

VIGO PARISH COUNCIL

**Minutes of the Meeting of Council Members  
held by zoom on Monday 12<sup>th</sup> December at 7.30pm.**

Due to a heavy snowfall, with more forecast, the Full Parish Council Meeting was cancelled. Instead, a meeting of Council Members was held by zoom, with all actions agreed to be taken under delegated power by the Clerk and ratified at the January Full Council Meeting.

Present	Cllr Pat Banks (in the Chair). Cllr Simon Chaplin; Cllr Dave Hawkins; Cllr Jim Haslem; Cllr Sharon Cottam; Cllr Andy Woolway. Mrs Joanne Glass (Clerk)
In Attendance	None.

**1] To receive Apologies for Absence**

**975.** Vigo Parish Council Members: Cllr Mike Germain; Cllr Mandie Jones; Cllr Alan White.  
Gravesham Borough Council Members: Cllr Ejaz Aslam & Cllr Denise Tiran.  
Adam Holloway (MP).

**2] To receive Declarations of Interest**

**976.** None.

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

**977.** None.

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

**978.** None.

**5] Police and Community Warden Reports**

**979.** QUAD BIKE: No identification had been made, and no further instances had occurred.

**6] To approve the minutes of the Full Parish Council Meetings held on 21<sup>st</sup> November 2022**

**980.** The minutes 21<sup>st</sup> November were noted and agreed, then signed by Cllr Banks (as Chair) having been accepted as an accurate record of the meeting.

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

**981.** Directional signs for the village shops, to be placed on the chicane in Waterlow Road. The Clerk had emailed RBLI for a quote. RBLI had asked for clarification on the size of sign / height of the letters required, as the sign had to be drawn to a Department for Transport standard. The Clerk would measure an existing sign and respond.

**[Action: Clerk]**

**982.** Directional sign for Vigo Shops, to be installed at the Whitepost Road end of Harvel Road. Clerk to clarify the size of sign required and respond to RBLI.

**[Action: Clerk]**

**983.** Insurance Pre-Renewal Questionnaire. The Clerk had emailed the Parish Insurance broker to ask for quotes to increase both the Key Person Cover and the Legal Expenses Cover. No response had been received as yet.

**[Action: ongoing]**

984. PROPOSED CHARITY EVENT ON THE VILLAGE GREEN: The Clerk had updated the resident regarding the need for her to source her own insurance for the event.

The Clerk had not yet drafted a policy for using the village green but would do so as soon as possible. It was noted that the event was scheduled for 22<sup>nd</sup> July 2023.

**[Action: Clerk]**

985. TREE SURGEON QUALIFICATIONS. As the maintenance contract expired on 31<sup>st</sup> March 2023, and would need to go to tender, the Clerk suggested that the perhaps Mr Agley could look into extending his qualifications or attending other courses should he be successful in securing the contract again.

986. Alan Basford Memorial Bench. To be placed on Waterlow Road near the top of Timberbank. The donor had confirmed they were happy with this location. The Clerk would now write to 101, 103 & 152 Timberbank to let them know about the installation. Wildflowers would be planted around the bench.

**[Action: Clerk]**

987. Civility and Respect Pledge: on behalf of the Council, the Clerk had taken the pledge on the NALC website. A certificate had been received for the Parish Council's records.

988. Cllr White noted that there was still a "no parking" sign in The Covert which had the Parish Council logo on it (it was not a Parish Council sign). Clerk to arrange removal.

**[Action: Clerk]**

989. "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]**

990. Cllr Cottam: Dynamic Councillor: course availability was January and March; Cllr Cottam would only be able to attend the March session. Clerk to book.

**[Action: Clerk]**

8]

**Services**

**Grounds Maintenance**

991. HORNBEAMS SINK HOLE: No update. Clerk to chase Highview Services.

**[Action: Clerk]**

992. PLANTERS: The Clerk had not yet written to the Ash Keys residents regarding the three planters but would do so in the New Year. Once this was done, then the Clerk would write to all residents who were maintaining planters.

**[Action: Clerk]**

993. QUAD BIKES: It was noted that Highview Services had said they may be able to install / erect a barrier on the bund which led to Harvel Road, to stop Quad bikes accessing down the side of the ballpark. Clerk to chase this with Highview Services.

**[Action: Clerk]**

994. WORK EXPERIENCE: Hadlow College had confirmed they did not insure students on work placements. Highview Services were to speak to their insurance about cover.

**[Action: pending]**

995. "Please do not dump grass cuttings / garden waste here". The Clerk would make and laminate some signs.

**[Action: Clerk]**

996. It was not entirely clear which resident from The Covert was dumping grass cuttings, nor who had planted the tree (thought to be a willow). It was therefore agreed that the Clerk should write to the whole row of houses.

**[Action: Clerk]**

997. It was thought that the land to the side of 11 The Paddock (community land) still needed to be attended to. Cllr Banks have a look and report back.

**[Action: Cllr Banks]**

998. Damaged Chestnut Fencing adjacent to No.1 Timberbank. It was thought that this fencing had been erected some years ago to stop people cutting across the grass. The fencing was dilapidated and had fallen. It was agreed to remove the fence for now and monitor the situation. Clerk to update Highview Services.

**[Action: Clerk]**

**Grass Cutting**

999. Nothing to report.

**Trees**

1000. Chestnut Cottage: trees to the side (on Parish Land). The Clerk had emailed the resident to suggest that a viable solution would be to relocate the side gate by swapping its position with one of the existing fence panels either side. The Clerk had also informed the resident that the smaller growths along the side of the fence (used by squirrels to access the residents property) would be removed. No further response had been received as yet.

**[Action: pending]**

1001. Highview: Highview Trees agreed that some remedial work needed to be done to this tree. The Clerk would update the resident.

**[Action: Clerk]**

1002. Oak on Waterlow Road: Work to this tree had not been carried out as yet.

**[Action: pending]**

1003. Ash, rear of 2 The Gallops. No update.

**[Action: pending]**

1004. The Coppice: tree overhanging rear fence. Highview Services had inspected and agreed that some remedial work was required and would be done over the winter period. The Clerk had updated the resident.
1005. SCOUT HUT TREES: Clerk to arrange site meeting with the Scout Hut Leader, Cllr Banks & Cllr Germain.

**[Action: Clerk]**

1006. HIGHVIEW: Tree to the rear. The resident had contacted the Clerk as they, and their neighbours, were concerned about the height of the tree to the rear of their properties. It was noted that this was not the first time this issue had been raised by the residents. The complainant noted that they had lived in the property for four years and had not seen any maintenance on the tree. The resident appreciated that the tree would remain, but would like to see the height reduced.

The Clerk reported that advice from the Parish Contractor was that no major work was required, just a minimal amount of overhang to be reduced. This information had been conveyed to residents previously.

It was agreed that it would be useful for the tree warden(s) and perhaps Council Members to have a look at the tree before any decisions were made.

This would now be discussed at the January Parish Council Meeting. Clerk to update the resident.

**[Action: Clerk]**

1007. The Clerk had received an email from a resident thanking the Parish contractor for doing some tree work to the side of their house recently. The Clerk had passed this on.
1008. Churchside: An overgrown tree adjacent to this property had been noted on a Councillor Checklist. It was noted that this tree was on Parish Land and needed to be cut back. The Clerk had asked Highview Services to attend.

**Future Tree Projects**

1009. Working Party meeting to be arranged.

9]

**Planning**

**Local Authority Tree Preservation Applications**

1010. 2 The Gallops: Various works on three sweet chestnut trees in front garden. Application number 20221248. No objections.
1011. 9 The Coach Drive: Various works to 11 trees, please refer to application number 20221185. No objections.

**Full Planning Applications**

1012. GBC20221243: Village Tandoori (5 The Bay): Retention of single storey rear extension, including change of brickwork to weatherboard. There were no objections to this application: the Parish Council felt that weatherboard was preferable to the existing brick. Clerk to respond to Gravesham Borough Council.

**[Action: Clerk]**

### **Covenant Three Applications**

1013. Churchside: The Clerk had emailed the resident to update them but would follow this up with a formal letter for their records.

**[Action: Clerk]**

1014. Timberbank: Replacement of two windows to the side (replacing clear glass with leaded to match the rest of the house): The Clerk was to check back on the records to see if any approval had been given for leaded windows in the past (by the VRA). It was noted that the resident had bought the property with leaded windows, and it was agreed that this should have been brought up by the solicitor as part of the conveyancing process. Clerk to respond to reiterate that the Parish Council would not approve leaded windows.

**[Action: Clerk]**

1015. Highview: Replacement windows and doors. The Clerk would check to see what had been installed- if they were plain glass with frames in either white, grey or brown, then covenant approval would be given.

**[Action: Clerk]**

1016. Highview: Erection of single storey rear and front extensions and conversion of garage into a habitable room. (Ref GBC application 20220366). The Clerk had updated the resident by email and would now send a formal letter for their records.

**[Action: Clerk]**

1017. Croftside: Erection of car port / patio cover. The Clerk had updated the resident by email, and would now send a formal letter for their records.

**[Action: Clerk]**

1018. Stonecroft: Replacement doors. Application to replace two doors at the rear of the property (lounge door/window & kitchen door/window). Drawings had been supplied. The new units would be white PVC to match the existing. There were no objections. Clerk to write giving approval.

**[Action: Clerk]**

1019. Churchside: Replacement windows. A photograph of the property had been supplied, along with an illustration of the type of windows that the resident wished to have installed. There were no objections. The Clerk was to write giving approval.

**[Action: Clerk]**

1020. Timberbank: Installation of driveway. Approval had been given for this in June 2021. However, the resident had recently asked Kent Highways for approval for the drop kerb, and had been told that the permission from VPC needed to be renewed due to time elapsed. It was agreed that there was no objection to the Clerk re-issuing the approval for the resident.

**[Action: Clerk]**

### **Other Planning Matters**

1021. Timberbank: Porch built in front of building line. The Clerk had written to the resident as agreed. No response had been received as yet.

**[Action: pending]**

1022. The Clerk had received an enquiry from a resident (no address supplied). The resident was considering having some building work done and was looking to convert their garage into a kitchen, and a possible loft conversion. The Clerk had advised the resident that they would need to seek covenant approval, and also would need to speak to Gravesham Borough Council to find out if full planning approval were required. The Clerk had explained the procedure for applying for covenant approval.

### **Fowlers Stone Wood Update**

1023. The Clerk & Cllr Banks continued to press GBC for updates: a letter had been sent to Cllr Burden (leader of GBC) on 7<sup>th</sup> December, giving a time line of recent correspondence, noting that no significant update had been given. It was now over nine months since the enforcement notice had been issued, and five months since the landowner should have ceased use of the land for residential purposes. The lack of progress only served to reinforce the negative perception of GBC that was held by many Vigo residents on this matter.  
The Parish noted that no response had been received to the letter sent in September to Cllr Burden and Mr Bobby (GBC Chief Executive), nor (as yet) to the 7<sup>th</sup> December letter.
1024. Cllr Aslam (GBC) & Mr Holloway (MP) also continued to seek updates.
1025. It was reported that in November, temporary traffic lights had been put outside the illegal development, so that Southern Water could put an official, legal connection to the water supply. Gravesham Borough Council had been contacted about this and replied that they could not prevent Southern Water from supplying water.
1026. It was reported that a generator on the site continued to run every evening.

### **Enforcement Issues**

1027. Churchside. No update. Clerk to speak to Planning Enforcement.

**[Action: Clerk]**

1028. Timberbank: Building in rear garden (partly on Parish Land). Further to the laying of the foundations, work had continued to start erection of a structure. The Clerk had written to the resident, copied to Planning Enforcement.

Planning Enforcement had visited the site and noted a "partially completed outbuilding" 2 metres from the residential curtilage, and over 2.5 metres in height. The building was noted as incomplete external walls on a concrete base. It was noted that there was drainage and a water connection. The resident had stated that the building was to be used for storage initially, and later as a playroom / gym. Planning Enforcement informed that the building would need planning approval, and as such the resident should either remove it, or seek retrospective approval. No response to the Parish letter had been received from the resident as yet.

**[Action: ongoing]**

**Solar Panels**

1029. The Clerk had not yet drafted a standard policy.

**[Action: Clerk]**

**10] Adverse Possession.**

1030. 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]**

1031. 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.

**[Action: Clerk]**

1032. Highways Land Ownership. The Clerk 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 had updated Mr Eastland.

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

1033. TIMBERBANK: Hedge on Parish Land (to be reduced) – no update.

**[Action: ongoing]**

1034. ASH KEYS: Property in state of disrepair. No further update. The Clerk would make enquires to see if the guttering had been repaired, or if any other remedial work had been carried out.

**[Action: Clerk]**

1035. Highview: Property in disrepair / very overgrown garden. Cllr Hawkins had hand delivered a letter to the rear of the property. Cllr Hawkins had informed the Clerk that the front garden had now been cut back and tidied up. The Parish Council were pleased to hear this and agreed that no further action was needed at this point.

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

1036. Paving Area outside Vigo School. No update. Clerk to liaise with Highview Services.

**[Action: Clerk]**

1037. Croftside: Items of furniture etc stored on front garden. The Clerk would write to the resident regarding this.

**[Action: Clerk]**

1038. Garage Area near 108 Highview (leading to Commority Road and used as a cut through for the Rugby Club). The Clerk was not aware if the vegetation had been cut back in this area but would check with Highview Services.

Clerk to contact Cllr Hawkins (working party chair) to ask him to call a meeting and invite the resident to attend, to discuss clearing up and securing the garage area.

**[Action: Clerk]**

**13] The Bay**

- 1039.** Post Box. The Clerk sent photographs of the post box to Royal Mail.

**[Action: ongoing]**

- 1040.** Financial assistance (via grants) for shop owners. No applications had been received. The Clerk would visit the shop owners to see if they intended to make an application.

**[Action: Clerk]**

- 1041.** The Parish Council were under the impression that the shop rents were high, and this was part of the problem with sustaining tenants in the long term. Cllr Chaplin would make enquiries to find out if this was the case.

**[Action: Cllr Chaplin]**

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

- 1042.** WATERLOW ROAD SURFACE BREAKING UP: Clerk to meet with Cllr Banks to pinpoint the areas on the online reporting map.

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

- 1043.** DOG DIRT BINS: No update. Clerk to speak to GBC.

**[Action: Clerk]**

- 1044.** SIGN FOR ADMERS WOOD ENTRANCE (Small turning circle, delivery drivers beware). RBLI had quoted £158 for a sign. This was agreed by all, Clerk to order the sign.

Some discussion took place as to whether two signs were needed (one for each side of the entrance to Admers Wood) but it was agreed one sign would be sufficient for now (to avoid signage clutter). There was already a pole on the right hand side of the entrance that could be utilised. It was also agreed that the majority of large vehicles would be travelling from the Waterlow Road end of the village, and therefore a sign on the right would be best.

**[Action: Clerk]**

- 1045.** ADMERS WOOD: It was noted that the No Through Road graphic had disappeared from the Admers Wood road sign(s). Clerk to request new signage from GBC.

**[Action: Clerk]**

- 1046.** LOWER END OF TIMBERBANK (no through sign): this sign disappeared some time ago, the Clerk had got it reinstated, but it was in the wrong place. The Clerk would speak to Highways about this.

**[Action: Clerk]**

- 1047.** LOWER END OF TIMBERBANK (directional sign for property numbers). Cllr White noted that there was often a vehicle which parked on Timberbank obscuring this sign. It was also noted that this sign had originally had a "no through road" marked on it, but this had faded. Clerk to ask for a new sign, positioned at a higher level to ensure visibility.



**[Action: Clerk]**

- 1048.** CHILDREN (warning sign): Cllr White had noted that a new sign had been put up on Waterlow Road, near the Timberbank entrance, but only on one side. Cllr White felt that the sign should be reflected on the other side of the road. The Clerk was not sure who had put the sign up, or why (as it was not near the school), but would investigate.

**[Action: Clerk]**

- 1049.** VIGO VILLAGE HALL (emergency access sign). Cllr White noted that there was a sign on one side of the entrance to the pub car park, but not on the other. The Clerk noted that the sign was on land owned by the pub, and if a second sign were to be installed then permission would need to be sought. The Clerk noted that when she had called an ambulance recently, she had instructed where the best place to park was, and the lack of a second sign had not been an issue. Agreed not to pursue this matter at present.

**Highways Improvement Plan**

- 1050.** HIGHWAY IMPROVEMENT PLAN: The Clerk, Cllr Banks & Cllr White had met with Michelle Norris (Kent Highways Community Engagement Project Manager). Notes of the meeting had been circulated to all members, along with the HIP welcome pack and a Highways Information Pack. Discussions on individual matters follow.

- 1051.** SPEEDING: Historical data showed that the side roads had an average speed of 20mph. However, on Waterlow Roads some vehicles were travelling at up to 40mph (in a 30mph limit).

The practicalities of a 20mph limit were discussed, and the general advice was that it would be better to put things in place to encourage people to stick to a 30mph limit, rather than look at a 20mph limit which would be expensive and difficult to enforce.

Ms Norris provided the Parish Council with a "30mph tool kit" which could be used (stickers, posters etc). Ms Norris thought that the Parish Council should also consider setting up a speed watch programme. The Parish Council, however, felt that a speed watch in Vigo would not be something they would consider at the present time.

Cllr Banks felt that it would be good to explore the idea of a flashing speed sign, the Clerk would liaise with Ms Norris and add this to the Highways Improvement Plan.

**[Action: Clerk]**

- 1052.** SLOW SIGNS (SCHOOL) ERSKINE ROAD: Noted that there were school warning triangles on the road surface in both directions, but there was a SLOW sign on only one side of the road (towards the school from the Harvel Road end). Ms Norris felt that we could ask for a SLOW sign to be painted on the road, and also ask for the school warning triangles to be re-done as they were peeling up (possibly due to a poor road condition).

- 1053.** ADMERS WOOD PARKING: (original minute numbers 834/675/633/449/302/152): The Parish explained the parking issues in Admers Wood to Ms Norris, specifically that Hoopers had quoted an amount to remove two small areas of grass leading into the garage area, and that the quote (£7k) had been more than the Parish would be able to fund currently. Ms Norris agreed that this was something that could go on the Highways Improvement Plan for Kent Highways to consider.

- 1054.** Marking parking bays in Admers Wood. Ms Norris had emailed Nick May to ask if Gravesham Borough Council would assist with formalising the unrestricted parking with marked bays in an attempt to order the parking and eliminate cars being hemmed in. No response had been received from Mr May as yet.

**[Action: ongoing]**

- 1055.** NO ENTRY AT THE END OF WHITE POST LANE: Cllr White explained the history of this to Ms Norris, who agreed that she would look up the historical records and speak to the Highways Planning and Advice Team.
- 1056.** UNEVEN FOOTPATH leading from White Post Lane to Southfield Shaw. Originally installed as part of the "safer routes to school" scheme. The Clerk had spoken to Meopham Parish Council regarding this, as it was within their boundary. Ms Norris made a note that Meopham PC were tasked with trying to get this footpath updated.
- 1057.** CHESTNUT COTTAGE / HORNBEAM COTTAGE / OAK LODGE: The Parish Council had been approached previously regarding the lack of footpath between these cottages and the footpath near the bus stop on Harvel Road. The Parish Council had not been able to assist at that time. It was suggested that perhaps this could go on the Highways Improvement Plan.
- 1058.** The Highways Improvement Plan stated that items must be placed in order of priority, KCC is unable to guarantee that all requests will be deliverable, but Project Managers would investigate the top 1 or 2 priorities each year.

Agreed the following order of priorities:

- FIRST: Waterlow Road (speeding issues)
- SECOND: Erskine Road (school signs)
- THIRD: Admers Wood (removing grass)
- FOURTH: Chestnut Cottage (footpath).

Agreed that both the White Post Lane (No entry) and Harvel Road (uneven footpath) should be dealt with by Meopham Parish Council.

Noted that Nick May had already been contacted about marking parking bays in Admers Wood, so perhaps this did not need to be on the HIP at the moment.

Clerk to update the HIP and return to Ms Norris for action.

**[Action: Clerk]**

### **Gravesham Issues**

- 1059.** Gravesham Borough Council had written to say that, following a ward boundary review, three properties were identified as having been allocated to the incorrect parish for both Council Tax and Electoral Purposes. Instead of being part of Meopham Parish, these properties should have fallen within the Parish of Vigo. The properties were noted as:

Oak Lodge, Chestnut Cottage & Hornbeam Cottage, (all in Harvel Road).

The occupiers had been written to under separate cover to inform them.

The revised electoral register had been published on 1<sup>st</sup> December, and the change affecting these three properties had not yet come into effect. The register published

ahead of the May 2023 elections would incorporate all the new electoral ward and Parish arrangements.

### **Drainage & Flooding**

1060. 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]**

1061. HARVEL ROAD FLOODING: The Clerk had emailed Highways about this, copying in the Meopham Clerk for information. The Clerk had also updated the resident.

**[Action: ongoing]**

1062. BLOCKED DRAIN IN HIGHVIEW. The Clerk had now received confirmation of the location of the drain, and established that it was still blocked. Clerk to email Kent Highways (drainage team).

**[Action: Clerk]**

1063. HIGHVIEW: Flooding in the area of 90 – 100 Highview. The Clerk had not yet spoken to the drainage team, but would do so as soon as possible.

**[Action: Clerk]**

1064. Admers Wood blocked drain. KCC reference 660237. This was now noted on the Highways online reporting system as "works being programmed". The Clerk would try to find out more details and then update the resident.

**[Action: Clerk]**

### **15] Street Lighting**

1065. ELECTRICAL TESTING RESULTS / STRUCTURAL SURVEY RESULTS: The Parish Council had emailed Cllr Burden (Leader of GBC) on 21<sup>st</sup> November. There had been an issue with access to the Civic Centre on the evening of the Chairs Meeting, and therefore the meeting had not gone ahead, and no update had been given regarding streetlights. Cllr Burden had responded to state that lighting issues were ongoing with KCC, it was their contractor, not GBCs so they had limited control over them, and Cllr Burden suggested that VPC spoke to their County Member regarding this.

Cllr Burden stated that if VPC did not want the lights, then as they were not GBCs, they would just notify KCC to terminate them, as GBC would not maintain them going forward given their difficult financial position.

The Parish had responded (by letter dated 7<sup>th</sup> December) that the streetlighting agreement was between Gravesham Borough Council and Vigo (Meopham & Higham) Parish Councils. KCC were subcontracting for GBC and therefore GBC were the authority that managed that contract. It would be inappropriate for the Parish Council to intervene between the contracting authority and the contractor in this matter. The Parish Council had resolved to taking over the streetlights in the village, based on the fact that GBC had committed to handing them over in safe working order, with all the relevant certification to confirm their status.

It was noted that GBC had not contradicted the facts set out in the email from VPC on 21<sup>st</sup> November, these were an accurate reflection of the current position, unless further works had taken place since then, which the Parish had not been made aware of.

**[Action: ongoing]**

1066. Spread of light on streetlights. The Clerk had not yet contacted Streetlights Limited to find out if there was an alternative style lamp which gave a wider spread of light as opposed to it being more focused but would do so as soon as possible.

**[Action: Clerk]**

1067. MUGA Streetlamp: Replacement photocell costing £97.75 (net). The Clerk had authorised Streetlights to go ahead with the work.

**[Action: Clerk]**

1068. The Clerk noted that the other MUGA light (far end) was not on any list that the Parish had as not working. The Clerk had emailed Streetlights regarding this.

**[Action: ongoing]**

1069. BTDH001: Streetlight near Vigo Underpass. A repair (new LED lantern) would cost £325 (net) The Clerk had authorised Streetlights to go ahead with this work.

**[Action: Clerk]**

1070. It was reported that the streetlight outside 44 / 46 Timberbank was not working at all. The Clerk had reported this to Streetlights but had been told they thought it was a repair due prior to 1<sup>st</sup> April. The Clerk would check with GBC to see if it was on their list.

**[Action: Clerk]**

1071. BHAC009 (column 48) rear of 174 Highview. Streetlights reported that a poor repair had been made by KCC's contractor. The streetlight had a new cut-out, but the door had been prised off, instead of using a drop key, and the door had been bent and the lock broken. A new cut out had been fitted, but too low, so the key no longer went in far enough to drop and turn the lock. Streetlights felt that this had created further work. The Clerk had emailed the details to Mr May at GBC, who had spoken to KCC and informed that their contractor Bouygues had been instructed to return and rectify the defect at their cost.

**[Action: ongoing]**

1072. BEAS002 (column 38) in Erskine Road had been vandalised beyond repair. The cost to supply a new LED lantern would be £435 plus VAT. This was agreed by all Members. Clerk to update Streetlights and agree the work.

**[Action: Clerk]**

**16] 306 / 308 Bus Service**

1073. A briefing note from KCC's Public Transport Department had been received, giving proposed service revisions to the 306 / 308 service (to reduce costs). It was noted that the current Red Route service was in part funded by KCC at an estimated cost of £500k per annum.

The proposed new timetable would reduce the current commitment to two buses and also reduce the length of the day, therefore requiring fewer drivers. The proposed service would result in a significant reduction in support from KCC, as the cost would reduce by an anticipated £200k per annum. KCC felt the changes

proposed were proportionate and needed to protect scarce driver resources and enable continuation of the service at a more affordable cost.

- 1074.** The Parish Council noted that a proposed timetable had not been received as yet, but there were concerns about any reduction in service.

It was noted that the bus drivers did not always require passengers to tap their passes, and on occasions passengers were advised they did not need to pay. Surely this would affect the passenger numbers that the service viability was being based on.

The Clerk would put a post on Facebook asking for people's experiences of the service. The Clerk and Cllr Banks would liaise to draft a response to the letter from KCC. The letter would be copied to Cllr Aslam, Cllr Tiran, Cllr Sweetland and Mr Holloway (MP).

**[Action: Clerk]**

**17] Parking Issues / Electric Vehicle Charging Points**

- 1075.** Highview: Electric Vehicle Charging Point. 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.

**[Action: Clerk]**

- 1076.** The Clerk was unsure if the Electric Vehicle Charging Points had gone live as yet.

**[Action: ongoing]**

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

**a) Ball Park**

- 1077.** Nothing to report.

**b) Village Green Play Park**

- 1078.** Missing D shackle on basket swing. The Clerk had asked GBC if they could deal with this, no response had been received as yet.

**[Action: ongoing]**

- 1079.** Goal Mouth on village green in need of reinstatement. The Clerk was not sure if this had happened, she would speak to Highview Services.

**[Action: ongoing]**

- 1080.** 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]**

- 1081.** No Ball Games for the playpark. Highview Services to install.

**[Action: Highview Services]**

1082. "No glasses in the play park" sign. Highview Services to install.

**[Action: Highview Services]**

1083. Play Park Surface Repair Kit (£375 approx.). The Clerk had not yet ordered this.

**[Action: Clerk]**

1084. It was noted that the Playpark swings were "clunky". Clerk to speak to Gravesham Borough Council regarding this.

**[Action: Clerk]**

**19] Finance**

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

1085. 09.12.22 D/P Nest Pension 177.28 Clerk Pension - November

**b) To authorise payments due**

1086. The following payments would be authorised by Cllr Banks & Cllr Haslem:

13.12.22	D/P	PWLB	1017.90	Loan repayment
19.12.22	D/P	J Glass	14.39	Zoom reimbursement
19.12.22	D/P	J Glass	6.00	Land Registry payments
19.12.22	D/P	Viking	42.25	Stationery
28.12.22	D/P	Joanne Glass	1734.22	Clerks Salary – December

1087. The following Standing Orders / Direct Debits were authorised:

21.12.22	D/D	Gravesham BC	99.40	Paladin Bin monthly payment
28.12.22	D/D	J&F Accounts	31.80	Payroll Charges - December
28.12.22	D/D	British Telecom	54.17	Telephone / Broadband
28.12.22	D/D	Highview Services	5110.00	Grounds Maintenance Contract
31.12.22	D/D	Unity Trust Bank	24.60	Bank Service Charges

**c) To note any income received**

1088. 07.10.22 – Grant from Rotary Club of Gravesend – to purchase heated throws on behalf of the KCC Community Wardens. £200.

31.12.2022 – Bank Interest - £4.61

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

1089. 945/784/596/415/267/122: Finance Councillor Quarterly Checks: The records were ready for inspection, Clerk to make arrangements to pass them to Cllr Hawkins.

**[Action: Clerk]**

1090. 946/785/597/416/269: Internet Banking for Cllr Jones & Cllr Woolway. No update.

**[Action: Clerk]**

1091. Grant to Heart of Kent Hospice £250. The Clerk had been unable to pay this as the bank details for the Hospice had not been provided. The Clerk would email to ask for the details.

**[Action: Clerk]**

1092. Zoom VS Microsoft Teams. Zoom was currently costing £11.99 per month. Teams offered a business account for £4.50 per month. Clerk to find out if Microsoft Teams could be paid by invoice rather than the Clerk paying and claiming the money back.

**[Action: Clerk]**

1093. The Clerk had written to Gravesham Borough Council, to notify them of the Parish Precept for 2023/24 as £131,319.

1094. The Community Wardens had been awarded a £200 grant from the Rotary Club of Gravesend, for the purchase of electric heated throws for those in need. The Community Wardens had asked if the money could be paid into the Parish bank account, and the purchase of throw be made by the Parish Council. The Clerk had checked with the Auditor (Mr Robbins) who said there was no problem with this.

1095. The Clerk noted that the Appointed Auditor for Kent, from 2022-23 to 2026-27 was notified as Mazars LLP. (Previously had been PKF Littlejohn).

**20] To receive the Chairs announcements**

1096. Cllr Banks thanked all Members for their time and efforts over the year and wished everyone a Very Merry Christmas.

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

1097. "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.]**

1098. 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]**

1099. Request from postgraduate students for information on Parish Meetings (photographs of venue etc). The Clerk had planned to take a photograph at the December meeting but had been unable to as the meeting had been held online.

**[Action: ongoing]**

1100. The Clerk had sent out a list of what each Working Party should be focussing on.

1101. The Clerk had contacted Vision ICT regarding Cllr Cottam's change of name. Emails addressed to sharon.vickers and sharon.cottam would now both reach Cllr Cottam at her correct email address.

1102. Correspondence had been received to state that Beacons would not be lit for the Coronation of King Charles II. Buckingham Palace were conscious that the Coronation would take place less than a year after The Queen's Platinum Jubilee

Beacons were lit, and were therefore anxious to ensure that the events planned for May 2023 had a markedly different look to those of June 2022.

However, it had been agreed that the Beacons should be lit on 6<sup>th</sup> June 2024 as the principal leading event in the celebration / commemoration / tribute to D-Day 80.

- 1103.** The Clerk was sad to report that, following a review of Rural Kent (ACRK)'s financial affairs, the trustees had decided that without major additional funding support it would not be possible for Rural Kent to continue to operate, and so the charity was in the process of being wound up.

ACRK had been instrumental in getting the Pop Up Café in Vigo, by bringing the Coffee Project camper into the village.

- 1104.** The Clerk noted that Carols in The Bay would be held at 6pm on Christmas Eve.

- 1105.** The latest newsletter from KALC (November 2022) had been forwarded to all Members.

**22]**

- 1106.** VIGO VILLAGE HALL: The Clerk noted that the increase in hall rates had been agreed at 5% and started from January 1<sup>st</sup> 2023.

It was noted that solar panels had been installed on the hall roof.

**23]**

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

- 1107.** It was noted that the Grounds Maintenance Working Party needed to meet urgently as the Grounds contract expired on 31<sup>st</sup> March 2023 and needed to go to tender. Cllr Woolway would arrange.

**[Action: Cllr Woolway]**

**There being no other business,  
the meeting Full Parish Council Meeting was closed at 20.55 hours.**