

**VIGO PARISH COUNCIL**  
**MINUTES OF THE FULL PARISH COUNCIL MEETING**  
**Held on Monday 20<sup>th</sup> June 2022 at 7.30pm in Vigo Village Hall.**

Present	Cllr Pat Banks (in the Chair); Cllr Simon Chaplin; Cllr Jim Haslem; Cllr Mandie Jones; Cllr Alan White; Cllr Andy Woolway. Mrs Joanne Glass (Clerk).
In Attendance	Cllr Denise Tiran (GBC). Two members of the public.

**1] To receive Apologies for Absence**

168. Cllr Mike Germain (VPC); Cllr Sharon Vickers (VPC); Cllr Ejaz Aslam (GBC), Ms Mandy Cason (KCC Community Warden).

**2] To receive Declarations of Interest**

169. None.

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

170. The resident from Highview had come to discuss a covenant breach at his property. Some lengthy discussion took place where the Parish Council explained the covenants and the enforcement of them. The resident was unhappy with the situation and felt he was not in breach. Further discussion took place during the confidential section of the Parish meeting.

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

171. Cllr Tiran noted that there was not much to report at present. There was a Full Meeting of Gravesham Borough Council on Tuesday 21<sup>st</sup> June.
172. Cllr Tiran congratulated Vigo Parish Council on their Jubilee events which seemed to have gone very well. Cllr Tiran had attended the beacon lighting on the green.
173. The Clerk noted that Cllr Aslam had a family bereavement. The Clerk had sent condolences on behalf of the Parish Council.

**5] Police and Community Warden Reports**

174. Vandalised and dumped bins. The Clerk had spoken to the PCSO regarding this. No update had been received. Filed as pending.
175. There was no Parish Council newsletter this month due to staff shortages.

**6] Antisocial Behaviour and Requests for CCTV Footage**

176. 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. (It was noted that there had not been any issues of late).

**[Action: Clerk]**

177. CCTV: The Clerk had received a number of requests for CCTV footage from the police:
- Catapults being fired in the school car park (damaged windscreen)
  - Issue in the playpark
  - Damage to memorial bench outside the school (memorial plaque set alight).

The Clerk had captured some footage which had been passed to the police.

178. Memorial Bench Vandalism: The Clerk reported that the memorial bench outside the school had been vandalised, with the memorial plaque having been set alight. The bench had sustained minor damage, but the plaque (brass effect laminate) had been completely destroyed. The Clerk was looking at replacement panels for the bench. Marmax (bench manufacturer) had offered to replace the plaque free of charge. However, it was suggested that the Clerk get a quote for a solid brass plaque so that similar damage could not be caused again. The matter had been reported to the police. Parish Council Members were very saddened by this vandalism. The Clerk had identified some CCTV footage which she had shown to the police.

**[Action: Clerk]**

**7] To approve the minutes of the Full Parish Council Meeting held on 23<sup>rd</sup> May 2022**

179. 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)**

180. Councillor Patch reporting: Cllr Banks had met with Cllr Hawkins. It was hoped that the new system would be rolled out in the very near future.

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

181. Defibrillator training. The Clerk had sent some dates to Cllr Hawkins but had not yet received a response. Clerk to chase up.

**[Action: Clerk]**

182. Annual Parish Meeting. The Clerk had emailed the Trosley Country Park Rangers to thank them for their attendance at the meeting.

183. PARISH LAND TO THE FRONT OF THE VILLAGER PUBLIC HOUSE: 1242: Based on the verbal agreement given by the Clerk (on behalf of the Parish Council) the work to this area had now been carried out. The Clerk would draw up an agreement confirming the arrangement as soon as possible.

**[Action: Clerk]**

184. The Clerk had booked Mr Christoph Bull to speak at the 2023 Annual Parish meeting as agreed. Payment would be due on the event date. The Clerk had made a diary note to ensure that the event was advertised widely well in advance.

**9] Year End Finance**

**a) To Note and Approve the Final Actual vs Budget Spending Analysis for the Year Ended 31.03.2022**

185. This document had been circulated in advance to all Council Members. The Council Finances were under budget by £25k for the year, but it was noted that the vast majority of this was represented by allocated reserves that had not yet been spent.

Cllr Banks proposed that the Actual Vs Budget Spend be accepted as a true record of the Parish Finances for the year 2021/2022. This was seconded by Cllr Haslem and agreed by all Members. This document would now be posted on the Parish Council website.

**[Action: Cllr Banks]**

**b) To Note and Agree the Reconciled Bank Balance for the Year Ended 31.03.2022.**

186. The Bank Reconciliation for the year ended 31.03.2022 was noted, with a reconciled figure of £39942.37. Cllr Banks proposed that this reconciliation was agreed, this was seconded by Cllr Jones, and agreed by all Members.

**c) To Note the Internal Auditors Report for the Year Ended 31.03.2022**

187. The Internal Audit had been carried out on 26 May. The audit report had been received and forwarded to all Members. There was nothing major to report. The record keeping was found to be of a good standard, with the Parish Council's approach to the management of risks to be sound.

The following points were noted:

- Council Minutes did not show that the budget had been approved. The Council formally adopted its precept for 22/23 at the Full Council Meeting on 15 November, but the minutes do not show the BUDGET being formally adopted (this is a legal requirement under the 1972 Local Government Act and the 1992 Local Government Finance Act).
- The Accounts are prepared under a receipts and payments basis. However, the year-end accounts showed an "accrual" for HMRC final quarter which did not leave the bank account until after 1<sup>st</sup> April but was showing in the year end 31<sup>st</sup> March accounts. This was incorrect.

Both of these points were noted, and the Clerk would take steps to ensure these issues did not arise again.

**d) To Agree and Sign the Audit Return Annual Governance Statement for the Year Ended 31.03.2022**

188. Having been circulated prior to the meeting, it was proposed by Cllr Woolway, seconded by Cllr White, and agreed by all, to respond in the affirmative to all questions on the statement, with the exception of question 7.

Question 7 being: "We took appropriate action on all matters raised in reports from the internal and external auditor".

The external audit certificate for 2020/21, dated 20 September 2021, had a qualification for failing to comply with an instruction that the Governance Statement assertion on public rights should be a "no" answer.

It was reported to the Council on 18 October 2021 with the qualification stated in full, but there was no action recorded. The council is required by regulation to consider the auditor's report and must address any issues raised, or if none should note that no action is needed.

In the case noted above, the auditor had commented that in their view the Council had not complied with the requirement to consider audit reports so that the Governance Statement Assertion for 2021/22 internal and external audit needed to be answered "no".

The Council agreed that no further remedial action needed to be taken regarding this matter at this time.

The Annual Governance Statement was duly signed by the Clerk and the Chairman.

**e) To Agree and Sign the Audit Return Statement of Accounts for the Year Ended 31.03.2022**

189. Having been prepared in advance by the Responsible Financial Officer, and circulated to all Members prior to the meeting, it was proposed by Cllr Woolway and seconded by Cllr White that the Accounting Statements for 2021/22 (section 2 of the AGAR) be signed by the Chairman. All agreed. The Accounting Statements were duly signed.

**10] Services**

**a) Grounds Maintenance**

190. HORNBEAMS SINK HOLE: Highview Services had not yet got a quote for ungraded soil. The Clerk had emailed the agent dealing with the extension at 46 Timberbank to ask if the Parish could use the soil that would be available as part of the extension works. No response had been received as yet.

**[Action: ongoing]**

191. Damaged land in Beech Mast. Six bollards had been installed in Beech Mast. A further eight were due to be installed.
192. Parish Land to the rear of 44 Highview: The resident had responded to say that groundwork was due to be completed over a 2–3-week period with ground works re-commencing on 20<sup>th</sup> June. The Parish land leading from the property to Commority Road would be reinstated once the ground works had been completed. The resident noted that the flytipping was not from his property – there is none at the rear of this particular property, but there is some building rubble in bags further up the road. This matter would be monitored until the land was reinstated.

**[Action: ongoing]**

193. It was noted that the land to the side of 10 The Paddock needed to be tidied up. The Clerk had spoken to Highview Services about this.

**[Action: ongoing]**

194. TIMBERBANK: Request to cut back the large rhododendron which was overgrown and causing a sight line issue. The Clerk had liaised with Highview Services and this work had now been carried out.
195. CHESTNUT COTTAGE, Harvel Road. The resident had emailed to ask if they could cut back the weeds (on Parish Land) that were growing through onto their private land, damaging their fence. There was no objection to this. Clerk to update the resident.

**[Action: Clerk]**

**b) Trees**

196. 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]**

197. HIGHVIEW: Request from resident to have tree work carried out to the trees at the rear of the property. The Clerk noted that other residents in this row had also directly approached Highview Trees with regard to these trees. Highview Services had attended and informed that there was some overhang that needed to be removed. The Clerk informed that the resident really wanted the trees reduced as there was a lack of light in the garden and lots of tree debris. Cllr Banks agreed to inspect.

**[Action: Cllr Banks]**

198. HIGHVIEW: Request from resident to have tree work carried out to the trees at the rear. The resident felt the trees were very big, with some overhang in the garden. They noted that there was also a hanging branch (Storm Eunice damage). There was a lot of debris in the garden from the trees. The owner was concerned about the tenants' small children who played in the garden. The Clerk had asked Highview Services to inspect, but no update had yet been received. Clerk to chase.

**[Action: Clerk]**

199. HORNBEAMS: Request for dead tree to be removed (overhanging property). This had been on the list of planned works for some time but had not yet been carried out. The resident had chased the matter by email. The Clerk had reminded Highview Services.

**[Action: pending]**

**c) Grass Cutting**

200. Grass cutting continued throughout the village – no issues to report.

**11] No Mow May / Wildflower Meadows: to Discuss and Agree a Forward Plan.**

201. Cllr Banks & Cllr Jones met with Highview Services and SC Groundcare to discuss No Mow May. This year, various methods of encouraging wildflowers are being trialled, and as a result, more wildlife is being encouraged. One of the methods is to have "islands" of unmown grass along the verges in Waterlow Road. Each year these "islands" should improve.

Photographs would be taken to record the locations for future reference. A bag of seed donated by the late Alan Basford would be used next Spring in various locations.

Please see agenda item 35(b) for further reports from the Working Party.

202. The Clerk noted that feedback on No Mow May had been largely positive, with only one complaint email received (this email been sent at the beginning of June).

**12] To Discuss Future Tree Projects in Vigo (additional to routine maintenance work).**

203. Three high priority trees were due to have work carried out by the end of July 2022. Clerk to liaise with Highview Services regarding this. Two trees were medium priority work (by end April 2023) these would be put on the tree list, with the Clerk making a diary note to ensure the work was carried out.

The Clerk had not yet shared the report with residents who had raised some of the original concerns but would do so as soon as possible.

**[Action: Clerk]**

- 204.** TREE PROJECTS (over and above routine maintenance and necessary works). Agreed that this is something that the Environment Working Party could discuss, together with the Grounds Maintenance Working Party. It was noted that as well as some trees needing thinning / reducing, other areas of the village needed replenishing (the Croftside Square as looking thin since many of the diseased trees had been removed). The Clerk would try and make contact with the Biomass Plant in Kent to see how they could assist. The worry with this was that they would want to clear whole areas, whereas the Parish would want to be much more selective. Perhaps Biomass could just make use of timber supplied by the Parish Council.

**[Action: Clerk]**

**13]**

## **Planning**

### **a) Local Authority Tree Preservation Applications**

- 205.** 28 Hornbeams: TPO application made for trees NOT on land owned by the resident. The Clerk had emailed the agent as agreed. No response as yet.

**[Action: ongoing]**

- 206.** 2022636: 4 Bramblebank: Reduce height of 2 x silver birch trees by 25%. No objections.

### **b) Full Planning Applications**

- 207.** 20220632: 46 Timberbank: Erection of part two storey and part single storey and rear extensions, the erection of an open entrance porch and replacement of defective timber boarding to all existing walls. These plans were noted and discussed. There were no objections. Clerk to respond accordingly.

**[Action: Clerk]**

- 208.** 20220559: 201 Highview: Erection of first floor side extension. These plans were noted and discussed. There were no objections. Clerk to respond accordingly.

**[Action: Clerk]**

### **c) Covenant Three Applications**

- 209.** 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 Clerk had written giving covenant approval as agreed.
- 210.** The Coppice: Application to remove existing hedge to the front and replace with a fence. The Clerk had written to the resident as agreed.
- 211.** Highview: Erection of First Floor Side Extension. The plans submitted to GBC were used by Members to consider a covenant application. It was noted that the existing cladding was to be replaced with a composite material in grey.

It was noted that the Parish Council did allow grey cladding, and so there were no objections. Clerk to write giving covenant approval.

**[Action: Clerk]**

212. Highview: Replacement of Flat Felt Roof with Rubber. A photograph to show the existing was supplied. There were no objections to the proposal. Clerk to write giving covenant approval.

**[Action: Clerk]**

213. Admers Wood: Replacement Fence. Replacement fence (same height and location as the original – photographs supplied). No objections, Clerk to write giving covenant approval.

**[Action: Clerk]**

214. Highview: Installation of Fence to the Front / Side. The resident wished to install a low-level fence to stop people taking a short cut across their garden. It was noted that this property was mid terrace and had a very long front garden. The Parish was surprised that there had been an issue with people walking across the garden.

The Parish Council would not agree to a fence as it would be in breach of covenant. It was suggested that perhaps the resident could place some pots / small planters at the top end of the garden (house end) to prevent people cutting across. These would not be a permanent feature, and as long as they are only at the very top of the garden, would not be considered a covenant breach. Clerk to update the resident.

**[Action: Clerk]**

215. The Coppice: application for replacement cladding (application received after publication of agenda). The resident wished to replace the existing red hung tiles with grey cladding. A google street view search showed that the properties in this road were a mix of cladding and tiles (both types seen in one row of terraced houses). There were no objections to this application. Clerk to respond giving covenant approval.

**[Action: Clerk]**

#### **d) Other Planning Matters**

##### **Fowlers Stone Wood Update**

216. Lots of activity on site had been reported, with deliveries of materials etc. Planning Enforcement were being given regular updates. The date for the enforcement notice to come into effect was noted as 3<sup>rd</sup> July. It was hoped that updates would be available at the next meeting.

##### **Enforcement Issues**

217. Churchside. The Enforcement Officer was due to review this case and an update would be available for the July meeting.

**[Action: ongoing]**

218. HIGHVIEW: The Clerk had been informed that a garden building in excess of the permissible 2.0 metres had been erected. This had been referred to Gravesham's Enforcement Team for investigation.

**[Action: ongoing]**

### **Solar Panels**

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

**[Action: Clerk]**

220. BOOTYS HAIR AND BEAUTY, 6 THE BAY. Change of use of a Beauty Salon (sui Generis) to a Pizza Takeaway (Sui Generis). Planning Application 2021 1264. GBC Planning had written to inform that an appeal had been made to the Secretary of State against the Council's decision to refuse planning permission for the proposed development.

Any representations on the appeal should be made by 11<sup>th</sup> July. Planning Inspectorate Reference APP/K2230/W/22/3290937.

### **14] Adverse Possession.**

221. Land adjacent to 21 Churchside: The Clerk had chased the Bona Vacantia Estates (Government department), and had been informed they had replied, but the Clerk had not received the email. The Parish had been informed that the initial map search showed the land to be registered under title K95205. The Parish Council now had to provide copies of the office title register for that title, and details of the full name of the dissolved company, the date it was dissolved, and it's last registered address.

The Clerk noted that K95205 was "land at Trosley Towers" registered to Jondy Investments. The Clerk would respond to Bona Vacantia Estates and provide the information requested.

**[Action: Clerk]**

222. The Clerk had 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]**

223. Highways Land Ownership (specifically areas to the rear of Timberbank and Highview). The Clerk had spoken to Cllr Sweetland who had sent a weblink that the Clerk could look at to establish property / land owned by KCC. The Clerk would look into this.

**[Action: Clerk]**

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

224. TIMBERBANK: The Clerk had asked Highview Services to tidy up the hedge that was currently located on Parish Land.

**[Action: ongoing]**

225. THE PADDOCK: Property in a state of disrepair. Gravesham Borough Council informed that a new owner had moved in and that works to update the property were due to commence by the end of June.

**[Action: pending]**



- 226.** ASH KEYS: Property in state of disrepair. The Clerk had chased GBC for an update on this and been told that they would contact the owner for a progress report. (The GBC officer who had been dealing with this matter had now moved departments).

A local resident had contacted the Clerk to complain about the state of this property, to ask that the Parish send a covenant letter to the resident. It was noted that letters had been sent in the past. It was agreed to let GBC continue to try and resolve this issue for the present time. Clerk to update the resident who had complained.

**[Action: Clerk]**

- 227.** Croftside: This property had now been sold, and it was hoped that refurbishment works would take place soon after the sale had completed.

**[Action: pending]**

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

- 228.** Paving Area outside Vigo School. No update. Clerk to liaise with Highview Services.

**[Action: Clerk]**

- 229.** 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]**

- 230.** Treehouse in Croftside Square. Cllr Jones reported that she had now taken down the last bits of the treehouse in the Croftside Square. Parish thanked Cllr Jones for her assistance with this matter.

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

**[Action: Clerk]**

- 232.** Alan Basford Memorial Bench. Further to the discussion about wildflower areas (see Agenda Item 11) the Clerk suggested that perhaps the memorial bench for Mr Basford could be placed on Waterlow Road, near one (or some) of the wildflower islands. It was agreed this would be an excellent idea – near The Coach Drive was agreed. Clerk to make the arrangements (confirm with the donor that they were happy with the proposal, and then go ahead and order the bench).

**[Action: Clerk]**

- 233.** The Clerk had received a complaint about antisocial behaviour (vehicle related) between neighbours. The Clerk had updated the resident as agreed.

- 234.** 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]**

**17] Brick Planters in Vigo**

235. PLANTERS: Cllr White had marked the planters on the Parish Online mapping system. The Clerk would now try to establish who was maintaining which planter for reference.

**[Action: Clerk]**

236. Ferndown Planters: Removal of two large Hawthorn trees. This work would now be carried out later in the year.

**[Action: pending]**

237. Churchside Planter. The Clerk had received an email from the neighbouring resident asking for the planter to be cut. It was noted that it was currently full of wildflowers, and as such would not be cut until these had gone to seed. The Clerk had updated the resident.

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

238. Stonecroft / Croftside dog dirt bin. This bin had now been relocated so it was no longer on the barriers at head height for small children. Vigo Parish Council thanked Cllr Tiran for her efforts in getting this situation resolved.

239. Speed limits in Vigo. Ian Grigor (Kent Highways) had emailed to ask who headed up the Highways element of the Parish Council. It was noted there was no nominated Member. The Clerk would speak to Mr Grigor on behalf of the Parish to find out what could be done to at least investigate a 20mph limit in parts of Vigo.

**[Action: Clerk]**

240. 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]**

241. DOG DIRT BINS: Request for two new dog dirt bins in Vigo. The Clerk had not yet spoken to Gravesham Borough Council.

**[Action: Clerk]**

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

**[Action: Clerk]**

243. Complaint about a vehicle BD07 WMP that was parked in Highview with no tax or MOT. This had been reported to Kent Police.

**19] Electric Vehicle Charging Points in Vigo.**

244. Noted that six EVCPs were being installed in the car park next to the school. It was thought that the charging points were actually going to be on Parish Land. Clerk to speak to GBC / KCC regarding this. There was some concern about the recycling bins which would appear to be in the way – Clerk to speak to GBC about this issue as well.

**[Action: Clerk]**

**20] The Bay.**

245. Post Box – no further update regarding re-painting. Clerk to chase.

**[Action: Clerk]**

246. 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]**

247. 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]**

248. 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]**

249. The hanging baskets had put on the village hall and a watering rota had been circulated. Parish Councillors were thanked in anticipation of their assistance.

250. 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]**

**21] Drainage in Vigo.**

251. The Clerk had received the following update from Alex Brauninger (KCC):

*"The main area of interest for future works will be in the area near 71 to 75 Timber Bank. There is an existing drainage soakaway there, but it would benefit in the longer term from being supplemented with new additional assets in a similar manner to what we did near no. 98. As we work through the works programme, I would be willing to come and discuss with the Parish Council so we can agree the works in advance (I am assuming the grass verges here are in parish council ownership just like the other areas in the road). Ideally, I would like to get a design put together within the current financial year, so we have a 'shovel ready' scheme so when funding is available it's ready to go."*

These comments were duly noted by the Parish Council. The Clerk was to forward the email onto Mr Smith (Drainage Working Party Member) for information.

**[Action: Clerk]**

**22] Street lighting in Vigo.**

252. ELECTRICAL TESTING RESULTS: Clerk to liaise with Mr May to get electronic copies of these (no response received so far).

**[Action: Clerk]**

253. Repairs to streetlights (electrical test results and faults identified prior to 31.3.22). No update on these works, although it did appear that works were taking place. Clerk to

speak to Mr May to see how many repairs had been carried out and how many were still ongoing.

It was also noted that the structural survey results had never been received – the Clerk was to ask for an update on this. Structural certificates would be required for the Parish Council records.

**[Action: Clerk]**

- 254.** STREET LIGHTING INVENTORY: Final version will not be received until all repairs had been carried out by GBC.

**[Action: ongoing]**

- 255.** The Clerk had reported an issue with the streetlight electrical cover on lamp BCBU005. This issue had been reported to Streetlighting limited. There had been some confusion over the location of the light, as the column number given had been incorrect (code given was CBU005, when it was actually BCBU005). Once this issue had been resolved, the fault had been repaired quickly – a new mains cut out had been fitted, but the old door lock was not working so the door had fallen off. The door had been banded to it could not come off again.

Streetlighting Limited were intending to renumber the columns in Vigo, from 1 to 69, to avoid this confusion in the future. However, to avoid confusion, the Parish Council felt it would not be a good idea to renumber columns until all the outstanding works had been carried out by GBC / KCC, and until they were finally handed over. Clerk to update Streetlighting Limited.

**[Action: Clerk]**

- 256.** The Clerk was due to meet with the Clerks from Higham and Meopham to discuss the streetlight handover and the associated delays.

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

**a) Ball Park**

- 257.** Nothing to report.

**b) Village Green Play Park**

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

**[Action: ongoing]**

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

**[Action: Clerk]**

- 260.** Annual Play Park Inspection Report: Cllr Banks was pleased to see that the issues noted in the Play Park report were either recorded as “Low Risk” or “Very Low Risk”. Cllr Banks suggested that perhaps it would be good to be pro-active and deal with these issues as an ongoing programme of work.

For example, Cllr Banks noted that issues with the turnstile roundabout were noted on recent reports as low risk. Cllr Banks had sourced a quote for a replacement

which had come in at £3,171. A large part of this cost was the installation (£1,250) with the equipment itself costing £765 (remaining costs were for security fencing, grass matting and welfare costs). The price was much higher than anticipated, the company was based in Northants, so perhaps that was a reason for the high installation costs.

It was suggested that a Play Park Working Party be formed, from the Members who were on the Grounds Maintenance Working Party, plus Cllr Chaplin who also wished to be involved. The Play Park Working Party would look at the inspection reports and plan future work accordingly. Cllr Woolway would Chair and arrange a meeting in due course. The Clerk was to forward the latest playpark inspection report(s) to the working party.

The Clerk noted that the quarterly reports (which used to be carried out by GBC staff) were now done by the same external company that did the annual reports.

**[Action: Clerk]**

**24] Runway Training – Training Bus**

261. The Clerk had met with Runway Training and provided them with a key to the village hall. No formal start date for the sessions had been agreed as yet.

**[Action: ongoing]**

**25] Play Place Family Fun Days**

262. PLAY PLACE (Family Fun Sessions on the Village Green). These sessions were now running, with the first one having been held on 16<sup>th</sup> June. Session dates had been advertised on social media, and a large poster put on the playpark fence. The Clerk would email Play Place to find out if the first session had been well attended, and if there were any issues.

**[Action: Clerk]**

**26] Finance**

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

263.	09.06.22	D/P	Nest Pension	107.41	Clerk Pension
	13.06.22	D/P	Valerie's	159.40	Part payment Jubilee food
	13.06.22	D/D	Valerie's	597.80	Part payment Jubilee food

**b) To authorise payments due**

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

	20.06.22	D/P	J Glass	63.98	Ink
	20.06.22	D/P	GMG Networks	120.00	Water Tower light up balance
	20.06.22	D/P	Lionel Robbins	150.00	Internal Audit 2021/2022
	20.06.22	D/P	J Glass	335.72	Jubilee expenses
	20.06.22	D/P	KALC.	60.00	Chairs Conference
	20.06.22	D/P	D McKay	15.00	Bus Shelter Cleaning
	20.06.22	D/P	IT Solutions Kent	42.00	CCTV Support
	20.06.22	D/P	PJ Banks	101.50	Strawberries for Jubilee
	20.06.22	D/P	Hoist & Co	214.01	Gas for jubilee beacon

20.06.22	D/P	Streetlights Ltd	49.50	Inv 12999
28.06.22	D/P	Joanne Glass	1613.87	June Salary

**265.** The following Standing Orders / Direct Debits were authorised:

13.06.22	D/D	PWLB	1026.85	Playpark loan repayment
21.06.22	D/D	Gravesham BC	100.75	Paladin Bin monthly payment
27.06.22	D/D	J&F Accounts	29.40	Payroll Charges
27.06.22	D/D	British Telecom	54.17	Telephone / Broadband
28.06.22	D/D	Highview Services	5010.00	Grounds Maintenance Contract
30.06.22	D/D	Unity Trust Bank	27.75	Service Charge

**c) To note any income received**

**266.** None.

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

**267.** Finance Councillor Quarterly Checks: Clerk to provide financial records to Cllr Hawkins some time after the June quarter end.

**[Action: Clerk]**

**268.** Defibrillator Budget: Further to the discussions in May (when Cllr Banks was not in attendance), Cllr Banks wished to clarify the budget for defibrillators moving forward. It was noted that it had been agreed to put £500 or £1000 away each year toward replacements, but Cllr Banks asked if there was a maximum Council Members wished to see set aside (i.e. for how many years would they continue to put money aside). It was agreed to keep the maximum budget for this at £4000. It was anticipated that this would cover the replacements needed (currently approximately £1000 per unit).

**269.** Cllr Jones had not registered for internet banking, and as the letter was dated 8<sup>th</sup> April, it was thought that there may now be a timed-out issue with this. Clerk to speak to Unity Trust bank to establish if there were any issues.

Neither Cllr Jones nor Cllr Woolway were aware of the memorable name that was on the application form. Clerk to look into this also.

**[Action: Clerk]**

**27] Queen's Jubilee 2022.**

**270.** The Clerk reported that all three of the Jubilee events (beacon, street party and water-tower light up) had gone very well and had been enjoyed by all. Lots of very positive feed back had been received. Members were shown photographs of all three events. The Clerk would now work on the final costs so that they could be reviewed at a future meeting.

**[Action: Clerk]**

**271.** The Parish Council formally noted its gratitude to Joanne Glass, the Parish Clerk, for all the effort that she went to, to ensure the success of the various events put on to celebrate the Queen's Jubilee. Her hard work, organisation and dedication resulted in these events being much appreciated and enjoyed by the residents of Vigo.

**28] To receive the Chairs announcements**

272. Cllr Banks had been informed of an online course "Parish and Town Councillors: Playing a Key Role in Creating Green and Resilient Communities" which may be of interest. It was agreed that either Cllr Banks or Cllr Aslem would attend. The course was on 14, 21 and 28 September. Clerk to book a place for whoever would attend (online course).

**[Action: Clerk]**

273. Notes from the Parish Council Chairs Meeting 25.05.22 had been received and forwarded to all Members.

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

274. "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.

**[Action: Clerk]**

275. 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]**

276. Noticeboard: Replacement keys. No response had been received from Fitzpatrick Woolmer. However, the Clerk had found a spare key, so there were now two available, one with the Clerk, and one with Cllr Banks.
277. Vigo School were commemorating their 50-year anniversary. An article had been published in the local paper which was very interesting. The Clerk would forward a word version of the article to all Members. It would also be put on the Parish Council website.

**[Action: Clerk]**

278. It was noted that an updated version of "Local Council Administration" was due for publication. This would be issue 13. The Clerk reported that the office had issues 5, 8 & 11. It was agreed not to purchase issue 13 (£132.16) but wait for the 14<sup>th</sup> edition.
279. The Clerk had been informed of an opportunity to meet the Monitoring Officer for Gravesham Borough Council and Medway Council (Bhutinder Gill) at the next Medway KALC meeting on Wednesday 20<sup>th</sup> July at Frindsbury Extra Memorial Hall. The Clerk and Cllr Banks would attend.
280. Cllr Sweetland (KCC) had emailed to inform Parish Members of the online event being run during the Rural Housing Week on Tuesday 5<sup>th</sup> July. This had been circulated to all Members.
281. The Certificate of Membership for Action with Communities in Rural Kent (2022/23) had been received.
282. The latest edition of KALC news (May 2022) had been circulated to all members. Various articles were highlighted:
- Articles on learning and development
  - Kent County Council updates including verge cutting
  - Kent Fire & Rescue safe & well visits (Clerk to advertise)

- KALC and climate change

KALC had also asked for Parish Councils to send details and photographs of their Jubilee celebrations – the Clerk would do this.

**[Action: Clerk]**

**283.** The following items of correspondence were made available to all members:

- NALC Chief Executive's Bulletin
- Latest edition of Oast to Coast (ACRK newsletter)

**284.** The Meopham Parish Clerk had arranged for Charmaine Keatley (Chief Executive of KALC) to come to Meopham for a presentation to Council Members about the work KALC does, about case studies they collate in order to share best practice, and to answer any questions from Council Members. Ms Keatley would be attending the Cricket Pavilion on Meopham Green on Tuesday 26 July at 7.30.

All Members welcome. Vigo Parish Councillors were asked to let the Clerk know if they wished to attend.

**[Action: ALL COUNCILLORS]**

**285.** The Clerk had been informed that there was a strong possibility of the Meopham Leisure Centre closing. This was due to issues with the lease renewal. Further details were not available at present, but it was agreed this was a real concern. Cllr Jones would speak to Meopham Parish Council for more information and report back.

**[Action: Cllr Jones]**

**30] Elections 2023: To Note Estimated Costs**

**286.** Simon Walsh (Gravesham Borough Council) had emailed in advance of the 2023 elections, to remind Parish Councils that GBC would no longer be able to absorb the costs of Parish elections, and as such GBC would be seeking reimbursement of the proportionate costs of conducting Parish Council elections in 2023.

Mr Walsh felt it was not easy to be precise about the likely total for each Parish as costs would depend on various factors. However, an election could potentially cost between £3000 and £8000 depending on the size of the Parish and factors such as whether it was warded or not. The costs were lower than would normally be expected for a standalone contested by-election, because the 2023 elections would be combined with the whole borough.

GBC noted that reimbursement would be sought after June 2023 with an option, on request, to extend the repayment period to incorporate a further financial year (from April 2024 onwards).

The Clerk had asked Mr Walsh if he could give any idea of costs for Vigo (unwarded) if it was uncontested? The formula for uncontested elections is £60.13 for each 500 electors or part thereof. This figure is set Kent-wide. It was likely therefore that costs for Vigo would be £240.42 as there were just over 1,500 electors.

Contested elections would be estimated at £800 per 1,000 electors (plus VAT) so £1,600 for Vigo, but it was stressed this was just an estimate and was very likely to change.



**31] CCTV**

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

**[Action: Cllr Banks]**

288. The Clerk had written formally to Fire Action to cancel any future maintenance visits, and to inform that the Parish was now engaging a more local company with competitive rates.

**32] Social Media / IT / Website**

289. Cllr Chaplin had met with Cllr Banks and had been trained in how to update the website.

**33] Training Update.**

290. Cllr Haslem had attended a webinar "helping parishes and community groups take climate emergency action: energy and housing". Cllr Haslem hoped to provide some notes for Council Members to update them.

**[Action: Cllr Haslem]**

291. The Clerks Conference would be held on 7 September 2022 in Ditton. Tickets would be available from 26 July. The Clerk was like to attend, Council Members agreed.

292. KALC had emailed the Clerk to ask which courses may be useful in advance of the May 2023 elections. A list of suggested courses had been provided. The Clerk would liaise with Cllr Banks and respond to the email.

**[Action: Clerk]**

**34] Pop Up Café**

293. The Clerk, along with Mrs Downing (Pop Up Café Volunteer) had attended the ACRK Glorious Coffee Morning in Charing Heath on 13<sup>th</sup> June and had both found it very informative and enjoyable. A very useful list of contacts had been made available. Contact had been made with the people who ran the Harvel Pop Up Café.

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

**a) Covenant Working Party**

294. WELCOME PACK FOR NEW RESIDENTS: No update.

**[Action: ongoing]**

295. POLICY FOR DRIVEWAYS IN VIGO: No update.

**[Action: ongoing]**

**b) Environment Working Party – Ecology Group**

296. 148/1311/1155/992/Z.62/730/574/395/296/131:

SEED SWAP: Vigo Library had agreed that the Parish could use the library venue as a location for a "seed swap" – a box would be provided shortly by Cllr Jones, the Clerk would do a poster and advertise the initiative on Facebook.

**[Action: Clerk]**

297. BAT WALKS: A local resident (Mr Williams) had offered to lead bat walks in late July for small groups at dusk. This would be discussed further with Mr Williams. Cllr Jones had not been able to find wood-crete bat boxes online. Wooden ones were available for between £5 and £15. The Parish felt that they could purchase perhaps half a dozen boxes initially. Cllr Jones would liaise with Mr Williams.

**[Action: Cllr Jones]**

298. UNDERPASS: Cllr Jones hoped to start this project in August, initially to paint the background and then plan the mosaics. Only one offer of assistance had been received so far.

The Clerk thought that more people had offered to help when the issue had first been raised by a resident on Facebook. Clerk to try and look back at the original post.

Cllr Jones hoped that she may be able to get some paint supplies donated, but wondered if the Parish had any idea of what funds the Parish may be able to release? The Clerk would look back and see what supplies were needed the last time the underpass was decorated, and then try to get an idea of cost before the next meeting. An anti-graffiti glaze would be needed.

**[Action: Clerk]**

299. Next Environment Working Party (Ecology Group) meeting to be held on 27<sup>th</sup> June.

**b) Environment Working Party – Infrastructure Group**

300. 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**

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

**[Action: ongoing]**

**d) Parking Working Party**

302. 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]**

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

**[Action: Clerk]**

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

**[Action: Clerk]**

305. COMMERCIAL VEHICLES PARKING IN VIGO: The Clerk had not yet sought legal advice on enforcing covenant four.

**[Action: Clerk]**

306. EV Charging points. No update. The working party to review.

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

**36] Proposal from Cllr White to Discuss the Bund on Parish Land which leads from Vigo towards Harvel Road.**

307. Cllr White proposed that a walkway / path be cut through the bund that was on Parish land to the rear of the scout hut, leading toward Harvel Road. After some discussion it was agreed not to proceed with this.

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

**a) Vigo Village Hall**

308. Nothing to report.

**b) Joint Transportation Board**

309. Nothing to report.

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

310. Nothing to report.

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

311. Next meeting to be held in September.

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

312. None.

**There being no other business, the Full Parish Council meeting of 23<sup>rd</sup> May 2022 was closed at 22.20 hours.**

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