

VIGO PARISH COUNCIL
Minutes of the Meeting of Council Members
held in Vigo Village Hall on Monday 17th July 2023 at 7.30pm.

Present	Cllr Pat Banks (in the Chair); Cllr Simon Chaplin; Cllr Jim Haslem; Cllr Mandie Jones; Cllr Alan White; Mrs Joanne Glass (Clerk)
In Attendance	Five Members of the Public

1] To receive Apologies for Absence

279. Cllr Sharon Cottam (VPC); Cllr Mike Germain (VPC); Cllr Dave Hawkins (VPC); Cllr Andy Woolway (VPC); Mr Adam Holloway (MP); Cllr Ejaz Aslam (GBC); Cllr Gurjit Bains (GBC); Ms Mandy Cason (KCC Community Warden).

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

280. None.

3] Questions from the Press and Public

281. 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

282. None.

5] Police and Community Warden Reports

283. Overfull recycling bins and glass being left on the ground. The Clerk had produced signage which would now be put on the recycling bins.
284. There had been issues with antisocial behaviour recently, with youths using catapults to target wildlife (killing squirrels) and also breaking glass in the MUGA. This had been reported to Kent Police. The new beat officer PC Jo Hammond had asked for the neighbourhood task force to default to Vigo whenever possible, and the police had made a number of visits to Vigo since, giving a visible presence and speaking to groups of youths. CCTV footage of the MUGA had been downloaded and supplied to the police. CCTV footage showed firecrackers being let off at very close proximity to the youths. It had taken some time to clear up the broken glass in the MUGA and several metal ball bearings had been retrieved.

It was noted that the Environmental Protection Team at Gravesham Borough Council could not assist regarding the matter of squirrels being killed, as they were not covered under wildlife as they were an invasive species. However, as they are vertebrates, they were protected under the Animal Welfare Act 2006 which could be enforced by the Police. The RSPCA may also be interested in assisting.

6] To approve the minutes of the Annual Parish Council Meeting held on 19th June 2023

285. The minutes from the Full Parish Council Meeting held on 19th June 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)

286. None.

8] Services

Grounds Maintenance

287. PLANTERS: The Clerk was now aware of who was looking after which planter, and gave details as follows:

- Admers Wood: Two Planters, both maintained by VPC.
- Ash Keys: Three Planters, two maintained by residents, one by VPC.
- Beech Mast: Three Planters, two maintained by residents, one by VPC.
- Churchside: One large planter (grass), maintained by VPC.
- Fern Down: Five planters, one maintained by a resident, four by VPC.

The planters had been marked on the Parish Online map, and the Clerk had a record of who maintained which planter. It was agreed that there was no need to write to formally acknowledge any of these arrangements at present. No further action.

288. 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]

289. SERVICE CONTRACT WORK RECORD: *Post meeting note; the Clerk had sent all Members a copy of the grounds work record for June / July 2023, and would continue to provide updates at every meeting going forward.

290. RATS: The Clerk had emailed the Hall Manager as requested.

291. A further complaint from a local resident had been received about rats at the lower end of Timberbank, near the school. The resident felt that the rats were living in the undergrowth on the bank at the rear of 1 – 19 Timberbank. As the area was overgrown, it was agreed to cut this back, to see if it resolved the situation at all.

[Action: Highview Services]

292. Advice on rat activity, and how to prevent rats had been sought from Gravesham Borough Council (via the Parish Council Chairs Meeting with the GBC Leader). Once information had been received, it was agreed to put an update on Facebook and the Parish Council website.

[Action: Cllr Banks / Clerk]

293. 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. Replacing this was on the work list for Highview Services. The Clerk would update when the work had been done.

Grass Cutting

294. Grass to the rear of 48 – 60 Highview. The Clerk had responded to the resident as agreed.

NO MOW MAY

- 295.** The Clerk had put a survey, asking for people's opinion on No Mow May, in the Annual Report, which had been delivered to all houses. Ten responses had been received so far, but the report was still being delivered. The Clerk would wait for more responses to be received, and then produce a report for Members at the September Council meeting.

[Action: Clerk]

- 296.** A resident had written to state that he felt the lack of grass cutting was resulting in grass re-seeding and killing the wildflowers. The resident felt the long grass was an ideal place for rats to hide and was problematic for drivers with an impeded sight line due to the long grass. These comments were noted by the Parish Council.

Trees

- 297.** SCHOOL BUNGALOW (Alder Tree): The removal of this tree had been booked in for the beginning of August. The tree would be removed, and the stump treated. The resident of the school bungalow had been updated. The Clerk would update the Parish Council insurers once the work had been done.

[Action: ongoing]

- 298.** Timberbank: Request to cut back trees overhanging property boundary (trees located on Parish owned land within the school fence). This work would be carried out during the school summer holidays (provisionally 8th August). The Clerk had updated the resident. Highview Services would liaise with the school caretaker regarding access.

[Action: ongoing]

- 299.** TIMBERBANK: Request from resident to cut back / reduce height of 4 sweet chestnut trees outside 100 & 102 Timberbank. The Clerk had chased this up with Highview Services – they had not had an opportunity to inspect these trees as yet but would do so as soon as possible.

[Action: Highview Services]

- 300.** Highview: Significant overhang to the rear. This work had not yet been programmed in – Clerk to chase Highview Services for a date.

[Action: Clerk]

- 301.** Highview: Request to have trees at the rear of the property cut back. These trees were on Parish land and were overgrown. Highview Services would cut these back. The work had been added to the list. Clerk to update the resident.

[Action: Clerk]

- 302.** Churchside: request for tree work. The resident noted that some tree work had been agreed in November 2021, and only some of the work had been done. At the time it had been agreed to remove the two lowest branches from a sweet chestnut tree – this work had been carried out. It had also been agreed to cut back / reduce (height and width) the hedges which were on Parish land to the front of the property – this work had not yet been done. The resident noted that now the trees to the front were also over the boundary.

The Clerk would chase up the work that had not been done, and also ask Highview Services to inspect the trees which were overhanging and reduce them as necessary. Clerk to update the resident.

[Action: Clerk]

- 303.** Croftside (properties and garages): request to cut back overhang and reduce vegetation to the rear of these properties and garages. This work had been partially completed some months ago but needed to be finished. The Clerk would chase this up with Highview Services.

[Action: Clerk]

- 304.** Highview: The Clerk had been contacted by a resident who was concerned regarding trees to the side and rear of their property, which were on Parish land. The Clerk understood that these had been looked at previously, but it was not clear if any work had been carried out. Clerk to speak to Highview Services regarding this.

[Action: Clerk]

- 305.** The Coppice: Highview Services had alerted the Clerk to a dead alder which needed removing, it was located in the garage area to the rear of The Coppice, and the ownership of the land was not clear. The Clerk would look into this and let Highview Services know.

[Action: Clerk]

Future Tree Projects

- 306.** Cllr Chaplin would call a working party meeting.

[Action: Cllr Chaplin]

9] Planning

Local Authority Tree Preservation Applications

- 307.** None received at time of agenda publication.

Full Planning Applications

- 308.** ASH KEYS: Application for Lawful Development Certificate in Respect of the Continued Use of a Garden Room in the Rear Garden. Following a site meeting, and an agreement by Council Members on an altered design for this building (see minute 325) it was agreed that no response to Gravesham Borough Council was required at this time.
- 309.** Timberbank (FULL PLANNING 20230443): This planning application had been withdrawn as it was deemed invalid. This was because the applicant had ticked the box on the application form to state that they did not own the land which they were applying to develop. As such they needed to serve notice on the landowner (the Parish Council). Until the notice was served, the application was invalid. The agent acting on behalf of the resident had subsequently served notice on the Parish Council (article 13 notice) please refer to minute 310.

The planning application had now been validated, and as such was under consideration by the Borough Council.

The Parish Council noted that as they had already sent in two objection letters, no further input was required at this stage. The application was marked as "pending decision" on the GBC website.

[Action: ongoing]

- 310.** TIMBERBANK: To note receipt of and agree response to Article 13 Notice regarding Parish Land to the rear of 46 Timberbank.

The Clerk informed the meeting that a "notice under article 13 of planning application for planning permission" had been received. This was in reference to the partially erected outbuilding at the rear of 46 Timberbank. The notice was to inform the Parish Council that a planning application was being made for land that was in their ownership. The Parish Council had 21 days to respond with any comments / objections.

It was noted that the common land (which included this particular parcel) was under the custodianship of the Parish Council, for the benefit of all residents in the village.

When the land was transferred from Croudace, to the Vigo Village Trust, and subsequently to the Parish Council as successors in title, the land was subject to a Planning Condition imposed by Kent County Council which stated that the land should only be used for public open spaces / amenity purposes and should not be used for the erection of dwellings. This condition was incorporated into the restrictive covenant that the Parish Council had a duty to enforce.

As such, the Parish Council felt that planning approval should not be given for this area of land, all the time it remained in the ownership of the Parish Council and was subject to the covenant.

Clerk to respond accordingly.

[Action: Clerk]

Covenant Three Applications

- 311.** Croftside: replacement flat roof, fascia's, soffits, windows & doors. The Clerk had written giving approval as agreed.
- 312.** CROFTSIDE: To replace existing tile hung exterior with cladding. This application had been received in June, but discussion on the matter had been deferred until the July Parish Council meeting. At present the covenant policy stated that approval would not normally be given where there was a dramatic change in cladding colour, style or material. The majority of Council Members felt that approval should not be given in this case, as the proposal was to change the existing original red hung tile finish with composite wood-effect cladding. The Clerk was to update the resident. It was agreed that the covenant policy would be reviewed by the Covenant Working Party, with any recommendations put to the September Parish Council meeting. Although it was not clear if the Parish Council position would change, the Clerk was to update the resident accordingly.

[Action: Clerk]

- 313. Timberbank: replacement windows. The Clerk had written giving approval as agreed.
- 314. Churchside: installation of driveway. The Clerk had written to say this would not be approved.
- 315. Ferndown: Retrospective application for installation of log cabin in rear garden. The Clerk had written giving retrospective approval as agreed.
- 316. POLICY ON OUTBUILDINGS: To be considered by the Covenant Working Party.
- 317. ASH KEYS: removal of 2 x windows in utility room. Photographs and details of the proposal had been provided. There were no objections. Clerk to write with approval.

[Action: Clerk]

- 318. HIGHVIEW: Replacement Windows. Request to replace back door and all ground floor windows (front and back). Full details had been provided. There were no objections. Clerk to write giving covenant approval.

[Action: Clerk]

- 319. HIGHVIEW: To relocate side & rear garden fence. A site meeting had been held with the resident to discuss this matter and full details were given to Members prior to discussion. It was noted that the resident no longer intended to enclose the land to the rear of the original garden fence, as it was not in their ownership. The Clerk informed Members that the land appeared to be Title Number K61157, in the ownership of Jondy Investments Limited, and as such was likely subject to escheat and reverted to the Crown Estate (although this would need to be confirmed). The footpath to the rear of the property was Title Number K472165 registered to Kent County Council.
The new side fence remained an issue as not only had it now enclosed a small parcel of land to the side (in the ownership of the resident) it was also in excess of 2 metres in height. The Parish Council would generally require a fence to be one metre from the adjacent footpath (to avoid a tunnel effect).
It was agreed (proposed by Cllr White and agreed by majority) that the resident should be asked to move their side fence back to the original position, and to reduce the height to six feet maximum (1.82 metres).
It was noted that Full Planning Permission would be required if a fence were to be erected which was in excess of 2 metres.
The Clerk was to write to the resident to ask that the side fence be lowered and relocated. The Clerk would also inform the resident about the ownership of the land to the rear.
The resident had also complained that the land to the rear of 69 & 71 Highview was not being maintained. The Clerk confirmed that this also appeared to be owned by Jondy. Clerk to update the resident.

[Action: Clerk]

- 320. Highview: an initial enquiry had been made by the resident who wished to change the front and rear tiles on their property to light grey cladding. It was agreed to defer a decision on this matter until the September Parish Council Meeting, pending the working party looking at and reviewing the current covenant policy (see minute 331). Clerk to update the resident.

[Action: Clerk]

Other Planning Matters

Fowlers Stone Wood Update

321. The following update on the Gravesham Borough Council website was noted:
- August 2023 – The Council is awaiting advice from Counsel in relation to undertaking further enforcement action. We are aware of the recent activity on site which will be investigated further.
- Cllr Banks would ask for an update at the next Chairs meeting.

[Action: Cllr Banks]

Enforcement Issues

322. 203/87/1607/1471/1310/1171/1027/879/722/527/367/217/69/1220: 31 Churchside. No update. Clerk to speak to Planning Enforcement.

[Action: Clerk]

323. TO NOTE POSSIBLE PLANNING BREACH AT 34 CHURCHSIDE. The Clerk had been contacted by a resident, who was concerned about a planning breach at 34 Churchside. It appeared that an extension was being built using the neighbours outside wall, without a party wall agreement. This had been referred to GBC Planning, who had informed the resident that party wall agreements are a civil matter. It was noted that this was not something that the Parish Council would get involved in, except for the fact that the property owner at 34 Churchside had not applied for covenant approval. It was agreed that the Clerk should write to the owner to state they needed to seek covenant approval.

[Action: Clerk]

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

324. ASH KEYS: No further update.

[Action: ongoing]

325. Timberbank (COVENANT APPROVAL):

Deadline to remove the building (including foundations) noted as 31st July 2023.

The resident had sent a letter to the Parish Council, dated 19th May, but received by email on 5th July. The letter had been forwarded to all Members and was noted.

A full discussion took place between the resident, his representative, and the Parish Council. In summary:

- It was noted that Parish Council agendas are published in advance of meetings, and that there was no obligation for the Parish Council to inform individual residents if their property was to be discussed at a meeting.
- Verbatim transcripts of discussions at meeting are not kept, minutes show a record of discussion summaries and decisions made.
- It was noted that a Full Planning Application had been submitted to GBC.

- The resident felt strongly that the outbuilding was erected entirely on land which had been enclosed for many years by the previous owner (historical enclosure, pre-Parish).
- The measurements on the Caxton's map were noted with the distance from the north wall of the house to the northern boundary of title K261875 being 20.25m. and a further enclosure of Parish Land being 8.5m with the total measurement being 28.75m.
- The resident stated that the distance from the north wall of the house, to the north eastern fence post is 28.6m and stated that the outbuilding was entirely within this measurement. Therefore, the resident felt there was no additional areas of enclosed land.
- The Parish Council stated that these measurements needed to be verified by the Parish Council and as such a further site meeting would need to be arranged.
- The resident noted that the fence at the neighbouring property (number 44) had been moved so that the fence was now closer to their property and was no longer in line with the other fences.
- The resident felt that the Parish had a conflict of interest as the owner of the land, and as such would have difficulty considering the covenant. The Parish Council did not accept this, they were the authority charged with enforcing the covenants in the village.
- It was also noted that the resident had yet to make a formal application for covenant approval.
- The Parish Council were not able to provide a list of covenant breaches in the village, as properties are not routinely inspected. When the Parish is aware of a covenant breach, appropriate action is taken.
- The resident's letter asked that the Parish Council formally confirm that they accepted that the area of the garden beyond the original LR boundary belonged to the resident as a result of adverse possession. The Parish Council did not accept this – the land was still in the title ownership of the Parish Council and would remain so until an adverse possession case was won and the land title transferred by the Land Registry.
- The Parish Council resolved that they would actively oppose any land encroachment since the PC formed in 2000. This is why the measurements on the ground were crucial, to establish if a further encroachment had taken place since the original "historical enclosure".
- The Parish Council informed the resident and his representative that two adverse possession claims had been made since 2000 when the PC formed. Both were for areas to the rear of Timberbank properties. The first claimant was not awarded adverse possession. In the second case, the Parish did not put in a counter claim as they had previously resolved not to actively oppose land enclosure that occurred before 2000, so a counterclaim was not submitted.

In summary: the Parish Council would need to attend site to verify measurements taken by the resident. A decision on the planning application submitted to Gravesham Borough Council was awaited.

The resident was considering applying for Adverse Possession. No formal covenant approval had yet been made.

Clerk to write to arrange a site meeting regarding the measurements.

[Action: Clerk]

- 326.** Hornbeams: Update due by 9th September, for discussion at the September Parish Council meeting.

[Action: ongoing]

- 327.** Ash Keys. Cllr Banks, Cllr Haslem & Cllr White had attended a site meeting with the resident (and their builder) on Friday 23rd June. Notes from the meeting had been sent to all Council Members.

It was noted that the residents rear garden was 40 – 50cm above the level of the ground on the outside of the property, which is why the outbuilding appeared so high from the alley to the rear.

It was proposed that the height of the rear wall of the garden building be reduced by seven brick courses, with the roof sloping down from the front to the rear. This would result in the wall at the rear of the outbuilding being 2.2 metres above the ground level of the adjacent alley. Photographs had been taken to illustrate the proposal. After discussion, this compromise was agreed as acceptable by all Members, and covenant approval would be given. The Clerk was to write to the resident accordingly.

[Action: Clerk]

- 328.** Timberbank: Deadline to removed / reduce size of porch noted as 15th September 2023.

The resident had written to the Council to state that he did not understand on what legal basis the Parish Council were asking for the removal / reduction in size of the porch. The resident was surprised that his attention had not been drawn to the matter earlier, so that he could have complied with the covenant if necessary. It was noted that an information leaflet on the covenants had been circulated by hand to all residents in 2021. Since then, the matter is regularly noted in online newsletters, as well as the annual reports which are also delivered by hand to every property.

The Parish Council noted that the approval letter from GBC gave an informative that the resident should apply for covenant approval and that no application had been received. The resident noted that the original covenant was with parties who no longer existed – the Parish Council explained that they were successor in title and were now the authority charged with enforcing the covenants. This letter had been forwarded to all Members.

The resident was in attendance and spoke strongly about his objections to removing the newly built porch.

Discussion took place regarding whether the Parish Council would consider the reduction in size of the porch rather than removal. It was noted that the Parish Council would consider any change in design as long as it was not in front of the original building line.

The Clerk would write to the resident to confirm this, but to inform that any change in design would need to be approved by GBCs planning department, as well as the Parish Council.

This matter would be discussed further at the September Parish Council meeting.

[Action: Clerk]

- 329.** 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 Clerk had written to the resident as agreed.
- 330.** With reference to the above, The Clerk had emailed Cllr Aslam to find out if GBC had any restrictions with regard to businesses being run from residential properties.

[Action: ongoing]

- 331.** Croftside: It was noted that GBC had given permission for a first-floor rear extension (application number 20200824) in February 2021. The application had stated the finish would match existing (red hung tiles), the Delegated Report stated the finish should match the existing, as did the decision notice. It was noted however that the finish was actually brown (or possibly grey) composite wood effect cladding. It was agreed (by majority) to report this matter to planning enforcement as a planning breach.

[Action: Clerk]

11] Review of Parish Council Covenant Policy

- 332.** An initial discussion took place regarding this, but it was agreed it would be better if the Covenant Working Party met to discuss this and put any proposals to the Full Parish Council meeting in September. Cllr Banks to arrange a meeting.

[Action: Cllr Banks]

12] To Discuss Requests from and Matters Regarding Residents.

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

[Action: Clerk]

- 334.** 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]

- 335.** Churchside: Goalposts on Parish Land. The Clerk had responded to the original enquirer as agreed.
- 336.** Admers Wood property in disrepair: The Clerk had written to the owner, asking for work to be carried out on the property, or for the resident to meet with the Parish Council. If no response was received by the September meeting, two Council Members would call at the property to speak to the owner. The Clerk reported that she was not aware of any department at Gravesham Borough Council which would deal with issues such as this. The Clerk had updated the original complainant.

[Action: ongoing]

- 337.** Damage to garage in Ash Keys: The resident had attended to give the Parish Council an update. Further damage had been caused to the garage, which had been reported to the police. The resident had had to get a builder out at short notice to repair the damage, as the brickwork had been left in such a way that it was hazardous.

The Clerk noted that she had asked RBLI to quote for a No Ball Games sign but had not yet received a response. The Clerk would chase this up.

[Action: Clerk]

- 338.** 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 had not yet had an opportunity to write to all residents regarding this but would do so as soon as possible. The Clerk would email the original complainant to check the issue remained, before writing.

[Action: Clerk]

- 339.** Highview: The Clerk had received an email regarding land ownership outside the garden fences at this property, as the land was unkept, not maintained and full of brambles. It also often had grass cuttings and garden waste dumped on it. It was noted that the land belonged to the resident. Cllr Chaplin agreed to have a look and report back to the next meeting.

[Action: Cllr Chaplin]

- 340.** The Clerk had received correspondence from a Vigo resident who had issues with a garden fence which had been built in the wrong place and was now over their boundary line. This was a rear garden fence, and as such would be something that needed to be sorted out between the neighbours. The Clerk would speak to the resident and advise accordingly.

[Action: Clerk]

- 341.** A local resident had emailed to put the following points to the Parish Council:

- Was improvement needed to the BT Broadband in the village, as copper wire was still being used (rather than fibre). Parish agreed any improvement would of course be welcome, but this would be down to the service provider.
- Should local residents stop paying council tax until the issue at Fowlers Stone Wood had been resolved. Parish noted that this is something that should be taken up with the Borough Council.

Clerk to respond to the resident.

[Action: Clerk]

13] The Bay

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

[Action: ongoing]

- 343.** SHOPS SERVICE CHARGE (and shop rents): The Clerk had not received a response from the shop owners regarding a suitable date for a meeting, therefore no further contact had been made with the Managing Agent as yet.

344. A local resident had spoken to the Clerk about the possibility of setting up a working party to keep The Bay tidy and make it a more inviting space. The Parish Council would support this, should the resident wish to implement such a scheme.

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

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

[Action: ongoing]

346. SIGN FOR ADMERS WOOD ENTRANCE (Small turning circle, delivery drivers beware). A quote had been received in the sum of £47.43 plus £15 delivery plus VAT. All agreed. Clerk to order the sign.

[Action: Clerk]

347. 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]

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

[Action: ongoing]

349. Underpass clean. The Clerk reported that Gravesham Borough Council had come out and cleaned the underpass. The Clerk had thanked GBC for their assistance with this matter. Photographs of the cleaned underpass had been supplied. It was not clear if the underpass was now in a state where it could be painted. Cllr Jones would inspect and report back.

[Action: Cllr Jones]

350. It was noted that Waterlow Road had been marked with paint where there were potholes, it was anticipated that repair work would be undertaken soon.
351. GBC had contacted the Clerk to inform that they had received funding to supply waste electrical items containers. These recycling containers were the same size as a small clothing recycling bank. The electrical recycling bank had a very small aperture which restricted what could be recycled. Items that could be recycled included kettles, toasters, hair dryers, charger and leads, mobile phones, laptops etc. One of these recycling banks would be placed in the existing recycling bank near the school in due course.

Highways Improvement Plan

352. SPEEDING (Waterlow Road): Deployment of Tube Survey (Automated Traffic Count). No update on this as yet. The Clerk had emailed the Highways Officer regarding this, but she did not work during the school summer holidays. A response was expected in September.

[Action: ongoing]

15] Drainage

353. Sunken ground around drainage / sewage cover in Waterlow Road. Mr Caryl (Drainage Schemes Engineer) had informed the Clerk that an investigation had not yet

been carried out. He had met with a contractor on site to show them the area, and to run through what was required. It would be a while before works were done, but the Parish would be updated in due course.

[Action: ongoing]

16] Street Lighting

To receive update on the handover from Gravesham Borough Council

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

[Action: Clerk]

- 355.** OUTSTANDING WORKS TO STREETLIGHTS, TO BE CARRIED OUT BY GBC / KCC. The Clerk had received an email from Nick May (GBC) who stated that the list of outstanding works had been forwarded to Kent Highways, who had subsequently responded with an update which differed from the information provided by Mr Bonner (Parish contractor).

The Clerk had liaised with Mr Bonner who had agreed to speak to Gravesham Borough Council directly to establish the current status of any outstanding repairs.

[Action: ongoing]

Other Streetlighting Issues

- 356.** Spread of light on streetlights (centre path). The Clerk had emailed Mr Bonner regarding this. No update received as yet.

[Action: ongoing]

- 357.** 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 had written a small article regarding this, which had been published in the annual report supplied and delivered to all residents in the village.

17] 306 / 308 Bus Service

- 358.** EQUALITY IMPACT ASSESSMENT: The Clerk had emailed to ask for a copy of the EQIA. No response had been received as yet.

[Action: ongoing]

18] Land Not in the Ownership of Vigo Parish Council

- 359.** TO NOTE COSTS QUOTED FOR ADVERSE POSSESSION CLAIM FOR LAND IN THE OWNERSHIP OF THE CROWN ESTATE.

The Parish Council solicitor had emailed to state that he felt it would be appropriate to refer the matter in the first instance to a specialist land barrister to advise on the prospects of success in obtaining the land in question, as well as advising how an application should be formulated, before entering into correspondence with Burgess Salmon (Crown Estate Solicitor).

The fees for taking instruction from the Parish Council, and obtaining Counsel's written advice would be in the region of £1,200 plus VAT. Thereafter cost estimates would be provided based on an hourly rate of £230 plus VAT.

The Clerk had responded to ask if it would be cheaper, and quicker to apply for Adverse Possession, rather than try to resolve the issue directly with Burgess Salmon. The Parish solicitor felt that there was no guarantee that the Adverse Possession route would be cheaper or quicker, as the Land Registry would serve notice on the Crown, who could then raise objections.

It was agreed that before the Parish Council made a decision on this matter, it would be useful to speak to the Parish Solicitor directly. The Clerk was to ask for a zoom meeting, with Cllr Banks and Cllr Haslem to attend.

[Action: Clerk]

360. TO NOTE PLAN SUPPLIED BY JC WHITE (SURVEYOR)

Land to the rear of 112 – 200 Highview. The land registry compliant plan had been received. Cllr Banks, Cllr Haslem and the Clerk would now review this to ensure it showed the areas in question, and then it would be forwarded to the Parish Solicitor so that an Adverse Possession case could be put forward.

[Action: Clerk]

19] CCTV

- 361.** A new Network Video Recorder (NVR) had been supplied and installed by IT Solutions (Kent).

20] Parking Issues / Electric Vehicle Charging Points

- 362.** Highview: resident accessing driveway on front garden without a drop kerb. The Clerk had passed information on this matter to the Community Wardens.
- 363.** Timberbank: Highview Services to build a wooden planter to go on Parish Land to the front of this property.

[Action: Highview Services]

- 364.** The Clerk had been told that a car had been wheel clamped in the village, the vehicle had been parked on the pavement. The Clerk confirmed she did not know who had done this, and the Parish Council had no knowledge of the matter.

21] Insurance Claim(s)

- 365.** School Bungalow. Alder tree to be removed, and stump to be treated. This work had been programmed in for 31st July / 1st August.

[Action: ongoing]

- 366.** Timberbank: alleged subsidence as a result of Parish trees to the front / side. The Clerk had forwarded the latest survey to Hiscox for their attention.

[Action: ongoing]

22] Councillor Patches

367. Councillor Patches: Councillor Patch Checklists had been completed by 6 Members (2 not received as yet). The Clerk would now give updates on all issues reported. Next checklists were due by the end of September.

*Post meeting note – the Clerk had sent an update on all issues to Members.

368. 250: PAVEMENT PARKING: The Clerk had produced a notice to be put on the windscreens of vehicles which were parked on the pavement. This had been emailed to all Members. The Clerk had also put an article in the Annual Report.

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

Ball Park

369. Nothing to report.

Village Green Play Park

370. Non urgent play park repairs. The Clerk had forwarded the quote from Safe Play to Cllr Woolway and Cllr Banks.
371. Playpark repairs to be carried out by Highview Services. This work had been added to the grounds teams "to do" list. (Loose fence posts, flaking paint, damaged ground, graffiti, overgrown trees etc).

[Action: Clerk]

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

[Action: Highview Services]

373. "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.

374. Zip Wire Repairs: Safe Play had emailed to state that the necessary repair / refurbishment works had been carried out. Photographs had been supplied.

[Action: ongoing]

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

375. 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

The Clerk had emailed Safe Play to ask for the works to be booked in.

[Action: ongoing]

To note quotes for replacing stolen play park fencing

376. Stolen Play Park Fence:

Quotes to replace the fence had been received and forwarded onto the Parish Council insurers. Details were noted as follows:

Quote One: £1650

Quote Two: £4239

Quote Three: £2370

No update had been received from the insurers as yet.

[Action: ongoing]

24] Finance

To note any payments made since the last meeting

377. None.

To authorise payments due

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

17.07.23	D/P	Joanne Glass	131.60	Expenses
17.07.23	D/P	Vision ICT	507.06	Invoice 16840 website hosting
17.07.23	D/P	Vigo Village Hall	985.88	Invoice 441 office and hall hire
17.07.23	D/P	Streetlights Ltd	641.70	Invoice 13827 maintenance
17.07.23	D/P	Singlewell Print	884.20	Invoice 57049 printing
17.07.23	D/P	IT Solutions Kent	552.00	Invoice 21784 New NVR
17.07.23	D/P	IT Solutions Kent	42.00	Invoice 21763 site visit
17.07.23	D/P	Danny McKay	30.00	Bus Shelter Clean 26.05 & 06.07.
17.07.23	D/P	We are Beams	250.00	Grant in Aid
19.07.23	D/P	HMRC	1689.01	PAYE 2 nd quarter
28.07.23	D/P	Joanne Glass	1771.18	Clerks Salary – July

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

21.07.23	D/D	Gravesham BC	88.88	Paladin Bin monthly payment
25.07.23	D/D	J&F Accounts	31.80	Payroll Charges - July
26.07.23	D/D	British Telecom	62.66	Telephone / Broadband
28.07.23	D/D	Highview Services	5212.20	Grounds Maintenance Contract

To note any income received

380. £1000 Cost of Living Support Grant (to fund lightbulbs).

To note grant request from Anthony Roper School

381. Details of a request for a grant from the Anthony Roper School were noted. In this instance, it was agreed the Parish Council would not approve a grant.

[Action: Clerk]

To note grant request from Beams (supporting disabled children and their families).

382. We Are Beams was a local charity that supports disabled children and their families in Kent. They currently supported 429 families in total, ten of which were from Vigo. Cllr Haslem proposed that the Parish Council fund a grant in aid in the sum of £250. This was seconded by Cllr Banks and agreed by all Members.

Other Finance Issues to Note & RFO's Report

383. 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]

384. 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]

385. 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]

386. Culverstone & Vigo Scouts had emailed to thank the Parish for the Grant in Aid that they had received. They stated that the money would be put to very good use.

25] Parish Council Community Cost of Living Support Grant (Helping Hands Grant).

387. The Clerk had responded to Helping Hands to state that the lightbulbs would be distributed via the Parish Council office, or with the assistance of the KCC Community Warden. Cllr Chaplin would now look into the purchase of lightbulbs.

Some discussion took place about whether each property in the village would get one lightbulb, or whether families would be identified by the Community Wardens to get a whole box. To be discussed further in due course.

[Action: Cllr Chaplin]

26] Defibrillator Upgrade Programme

388. 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. Cllr Hawkins was not present at the meeting, so this matter would be deferred to the September meeting.

27] To discuss request for additional signage (Emergency Access to Village Hall)

389. The Village Hall Committee would like additional signage on the grass verges leading to the pub car park, to show where delivery lorries could access the rear of the hall (as well as those hiring the hall). Currently there was signage on only one of the grass verges.

Some discussion took place regarding this. The land in question belonged to the public house, and the signage in place (which stated "emergency access for the village hall") had been provided by Gravesham Borough Council some years ago (following a request from the Parish Council).

It was agreed that if the Hall Committee wished for additional signage, they should contact the pub landlords / owners directly. Clerk to respond to the Village Hall Manager.

The Clerk noted that she was very concerned about any signage which would encourage / permit more traffic crossing over the Parish land to the front of the pub. The Clerk felt that the close proximity of the pub to the village green and the play park would make this was dangerous and should be avoided at all costs. Parish Council noted the Clerks concerns.

[Action: Clerk]

28] To receive the Chairs announcements

390. The following items had been put on the agenda for the Chairs Meeting:

- Rats: to ask for advice regarding dealing with any rat issues in Vigo.
- Carbon Neutral: to ask if GBC had a policy in place for helping Parish Councils move toward being carbon neutral.
- Fowlers Stone Wood: to ask for any updates.

391. KCC were looking to reduce the Community Warden budget by £1 million (current budget £2.4 million). Across Kent the current staffing level is 54 Wardens and 6 Team Leaders. They are looking to cut this down to 32 Wardens and 6 Team Leaders. The Dartford & Gravesham Team were very likely to be affected.

It was agreed that Vigo Parish Council should put forward a strong response in objection to this. The consultation deadline was 3rd October, and as such the matter would be on the September Parish Council meeting agenda.

The Clerk would also post details of the consultation on Facebook.

[Action: Clerk]

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

392. Maverick Race trail running event on Saturday 16th September. The Clerk had responded to state that the Parish Council had no objections to this event.

393. TO NOTE PUBLICATION OF ANNUAL REPORT. The Annual Report had been produced and delivered to all 800 properties in the village. Online newsletters would now be produced in the Summer, Autumn and Winter, with another Annual Report being printed and distributed in the Spring of 2024.

394. TO NOTE CORRESPONDENCE REGARDING PROVISION OF A DOG FIELD. Details of this request had been forwarded to all Councillors. It was noted that there were no suitable areas of land within the village, Clerk to respond accordingly.

However, Cllr Jones may know of somewhere fairly local – Clerk to forward on the original email for her attention.

[Action: Clerk]

395. The following items of correspondence had been received and were noted:

- D Day 80 Anniversary Guide from KALC (6th June 2024). To be discussed at a future Parish Council meeting.
- KALC Annual General Meeting (18th November) motions to be submitted by 22nd September 2023.
- KALC weekly update from KALC Chief Executive Charmaine Keatley.

30] Training

396. Information on the latest training opportunities had been forwarded to all Members.

31] Reports from other organisations

397. Rat issue (Village Hall). The Clerk had emailed the Hall Manager as agreed.

[Action: Clerk]

32] Working Party Reports

Environment Infrastructure Working Party: Energy Saving Vigo Questionnaire

398. 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]

399. EVCPs on Parish Land - Cllr Hawkins would produce a list of questions for consideration and further discussion.

[Action: Cllr Hawkins]

400. ENVIRONMENT ECOLOGY WORKING PARTY. A report would be given at the September Parish Council meeting.

[Action: Cllr Jones]

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

401. None.

**There being no other business,
the meeting Full Parish Council Meeting was closed at 22.30 hours.**