

**VIGO PARISH COUNCIL**  
**Minutes of the Meeting of Council Members**  
**held in Vigo Village Hall on Monday 22<sup>nd</sup> May 2023 at 7.30pm.**

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

**1] To receive Apologies for Absence**

34. Cllr Jim Haslem (VPC); Cllr Mandie Jones (VPC); Cllr Ejaz Aslam (GBC); Ms Mandy Cason (KCC Community Warden)

**2] To receive Declaration of Acceptance of Office forms from Members who were not in attendance at the 15th May Annual Council Meeting.**

35. Declaration of Acceptance of Office forms were duly completed by Cllr Germain & Cllr Hawkins. The forms were witnessed by the Clerk.  
 It was noted that all nine Council Members had now completed the forms which would be kept in the Parish Council Office for reference.

**3] To remind Council Members they must complete a Disclosure of Pecuniary Interest Form within 28 days of the election.**

36. Members were reminded Disclosable Pecuniary Interest forms must be submitted to the Monitoring Officer within 28 days of the Election. They could be returned directly, or via the Clerk. If forms were submitted to the Clerk, she would return them to the Monitoring Officer before the deadline. \*Post meeting note, eight out of nine forms had been received and sent to the monitoring officer.

**4] To receive Declarations of Interest from Council Members (if any)**

37. Cllr Cottam declared an interest in the matter regarding 7 Ash Keys (structure built in rear garden with no covenant approval).

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

38. None.

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

39. Cllr Aslam had sent his apologies, but stated he would endeavour to try his best to attend in the future. He had asked the Clerk for a list of meeting dates, which had been provided. Cllr Aslam informed that Cllr Gurjit Bains had been elected as the other Council Member for Meopham South & Vigo. The Clerk had sent Cllr Bains a list of meeting dates.

Cllr Aslam stated that at the present time there was not much to report. He had met with Nick Brown (GBC Planning) and he was anticipating an update on the Fowlers Stone Wood issue within the next week. Cllr Aslam was elected Shadow Cabinet Lead for Strategic Environment & Regeneration, and as such he hoped to be better informed with updates.

Cllr Aslam conveyed his regards to Parish Council Members and asked for them to let him know how he could support the Parish Council moving forward.

**7] Police and Community Warden Reports**

**To note recent issues of anti-social behaviour.**

40. The Clerk noted that there had been an issue with anti-social behaviour in the car park next to the school. Bags of empty bottles had been left on the ground because the recycling bins were full. Youths had taken the bottles and thrown them around, leaving broken glass everywhere. The glass had been cleared up and the Clerk had reported the matter to the police. Good CCTV coverage had been captured. The online reporting reference was BOS-24532-23-4646-03. No contact had been made by the police.

The Clerk would arrange for signs to be put on the recycling bins, asking people not to leave recycling on the floor if the bins were full. The notices would note that the area was covered by CCTV.

**[Action: Clerk]**

41. It was also noted that there had been issues with mini-motorbikes and quad bikes in the village. The Clerk would email the new Beat Officer – PC Jo Hammond regarding this.

**[Action: Clerk]**

**8] To approve the minutes of the Annual Parish Council Meeting held on 15<sup>th</sup> May 2023**

42. The minutes from the Full Parish Council Meeting held on 15<sup>th</sup> May 2023 were noted and agreed, then signed by Cllr Banks (as Chair) having been accepted as an accurate record of the meeting.

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

43. Hiring the Village Green - Booking Form. The Clerk would update the Parish once this document had been drafted.
44. Pop Up Café Risk Assessment: The Clerk would update the Parish once this document had been drafted.
45. WELCOME PACK FOR NEW RESIDENTS: The binding machine and welcome pack covers had been received. The Clerk would now look at producing and distributing the documents.
46. COUNCILLOR PATCHES: The Clerk had reallocated Area One as agreed. Clerk to send out updated maps and ask Members to complete their check lists by the end of June.

**[Action: Clerk]**

47. Alan Basford Memorial Bench: This bench had now been installed. The Clerk had updated the person who had made the donation.
48. Sunflower Growing Competition. The Clerk had ordered the sunflower seeds and would now set up and advertise the competition.

**[Action: Clerk]**

- 49. 2023/24 MEETING DATES: The Clerk had circulated these to all concerned and booked the small hall as agreed.
- 50. The Clerk had issued an updated working party commitment list as agreed.
- 51. The Clerk had amended the Asset Register as agreed.

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**End of Year Finance:**

**To note the internal audit report from Lionel Robbins, for the year ended 31.03.23**

- 52. The internal audit had been carried out on 10 May 2023. A report had been provided by the Independent Internal Auditor (Mr Lionel Robbins). The report noted the financial records to be accurate and up to date. There were no issues that needed to be actioned. Mr Robbins had also completed the Internal Audit Report section of the AGAR.

**To review and complete the Annual Governance Statement for 2022/23 (AGAR section 1)**

- 53. The Clerk had sent this document to Members in advance of the meeting. The statements were read out, and an affirmative response was given to all. The form was duly completed and agreed by all Members.

**To review and agree the Accounting Statements 2022/23 (AGAR section 2)**

- 54. The Clerk had sent this document to Members in advance of the meeting. Cllr Banks proposed that the accounting statements be agreed, this was seconded by Cllr White and agreed by all Members.

**To agree and approve the supporting documentation for the AGAR (bank reconciliation, and explanation of significant variances)**

- 55. The Clerk had sent these documents to Members in advance of the meeting. Cllr Banks proposed that these documents be agreed, this was seconded by Cllr White and agreed by all Members.

**To agree the dates for the Exercise of Public Rights (proposed dates Monday 5<sup>th</sup> June to Friday 15<sup>th</sup> July 2023).**

- 56. Cllr Banks proposed that the Council adopt the proposed dates for the Exercise of Public Rights. There were no objections, all agreed.

**To establish if there are any conflicts of interest between Parish Council Members and the External Auditor (Mazars LLP).**

- 57. No conflicts of interests were noted.

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**Services**

**Grounds Maintenance**

- 58. DIRECTIONAL SIGN FOR VIGO SHOPS (TO BE PLACED IN WATERLOW ROAD / JUNCTION WITH TIMBERBANK AND WHITEPOST LANE END OF HARVEL ROAD). No response had been received.

\*Post meeting note, a quote was received in the sum of £218.90 (for 2 x signs, posts, caps and clips). The Clerk had liaised with Cllr Banks and subsequently confirmed the order.

**[Action: ongoing]**

59. PLANTERS: The Clerk had received a response from the Ash Keys resident who confirmed that she was looking after one of the planters to the front of her property. The Clerk now knew who was looking after which planter, and which were maintained by the Parish Council. The Clerk would look at sending a letter to the residents who were maintaining the planters to thank them for their time.

**[Action: The Clerk]**

60. Damaged verge at 101 & 103 Timberbank. Bollards had been installed at this location.
61. 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]**

62. SERVICE CONTRACT WORK RECORD: Cllr Banks had liaised with Cllr Hawkins, who had set up an online reporting tool for Highview Services to use when logging work that had been carried out. The Clerk would now speak to Highview Services and ask that they start using the system.

**[Action: Clerk]**

63. RATS: The Clerk had been informed that there was an issue with rats on Parish Land around the village hall and near the school. The Clerk had been told there was no food waste being left out, but the rats had been seen (on a regular basis) on the village hall grounds – it was thought there may be a nest on Parish Land. It was agreed to put bait boxes down to try and reduce the problem. Clerk to speak to Highview Services.

**[Action: Clerk]**

**Grass Cutting**

64. NO MOW MAY: this was well underway, and the grass and wildflowers were growing well. A poster had been put in the main noticeboard to notify people why the grass was not being cut.

**Trees**

65. Chestnut Cottage: trees to the side (on Parish Land). The Clerk had written to the resident as agreed. The resident had acknowledged the letter and noted his disappointment that the Parish Council would not remove the tree in question, which he felt was not only damaging his fence, but undermining his patio. The resident had engaged a tree specialist to discuss the root pruning (as advised by the Parish Council) but the specialist asked for a letter to confirm that the Parish Council were happy with this approach.

The Clerk had responded accordingly, advising however that approval also needed to be obtained from Gravesham Borough Council as the tree would be covered by a Preservation Order.

- 66. Oak on Waterlow Road: This work had now been carried out.
- 67. SCOUT HUT TREES: No update, Clerk to ask Highview Services when this work was likely to be done.

**[Action: Clerk]**

- 68. HIGHVIEW: This work had now been carried out.
- 69. DOWNSWOOD: This work had not been carried out but would be done as soon as possible.

**[Action: ongoing]**

- 70. SCHOOL BUNGALOW (Alder Tree): No update.

**[Action: ongoing]**

- 71. Timberbank: The Clerk had responded to the resident to state the area would be thinned out during the Autumn / Winter period.
- 72. The Gallops: request to cut back trees near the garage, as they are almost touching the property. The Clerk had passed this request onto Highview Services.

**[Action: ongoing]**

#### **Future Tree Projects**

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

**[Action: Cllr Chaplin]**

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#### **Planning**

##### **Local Authority Tree Preservation Applications**

- 74. 104 Timber Bank (20230412) To carry out work to 1 x sweet chestnut & 1 x sycamore. No objections.
- 75. Land at School Bungalow (20230373) To fell 1 x Alder. This was an application which had been submitted by the Clerk for a Parish tree.

##### **Full Planning Applications**

- 76. 51 Timberbank (20230364): Erection of single storey front and side extensions and part single storey rear extensions including internal alterations. (Formal ratification of decision made at Full Council 17.04.2023). The decision made at Full Council on 17.04.23 was ratified. The Clerk had responded to Gravesham Borough Council as agreed.
- 77. 46 Timberbank (FULL PLANNING 20230443): Retention of partially erected out-building. An interim response (objection) had been sent to Gravesham Borough Council.

After some discussion it was agreed that a further, more detailed response should be sent, objecting to the retention of the structure based on its size (square meterage and height). The building was imposing, overbearing and adversely affected neighbouring properties. It was also noted that the building appeared to be of a permanent nature rather than a summer house or similar. The Parish Council

considered the build to be over development of the site. Additionally, the building was on Parish Land, the block plan supplied with the application was incorrect.

Clerk to respond to Gravesham Borough Council. The Clerk was to also contact Cllr Aslam, to ask that if GBC were minded to permit, to ask that he request the matter be dealt with at committee level.

Please also refer to the covenant application for this property noted under minute 90.

**[Action: Clerk]**

**Covenant Three Applications**

- 78. Timberbank: relocation of side fence. The Clerk had written giving covenant approval as agreed.
- 79. Highview: The Clerk had updated the resident regarding materials for the extension. The resident had now submitted a covenant application to erect a rear extension. Plans and details had been supplied and were noted. There were no objections to the application, the Clerk was to write giving Covenant Approval. It was noted that the resident believed the extension would come under Permitted Development – the Clerk was to advise that confirmation was sought from Gravesham Borough Council regarding this.

**[Action: Clerk]**

- 80. Timberbank: Retrospective application for the erection of ground and first floor side extension. (Formal ratification of decision made at Full Council 17.04.2023). The decision made at Full Council on 17.04.23 was ratified. The Clerk had responded to giving retrospective approval as agreed.
- 81. Highview: initial enquiry regarding replacing existing red tile hung finish with composite / uPVC board (or similar) possibly in light grey. The Clerk had responded to the resident as agreed.
- 82. Timberbank: Request to replace round window at the front of the property with a new uPVC unit (square). Formal ratification of decision made at Full Council 17.04.2023). The decision made at Full Council on 17.04.23 was ratified. The Clerk had responded to giving retrospective approval as agreed.
- 83. Highview: retrospective application for approval (conservatory to the rear). The resident had emailed to ask how he would go about applying for retrospective approval for a conservatory, as the property was being sold. The Clerk had responded with details, but no formal application had been received as yet. This matter would be discussed as and when an application was received.
- 84. To note correspondence from resident in Hornbeams with regard to installation of driveway and drop kerb.  
An application had been received in 2018, for a dropped kerb, utilising a small portion of Parish Land. This application had been refused at that time. The resident's circumstances had changed and as such they asked that the Parish Council reconsider their decision.  
There was much discussion on this matter. It was noted that parking in Hornbeams was very difficult. However, the installation of a drop kerb would be a permanent solution to what may be a temporary problem. Should the resident move out, the

drop kerb would remain, and it would take available parking away for other vehicles.

Cllr Banks proposed that the application be refused, and that the resident approach the Borough Council to ask for a disabled blue badge space to be placed near their house instead. This was seconded by Cllr Germain. Two Council Members abstained from the vote; the remaining Members agreed. Total votes in favour: five. Abstentions: two. Motion carried.

Clerk to write to the resident.

### **Other Planning Matters**

85. None.

### **Fowlers Stone Wood Update**

86. No update.

### **Enforcement Issues**

87. Churchside. The Clerk had sent an updated photograph of the property to Planning Enforcement, showing the exterior had deteriorated further. The Clerk had been informed that Planning Enforcement had written to the resident, giving first notice of the possibility of serving a formal notice.
88. Timberbank: The Clerk had written to the resident as agreed, giving a deadline of mid-September to remove the porch. The Clerk had made a diary note.

**[Action: ongoing]**

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

89. ASH KEYS: No further update.

**[Action: ongoing]**

90. Timberbank (COVENANT APPROVAL):

A Planning Application had been made, to retain the outbuilding that had been partially built. Please refer to minute 77.

The Clerk had written to the resident giving a deadline of 31<sup>st</sup> July to remove the building (including the foundations) and reinstate the land. The Clerk would seek legal advice regarding this matter, should it need to be escalated.

**[Action: Clerk]**

91. Hornbeams: The Clerk had been contacted by Planning Enforcement to ask if a letter had been sent to the resident as yet. The Clerk informed that the Parish were still waiting for the resident to send details of the proposed finish of the property: they had asked to put brick slips over the render, with white cladding at the top of the property. The Parish Council had asked for details of the colour and style of the brick slips, and a plan to show which areas of the outside of the property would be covered. No correspondence had been received regarding this. The Clerk was to write to the resident to ask for an update.

**[Action: Clerk]**

92. Ash Keys. Cllr Cottam declared an interest in this matter and did not enter into discussions.

It was noted that a large brick-built structure had been partially erected in the rear garden of 7 Ash Keys. No planning permission or covenant approval had been sought.

The Clerk had reported this matter to planning enforcement (reference 23/00080/EN).

The Clerk had also written to the resident to state that they should have sought covenant approval. The Clerk had asked that building ceased immediately until the matter had been resolved. The Clerk noted that due to the size of the building and its apparent permanent nature, the Parish Council were unlikely to give approval. The resident had responded to the Parish Council – the structure was noted to be a “robust garden shed and summer house”, built in brick rather than wood, to ensure it was fire-proof. Their contractor had assured them that they would not need planning permission, and the resident had overlooked the restrictive covenants. The resident sought advice on how to resolve the matter and apply for retrospective approval.

It was noted that the size of the building, and its imposing nature, particularly in relation to the position right next to the rear garden boundary would mean that the Parish Council would not give approval. Clerk to respond accordingly.

**[Action: Clerk]**

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

93. Paving Area outside Vigo School. No update.

**[Action: ongoing]**

94. 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]**

95. Churchside: Goalposts on Parish Land. Cllr Banks had visited the site and taken photographs of the goal posts. After some discussion it was agreed that the Parish Council did not object to the goal posts, and would not take any action to have them removed. Clerk to update the person who made the original enquiry.

**[Action: Clerk]**

96. The Clerk had received an enquiry regarding an issue with a set of en-bloc garages in Vigo (issue with internal garage walls). The Clerk had provided details of the garage ownership as requested (addresses, not names).

97. Admers Wood property in disrepair: The Clerk had responded to Mr Holloway as agreed.

The Clerk had not yet written to the owner of the property but would do so as soon as possible.

The person who had made the complaint had asked the Clerk if he could meet directly with the Parish Council to discuss the issue. The Clerk had made arrangements



for Cllr Haslem & Cllr White to meet with the resident on 13<sup>th</sup> June. Cllr Haslem & Cllr White would report back to the next meeting.

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

98. The Clerk had received a complaint from a Highview property, the house next door had rats in the garden, which were now entering the resident's garden. The house had been empty for some time. The garden was overgrown. It was agreed that the Clerk should advise the resident to contact Environmental Health at Gravesham Borough Council.

**[Action: Clerk]**

99. A local resident had contacted the Clerk to ask what action was being taken by the Parish Council to rectify the potholes in Waterlow Road. The resident felt that the Parish should deal with the matter as he paid additional "poll tax" which he assumed covered works within the village. It was noted that potholes were the responsibility of Kent Highways and as such the enquiry should be directed to them. Clerk to respond to the resident accordingly.

**[Action: Clerk]**

100. A local BMX rider had written to the Clerk to ask if a skate park could be installed in Vigo, as they had to ride to Wrotham to use one. It was noted that there was a skate park in Culverstone Green, and also lots of local youths used the "bomb holes" (near the pub) to ride in. There was no funding to install a skate park, and nowhere that would be suitable to locate one. Clerk to respond.

**[Action: Clerk]**

101. TIMBERBANK: Insurance claim for subsidence against Parish Trees. The Clerk had been contacted by the owner to say that they had engaged another surveyor to carry out an assessment. This report stated that the Parish Trees were implicated in the cracks found at the property. The Clerk had forwarded this onto the Parish Council insurers for their attention.

The Parish Council noted the report and made a number of comments which the Clerk had passed onto the insurers for their attention. It was also noted that this current survey was completely at odds with the original one.

The Parish Council also agreed to fund an independent arboricultural survey and report, should the insurers feel this would be helpful.

The insurers had confirmed that they would now deal with the resident directly.

## **15] The Bay**

102. Post Box in need of refurbishment. No update.

**[Action: ongoing]**

103. Financial assistance (via grants) for shop owners. No applications received. This matter would be filed for now, an approach would be made to the shopkeepers again later in the year.
104. SHOPS SERVICE CHARGE (and shop rents): The Clerk had emailed the Managing Agent to ask if they would be willing to attend a meeting to discuss issues, if the Parish Council were to facilitate it. They had responded to say they would be agreeable to

this. The Clerk would now liaise with the shop keepers and flat owners to try and find a mutually convenient date.

**[Action: Clerk]**

105. It was noted that the convenience store / post office was closed. It was not clear what the issue was. It was agreed that the Clerk should contact the Managing Agent for more information.

There was real concern about the lack of a post office when the shop was shut. It was suggested that perhaps the Post Office could be relocated, or the Parish could help in some other way. The Clerk was to look into this.

**[Action: Clerk]**

**16] To discuss any Kent Highways (Highways Improvement Plan) and / or Gravesham issues**

106. DOG DIRT BINS (provision of new bins throughout the village). No update.

**[Action: ongoing]**

107. SIGN FOR ADMERS WOOD ENTRANCE (Small turning circle, delivery drivers beware). The Clerk was to check the measurements and re-order as necessary.

**[Action: Clerk]**

108. 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]**

109. SALT BINS: No response from KCC as yet. Clerk to chase.

**[Action: Clerk]**

110. Damaged kerb in The Gallops. The Clerk had been told that a kerbstone was loose in The Gallops. This had been reported to Kent Highways (reference 721307).

111. The Clerk had contacted Gravesham Borough Council to ask if they could assist with cleaning the inside of the underpass. The Parish was happy to pay for the service, but did not know who should carry out the work, as protective equipment would be required due to the mould on the surface and lots of loose paint flakes.

Gravesham Borough Council had responded to state they would be willing to undertake the clean.

**[Action: ongoing]**

112. The Clerk had been informed that Gravesham Borough Council were changing the contractor for the textile banks, having set up a new partnership with the Salvation Army.

113. The latest Soft Landscaping Programme from KCC had been received and circulated to all Members.

### **Highways Improvement Plan**

114. 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]**

115. It was noted that the SLOW road markings on Erskine Road (near the school) had been renewed (part of the Vigo Highways Improvement Plan).

### **17] Drainage**

116. Sunken ground around drainage / sewage cover in Waterlow Road. The Clerk had been informed that KCC had inspected this area and noted that the ground was quite soft around the manhole. KCC would organise further works to dig the area out to a deeper level and reinstate.

**[Action: ongoing]**

117. The Clerk had been contacted by a resident who was concerned about works being carried out on Harvel Road, near Fowlers Stone Wood. The Clerk had spoken to Kent Highways and was able to confirm that the works were being undertaken by KCC, on KCC owned land, under the supervision of the Council Arboricultural Officers. The works were incomplete due to poor weather but would be finished within the next week. The Clerk had updated the resident.

### **19] Street Lighting**

#### **To receive update on the handover from Gravesham Borough Council**

118. ELECTRICAL TESTING RESULTS / STRUCTURAL SURVEY RESULTS: No update from Mr Bonner regarding these test results as yet. Clerk to chase.

**[Action: Clerk]**

119. OUTSTANDING WORKS TO STREETLIGHTS, TO BE CARRIED OUT BY GBC / KCC. Mr May (GBC) had responded to state that he had passed the list of outstanding works onto KCC for them to check their records.

**[Action: ongoing]**

120. INVENTORY: Mr May had sent over what he considered to be a complete inventory for the Parish lights. This appeared to be at odds with the Parish contractor's inventory. The Clerk would send it to Mr Bonner for him to check.

**[Action: Clerk]**

#### **Other Streetlighting Issues**

121. 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]**

122. 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]**

**20] 306 / 308 Bus Service**

123. EQUALITY IMPACT ASSESSMENT: No response had been received to the Parish Council's email sent on 12<sup>th</sup> April. The Clerk had chased this up on 18<sup>th</sup> May.

**[Action: ongoing]**

**21] Land Not in the Ownership of Vigo Parish Council**

124. Land adjacent to 21 Churchside: The Clerk had forward on the correspondence from Burgess Salmon to the Parish Council solicitor.

**[Action: ongoing]**

125. Land to the rear of 112 – 200 Highview. The Clerk had completed and returned the works order as agreed.

**[Action: ongoing]**

**22] CCTV**

126. The Clerk reported that the issue with the CCTV footage dropping out appeared to have been resolved with the firmware upgrade. No further action.

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

127. Highview: resident accessing driveway on front garden without a drop kerb. The Clerk had not yet had an opportunity to speak to the Community Wardens / PCSOs regarding this matter but would do so as soon as possible.

**[Action: Clerk]**

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

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

129. Pavement Parking. The Clerk had received a complaint about this. The Clerk confirmed that GBC would not do anything about this unless there were parking restrictions in place. GBC had informed that any obstructions should be reported to the police on 101, as the police did have the enforcement power to deal with this matter. The Clerk had updated the resident.

The resident had asked if an article asking people to be more considerate could be put in the next newsletter. The Clerk would arrange this.

**[Action: Clerk]**

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

130. Nothing to report.

### **Village Green Play Park**

131. The Clerk had emailed Safe Play to ask them for a quote on a number of other issues that needed to be addressed in the main play park. The issues were mainly fixings that needed to be secured or replaced, or bolt cap covers that were missing.

**[Action: ongoing]**

132. The Clerk had also emailed Highview Services regarding a number of issues that they may be able to address (loose fence posts, flaking paint, damaged ground, graffiti, overgrown trees etc).

**[Action: ongoing]**

133. 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. It was agreed that as the Clerk was getting quotes for all the repairs, there would be no need to meet on site at the present time.

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

**[Action: Highview Services]**

135. "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]**

136. Play Park Surface Repair Kit. The Clerk had ordered and collected this kit. The kit was now stored in the Parish garage for future use as and when necessary.

#### **To note quote from Safe Play for required work to aerial runway.**

137. It was noted that some works were required to the zip wire. Safe Play had provided a quote for the repairs in the sum of £2195.25.

It was noted that £1515 was for replacing a timber leg on the zip wire platform, as the inspection report had said there was evidence of rot. Cllr Hawkins wondered if the wood should have been treated regularly since installation. The Clerk would look into this.

However, it was agreed that as the zip wire only been installed in 2018, it should have some sort of guarantee. The Clerk was to contact Playdale regarding this.

The remaining works therefore came in at £680.25. Cllr Banks proposed that the revised quote be accepted. This was seconded by Cllr Hawkins and agreed by all. Clerk to make arrangements for the repairs to be carried out.

**[Action: Clerk]**

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### **Finance**

#### **To note any payments made since the last meeting**

138. None.

### **To authorise payments due**

- 139.** The following payments would be authorised by Cllr Banks & Cllr White:

22.05.23	D/P	J Glass	210.00	Wet Pour Repair Kit
22.05.23	D/P	J Glass	109.75	Expenses- Various
22.05.23	D/P	P. J Banks	118.91	Hanging Baskets
22.05.23	D/P	Lionel Robbins	120.00	Internal Audit Fee
22.05.23	D/P	Vigo PTA	250.00	Grant in Aid – summer fair
22.05.23	D/P	SLCC	52.30	Clerks Guide
22.05.23	D/P	Hoist Fencing	24.00	Post mix
22.05.23	D/P	KD Butler	247.00	Pop Up Café Mugs
22.05.23	D/P	Vigo Village Hall	929.17	Hall / Office Rent
22.05.23	D/P	Viking	133.10	Stationery
28.04.23	D/P	Joanne Glass	1771.18	Clerks Salary – May

- 140.** The following Standing Orders / Direct Debits were authorised:

22.05.23	D/D	Gravesham BC	90.30	Paladin Bin monthly payment
25.05.23	D/D	J&F Accounts	31.80	Payroll Charges - May
26.05.23	D/D	British Telecom	62.66	Telephone / Broadband
28.03.23	D/D	Highview Services	5212.20	Grounds Maintenance Contract
09.06.23	D/P	Nest Pension	133.10	Nest Pension – June
13.06.23	D/P	PWL B	1008.95	Loan repayment (final)

### **To note any income received**

- 141.** 21.04.23 HMRC VAT refund £1610.65

### **Other Finance Issues to Note & RFO's Report**

- 142.** It was noted that the British Telecom Direct Debit on 26<sup>th</sup> April had been noted in the minutes as being £54.17, but had gone through the bank at £62.66. Clerk to check the account to see why there had been an increase.

**[Action: Clerk]**

- 143.** Internet Banking for Cllr Jones & Cllr Woolway. The Clerk had received an email to state that the account had been updated, and that Cllr Jones and Cllr Woolway should be receiving a letter with log in details within 5 days.

**[Action: ongoing]**

- 144.** Grant request from Kent Surrey Sussex Air Ambulance Charity. The Clerk had emailed the Air Ambulance Charity (AAKSS) to ask for their bank details so that the grant of £250 could be paid. No response had been received as yet.

- 145.** Cllr Hawkins proposed that the Parish Council agree to a spend of £10 per month, for google storage. This would be needed now that the Councillor Patch lists and the Grounds Maintenance records were being stored online (including what would likely be a large number of photographs). This was seconded by Cllr Chaplin and agreed by all.

It was suggested that when the Office 365 annual renewal was due, that an upgrade to a corporate licence may be a good idea. The Clerk would make a diary note.

- 146.** It was noted that the anticipated costs for the uncontested Vigo election were £240.64. These would be invoiced in due course.

**26] To discuss submitting an application to KCC for the “Parish Council Community Cost of Living Support Grant”.**

147. This grant was available to Parish Councils, to support local residents in the Cost-of-Living Crisis. The grant was for up to £1000. The Clerk had contacted the Community Warden to see if they had any ideas as to how the grant could be spent.

After some discussion it was agreed that the Clerk should apply for the full £1000 to spend on energy saving lightbulbs for residents, in an effort to reduce their energy bills. The Clerk would compete and return the form.

**[Action: Clerk]**

**27] To receive the Chairs announcements**

148. Cllr Banks & Mr Banks had attended the Annual Council Meeting (Gravesham Borough Council) on 16<sup>th</sup> May 2023.

**28] To receive the Clerk’s Report and note correspondence received**

149. Estate Agent Boards (School PTA). The Clerk had responded as agreed.
150. The Clerk noted that the proposed charity event on the village green (22<sup>nd</sup> July) was no longer going ahead.
151. The Clerk had worked with Cllr Banks to complete the KALC Membership 2023 survey online.
152. The Clerk had been asked, by KALC, to supply the Parish Council contact details to Kent Police, to allow them to contact them with details of their named officer. The Clerk had responded accordingly.
153. The following correspondence had been received and was made available to all Members:
- Information on social prescribing services (the Clerk had asked KALC if this could be shared on the Parish Council website and Facebook pages).
  - KALC Newsletter May 2023

**29] Training**

154. Nothing to report.

**30] Reports from other organisations**

155. Vigo Village Hall vermin issue. The Clerk had contacted Highview Services and asked them to put bait boxes down on Parish Land around the rear of the village hall.

**[Action: Clerk]**

**31] Working Party Reports**

**Environment Infrastructure Working Party: Energy Saving Vigo Questionnaire**

156. 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]**

157. 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]**

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

158. 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 21.16 hours.**