

VIGO PARISH COUNCIL

**Minutes of the Meeting of Council Members
held in Vigo Village Hall on Monday 20th March 2023 at 7.30pm.**

Present	Cllr P Banks (in the Chair); Cllr S Chaplin; Cllr S Cottam; Cllr M Jones; Cllr A White; Cllr A Woolway. Mrs J Glass (Clerk).
In Attendance	None.

1] To receive Apologies for Absence

- 1423.** Cllr E Aslam & Cllr D Tiran (GBC). Cllr M Germain, Cllr J Haslem & Cllr D Hawkins (VPC). Ms M Cason (KCC Community Warden).

2] To receive Declarations of Interest

- 1424.** Cllr Chaplin declared an interest in the TPO Planning Application for 15 Churchside and did not enter into discussions.

3] Questions from the Press and Public

- 1425.** None.

4] Borough and County Council Representative Reports

- 1426.** None.

5] Police and Community Warden Reports

- 1427.** The Clerk had been forwarded a copy of the "Victim Voice" leaflet, and a link to the online version. This had been posted on the Parish website and the Parish Facebook page.

- 1428.** Ms Cason had provided a report to the Clerk in her absence.

Ms Cason had spoken to individuals, and their parents, addressing reports of Anti-Social Behaviour affecting retail and private properties.

Ms Cason had assisted members of the community, providing advice and where appropriate, referring them to support agencies for assistance.

Ms Cason continued to raise awareness for the Sustainable Warmth Grant provided by Gravesham Borough Council.

Gravesham Borough Council had provided funding that had been awarded for hats and gloves, along with hat water bottles and flasks.

Vigo Parish Council had provided funding for six electric blankets which would be distributed around the village to families struggling with energy costs.

6] To approve the minutes of the Full Parish Council Meeting held on 20th February 2023.

- 1429.** The minutes from the Full Parish Council Meeting held on 20th February 2023 were noted and agreed (with minor typographical errors noted), 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)

- 1430.** Directional signs for the village shops, to be placed on the chicane in Waterlow Road. Highview Services had not yet measured the size of posts required. The Clerk would chase this up.

[Action: Clerk]

- 1431.** Directional sign for Vigo Shops, to be installed at the Whitepost Lane end of Harvel Road. Highview Services had not yet measured the size of posts required. The Clerk would chase this up.

[Action: Clerk]

- 1432.** No parking" sign in The Covert which had the Parish Council logo on it (not a Parish sign). There had been no response to the letter sent, the Clerk would now remove the sign.

[Action: Clerk]

- 1433.** "Guidelines and Requirements for any Events held on the Village Green". The agreed amendments had been made to the document, and it was now published on the Parish Council website. The Clerk would provide a copy to the person who was going to use the village green for a charity event in the summer.

[Action: Clerk]

- 1434.** The Clerk would now work on a booking form to be used in conjunction with the above agreed policy.

[Action: Clerk]

- 1435.** Solar Panel Policy. This had now been published on the Parish Council website.

- 1436.** Alan Basford Memorial Bench. The Clerk had responded to the resident as agreed. The Clerk would now speak to Highview Services regarding the bench placement and speak to the donor to give an update.

[Action: Clerk]

- 1437.** SCHOOL BUNGALOW: The Clerk had applied to have the Tree Preservation Order lifted on this Alder. Once this application had been removed, the work would be carried out.

[Action: ongoing]

- 1438.** Pop Up Café Risk Assessment: The Clerk had not yet written this document but would do so as soon as possible.

[Action: Clerk]

- 1439.** KALC Community Award. The Clerk had returned the completed nomination form to KALC.

8] Services

Grounds Maintenance

- 1440.** HORNBEAMS SINK HOLE: The Clerk had updated Highview Services. It was agreed to now file this matter, as there had been no movement in this location for over a year.
- 1441.** PLANTERS: The Clerk had written to the Ash Keys resident to ask if they were maintaining any of the three planters in Ash Keys. No response had been received as yet.

[Action: ongoing]

- 1442.** Damaged land in Stonecroft. The Clerk noted that Highview Services had repaired this land.

Grass Cutting

- 1443.** Nothing to report.

Trees

- 1444.** Chestnut Cottage: trees to the side (on Parish Land). The Clerk had written to the resident as agreed. The resident had responded to state that he had spoken to Adam Holloway (MP) regarding the matter, and also Gravesham Borough Council. The resident informed that both parties had agreed that something should be done to stop further damage occurring. The Clerk noted that no correspondence had been received from either Mr Holloway, or GBC.

The resident stated that a tree specialist had also suggested Root Pruning, but felt that would not really solve the problem, it may delay it, but ultimately would not stop it.

The resident again asked for the Parish Council to consider removal of the trees.

The resident also noted that the land to the side had been left "wild" and that numerous requests to prune trees, and clear weeds (which had broken their fence) had not been carried out.

Although not all Council Members were in agreement, the majority continued to feel that root pruning would be a solution for the resident. If the expert engaged by the resident did not feel this was the case, then the resident should ask for the expert to put this in writing for the Parish Council.

To further satisfy the Parish Council, the Clerk would ask Mr Talboys (tree warden) to attend site and inspect.

The Clerk would chase up Highview Trees with regard to the other minor tree work to the side.

Clerk to update the resident.

[Action: Clerk]

- 1445.** Oak on Waterlow Road: Work to this tree had not been carried out as yet. No update from Highview Services, Clerk to chase.

[Action: Clerk]

- 1446.** Ash, rear of 2 The Gallops. The bracing system had now been fitted by Cherish Trees.

- 1447.** SCOUT HUT TREES: Cllr Banks had met with the Scout Leaders on 25th February. Cllr Germain and Highview Services were unable to attend, and no other Council Members were available, so Mr Banks had attended site with Cllr Banks.

The Scout Leaders were keen to make sure that everything was safe for the users of the hut and the compound.

Cllr Banks had provided a full report with photographs which were noted by Council Members.

There were overhanging branches and some trees that were not in a very healthy state – some were covered with ivy. One of the ivy-covered trees was overhanging the corner of the compound and also the school field.

It was agreed that work needed to be done here as there were a lot of young people who used the site, and the overhanging trees could be a safety issue.

There was also a dead tree outside the compound, and although it was in the woodland, it was not too far from the footpath which led to White Post Lane, and as it was really rotten, it was agreed it should be removed.

Cllr Banks would meet with Highview Services to update them on the work that needed to be carried out.

[Action: Cllr Banks]

- 1448.** HIGHVIEW: Tree to the rear. Removal of very small amount of overhang. This work would be carried out within the next four weeks hopefully. The Clerk had updated the resident.

[Action: ongoing]

- 1449.** Timberbank: Limb to be removed. No update.

[Action: ongoing]

- 1450.** Hornbeams: Group of dead ash trees to be removed. No update.

[Action: ongoing]

- 1451.** Trees to the rear of 1-9 Chestnut Lane. The resident would like the Parish Council to consider reducing the height of these trees. The Clerk had asked Highview Services to inspect, and also the Tree Wardens (Cllr Germain & Mr Talboys).

The Tree Wardens both felt that although the trees were tall (and spindly), none were close to the houses and hence there was no real concern. Highview Services also felt there was no need for any work at the present time.

The Clerk would respond to the resident accordingly.

[Action: Clerk]

- 1452.** 2 THE GALLOPS: Large tree branch hanging down close to the path in the woods behind 2 The Gallops. This branch had now been removed.

- 1453.** HIGHVIEW: Overgrown tree to the rear. No update.

[Action: ongoing]

- 1454.** DOWNSWOOD: Overhanging branches to be removed. No update.

[Action: ongoing]

- 1455.** The Clerk reported that after the heavy snow fall (7th / 8th March) there had been two trees which had fallen. Neither were on Parish Council Land. One had been on the Country Park verge (between The Gallops and Croftside) which had fallen across Waterlow Road. Highview Services had removed this straight away, so that the road would not be blocked. The Clerk had written to the Trosley Rangers to let them know – they had thanked the Parish Council for their assistance in this matter.

The second tree had been located on the grass verge outside the Linden Wood Manor side fence – the tree (a Hornbeam) had split and fallen across Harvel Road. The tree had been cleared, but the debris had been dumped on Parish Council land. The remains of the tree which had been left standing looked unstable and was a hazard for large vehicles (buses and lorries). Highview Services had spoken to the property owner: the tree had since been removed and all the debris removed.

Future Tree Projects

- 1456.** Cllr Chaplin had not had an opportunity to call a working party meeting but would do so as soon as possible.

[Action: Cllr Chaplin]

- 1457.** FUTURE TREE PROJECTS: The Clerk had not had an opportunity to speak to Highview Services, regarding which areas were looking bare. The Clerk suggested that perhaps the working party could liaise with Highview Services.

[Action: Cllr Chaplin]

9] Planning

Local Authority Tree Preservation Applications

- 1458.** 94 Timberbank (20230177): Retrospective application for the felling of one silver birch. No objections.
- 1459.** 6 The Gallops (20230154): Silver Birch Trees x 2 (T1 and T2) 30% crown reduction, thinning and crown lift; Sweet Chestnut Trees x 4 (T3, T4, T5 and T6) Sweet Chestnut trees - 30% crown reduction, thinning and crown lift; Sweet Chestnut Trees x 4 (T7, T8, T9 and T13) 30% crown reduction, thinning and crown lift; Fir Tree x 1 (T10) Trim the top to stop extra growth; and Hornbeam Trees x 2 (T11 and T12) 30% crown reduction, thinning and crown lift. No objections.
- 1460.** 15 Churchside (20230124): Removal of Oak Tree to allow drive to be widened / re-laid. Cllr Chaplin declared an interest in this matter and did not enter into discussions. The Parish Council looked carefully at this application and agreed that they would not like to see a mature English Oak removed. Clerk to respond to GBC Planning accordingly.

[Action: Clerk]

Full Planning Applications

- 1461.** 107 Highview (20230195): Conversion of existing garage into a kitchen area. There were no objections to this application, as long as the finishes matched the original, and there was adequate off-street parking available. Clerk to respond to GBC.

[Action: Clerk]

Covenant Three Applications

- 1462.** Stonecroft: Replacement doors. The Clerk written giving covenant approval.
- 1463.** Beech Mast: Replacement windows, patio doors (rear) and front door. The Clerk had written giving covenant approval.
- 1464.** Woodside: Replacement cladding. The resident wished to install white hardy plank cladding above and beneath the window to the front. Photographs had been supplied. There were no objections to this, the Clerk was to respond giving covenant approval.

[Action: Clerk]

- 1465.** Highview: Enquiry regarding garage roof. The resident had emailed to state they needed to replace their garage roof, and to ask if any approval was needed from the Parish Council. It was noted that no approval would be necessary. Clerk to update the resident.

[Action: Clerk]

- 1466.** Timberbank: To brick up porch window. The resident wished to extend the downstairs WC, to allow for room for the installation of a shower. As such they wished to brick up the large porch window. The small fanlight window would remain. There were no objections, as long as the brick matched the original. Clerk to respond accordingly.

[Action: Clerk]

- 1467.** Highview: Conversion of garage into kitchen area. This matter had been discussed under Full Planning. There were no objections to giving covenant approval, as long as the finishes matched the original, and there was adequate off-street parking available. Clerk to write accordingly.

[Action: Clerk]

- 1468.** Churchside: Installation of modular ramp to the front (removable) / Installation of new front door (white upvc) / Adaptation of garage to a bedroom. Details of these proposals had been forwarded and were discussed. There were no objections to any of the proposals. Clerk to write giving covenant approval.

[Action: Clerk]

Other Planning Matters

1469. Timberbank: No response had been received, and so the Clerk had sent a chase up email. If a response was still not forthcoming, the Clerk would send a recorded delivery letter.

[Action: Clerk]

Fowlers Stone Wood Update

1470. No update.

Enforcement Issues

1471. Churchside. Still no response from Planning Enforcement, and no work carried out at the property – Clerk to chase.

[Action: Clerk]

1472. Timberbank: Unauthorised outbuilding to the rear of the property, partially on Parish Land. The resident had sent a letter to the Parish Council, explaining the situation from his point of view. In summary, the resident had bought the property with a rear fence in place which was not on the original boundary line, having been put in place some years ago by a previous resident, enclosing Parish Land. The Clerk had forwarded a copy of the letter to all Council Members. The Parish Council were still of the opinion that the structure had been partly on Parish Land. Cllr Banks and Cllr Haslem were due to meet the resident on site to discuss the matter on Sunday 26th March 2023. An update would be given at the next meeting.

[Action: ongoing]

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

1473. TIMBERBANK: Hedge on Parish Land. The Clerk had written as agreed, and made a diary note that the existing hedge on Parish Land should be uprooted in July / August 2023.
1474. ASH KEYS: No further update.

[Action: ongoing]

11] To Discuss Requests from and Matters Regarding Residents.

1475. Paving Area outside Vigo School. No update.

[Action: ongoing]

1476. Croftside: Items stored on front garden. The Clerk had written to the resident. It was not known if the area had been cleared or not as yet.

[Action: ongoing]

1477. Chestnut Lane: It was noted that there was quite a lot of rubbish around this property, including a disused fence and other garden rubbish to the rear. Clerk to write to the resident.

[Action: Clerk]

1478. Churchside: The Clerk had received a complaint about some goal nets that had been put on Parish Land in this area. There appeared to be an issue with footballs being kicked into private gardens. Cllr Jones would inspect the area and report back.

[Action: Cllr Jones]

12] The Bay

- 1479.** Post Box in need of refurbishment. No update. The Clerk had sent a chasing email.

[Action: ongoing]

- 1480.** Financial assistance (via grants) for shop owners. No applications had been received. The Clerk had received contact from Eat, Sleep, Game Repeat who were intending to apply for a grant. No other applications so far.

[Action: ongoing]

- 1481.** SHOPS SERVICE CHARGE (and shop rents): Cllr Chaplin had tried to contact the Managing Agent but had no success thus far.

[Action: Cllr Chaplin]

- 1482.** The rear of the shops appeared to be remaining litter free. No further action needed at the present time.

13] To Discuss any Highways and Gravesham issues

- 1483.** DOG DIRT BINS (provision of new bins throughout the village). No update.

[Action: ongoing]

- 1484.** SIGN FOR ADMERS WOOD ENTRANCE (Small turning circle, delivery drivers beware). The sign had arrived but was far bigger than expected. The Clerk was to check the measurements and re-order as necessary.

[Action: Clerk]

- 1485.** ADMERS WOOD: Faded "No Through Road" graphic. The Clerk would measure the graphic and speak to RBLI to see if they could supply a replacement sticker.

[Action: Clerk]

- 1486.** LOWER END OF TIMBERBANK (no through road sign in wrong position): Kent Highways reference 696039. Kent Highways had confirmed they would move this sign to the correct position. The Clerk had filed this matter as pending and would update Council when the sign had been moved.

- 1487.** LOWER END OF TIMBERBANK (directional sign for property numbers), sign being obscured by vehicles. Sign also had a faded "no through road" graphic. The Clerk had spoken to Gravesham Borough Council, who had agreed that they would look at splitting the information between two street name plates, with one displaying the "no through road" emblem. This would be subject to a line managers agreement.

The height of the sign would not be changed. The GBC officer noted that there were many streets where the road signs were obscured by cars, and that street name plates were of a standard size and height.

Filed as pending.

- 1488.** SALT BINS: The Clerk had sent an email to Ms Norris (Kent Highways) to ask who the enquiry regarding salt bins should be directed to. No response had been received as yet.

[Action: ongoing]

- 1489.** Broken Drain Cover (next to the Water Tower). A resident had reported this issue to the Clerk, who had subsequently reported it to Kent Highways. Kent Highways had inspected and informed it was the responsibility of Southern Water. The Clerk would therefore report it to the correct person.

[Action: Clerk]

- 1490.** Commercial Waste: Gravesham Borough Council had written to note that there would be a small increase in the Commercial Waste charges from 01 April 2023.

Highways Improvement Plan

- 1491.** SPEEDING (Waterlow Road): The Clerk had met with Ms Norris to discuss this matter. Ms Norris noted that on occasions, flashing speed signs did not have the desired effect, and that sometimes it actually increased speeding. Ms Norris agreed to put down a "tube survey" on Waterlow Road (an automated traffic count, or ATC) which would record data, which would then be compared to the average speed data already available. The ATC would record the class of vehicle, speed and time. Once the data was available, it was suggested that signage be put up along Waterlow Road (for example "It's a limit not a target") for a few weeks, and then another ATC would be carried out to see if the signage had been effective. If there was a positive result, more permanent signage could be considered.

[Action: ongoing]

- 1492.** Marking parking bays in Admers Wood. Ms Norris informed the Clerk that a response had been received from Mr May (GBC). Mr May felt this would be within the KCC remit rather than GBC. However, Mr May felt that it would not be a good idea for the following reasons:

- The Bays would only be advisory, and whilst unrestricted bays may help with directing drivers to park within the bays, when motorists don't residents then want enforcement action and get frustrated when nothing can be done.
- Vigo has various "dead end" roads similar to Admers Wood and he felt that a precedence would be set if bays were marked out in one road only.

Clerk to update the resident who had made the original enquiry.

[Action: Clerk]

- 1493.** HIGHWAYS IMPROVEMENT PLAN: The HIP had been updated as agreed.

14] Grounds Maintenance – to receive an update on the tendering process

- 1494.** The Clerk had updated all those who had expressed an interest in tendering, and also updated the Contract Finders Website as agreed.

- 1495. To note the recommendation from the Grounds Maintenance Working Party and agree the Grass / Grounds / Tree maintenance contractor for the term 01.04.23 to 31.03.26.**

Notes from the Working Party had been submitted to all Councillors.

Six tenders had been received, at the following rates:

1. £397,580
2. £98,800
3. £78,000
4. £62,546.40
5. £54,500
6. £4653.51

Criteria to assist with decision making had been set in advance as follows:

- COST: The price should be less than the budget set (£67,500). Quotes 1, 2 & 3 exceeded this among.
- LOCATION: The contractor should be located within a 15-mile radius of the village. Quote 6 was discounted on this basis.
- EXPERIENCE: To have a good knowledge of trees and experience of tree surgery.
- INSURANCES / LICENCES: Had these been supplied?
- QUALIFICATIONS: Had these been supplied?
- TRANSPORT: Was a four-wheel drive vehicle available?

The working party noted that the costs supplied for out of hours tree work, and hourly rates for work outside the scope of the contract varied greatly.

Quotes 4 & 5 were very similar when taking into account the out of hours / out of contract hourly rates and being aware of how much of this type of work was typically required each year.

Quote 5 also required a full tree survey of the whole village to be carried out in advance of the contract starting. There were in excess of 40,000 trees in Vigo and to have a survey carried out on all trees was impossible.

The working party put a proposal to Council that quote 4 be accepted, and the contract awarded accordingly.

1496. Cllr White proposed that the Grass / Grounds / Tree maintenance contract for the term 01.04.23 to 31.03.26 be awarded to Highview Tree Services (Mr Paul Agley). This was seconded by Cllr Cottam and agreed unanimously by all Council Members present.

1497. The Clerk would now write to all contractors to inform them of the outcome of the tendering process. A new contract would be drawn up with Highview Services.

[Action: Clerk]

1498. The Clerk had written some "wash up" notes following the tendering process, noting things that could be improved, done differently next time. These were noted by Council and would be filed for reference.

1499. Cllr Banks would speak to Cllr Hawkins to find out if he would be able to set up a "job record sheet" that could be filled in electronically by Highview Services, to note what had been carried out each week.

[Action: Cllr Banks]

15] Drainage & Flooding

- 1500.** Sunken ground around drainage / sewage cover in Waterlow Road. Mr Brauningner had responded to the Clerk to say that this matter had been dealt with. However, Highview Services had confirmed that the ground had either never been reinstated, or it had sunk again. The Clerk had updated Mr Brauningner regarding this.

[Action: ongoing]

16] Street Lighting

- 1501.** ELECTRICAL TESTING RESULTS / STRUCTURAL SURVEY RESULTS: Mr Nick May had sent over what was believed to be all the electrical and structural testing certificates. The Clerk had established that the structural testing certificates were all there, and all streetlights had passed (green) with the exception of one which was noted as "amber". All were due for renewal in 2024.

It was difficult to decipher the electrical certificates as they were not all the same, and some appeared to be showing lights as failing.

It was agreed to ask Mr Bonner (streetlights contractor) how much he would charge to go through the certificates to establish if there were any issues that needed to be addressed. Clerk to make enquiries.

[Action: Clerk]

- 1502.** OUTSTANDING REPAIRS (PRIOR TO 01.04.2022): Mr May had sent an email which updated on all the outstanding repairs. Mr May felt that all work had been completed. The Clerk did not feel this was necessarily the case. Please refer to minute 1503 (below).
- 1503.** The Clerk had asked Streetlights Limited to go ahead with a full inspection at a cost of £220 plus VAT.

[Action: ongoing]

- 1504.** Spread of light on streetlights. Cllr Jones noted that the issue with the spread of light was from all of the lights along the spine path. The Clerk had not yet updated Mr Bonner regarding this but would do so as soon as possible.

[Action: Clerk]

- 1505.** BHAC009 (column 48) rear of 174 Highview (poor repair carried out by KCC). GBC had chased KCC regarding this repair, it was not clear if it had been carried out as yet.

[Action: ongoing]

- 1506.** COST TO REPAIR VANDALISED LIGHTS: The Clerk would add up the total cost of repairs to vandalised lights at the year end, with a view to posting it in the Annual Report and on social media.

The Clerk had asked the streetlights contractor if the new LED lanterns were less susceptible to vandalism. He had replied that the plastic carbon cover was much tougher, and there was no lamp to smash, which was less appealing for vandals. They

were not indestructible, but he estimated that in over 1000 installed, only two had been vandalised.

[Action: Clerk]

- 1507.** BHAC007 (column 50) (Outside 144 Highview). A new SL8 LED lantern had been fitted.
- 1508.** BEAS003 (column 63) (Erskine Road, opposite junction with Hornbeams). Awaiting repair by KCC.
- 1509.** BTAN004 (Column 62) (Adjacent to 40 The Coppice) was not working. This lamp was on the GBC repair list, but only because of a leaning column. Mr Bonner (streetlights contractor) had however confirmed that the light had not been working since before 01 April and should be repaired by GBC.
- 1510.** BTYB005 (Timberbank): An update had been received from GBC as follows:
- Works were due be carried out on the light w/c 20 March. UK Power Networks had attended previously but were unable to get a new cable installed as the column was contrite. UKPN and KCC's contractor were due to re-attend and if necessary, install a new column which would enable the cable to be installed. KCC had advised the work would be done before the year end.

17] 306 / 308 Bus Service

- 1511.** No further update.

18] Welcome Pack for New Vigo Residents.

- 1512.** Cllr Banks had put together a welcome pack which could be issued to new residents in Vigo. The contents were as follows:
- Welcome letter giving details of how to contact the Clerk, addresses for the website and Facebook page.
 - Defibrillator information card.
 - Copy of the latest newsletter / annual report.
 - Information on the current year precept and what it is spent on.
 - Covenants letter and associated information.
 - Bus timetable.

This was agreed by all Members.

- 1513.** It was agreed that the Clerk should purchase a binding machine (£47.30) and get covers printed in card (approximately 28p each) so that the welcome pack could be put together.

[Action: Clerk]

- 1514.** Some thought would be given on how to identify the new residents in the village. Suggestions were:
- To contact local estate agents
 - Put the welcome pack on the Parish website
 - Put a strap banner on the notice board at the top of Waterlow Road
 - Compare the new electoral roll every year.

19] Vigo Litter Pick

- 1515.** The litter pick had been carried out on Saturday 18th March. Despite the awful rain, 5 adults and 4 children turned up and another volunteer came along later. The volunteers cleared the village green, The Bay, the carpark down to the scout hut, the underpass and the verges down to the bus stop. A thank you post had been put on Facebook, along with photographs. The Clerk had ordered some wildflower seeds and stickers for the children who litter picked, and these were received well.

It was proposed that another event be held in September. Clerk to make a diary note.

[Action: Clerk]

20] Vigo Litter Pick

- 1516.** Cllr Jones noted that there was a metal waste bin in the undergrowth, to the rear of the village green. It had not been possible to remove it as it undergrowth had grown around it and needed to be cut back with secateurs. The Clerk would speak to Highview Services.

[Action: Clerk]

- 1517.** Croftside: It was noted that there was significant fly tipping to the rear of this property. Highview Services had been carrying out tree work along this row of properties but had to abandon the work as they were unable to work around the fly tipping and large amounts of dog mess. Cllr Jones had agreed to speak to the resident, and the Clerk was pleased to report that the area had now been cleared.

21] Land Not in the Ownership of Vigo Parish Council

- 1518.** Land adjacent to 21 Churchside: The Clerk had contacted Burgess Salmon as agreed. The Clerk had explained the history of the land, and enclosed a letter from Croudace which clearly showed that the area should have been in the ownership of the Trust. No response had been received as yet.

[Action: ongoing]

- 1519.** Land to the rear of 112 – 200 Highview. No response from JC White Geomatics Limited as yet.

[Action: ongoing]

22] CCTV

- 1520.** The Clerk reported that the issue with the CCTV footage dropping out appeared to have been resolved with the firmware upgrade. The Clerk would continue to monitor for another month or so.

[Action: Clerk]

23] Parking Issues / Electric Vehicle Charging Points

- 1521.** Highview: resident accessing driveway on front garden without a drop kerb. The Clerk had reported this matter to Kent Highways, as the resident was driving over the footpath without a drop kerb in place.

[Action: ongoing]

1522. Timberbank: Request for alternatives to bollards to be placed on Parish Land to the front. No further update.

[Action: Cllr Banks / Clerk]

1523. EVCPs in the car park next to the school. It was agreed it would be useful to advertise the availability of these charging points online and inform that the area had good CCTV coverage.

[Action: Clerk]

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

Ball Park

1524. Nothing to report.

Village Green Play Park

1525. Missing D shackle on basket swing. This was noted on the annual report and would be dealt with accordingly (see minute 1526).
1526. Annual Play Park Inspection Report: The Clerk had received the latest inspection report. All issues noted were either "low risk" or "very low risk". The Clerk had looked at the actions and split them into various sections, depending on what was needed or who would do the work. It was split as follows:
- Work to be carried out by Parish contractor
 - Work to be carried out by GBC
 - Work that needed to be done ASAP by an outside contractor
 - Items to monitor (but where quotes would be useful in order to forward plan)
 - Items for monitoring only.
1527. Cllr Germain had inspected the play park himself and provided the Clerk with a report which was noted by Members.
1528. It was noted that some works were required to the zip wire. GBC had suggested that these works be carried out by Safe Play. The Clerk was to get a quote with a view to work being carried out before the summer holidays.

[Action: Clerk]

1529. The inspector who carried out the inspections was in the employment of Gravesham Borough Council. He would be happy to meet with Council Members on site to discuss any / all of the work needed. Clerk to make arrangements for Cllr Banks and Cllr Germain to meet the inspector.

[Action: Clerk]

1530. No Ball Games for the playpark. Highview Services had not yet installed this as they needed to purchase the necessary brackets.

[Action: Highview Services]

1531. "No glasses in the play park" sign. Highview Services had not yet installed this as they needed to purchase the necessary brackets.

[Action: Highview Services]

1532. Play Park Surface Repair Kit. The Clerk had not yet purchased this but would do so as soon as possible.

[Action: Clerk]

25] Finance

To note any payments made since the last meeting

1533. 09.03.23 Nest Pension 116.14 Clerk Pension – March

To authorise payments due

1534. The following payments would be authorised by Cllr Banks & Cllr White

22.03.23	D/P	Hoist & Co	281.44	Fencing Supplies
22.03.23	D/P	Danny McKay	15.00	Bus Shelter Clean 02.03.23
22.03.23	D/P	KALC	60.00	Climate Change Conference
22.03.23	D/P	RBLI	187.90	Invoice 00455775
22.03.23	D/P	Joanne Glass	8.30	Electric Blankets balance
22.03.23	D/P	Streetlights Ltd	390.00	Repair Column 10 Inv 13522
22.03.23	D/P	IT Solutions	84.00	Site Visit- Invoice 21676
22.03.23	D/P	KALC	60.00	Dynamic Councillor S Cottam
22.03.23	D/P	Viking	79.03	Stationery Inv 2196573
22.03.23	D/P	Christoph Bull	90.00	APM speaker
22.03.23	D/P	Joanne Glass	126.41	Various Expenses
28.03.23	D/P	Joanne Glass	1734.22	Clerks Salary – March

1535. The following Standing Orders / Direct Debits were authorised:

21.03.23	D/D	Gravesham BC	80.60	Paladin Bin monthly payment
27.03.23	D/D	J&F Accounts	31.80	Payroll Charges - March
28.03.23	D/D	British Telecom	54.17	Telephone / Broadband
28.03.23	D/D	Highview Services	5110.00	Grounds Maintenance Contract
31.03.23	D/P	Unity Trust	24.45	Bank Charges

To note any income received

1536. 31.03.23 Credit Interest £6.70
01.03.23 HMRC VAT repayment £2759.23

Other Finance Issues to Note & RFO's Report

1537. Finance Councillor Quarterly Checks: records up to the end of January 2023 were with Cllr Hawkins for inspection.

[Action: ongoing]

1538. Internet Banking for Cllr Jones & Cllr Woolway. The Clerk had noted that the form had not been completed properly as Cllr Woolway and Cllr Jones had not signed it. This was rectified and the Clerk would now submit the mandate to Unity Trust.

[Action: Clerk]

1539. To receive a grant in aid request from the Vigo Pop Up Café. Application for £170 to part fund purchase of mugs (with logo) for the Café. Cllr White proposed that this grant be awarded, this was seconded by Cllr Cottam and agreed by all.

[Action: Clerk]

1540. Grant request from Kent Surrey Sussex Air Ambulance Charity. Application for grant of £300 to help the Air Ambulance Charity continue their good work. It was noted that the grant in aid limit was £250. Cllr Cottam proposed that a grant of £250 be awarded, this was seconded by Cllr White and agreed by all.

[Action: Clerk]

1541. To agree purchase of "SLCC Clerks Manual" at £47.50. This was agreed by all. Clerk to make the purchase.

[Action: Clerk]

26] To receive the Chairs announcements

1542. Cllr Banks had attended the Climate Change conference and had found it very interesting. Useful information would be passed onto the Environment Working Parties.

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

1543. "There's No Place Like Vigo" poster. The Clerk had placed the order for this poster. *Post meeting note, the poster had been received and was now on display in the village foyer*
1544. The Harvel 5 road race would take place on Saturday 3rd June – the runners would use Erskine Road and Commority Lane. The police required a road closure notice. The main road closure would be Harvel Road when the race starts at 2pm. Advance Warning Road Closure signs would be put out.
1545. Little Learners (the new preschool which would operate in the village hall from Monday 17th April) had informed that they would also be running sessions for under-2's in the small hall (when available). The owner of the group had expressed an interest in purchasing the pre-school toys which had been purchased for the "Vigo Squirrels" play group which had shut down. It was unanimously agreed to donate these toys to Little Learners (no charge). Clerk to update the owner.

[Action: Clerk]

1546. The latest KALC newsletter (March 2023) had been made available to all Members.
1547. Dates for the Pop-Up Café had been set up to and including November 2023. These had been advertised on social media, the Parish website, and on noticeboards.

28] King Charles III Coronation

1548. The Clerk had not had time to organise anything for the Coronation, and this was not likely to change. The Clerk would try to organise a sunflower growing competition.

[Action: Clerk]

29] Elections 2023

1549. Council Members who wished to stand were encouraged to complete their nomination forms as soon as possible. The Clerk would deliver any completed nomination forms to Gravesham Borough Council on Monday 3rd April (with the deadline being 4pm on 4th April).

[Action: Clerk]

30] Training

1550. Cllr Cottam was due to attend the Dynamic Councillor course (online) on 23rd March.

31] Reports from other organisations

1551. KALC Local Group (Gravesham). The Clerk had received the minutes from the 3rd November meeting and circulated these to all Vigo Members for information.

32] Councillor Patch Reports

1552. The Clerk would look at reallocating Cllr White's patch to another Member.

[Action: Clerk]

1553. The Clerk had started to look at, and action the reports made by Councillors. A formal update would be made to members in due course.

[Action: Clerk]

33] Working Party Reports

Environment infrastructure Working Party: Energy Saving Vigo Questionnaire

1554. Cllr Chaplin and Cllr Haslem had met with Cllr Hawkins to discuss kerbside electric charging options.

The energy saving questionnaire was almost finalised and it was hoped it would be published alongside the Parish Annual Report (April / May).

Consideration was being given to developing a "Top Ten Tips" list for residents.

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

1555. None.

**There being no other business,
the meeting Full Parish Council Meeting was closed at 21.24 hours.**