would be particularly suitable for an enclosed dog exercise area. It was suggested that the resident speak to Trosley Country Park who may be able to assist. Clerk to respond accordingly.

[Action: Clerk]

1082. An anonymous letter had been received about a fence that had been moved in Timberbank. The Parish Council had discussed this particular issue before and had written to the resident concerned. No further action would be taken. The Parish Council were unable to respond and update the complainant as the letter was anonymous.

17] To Discuss any Highways and Gravesham issues

1083. Stonecroft / Croftside dog dirt bin. This bin had still not been repositioned. The Clerk had referred this to Cllr Tiran who would liaise with GBC.

[Action: ongoing]

1084. Speeding Vehicles in Churchside. The Clerk had responded to the resident as agreed.
1085. Speed limits in Vigo. The Clerk had emailed Cllr Sweetland as agreed.

[Action: ongoing]

1086. Nominations were open for the 2022 Gravesham Civic and Community Awards which would be present at the Annual Council and Mayor Making in May.
1087. Gravesham Borough Council wanted to supply the Parish Council with some new anti-littering signage to be put up in Vigo. The Clerk had arranged for these to be delivered to her home address.

[Action: ongoing]

1088. The Commercial Waste Charges for 2022/2023 had been received, with the Hire of a 1100 litre paladin bin now being set at £18.80 for mixed waste and £13.30 for card / paper recycling. VAT was not applicable for this service.

18] Flytipping in Vigo.

1089. The Clerk had forwarded the letter from Mr Hill to Cllr Woolway. Cllr Woolway felt there was no need to press the matter further at this time.
1090. A single mattress had been fly tipped near the recycling bins in Vigo. The Clerk reported that there was CCTV footage of this incident, which had been reported to Gravesham Borough Council. The registration of the vehicle had been captured (the vehicle was also noted as having not been taxed).

[Action: ongoing]

19] Casual Vacancy

1091. There were now three people interested in the Casual Vacancy. Cllr Banks had put a note on the website to say that applications were now closed. The Clerk had emailed all three people to ask them to come for an informal chat with Cllr Banks, Cllr Haslem and the Clerk. Co-option would be on the agenda for the April meeting.

[Action: Clerk]

20] The Bay.

1092. Replacement Perspex for noticeboard (The Bay): All three sides of Perspex had now been replaced and the board was looking much better as a result.
1093. The Clerk had written an article in response to the Facebook comments about The Bay. This had been posted online.
1094. The Clerk had emailed Royal Mail again asking them to repaint the post box in The Bay.

[Action: ongoing]

1095. Directional signs for the village shops, to be placed on the chicane in Waterlow Road. The Clerk had not yet got quotes for these but would do so as soon as possible.

[Action: Clerk]

1096. Financial assistance (via grants) for shop owners. The Clerk had not yet written to shop owners but would do so as soon as possible.

[Action: Clerk]

1097. Articles from shop owners for the Parish newsletter. The Clerk was to speak to the shop owners to see if they wished to contribute to the next online newsletter (July / August).

[Action: Clerk]

1098. PLANTING IN THE BAY. The Clerk confirmed that the Parish insurers were happy for this to go ahead. The Clerk was pleased to confirm that the first volunteer session had taken place on Saturday 19th March. Seven people had volunteered, and tea and cakes were provided. The planting area had been tidied up considerably and new plants put in (including Rosemary, Lavender, and Winter Flowering Box which had all been purchased through the Parish Council Provender Nursery account).

Another session was planned for the near future. The Clerk had put photographs on social media which had been well received.

[Action: ongoing]

1099. 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]

21] Drainage in Vigo.

1100. The Clerk had responded to KCC to say that Vigo Parish Council were happy with the proposals, and to ask that the Downs Wood Residents were informed in good time due to the potential access issues.

The works had commenced, and all seemed to be going well so far, with the first hole having been filled in already.

- 1101.

Admers Wood: KCC had passed a job to the contractor for the pipework from the defective gully near no.37 to be replaced. A date for these works had not been received as yet.

22] Street lighting in Vigo.

1102. ELECTRICAL TESTING RESULTS: VPC continued to chase KCC for this data.

[Action: ongoing]

1103. INSURANCE: The Clerk had informed the Parish Council insurers that only public liability cover was required. The Clerk would update the Asset Register to include the lights from 1st April.

[Action: Clerk]

1104. OUTSTANDING STREET LIGHTS REPAIRS: No update had been received from GBC or KCC. It was not clear if any remedial works had been carried out as yet.

[Action: ongoing]

1105. STREET LIGHTING INVENTORY: An up-to-date list still had not been received from GBC / KCC. Therefore, the Clerk was still unable to apply for a UMS certificate.

[Action: ongoing]

1106. CHECK FOR FAULTY LIGHTS: Cllr Haslem would do a walk during the day on Wednesday 23rd to establish if any further lights were not operational. In addition, Highview Services would do a walk around in the dark on 30th March to check the streetlights. Any faults noted would be reported to GBC / KCC before the 31st March handover.

[Action: Cllr Haslem / Highview Services / Clerk]

1107. The following update had been received via the Parish Chairs meeting:

A Purchase Order had been raised for outstanding works on VPC assets, and was with KCC's contractor to carry out the work (which would happen from April). The KCC contractor had been tasked with producing a spreadsheet for the charge code data to be sent to UKPN for costing the energy usage. No timeframe was available for this spreadsheet work.

1108. STREETLIGHTS LIMITED CONTRACT. The working party had noted a few issues that needed clarifying in the contract, these issues had been raised with Mr Bonner and a satisfactory response received.

Cllr Haslem proposed that Vigo Parish Council now accept and sign the contract from Streetlight Limited, for a 36-month Street Lighting Maintenance Contract (to maintain the 69 lights within Vigo Village) effective from 1st April. The cost of the contract was noted as £2139 (plus VAT) per annum. This was seconded by Cllr Banks and agreed by all. The Clerk would sign the contract and return it to Mr Bonner.

[Action: Clerk]

1109. Cllr Haslem had written an article "Street Lights Cause Parish Council Tax Increase" which would now be published online (website and Facebook).

[Action: Clerk]

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

a) Ball Park

1110. Nothing to note.

b) Village Green Play Park

1111. Operational inspection of the Playpark and MUGA (December 2021). No urgent issues. Clerk to action as necessary.

[Action: Clerk]

1112. Missing D shackle on basket swing. The Clerk had asked Highview Services to inspect and remedy as needed. No further update.

[Action: ongoing]

1113. It was noted that the goal mouth on the village green needed reinstating. Clerk to speak to Highview Services.

[Action: Clerk]

24] Solar Panels

1114. Following the "Solar Together Project" (where KCC and Gravesham were offering to source a scheme where residents could invest in solar systems for their homes), the Clerk had received a number of enquiries from residents regarding the installation of solar panels on roofs.

It was agreed that in general the Parish Council would not object to the installation of solar panels. As it was very likely that there would be an increase in the number of requests received, it was suggested that a policy be written, which would mean that residents did not need to apply for permission as long as particular criteria was met. The Clerk would look into this.

[Action: Clerk]

25] Finance

a) To note any payments made since the last meeting

1115. 08.03.22 D/P Nest Pension 100.85 Clerk Pension

b) To authorise payments due

1116. The following payments would be authorised by Cllr Haslem & Cllr White:

21.03.22	D/P	J Glass	2.25	Silica Gel for noticeboard
21.03.22	D/P	J Glass	6.00	Land Reg enq x2
21.03.22	D/P	J Glass	14.39	Zoom Mar / April
21.03.22	D/P	P J Banks	176.82	Noticeboard Perspex x2
21.03.22	D/P	KALC	42.00	Social Media Course
21.03.22	D/P	KALC	60.00	Health & Wellbeing Conference
21.03.22	D/P	J Glass	899.99	Reimbursement for new laptop
21.03.22	D/P	GMG Networks	144.00	Deposit for Water Tower Light Up
21.03.22	D/P	Marmax	548.40	Memorial Bench
21.03.22	D/P	Viking	36.88	Stationery

21.03.22	D/P	Viking	81.64	Stationery
21.03.22	D/P	J Glass	13.49	Perspex Cleaner
28.03.22	D/P	Joanne Glass	1826.41	March Salary
22.04.22	D/P	HMRC	1536.00	Last quarter PAYE 2022/23

1117. The following Standing Orders / Direct Debits were authorised:

21.03.22	D/D	Gravesham BC	78.20	Paladin Bin monthly payment
24.03.22	D/D	J&F Accounts	29.40	Payroll Charges
28.03.22	D/D	British Telecom	49.14	Telephone / Broadband
31.03.22	D/D	Unity Trust	24.30	Bank Charges

c) To note any income received

1118. £50 for retrospective covenant application for Croftside
 £729 refund from Currys in respect of returned laptop under warranty
 £2,400 Lottery Grant (Jubilee)
 £600 KCC Members Grant (Lighting Up the Water Tower)

d) To note the actual vs budget spend and associated bank reconciliation to 28.02.22

1119. The Clerk had not had time to prepare this, and instead would prepare a year end spend which would be noted at the Annual Parish Meeting (draft) and formally agreed at the 26th May Full Parish Council Meeting.

[Action: ongoing]

f) To discuss Grant in Aid application received from Vigo School PTA.

1120. The Parish Council had received a request from the Vigo School PTFA. They wished to purchase a time capsule, which would be used to commemorate the school's 50th anniversary. The grant application was for £400 – this was for a 25 litre time capsule (£287) plus a commemorative plaque (£98). It was noted that the maximum grant in aid was £250. The Clerk noted that a smaller time capsule was available (10 litres) for £178. It was agreed to award a grant of £178 in this instance. Clerk to respond to the school.

[Action: Clerk]

g) To note NALC Pay Award (back dated to 01.04.2021) & Clerks spine point increase.

1121. The National Joint Council for Local Government Services (NJC) had agreed the new rates of pay applicable from 1st April 2021. Eleven months back pay (April to March) was due to the Clerk – Cllr Banks had emailed J&F Accountancy to arrange for this to be paid. All agreed. Cllr Banks noted that the Clerk should move onto SCP27 from 1st April 2022 (annual pay increase). All agreed. Cllr Banks would update J&F Accountancy.

h) To note details of Annual Internal Audit

1122. The annual internal audit with Mr Lionel Robbins had been booked in for Thursday 26th May. The Clerk had booked the small village hall.

i) Other Finance Issues to Note & RFO's Report

1123. Agreed that the full zoom subscription was no longer needed as face-to-face meetings had resumed. Clerk to cancel subscription.

[Action: Clerk]

1124. The Clerk had been informed that Cllr Jones and Cllr Woolway had been set up on the internet banking as signatories.

26] Pop Up Café

1125. The Clerk had agreed to hold further pop-up cafes, as they had been so well attended. Future dates were Wednesday 6th April & Friday 6th May. These dates were in the school holidays (April) or on a Friday, both of which meant the main hall would be free, so disabled access would be available. A local lady had volunteered at the March café and seemed to be keen on continuing, which was excellent news. Cllr Banks would also be able to help at the April cafe. There would be no café in June due to the Jubilee celebrations.

[Action: ongoing]

27] Annual Newsletter.

1126. Annual Newsletter. Preparations for this were going well, with Cllr Banks & Cllr Haslem assisting the Clerk. It was anticipated that the booklet would be ready for delivery to all houses in Vigo just after the Annual Parish Meeting.

[Action: ongoing]

28] Queens Jubilee 2022.

1127. LIGHTING UP THE WATER TOWER: The Clerk had not yet contacted Dr Vasu DL (the Queens representative in Gravesham) to switch the lights on but would do so as soon as possible. The Clerk would also contact the press.

[Action: Clerk]

1128. GAS BEACON. The Clerk had ordered the gas beacon as agreed. The Clerk had also liaised with Hoists Fencing about obtaining a gas bottle. Cllr Banks reported that the Vigo Choir was not available. The Clerk would look into alternatives.

[Action: Clerk]

1129. DOCUMENTS FOR HIRING THE HALL FOR JUBILEE TEA PARTY: (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]

1130. Tables and Chairs for Street Party: Cllr Banks & the Clerk to measure the village hall and work out capacity.

[Action: Cllr Banks / Clerk]

1131. INSURANCE: The Clerk had received a response from the Council insurers and would now review this.

[Action: Clerk]

1132. The Clerk was pleased to say that she had successfully applied for a Lottery Grant, to the value of £2400. This now meant that the lottery grant would pay for the cost of food (amongst other things) and there was now no issue with not charging and making the tickets free (as the food would no longer be funded by Council Tax money).

The £2400 from the National Lottery, along with the KCC Grant for lighting up the Water Tower (£600) and the agreed Parish budget (£1500) gave a total budget of £4,500 for the three events.

1133. Photograph display: Cllr Jones would discuss with the Working Party.

[Action: Clerk]

1134. The Clerk had confirmed that the entertainer who had been provisionally booked was still able to attend the street party on 2nd June.

1135. GMG Networks had sent a quote for the Water Tower Light Up event. The cost was £500 net, so £100 of the KCC grant would need to be repaid. A deposit of £144 was due, with the balance due two weeks prior to the event. The Clerk would sign the Terms and Conditions and return them to GMG.

[Action: Clerk]

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

1136. Officers' responses had been received on items raised at the Chairs Meeting by Vigo Parish Council. These responses had been forwarded to all Council Members. An update on streetlighting is noted under agenda item 22 in these minutes. Updates had been given on developments taking place in Gravesham (town centre, and of the London Resort Theme Park in Ebbsfleet). Details of the Queens Jubilee Celebrations in Gravesham were also provided.

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

1137. "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]

1138. Currys had been unable to replace the office laptop with the same or a similar model, so a refund had been given. The Clerk had now purchased a new laptop from John Lewis (£899.99 gross) under delegated powers (agreed by email with Cllr Banks and Cllr Haslem).

1139. IT support. The Clerk had purchased a £25 gift voucher as agreed.

1140. Noticeboard at top of Waterlow Road. Cllr Banks reported that Mr Banks would look at the noticeboard to establish why the locks were not working.

[Action: ongoing]

1141. Boys & Maughan request for reference. The Clerk had responded as agreed.

1142. Request from Kent Surrey & Sussex Air Ambulance for a grant payment of £300. Agreed not to fund this at the present time.

1143. Noted that the Harvel Hash House Harriers would run the Harvel 5 race on Saturday 28th May. The runners would use Erskine Road and Commority Lane as part of the course –

there were no objections to this. The police required a road closure notice – the main road closure would be Harvel Road when the race starts at 2pm. Advance warning signs would be put up.

1144. KALC News February 2022 had been forwarded to all Members.

1145. Fire Action (CCTV) had emailed the Clerk that they were going to start invoicing in advance of visits (in the month the visit was due) rather than in arrears (after routine maintenance had been carried out). It was agreed that the Parish would now seek to get quotes from a local engineer in future, as Fire Action were thought to no longer be competitive. The Clerk was to seek a quote for maintenance from IT Solutions (Kent).

[Action: Clerk]

1146. The Clerk wished to discuss plans for Operation London Bridge. Agreed this would be discussed at a future meeting in closed session.

[Action: Clerk]

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

1147. Christoph Bull was unable to speak at the Parish Meeting as he was already booked. The Clerk would look into alternative speakers.

[Action: Clerk]

32] CCTV

1148. A new Code of Practice (by the Surveillance Camera Commissioner) had been published. The Clerk would look into this.

[Action: Clerk]

33] Memorial Benches

1149. The memorial bench for Jack West was to be installed on 24th March.

1150. The Clerk had contacted the person who had donated money in memory of Alan Basford (initially to fund wildflower meadows) to ask if they would prefer a bench. They had responded to say they would, so the Clerk had asked them to think about wording for the memorial plaque, and to ask where they would ideally like the bench sited.

[Action: ongoing]

34] Social Media / IT / Website

1151. Nothing to report.

35] Training Update

1152. Nothing to report.

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

a) Covenant Working Party

1153. WELCOME PACK FOR NEW RESIDENTS: This was with the Covenant Working Party for action.

[Action: ongoing]

1154. POLICY FOR DRIVEWAYS IN VIGO: Referred to the Covenant Working Party.

[Action: ongoing]

b) Environment Working Party

1155. Cllr Jones was unable to attend the Parish Council meeting but had asked the Clerk to arrange an Environment Working Party meeting. This had been set for 4th April at 7.30pm. Clerk to update Cllr Jones.

[Action: Clerk]

1156. ENERGY PRICE INCREASE / INSULATION OF PROPERTIES / HOW PARISH COULD BE OF ASSISTANCE: Referred to the Environmental Working Party.

[Action: ongoing]

c) Grounds Maintenance Working Party

1157. TREE SURGEON QUALIFICATIONS. Mr Agle to look into extending his qualifications or attending other courses.

[Action: ongoing]

d) Parking Working Party

1158. PARKING IN ADMERS WOOD: Proposal to remove grass at entrance to the garage block to allow more spaces). Clerk to get a quote from Hoopers so that residents could be informed of the costs to the Parish Council, so that an informed decision could be made.

[Action: Clerk]

1159. Marking parking bays in Admers Wood. Clerk to approach Highways to see if there would be any objections to this.

[Action: Clerk]

1160. SIGN FOR ADMERS WOOD ENTRANCE (Small turning circle, delivery drivers beware). Clerk to get quote from RBLI.

[Action: Clerk]

1161. 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]

1162. 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]

1163. EV Charging points. Cllr Hawkins had registered an interest with "Kent Connected", no further update had been received. Cllr Haslem thought he had read somewhere that there were already four charging points in Vigo. It was not clear if this was the case.

[Action: Cllr Hawkins / Parking Working Party]

1164. Timberbank: request to utilise Parish Land to get access for an EV charging point. The Clerk had responded to the resident as agreed.

1165. PARKING ISSUE IN HIGHVIEW: The Clerk had emailed the resident as agreed.

37] Reports from Other Organisations and Bodies

a) Vigo Village Hall

1166. Cllr White informed that the current quote for a new front door had been received at £11,000 plus VAT. This was to be considered by the village hall committee.

1167. The village hall AGM was to be held on Wednesday 23rd March at 7pm. It would be followed by a committee meeting. There was currently no Parish representative on the hall committee, it was hoped that one would be nominated at the Annual Council Meeting in May.

b) Joint Transportation Board

1168. None.

c) Trosley Country Park Liaison Group / Other Trosley Issues

1169. These meetings had resumed, but the Parish Council had not attended the latest meeting due to a miscommunication issue. The Parish is now on the list to be alerted to future meetings.

d) Kent Association of Local Councils (Gravesham Group)

1170. Next meeting scheduled for 18th May 2022.

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

1171. None.

There being no other business, the Full Parish Council meeting of 21st March 2022 was closed at 22.15 hours.

Please note the Full Parish Council meeting was followed immediately by a closed session.