

VIGO PARISH COUNCIL
Minutes of the FULL Parish Council Meeting
held on Monday 26th September 2022 at 7.30pm.

Present	Cllr Pat Banks (in the Chair); Cllr Mike Germain; Cllr Jim Haslem; Cllr Dave Hawkins; Cllr Mandie Jones; Cllr Alan White; Cllr Sharon Vickers; Cllr Andy Woolway. Mrs Joanne Glass (Clerk).
In Attendance	Mr Adam Holloway (MP for Gravesham) until 9.15pm; Cllr Denise Tiran (GBC); 2 local residents.

This meeting had originally been scheduled for 19th September but had been postponed due to the death of HM Queen Elizabeth II on 8th September.

1] To receive Apologies for Absence

460. Cllr Simon Chaplin (GBC); Cllr Ejaz Aslam (GBC), Ms Mandy Cason (KCC Warden).

2] To receive Declarations of Interest

461. None.

3] Questions from the Press and Public

462. None.

4] Borough and County Council Representative Reports

463. Cllr Tiran reported that she, along with Cllr Aslam had been to sign the book of condolence for HM Queen Elizabeth II, at both Meopham and Vigo Parish Councils.

464. Cllr Tiran and Cllr Aslam were due to meet and discuss the future of the Amazon & Tiger Public House in Harvel. It was thought that the people who used to run the pub wished to live in the property, but the local residents of Harvel were keen to retain the building as a public house.

5] Police and Community Warden Reports (to include updates on antisocial behaviour and quad bike issues).

465. QUAD BIKES: The PCSOs had emailed the Clerk to state that they were aware of the issue and were doing their best to deal with it. The PCSOs asked that any incidents were reported to 101.

It was agreed to engage Cllr Aslam regarding this issue, with a view to him escalating the enquiry within the police team. Clerk to contact Cllr Aslam.

[Action: Clerk]

466. The Clerk had witnessed (via the CCTV) quad bike issues in and around the ballpark. The quad bike rider had been on the road, and in the car park, with no helmet, doing wheelies on the bike. The Clerk had rung 999, but as the police had not arrived during the 20 minutes or so that the quad bike was on site, the Clerk had rung to cancel the call. Ms Cason (Community Warden) had also reported another incident (later in the day) to 999.

467. The Clerk had emailed the PCSOs to ask them to come to a meeting to discuss quad bike issues and other anti-social behaviour, but this had not been possible as yet, due to shift patterns.

6] **To approve the minutes of the Full Parish Council Meeting held on 20th June 2022 and to formally ratify the decisions taken at the Council Meeting held online on 18th July 2022.**

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

The decisions made at the online meeting of Council Members on 18th July (and actioned by the Clerk under delegated powers) were formally ratified. All agreed.

7] **To Discuss Matters Arising from the Previous Minutes (not otherwise on the agenda)**

469. PARISH LAND TO THE FRONT OF THE VILLAGER PUBLIC HOUSE: The Clerk had not yet drawn up an agreement but would do so before the next meeting.

[Action: Clerk]

470. : The Clerk had emailed Highview Services to ask if they could identify which planters were maintained by them, and which were maintained by residents.

[Action: ongoing]

471. Ferndown Planters: Removal of two large Hawthorn trees. This work was on the tree work list for the Autumn / Winter season.

472. MEOPHAM LEISURE CENTRE: The Clerk had been informed that Swale Community Leisure (SCL) were the new operator of the site. SCL were due to attend a Meopham Parish Council meeting to give an update on any lease issues. Meopham Parish Council would update Vigo Parish Council in due course.

8] **Services**

a) Grounds Maintenance

473. HORNBEAMS SINK HOLE: The Clerk had chased Highview Services to see if a quote for ungraded soil (to level the land) had been received.

[Action: ongoing]

474. Parish Land to the rear of 44 Highview: The Clerk had emailed the resident to find out if the full reinstatement had taken place. Once confirmation had been received, the Clerk would arrange for an inspection to ensure the reinstatement was up to standard.

[Action: ongoing]

475. Highview Services informed that a wasp's nest had been disturbed when the hedges were being cut back on Parish Land in Admers Wood. The area had been cordoned off and an expert called to deal with the situation.

476. Highview Services had informed that there had been an issue with dog fouling, particularly on the grass area between Beech Mast and The Coppice. This was causing very unpleasant problems when mowing the grass.

The Clerk had put a post on social media asking people to get in touch if they were aware of who the culprit was. It was agreed that if the situation continued, CCTV would be considered. Agreed to monitor for now.

b) Trees

- 477.** REPLENISHING TREE STOCK IN VIGO: Highview Services were to inspect and suggest locations for replanting over the Winter 2022/2023 period.

The Clerk had emailed Mr Farrow (Forestry Commission) regarding advice on funding. No response had been received as yet.

[Action: ongoing]

- 478.** HIGHVIEW: The Clerk had responded to the resident as agreed.
- 479.** The Coppice: The Clerk had updated the resident as agreed.
- 480.** Trees to the rear of 18 Croftside. Overgrown trees to the rear. The Clerk had spoken to Highview Services about this, who agreed to inspect and report back.

[Action: ongoing]

- 481.** REPORT: The Clerk had written to the two residents who had expressed concerns about trees adjacent to their properties (Chestnut Lane). one resident had responded to say that he would be sharing the information with his neighbours. No response had been received from the other resident.
- 482.** TREE PROJECTS Working Party. A meeting of the working party had not been arranged as yet. The Clerk had not yet sent an email to Biomass but would do so before the next meeting.

[Action: Clerk]

- 483.** Churchside: a resident had enquired about a tree which was dead and had cracks all over it, the resident was concerned that the tree may fall at some point. Highview Services had confirmed that the cracks on the tree were only surface deep and that it was not dangerous. The work to remove the tree would be carried out over the upcoming tree cutting season. The Clerk had updated the resident.
- 484.** A resident had contacted the Clerk with regard to a dead tree branch, at the rear / alongside 7 Bramblebank. Highview Services confirmed that this had been dealt with. The resident also mentioned overgrown brambles which were encroaching the footpath between 146 Timberbank and Bramblebank. Highview Services confirmed that the work to reduce these brambles would be carried out as soon as possible. The Clerk had updated the resident.
- 485.** Highview: request to have tree on Parish land trimmed, as it was encroaching toward the property. Highview Services had confirmed that the tree did need some work done to it, and as such it was on the tree list for this coming season. The Clerk had updated the resident accordingly.

- 486.** Timberbank: Resident request to reduce size of trees to the rear, due to a lack of Sky signal. The Clerk had responded to say that this would not be possible, enclosing a copy of the Tree Policy which explained that lack of signal was not a justification for tree works. The resident took this on board, but subsequently asked if the branches overhanging her garden could be removed. Highview Services had confirmed that there was some overhang, and that the work would be carried out over the winter season. The Clerk had updated the resident.
- 487.** A Timberbank resident had informed the Clerk that there was a medium sized dead tree to the rear of number 89. Highview Services confirmed that there were actually two trees that needed to be felled – an old, pollarded chestnut and a small dead ash (approx. 12 feet high). Both would be dealt with over the Autumn / Winter season. The Clerk had updated the resident.
- 488.** Beech Tree in Beech Mast. The resident who lived next to the tree had asked if it could be cut back, as he felt it was overhanging his garden. It was noted that the tree was very large, but it had been crown lifted in recent years. Highview Services felt that there was no need to carry out more work at the present time. A photograph had been supplied and was shown to Members. All agreed with the view of Highview Services, no work to be carried out at present. Clerk to update the resident.

[Action: Clerk]

- 489.** Vigo School had requested that a "shrub" which was overhanging the school roof be cut back, as it was overhanging the soft play area. Highview Services agreed to look into this and report back.

[Action: Highview Services]

- 490.** Chestnut Cottage: request for a site meeting to discuss some tree issues, particularly a concern the resident had regarding damage to fence posts. Highview Trees would meet with the resident to discuss.

[Action: ongoing]

- 491.** Timberbank: Resident concerned that a tree to the rear of their property appeared to be deceased. Highview Services would inspect and report back.

[Action: Highview Services]

- 492.** Chestnut Lane: Resident concerned about branches overhanging the property. Highview Services were aware of this and informed that the work was on the Autumn / Winter list. Clerk to update the resident.

[Action: Clerk]

c) Grass Cutting

- 493.** Nothing to report.

9] To receive an update on work carried out further to recent Arboricultural Survey Report.

- 494.** Oak on Waterlow Road (Northern side 100m from junction). The Clerk had arranged for a decay assessment to be carried out on this tree, as advised. The decay assessment confirmed that there was extensive decay up to 1.7m, with this undoubtedly extending further up the tree.

The tree was very tall and had a full canopy heavily loaded towards the road due to competition from surrounding trees. The report stated that the extent of decay, combined with the tree size and form presented an increased risk of stem failure, and due to the presence of the road, the tree was considered to be a high-risk requiring priority remedial works.

There were two options:

- Reduce the height and spread of the tree canopy with the intention of carrying out repeat reduction work under a phased programme to ultimately retain the tree as a habitat feature at a much smaller size. Full details of how to carry out a phased reduction plan was provided.
- Remove the tree, perhaps retaining a 3-5 metre section of the stem as a habitat feature.

It was unanimously agreed to go with the first option, as the easiest way to manage the issue. Highview Services had also agreed this would be the favoured option. The work would be carried out as a priority.

Mr Barkel (Sylvanarb) had asked if photographs could be taken of the Oak if it was removed (second option).

[Action: Highview Trees]

- 495.** Oak tree adjacent to the school. Reduce top by 3m (to approximately 13m) and reduce upper side growth to approximately 3m radial spread to fall into shape with lower canopy spread (of 5m). Retain all internal and lower growth. Remove deadwood. Remove epicormics from stem and lift to height of lowest branch. All this work had been carried out.
- 496.** Ash, rear of 2 The Gallops. Reduce over-extended limb on main stem to the East by 4m. Reduce lateral spread of sub-stem to the North by 4-5m (to approximately 9-10m spread). Fit Cobra brace between to main limbs of main stem and the sub-stem. Remove deadwood. The Cobra brace system had been ordered but was not available as yet, so the work remained pending.

[Action: pending]

10]

Planning

a) Local Authority Tree Preservation Applications

- 497.** 28 Hornbeams: The Clerk noted that Gravesham Borough Council had given approval to carry out tree works. The approval letter had the following caveat:

"It is noted that some of the trees which are the subject of this application may not fall within the ownership of 28 Hornbeams, Vigo. As such consent must be obtained by the landowner prior to undertaking any works and for the avoidance of doubt, this consent does not override that requirement. If any of the trees are located on the public amenity areas of Vigo you are advised to contact Vigo Parish Council prior to undertaking any works for further guidance".

- 498.** 140 Timberbank: Oak Tree, crown reduction (1-2m), thin by 30% & remove major deadwood (20220837). No objections.

- 499. 81 Timberbank: Sweet Chestnut, reduce and reshape by 35%; Oak Tree, remove epicormic growth and reduce and reshape crown by 30% (20220825). No objections.
- 500. 1 Churchside: Beech Tree, reduce by 30% (20220927). No objections.
- 501. 71 Timberbank: Sweet Chestnut, remove one stem (20220879). No objections.
- 502. 17 Highview: Chestnut Tree, fell and stump grind due to decline in upper crown (20220851). No objections.
- 503. 5 Bramblebank: Fern Tree: reduction of tree, keeping the tree to a good shape and balance as before (20220964). No objections.
- 504. The Clerk noted that she had email Gravesham Borough Council to ask if the small area of Vigo that was not subject to a Tree Preservation Order could be covered with a new TPO order, or by extending the original. The Planning Officer would research this and get back to the Clerk in due course.

b) Full Planning Applications

- 505. GBC20220747: 201 Highview: Erection of first floor side extension. The Clerk had responded to Gravesham Borough Council as agreed.
- 506. 46 Timberbank: Erection of part two storey and part single storey side and rear extensions, the erection of an open entrance porch, replacement of defective timber boarding to all existing walls and formation of car park hardstanding in front garden with extended vehicle crossover. Reference 20220858. As there had been no meeting in August, this matter had been discussed by email, and the Clerk had responded under delegated powers. There had been no objections to the application. It was noted that the application had now been permitted.
- 507. Trosley Country Park: Retrospective application for engineering works related to the resurfacing of the overflow car park and internal access road. Reference 20220849. As there had been no meeting in August, this matter had been discussed by email, and the Clerk had responded under delegated powers. There had been no objections to the application.
- 508. 122 Highview: Application for lawful development certificate in respect of the proposed erection of a single storey rear extension. The Parish had not officially been consulted on this as it was not a Full Planning Application as yet. If the Planning Office felt it did warrant a full application, it would come to a future Parish meeting for discussion.

c) Covenant Three Applications

- 509. Highview: Erection of First Floor Side Extension. The Clerk had sent a formal approval letter as agreed.
- 510. Highview: Replacement of Flat Felt Roof with Rubber. The Clerk had sent a formal approval letter as agreed.

- 511. Admers Wood: Replacement Fence. The Clerk had sent a formal approval letter as agreed.
- 512. The Coppice: application to replace red hung tiles with light grey cladding. The Clerk had sent a formal approval letter as agreed.
- 513. Timberbank: Retrospective application for summer house in rear garden, and replacement rear garden fence. The Clerk had written to the resident giving approval as agreed.
- 514. Highview: Application to render the rear of the property (lower). The Clerk had written to the resident as agreed.
- 515. Highview: request to replace rear garden fence. The Clerk had written giving approval as agreed.
- 516. Churchside: Application to relocate rear garden fence. The Clerk had informed the resident of the Parish Council decision (there would be no objections to moving the fence, as long as a one metre strip of grass were left on the outside). The resident had asked for a site meeting to discuss the matter further. Cllr Jones and Cllr Chaplin had duly met with the resident.

As a result of the site meeting, Cllr Jones & Cllr Chaplin had proposed "that the Council should review the decision made at Full Parish on 18th July, due to a site meeting held and further information available".

Cllr Chaplin had supplied notes from the site meeting which had been circulated to all Members. Some discussion took place, but it was agreed that the original decision stood, as no relevant further information had been supplied.

For information, it was noted that the resident was also in conversation with the GBC Planning Department, as if he wished to move his fence closer to the boundary, full planning approval would be needed (as it was over one metre in height, and adjacent to a highway).

Clerk to write to the resident formally recording the Parish Council decision.

[Action: Clerk]

- 517. Highview: Replacement rear fence. The resident had replaced the rear garden fence (which adjoined the car parking area to the rear). Photographs had been supplied. There were no objections, Clerk to write giving approval.

[Action: Clerk]

- 518. Timberbank: To install cladding to the side of the property, and to replace two windows on the side of the property and a new front door.

It was noted that the existing windows in the house were leaded, and the resident would like to replace the two side windows (currently clear glass) with leaded versions to match the rest of the house.

The resident also wished to replace the wooden cladding at the side of the house with cellulitec, which would not protrude any further than the existing cladding.

It was agreed that to make an informed decision, the Parish Council would need more information on the cellulose – what did it look like, what colour would it be etc.

A decision on the whole application (including windows) would be made once further information was available. Clerk to write to the resident asking for more detail.

[Action: Clerk]

519. 5 Churchside: To plant / grow a hawthorn hedge to the front / side. The resident had already planted some hawthorn whips and was seeking permission to retain this as a hedge. The property was end of terrace and there was an issue with people walking across the resident's land on occasions. Photographs showing the exact location of the hedge were provided. One council member was unhappy about this, but the rest were in agreement that the hedge could remain, as long as it was kept cut back from the footpath, and at a maximum height of one metre. Clerk was to write to the resident giving approval.

[Action: Clerk]

520. Timberbank: Replacement windows. Resident was applying to replace 16 windows in their property, with a view to improving insulation and security. The windows would be similar to the existing with no changes to size or general appearance. It was noted that the existing were white framed units with clear glass. There were no objections, the Clerk was to write giving covenant approval.

The resident also wished to erect a small greenhouse, replacing an old lean-to that was in the garden, the greenhouse would be approximately the same size. There were no objections to this. Clerk to write.

[Action: Clerk]

521. Highview: To install an EVCP and enquire about a dilapidated fence in the car park area. Please see agenda item 19.

Dilapidated fence: The resident noted that the car parking area was overgrown with vegetation coming from Parish land. The Clerk had asked Highview Services to clear this area. The resident also noted that there was a dilapidated fence on the boundary between the car park and Parish land and asked if the Parish would replace this. It was noted that it was not a Parish fence – it could well be a fence that was originally erected by the developers of the estate. In any case the resident (and his neighbours) would be responsible for replacing it – each property responsible for the section of fence that adjoined their land. Clerk to update the resident.

Lastly, it was noted that vehicles were often parked on the Parish land to the front of this property. The Clerk was to write asking that this cease.

[Action: Clerk]

d) Other Planning Matters

522. Timberbank: The Clerk had looked up the original plans (which had been approved by Gravesham Borough Council) and noted that the porch was larger, but that

some of it was an increase in width. It was not clear how much the new porch would go over the original building line. The Parish Council had commented on the original application noting the increase in porch size. The Borough Council had put an informative on the permission letter to state that covenant approval should be sought from the Parish Council. No application had been received. It was agreed to write to the resident regarding this matter.

[Action: Clerk]

Fowlers Stone Wood Update

- 523.** The Enforcement Notice came into effect on 3 March 2022, requiring the landowner to clear the site by 3 July 2022. No action appeared to have been taken as yet. The Clerk had emailed the Planning Department and been told that the issue remained a priority for the Planning Authority. A small update was given but it was not for the public domain. The Parish Council continued to be frustrated by a perceived lack of progress. It was agreed that the Clerk would write to Planning to express the frustration of the Parish. The letter would be copied to Stuart Bobby (Chief Exec GBC) and Cllr Burden (Leader of the Council).

[Action: Clerk]

- 524.** Cllr Tiran took note of the Parish Council's comments and concerns regarding a lack of updates on this matter. Cllr Tiran said she would take this matter back to Gravesham Borough Council on behalf of the Parish.

[Action: Cllr Tiran]

- 525.** The Clerk noted that Mr Holloway (MP) had asked to have a meeting with Gravesham Borough Council so that he could be updated on the matter. The Clerk had emailed Mr Holloway to ask that he also update the Parish Council if he did speak to Gravesham BC.
- 526.** The Clerk had been contacted by Tim Harris (Gravesham Borough Council Environmental Enforcement Team Manager) to ask if they could use the Community Impact Statement provided to Planning Enforcement, as part of their work to deal with the rubbish / burning / other environmental issues. There were no objections to this, the Clerk was to respond to Mr Harris.

[Action: Clerk]

Enforcement Issues

- 527.** Churchside. The Enforcement Officer stated that the last time they had spoken with the owner, he was contacting contractors for quotes and was arranging for the rear garden to be cleared. In recent weeks, the Enforcement Officers calls have been unanswered, but they would continue to try and contact the resident. The Enforcement Officer felt that the resident was committed to getting the work done.

[Action: ongoing]

- 528.** HIGHVIEW: The Clerk had responded to the resident regarding this. Any further communications would be directed to Planning Enforcement to deal with.

Solar Panels

- 529.** The Clerk had not had an opportunity to draft a standard policy.

[Action: Clerk]

11] Adverse Possession.

- 530.** Land adjacent to 21 Churchside: The Clerk had received copies of the official maps for title K95205 from Land Registry. The Clerk would now send these, along with details of Jondy (the dissolved company) to Bona Vacantia Estates in the hope of resolving the situation.

A letter from Croudace Limited, to the Village Trust, had also been located, which clearly showed that the land between no. 20 and nos. 21-23 was to be in the ownership of the trust. A copy of this letter would also be sent to support the claim.

[Action: Clerk]

- 531.** Land to the rear of 112 – 200 Highview. The quote of £500 plus VAT had been agreed by all Members. The Clerk had not managed to source a surveyor as yet. It was agreed that the Clerk would write to Mr Eastland at Kingsley Smith to see if he could recommend anyone.

[Action: Clerk]

- 532.** Highways Land Ownership (specifically areas to the rear of Timberbank and Highview). The Clerk was still trying to establish if any of these verges were Kent Highways.

[Action: Clerk]

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

- 533.** TIMBERBANK: Hedge on Parish Land (to be reduced) – no update.

[Action: ongoing]

- 534.** ASH KEYS: Property in state of disrepair. The Clerk had heard from Gravesham Borough Council who informed that they were now in contact with the owner. GBC had told them that the property is in a poor external state and that they need to carry out some works.

[Action: ongoing]

- 535.** Highview: Property in disrepair / very overgrown garden. The Clerk had received complaints about this property. It was agreed that a letter should be sent to the resident asking them to clear their garden and make remedial works to their property as it was in a state of disrepair.

The Clerk noted that in the past, when letters had been written, they had not been answered, and in fact a recorded delivery letter had been returned as the resident did not collect it from the post office. It was thought that the resident did not use the front of the house and did not therefore see delivered post.

There was some discussion about how to get a letter to the resident and it was agreed that a Council Member would put the letter through the back door of the house. This was against the advice of the Clerk.

If no response was received, a second letter would be sent, and then the matter would be referred to the Parish Solicitor as a breach of covenant.

[Action: Clerk]

- 13] Environment (Infrastructure) Working Party: Report & Presentation on Thermal Imaging.**
- 536.** The working party had met on 28th July and the working party meeting notes had been circulated to all members.
- 537.** The working party felt that the early priority should be to seek to help residents dealing with energy price rises in the near future, and especially those who are least able to afford these. By doing this, the Parish would also be contributing to reductions in the overall carbon footprint of Vigo.
- 538.** Cllr Haslem gave a presentation on behalf of the working party. A copy of the presentation would be sent to all Members. Cllr White thanked the working party for their time in putting the presentation together, which had been very informative.
- 539.** The Working Party had suggested that the Parish move forward initially by investigating the potential for the Parish Council to facilitate thermal imaging surveys in order that residents can identify scope for insulation to reduce energy costs. Scan Therm were a local specialist in Thermal Imaging. They were a small company with many years of experience. They had carried out projects in the Houses of Parliament in the past.
- 540.** Cllr Woolway proposed that the Parish Council agree in principle to proceed with Scan Therm Level One Thermal Imaging Surveys for 50 clustered houses (but to aim for more), with the Parish Council subsidising the cost. ALL AGREED.
- 541.** To move this proposal forward, the following actions were agreed:
- Clerk to check financial regulations to find out if the imaging service should go to tender.
 - Clerk to liaise with the Finance Working Party to establish what funds could be made available for subsidising the surveys, with a view to a proposal going to the October Parish Council meeting.
 - Clerk to speak to the Independent Internal Auditor to establish the position regarding VAT payable on any subsidies given by the Parish Council.

[Action: Clerk]

- 14] Environment (Infrastructure) Working Party: Report & Presentation on Thermal Imaging.**
- Green & Resilient Communities / Creating Green Communities**

- 542.** Two of these online sessions had been attended so far (Cllr Haslem attending one, and Cllr Vickers attending another). A third was scheduled which Cllr Haslem would attend.

Great Big Green Week

- 543.** Cllr Banks had written to the Trosley County Park Rangers regarding the Great Big Green Week. Cllr Banks hoped that it might be possible to organise some sort of nature ramble in Vigo, with some "green" prizes. However, time was limited, and it did not seem like it would be possible to move forward with this event this year. A new visitor services officer had recently been engaged at Trosley Country Park, (Amanda Hedges) and she was happy to meet with Cllr Banks to discuss future projects. The Country Park were having an Open Day on 23rd October, and Ms. Hedges would be happy to discuss that with Cllr Banks as well. A meeting would be scheduled, and Cllr Banks would report back.

[Action: Cllr Banks]

Citizens Advice Bureau Energy Talks

544. Discussion on this would be deferred to the October Parish Council meeting.

Helping Communities Reduce Energy Needs – Sustainable Warmth Grant

545. Cllr Haslem had contacted Gravesham Borough Council and been informed of two energy efficiency schemes that were running. ECO4 and Sustainable Warmth. Both cover the usual insulation measures, but both now incorporate a whole house approach to improving the EPC rating of properties. There was an eligibility criterion for both schemes as they are aimed at assisting vulnerable residents on a low income. Information on Sustainable Warmth had been provided which could be sent to any household which fitted the initial EPC criteria. Gravesham Borough Council had access to the EPC register which they were using, and they also had a system which was set up to pinpoint areas and properties which may be eligible. Gravesham Borough Council would be very happy for the Parish to promote the funding. Cllr Haslem had asked for some posters to be sent to the office, but these had not been received as yet. Cllr Haslem had suggested that the Community Warden get involved as she would know many of the vulnerable people on the village. It was also suggested that Lyn Wilkinson, the GBC Grant Officer come to the next Pop-Up Café (7th October). It was noted that the grants available were limited so it would be useful to advertise these sooner rather than later.

[Action: ongoing]

15] To Discuss Requests from and Matters Regarding Residents.

546. Paving Area outside Vigo School. No update. Clerk to liaise with Highview Services.

[Action: Clerk]

547. Croftside: Items of furniture etc stored on front garden. No update.

[Action: ongoing]

548. Highview car park overgrown with weeds. The Clerk had updated the resident as agreed.
549. The Clerk had been contacted by a resident who had been the victim of verbal abuse arising from confusion over ownership of a parking space. The Clerk had provided the resident with a plan which showed which space belonged to which property. The Clerk had also offered to write to all owners to clarify ownership, if the resident wished. No further response had been received, so the matter had been filed for now.

16] Memorial Benches

550. Memorial Bench Vandalism: The PCSOs reported that they had spoken to the youths who had been suspected of causing the damage. The replacement parts had been received and the bench had been repaired. The new solid brass plaque had been installed.

The resident who had given the donation for the bench noted that now the arm of the bench appeared to have been damaged. The Clerk noted that this was minor damage, (a photograph was shown to Members). It was agreed that to see if the cosmetic damage could be repaired, rather than ordering another replacement part. Clerk to ask Highview Services if they could sand down the minor damage.

[Action: Clerk]

551. Alan Basford Memorial Bench. The bench had been ordered and received, along with a solid brass plaque. Clerk to liaise with Highview Services regarding the exact location for the bench (Waterlow Road).

[Action: Clerk]

17] To Discuss any Highways and Gravesham issues

552. Speed limits in Vigo. 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]

553. 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]

554. DOG DIRT BINS: Gravesham Borough Council (Mr Alford) had said that they would consider the request but would not have an answer for a few weeks as the person who would deal with the matter was on jury service and annual leave.

[Action: pending]

555. The Community Warden was trying to get Highways to install a barrier at the end of the footpath to the side of the shops which led to the front of the school. There had been instances where children ran or rode their bikes and scooters down at such a speed, the Warden felt an accident could happen. Highways had initially said this wasn't their land, but the Clerk had supplied a map which showed the ownership to be Kent Highways.

18] Parking Issues

556. The Clerk had been notified of a property which had installed a driveway to the front, but with no drop kerb in place. The resident was accessing the drive by mounting the kerb. The resident was also leaving notes on vehicles if they were blocking access to the drive. This had been reported to Kent Highways (reference 659399).

19] Electric Vehicle Charging Points in Vigo.

557. The ECVPs had been installed, but not connected as yet. The meter install was due to happen at the end of October, with the ECVPs going live shortly after.

The Parish land had been reinstated to a good standard, with the area having been levelled and seeded with grass seed. There had been an issue with a digger being left for a number of days overnight, with it being targeted by local youths. This had now been addressed with the digger removed.

[Action: ongoing]

- 558.** Highview: Resident wished to install an electric vehicle charging point in the layby to the front of his property. The Clerk had informed that this was highways land and that KCC should be contacted for approval.

The resident then enquired if there would be any objections to him putting an ECVP in his garage – this may involve running cables under Parish land. It was agreed that the Parish would consider this if a formal proposal (with diagrams / drawings to illustrate) were provided. Clerk to update the resident.

[Action: Clerk]

- 559.** A local resident had written to explain that he would like to park near his house and plug in an electric car (making use of the solar panels installed at his property). To access their property, they would need to drive up a public footpath. The resident had spent some time explaining why they felt this was a viable and practical option. A map had been provided to illustrate the proposal, but it was not clear exactly where the resident lived, so the Clerk had emailed back to ask for their address. No response had been received. It was also noted that footpaths were the responsibility of Kent Highways.

The Clerk had explained that there were six charging points being installed in the car park near the school which could be utilised. Parish noted that there would be occasions where people would not be able to charge a vehicle at their property due to its location, and it was felt that although this was unfortunate, in many instances nothing could be done about this.

20] 308 Bus Issues

- 560.** A resident had complained about the 308 bus, which often sat with the engine idling for long periods of time. This typically happened on Waterlow Road ahead of the school run. This caused not only a noise issue, but a substantial pollution problem. The resident noted that this was also the case with work vans. The resident felt that perhaps notices could be put up asking people to turn off their engines when possible.

It was agreed that the best course of action would be to contact the bus company in the first instance regarding this. Clerk to make contact, and to update the resident.

[Action: Clerk]

- 561.** The Clerk had been copied in on an email from a local resident to the Public Transport team at KCC. The resident was concerned about issues with the bus contract, specifically with recording numbers of passengers on board. The other issue was the erratic timing of the bus service.

Mr Holloway (MP) would be happy to receive a copy of the email so he could look into the matter. The Clerk was to seek permission from the person who wrote the email before passing it onto Mr Holloway.

[Action: Clerk]

21] The Bay.

- 562.** Post Box – no further update regarding re-painting. The Clerk had sent another email – it had been a year since the request for repainting had been submitted.

[Action: ongoing]

- 563.** 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]

- 564.** Financial assistance (via grants) for shop owners. The Clerk apologised for not getting these letters sent out as yet. The Clerk asked for confirmation that the Parish Council still wished to go ahead with this, agreement was given by all Members. The Clerk would write to all shops (including the new one) offering them a grant of up to £250 to improve / enhance their shop front. It was agreed that the double unit (convenience store / post office) would be offered 2 x £250 grants. Clerk to write.

[Action: Clerk]

- 565.** 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]

- 566.** Directional sign for Vigo Shops, to be installed at the Whitepost Road end of Harvel Road. The Clerk had not yet got quotes but would do so as soon as possible.

[Action: Clerk]

- 567.** It was noted that a new shop had opened in The Bay – “Eat, Sleep, Game, Repeat”. The shop provided video gaming – either by the hour, or for groups and parties. There was also a coffee shop (no hot food) at the rear.

- 568.** The Clerk had received an email enquiry regarding the empty shop (ex-Florist) which she had passed onto the managing agent.

- 569.** Mr Dennis, who organised the volunteer gardening group for the flower beds in The Bay was unable to do any work at the moment due to medical reasons. He had asked the Clerk if someone could organise another session as he was concerned that the weeds would soon begin to take over.

Cllr Banks had informed that she had intended to go and weed the area herself in the near future. Clerk to update Mr Dennis.

[Action: Clerk]

- 570.** Cllr Banks thanked those who had been kindly taking part in the hanging basket watering rota. The rota would continue for a few weeks as the baskets were still in good health.

Cllr Hawkins felt that an irrigation system could be installed at a reasonable cost. It was agreed that Cllr Hawkins could research this and report back to Parish with costs at a future meeting.

[Action: Cllr Hawkins]

22] Drainage in Vigo.

571. A resident had emailed the Clerk as they were concerned about what they believed to be blocked drains in Timberbank. The Clerk had reported this to Kent Highways. Kent Highways had responded to state that the drains were clear, but there was some leaf debris in the gutters. It was agreed that the Clerk should ask Gravesham Borough Council to do a road sweep of the village as the gutters were beginning to fill with fallen leaves.

[Action: Clerk]

572. Highview Services had contacted the Clerk to report an issue with a manhole cover located on Waterlow Road. The ground around the manhole cover appeared to have sunk. The Clerk reported this to Kent Highways (online) only to receive an email to state that the land was in the ownership of the Parish Council and therefore not something that Kent Highways would address. The Clerk had then emailed Mr Brauninger (Kent Highways Drainage Team) who had agreed to get someone to have a look to establish if it was a drainage cover or a sewer cover so that it could be actioned accordingly.

[Action: ongoing]

23] Street lighting in Vigo.

573. ELECTRICAL TESTING RESULTS / STRUCTURAL SURVEY RESULTS: The Clerk had received some files from Gravesham Borough Council, via a file sharing system "We Transfer". However, only 13 files had been received, giving electrical testing certificates for 16 lights, one of which was not in Vigo. 54 certificates were still to be received. Clerk to chase this.

[Action: Clerk]

574. Repairs to streetlights (electrical test results and faults identified prior to 31.3.22). No update on these works. The Clerk would write to Mr May to ask for an update. Further to this, Cllr Haslem offered to do a walkaround to inspect all lights with a view to comparing the current list with the list produced as at 31st March.

[Action: Clerk / Cllr Haslem]

575. STREET LIGHTING INVENTORY: Final version will not be received from Gravesham until all repairs had been carried out by KCC / GBC. An up-to-date inventory HAD been received from Streetlights Limited.

[Action: ongoing]

576. The Clerk had been in conversation with the Clerk at Meopham who had found out that energy brokers were, in some instances, unable to supply or unwilling to quote for new unmetered supplies. Some providers had even withdrawn from the market.

It was also thought that Laser (a buying group run by GBC) may not be able to assist as the electricity demands of a Parish Council would not be high enough – it may be that Higham, Meopham and Vigo would need to join together to establish a supply.

577. The Clerk had received an enquiry from KCC who had been notified of a streetlight where the cover was missing. Streetlights Limited had attended but reported there was no issue, GBC had installed a new column next to the old concrete one, the new

install was complete, and the light was working, but they hadn't removed the old concrete column which no longer had the door on. The supply had been removed so there was no longer a mains cable going into it, but the general public would not know that. This was frustrating as the issue had resulted from work carried out by KCC but the visit from Streetlights Limited would be charged to the Parish as it was outside of the normal maintenance contract.

- 578.** A local resident had reported two lights as not working. The first was between Beech Mast and The Coppice. BEAS003: this was noted on the 31.3.22 list as having a smashed lamp cover, so it was not clear if the repair was down to GBC or the Parish. The resident confirmed that the light had not been working since the beginning of the year, so the Clerk presumed this repair was down to GBC.

The second light was opposite 17 Beech Mast. BBAS002: this was showing on the 31.3.22 list as having a fault with the electricity compartment cover. The resident confirmed that this light was working fine until recently when a workman was seen attending to it, and two days later it stopped working. The Clerk would report this issue to Streetlights Limited.

[Action: Clerk]

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

a) Ball Park

- 579.** Nothing to report.

b) Village Green Play Park

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

[Action: ongoing]

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

[Action: Clerk]

- 582.** Annual Play Park Inspection Report: The Clerk had emailed the latest reports which Cllr Woolway had read. Cllr Woolway to call a meeting of the Play Park working party to discuss any action required.

[Action: Cllr Woolway]

- 583.** Cllr Banks had seen some youths throwing / playing with a football within the fenced off playpark area. It was agreed to get a sign to say "no ball games" in the playpark. Clerk to organise.

[Action: Clerk]

- 584.** The Clerk had been informed that some glasses (likely from the pub) had been found in the play park (on the benches) during an early morning litter pick. The Clerk had spoken to the pub who assured they did try to make sure that no glasses were taken onto the green, especially never in the play park. They had plastic cups available to ensure the situation did not happen. The pub landlord noted that there had been a few private picnics in the park where glasses had been taken. It was agreed it would

be useful to have a sign informing that no glasses should be taken into the play park area. Clerk to organise the signage.

[Action: Clerk]

25] To receive an update on the Play Place summer sessions, and the Runway Training Bus.

585. Play Place had provided the following update, which the Parish Council were pleased to have received:

"The project that the Vigo Village Green sessions were a part of we called "New Faces, New Places, New Spaces". The project was funded by Kent County Council as a part of their Reconnect Programme (2022). We have really enjoyed delivering across Kent, it has been a fantastic opportunity to engage with children, young people and their families. During our period of delivery, across the programme we made contact with 4820 children, young people and families. During the Vigo sessions we had contact with 223 children and 103 adults."

586. The Runway Training Bus Sessions had not yet started.

26] Insurance Issues

587. 409: 49 Timberbank alleged subsidence. The Parish Council insurers were responding to the resident directly regarding this.

588. 31 Highview: A letter had been received from the mitigation department at Innovation Group Environmental Services, putting the Parish Council on notice of a nuisance in common law. The Clerk had responded to acknowledge the letter and inform that it had been passed onto the Parish Insurers for their attention.

589. The insurance policy for Vigo Parish Council was due for renewal on 16th November 2022. The Parish Council was currently insured with Hiscox Insurance Company Limited.

As part of a renewal review, the Clerk was to complete a Pre-Renewal Questionnaire. The details contained within the questionnaire would be used to prepare the renewal quotation. The questionnaire had to be completed by 26 October. Clerk to action.

[Action: Clerk]

27] Finance

a) To note any payments made since the last meeting

590.	08.08.22	D/P	Vision ICT	78.00	.gov.uk domain renewal
	08.08.22	D/P	IT Solutions Kent	84.00	CCTV site visit
	08.08.22	D/P	J Glass	13.98	J Glass – black sacks
	08.08.22	D/P	P J Banks	7.99	Watering can hose
	08.08.22	D/P	KALC	60.00	Clerks conference
	08.08.22	D/P	Streetlights Ltd	775.50	Maintenance contract / repairs
	09.08.22	D/P	Nest Pension	107.41	Clerk Pension
	12.08.22	D/P	Boys & Maughan	240.00	Solicitors fees
	17.08.22	D/P	Vigo Village Hall	1200.00	Grant toward new hall doors
	22.08.22	D/P	C.A.B	250.00	Grant in Aid
	22.08.22	D/P	Gravesham BC	80.60	Paladin bins
	22.08.22	D/P	D McKay	15.00	Bus Shelter clean
	22.08.22	D/P	Marmax	538.64	Memorial Bench / Bench parts

22.08.22	D/P	J Glass	59.15	Clerks Meeting refreshments
23.08.22	D/P	Vision ICT	42.00	Operation London Bridge
25.08.22	D/P	J&F Account.	29.40	Payroll Services - August
26.08.22	D/P	J Glass	1613.67	Clerk salary – August
30.08.22	D/P	BT	54.17	Telephone / broadband services
30.08.22	D/P	Highview Serv.	5010.00	Maintenance contract - August
07.09.22	D/P	G/ham Trophy	122.99	Memorial bench plaques
09.09.22	D/P	Nest Pension	107.41	Clerk Pension

b) To authorise payments due

591. The following payments would be authorised by Cllr Banks & Cllr Haslem:

26.09.22	D/P	Streetlights	49.50	Repair work – inv 13078
26.09.22	D/P	PKF Littlejohn	480.00	Audit fees – inv 20221930
26.09.22	D/P	Sylvanarb	474.00	Decay assessment – inv 077
26.09.22	D/P	Vigo School PTA	250.00	Grant – school fair sponsorship
26.09.22	D/P	Joanne Glass	1643.68	Clerks Salary – September
26.09.22	D/D	Joanne Glass	59.62	Salary adjustment (ref NI cont)
26.09.22	D/D	D Mackay	15.00	Bus Shelter Clean
26.09.22	D/D	A Jones	509.64	Underpass paint- reimbursement
21.10.22	D/P	HMRC	1527.11	PAYE second quarter

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

21.09.22	D/D	Gravesham BC	99.40	Paladin Bin monthly payment
25.09.22	D/D	J&F Accounts	29.40	Payroll Charges - September
28.09.22	D/D	British Telecom	54.17	Telephone / Broadband
28.09.22	D/D	Highview Services	5010.00	Grounds Maintenance Contract
30.09.22	D/D	Unity Trust Bank	26.40	Bank Charges

c) To note any income received

593. £60 refund from KALC in regard to Chairmanship Conference which was cancelled.

d) To note the income and expenditure from the Platinum Jubilee Celebrations.

594. 417/270: JUBILEE SPEND: The Clerk would now work on the final costs so that they could be reviewed at a future meeting.

e) To note the conclusion (external auditors report) for the year ended 31.03.22

595. PKF Littlejohn had completed their review of the Annual Governance & Accountability Return (AGAR) for Vigo Parish Council for the year ended 31 March 2022. The external auditor report and certificate (Section 3 of the AGAR Form 3) had been returned (no action or comments noted).

The Parish Council must now prepare a “Notice of conclusion of audit” which details the rights of inspection, in line with the statutory requirements. This notice must be published along with the certified AGAR (Sections 1, 2 & 3) before 30 September, on noticeboards and on the website.

Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

The Clerk would prepare the notice and publish it before 30 September.

[Action: Clerk]

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

596. Finance Councillor Quarterly Checks: Clerk would provide the first two quarters records (to end September 2022) to Cllr Hawkins at the next Parish meeting.

[Action: Clerk]

597. Internet Banking. Clerk to speak to Unity Trust about Internet Banking for both Cllr Jones and Cllr Woolway, as the information that had been sent to them (regarding logging in) had timed out.

[Action: Clerk]

598. Noted that a meeting needed to be called to start working on the precept / budget for 2023/24 as figures would likely need to be provided to GBC by December / January. Cllr Banks would call a meeting. The Clerk noted that the tax base figure would be available at the beginning of November.

[Action: Cllr Banks]

599. Vigo School PTA had asked if the Parish would consider sponsoring a stall at their Christmas Fair. Cllr Hawkins proposed that the Parish Council sponsor a stall in the sum of £250. This was seconded by Cllr Woolway and agreed by all.

28] To receive the Chairs announcements

600. The Clerk had attended the Medway KALC meeting where the GBC / Medway monitoring officer, Bhupinder Gill had been in attendance. The Clerk had found the meeting very informative and would write a report and circulate it to Members in due course.

[Action: Clerk]

601. Meeting With Parish Council Chairs. The Clerk had submitted two items for the agenda (Fowlers Stone Wood & Street Lighting) for the meeting to be held on 14th September. However, this meeting had been cancelled as a mark of respect due to the passing of HM Queen Elizabeth II.

Minutes of the meeting held on 25th May had been circulated to all Members.

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

602. HM Queen Elizabeth II had passed away on 8th September 2022. The Clerk had set up a condolence book in the village hall foyer. This book had been signed by over 50 people. The book was now with the local school for the children to sign should they wish. It was anticipated that the condolence book would be put together with the condolence book in Meopham before being bound.

KALC informed that condolence books could also be collated in Kent – with Boroughs / Districts collating pages and having them bound for safe storage. Parish Councils could send their pages to their District if they wished. The alternative was to send to the Civic Office so they could be included with the Lord Lieutenant's pages signed in County Hall.

603. Kent Association of Local Councils had advised that agendas could not be issued during the official period of mourning for the Queen, thus the meeting scheduled for 19th September had been postponed until 26th September.
604. "There's No Place Like Vigo" poster. The Hall Manger had replied to state that Committee Members were very happy for the Parish to order and supply this poster for the foyer. Initial thoughts were that A3 would be a sufficient size, but the Parish Council felt that due to the size of the foyer, A1 would be much better. Cllr White stated he would be happy with this; the Clerk would also check with the Hall Manger before ordering. The cost for an A1 print (framed) would be £75. All agreed.

[Action: Clerk.]

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

[Action: Clerk]

606. The Community and Sports Development Coordinator for Mencap had contacted the Parish Council to ask if they could attend any upcoming events / meetings. They were working in the Gravesham area to find out what is strong about the local community and work with local people and groups to help Gravesham to become an even better place to live and work. It was agreed that the Parish would be happy to have a 20-minute discussion with Mr Rhodes at a future Parish meeting. Clerk to respond.

[Action: Clerk]

607. The following items of correspondence had been made available to all Members:

- Kent County Council's Plan Bee Summary July 2022
- GBC Mayor's Beat the Bounds walk on 8th and 9th October.

608. The Clerk had received an email with an attached Order which related to a public right of way in Vigo. The Clerk was informed that this should be kept with any Definitive Map sheets that were held by the Parish. Cllr Haslem had looked at the map and felt that the change was minor, with the line of the path according with the Ordnance Survey map. Clerk to file.

30] Councillor Patches

609. The Clerk had forwarded details of the online reporting system to all Members. The Clerk had allocated a "patch" to Cllr Vickers (area 4). Members were asked to complete their patches in time for the October meeting.

[Action: All Council Members]

31] CCTV – to receive quotes for additional coverage of the Vigo Play Park.

610. Camera on Villager Pub (covering the play park). The Clerk had sent the camera spec out to all members (£328.80). Further to this, it had been suggested that perhaps a Pan Tilt Zoom (PTZ) camera would be a better choice. The PTZ camera came in at a lower cost of £270. This was agreed by all, Clerk to speak to IT Solutions (Kent) to ask them to install the camera and move the existing camera on the pub to replace the broken one at the back of the hall.

[Action: Clerk]

611. Following discussions with Cllr Hawkins, the Clerk had asked IT Solutions (Kent) to quote for getting wifi access from the Parish Office / Village Hall onto the village green (this would need to be secure with no risk to office security). The quote for this had been received at £81.50 for the wifi access point. This was agreed. Clerk to accept quote.

[Action: Clerk]

612. The four cameras mounted on the streetlight near the school were not working. It was not clear if the problem was with the cameras, the DVR, or the bridge between the cameras and the hall. It was an intermittent problem and may be due to overgrown vegetation. IT Solutions (Kent) would investigate this.

[Action: ongoing]

613. In total the quote(s) for the above work(s) were noted as follows:

- £270 plus VAT for PTZ camera
- £81.50 plus VAT for Wifi access point
- £200 plus VAT for labour to install the above (including resolving issue with 4 cameras not working and moving existing camera from the pub to the hall).

All agreed. Clerk to accept the quote and arrange the work with IT Solutions (Kent).

[Action: Clerk]

614. A local resident had emailed the Clerk to ask if they had considered small "Raspberry Pi" style cameras, to be deployed in Parish Council trees, to record activity on areas of Parish Land not covered by CCTV. This was particularly in relation to some anti-social behaviour (graffiti, dumped mattress, small fires being lit) in the woods just past the MUGA. It was agreed to defer discussion on this until the October meeting.

[Action: Clerk]

32] Social Media / IT / Website

615. Nothing to report.

33] Training Update.

616. 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]

617. 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]

618. The Clerk had attended the KALC Clerks Conference in Ditton on 7th September. The Clerk had found it very useful and would type up some notes for Members.

[Action: Clerk]

619. KALC Autumn Training: the following was available:

- Dynamic Councillor: 27th September by zoom
- Bring a Two-Way Conversation with your Community: 28th September by zoom
- Introduction to Planning: 29th September by zoom
- Various bite size courses
- Annual Finance Conference: 19th October at Bethesden Village Hall
- Using your Website as an Effective Communication Tool: 26th October by zoom
- Embracing Equality, Diversity and Inclusion in your Council: 31st Oct by zoom
- Chairmanship Conference: 3rd November at Lenham Community Centre
- Introduction to Planning: 10th November at Teynham Village Hall
- How to Recruit and Retain a more Diverse Pool of Councillors: 14th Nov by zoom
- Writing Effective Press Releases to get Local Coverage: 21st November by zoom
- Dynamic Councillor: 23rd November at 6pm – in person, venue TBA
- Advanced Planning Topics: 24th November by zoom.

Councillors were to contact the Clerk should they wish to attend any of these courses. Cllr Vickers was interested in the Dynamic Councillor Course on 23rd November. Clerk to liaise with Cllr Vickers regarding this.

[Action: Clerk]

34] Pop Up Café

- 620.** The Clerk was pleased to inform that the Pop-Up Café now had a bank of five volunteers plus the Community Wardens who helped when she could. The Clerk was had met with Kathy Bugden (ACRK) and agreed that she, the Clerk, would volunteer to organise the Café so that it could continue to run. The café would now come under the "Friends of Rural Kent" umbrella. The Parish Council kindly offered to continue to fund the rent for the café as a grant-in-aid. The remaining running costs of the café (supply of refreshments etc) were covered by donations received. Lastly, the Clerk had emailed Cllr Aslam and Cllr Tiran to ask if they could consider grant funding the café for the purchase of mugs, tablecloths, milk jugs, sugar bowls etc. Both Council Members had very kindly offered to fund the café to the tune of £100 each from their own funds. The Clerk had written to express her thanks for this very kind gesture. The Pop-Up Café would continue to run between 10.30 & 12.30 on the first Friday of every month. Between 25 & 30 visitors came to each event.
- 621.** The Clerk was pleased to report that the local PCSO, Simon Mummery had attended the August Pop Up Café.

35] Refurbishment of Vigo Underpass

- 622.** UNDERPASS: The repainting scheduled for 24th September had been postponed. There was an issue with the state of the underpass (it was felt that it needed to be professionally cleaned prior to any work carried out) and an increase in graffiti was also noted. The Clerk had arranged for GBC to jet wash the inside of the underpass, but this had only served to highlight the poor condition. GBC had only cleaned the inside, not the outside, so the Clerk had arranged for Highview Services to do this.

Some further discussion took place. Cllr Jones thought she may be able to engage a local artist to pain the underpass at a cost of £750 plus paint. Much of the paint had already been purchased and was being stored by Cllr Jones.

It was thought that the graffiti problem could be solved by just painting a base coat over the walls. Cllr Banks felt that the surface really needed to be cleaned first.

It was agreed to postpone the project until the Spring as the weather would now start to get inclement. All agreed.

Cllr Woolway was happy to store the paint that had been purchased.

[Action: ongoing]

36] To discuss Charity Events on the Village Green

- 623.** 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 would look into insurance cover to see if the Parish insurers would cover the event.

[Action: Clerk]

- 624.** The person who wanted to run the charity event had asked if the Parish Council would object to a bouncy castle. It was agreed that as long as the required insurance and risk assessments were in place and made available to the Parish Council then there would be no objections. Clerk to update the resident.

[Action: Clerk]

37] Defibrillator / CPR Training

- 625.** Defibrillator training. This event was now running on 1st October and 3rd October. The Clerk had advertised this on social media and had received a reasonable uptake. Cllr Hawkins was happy for a maximum of 10 to 12 people to attend (a minimum of 8 would be best).

The Parish Council thanked Cllr Hawkins for agreeing to run these important sessions.

Cllr Banks would purchase refreshments (drinks and biscuits) for the sessions and leave them in the office for Cllr Hawkins.

[Action: Cllr Banks]

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

a) Covenant Working Party

- 626.** WELCOME PACK FOR NEW RESIDENTS: No update.

[Action: ongoing]

- 627.** POLICY FOR DRIVEWAYS IN VIGO: No update.

[Action: ongoing]

b) Environment Working Party – Ecology Group

628. BAT WALKS: The Bat Walks held in July had been very well received by all those who attended (12 people at each session). The Clerk now held a waiting list for those who were still interested. It was hoped to hold more walks in the Spring.

Cllr Jones would look at buying a small gift (bottle of wine) to thank Mr Williams for running the sessions.

[Action: Cllr Jones]

629. BAT BOXES: Cllr Jones was looking at purchasing 4 bat boxes at a cost of £25 each. All agreed.

[Action: Cllr Jones]

630. The Seed Swap was now up and running in the Vigo Library.

c) Environment Working Party – Infrastructure Group

631. Please see Agenda Item 14.

d) Grounds Maintenance Working Party

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

[Action: ongoing]

e) Parking Working Party

633. 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]

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

[Action: Clerk]

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

[Action: Clerk]

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

[Action: Clerk]

39] Reports from Other Organisations and Bodies

a) Vigo Village Hall

637. The new hall doors had been installed and were a great improvement. The Hall Manager had emailed to thank the Parish for their grant toward the cost. Posters would no longer be allowed on the hall doors; an external notice board would be installed to house information on the various groups and organisations that were run within the hall.
638. Cllr White informed that the Village Hall Committee were investigating the possibility of solar panels being installed on the hall roof.

b) Joint Transportation Board

639. Nothing to report.

c) Trosley Country Park Liaison Group / Other Trosley Issues

640. Nothing to report.

d) Kent Association of Local Councils (Gravesham Group)

641. Next meeting to be held in September. No minutes available as yet.

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

642. None.

There being no other business, the meeting Full Parish Council Meeting was closed at 22.25 hours. A short confidential meeting (closed session) followed.