

VIGO PARISH COUNCIL
MINUTES OF THE MEETING HELD ON Monday 23rd May 2022 at 7.30pm.

Present	Cllr Simon Chaplin (in the Chair); Cllr Dave Hawkins; Cllr Vickers; Cllr Alan White; Cllr Andy Woolway. Mrs Joanne Glass (Clerk).
In Attendance	Cllr Denise Tiran (GBC)

1] To receive Apologies for Absence

28. Cllr Banks; Cllr Germain; Cllr Haslem; Cllr Jones (VPC). Cllr Aslam (GBC). Ms M Cason (KCC Community Warden).

2] To receive Declarations of Interest

29. None.

3] Questions from the Press and Public

30. None.

4] Borough and County Council Representative Reports

31. Cllr Tiran reported that the new Mayor of Gravesham was Cllr Peter Scollard. The Deputy Mayor was Cllr John Caller.
32. A meeting had been held to discuss the Lower Thames Crossing. All sides of the Council were in agreement that there were still many issues to be resolved. The completion date for the new crossing was anticipated to be 2029/2030.
33. Cllr Ejaz had emailed to state that after lobbying Gravesham Borough Council, he was pleased to inform that the Culverstone Green play equipment would be renewed.
34. Cllr Aslam had also emailed to forward information on the GBC Community Grants pot, which was open for applications from the local community. This had been forwarded to all Members.

5] Police and Community Warden Reports (update on nuisance vehicles & s.59 Powers)

35. Concern regarding children running from The Bay to the school car park. The Clerk had updated Ms Cason and suggested she contact Kent Highways.
36. Parish Council Newsletter April 2022 had been forwarded to all Members. There were many reports of antisocial behaviour and quadbikes in the village.
37. There had been an issue with two bins being vandalised and dumped. One was from The Bay and the other from the car park next to the school. The Clerk had CCTV footage of both and had emailed the PCSO to let them know.

[Action: ongoing]

38. PCSO Simon Mummery had emailed to ask what the dates were for the Vigo Pop Up Café, as he would like to attend. The Clerk had given the dates for July, August and September, and copied these to PCSO Kirsty Lower for information.

6] Nuisance Quad Bikes

- 39. The Clerk had emailed PCSO Kirsty Lower regarding CCTV footage of the nuisance quad bikes. The footage had not yet been requested.
- 40. No further update on police action regarding nuisance bikes. The Clerk was under the impression that this would be addressed soon. The Clerk would seek updates from the police.

[Action: Clerk]

- 41. There had been more issues with quad bikes on the village green, with complaints on social media. The quad bikes were riding round the green with no care for other people using the space. It was agreed to speak to the police to see what action would be taken (see previous minute) but if no firm action were taken, or the issue was not resolved, the Parish would consider taking steps to protect the village green.

[Action: Clerk]

7] To approve the minutes of the Full Parish Council Meeting held on 21st March 2022

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

To formally note and ratify the actions that have been taken under delegated powers, (discussed at the online meetings on 25th April 2022).

- 43. The actions taken by the Clerk, under delegated powers, as per the meeting notes from 25th April, were formally ratified by the Council.

To approve the minutes of the Annual Parish Council Meeting held on 16th May 2022

- 44. It was noted that minute 14 should read "The replacement valves had last been reviewed in August 2021 and would be done again in 2027" rather than "reviewed in August 2022". The minutes were amended accordingly. The minutes were read and agreed, then signed by Cllr Chaplin (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)

- 45. Councillor Patch reporting: Cllr Hawkins had set up an online reporting system which had been emailed to Cllr Banks and the Clerk for an initial response. There were a couple of queries and as such Cllr Banks was due to meet with Cllr Hawkins to discuss this further.

[Action: Cllr Banks / Cllr Hawkins]

- 46. Defibrillator training. Clerk to arrange.

[Action: Clerk]

- 47. Annual Parish Meeting. Two of the Trosley Country Park Rangers had come to speak at the meeting, this had been informative and well received. The Clerk would email to thank the Rangers for attending.

[Action: Clerk]

48. PARISH LAND TO THE FRONT OF THE VILLAGER PUBLIC HOUSE: The Clerk had spoken to the landlords of the pub to explain that the Parish Council were happy for them to go ahead with the work as described (levelling the ground and covering with shingle). The Clerk would draw up an agreement as soon as possible.

[Action: Clerk]

49. PLAY PLACE (Family Fun Sessions on the Village Green). The Clerk informed the meeting that she had been contacted by Play Place, who had been awarded funding from KCC "Reconnect" to deliver family fun days in parks across Kent between April and August. The Leisure Manager at GBC had suggested Vigo Village Green as a suitable location. The Clerk had spoken to Council Members by email about this and all were in favour.

Copies of Play Place's Event Notification Form, and a copy of their public liability insurance and Risk Assessment had been forwarded to the Clerk for information.

Play Place acknowledged the parking issue and informed they would ensure that parents attending the event were told not to park in The Villager car park.

The Clerk had liaised with the hall manager who was happy for Play Place to use the village hall for toilet facilities. The Clerk had informed Play Place that this was available, and should they wish to use them they should liaise with the Parish Clerk regarding a key. No response had been received.

The Clerk had also updated the pub, so they were aware of the events, and also informed the grounds maintenance contractor.

The Clerk would advertise the dates on social media.

[Action: Clerk]

9] Services

a) Grounds Maintenance

50. HORNBEAMS SINK HOLE: Highview Services informed the Clerk that they felt there had been little or no ground movement for some time now. They would look at levelling the ground, but it would take quite a lot of soil. Highview Services had asked if it was acceptable to get a quote for some ungraded soil. The Parish Council had no objections to this.

It was however, noted that if a building project were taking place locally (an extension for example) then soil may be available which would be suitable, and it would save the resident from paying to have the soil taken away. It was noted that 46 Timberbank were intending to carry out such work and therefore the Clerk would send an email to make enquiries.

[Action: Clerk]

51. Damaged land in Beech Mast. Mr Agley had spoken to one resident who had been parking on Parish Land. The resident was not amenable to ceasing this practice and stated that they would continue to do so all the time there was nowhere else to park. The Clerk had written to the resident to state that the land was going to be reinstated, and the missing bollards replaced.

The Clerk informed the resident that the car park near the school could be used for overnight parking, and that it was covered by CCTV. The Clerk was not sure if the repairs had been carried out but would check with Mr Agley and report back.

[Action: Clerk]

52. Parish Land to the rear of 44 Highview: The Clerk had emailed the resident to ask for an update on their building works.

[Action: ongoing]

53. It was noted that the land to the side of 10 The Paddock needed to be tidied up. In the past the resident had looked after this area, but the house was no longer in their ownership and was in a state of disrepair. Clerk to speak to Highview Services to ask them to tidy up the Parish land.

[Action: Clerk]

b) Trees

54. Timberbank: The Clerk had arranged a site meeting with the resident, which had been attended by Cllr Banks, Cllr Haslem & Mr Agley (along with the resident) on 12th May 2022. The following was noted:

- The Hazel which was close to the fence line would be reduced / removed as necessary. Mr Agley to action.
- There was scope for a new fence to be installed, avoiding the Ash Tree, by either using different lengths of fence panel, or by bridging the tree as necessary.
- The conclusions of the surveyor's report stated, in essence, there are no signs of damage by the Ash tree to the property.
- The resident still felt there were possible subsidence issues. Any further investigations would need to be initiated and funded by the resident.
- The resident noted a tree root on the surface near the corner of his house, which would cause issues with the installation of a patio. If the resident wished to establish the origin of this root, an Arboriculturalist may be able to assist in identifying the tree. This would also need to be instigated and funded by the resident.

Cllr Haslem had drafted a letter which had been agreed and sent to the resident. This matter would now be filed.

55. Windblown trees with exposed root plates. Highview Trees had not yet sought a quote for stump grinding but would do so as soon as possible. Filed as pending.
56. REPLENISHING TREE STOCK IN VIGO: Highview Services were to inspect and suggest locations for replanting over the Winter 2022/2023 period.

The Clerk had not yet made enquiries with Mr Farrow (Forestry Commission) regarding advice to get funding but would do so as soon as possible.

[Action: Clerk]

c) Grass Cutting

57. Nothing to report. Please also refer to Agenda Item 29(b) Environment Working Party for discussions on No Mow May.

10] To note report from Sylvan-Arb (Arboriculturalist Consultant) following recent visit.

58. The inspection report had been received and forwarded to all Members.

Of the ten trees inspected, three required high priority work (to be carried out within 90 days of the inspection i.e., end July 2022). Two trees were medium priority work (to be carried out within 12 months, i.e., by April 2023) and three were low priority (good arboricultural management to be carried out as and when the budget allowed). Two trees required no work at all.

The reinspection periods for the trees varied between 2 and 5 years. The Clerk would make diary notes for these.

The Clerk was to speak to Mr Agley to action the 90-day work (three trees).

The Clerk was also to share the report with residents who had raised some of the original concerns.

[Action: Clerk]

59. There was some discussion about trees in Vigo in general. Tree work in Vigo tends to be pro-active rather than re-active, with a robust woodland management programme in place.

However, there are areas in Vigo where the trees have become very tall and could do with some reduction work. Perhaps areas could be nominated, and work carried out on a rotation basis. Areas could be reduced / thinned with a view to encouraging re-growth and regeneration.

Perhaps any timber felled could be of use to the Biomass Plant in Kent. The Clerk would make enquiries. Once further information had been obtained, the Environment Working Party together with the Grounds Maintenance Working Party could look into this further.

[Action: Clerk]

11] Planning

a) Local Authority Tree Preservation Applications

60. Hornbeams: Coppice stool of Sweet Chestnut, cut back by 3 metres to give 2 meters clearance. Sweet Chestnut tree on side boundary to be cut back to boundary of no.28. Ash tree with 50% die back in crown Ash die back class 3, fell as to eliminate risk of falling debris into the garden. (GBC 20220512).

It was noted that the Sweet Chestnut stool to the front was on Parish Land, and the Sweet Chestnut & Ash Tree to the side were on Trosley Country Park Land. It was also noted that the box "is the applicant the owner of the tree(s)" on the application form had been ticked in the affirmative.

This was not true; the trees were in the ownership of the Parish Council and the Country Park. The Parish Council felt there was no need for any tree surgery on the Parish tree to the front of the property (the Clerk had asked Mr Agley to inspect).

It was agreed to write to the Agent acting for the resident, copying the email to the resident, and to the Planning Officer at Gravesham Borough Council. The Clerk was to also update Trosley Country Park.

[Action: Clerk]

b) Full Planning Applications

61. Highview: Erection of a single storey rear and front extension and conversion of garage into a habitable room. The Clerk had responded to Gravesham Borough Council, and also written to the resident as agreed.

c) Covenant Three Applications

62. Cov 3: Woodside: single storey side extension. The Clerk had written giving covenant approval as agreed.
63. Cov 3: Admers Wood: Replacement windows, replacement front door, replacement fascia boards, replacement conservatory roof. The Clerk had written giving covenant approval as agreed.
64. Cov 3: Highview: Replacement porch & infill porch (full planning noted in March). The Clerk had written giving covenant approval as agreed.
65. Timberbank: Part two storey and part single storey side and rear extensions, erection of open entrance porch, replacement of defective timber boarding to all existing walls. The agent acting for the resident had sent further information, confirming the materials to be used:
- Pitched roof with roof tiles to match main dwelling
 - Flat roof, single ply membrane
 - Existing walls – grey composite cladding to replace timber boarding.
 - New walls – facing brickwork and grey composite cladding to match main dwelling
 - Windows & Doors – coloured UPVC to match main dwelling.

These plans were noted and discussed. The composite grey cladding was noted – it would be in a style matching the original wood cladding, but in grey. It was noted that the Parish Council no longer objected to grey cladding. There were no objections. The Clerk was to write giving covenant approval.

[Action: Clerk]

66. The Coppice: Application to remove existing hedge to the front and replace with a fence.

It was noted that the existing hedge was dead (box blight) and needed to be removed. It was agreed that the existing hedge was a covenant breach as it was a continuous boundary in front of the building line.

As such the Parish Council would not approve any replacement that was a continuous boundary (such as a fence).

However, as the property was end terrace, the Parish Council would permit a small open fence to the side, no higher than 0.5 metres.

An alternative to the side would be posts and chain. However, to the front, no continuous barrier would be permitted, any planting needed to cover no more than 50% of the boundary, leaving the remaining 50% open.

The Clerk was to write accordingly.

[Action: Clerk]

67. Highview: initial enquiry regarding covenant approval for side extension. It was agreed to wait for the full application to be submitted to Gravesham Borough Council so that the plans could be used to consider covenant approval at the same time. This would be on the agenda for the June meeting.

d) Other Planning Matters

Fowlers Stone Wood Update

68. APPEAL: It was noted that the Planning Inspectorate had declined to determine the appeal and proposed to take no further action. The Planning Inspectorate had concluded that the appeal was invalid, and the procedural shortcomings of the current submission are not readily capable of any reasonable remedy. Therefore, they were not able to progress matters and so proceed to consider the planning merits of the case. Accordingly, they had declined to determine the appeal and take no further action.
69. Comments from one of the residents of Fowlers Stone Wood had been noted on social media and passed to Planning Enforcement for their attention.
70. The Enforcement Notice was still in force and should be complied with by 13 July.

Enforcement Issues

71. No updates supplied. Clerk to speak to the Enforcement Officer for an update.

[Action: Clerk]

Solar Panels

72. The Clerk had not had an opportunity to draft a standard policy.

[Action: Clerk]

73. SCOUT HUT SOLAR PANELS: The Clerk had responded as agreed.

12]

Adverse Possession.

74. Land adjacent to 21 Churchside: The Clerk had emailed Bona Vacantia Estates (Government department), but no response had been received as yet.

Land to the rear of Highview / Timberbank: The Clerk emailed Cllr Sweetland to find out who the Parish would need to contact to find out if the land was in the ownership of Kent Highways.

The Clerk had also emailed Kingsley Smith to find out what the cost would be for applying for adverse possession for the land to the rear of Highview.

[Action: ongoing]

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

75. TIMBERBANK: Noted that it had been agreed that the Parish Council would maintain the hedge on Parish Land, whilst the new hedge (planted by the resident on the boundary line) established. Once the hedge new hedge had established, the hedge on Parish Land would be removed.

In the meantime, the original hedge was looking scruffy and needed to be tidied up. Clerk to speak to Mr Agley.

[Action: Clerk]

76. TIMBER BANK: Ownership of land to the rear. The Clerk reported the following text, which was sent to the current resident in 2014: "The VVT was willing to allow the previous owners and their successor in title (yourself) to use the Community Land enclosed to the rear on the strict understanding that the land in question remained the property of the Trust or its successor in title (Vigo Parish Council)". The Clerk had spoken to Cllr Haslem and Cllr Banks who both felt there was no need to take any further action on this matter until the property was up for sale, at which point the issue would be reconsidered. Filed.
77. THE PADDOCK: Property in a state of disrepair. The Clerk had chased GBC for an update on this.

[Action: pending]

78. ASH KEYS: Property in state of disrepair. The Clerk had chased GBC for an update on this.

[Action: pending]

79. Churchside Property in disrepair. The Clerk had emailed Planning Enforcement to ask for an update.

[Action: pending]

80. Croftside: This property was in a state of disrepair, and the Clerk had received complaints from neighbours about a rat issue. The Clerk had involved Environmental Health and the Empty Properties Department at GBC. The Clerk had now been informed that the property was up for sale, and it was hoped that a new owner would address the issues regarding the property's condition.

[Action: pending]

14] To Discuss Requests from and Matters Regarding Residents.

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

[Action: Clerk]

82. Highview: The Clerk had signed the agreement and returned a copy to the resident.

83. Paving Area outside Vigo School. There were still some areas that could do with having replacement slabs put down, where some were missing and / or broken.

Cllr Woolway had a supply of paving slabs of which he was happy to donate some. The Clerk had emailed Highview Services to ask them to contact Cllr Woolway to arrange collection of the slabs and make some further repairs.

[Action: ongoing]

84. PROPOSED CHARITY EVENT ON THE VILLAGE GREEN: The Clerk had not yet drafted a formal policy but would do so as soon as possible. The Clerk had emailed the person who had enquired and agreed to meet with them to discuss the details of their proposal. No meeting date had been set as yet.

[Action: Clerk]

85. Treehouse in Croftside Square. Cllr Jones had emailed to say that most of the structure had gone, but there were still a platform and some poles remaining. Cllr Jones had offered to remove these last pieces, if the Parish Council had no objections, of which there were none. Clerk to update Cllr Jones.

[Action: Clerk]

86. Highview resident sweeping rubbish into the drains. The Clerk had not yet written but would do so as soon as possible.

[Action: Clerk]

87. A resident had emailed to ask for tree surgeon recommendations. The Clerk had responded to say the Parish Council were unable to give recommendations.

88. A resident had emailed regarding people parking on the pavements in Fern Down, which was making access to the garages difficult. The Clerk had responded to suggest the resident speaks to the PCSOs as agreed.

89. Alan Basford Memorial Bench. The Clerk had received an email with the preferred wording for the memorial plaque. This was agreed. A location for the bench had not yet been agreed, but the Clerk would go ahead and order the bench as it was expected there would be a lead time of a couple of weeks at least.

[Action: Clerk]

90. The Clerk had received a complaint about antisocial behaviour (vehicle related) between neighbours. This was discussed in full by the Parish Council but unanimously agreed (proposed by Cllr Woolway, seconded by Cllr Hawkins) that the Parish Council would not get involved in this issue. Clerk to update resident.

[Action: Clerk]

91. Croftside: It was noted that there was a lot of items being stored on the front garden of this property (furniture etc). The Clerk was to write to the resident to ask that they arrange to have the items removed as it was felt to be unsightly.

[Action: Clerk]

15] Brick Planters in Vigo

92. PLANTERS: Cllr White to mark a map and take photographs. Cllr White hoped to mark the planters on the Parish Online mapping system.

A plan for maintenance / clearing would be put together once the planters were identified.

[Action: Cllr White]

93. Ferndown Planters: Highview Services had cleared the plants in one planter as agreed. Highview Services had gone to reduce the two large Hawthorn trees in the other planter but were unable to as there was a bird's nest within. This work would now be carried out later in the year.

[Action: pending]

16] To Discuss any Highways and Gravesham issues

94. Stonecroft / Croftside dog dirt bin. This bin had still not been repositioned. Cllr Tiran reported that she had spoken to Mr Alford at GBC regarding this, who had assured that the bin will be moved in the next week.

[Action: ongoing]

95. Speed limits in Vigo. Cllr Sweetland had responded to say the consideration of a 20mph speed limit in Vigo is something that should be raised on the Highways Improvement Plan. An important part of the process is the use of data to help identify which roads are most problematic. It is possible to introduce signage etc but that alone would not resolve the problem which is really one of driver behaviour. There would also be the issue of how to enforce a 20mph limit. Cllr Sweetland had copied his reply to Ian Grigor from Kent Highways who may be able to provide further guidance.

Cllr Hawkins felt it would be a waste of money to put up signage that would just be ignored. Cllr Chaplin felt it would be useful to have a limit in the cul-de-sacs and also along Timberbank where speeding was an issue. As there was no unanimous agreement on whether to proceed with this a vote was taken, with the majority in favour of pursuing the idea at least. Clerk to speak to Kent Highways.

[Action: Clerk]

96. It was noted that the Waterlow Road surface was breaking up again, especially opposite the entrance to the Country Park and near Timberbank. The Clerk would report this to Kent Highways.

[Action: Clerk]

97. DOG DIRT BINS: Request for two new dog dirt bins in Vigo. The Clerk had not yet spoken to Gravesham Borough Council but would do so as soon as possible.

[Action: Clerk]

98. Fly tipped Mattress. No response from Gravesham Borough Council, Clerk to chase.

[Action: Clerk]

17] The Bay.

99. The Clerk had emailed Royal Mail again asking them to repaint the post box.

[Action: ongoing]

100. Directional signs for the village shops, to be placed on the chicane in Waterlow Road. The Clerk had not yet got quotes for these.

[Action: Clerk]

101. 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]

102. 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]

103. PLANTING IN THE BAY. Paving slabs for the area between the seats on the inside of the wall where the litter bin was. Cllr Banks to arrange collection of slabs kindly donated by Cllr Woolway.

[Action: Cllr Banks / Cllr Woolway]

104. The hanging baskets had been planted up and would be hung on the hall in the near future.

[Action: Cllr Banks]

105. A local resident had emailed the Clerk to offer some plants (primroses) which could be planted in the Bay. The resident was happy to deliver them. The Clerk would liaise with Cllr Banks about this.

[Action: Clerk]

18] Drainage in Vigo.

106. KCC had written to confirm that the Timberbank drainage works were now complete. The verges had been reinstated with topsoil and grass seed. Disturbed areas of footway and driveway were resurfaced, and roads reinstated as required. Early post construction information suggests that the amount of water being accommodated by each soakaway is significantly higher than the design values projected. There was overwhelming support from resident. Photographs of the completed works had been sent.

The Admers Wood pipework (which had been damaged by a gas main installation) had now had repair works completed. The drain and the entire length of the connecting pipe to the soakaway had been renewed.

The Clerk had responded to ask what the next phase of drainage work would be and what the anticipated time scale was.

KCC had responded to say that it was unlikely they would be able to carry out further works of the scale carried out recently in the current year, due to other strategic drainage works elsewhere taking up the funding available. They would keep further phases within their Forward Works Programme. They would also review the operation of the latest works by monitoring over the summer.

Due to the capacity of the current installation being greater than anticipated, it may mean requirements for other work are reduced, albeit not eliminated. Mr Brauningger was making a bid within their "unfunded" list that could bring this work forward (if the bid were successful). They would keep the Parish updated of any developments.

It was agreed the Clerk should write asking what works were planned, and in what order of priority, should funding become available.

[Action: Clerk]

19] Street lighting in Vigo.

107. ELECTRICAL TESTING RESULTS: Testing Certificates for those lights which had passed. The Clerk had emailed to ask if the certificates could be sent via drop box, no response had been received. An alternative would be to send a USB to Mr May by post.

[Action: Clerk]

108. Further to discussions at the Chairs Meeting, where Cllr Banks had expressed concern that the electrical testing data was still not available, Mr May (GBC) had sent over a spreadsheet which listed all the outstanding faults on Vigo Street Lights. This list was longer than the list which the Parish had sent over on 31st March, so it was taken that the list from Mr May included those lights which had issues raised as part of the electrical testing – there were 41 lights on the list for repair (out of a total of 69 lights in Vigo).

[Action: ongoing]

109. STREET LIGHTING INVENTORY: An inventory showing the charge code data had now been received. However, this inventory was likely to change due to the works being carried out.

Some old lanterns would be replaced with LEDs and thus the charge code data would change. It was agreed it would not be possible to do anything with the inventory / seek quotes for electricity, until the full and final inventory was sent after all repair works had been carried out.

[Action: ongoing]

110. Streetlights Limited had emailed the Clerk to inform that they had reported a Mains supply fault to UK Power Networks on behalf of the Parish Council (Column BTYB006, Timberbank junction with Downwood). UKPN now had 25 working days to rectify the problem, Streetlights Limited would monitor the issue through to conclusion.

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

a) Ball Park

111. Nothing to report.

b) Village Green Play Park

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

[Action: ongoing]

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

[Action: Clerk]

114. Operational inspection of the Playpark and MUGA (December 2021). No urgent issues. This playpark inspection had now been superseded by one dated April 2022. Please see minute below for details.

115. To note the annual playpark inspection and agree any necessary action.

Clr Banks wished to discuss this with the Parish Council but was not at the meeting. It was agreed to discuss this at the June meeting.

[Action: ongoing]

21] To discuss proposal from Runway Training – Training Bus

116. Runway Training were working alongside Kent County Council to provide training to remote areas of Kent, using their Learning Bus. The bus was a single storey bus which had been customised to allow Runway Training to deliver training for up to 10 learners at any one time and they would like to visit Vigo one day a week for an 8–10-week period to provide training. Training offered included, functional skills, employability, careers advice, leadership & Management and Traineeships.

Vigo Parish Council were very pleased to support this idea. The Clerk had emailed the Borough Council to find out if there would be any objection to using the GBC owned car park next to the school. Nick May had confirmed there were no objections.

The Clerk had also spoken to the Hall Manager about Runway Training having a hall key so they could access the toilet facilities. The Hall Manager had no objections to this.

The Clerk would continue to liaise with Runway Training with regard to advertising the sessions.

[Action: Clerk]

22] Finance

a) To note any payments made since the last meeting

117. 09.05.22 D/P Nest Pension 107.41 Clerk Pension

b) To authorise payments due

118. The following payments would be authorised by Clr Haslem & Clr White:

23.05.22	D/P	Singlewell Print	755.80	Annual Report / Jubilee Flier
23.05.22	D/P	J Glass	14.39	Zoom May / June
23.05.22	D/P	J Glass	42.78	APM Supplies
23.05.22	D/P	J Glass	369.12	Jubilee Supplies

23.05.22	D/P	J Glass	14.38	Teaspoons for Pop Up Cafe
23.05.22	D/P	Provender Nurs.	31.90	Plants for The Bay
23.05.22	D/P	Streetlights Ltd	641.70	Maintenance Contract
23.05.22	D/P	Sylvan Arb Ltd	1134.00	Tree Report
23.05.22	D/P	Viking	70.13	Stationery
23.05.22	D/P	ACRK	90.00	Annual Membership
23.05.22	D/P	Vigo PTA	178.00	Donation for Time Capsule
23.05.22	D/P	Iain Dawson	225.00	Jubilee Entertainer (balance)
23.05.22	D/P	Simply Sweets	150.00	Jubilee Sweets
23.05.22	D/P	Vigo PTA	100.00	Donation for table hire
23.05.22	D/P	Valerie's Cafe	597.80	Part payment Jubilee Food
23.05.22	D/P	GMG Networks	456.00	Balance for Water Tower light up
23.05.22	D/P	J Glass	5.00	Annual Parish Meeting supplies ADJ.
27.05.22	D/P	Joanne Glass	1613.87	May Salary

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

23.05.22	D/D	Gravesham BC	80.60	Paladin Bin monthly payment
26.05.22	D/D	J&F Accounts	29.40	Payroll Charges
26.05.22	D/D	British Telecom	54.17	Telephone / Broadband
28.05.22	D/D	Highview Services	5010.00	Grounds Maintenance Contract

c) To note any income received

120. None.

d) To note the year end actual vs budget spend and associated bank reconciliation at 31.03.2022

121. Although the Actual Vs Budget spend and bank reconciliation for the year end 31.03.22 had been prepared, it had not been circulated to Members in time to give them sufficient opportunity to study it in advance of the meeting. This would be deferred to the June meeting.

e) Year End Audit

122. The internal audit was due on 26th May with Mr Lionel Robbins attending the village hall. The AGAR would be on the June agenda.

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

123. PTFA Grant Request (Time capsule £178). The Clerk had set up a payment.

124. Cllr Hawkins confirmed he was happy to carry out a check of the financial records every 3 months (as per the requirements in the Financial Regulations). The Clerk would arrange to get the books to Cllr Hawkins after the first quarter end 30.06.22.

[Action: Clerk]

125. Cllr Hawkins felt it would be prudent to start budgeting for replacing the defibrillators in the future. They were over 10 years old, and the replacement parts would start to become difficult to source. It was agreed that whenever a battery needed replacing

then a cost would be sought for a replacement unit. New batteries had been installed on two of the machines in the last year and they were expected to last five years.

It was expected that a new defibrillator would cost in the region of £1000. It was suggested to put £500 or ideally £1000 away each budget year. All agreed.

23] Queen's Jubilee 2022.

126. LIGHTING UP THE WATER TOWER: It was agreed this would be a low-key event with no formal timetable. The tower would be lit up from 9.30 til 11pm.
127. GAS BEACON. The gas beacon had been received and was being stored by Mr Agley who would test the beacon in advance. Mr Agley had also collected the gas bottle from Hoists. The Clerk had spoken to a local man who was a bugler who was happy to perform on the night and play the official fanfare.
128. DOCUMENTS FOR HIRING THE HALL FOR JUBILEE TEA PARTY: The Clerk had drafted a risk assessment and associated documentation which would be available to the hall should they wish.
129. Tables and Chairs for Street Party: The Clerk had spoken to the school who were happy to lend their tables and chairs over the half term, so they could be used for the jubilee. They were going to be collected on the last Friday of term. Cllr Banks, Mr Banks, Mr Agley and the Clerk would collect them. They would need to be returned on the first day back of term. The Clerk anticipated that the number of places available at the jubilee would now be 200. Ticket sales had gone well, and the maximum number had almost been met.
130. INSURANCE: The Clerk had reviewed the insurance and confirmed there were no issues.
131. Photograph display: this was unlikely to happen now due to time issues.
132. All the food items had been ordered (using Valerie's, a local sandwich shop to supply sandwich platters, savoury platters and cupcakes). Strawberries were being sourced locally from Hugh Lowe Farms. The Clerk had ordered crisps, juice, tea and coffee supplies. All paper tableware had been ordered, as had the bunting, competition prizes and so on.
133. The cost of the food had increased due to the amount of people who were coming. The Clerk had spoken to the National Lottery to explain that the original budget had changed slightly with some items costing less and some more and would this be an issue. The original budget for food had been £900. The Lottery had confirmed that changes of up to £500 were acceptable, therefore the budget for food could be increased to £1400 without a formal application being made. This would be sufficient.

24] To receive the Chairs announcements

134. None.

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

135. "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]

136. It was noted that when the noticeboard at the top of Waterlow Road had been installed, the protective plastic sheet had not been removed, and as such had now started to bubble and lift. It was difficult to remove it now as it was firmly adhered in places. Cllr Banks would look and see what could be done with this.

[Action: Cllr Banks]

137. Noticeboard: Mr Banks had made repairs to the noticeboard so that it now locked securely again. There was a lack of keys, which meant that sometimes it was opened without a key which had caused some of the issues. The Clerk had sent an enquiry to Fitzpatrick Woolmer to ask for a cost for three replacement keys.

[Action: ongoing]

138. The Clerk wished to discuss plans for Operation London Bridge. This would be on the closed agenda for the June meeting.
139. Annual Newsletter. This had now been printed and distributed. The Clerk had received positive feedback so far.
140. The Clerk reported that one of the people who had been delivering the Annual Newsletter had received an aggressive response from a local resident. IN fact, not only had the delivery person reported this to the Clerk, a neighbour who had overheard the altercation had also emailed to inform the Parish of the issue. The Parish were very concerned to hear about this. The Clerk had offered to write to the resident, but the delivery person had asked that the matter be left as it is.
141. The Clerk reported that she had been invited to the Rural Kent Coffee and Information Team's Glorious Coffee Morning on 13th June at Charing Heath Memorial Hall. The Clerk would attend and take Ms Downing, who was a recent volunteer recruit for the Vigo Pop UP Café.
142. The Clerk reported the Pop-Up Café continued to be well attended. Further dates had been set as 8th July 5th August and 9th September (all Friday's). The Clerk would put out another plea for volunteers.

[Action: Clerk]

143. The following items of correspondence were noted:
- NALC Chief Executive Bulletin
 - KALC News April 2022

26] CCTV

144. A new Code of Practice (by the Surveillance Camera Commissioner) had been published. Cllr Banks had offered to look into this.

[Action: Cllr Banks]

145. The Clerk had made an appointment for IT Solutions Kent to carry out CCTV maintenance over the summer period as agreed.

[Action: Clerk]

27] Social Media / IT / Website

146. Cllr Chaplin was due to meet Cllr Banks to learn how to update the website.

[Action: Cllr Banks / Cllr Chaplin]

28] Training Update.

147. Councillors were invited to attend the KALC Councillors Conference on 30 June at Lenham Community Centre. Members were asked to let the Clerk know if they wished to attend.

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

a) Covenant Working Party

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

[Action: ongoing]

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

[Action: ongoing]

b) Environment Working Party

150. Possibility of a "seed swap" in the Spring and Autumn, hopefully involving Vigo Library. Bat Walks / Bat Boxes– no further update (Cllr Jones not at the meeting).

[Action: Cllr Jones]

151. NO MOW MAY: The Clerk reported that there had been no negative feedback on this project. One resident had emailed to say how much they were enjoying the unmown verges, with the increase in pollinators clearly present. This particular resident would even like to see the project extended to other parts of the village.

It was agreed to leave the verges for a bit longer, perhaps until the end of June, until they were mown.

It was hoped that the working party members would be able to meet with Highview Services in an attempt to identify any wildflowers before the areas were mown.

It was agreed it would be good to leave the Trosley Country Park verges for longer before they were cut – this would discourage people parking on Waterlow Road for the Country Park and discourage people taking unofficial shortcuts into the park.

152. 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

153. TREE SURGEON QUALIFICATIONS. Mr Agley to look into extending his qualifications or attending other courses.

[Action: ongoing]

d) Parking Working Party

154. 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]

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

[Action: Clerk]

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

[Action: Clerk]

157. 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]

158. EV Charging points. No update. The working party would need to review this.

[Action: Cllr Hawkins / Parking Working Party]

30] To agree a speaker for Annual Parish Meeting 2023

159. The Clerk reported that it would cost £80 to engage Christoph Bull to speak at the Annual Parish Meeting in 2023. He would give a talk on Meopham's Heritage from A to Z which would include Vigo! All agreed. Clerk to book. The Clerk would also make sure the event was well advertised in advance.

[Action: Clerk]

31] Reports from Other Organisations and Bodies

a) Vigo Village Hall

160. The village hall committee had agreed a supplier for the new front door. They had also appointed a builder to repair the brick wall next to the disabled access ramp.

b) Joint Transportation Board

161. A meeting was scheduled for 24th May. Vigo Parish Council would not be attending as there was no business relevant to the Parish.

c) Trosley Country Park Liaison Group / Other Trosley Issues

162. No meeting held.

d) Kent Association of Local Councils (Gravesham Group)

163. A meeting had been held on 18th May. The minutes from 10th February had been received and circulated to all Members.

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

- 164.** A local resident had contacted the Clerk to say that she would be interested in helping with the "repainting the underpass" project. The resident's details had been passed to Cllr Jones who would be co-ordinating the project.

There being no other business, the Full Parish Council meeting of 23rd May 2022 was closed at 22.40 hours.

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