

**VIGO PARISH COUNCIL**  
**Minutes of the Meeting of Council Members**  
**held in Vigo Village Hall on Monday 19<sup>th</sup> June 2023 at 7.30pm.**

|               |  |
|---------------|--|
| Present       | Cllr Pat Banks (in the Chair); Cllr Simon Chaplin; Cllr Sharon Cottam; Cllr Jim Haslem; Cllr Dave Hawkins; Cllr Mandie Jones; Cllr Alan White; Cllr Andy Woolway. Mrs Joanne Glass (Clerk) |
| In Attendance | Cllr Ejaz Aslam (Gravesham Borough Council); Mr Paul Agley (Highview Services; Two Members of the Public.  |

**1] To receive Apologies for Absence**

159. Cllr Mike Germain (VPC); Cllr Gurjit Bains (GBC); Ms M Cason (KCC Community Warden).

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

160. Cllr Cottam declared an interest in two matters:
- covenant application for 18 Ferndown (minute 199)
  - erection of outbuilding at 7 Ash Keys (minute 208)

Cllr Cottam did not enter into discussions on either of these matters.

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

161. The members of the public in attendance spoke during the meeting regarding specific agenda items that they had an interest in.

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

162. Cllr Aslam reported the following:

Outline plans for the development of Northfleet Harbourside had been submitted to GBC. The plans included a new 8,000 capacity stadium for Ebbsfleet FC.

GBC were proposing to develop a piece of council land in Worcester Close, Istead Rise, by building eight one- and two-bedroom units, enhancing the council housing stock. The units would be available for social rent and would be reserved for those households in need with a connection to Istead Rise. Cllr Aslam reported that there had been over 500 objections to this development, and only 30 in support. The application was noted on the GBC website as "pending consideration".

The site of the former Battle of Britain public house (now demolished) had been identified as a possible location for a 65-bedroom care home for those with dementia. This application had been permitted by GBC.

It was noted that Henry Construction, the main contractor engaged to complete a regeneration project in Gravesham (The Charter: a 242-home scheme) had gone bust, and therefore work had ceased. GBC were actively looking for another contractor.

GBCs housing department were opening a social housing letting agency, acting as an independent letting agency with a priority to reduce the cost of homelessness and temporary accommodation.

**5] Police and Community Warden Reports**

- 163.** Overfull recycling bins and glass being left on the ground. 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]**

- 164.** Issues with mini-motorbikes and quad bikes in the village. The Clerk had emailed PC Hammond regarding this.
- 165.** A letter had been received from the Police & Crime Commissioner, Matthew Scott. The letter was regarding rural crime, and the new Neighbourhood Policing Model, amongst other things. The letter had been circulated to all Members, and put on the Parish Council website and Facebook pages.
- 166.** It was noted that Gravesham Borough Council were running an Anti-Social Behaviour awareness week from 3<sup>rd</sup> to 9<sup>th</sup> July. Details had been forwarded to all Members.
- 167.** KALC had contacted the Parish Council to note that contact details for all Kent Police Wards & Officers was available online at [www.kent.police.uk](http://www.kent.police.uk)
- 168.** KCC Community Warden Mandy Cason provided the following report which was circulated to all Members:

I have spoken to individuals and their parents, addressing reports of incidents of youth ASB, affecting retail and private properties. I have also explained the importance of reporting any incidents of ASB, to Kent Police on 101.

I have spoken to youths who were doing wheelies on pushbikes along the Erskine Road, causing a danger to other road users and themselves. Other youths who had gathered in the area nearby, known as the bomb holes, I asked that they tone down their language, as families were on the adjacent Village Green. Upon leaving the area, I again heard some members of the group, using inappropriate language, I called 101 reporting their behaviour.

I have spoken with a resident in reference to a neighbourhood dispute, provided guidance / advice accordingly.

I have emailed photographs to The Management Company responsible for The Bay, showing the rubbish building up behind the Florist and requested the removal of the overflowing bin.

I promote and when duties allow attend the Vigo, Pop up Café.

I have assisted members of the community, providing advice and when appropriate, refer them to supporting agencies for assistance.

On Saturday 1st July 1-3pm, I will be attending with the funded outdoor games too support Vigo Schools, PTFA, with their Summer Fete.

**6] To approve the minutes of the Annual Parish Council Meeting held on 22<sup>nd</sup> May 2023**

- 169.** The minutes from the Full Parish Council Meeting held on 22<sup>nd</sup> May 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)**

170. Councillor Patches: The Clerk had sent out updated maps to all Members and asked that their patch reports be completed by the end of June. The Clerk would update on issues raised at the July meeting.

**[Action: Clerk]**

171. Sunflower Growing Competition. The sunflower competition had been set up and competition envelopes had been made available via the Parish office or Glam Squad in The Bay. The Clerk reported that over 30 envelopes had now been handed out. Entries should be submitted by the end of August.

**8] Services**

**Grounds Maintenance**

172. DIRECTIONAL SIGN FOR VIGO SHOPS (TO BE PLACED IN WATERLOW ROAD / JUNCTION WITH TIMBERBANK AND WHITEPOST LANE END OF HARVEL ROAD). These signs had been ordered, received, and passed to Highview Services for installation.

173. PLANTERS: The Clerk had written to the people who appeared to be looking after the Fern Down & Beech Mast planters, to confirm the current situation regarding maintenance.

**[Action: ongoing]**

174. 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]**

175. SERVICE CONTRACT WORK RECORD: The Clerk had spoken with Highview Services who agreed that they would complete the online reporting tool. The Clerk reported that this was now being done on a regular basis. The Clerk would use the tool to report to Parish Councillors each month.

**[Action: Clerk]**

176. RATS: There was some discussion regarding this issue. The Clerk had received a request that bait boxes were not used, as they were dangerous for other wildlife (particularly owls) due to secondary poisoning issues. It was agreed not to use bait boxes, and also that snap traps were not ideal due to the location. It was noted that rat activity appeared to have reduced. It was also agreed that the best way to solve the problems of rats in the village hall grounds would be to ensure the fence was secure all around. Clerk to speak to the Hall Manager.

**[Action: Clerk]**

177. MISSING / DAMAGED BOLLARDS: It was noted that one of the bollards on the footpath leading from Waterlow Road / Churchside to the village green had been removed. It was thought that this had happened on the same evening the playpark fence had been stolen (to allow vehicle access to the green).

It was also noted that one of the bollards on the bund which was on the footpath leading from the ballpark to Harvel Road had also been removed.

Clerk to ask Highview Services to reinstate both of these bollards as soon as possible.

**[Action: Clerk]**

### **Grass Cutting**

178. The Clerk had received a request from a resident, to ask if the Parish Contractor could maintain their grass, whilst the resident was unable to, due to a physical issue. The Clerk had replied to state this would not be possible and advised the resident to seek a gardener to assist.
179. The Clerk had been informed that the grass to the rear of 48 – 60 Highview had not been cut for some time. The Clerk had spoken to Highview Services who stated this was not the case, and that it was cut regularly. The Clerk was to respond to the resident.

**[Action: Clerk]**

180. It was noted that the grass bank / verge on the side of Erskine Road (behind the car park and recycling bins) needed to be cut. This was noted by Highview Services.

### **NO MOW MAY**

181. The Clerk had received some complaints about No Mow May (4 in total, 3 by email and 1 in person) and was aware of some discussion (both positive and negative comments) on social media.
182. It was noted that some wildflowers had emerged this year, including orchids.
- Cllr Chaplin felt that the project needed to be more managed, with the edges of verges continuing to be cut, so that it looked like a project, rather than just lack of maintenance.
- As last year, it was now agreed to mow the grass but to leave "islands" where wildflowers were established. These islands would be left until the flowers had gone over for the year. Highview Services agreed and would carry out this work. The Clerk would update those who had complained.
183. Although the majority of the Parish Council felt that No Mow May was a good idea it was agreed that the title may mislead people, as the grass was left uncut for most of June as well. Consideration would be given to renaming it next year (perhaps "please excuse us while we feed the bees"). It was agreed it would be a good idea to put a survey out to residents to gauge their opinion on the initiative. The Clerk would look into this.

**[Action: Clerk]**

### **Trees**

184. SCOUT HUT TREES: Highview Services confirmed this work was on the list and would be done as soon as possible.
185. DOWNSWOOD: Work had been carried out here (tree work to the side of the property, and encroachment of vegetation cut back).

186. SCHOOL BUNGALOW (Alder Tree): The Clerk had updated the Parish Council's insurers, to inform that the tree would be removed in the coming months (consent for TPO works having been received from the Borough Council).
187. Timberbank: Request to cut back trees overhanging property boundary. It was noted that these trees, although located within the school boundary fence, were on land belonging to the Parish Council. The land had been enclosed with the agreement of the Parish Council (January 2011). It was estimated that the extent of Parish Land enclosure behind 28 Timberbank was approximately 3 metres. Highview Services had inspected and reported that there was a Field Maple that needed to be cut back, and a Holly Tree which would be best removed. The school caretaker had been informed and was happy for the work to be carried out. All agreed. Clerk to update the resident and arrange for the work to be carried out during the school holidays.

**[Action: Clerk]**

188. TIMBERBANK: Request from resident to cut back / reduce height of 4 sweet chestnut trees outside 100 & 102 Timberbank. The resident noted they were large and felt they contributed greatly to the road drainage blocking which caused flooding. The resident also noted the paths were always full of chestnuts and leaves in the autumn. Highview Services had informed that they would go and inspect and report back.

**[Action: Highview Services]**

189. Highview: Request to cut back trees to the rear, overhanging the shed. Photographs had been supplied. It was clear that there was significant overhang to be removed. Highview Services would carry out remedial work as soon as possible. Clerk to update the resident.

**[Action: Clerk]**

190. Chestnut Lane: Highview Services reported that a branch had fallen onto the resident's driveway, narrowly missing their car. The tree was located on Country Park Land. The Clerk had reported this issue to the Park Ranger, who had agreed to inspect the tree.

#### **Future Tree Projects**

191. Cllr Chaplin would call a working party meeting.

**[Action: Cllr Chaplin]**

## **9] Planning**

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

192. None received at time of agenda publication.

### **Full Planning Applications**

193. 46 Timberbank (FULL PLANNING 20230443): Retention of partially erected out-building. A full objection had been sent to Gravesham Borough Council as agreed.

The Clerk had contacted Cllr Aslam regarding this matter, to ask that the matter be dealt with at committee level, should GBC be minded to permit.

Cllr Aslam informed that as he was now on the planning committee, he would not be able to do this, and suggested that the Clerk contact Cllr Bains. Cllr Bains

assured the Clerk she would keep an eye on the application and would help in any way she could.

**[Action: ongoing]**

### **Covenant Three Applications**

194. Highview: The Clerk had written to the resident as agreed, giving covenant approval and advising them to contact GBC re permitted development rights.
195. Hornbeams, driveway and drop kerb. The Clerk had responded to the resident as agreed.
196. Croftside: various upgrades to the exterior of the property:
- To replace existing fascia's and soffits with white upvc. No objections.
  - To replace existing flat roof (front & back). No objections
  - To replace existing windows (like for like, white UPVC units with clear glass). No objections
  - To replace existing front door (colour not specified). No objections.

Clerk to write giving approval for all of the above.

As part of replacing the flat roofs, the resident had been advised that in order to properly flash the roof to the wall (to make it watertight) the front and rear fascia tiles would need to be removed. Due to the age of the tiles, there was a possibility that they would not all remain intact for the removal and reattachment.

As such the resident was considering replacing the tile hung cladding with coloured wood effect cladding (composite), which would match the cladding installed on the rear of the neighbouring property. Photographs had been sent for information. It was noted that the front of the neighbour's property remained as a red hung tile finish. The owner of 21 Croftside would like to replace the front and the back. There was some discussion over this, with an agreement not being reached. The Clerk was tasked with establishing what the Parish Council policy was on changing the appearance on a property, specifically when it was located within a terrace. A decision on replacing the tiles with cladding was deferred to the July Parish Council meeting. Clerk to update the resident.

**[Action: Clerk]**

197. Timberbank: replacement windows. The resident wished to replace an existing rear window with two smaller units. A partition had been installed in the property resulting in the existing window being partly in the bathroom and partly in the w.c room (separate from the bathroom). The windows would remain white upvc with clear glass. Drawings of the proposed windows had been supplied. There were no objections to this.

The resident also wished to change the glass in the shower room (previously the porch) to a frosted pane. There were no objections to this.

Clerk to write giving approval.

**[Action: Clerk]**

198. Churchside: installation of driveway. (It was noted that this had been incorrectly identified on the agenda as 4 Churchside). The resident would like to install a driveway to the front of their property, and have a crossover from Waterlow Road, across Parish Land, to access the driveway from the side. Extenuating

circumstances were noted in support of this application. The Parish Council carefully considered this request, but noted they could not agree to Parish Land being utilised in this way. The Clerk was to update the resident.

**[Action: Clerk]**

199. Ferndown: Retrospective application for installation of log cabin in rear garden. Cllr Cottam declared an interest in this matter and did not enter into discussions. Photographs of the outbuilding were supplied. It was noted that the outbuilding was slightly higher than the existing fence, but that due to the pitch of the roof, the height was not felt to be excessive. There were no objections, and retrospective covenant approval was agreed. Clerk to write to the resident.

**[Action: Clerk]**

200. POLICY ON OUTBUILDINGS: It was suggested that the Parish Council consider a formal policy on the approval of outbuildings. The Covenant Working Party would look at this. Permitted Development Rights would be considered when drafting the policy.

**[Action: Covenant Working Party]**

**Other Planning Matters**

**Fowlers Stone Wood Update**

201. Cllr Aslam reported that he was disappointed with the Planning Directorate at GBC, as he had attended two meetings with Mr Brown, but had not had any firm update on progress with regard to resolving the matter.  
There appeared to have been some coming and goings at the site, and possibly someone living there intermittently, although this had not been confirmed.
202. The Clerk had received a confidential update on progress regarding the enforcement notice at Fowlers Stone Wood, and had updated Cllr Banks. It was understood that GBC were awaiting an update from Counsel at present.

**Enforcement Issues**

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

**[Action: Clerk]**

204. Timberbank: Deadline to removed / reduce size of porch noted as 15<sup>th</sup> September 2023. No response received as yet.

**[Action: ongoing]**

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

205. ASH KEYS: No further update.

**[Action: ongoing]**

206. Timberbank (COVENANT APPROVAL):

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. No response had been received as yet. Clerk to seek legal advice in advance of the 31<sup>st</sup> July deadline.

**[Action: Clerk]**

- 207.** Hornbeams: The Clerk had written to the resident to ask that they update the Council by 9<sup>th</sup> September, giving details of the brick slip finish they intended to use, and a drawing to illustrate the proposed finish of the extension (brick slips and white cladding). This matter would then be discussed at the Full Parish Council meeting on 18<sup>th</sup> September. The resident was reminded that the property remained in breach of covenant. A copy of the letter had been sent to Planning Enforcement.

**[Action: ongoing]**

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

It was noted that Gravesham Borough Council had inspected the building and informed that it was of a size and location that was within the Permitted Development Regulations (height under 2.5 metres). It was noted that the ground level within the garden was approximately 300mm higher than the footpath outside.

To clarify: garden walls and fences are restricted to 2 metres from the ground level next to where they are placed (usually garden level). Outbuildings within 2 metres of the boundary are restricted to 2.5 metres in height. If they are more than 2 metres from the boundary, they can be up to 4 metres in height depending on the type of roof.

The Parish Council felt that as the building was so close to the rear wall of the garden (only cms away) that it effectively increased the rear boundary height and had written to Gravesham Borough Council as such. GBC had responded to state that outbuilding was classed as Permitted Development.

The Clerk had written to the resident as agreed, to state that covenant approval would not be given for the outbuilding. From the perspective of the alley, the building was well in excess of 2.5m and created a tunnel effect. The outbuilding appeared to be a dominant and imposing structure.

The resident had responded to request a site meeting so that the matter could be discussed, with solutions put forward. Cllr Banks, Cllr Haslem and Cllr White were to meet the resident on Friday 23<sup>rd</sup> June and would report back to the next meeting.

**[Action: ongoing]**

- 209.** BUSINESS IN BREACH OF COVENANT: A complaint had been received about a dog grooming business which was being run from a property in the village. The business was being run from an outbuilding in the rear garden, six days a week (Monday – Saturday) 8am til 8pm. This was causing a noise disturbance to near-by properties (hairdryers, loud voices, radio, dogs barking) as well as an issue with dog fouling in the alley to the rear of the property.

It was noted that running a business from home was in breach of covenant, however, the Parish Council policy was to only enforce the covenant if the business was causing a nuisance. It was agreed that was the case in this instance.

After some discussion, it was agreed (having liaised with the complainant) that the Clerk would write to the resident who ran the business, to ask that they confine their working hours on a Saturday to 9am til Noon only. The Parish Council would then monitor the situation and reserved the right to request that the hours were further reduced if more complaints were received.



It was also noted there were a number of chickens housed in the garden, along with a cockerel who was crowing from 430am every morning during the summer months. It was agreed that any complaints regarding this should be referred to Gravesham Borough Council's Environmental Health Department in the first instance.

The complainant had been updated accordingly. The Clerk would write to the resident.

**[Action: Clerk]**

210. With reference to the above, Cllr Aslam noted that he thought it possible that a business could only run from home if approval had been given by Gravesham Borough Council (planning?). Cllr Aslam was happy to make enquiries. Clerk to forward the information on by email.

**[Action: Clerk]**

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

211. Paving Area outside Vigo School. No update. Clerk would chase Highview Services about getting this work done.

**[Action: Clerk]**

212. Chestnut Lane: It was not clear if the rubbish (disused fence and other garden rubbish) was still on Parish Land around this property. The Clerk would check before writing a letter.

**[Action: Clerk]**

213. Churchside: Goalposts on Parish Land. The Clerk had responded to the original enquirer as agreed.
214. Admers Wood property in disrepair: Cllr White & Cllr Haslem had met with the person who had raised concerns about the state of the property in Admers Wood. It was agreed that the Clerk would:
- Write to the owner of the property, asking to meet to discuss the matter.
  - If no response, two Council Members would visit the property to speak to the owner.
  - Write to Gravesham Borough Council regarding the matter.
  - Update the person who had raised concerns.

**[Action: Clerk]**

215. Complaint about rats in a Highview garden. The Clerk had responded to the complainant as agreed.

**[Action: Clerk]**

216. 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 Clerk had responded to the resident as agreed.
217. Request for a skate park in Vigo. The Clerk had responded to the enquirer as agreed.

**[Action: Clerk]**

- 218.** A local resident had come to the meeting to discuss damage caused to their garage. The resident reported that there had been issues in the past with youths climbing on the garage roof, this had been solved by putting anti climb paint at the top of the wall / edge of the garage roof (and placing appropriate warning signs) – this had been done on the recommendation of the Parish Council at that time.

The resident reported that more recently their garage had been damaged by youths kicking balls against the side wall, the top course of bricks had been damaged with some having fallen onto the ground. (Post meeting note: the resident reported that guttering had also been damaged with the end cap having been knocked off and a bracket dislodged).

It appeared that there had not been a problem for the last three weeks, since the damaged had been caused. However, after some discussion it was agreed that attaching a "No Ball Games" sign would be the best initial action. The Clerk would order the sign, the Parish would pay for and install it. The resident confirmed they had no objections to this.

If the problem persisted, then the Parish would consider putting posts in the ground or planting some form of shrub / bush against the garage wall.

**[Action: Clerk]**

- 219.** The Clerk had received a complaint regarding the alleyway to the rear of 91 – 95 Highview which was blocked with garden rubbish and fence panels. The Clerk would write to all properties which backed onto the alley, to ask that the rubbish is cleared.

**[Action: Clerk]**

**12] The Bay**

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

**[Action: ongoing]**

- 221.** SHOPS SERVICE CHARGE (and shop rents): The Clerk spoken to the owner of Glam Squad, who had agreed to speak to all the shop and flat owners to find out what would be a suitable date for them to meet with the Management Company to discuss issues with the service charge. Once a date had been agreed, the Clerk would try to facilitate a meeting.

**[Action: ongoing]**

- 222.** The convenience store (and post office) had reopened shortly after the last Parish Council meeting; therefore, the Clerk had not looked into the possibility of relocating the post office.

- 223.** A local resident had contacted the MP for Gravesham (Mr Adam Holloway) about the convenience store having been shut temporarily. Mr Holloway had asked the Clerk for an update on the situation, which had now been provided. Mr Holloway's office would respond to the resident who had made the enquiry.

- 224.** The Managing Agent responsible for the properties in The Bay had engaged a contractor to repair the potholes in the car parks to the rear of both rows of shops. The

Managing Agent asked if the Parish Council would be willing to meet the contractor to show them around. The Clerk had responded (after liaising with Cllr Banks) to state that this would not be possible. It was agreed that this did not fall within the Parish Council remit.

225. Cllr Banks had spent a morning weeding the flower beds around the bench area in The Bay. The Parish Council thanked her for her time doing this.

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

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

**[Action: ongoing]**

227. SIGN FOR ADMERS WOOD ENTRANCE (Small turning circle, delivery drivers beware). The Clerk had contacted RBLI to ask for a new revised quote for a smaller sign. No response had been received as yet.

**[Action: ongoing]**

228. 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]**

229. SALT BINS: No response from KCC as yet. The Clerk had chased this up.

**[Action: ongoing]**

230. Underpass clean. No response from GBC as yet – the Clerk would chase this up.

**[Action: Clerk]**

**Highways Improvement Plan**

231. 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]**

**14] Drainage**

232. Sunken ground around drainage / sewage cover in Waterlow Road. No update. Clerk to chase.

**[Action: Clerk]**

233. It was noted that Highways, as part of ongoing maintenance works, would be carrying out repairs to existing gullies in and around Highview, specifically numbers 110 – 174 (evens) and 115 – 119 (odds). A previous CCTV survey of the drainage system had identified tree root damage to connecting pipework at multiple locations. Sections of pipework which were too badly damaged would be replaced. Some manhole covers would be replaced. Further work would be required to remove roots later, using specialist equipment, separate to these works. This work had been programmed for 5<sup>th</sup> June and should have taken four days.

Residents had been informed in advance, and the Clerk had posted a notice on social media.

234. It was noted that the gullies & drains had been cleaned in The Gallops.

**15] Street Lighting**

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

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

**[Action: Clerk]**

236. OUTSTANDING WORKS TO STREETLIGHTS, TO BE CARRIED OUT BY GBC / KCC. No response received as yet.

**[Action: ongoing]**

237. INVENTORY: GBC / KCC Inventory. The Clerk had sent this to Mr Bonner for his information / comment.

**Other Streetlighting Issues**

238. Spread of light on streetlights (centre path). The Clerk had emailed Mr Bonner regarding this.

**[Action: ongoing]**

239. COST TO REPAIR VANDALISED LIGHTS: The Clerk estimated that the cost to repair vandalised lights in the village for the 2022/2023 financial year had been around £1,000. The Clerk would write about this in the next newsletter.

**[Action: Clerk]**

**16] 306 / 308 Bus Service**

240. EQUALITY IMPACT ASSESSMENT: The Clerk had received a letter from Simon Jones (KCC Growth, Environment & Transport) which stated that officers had posted notices on buses and provided timetables for drivers to distribute to passengers in February. KCC Officers also provided a briefing note to local members and sought comments in relation to these changes as part of a light touch local consultation exercise. This along with provision of an EQIA is not standard practice when introducing a timetable change, however in this instance KCC were keen to get feedback in case there were any specific demands that they could accommodate. The revised timetable had then been implemented in April.

It was agreed that the Clerk should ask for a copy of the EQIA results.

**[Action: Clerk]**

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

241. Land adjacent to 21 Churchside: The Clerk had forward on the correspondence from Burgess Salmon to the Parish Council solicitor. No response had been received as yet.

**[Action: ongoing]**

242. Land to the rear of 112 – 200 Highview. The Clerk had completed and returned the works order as agreed. No update had been received as yet.

**[Action: ongoing]**

**18] CCTV**

243. Following some issues with CCTV recordings, it had been advised that a new Network Video Recorder (NVR) would resolve the problems. The estimated cost was £326 (excluding VAT) for a 32 channel NVR with 16 ports – this was an upgraded model of what was already in place. The Clerk had agreed the costs with Cllr Banks & Cllr Haslem, and asked IT Solutions (Kent) to go ahead with the order.

**[Action: ongoing]**

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

244. 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]**

245. Timberbank: After some discussion it was agreed that it was more practical / cost effective to position a wooden planter on the small piece of Parish land, and plant it with a low maintenance shrub. Highview Services offered to build something suitable. The Parish Council were happy for this to happen, however if it could not be done within a reasonable time frame, then the Parish would consider purchasing something ready-made. Clerk to update the resident.

**[Action: Clerk]**

246. Pavement Parking. The Clerk had responded to the resident as agreed. A note about pavement parking would go in the next newsletter.

**20] Insurance Claim(s)**

247. School Bungalow. The Clerk had informed the Parish Council Insurers that GBC had given approval for the Alder Tree to be removed (and the stump treated). The work would be carried out by the Parish Council contractor in due course.

**[Action: ongoing]**

248. Timberbank: The owner of Timberbank had commissioned another survey in relation to the damaged fence / patio and the Parish Council tree to the side. This survey implicated both the Parish Tree to the side, and other Parish Trees to the front. The matter had been referred to the Parish Council insurers.

**[Action: ongoing]**

**21] Councillor Patches**

249. Councillor Patch Reports had been submitted by Cllr Hawkins and Cllr Jones. Other Council Members were asked to submit their reports by the end of June. The Clerk would then give an update on actions taken at the July meeting.

**[Action: Council Members]**

250. One of the issues noted by Cllr Hawkins was pavement parking. This appeared to be a problem throughout the village. The Clerk asked if Council Members would be happy to put notes on the windscreens of vehicles which were causing obstructions. Council Members agreed they would do this, when they were doing their patch check list. Clerk to supply notes to Members for their use.

The Clerk would also put a note in the Annual Report, suggesting that residents report issues to the non-urgent police 101 number.

**[Action: Clerk]**

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

**Ball Park**

251. Nothing to report.

**Village Green Play Park**

252. Non urgent play par repairs (noted as “monitor” on the annual inspection). Safe Play had provided a quote for these repairs, in the sum of £9,457.60. This quote would be forwarded to the Play Park Working Party, with a view to programming in the works as and when the budget allowed. The biggest expenses were noted as follows:

Flat Swings: New swing required (non-urgent) £3,995

Inclusive Roundabout: supply and installation of new bearing £1,750

Monkey Bars: Replacement Timbers £1,110.

**[Action: Clerk]**

253. Playpark repairs to be carried out by Highview Services. No update was available, the Clerk would chase up a response. (Loose fence posts, flaking paint, damaged ground, graffiti, overgrown trees etc).

**[Action: Clerk]**

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

**[Action: Highview Services]**

255. “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]**

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

256. Zip Wire Repairs: Rot in Timber Frame: The Clerk had spoken to Playdale, who had installed the zip wire in 2018. The Clerk had noted that the Playdale website stated that timber used for playpark equipment was pressure treated to preserve it for up to 20 years. The Clerk also noted that the care guidelines supplied at the time of installation did not advise any ongoing treatment of the timbers. Playdale had

asked for copies of the annual inspection report and photographs so they could look into the matter. Playdale noted that the risk level was "low" and as such they would recommend monitoring the equipment for now. Small pockets of rot do not necessarily mean the post would fail catastrophically in the near future. As the Play Inspection Company had also stated in the report to monitor, Playdale did not advise any other actions at this time.

It was agreed the Parish Council would speak to Playdale as and when the issue became more advanced.

The remaining works to the zip wire were at a cost of £680.25, the Clerk had asked Safeplay to programme these in as soon as possible (as agreed by Council at the May Parish Meeting).

**[Action: ongoing]**

**To note quote from Safe Play for required work to playpark.**

- 257.** A quote to carry out works required to the play park and MUGA was noted as follows:

Secure loose fixings on Junior Multi Play Unit £101.00

Secure loose fixings and replacing missing bolt covers on Activity Trail £202.00

Fit secondary safety chain on basket swing £395.00

Replace missing fixings and reinsert spacer on Sweeping See Saw £168.50

Replace missing fixings, caps and covers on MUGA £202.00

Supply and install missing component top bar on Teen Shelter £225.00

Total quote £1293.50

Cllr Banks proposed that this quote was accepted, and the work be programmed in. Cllr Jones seconded this, and all Members agreed. Clerk to make arrangements for the work to be carried out.

**[Action: Clerk]**

**To discuss theft of playpark fence and associated insurance claim**

- 258.** The Clerk noted that 11 panels of fencing had been stolen from the playpark. It appeared the fence panels had been cut out, as sharp edges had been left behind. This matter had been reported to the Police (Crime Reference 46/101634/23) and also to the Parish Council Insurers.

It was noted that galvanised metal gates had been stolen from a property on Whitepost Lane on the same evening as the playpark fence had been stolen.

The Clerk was tasked with getting quotes for replacement fencing and forwarding them onto the Council Insurers. The Clerk would get quotes from Meopham Fencing, Playdale and Fensecure (the company who had installed it originally).

The Clerk had arranged for Highview Services to grind down any sharp edges that had been left behind – this had taken a considerable amount of time to do.

**[Action: Clerk]**

## 23] Finance

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

259. None.

### To authorise payments due

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

|          |     |                   |         |   |
|----------|-----|-------------------|---------|---|
| 19.06.23 | D/P | JC White          | 294.00  | Surveyors Fees (Adverse Possession)     |
| 19.06.23 | D/P | J Glass           | 113.83  | Expenses- Various                       |
| 19.06.23 | D/P | Vigo Village Hall | 891.80  | Rent – July to Sept 2022                |
| 19.06.23 | D/P | RBLI              | 178.68  | Signage (shop directional)              |
| 19.06.23 | D/P | Gravesham BC      | 240.64  | Election expenses                       |
| 19.06.23 | D/P | Viking            | 70.30   | Stationery                              |
| 19.06.23 | D/P | Vigo Scouts       | 250.00  | Grant in Aid                            |
| 19.07.23 | D/P | HMRC              | 1689.01 | PAYE 2 <sup>nd</sup> quarter (due July) |
| 28.06.23 | D/P | Joanne Glass      | 1771.18 | Clerks Salary – June                    |

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

|          |     |                   |         |                              |
|----------|-----|-------------------|---------|------------------------------|
| 21.06.23 | D/D | Gravesham BC      | 109.50  | Paladin Bin monthly payment  |
| 25.06.23 | D/D | J&F Accounts      | 31.80   | Payroll Charges - June       |
| 26.06.23 | D/D | British Telecom   | 62.66   | Telephone / Broadband        |
| 28.06.23 | D/D | Highview Services | 5212.20 | Grounds Maintenance Contract |
| 30.06.23 | D/P | Info Comm Office  | 35.00   | Annual Registration Fee      |
| 30.06.23 | D/P | Unity Trust       | 25.35   | Bank charges                 |
| 09.07.23 | D/P | Nest Pension      | 120.24  | Nest Pension – June          |

### To note any income received

262. None.

### To note Grant in Aid request from Vigo Scouts

263. 1<sup>st</sup> Culverstone & Vigo Scouts had requested a Grant in Aid in the sum of £250, to enable the boundary fence to be repaired and / or reinstated in order to make the external area of the scout hut secure and safe. It was noted that considerable work had already been carried out to upgrade the fire escape exit at the rear of the building, coupled with paving and ground works. A future plan was to install a wildlife pond which would enhance the area even more.

Cllr Hawkins proposed that a sum of £250 be paid as a grant to the Scout Group. This was seconded by Cllr Cottam and agreed by all.

### To note costs of Uncontested Election

264. The cost of the uncontested election had been confirmed as £240.64.

### To discuss purchase of Adobe Acrobat Reader

265. Cllr Banks proposed that the Parish Council purchase a licence for Adobe Acrobat, so that pdfs could be made accessible on the Parish Council website. The cost would be £13 per month. This was seconded by Cllr Haslem and agreed by all. Clerk to purchase the software.

**[Action: Clerk]**



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

266. British Telecom D/D increase. The monthly DD had increased from £54.17 to £62.66. It was likely because the existing contract had ended. Cllr Hawkins would look into the deals available and make a recommendation to Parish Council in due course.

**[Action: Cllr Hawkins]**

267. Internet Banking for Cllr Jones & Cllr Woolway. Both Cllr Jones & Cllr Woolway confirmed that they had NOT received a letter from Unity Trust regarding this. Clerk to chase this up.

**[Action: Clerk]**

268. The Clerk noted that the Village Hall had not invoiced the Parish Council for rent for the period July – September 2022 in error. An invoice had now been supplied and would be paid.

### **24] Parish Council Community Cost of Living Support Grant (Helping Hands Grant).**

269. The Clerk was pleased to report that the Parish Council had been awarded the £1,000 grant, to purchase energy saving lightbulbs for Vigo residents. The grant was to aid those in financial difficulties because of the cost-of-living crisis, and it was agreed that this could be construed as everyone in the village.

Cllr Chaplin would now look into the purchase of lightbulbs.

The Clerk needed to respond to Helping Hands to let them know how the light bulbs would be distributed. It was thought that the Community Wardens would assist with this.

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

### **25] To receive the Chairs announcements**

270. Cllr Banks thanks Council Members for agreeing to water the hanging baskets on the village hall again this year.

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

271. The following information had been forwarded to all Members:

- Information on the Kent & Medway Free Bus Weekend
- KALC News June 2023

272. The Clerk had been informed that Maverick Race were organising a trail running event on Saturday 16<sup>th</sup> September, starting and finishing at Vigo Rugby Club. Part of the route passes through the village, and they wanted to make sure it was okay to proceed, and to check if there were any issues. There were no objections to this, Clerk to respond accordingly.

**[Action: Clerk]**

### **27] Training**

273. Two workshops were being run at Singleton Environment Centre 1) Woodland Management and 2) Kent Introduction Session to Community Resilience. Information had been forwarded to all Members; no expression of interest received.

**28] Reports from other organisations**

274. Rat issue (Village Hall). It was agreed the Parish Council would no longer wish to put bait boxes down, having been informed how this would adversely affect other wildlife, especially owls who may catch poisoned rats. Some further discussion took place regarding snap traps. However, it was concluded that the best course of action would be for the village hall to ensure that their fences were secure, to stop rats getting into the hall grounds. Clerk to speak to the Hall Manager.

**[Action: Clerk]**

**29] Working Party Reports**

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

275. EVCPs: Cllr Hawkins was looking at the possibility of installing Electric Vehicle Charging Points on Parish land. The Clerk was to speak to KALC for advice on this.

**[Action: Clerk]**

276. EVCPs on Parish Land - 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)**

277. Cllr Hawkins spoke briefly about the costs for upgrading the defibrillators in the village. It was agreed that Cllr Hawkins would email a proposal for discussion at the next Parish Council meeting. Clerk to add to the agenda.

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

278. Emergency Access to Village Hall signs. Cllr White wanted to discuss the installation of a second sign on the entrance verge to the pub car park. Cllr White was asked to email the Clerk regarding this, so that the matter could go on the agenda for the next Parish Council meeting.

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

**There being no other business,  
the meeting Full Parish Council Meeting was closed at 21.40 hours.**