

VIGO PARISH COUNCIL

**Minutes of the Meeting of Council Members
held in Vigo Village Hall on Monday 17th April 2023 at 7.30pm.**

Present	Cllr Pat Banks (in the Chair); Cllr Simon Chaplin; Cllr Sharon Cottam; Cllr Mike Germain; Cllr Jim Haslem; Cllr Dave Hawkins; Cllr Mandie Jones; Cllr Alan White; Cllr Andy Woolway. Mrs Joanne Glass (Clerk)
In Attendance	Cllr Denise Tiran (GBC); One member of the public.

1] To receive Apologies for Absence

1556. Cllr Ejaz Aslam (GBC). Ms Mandy Cason (KCC Community Warden).

2] To receive Declarations of Interest

1557. Cllr Chaplin declared an interest in the Retrospective Covenant Application for 74 Timberbank and did not enter into discussions.

3] Questions from the Press and Public

1558. A member of the public had come to discuss the placement of a memorial bench on Waterlow Road. Discussions are noted under agenda item 12.

4] Borough and County Council Representative Reports

1559. In advance of the May Elections, Cllr Aslam had emailed the Parish Council, to thank them for all their efforts and hard work for the residents, and the warmth and cooperation that had been given to him over the last four years.
1560. Cllr Tiran (who was not standing for election) also thanked the Parish Council for their help over the last four years, particularly to the Clerk who had always been available on the end of the phone. Cllr Tiran had mixed emotions about not standing for election, as she had particularly enjoyed being the Vigo representative, as she felt she had a strong connection with the area. The Parish Council thanked Cllr Tiran for her support over the recent years and wished her well for the future.

5] Police and Community Warden Reports

1561. The Clerk noted that Ms Cason (KCC Community Warden) had recently been promoted. The Clerk was assured that Ms Cason would still be a visible presence in the village.

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

1562. The minutes from the Full Parish Council Meeting held on 20th March 2023 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)

1563. No parking" sign in The Covert which had the Parish Council logo on it (not a Parish sign). The Clerk had removed this sign.

1564. "Guidelines and Requirements for any Events held on the Village Green". The Clerk had been told that the charity event on the village green (proposed for July) was no longer going ahead.

1565. "Guidelines and Requirements for any Events held on the Village Green". Booking Form. The Clerk had not yet drafted this document but would do so as soon as possible.

[Action: Clerk]

1566. Pop Up Café Risk Assessment: The Clerk had not yet written this document but would do so as soon as possible.

[Action: Clerk]

1567. WELCOME PACK FOR NEW RESIDENTS: The Clerk had ordered the binding machine, and the covers for the welcome pack. Once these had been received the Clerk would liaise with Cllr Banks about putting the packs together.

[Action: ongoing]

1568. Litter Pick: The Clerk had made a diary note to organise another litter pick for September.

1569. COUNCILLOR PATCHES: The Clerk would look at reallocating Cllr White's patch to another Member. It was likely that Cllr Jones and Cllr Haslem would be asked to take on a larger patch, as their current patches adjoined the now vacant one.

[Action: Clerk]

1570. COUNCILLOR PATCHES: 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]

8] Services

Grounds Maintenance

1571. Directional signs for the village shops, to be placed on the chicane in Waterlow Road. Highview Services had measured the posts, and the Clerk had emailed RBLI asking for a quote to supply them. No response as yet.

[Action: ongoing]

1572. Directional sign for Vigo Shops, to be installed at the Whitepost Lane end of Harvel Road. An order would be placed once a quote had been received for the posts for the Waterlow Road sign.

[Action: ongoing]

1573. 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]

1574. Cllr Jones had recently seen the Ferndown Planters which she noted were looking particularly well kept.

1575. The Clerk had asked Highview Services to remove the metal waste bin which was caught up in the undergrowth at the back of the village green.
1576. There was an issue with vehicles damaging the grass verge near 101 & 103 Timber Bank. Historically there had been bollards in place, but they were no longer there. It was agreed to replace the bollards. Clerk to liaise with Highview Services.

[Action: Clerk]

Grass Cutting

1577. It was noted that No Mow May would soon start – with Waterlow Road and a small area of grass adjacent to Ash Keys being left to grow. It was agreed that as Waterlow Road had recently been cut, it should not be cut again now as it was near the end of April. Clerk to update Highview Services.

[Action: Clerk]

Trees

1578. Chestnut Cottage: trees to the side (on Parish Land). The Clerk had not yet written to the resident as she was waiting for the work agreed to be carried out (some minor cutting back work). The Clerk informed that this had now been done, so she would write to the resident as agreed.

[Action: Clerk]

1579. Oak on Waterlow Road: Work to this tree was scheduled for Tuesday 2nd May (weather permitting)

[Action: ongoing]

1580. SCOUT HUT TREES: Cllr Banks had met with Highview Services to discuss the work required. Mr Agley would arrange to collect a key for the scout hut gates so that the work could be carried out in due course.

The Clerk had spoken to the Scout Leader at the Annual Parish Meeting to update him that the work would be carried out in due course.

[Action: ongoing]

1581. HIGHVIEW: Tree to the rear. The small amount of overhang had been removed.
1582. Timberbank: Limb to be removed. This work was non urgent (as the limb was tightly wedged) and would be carried out in due course.
1583. Hornbeams: The group of dead ash trees had been dealt with.
1584. Trees to the rear of 1-9 Chestnut Lane. The Clerk had responded to the resident accordingly, to state no work was recommended for these trees.
1585. HIGHVIEW: Work scheduled for 27th April 2023, weather permitting, unless other work was prioritised.

[Action: ongoing]

1586. DOWNSWOOD: Worked scheduled for 9th May 2023, weather permitting.

[Action: ongoing]

- 1587.** SCHOOL BUNGALOW: Tree Preservation Order application regarding Alder on Parish Land. This application had been submitted and validated. Work would not be carried out until the Borough Council had given approval.

[Action: ongoing]

- 1588.** Timberbank: The Clerk had received correspondence from the resident who was concerned about the trees south of 21 Timberbank, requesting that they were coppiced. The resident felt that the trees were large and overhanging their property, with some instances of branches touching the property. The resident was also concerned about the root spread of the trees.

It was noted that overhang had been reduced at this location two seasons ago. Both the Parish contractor, and the tree wardens had looked at this request. It was felt that the area did need to be thinned out, but that the area would not be coppiced, as the area would be devoid of trees. Clerk to update the resident.

[Action: Clerk]

Future Tree Projects

- 1589.** Cllr Chaplin would call a working party meeting as soon as possible.

[Action: Cllr Chaplin]

9] Planning

Local Authority Tree Preservation Applications

- 1590.** 15 Churchside (20230124): Removal of Oak Tree to allow drive to be widened / re-laid. The Clerk had responded to Gravesham Borough Council as agreed.
- 1591.** 9 Hornbeams (20230195): Pruning of one sweet chestnut. No objections.

Full Planning Applications

- 1592.** 107 Highview (20230195): Conversion of existing garage into a kitchen area. Clerk had responded to GBC as agreed.
- 1593.** 51 Timberbank (20230364): Erection of single storey front and side extensions and part single storey rear extension including internal alterations. This application had been received on the day of the Parish Council meeting and had therefore not been noted on the agenda. Council Members discussed the application, the Clerk would respond to GBC under delegated powers, and the decision would be formally ratified at the next Full Council Meeting. There were no objections to the proposal, as long as the extension did not come in front of the building line (line of the existing original porch). The resident had also asked for covenant approval to move their side fence – please see minute 1598. Approval for this would not be given, so the Clerk was asked, when writing to GBC, to state that the extension should not go any further out than the existing fence line. Clerk to respond to GBC accordingly.

[Action: Clerk]

Covenant Tree Applications

- 1594. Woodside: Replacement cladding. The Clerk had written giving covenant approval as agreed.
- 1595. Highview: Enquiry regarding garage roof. The Clerk had responded as agreed.
- 1596. Timberbank: To brick up porch window. The Clerk had written giving covenant approval as agreed.
- 1597. Highview: Conversion of garage into kitchen area. The Clerk had written giving covenant approval as agreed.
- 1598. Churchside: Installation of modular ramp to the front (removable) / Installation of new front door (white upvc) / Adaptation of garage to a bedroom. The Clerk had responded to the resident as agreed.
- 1599. Timberbank: relocation of side fence. The resident was making an initial enquiry as to whether they would be permitted to move their existing side fence out to their boundary line. It was noted that the previous resident had already moved the fence out (after discussions with the Parish Council and with approval having been given). The Parish Council felt that they would not give approval for the fence being moved any further out (due to sight line issues and the viewing aspect from other nearby properties). Clerk to update the resident.

[Action: Clerk]

- 1600. Highview: the resident was looking to build an extension and had asked for details of the finishes that had been used on the property originally. The Parish Council were not aware of the exact finish but thought that a local builder would be able to source a close match (as the originals were likely to be unavailable). Clerk to update the resident.

[Action: Clerk]

- 1601. Timberbank: Retrospective application for the erection of ground and first floor side extension. This application had been received after the agenda publication. As it was an urgent request, Council Members discussed the application, the Clerk would respond under delegated powers, and the decision would be formally ratified at the next Full Council Meeting.
Cllr Chaplin declared an interest in this matter and did not enter into discussions. Photographs of the extension had been supplied and were considered. The £50 fee had been paid. There were no objections. The Clerk was to respond giving retrospective approval accordingly.

[Action: Clerk]

- 1602. Highview: initial enquiry regarding replacing existing red tile hung finish with composite / uPVC board (or similar) possibly in light grey. The resident asked, if he made a request, how long would the permission last for. The Clerk noted that permissions were normally granted for a three-year period, after which a re-application should be sought.

It was noted that the Parish Council may not give approval for such a change as the property was terraced and all the finishes were of a similar style. The Clerk was to respond to the resident and ask for details of any insulation that would be installed, as this would be something that the Parish Council would like to know about before

any consideration was given. It was noted that applications for covenant approval were free of charge, so the resident should be encouraged to apply in the first instance. Clerk to respond.

[Action: Clerk]

- 1603.** Timberbank: Request to replace round window at the front of the property with a new uPVC unit (square). Photographs and a full description had been supplied. This application had been received after the agenda publication. Council Members did however discuss the application, the Clerk would respond under delegated powers, and the decision would be formally ratified at the next Full Council Meeting. There were no objections to the proposal to change the window. The Parish Council would like the existing cladding to remain, and the Clerk would remind the resident that they would need to apply for approval should they wish to change it. Clerk to respond accordingly.

[Action: Clerk]

Other Planning Matters

- 1604.** None.

Fowlers Stone Wood Update

- 1605.** Cllr Aslam had sent a strong email to Nick Brown (GBC Director), officially complaining about the lack of communication and updates, and any constructive outcome regarding Fowlers Stone Wood. The email had been shared with residents via social media.
- 1606.** Cllr Banks had contacted Wendy Lane (GBC Planning) to report the frustration of residents who felt they were not being kept informed. Cllr Banks noted that the Planning Enforcement page had not been updated for some time. As a result of this, the webpage had now been updated and showed the following:
"The Council continues to work towards ensuring that Fowlers Stone Wood is restored to its previous condition. To achieve this, the Council will be seeking to serve a further Enforcement Notice in the near future. The Council will also be making an application to the High Court to vary the terms of the High Court injunction to ensure those not complying with the existing High Court injunction can be held accountable."
Cllr Banks had thanked Planning for this update and asked that the webpage be updated more regularly.

Enforcement Issues

- 1607.** Churchside. Still no response from Planning Enforcement, and no work carried out at the property. *Post meeting note, the Clerk had been informed that Planning Enforcement had now formally written to the resident.
- 1608.** Timberbank: The resident had confirmed that he had received the Parish Council's email. The resident stated that he was not clear as to what the Parish Council were suggesting.

It was agreed that the Clerk should write formally stating that the porch was in front of the building line, did not have covenant approval (nor would it be given) and as such it needed to be removed within three months. This was proposed by Cllr Haslem, seconded by Cllr White and agreed by all members. Clerk to send a letter.

[Action: Clerk]

- 1609.** Timberbank: Unauthorised outbuilding to the rear of the property, on Parish Land. Cllr Banks and Cllr Haslem had met with the resident on 26.05.23. Notes from the meeting had been circulated to all Members. It was noted that the resident had stated they would be applying for retrospective planning approval, and that they may also apply for adverse possession.

It was noted that rear gardens along this row of houses had mostly been extended many years ago (pre-Parish), but that the land was still registered to the Parish. The outbuilding was noted to be a further 1.3 – 1.5 metres out from the original enclosure. Discussion took place regarding covenant approval. It was noted that the building was a permanent structure (rather than for example, a garden shed). Due to its location on top of the bund it appeared imposing and dominated the landscape. It was felt to be detrimental to the neighbouring properties as it overlooked the gardens. A vote was taken, and it was unanimously agreed that the Parish Council WOULD NOT give covenant approval for this building.

The Clerk was to write to the resident stating that the building was on Parish Land, would not get covenant approval, and as such needed to be removed.

[Action: Clerk]

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

- 1610.** ASH KEYS: No further update.

[Action: ongoing]

11] To Discuss Requests from and Matters Regarding Residents.

- 1611.** Paving Area outside Vigo School. No update.

[Action: ongoing]

- 1612.** Croftside: It was noted that items were no longer being stored on the front garden. No further action needed.

- 1613.** 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]

- 1614.** Churchside: Goalposts on Parish Land. Cllr Jones had not had an opportunity to look. Cllr Banks volunteered to do so and would report back to the next meeting.

[Action: Cllr Banks]

- 1615.** The Clerk had received an enquiry regarding an issue with a set of en-bloc garages in Vigo. The resident had been informed, by a loss adjustor, that the internal garage walls were not tied in together and as a result the external wall was beginning to pull away from the internal wall. Remedial action needed to be taken.

The resident asked if the Parish Council could supply details of which garage belonged to which property, so that they could contact the other owners to make them aware of the possible issue. It was agreed that the Clerk could supply house numbers (not names) to the resident. Clerk to respond.

[Action: Clerk]

- 1616.** Timberbank: The Clerk had been contacted by the resident, who wanted to inform the Parish Council that their fence had come down during high winds, and as such they had temporary fencing installed. The resident was awaiting a structural engineer to come and look at the property (issues with cracks on the patio, path and property noted previously) and as such they would not be installing a new fence for the foreseeable future.
- 1617.** Admers Wood: The Clerk had been contacted by the office of Adam Holloway. Mr Holloway had been sent a letter by a local resident, complaining about lack of action on behalf of the Parish Council with regard to a property in disrepair. The letter was noted, and the Clerk would respond to Mr Holloway updating him on the situation. The Council were aware of the property in question and had written to the owner on more than one occasion. The Clerk would send another letter to the resident.

[Action: Clerk]

12] Memorial Benches

- 1618.** Alan Basford Memorial Bench: A resident who lived near the proposed location for the memorial bench had come to the meeting to clarify exactly where the bench would be. It was confirmed that the bench would go on a small triangle of Parish Land, next to 152 Timberbank – at the widest end of the grass (nearest the Waterlow Road footpath) – facing across the road toward Trosley Country Park. Cllr Banks would meet with Highview Services to confirm the location.

[Action: Cllr Banks]

13] The Bay

- 1619.** Post Box in need of refurbishment. No update.

[Action: ongoing]

- 1620.** Financial assistance (via grants) for shop owners. No applications had been received. The Community Warden had agreed that she would liaise with the shop keepers regarding this.

[Action: ongoing]

- 1621.** SHOPS SERVICE CHARGE (and shop rents): Cllr Chaplin had managed to speak to the managing agent. The agent informed Cllr Chaplin that they had a lot of work to do to the structure of the building (fixing leaking roofs etc) and that historically the correct level of service charge had never been collected.

It was agreed that the Parish Council would try to facilitate a meeting for the shop owners, and those who owned the flats above, with one or two Council Members being present. The meeting would be to discuss any concerns and to enable a single communication to be sent to the managing agent for them to respond to.

[Action: Clerk]

14] To Discuss any Highways and Gravesham issues

- 1622.** DOG DIRT BINS (provision of new bins throughout the village). No update.

[Action: ongoing]

1623. 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]

1624. 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]

1625. SALT BINS: The Clerk had emailed Kevin Gore (KCC) to state that the Parish Council were considering funding more salt bins, and to ask if KCC would add them to their refilling schedule. No response as yet.

[Action: ongoing]

1626. Broken Drain Cover (next to the Water Tower). The Clerk had reported this to Southern Water.

[Action: ongoing]

1627. Sunken ground around drainage / sewage cover in Waterlow Road. Mr Brauninger had responded to say that he would have this area inspected again.

[Action: ongoing]

1628. Nick May (GBC) had contacted the Clerk regarding the "No Parking" signs on Waterlow Road, asking who had provided them and to clarify the ownership of the land. The Clerk had duly responded.

Highways Improvement Plan

1629. SPEEDING (Waterlow Road): Deployment of Tube Survey (Automated Traffic Count). No update on this as yet. Clerk to make enquiries as to when this may happen.

[Action: Clerk]

1630. Marking parking bays in Admers Wood. The Clerk had updated the resident as agreed.

15] Grounds Maintenance – To include an update on the Grass / Grounds / Tree maintenance contract for the term 01.04.23 to 31.03.26.

1631. The Clerk had written to all those who had tendered. Two of the letters sent by the Clerk had been returned as not being at the address. The Clerk had sent emails to the companies to check their contact details.

1632. The Clerk had not had an opportunity to draw up the new contract for Highview Services but would do so as soon as possible.

[Action: Clerk]

1633. 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]

16] Street Lighting

To receive update on the handover from Gravesham Borough Council

- 1634.** ELECTRICAL TESTING RESULTS / STRUCTURAL SURVEY RESULTS: Mr Bonner (Streetlights Limited) had agreed to look at the electrical and structural testing certificates to establish if they had all been received, and if they were all "passes". The Clerk had supplied Mr Bonner with a USB with all the records. Mr Bonner had agreed that he would not charge for this service.

[Action: ongoing]

- 1635.** The Clerk had asked Streetlights Limited to go ahead with a full inspection at a cost of £220 plus VAT. This survey had now taken place, and a report showing 13 outstanding issues had been received. The Clerk had forwarded this onto Mr May at GBC, stating that VPC believed the outstanding repairs to be the responsibility of GBC as they had arisen before 1st April 2022. No response had been received as yet.

[Action: ongoing]

- 1636.** 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. This was on the list of faults reported to Mr May.

Other Streetlighting Issues

- 1637.** 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]

- 1638.** 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.

[Action: Clerk]

17] 306 / 308 Bus Service

- 1639.** The Clerk had received correspondence from Mr Simon Jones, Corporate Director, Growth Environment & Transport at Kent County Council.

Mr Jones was responding to the Parish Council email of 9th January 2023 regarding the 306 / 308 bus service.

Mr Jones informed that KCC officers had advised him that an Equality Impact Assessment (EQIA) was being produced to accompany the changes proposed for the service. Whilst there was no requirement for this to be undertaken, in the interest of transparency, and to fully appreciate the potential consequences of these changes, one would be produced.

Officers had also produced a briefing note to stakeholders and had provide "on bus" notices with copies of the proposed timetables in order to both inform passengers and allow them to comment.

The Clerk had responded to thank Mr Jones, but also to ask how the EQIA worked – would there be a consultation? Could the EQIA be advertised online so that people could comment? The Clerk also noted that the timetable changes had already been implemented from 01 April, and as such asked if the service could be reinstated to the original timetable whilst the EQIA was undertaken. No response had been received as yet.

[Action: ongoing]

- 1640.** The office of Adam Holloway had contacted the Clerk to inform that Mr Holloway had not received a response from Red Route. Mr Holloway had also made a number of representations to the County Council about the developments related to the change in services, again no response had been received.

18] Land Not in the Ownership of Vigo Parish Council

To note the response from The Crowns solicitor (Burgess Salmon)

- 1641.** Land adjacent to 21 Churchside: A response had been received from Burgess Salmon, which was noted by all Members. In summary, it appeared the land may be deemed subject to escheat (and therefore in the ownership of the Crown. Disposal of the land (to the Parish Council) would not be out of the question. Burgess Salmon advised that the Parish Council should seek legal advice on this matter. The Clerk was to pass the correspondence onto the Parish Council Solicitor.

[Action: Clerk]

To note the response from the Crowns Solicitor (Burgess Salmon)

- 1642.** Land to the rear of 112 – 200 Highview. JC White Geomatics Limited had now quoted to survey and map the boundaries on this area of land. The likely costs were noted by Members.
- Cllr Haslem had suggested that costs may be saved if the mapping system (Parish online) could be used, but the Clerk informed that after making some enquiries, this would not be possible.
- Cllr Banks proposed that the Parish Council spend up to £800 to engage the surveyors, this was seconded by Cllr White, and agreed by six further Members. One member abstained from voting. The Clerk would now engage JC White Geomatics.

[Action: Clerk]

19] CCTV

- 1643.** 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]

20] Parking Issues / Electric Vehicle Charging Points

- 1644.** Highview: resident accessing driveway on front garden without a drop kerb. The Clerk had reported this matter to Kent Highways but had been told that they did not intend to take any action regarding this. The Clerk was therefore asked to contact the

Community Wardens / PCSO regarding the matter, as it was felt to be a safety issue (with the vehicle crossing the footpath without a drop kerb).

[Action: Clerk]

1645. Timberbank: Request for alternatives to bollards to be placed on Parish Land to the front. No further update.

[Action: Cllr Banks / Clerk]

1646. EVCPs in the car park next to the school. The Clerk had posted on Facebook as agreed.

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

Ball Park

1647. Nothing to report.

Village Green Play Park

1648. It was noted that some works were required to the zip wire. The Clerk had emailed Safe Play for a quote.

[Action: Clerk]

1649. 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]

1650. No Ball Games for the playpark. Highview Services had not yet installed this as they needed to purchase the necessary brackets.

[Action: Highview Services]

1651. "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]

1652. Play Park Surface Repair Kit. The Clerk had looked into this and was not sure which repair kit to purchase, so she had emailed for further details.

[Action: ongoing]

22] Finance

To note any payments made since the last meeting

1653. 10.04.23 Nest Pension 116.14 Clerk Pension – April

To authorise payments due

1654. The following payments would be authorised by Cllr Haslem & Cllr White:

17.04.23 D/P Streetlights 2465.70 Maintenance and Repairs

17.04.23	D/P	KALC	675.78	Annual Membership
17.04.23	D/P	Viking	66.79	Stationery
17.04.23	D/P	Hoist & Co	36.00	Post-mix
17.04.23	D/P	Cherish Trees	450.00	Inv 1368 (bracing system)
17.04.23	D/P	J Glass	68.58	Expenses
17.04.23	D/P	J Glass	15.59	Zoom
17.04.23	D/P	D Mackay	15.00	Bus Shelter Clean
28.04.23	D/P	Joanne Glass	1771.38	Clerks Salary – April

1655. The following Standing Orders / Direct Debits were authorised:

08.04.23	D/D	Gravesham BC	80.60	Paladin Bin monthly payment
27.04.23	D/D	J&F Accounts	31.80	Payroll Charges - April
28.04.23	D/D	British Telecom	54.17	Telephone / Broadband
28.03.23	D/D	Highview Services	5212.20	Grounds Maintenance Contract
10.05.23	D/P	Nest Pension	120.24	Nest Pension - May

To note any income received

- 1656.** 03.04.23 GBC Precept £131,319
17.04.23 74 Timberbank Cov 3 fee (Crockford)

Other Finance Issues to Note & RFO's Report

- 1657.** Finance Councillor Quarterly Checks: Cllr Hawkins reported that he had checked the financial records up to the end of January 2023 and found them to be in good order with no errors.
- 1658.** Internet Banking for Cllr Jones & Cllr Woolway. The Clerk had uploaded the completed bank mandate to the Unity Trust website.

[Action: ongoing]

- 1659.** To receive a grant in aid request from the Vigo Pop Up Café. At the March Parish Council Meeting. Council had approved a grant application for £170 to purchase mugs for the Pop-Up Café. The Clerk informed the Council that the café would like to purchase some extra mugs as spares, and asked if the Council would consider increasing the grant to £247. Cllr Hawkins proposed that the Council increase the grant accordingly, this was seconded by Cllr Cottam, and agreed by all. The Clerk thanked the Parish Council for the funding.
- 1660.** Grant request from Kent Surrey Sussex Air Ambulance Charity. £250 grant. The Clerk had emailed KSSX Air Ambulance Charity to ask for their bank details so that a payment could be made.

[Action: ongoing]

- 1661.** "SLCC Clerks Manual" The Clerk had placed an order for this publication.
- 1662.** To receive a grant in aid request from Vigo School PTA. Vigo PTA had applied for a grant in the sum of £250, as sponsorship for the Refreshments Stall at the School Summer Fair. Cllr White proposed that the Council approve the grant request, this was seconded by Cllr Jones, and agreed by all Members.
- 1663.** To agree the annual membership to the Kent Association of Local Councils. The Clerk noted that the Membership fee is based on the number of equivalent Band D

properties in the Parish Council as at 2022/2023 at 0.675p per equivalent Band D property, plus a standing charge of £65. The membership fee for Vigo for the period 01.04.23 – 31.03.24 would be £563.15 (net of VAT). Cllr Banks proposed that the Parish renew the KALC membership, this was seconded by Cllr White and agreed by all Members. The Clerk had already set up a payment in anticipation of the resolution.

- 1664.** The Clerk noted that the latest PWLB statement had been received, showing that the outstanding balance on the playpark loan now stood at £1000.
- 1665.** To note the Actual Vs Budget Spend for the year ended 31.03.23 and the associated bank reconciliation. The Clerk had forwarded this document to all Members in advance of the meeting. The Clerk (as Responsible Financial Officer) explained the document to Council Members, and asked if there were any questions (there were none).
It was noted that the reconciled bank figure at 31.03.23 stood at £46,437.49. This figure included ring fenced reserves.
Cllr Haslem proposed that the Council accept the Actual vs Budget spend for the year ended 31.03.23 (and associated bank reconciliation) as a true record. This was seconded by Cllr Woolway, with all Members in agreement.
- 1666.** To note the update from the External Auditor. The Clerk had received correspondence from Mazars LLP, who were the newly appointed external auditor for Kent Parish Councils. The deadline for submission of the completed Annual Governance and Accountability Return was 30 June 2023. The Clerk anticipated that the AGAR would be on the Agenda for the Full Parish Council meeting on 22nd May, for approval.

23] To receive the Chairs announcements

- 1667.** Cllr Banks thanked everyone for attending the Annual Parish Meeting on 3rd April. The meeting had been very well received and had a good attendance. Having speakers definitely worked and would be considered again for next year.
- 1668.** Cllr Banks noted that she was now be a member of the KALC Climate Change Working Party, which was to meet on 18th April 2023.

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

- 1669.** Supply of Parish Council owned play group equipment to Little Learners Preschool. The Clerk had updated the Preschool Owner, who had passed their thanks onto the Parish Council for supplying the equipment free of charge. The Clerk had marked the items on the Asset Register as disposed.
- 1670.** The Clerk noted that Meopham Parish Council had moved office, and were now located at St Johns Centre, Wrotham Road, Meopham, DA13 0AA. All emails should be directed to enquiries@meopham-pc.gov.uk
- 1671.** The Higham Parish Council Annual Parish Assembly was to be held on Thursday 20th April at Higham Memorial Hall. James Young of Gravesham Borough Council, Parks, Playgrounds and Gardens would be speaking. Cllr Banks would attend on behalf of Vigo Parish Council.

1672. The school PTA had asked for permission to place Estate Agent advertising boards on Parish Land to advertise the school fair. The school received a financial contribution for every board erected. The majority of boards would be placed on private residential land. There were no objections to boards being placed on Parish Land. The Clerk was to update the PTA representative.

[Action: Clerk]

1673. The following items of correspondence had been received and forwarded to all Members:

- KALC Newsletter April 2023 edition.

25] King Charles III Coronation

1674. Sunflower Growing Competition. Cllr Jones would write some instructions on how to tend to the sunflower seeds. The Clerk suggested three categories:

Tallest Sunflower

Biggest Sunflower Head

Best Photograph

Prizes would be decided at a later date. The Clerk would order sunflower seeds, envelopes etc, and advertise the competition.

[Action: Cllr Jones / Clerk]

26] Elections 2023

1675. The Clerk had delivered the Nomination Forms to Gravesham Borough Council as agreed.

The Election of Parish Councillors for Vigo Parish Council was an uncontested election, with the existing nine members standing with no other nominations. The Clerk looked forward to working with the Members during the upcoming term of office.

27] Training

1676. Cllr Cottam had attended the Dynamic Councillor Training Session. Cllr Cottam felt that the breakout room sessions had been very useful.

28] Reports from other organisations

1677. The Clerk noted that the Vigo Village Hall Annual General Meeting had been held on 30 March.

29] Working Party Reports

Environment Infrastructure Working Party: Energy Saving Vigo Questionnaire

1678. The Working Party had met and sent some notes to all Members.

The Energy Saving Questionnaire draft had been agreed. It would be distributed with the Parish Annual Report toward to end of May.

Retrofitting Insulation – potential for this was discussed and would be explored more once the questionnaire responses had been received.

Top Ten Tips – Cllr Chaplin was working on this. Hopefully this would also go in the Annual Report.

Repair Shop – a self-help group where people could take items for repair or refurbishment – an article to go in the Annual Report.

Next meeting would be three weeks after the questionnaire / annual report had been delivered, to look at responses received.

- 1679.** EVCPs: Cllr Hawkins was looking at the possibility of installing Electric Vehicle Charging Points on Parish land. It would cost approximately £3,000 – £4,000 to purchase a two-bay charging unit.

The Clerk was to speak to KALC for advice on this matter.

[Action: Clerk]

- 1680.** Some thoughts on EVCPs on Parish Land were discussed - How could the Parish ensure that only vehicles being charged were parked in the allocated spaces? Could the Parish Council earn money from the charging point? Cllr Hawkins would produce a list of questions for consideration and further discussion.

[Action: Cllr Hawkins]

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

- 1681.** Cllr Hawkins noted that all the defibrillators would need new pads soon, and two would need new batteries. Cllr Hawkins would put some figures together, including a proposal that it may be a good idea for the existing machines to be updated entirely.

[Action: Cllr Hawkins]

**There being no other business,
the meeting Full Parish Council Meeting was closed at 21.50 hours.**