

**VIGO PARISH COUNCIL**  
**Minutes of the FULL Parish Council Meeting**  
**held on Monday 17<sup>th</sup> October 2022 at 7.30pm.**

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); Ms. Mandy Cason (KCC Community Warden); One member of the public (Mr Stevens).

**1] To receive Apologies for Absence**

- 644.** Cllr Mike Germain (VPC); Cllr Dave Hawkins (VPC); Cllr Sharon Vickers (VPC); Cllr Ejaz Aslam (GBC).

**2] To receive Declarations of Interest**

- 645.** None.

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

- 646.** Mr. Stevens had come to discuss the private car park to the side of his property, and also to discuss the installation of Electric Vehicle Charging Points near his property (see agenda item 13).

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

- 647.** No specific reports made. Cllr Tiran was in attendance and made comments on various items throughout the agenda.

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

- 648.** Every Police Force nationally were promoting Road Safety during the week commencing 17<sup>th</sup> October (with 10<sup>th</sup> October being the official day). The desired achievement is to avoid any road deaths in the Country. The Police were seeking the assistance of Parish Councils by utilising Speed Watch, as this would be beneficial to the cause. The Clerk noted that there was no Speed Watch initiative in Vigo and had responded as such. PCSO Lowe informed that they intended to cover the hot spot areas in Vigo on the day anyway.
- 649.** The Clerk had emailed the dates of all future Parish Council Meetings to PCSO Lowe and PCSO Mummery, should they be able to attend.
- 650.** Matthew Scott, Kent Police & Crime Commissioner, was currently appointing a new Chief Constable for Kent, following the retirement of Alan Pughsley. Mr Scott wanted to know what qualities and what priorities the public thought the new Chief should have. He also wanted to know what sort of services victims of crime had received from the police. There was an anonymous survey which would take five minutes to complete. The Clerk had put a link to the survey on the Parish Facebook page.
- 651.** There had been an issue with rubbish (mattresses etc) being removed from a garage to the rear of the shops, and dumped elsewhere. Ms Cason, Community Warden, informed that she had spoken to the landlord of the shops regarding the garage that was permanently open to the rear of the shops. The landlord would email the shop and flat residents to get this situation resolved.

652. Ms Cason noted that she had received complaints about parking at the top of Waterlow Road, where people were visiting the Country Park. Council Members felt there was little that could be done – the signs and bollards on the village side of the road continued to work well, and any parking on the Country Park side of the road was not considered to be a safety issue. Parking in the cul-de-sacs would be an issue, but was not something that was happening at the moment.
653. Ms Cason continued to make referrals to Kent Fire & Rescue, where people were able to get smoke detectors fitted for free.
654. Donations were still being collected for those in Ukraine – including trauma teddies, bags, clothes, toiletries, baby formula and nappies. The latest supplies were being transported out by a local removal company from Dartford (Matthew James). Cllr Banks commended the Community Wardens who she said were doing sterling work.

**a) Antisocial Behaviour & Quad Bike Issues**

655. QUAD BIKES: No update on this matter. Ms Cason (Community Warden) noted that she had not had any complaints over the recent weeks. There continued to be an issue on Harvel Road, but not so much in the village. The matter would be monitored.

**b) Halloween**

656. It was noted that after a few difficult Halloweens, last year had been much improved as a result of a larger police presence in the village. As such The Clerk had emailed PCSO Kirsty Lowe to ask about any plans for this year. PCSO Lowe confirmed there would be 1 or 2 patrol vehicles in the village, including PCSO's, PC's and Special Constables covering the Vigo area.

Ms Cason noted that the Community Wardens would be on duty on Halloween night, with four Wardens covering all of Dartford and Gravesham (a large area).

**6] To approve the minutes of the Full Parish Council Meeting held on 26<sup>th</sup> September 2022**

657. As there had only been three weeks since the last meeting, and as such the minutes had only just been written, Council Members had not had an opportunity to read them. It was agreed to post the minutes online as a DRAFT version, and put them to Council for approval at the November Parish Council meeting.

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

658. PARISH LAND TO THE FRONT OF THE VILLAGER PUBLIC HOUSE: The Clerk had drawn up an agreement which had been approved by the pub landlord(s). This would now be filed for future reference.

659. Post Box – no further update regarding re-painting. The Clerk would send one final enquiry, and if no response were received then she would escalate the matter.

**[Action: Clerk]**

660. 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]**

661. Directional sign for Vigo Shops, to be installed at the Whitepost Road end of Harvel Road. The Clerk clarified that the original suggestion had been for signs on the Whitehorse Road end of Harvel Road (not White Post Lane). The Clerk would contact

the person who had made the original suggestion to enquire as to exactly where they thought the signs would be useful.

**[Action: Clerk]**

- 662.** Financial assistance (via grants) for shop owners. The Clerk had drafted a letter offering grants to all shop owners. These letters would be hand delivered to the shops before the next meeting.

**[Action: Clerk]**

- 663.** The Bay – Gardening. Cllr Banks had intended to weed The Bay area but had not been able to do this as yet. It was thought that perhaps the volunteer working party would start up again in the Spring.
- 664.** Hanging Basket Watering System. Cllr Hawkins was not at the meeting to provide an update. The matter would be discussed when Cllr Hawkins had researched the cost etc.
- 665.** Insurance Pre-Renewal Questionnaire. The Clerk would complete this by 26 October.

**[Action: Clerk]**

- 666.** UNDERPASS: Cllr Jones had provided a sketch and design proposal for the underpass, which had been drawn by a local artist and was in a graffiti style. The general opinion was that, although it was a great piece of art, it was not suitable for the underpass. Further thought would go into a design, and it was proposed to move forward with the repainting project in the Spring when the weather was better. Filed as pending.
- 667.** 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]**

- 668.** Charity Event – Bouncy Castle. The Clerk had updated the resident as agreed.
- 669.** Defibrillator training. These two events had run successfully with positive feedback received. There had been some people who had not attended despite having booked places, which was disappointing, but the turnout had been enough to enable the course to be run.
- 670.** WELCOME PACK FOR NEW RESIDENTS: No update. Filed as pending (Covenant Working Party)
- 671.** POLICY FOR DRIVEWAYS IN VIGO: Filed as pending (Covenant Working Party).
- 672.** BAT WALKS: Cllr Jones had bought a bottle of wine as a thank you gift for Mr Williams.
- 673.** BAT BOXES: Cllr Jones was looking at purchasing 4 bat boxes at a cost of £25 each. All agreed. Filed as pending for the Spring (Environment Ecology Working Party).
- 674.** TREE SURGEON QUALIFICATIONS. Mr Agley to look into extending his qualifications or attending other courses.

**[Action: ongoing]**

675. PARKING IN ADMERS WOOD: Proposal to remove grass at entrance to the garage block to allow more spaces. The Clerk had emailed Hoopers for a quote.

**[Action: ongoing]**

676. Marking parking bays in Admers Wood. The Clerk had emailed Cllr Sweetland to ask who should be contacted (in Highways) regarding this.

**[Action: ongoing]**

677. SIGN FOR ADMERS WOOD ENTRANCE (Small turning circle, delivery drivers beware). The Clerk had emailed RBLI for a quote.

**[Action: ongoing]**

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

**[Action: Clerk]**

**8] Services**

**a) Grounds Maintenance**

679. HORNBEAMS SINK HOLE: The Clerk had chased Highview Services to see if a quote for ungraded soil (to level the land) had been received. Highview Services confirmed that they had asked for a quote but had not yet had a response. They would chase this.

**[Action: ongoing]**

680. Parish Land to the rear of 44 Highview: The resident had confirmed that a full reinstatement had taken place. Highview Services had inspected and confirmed the work was up to a good standard.

681. Dog fouling on the grass area between Beech Mast and The Coppice. The situation was being monitored for now.

**[Action: ongoing]**

682. The Clerk reported that SC Groundcare had spent a lot of time planting wildflower seeds along Waterlow Road, and it was anticipated there would be a good show of wildflowers in the Spring now. The Parish asked the Clerk to pass their thanks onto SC Groundcare for their efforts with this.

683. Highview Services had identified which planters were maintained by who (in the most part – some were not clear).

- Three Beech Mast planters– two maintained by a resident, one by Highview Services.
- Five Fern Down planters – one maintained by a resident, one which a resident would like to maintain (but it needs to be cleared first as it has old roots etc.) and the other three are maintained by Highview Services.
- Three Ash Keys planters – at least two were being maintained by a resident (but not sure who) – the third looks like it may also be maintained by a resident.
- Admers Wood also had two planters which had not been marked on the map. These were maintained by Highview Services.

The Clerk would now try to establish who maintained the planters in Ash Keys by writing to nearby residents. Then a letter would be sent to all those residents who were maintaining the planters to thank them for their time and efforts. This would ensure that the Parish had a formal record of who was maintaining what. The Clerk would also arrange to have the Admers Wood planters marked on the Parish Online mapping system.

**[Action: Clerk]**

**b) Trees**

- 684.** Trees to the rear of 18 Croftside. Overgrown trees to the rear. The Clerk had spoken to Highview Services who agreed that work would be done during this coming Autumn / Winter season. The Clerk would ensure this was on the tree work program.
- 685.** Beech Tree in Beech Mast. No work to be carried out at present. The Clerk had not yet updated the resident but would do so as soon as possible.

**[Action: Clerk]**

- 686.** Vigo School had requested that a "shrub" which was overhanging the school roof be cut back, as it was overhanging the soft play area. This work had now been carried out and the school caretaker was very pleased with the job, asking for her thanks to be passed onto the Parish contractor for his prompt attention.
- 687.** Chestnut Cottage: request for a site meeting to discuss some tree issues, particularly a concern the resident had regarding damage to fence posts. Highview Services had met the resident and felt that two small chestnut saplings needed to come out, as squirrels were using them to get onto the property. This was agreed by the Parish Council.

There was also an issue with two Hornbeams (around 30 feet in height) approximately 0.5 metres from the resident's fence. The resident felt they were damaging the concrete fence. If this was the case, Highview Services felt the only option would be to remove them. However, Parish felt that it would not necessarily be acceptable to remove well established trees due to damage to a fence and hoped that alternative solutions could be sought. Before any decisions were made, it was agreed that Parish Council Members should attend a site meeting. Cllr Jones and Cllr Haslem agreed to meet with the resident. The Clerk would arrange this meeting.

**[Action: Clerk]**

- 688.** 93 Timberbank: Resident concerned that a tree to the rear of their property appeared to be deceased. Highview Services reported that there were two dead ash trees to the rear of 89 / 91 Timberbank. Both had been marked with pink spots and were due to be felled during the coming season. Clerk to update the resident.

**[Action: Clerk]**

- 689.** 8 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. The Clerk had updated the resident.
- 690.** The Clerk informed the meeting that she hoped to hold regular monthly catch-up meetings with Highview Services and SC Ground Care to get updates on the works

carried out, to ensure that the workload was not too onerous, and that the urgent works were prioritised. It would also be an opportunity to merge the list that the Clerk managed and the work list that the contractors held.

**[Action: Clerk]**

- 691.** Highview: The resident had emailed the Clerk with concerns about a tree on the pavement next to the main road which was very tall and large, it blocked sunlight from the gardens at 172 & 174. There was also an issue with bird droppings in the garden due to the location of the tree. It was noted that a lack of light was not usually a reason to have tree surgery carried out (as per the Parish Council Tree Policy). However, the Clerk would ask Highview Services to attend to see if any work was needed.

**[Action: Clerk]**

- 692.** The Clerk noted that a resident had recently cut back a Hazel Tree which was located on Parish Land. It could not be proven who had done it, but it had not been done by the Parish Contractor. It had been left in a mess, but the Parish contractor would clear and tidy the area. It was agreed to put a note on the Parish Facebook page / next newsletter to remind residents they should not cut back anything on Parish Land, but that they should contact the Clerk if they had any concerns about overgrown vegetation.

**[Action: Clerk]**

- 693.** The Clerk noted that Gallagher Insurance (who insured the Parish) had sent a guidance document on Tree Maintenance during a “false autumn” and the risk management guidance. The Clerk would forward this to Highview Services.

**[Action: Clerk]**

- 694.** Kent Highways had contacted the Clerk as they had recently inspected the bus loop route around Vigo following reports of low trees / vegetation making contact with the double decker buses that use the route. The trees which were the responsibility of the Parish had been marked on a map. One tree had been marked as a particular problem which needed to be dealt with promptly. The Clerk would forward the information and maps to Highview Services for their attention. If extra help was needed to deal with these trees, the Parish would fund this from the emergency tree budget. It may be that some of the issues could be dealt with by using a flail. Clerk to speak to Highview Services and respond to Kent Highways.

**[Action: Clerk]**

**c) Future Tree Projects**

- 695.** TREE PROJECTS Working Party. The Clerk had emailed the working party to suggest that a meeting be called, but this had not happened as yet. The Clerk had sent an enquiry to Biomass but had not had a response. It may be that the working party would need to draft a formal letter to be sent.
- 696.** REPLENISHING TREE STOCK IN VIGO: Highview Services were to inspect and suggest locations for replanting over the Winter 2022/2023 period. The Tree Project Working Party would be asked to look at this with Highview Services.

The Clerk had emailed Mr Farrow (Forestry Commission) regarding advice on funding. Mr Farrow had responded to say that there was a Woodland Tree Health grant

available for restocking felled, diseased ash. This contributes towards trees and protection and needs to match with a felling licence for the ash (which the Parish Council did not have). There was no grant for sweet chestnut with Phytophthora unless their removal is by order of a Statutory Plant Health Notice (which was not the case). It was therefore concluded that no grants were available.

**[Action: ongoing]**

**d) To receive an update on work carried out further to recent Arboricultural Survey Report.**

697. Oak on Waterlow Road: Work to remove the tree (retaining a 3-5 metre section of the stem as a habitat feature) had not yet happened but was on the list to carry out as a priority. Photographs would be taken for Mr Barkel (Sylvanarb) as requested.

**[Action: Highview Trees]**

698. Ash, rear of 2 The Gallops. The Clerk was asked to find out when the cobra brace system was due for delivery, so that the work could be carried out.

**[Action: Clerk]**

**d) Grass Cutting**

699. Nothing to report.

**9] Flytipping / Dumping**

700. There was an issue with grass and garden cuttings being dumped on Parish Land. The Parish Contractor had asked for six signs to be made up that said "please do not dump grass cuttings / garden waste here". The Clerk would make and laminate some signs.

**[Action: Clerk]**

701. It was noted that a resident from The Covert had also dumped grass cuttings on the green to the rear of The Covert properties. It was thought that they had also planted a tree. It was agreed that the Clerk should write to the resident regarding this.

**[Action: Clerk]**

702. An Admers Wood resident had emailed the Clerk to notify the Parish of an ever-increasing household garden waste dumping area in the woods just off the path between the dog waste bin and the Ferndown bus stop. The growing "heap" now included a whole box of dead plants. Photographs had been supplied. The Clerk had asked Highview Services to clear this. A notice would be put up to ask that no further dumping take place.

**[Action: Clerk]**

703. The Clerk would write an article for Facebook / the next newsletter, asking that people do not dump garden waste or grass cuttings on Parish Land as it will be considered as flytipping and reported as such.

**[Action: Clerk]**

**10] Planning**

**a) Local Authority Tree Preservation Applications**

- 704.** 48 Timberbank: 30% reduction of Oak Tree and crown lift to approx. 5 metres. Application number 20221053. No objections.
- 705.** 6 The Coach Drive: Reduction of Silver Birch. Removal of two dead Sweet Chestnut Trees. Application number 20221048. No objections.
- 706.** 122 Timberbank: Crown lift Sweet Chestnut to three metres above ground. Application number 20221030. No objections.
- 707.** 92 Timberbank: Removal of two boughs on Chestnut Tree (crown lift). Application number 20221081. No objections.

**b) Full Planning Applications**

- 708.** None received at time of agenda publication.

**c) Covenant Three Applications**

- 709.** Churchside: Application to relocate rear garden fence. No objections to moving the fence, as long as a one metre strip of grass were left on the outside. The Clerk had emailed the resident to update them but would follow this up with a formal letter for their records.

It was noted that the resident did not intend to apply for Full Planning Permission, as after discussion with a Planning Officer he intended to locate the fence one meter away from the path edge and therefore did not need planning approval.

**[Action: Clerk]**

- 710.** Highview: Replacement rear fence. The resident had replaced the rear garden fence (which adjoined the car parking area to the rear). The Clerk had emailed to say there were no objections to this.

- 711.** 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.

The Clerk had established that the proposal was to instal cellulose, which is insulation and would go underneath the existing wooden cladding, it would not be visible and would not protrude any further than the existing cladding. There were therefore no objections to this, Clerk to write giving approval for these works.

Window: the resident wished to replace the two clear windows on the side of the property to match the rest of the property (leaded windows). The Parish Council would not approve leaded windows – Clerk to write accordingly.

**[Action: Clerk]**

- 712.** Churchside: To plant / grow a hawthorn hedge to the front / side. The Clerk had written giving approval as agreed.

- 713.** Timberbank: Replacement windows. The Clerk had written giving approval as agreed.



**d) Other Planning Matters**

- 714.** Timberbank: The Clerk had written to the resident regarding their porch dimensions. The resident had spoken to the Clerk on the telephone to state that the original porch had been 1.8 metres, and the new porch was 2.2 metres and therefore 40 centimetres further out past the building line. The width of the porch remained the same. It was noted that the original planning permission had informed the resident that he should apply to the Parish for covenant approval, and he had not done so. The Parish Council would not approve a porch which was in front of the building line. The Clerk was to write to the resident to confirm the phone conversation, and state that the resident had therefore accepted the porch was in front of the building line. The porch was therefore in breach of covenant and should be removed or reduced in size. The letter would state that the resident should write or email in return rather than phone, so that a record of all correspondence could be kept.

**[Action: Clerk]**

- 715.** The resident at Timberbank had informed the Clerk that their porch was not the only one which had increased in depth, and that the porches at 40 & 42 Timberbank were the same. The Clerk would look up the plans for these properties, and Cllr Chaplin would also have a look at the site.

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

- 716.** One of the Councillor Patch reports had noted that 39 Timberbank also seemed to have a porch in front of the building line. Cllr Chaplin would have a look and report back.

**[Action: Cllr Chaplin]**

**a) Fowlers Stone Wood Update**

- 717.** The Clerk had written to the Chief Executive of Gravesham Borough Council & the Leader of the Council to express the Parish Councils dissatisfaction at the lack of updates and progress on this issue. No response had been received from either Mr Bobby or Cllr Burden.
- 718.** Wendy Lane (Planning) who had been copied in on the letter to Mr Bobby and Cllr Burden had responded to state that they hoped to respond to the Parish Council by the end of the month with an update.
- 719.** Cllr Tiran reported that she had written to Gravesham Borough Council regarding the lack of updates on the Fowlers Stone Wood situation. It had taken two weeks to get a response from Planning Enforcement. The confidential update received was noted by Members.
- 720.** The Parish Council had received an update from Cllr Ejaz Aslam, which is noted in the confidential meeting minutes.
- 721.** 526: Community Impact Statement for Environmental Enforcement Team. The Clerk had provided the statement as requested.

**b) Enforcement Issues**

- 722.** Churchside. No update.

**[Action: ongoing]**

**c) Solar Panels**

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

**[Action: Clerk]**

**11] Adverse Possession.**

724. Land adjacent to 21 Churchside: The Clerk had not yet responded to Bona Vacantia Estates but would do so as soon as possible.

**[Action: Clerk]**

725. Land to the rear of 112 – 200 Highview. The Clerk had written to Mr Eastland at Kingsley Smith, and he had kindly sent details of two surveyors that he was happy to recommend. The Clerk would now get quotes for the work for consideration by Council.

**[Action: Clerk]**

726. Highways Land Ownership (specifically areas to the rear of Timberbank and Highview). The Clerk had been supplied with a spreadsheet which detailed all land owned by Kent County Council. The clerk had also been given information on how to log an enquiry to get a definitive answer. The Clerk had lodged an enquiry and had received an email to state that the land to the rear of 112 to 200 Highview was not in the ownership of Kent County Council. The Clerk would update Mr Eastland.

**[Action: Clerk]**

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

727. TIMBERBANK: Hedge on Parish Land (to be reduced) – no update.

**[Action: ongoing]**

728. ASH KEYS: Property in state of disrepair. GBC had emailed the Clerk to inform that the guttering was due to be repaired in the coming week and the owner would update on further plans for the rest of the property shortly.

**[Action: ongoing]**

729. Highview: Property in disrepair / very overgrown garden. The Clerk had not yet liaised with the Councillor who had offered to hand deliver a letter – the Clerk would ensure this happened as soon as possible.

**[Action: Clerk]**

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

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

**[Action: Clerk]**

731. Croftside: Items of furniture etc stored on front garden. The Clerk was told that the number of items had reduced somewhat, but there was still items regularly stored on the front lawn (waiting for collection having been sold?). The Clerk would write to the resident regarding this.

**[Action: Clerk]**

- 732.** Highview: Electric Vehicle Charging Point. The Clerk had contacted the resident and suggested he bring a proposal to the Parish Council with regard to getting an electricity supply to his garage to enable him to have an EV Charging Point.

The resident had come to the meeting to discuss this matter with Council Members. The resident informed that he had spoken to an electrician who had advised it would not be possible to get an EVCP in his garage, as it was located too far away from his property.

There was some discussion about providing an electrical supply for EVCPs by allowing a supply to be installed on Parish Land. This was something that could be considered and investigated by the Parking Working Party. Clerk to email Cllr Hawkins.

It was noted that there were 6 new EVCPs due to go live in the car park next to the school. The resident felt that these were located too far from his house, and he was concerned about the security in the area (although it was noted there was CCTV coverage).

Cllr Tiran also agreed to approach GBC to see if there were any grants available to residents who were unable / unwilling to charge their vehicles in the public car park where the new EVCPs were located. In view of the Council's intention to be carbon neutral by 2030, Cllr Tiran would ask if any grants were available to individuals, or Parishes, or did the Council have plans to increase the facilities for EV Charging Points.

**[Action: Clerk]**

- 733.** The resident in attendance at the meeting also wished to discuss securing the garage area where his garage was located. The garage area backed onto Commonity Road and was used as a cut through for the Rugby Club.

It was noted that the Parish Council vegetation was encroaching the car park. The Clerk confirmed that she had asked Highview Services to cut this back. The Clerk would chase this up to ensure the work was completed as soon as possible.

The resident noted that there was a dilapidated, broken fence which appeared to mark the boundary between Parish land and the car park. This fence needed replacing and the resident asked if the Parish Council would fund this.

The Parish Council felt this was likely to be an original Croudace fence, and the Parish Council were not in a position to fund a replacement. Each resident who owned a garage / parking space which backed onto where the fence was located would be responsible for replacing it.

Details of who owned what space had been provided to the resident.

It was noted that there was, what was thought to be a stolen vehicle, dumped in the car park – Ms Cason would report this.

The resident was very keen to get the car park area cleaned up and secure, to encourage more residents to use their garages and parking spaces there.

Although the Parish Council were happy to hear from the resident, it was noted that a Full Council meeting was not the place to discuss these matters in detail (due to time

constraints of the meeting). It was suggested that the Parking Working Party liaise with the resident to see what the Parish Council could do to assist. The resident was happy to be co-opted as a non-Council member onto the working party.

The working party membership was noted as Cllr Hawkins (Chair), Cllr Chaplin, Cllr Haslem, Cllr Jones and Cllr White.

Clerk to contact Cllr Hawkins (working party chair) to ask him to call a meeting and invite the resident to attend. The resident would then bring a proposal to the working party. If the working party felt they would like more involvement from other residents, this could be advertised on Facebook, inviting others to get involved if they wished.

**[Action: Clerk]**

**734.** 308 Bus: issue with bus engine idling for long periods of time causing noise and pollution issues. The Clerk had emailed the public transport department at Kent County Council regarding this. The Clerk had also updated the resident.

**735.** 308 Bus Service – issues with recording numbers of passengers on board and erratic timing of the bus service. Kent County Council had replied to state that issues had been as a result of a new driver who had forgotten to go around the whole village. KCC were monitoring the situation.

The Clerk had forwarded the emails to Mr Holloway (MP) as agreed, having sought the permission of the email author to do so.

**736.** The Clerk had received a web enquiry from someone who was looking to purchase a property in Vigo. They had noticed that a Highview property had a rainbow painted on the fence and wanted to know if this would be considered a covenant breach.

The enquirer stated they did not wish to buy a property in a location where graffiti is permitted. The Parish Council noted that they had absolutely no objections to the rainbow being there and did not consider it to be a covenant breach. The Clerk would respond as such.

**[Action: Clerk]**

**14] Memorial Benches**

**737.** Memorial Bench Vandalism: The Clerk to ask Highview Services if they could sand down the minor damage.

**[Action: Clerk]**

**738.** Alan Basford Memorial Bench. Highview Services had suggested two locations on Waterlow Road, one at the top near the Country Park, and one near Timberbank. It was agreed that the Timberbank location would be the preferred choice of the Parish. The Clerk was to liaise with the donor who had provided the funds to check they were happy. The Clerk would also write to numbers 101, 103 & 152 Timberbank to let them know about the installation in advance. Wildflowers would be planted around the bench.

**[Action: Clerk]**

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

739. 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.

\*Post meeting note: the Clerk would be meeting with Kent Highways to discuss a Highways Improvement Plan in the near future, and this issue would be discussed then\*.

**[Action: Clerk]**

740. 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.

\*Post meeting note: the Clerk would be meeting with Kent Highways to discuss a Highways Improvement Plan in the near future, and this issue would be discussed then\*.

**[Action: Clerk]**

741. DOG DIRT BINS: No update.

**[Action: pending]**

742. The ECVPs were due to go live at the end of October.

The Clerk had noted that there were two red plastic barriers, now located behind the shops in The Bay, which appeared to have come from the site where the EVCP work had been carried out. The Clerk had reported this to Mr May (GBC) who had said he would arrange for them to be collected.

**[Action: ongoing]**

743. Drains blocked / impeded by leaf debris. The Clerk had asked Gravesham Borough Council to carry out a road sweep which had been carried out w/c 10 October. The Clerk was to ask GBC if they could do this regularly (weekly) during the heavy leaf fall, as the gutters were already full of leaves again.

**[Action: Clerk]**

744. Sunken ground around drainage / sewage cover in Waterlow Road. The clerk was not aware if this was resolved. The Clerk would ask Highview Services to check.

**[Action: Clerk]**

745. A local resident had emailed regarding flooding on Harvel Road. Every time there is a substantial amount of rain there is a particular area of Harvel Road which floods quite extensively. The resident had reported this on many occasions to KCC online, but nothing had been done. The resident felt it was dangerous, especially as it was on a bend. The Parish Council agreed that the matter should be referred to Meopham Parish Council to action as it was within their boundary. Clerk to speak to the Meopham Clerk, and also update the resident.

**[Action: Clerk]**

746. It was noted that many of the footpaths in Vigo had been resurfaced and looked much improved as a result. The Parish Council were very happy with the work carried out and the Clerk was asked to pass thanks onto Kent Highways.

There was a very small issue where small weeds were already growing through the new surface (in Croftside). The Clerk would send photographs to Highways and suggest they may want to spray the weeds before they become established.

**[Action: Clerk]**

- 747.** A resident had contacted the Clerk to inform that the drains in Bramble Bank were blocked. The Clerk had reported this online to KCC (reference 659736).
- 748.** An Admers Wood resident had been in contact with KCC regarding blocked drains. The response from Highways had not been adequate. Highways had stated that "Highview, Vigo will be attended as part of the countywide programme detailed above and does not meet our service level agreement for additional cleansing at this time". Highways stated that they had not received any reports of flooding caused by the blocked gully since the initial enquiry and therefore action would only be taken within the current cleansing programme".

The Clerk would follow this up with Kent Highways and update the resident.

**[Action: Clerk]**

- 749.** The KCC Autumn Parish Seminars had been held by zoom on Tuesday 11<sup>th</sup> October, the Clerk had not been able to attend.
- 750.** Kent Highways had sent details of their forward works programmes showing the period 2022/23 & 2023/24. This had been forwarded to all Council Members.

**16] Street Lighting**

- 751.** ELECTRICAL TESTING RESULTS / STRUCTURAL SURVEY RESULTS: The Clerk had emailed Mr May to ask for an update on the electrical and structural testing (having only received a few electrical certificates so far). Letter sent on 04 October, no response as yet.

**[Action: Clerk]**

- 752.** Repairs to streetlights (electrical test results and faults identified prior to 31.3.22). No update on these works. The Clerk had written to Mr May to ask for an update on what works had been completed and which were still outstanding. Letter sent on 04 October. No response as yet.

Cllr Haslem had not yet done a walkaround to inspect the streetlights in the village but would do so as soon as possible. Cllr Haslem asked for a copy of the most up to date street lighting inventory from Street Lighting Limited. The Clerk would send this over.

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

- 753.** STREET LIGHTING INVENTORY: Final version will not be received from Gravesham until all repairs had been carried out by KCC / GBC. Filed as pending.
- 754.** A local resident had reported two lights as not working.
- Streetlight between Beech Mast and The Coppice. BEAS003.
  - Streetlight opposite 17 Beech Mast. BBAS002.

As it was not clear who these repairs were down to, the Clerk had contacted Street Lighting Limited to see what the street light status was on their records. If the repairs were down to GBC, then the Clerk would chase this up.

**[Action: ongoing]**

- 755.** Meopham Parish Council had advised that they were in the same position as Vigo, in that they were waiting for outstanding repairs to be undertaken by KCC / GBC before the lights were officially handed over. Meopham Parish Council had approached Laser Energy and been informed that the Parish demands for electricity would be too low and therefore Parishes would not be able to join their buying group. However, it may be possible if Higham, Meopham and Vigo combined their energy needs. The Meopham Clerk had been liaising with other Parish Councils and found that many had been unable to secure an electricity contract for their streetlights.
- 756.** Cllr Jones noted that some of the streetlights which had new lanterns installed now had a limited spread of light. Previously you could see from one streetlight to the next, now the light was much more focused. Ideally the lamps needed to be of a circular style, so the light was more spread out. The Clerk would speak to Street Lighting Limited to see if there was a solution.

**[Action: Clerk]**

**17] Environment (Infrastructure) Working Party:**

- 757.** GREAT BIG GREEN WEEK: Cllr Banks had been due to meet with Ms. Hedges (Country Park Visitor Services Manager) but due to unforeseen circumstances this meeting had not taken place. Cllr Banks would look at rescheduling the meeting.
- 758.** HELPING COMMUNITIES REDUCE ENERGY NEEDS: SUSTAINABLE WARMTH GRANTS. The Clerk had spoken to GBC and confirmed that if a property did not have an Energy Performance Certificate (EPC) then it would be produced as part of the survey by GBC to confirm that a property was eligible (no cost to the resident). Ms. Cason (Community Warden) was liaising with Lyn Williamson (GBC officer managing the Sustainable Warmth program) to ensure the information reached as many vulnerable people in Vigo as possible. Ms. Cason felt it was an excellent scheme and would continue to push this forward as much as she could. Ms. Williamson had attended the October Pop Up Café to speak to those in attendance and explain the scheme. Ms. Williamson would supply the Clerk with leaflets and information for distribution, and to go on the Council's website and social media page.

**[Action: ongoing]**

- 759.** CITIZENS ADVICE ENERGY TALKS: Cllr Haslem had emailed to say that the Parish were happy to host one of the CAB talks, giving a choice of two dates in January to hold the sessions. No response had been received as yet.

**[Action: ongoing]**

- 760.** CREATING GREEN AND RESILIENT COMMUNITIES: Following the online seminars that Cllr Haslem and Cllr Vickers had attended, Cllr Haslem had sent an attachment out that gave lots of links to potentially useful / interesting sources.

**a) To receive a report from the working party**

- 761.** The working party had provided a report which had been circulated to all Members and is filed with these minutes.
- 762.** With a view to moving this project forward, the following was noted:

- The Clerk had liaised with the Finance Working Party and agreed that up to £5,000 could be made available (subject to Council approval).
- The Clerk confirmed that due to the amount of funding which would be made available, awarding the contract would not need to go to tender.
- The Clerk had spoken to the Independent Internal Auditor regarding VAT and confirmed that the Parish Council could claim the VAT back on any invoices issued to them by Scan Therm.

**763.** Some discussion took place about whether the Parish Council should target the less well off with regard to the Thermal Imaging Project. It was agreed that this would be difficult – how would the criteria be established, and who would check if people met the criteria. GDPR would be an issue. It was also noted that the Sustainable Warmth grant was serving those who were less well off financially.

**764.** Cllr Chaplin made it clear that he had reservations about the project as a whole, noting that the survey was for cavity walls only, and felt that any funds allocated to the Thermal Imaging Project could be better spent elsewhere. Cllr Chaplin's concerns were noted.

**765.** There was some discussion about what would happen after Thermal Imaging had taken place. It was hoped that the Parish Council may be able to explore economies of scale with regard to insulation, with an opportunity to liaise with both commercial and non-commercial organisations (for example the Energy Savings Trust), or perhaps even explore the possibility of a buying group type of scheme.

**b) To agree content and design of the Thermal Imaging Project flier**

**766.** Some changes to the draft flier were suggested and taken on board by Cllr Haslem. The flier would be updated and sent to all Members for agreement by Tuesday 25<sup>th</sup> October. The Clerk would then arrange for printing.

**[Action: Clerk]**

**c) To agree the cost of the flier, and to agree delivery**

**767.** The Clerk estimated the cost of printing to be less than £70. This was agreed by all. The Clerk asked if Council Members would deliver 100 leaflets each, and there was a general agreement to this. Clerk to organise.

**[Action: Clerk]**

**d) Proposal from the working party: "To agree a sum of up to £5,000 to fund up to 100 Thermal Imaging Surveys in Vigo".**

**768.** Proposal from Cllr Haslem: "*That the Parish Council agree a sum of up to £5,000 to fund up to 100 Thermal Imaging Surveys in Vigo*". This was seconded by Cllr Banks and agreed by a majority vote.

Clarification: it was agreed that any funding would be for 50% of a survey, up to a maximum of £50 per survey.

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

**a) Ball Park**



769. Nothing to report.

**b) Village Green Play Park**

770. Missing D shackle on basket swing. The Clerk would ask GBC if they could address this issue.

**[Action: Clerk]**

771. It was noted that the goal mouth on the village green needed reinstating. The Clerk had emailed Highview Services regarding this.

**[Action: ongoing]**

772. Annual Play Park Inspection Report: Cllr Woolway to call a meeting of the Play Park working party to discuss any action required.

**[Action: Cllr Woolway]**

773. The Clerk had ordered and received a No Ball Games for the playpark. Highview Services would be asked to install the sign.

**[Action: Clerk]**

774. The Clerk ordered a received a "no glasses in the play park" sign. Highview Services would be asked to install the sign.

**[Action: Clerk]**

**19] Finance**

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

775. 07.10.22 D/P Nest Pension 107.41 Clerk Pension

**b) To authorise payments due**

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

17.10.22	D/P	Pat Banks	6.00	Defib Session Refreshments
17.10.22	D/P	Cherish Trees	650.00	Tree Surgery Inv 1333
17.10.22	D/D	Viking	208.72	Stationery Invoice 9308890
17.10.22	D/D	Boys & Maughan	21.60	Disbursement fees
17.10.22	D/D	RBLI	104.50	Playpark signs
17.10.22	D/P	Joanne Glass	14.39	Zoom payment
28.10.22	D/P	Joanne Glass	1643.48	Clerks Salary – October

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

21.10.22	D/D	Gravesham BC	80.06	Paladin Bin monthly payment
25.10.22	D/D	J&F Accounts	29.40	Payroll Charges - October
28.10.22	D/D	British Telecom	54.17	Telephone / Broadband
28.10.22	D/D	Highview Services	5010.00	Grounds Maintenance Contract

**c) To note any income received**

778. None.

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

779. The Clerk had produced a spreadsheet to show the income and expenditure for the Platinum Jubilee Celebrations. The summary was noted as follows:

- £3000 received in grants
- £4100.48 total spend
- £1100.48 from Parish Council funds  
(£1000 original budget, so an overspend of £100.48)

Noted and agreed.

**e) To note the actual vs budget spend for the six month period to 30.09.22**

780. An actual vs budget spend had been prepared by the Clerk and sent to all Members prior to the meeting. There were no comments. Cllr Banks proposed that the document be agreed formally, this was seconded by Cllr White and agreed by all present.

**f) To note the bank reconciliation for the six-month period to 30.09.22**

781. The Clerk had reconciled the bank for the six-month period to 30.09.22. The reconciled bank figure was noted as £102,758.06.

**g) Proposal from Cllr Hawkins "that the Council consider a 2% increase on the services contract, backdated to 01 April 2022".**

782. As Cllr Hawkins was not at the meeting, Cllr White made the same proposal "That the Council consider a 2% increase on the services contract, back dated to 01 April 2022". It was noted that the budget had allowed for this increase. Cllr Banks seconded the proposal, and all members agreed. Clerk to arrange the back pay payment and increase the monthly direct payment to Highview Services accordingly.

**[Action: Clerk]**

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

783. Finance Councillor Quarterly Checks: The Clerk had prepared the financial records for Cllr Hawkins to inspect, but Cllr Hawkins was not in attendance at the meeting. The Clerk would arrange to drop the records off.

**[Action: Clerk]**

784. 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]**

785. A initial budget setting meeting had been held (please see agenda item 20)

786. The "Notice of conclusion of audit" had been prepared and published along with the AGAR (Sections 1, 2 & 3) on the noticeboard and the website.

**20] To note the first draft precept / budget for 2023/2024 presented by the Finance Working Party.**

787. The Finance Working Party had met and completed a first draft of the budget and precept for 2023/2024. This had been circulated to all members and was noted, with

a provisional agreement. It looked likely that the increase would be around 3% however it would not be possible to finalise the figures until the Tax Base had been received from GBC. It was hoped that the figures could be formally signed off at the November Parish Council meeting.

788. It was noted that the Service / Grounds contract was due for renewal from 01 April 2023. A budget had been set aside to allow for any increases. Cllr Woolway was to call a Grounds Maintenance working party to explore the re-tendering process.

**[Action: Cllr Woolway]**

**21] To receive the Chairs announcements**

789. Cllr Banks would be sending out a doodle poll to find out when people were available to have the annual Parish meal (sometime in the new year).

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

790. "There's No Place Like Vigo" poster. The Clerk had not ordered this as yet but would do so as soon as possible.

**[Action: Clerk.]**

791. KALC had also asked for Parish Councils to send details and photographs of their Jubilee celebrations – the Clerk had sent a number of photos to KALC, especially of the Water Tower light up which was considered to be quite a unique event.

792. Community and Sports Development Coordinator for Mencap request to attend a Parish meeting. The Clerk had not responded as yet but would do so as soon as possible.

**[Action: Clerk]**

793. It was noted that the KALC AGM would be on Saturday 19<sup>th</sup> November. Cllr Banks would attend.

794. The KALC Chairmanship conference had been rescheduled for 3<sup>rd</sup> November. Cllr Banks was unable to attend.

795. Vigo School PTA had emailed to ask if the Parish Council would kindly judge their "scarecrow trail" entries over the weekend of 5<sup>th</sup> and 6<sup>th</sup> November. Cllr Chaplin and Cllr White were happy to do this, the Clerk would liaise and make arrangements.

**[Action: Clerk]**

796. The Kent's Plan Bee (September 2022 Summary Newsletter) had been received and forwarded to all Council Members.

797. The Clerk had been contacted by a postgraduate student from the University of Arts, London. The student was studying for a masters in User Experience Design, and their final dissertation project was on community based decision making, specifically looking at Parish Councils.

The students asked for a photo from a Parish Council meeting showing the whole space in which the meeting is conducted, including where observers sit.

They also wanted to know what tools were used in the Parish Council meetings (for example overhead projectors, laptops etc.)

There was no objection to providing this information, Clerk to respond.

**[Action: Clerk]**

798. It was noted that the convenience store / post office in The Bay had been closed with shutters down for some days. The Clerk was to speak to the landlord to see what was going on.

**[Action: Clerk]**

799. The Clerk had been contacted by Meopham Parish Council to ask if any of the other Gravesham Parishes would be interested in discussing a joint initiative for Parishes to look at funding a dedicated parking enforcement officer from GBC. Mr May (GBC) had advised Meopham that it would be possible if the Parishes wished to do it. The Clerk had responded to say that there were no parking restrictions in Vigo, and so there would be no need for an enforcement officer.

**23] Civility and Respect Project: To consider signing the Civility and Respect pledge as part of a joint NALC and SLCC initiative"**

800. Agreed to adjourn to a future meeting.

**24] To review the Temporary Scheme of Delegation**

801. The temporary scheme of delegation had been sent to all Councillors and noted. Cllr Haslem proposed that the temporary scheme of delegation be kept in place until May and then reviewed again. Cllr Woolway seconded this, all agreed.

**25] Councillor Patches**

802. It was noted that the online reporting system was working very well and was a convenient way of completing the reports.
803. Councillor Patch reports had been received from three members. Those who hadn't completed reports were asked to do so in time for the November meeting.

**[Action: All Council Members]**

804. Cllr Chaplin had responded by email as his name was not on the online system. The Clerk had emailed Cllr Hawkins to ask him to resolve this.

**[Action: Clerk]**

**26] CCTV**

**a) To receive an update on additional coverage for the playpark.**

805. The Clerk had spoken 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.
806. The four cameras mounted on the streetlight near the school were now working.
807. The Clerk had emailed and accepted the following quote.
- £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).

This work would now be programmed in.

**[Action: ongoing]**

**b) To discuss additional cameras for areas not covered by CCTV (battery operated Raspberry Pi)**

808. "Raspberry Pi" style cameras to be deployed in Parish Council trees, to record activity on areas of Parish Land not covered by CCTV. The Clerk was to email the resident and ask for further details.

**[Action: Clerk]**

**27] Training Update.**

809. 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]**

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

**[Action: Clerk]**

811. Cllr Vickers was not able to attend the Dynamic Councillor Course on 23<sup>rd</sup> November as it was being held in person and was too early in the evening. The Clerk would keep an eye out for alternative courses. It would have been preferable if the course had been online. Clerk to feed this back to KALC.

**[Action: Clerk]**

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

**a) Vigo Village Hall**

812. The Hall Committee had installed a new noticeboard on the outside of the hall, and were not allowing any posters or notices to be sellotaped or blu-tacked to the new front doors / windows.

The heating had gone on from 01<sup>st</sup> October and was set on a timer.

The prices for hall hire were being reviewed and were likely to go up from 01 January 2023.

**b) Joint Transportation Board**

813. Nothing to report.

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

814. Nothing to report.

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

815. No minutes available as yet.

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

**816.** None.

**There being no other business, the meeting Full Parish Council Meeting was closed at 22.10 hours. A short confidential meeting (closed session) followed.**