

**VIGO PARISH COUNCIL**  
**Notes from the Council Members Meeting**  
**Held by zoom on Monday 11<sup>th</sup> December 2023 at 7.30pm.**

Please note: the Full Parish Council meeting on 11<sup>th</sup> December was cancelled due to illness. Any decisions agreed by Council Members at this zoom meeting would be carried out by the Clerk under delegated powers, and ratified at the Full Parish Council meeting on 15<sup>th</sup> January 2024

Present	Cllr Pat Banks (in the Chair); Cllr Jim Haslem; Cllr Simon Chaplin; Cllr Sharon Cottam; Cllr Dave Hawkins; Cllr Mandy Jones; Cllr Andy Woolway. Mrs Joanne Glass (Clerk).
In Attendance	None.

**1] To receive Apologies for Absence**

**843.** Mr A Holloway (MP); Cllr Ejaz Aslam (GBC); Cllr Mike Germain (VPC); Cllr Alan White (VPC); Ms M Cason (KCC Community Warden).

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

**844.** None.

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

**845.** None.

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

**846.** None.

**5] Police and Community Warden Reports**

**847.** None.

**6] To approve the minutes of the Full Parish Council Meeting held on 25<sup>th</sup> November 2023**

**848.** The minutes from the Full Parish Council Meeting(s) held on 25<sup>th</sup> November had been circulated. These would not be signed until the Full Parish Council meeting on 15<sup>th</sup> January 2024, but would be published online as a draft copy in the interim.

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

**849.** 306 / 308 BUS: EQUALITY IMPACT ASSESSMENT: The Clerk reported that a full response had been received on 4<sup>th</sup> December but had been delivered to the Parish Council spam email folder. As such the Clerk had not seen it until 11<sup>th</sup> December. The Clerk had forwarded the response onto Cllr Banks. This response and any other action the Parish Council wished to take would be discussed at the January Parish Council meeting.

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

**850.** SUNFLOWER GROWING COMPETITION: The Clerk had posted the results, and photographs, of the competition on the Parish Council Facebook page.

851. SUCESSORS IN TITLE: The Clerk had emailed Mr Baker (Boys & Maughan) to inform that the Parish Council wished to go ahead with the "Letter of Advice".

**[Action: ongoing]**

852. KALC Community Awards Scheme for 2024. Nomination to be agreed at the January Parish Council meeting.

**[Action: ongoing]**

8] **Services**

**Grounds Maintenance**

853. 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]**

854. Overgrown vegetation in the garage area to the side / rear of 30 The Coppice. Kent Highways had informed the Clerk that they were not responsible for the footpath that was overgrown, nor for the area where the vegetation was located. Kent Highways suggested that the land was either owned by residents or by Jondy Investments. It was agreed that the Clerk should write to the residents who may own the land, to ask that the vegetation be cut back. If they responded to say that they did not own the land, then the Clerk would ask Highview Services to remove the vegetation entirely, to avoid an ongoing maintenance commitment.

**[Action: Clerk]**

855. ADMERS WOOD: The Clerk had updated the resident to state that no further work would be carried out in this location (Admers Wood / Erskine Road junction). However, the Clerk reported that a second compliant had been received about the same issue. Cllr Banks had looked at the location and informed Members that she felt there was a small amount of vegetation that could be cut back. All agreed. Clerk to update the resident and ask Highview Services to carry the work out.

**[Action: Clerk]**

856. Timberbank: Parish Council land (grass) to the front. The Clerk had responded to the resident as agreed. The Clerk had also updated Highview Services.

857. The Grounds Works record sheets for November / December had been forwarded to all Council Members.

**Grass Cutting**

858. Nothing to report.

**Trees**

859. Timberbank. Request from resident to have Ash tree removed. Filed as pending, waiting for resident to make contact with site meeting availability. Clerk had made a diary note to chase this mid-January.

- 860.** Chestnut Lane, Cherry Tree to the rear. No formal update from the Tree Warden. The Clerk had chased this up by email.

**[Action: ongoing]**

- 861.** BUS ROUTE TREES: The Clerk had been informed that there was one tree on Waterlow Road still to be dealt with, but all other work had been carried out. The Flail had been booked for Friday 22<sup>nd</sup> December to deal with the low-level vegetation in Harvel Road.

**[Action: ongoing]**

- 862.** Sight Line Issue, Waterlow Road: The rotten part of the Hornbeam Stump had now been removed. The Clerk had emailed the resident to update them and inform that the Parish Council felt that there was not a sight line issue and as such no more work would be carried out. The resident had responded to state clearly and formally that he was unhappy with this response, and again asked for the tree stump to be removed. The Clerk had met with two Kent Highways officers online to ask their opinion and had been informed that they did not feel there was an issue. The Clerk was to update the resident again and suggest that they contact Kent Highways directly if they wished.

**[Action: Clerk]**

- 863.** ADMERS WOOD: Resident enquiry regarding trees on Parish land in Admers Wood (Oak and Silver Birches). No formal update from the Tree Warden. The Clerk had chased this up by email.

**[Action: ongoing]**

- 864.** Ash stool on Parish land, on the boundary of Trosley Country Park land, at the top end of Hornbeams. The Clerk had responded to the Country Park Ranger to thank them for their offer to remove the diseased tree, and to state that they were happy for Trosley Rangers to carry out this work.

**[Action: ongoing]**

- 865.** Highview: Trees to the rear. The Clerk had emailed Highview Services to ask them to cost the work, and to let the Parish know if they could manage the project or if they needed additional help to carry out the work. It was expected that there would be at least five days work here, if not more.

**[Action: ongoing]**

- 866.** Trees identified by Kent County Council as needing to be removed.

- Opposite 34 Churchside & opposite 47 Churchside: these birch trees would be removed in the New Year – a letter needed to be sent to residents in advance to ask that cars were moved from the location in advance of tree surgery taking place. Clerk to liaise with Highview Services.
- Croftside (Wych Elm): this would be removed in the New Year.

**[Action: Clerk / Highview Services]**

- 867.** The Clerk had been contacted by a resident who was concerned about some trees which were leaning in Harvel Road. The Clerk had spoken to Highview Services who

had confirmed that two leaning trees on Parish land had been removed. Two trees on the Linden Wood Manor side of the road also appeared to be leaning but were in fact just growing at an angle and were not of an obvious concern. There was one further tree near the Erskine Road junction which was to be removed in the New Year. The Clerk had updated the resident.

- 868.** The tree which was overgrowing the garage belonging to Highview had been removed. There was some ivy remaining which had not been removed for fear of damaging the garage wall. The ivy had been severed and would be removed once it had died off. The Clerk had updated the resident.
- 869.** Oak Tree, near Vigo School. Following the Parish Council stating that they would not remove the Oak Tree because of leaves blocking the gutters on the school building, the headteacher had emailed to inform that he would now be contacting KCC regarding this, as they would be the authority who would have to deal with the matter should further flooding occur.
- 870.** Hornbeams: tree to the side (likely on Parish Land). The Clerk had received a phone call from a concerned neighbour regarding this tree. The neighbour felt the tree was leaning and may damage the property if it fell. The Clerk spoke to the ground's contractor who confirmed that there was a tree which could do with being removed, but it was not clear whose land the tree was on. The Clerk felt the tree may be on Parish Land and as such it was agreed that the Clerk would ask the contractor to remove the tree and inform the resident of this. Clerk to speak to Highview Services.

**[Action: Clerk / Highview Services]**

#### **Future Tree Projects**

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

**[Action: Cllr Chaplin]**

### **9] Planning**

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

- 872.** 67 Timberbank: various (limb removal & reductions). 20231257. No objections.
- 873.** 3 The Paddock: remove 1 x cherry, 1 x silver birch & prune 1 x s/chestnut. 20231184. No objections.
- 874.** 50 Timberbank: 1 x oak, dismantle to the ground. 20231137. No objections.

#### **Full Planning Applications**

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

#### **Covenant Tree Applications**

- 876.** Highview: Application to relocate side / rear fence. Cllr Haslem had drawn up a map to illustrate the new proposal, the Clerk had sent this to the owner of 297 Highview. The owner of 297 Highview would now contact the owner of 227 Highview directly to discuss.

**[Action: ongoing]**

877. CROFTSIDE: The Clerk had emailed the resident as agreed, to ask for details of the cladding colour, before a formal letter could be sent. No response had been received as yet.

**[Action: ongoing]**

878. Beechmast: Clerk had responded to inform that a change from red hung tiles to grey would not be approved.
879. Churchside: demolition of existing garage, erection of single storey rear extension. The Clerk had written giving retrospective approval.
880. Timberbank: replacement living room window. The Clerk had written giving covenant approval as agreed.
881. Highview: request to relocate soakaway. The Clerk had responded to the resident as agreed.
882. Timberbank: new front door. Application to replace existing front door with a composite unit. An illustration of the type of door had been supplied. There were no objections, Clerk to write giving covenant three approval.

**[Action: Clerk]**

### **Other Planning Matters**

883. Gravesham Borough Council Planning Consultation: the Parish had been invited to participate in the Design for Gravesham Consultation, which was open from 1<sup>st</sup> December to 29<sup>th</sup> December. Information had been forwarded to all Members regarding this.

### **Fowlers Stone Wood Update**

884. Environmental Enforcement: Community Impact Statement. The Clerk had not received a response, so had sent a chasing email.

**[Action: ongoing]**

885. Fowlers Stone Wood: Enforcement: The Clerk had not received any update; a chasing email would be sent to Gravesham Borough Council.

### **Enforcement Issues**

886. Churchside. The Clerk had emailed planning enforcement as agreed (stating the concerns about the front windows).

**[Action: ongoing]**

887. Timberbank: unauthorised outbuilding in rear garden. The Clerk had emailed Planning Enforcement to ask for an update.

**[Action: ongoing]**

888. There had been some concern that the fence at the rear of Timberbank had been moved further out onto Parish Land. This had been inspected and it was confirmed this was not the case.
889. Hornbeams: exterior finish of property. Planning Enforcement had confirmed that, following the Parish Council approval letter, they had been contacted by the resident to state that the works would be completed before the end of March deadline.

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

**Properties in breach of covenant:**

- 890.** HIGHVIEW: To relocate side & rear garden fence. Work to be carried out by the beginning of December. No update. The Clerk would review this before the January Parish Council meeting.

**[Action: Clerk]**

- 891.** Timberbank: The Clerk had written to the resident to state that the deadline to remove / reduce the size of the front porch had been extended to 31<sup>st</sup> March 2024. The Clerk had made a diary note.

- 892.** The Paddock. No correspondence had been received from the new owners. The Clerk was to write again.

**[Action: Clerk]**

**Update on properties in disrepair:**

- 893.** Admers Wood property in disrepair: As agreed, the Clerk had sent copies of correspondence to the resident by recorded delivery.

**[Action: ongoing]**

**To discuss complaints regarding businesses being run from home.**

- 894.** BUSINESS IN BREACH OF COVENANT: The Clerk was given to understand that despite the Parish Council letter asking for the reduced hours to be implemented by 1<sup>st</sup> December, the business was still running on Saturday afternoons. It was agreed to review this again at the January Parish Council meeting and write to the resident again then if necessary.

**[Action: ongoing]**

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

- 895.** Damage to garage in Ash Keys: silver birch overhanging garage roof. The Clerk had added this to the tree work list for the winter period.

- 896.** Unkempt land outside garden fence. The Clerk had written to the resident as agreed. If the situation did not improve, the Clerk would report the overgrown vegetation to Kent Highways.

**[Action: ongoing]**

- 897.** Waterlow Road Post Box: it was noted that the label giving details of the nearest available post box was incorrect. Clerk to look into this.

**[Action: Clerk]**

- 898.** The Clerk had been contacted by a resident who regularly worked from home, to enquire if Vigo would be benefitting from full fibre internet anytime in the near future. The Parish Council noted that this was not something they could control, and it would just depend on how fast BT were able to roll this out across the village.

It was noted that it was available in some parts of the village (including The Paddock for example). It was noted that speeds elsewhere in the village were usually of a good standard. Clerk to update the resident.

**[Action: Clerk]**

**12] The Bay**

**899.** Post Box in need of refurbishment. No response from Mr Holloway. Clerk to chase.

**[Action: Clerk]**

**900.** The Clerk reported that there had been an issue with one of the shops in The Bay, with regard to the Managing Agent. The Clerk had contacted KALC at the time to find out if there was anything that the Parish Council could do to assist, as the Parish Council felt strongly that they should do everything they could to support the shops and ensure that the units remained open. KALC had given advice, and it was noted that:

- The Parish Council did not own, or abut the properties.
- The Parish Council did not have any relevant policies in place, or any precedent set regarding this sort of issue.
- There was not a neighbourhood plan, or any community design statement.

Therefore, there was little the Parish Council could do other than encourage the two parties (shop owner and managing agent) to open a dialogue about any issues.

However, it was noted that the situation had now been resolved and the shop was open and trading again.

**901.** Further to the above, the Clerk had been contacted by the shop owner who had asked for clarification of what authority was responsible for what area of work (for example, who cleared litter and leaves from The Bay, who mowed the grass, who salted the paths in winter and so on). The Clerk would respond to the shop owner and give as much detail as possible.

**[Action: Clerk]**

**13] To discuss any Gravesham Borough Council issues and / or Kent Highways Issues**

**902.** DOG DIRT BINS (provision of new bins throughout the village). It was not known if the new dog dirt bins had been installed. Cllr Chaplin reported that he did not think these had been installed. Clerk to chase.

**[Action: Clerk]**

**903.** SIGN FOR ADMERS WOOD ENTRANCE (Small turning circle, delivery drivers beware). With Highview Services for installation.

**[Action: ongoing]**

**904.** ADMERS WOOD: Faded "No Through Road" graphic. These stickers had now been received. The Clerk would get one installed on the Admers Wood road sign.

**[Action: Clerk]**

**905.** Underpass clean: It was agreed that the underpass would need cleaning again before any redecoration took place. The Clerk had made a diary note for April 2024.

906. Harvel Road Bus Stop Bin: Request for bin to be more securely fixed. No response from GBC as yet, the Clerk had sent an email to chase this up.

**[Action: ongoing]**

907. Gravesham Borough Council small electrical recycling banks. The Clerk had not received any promotional material from GBC so had been unable to share this. The Clerk had chased this up with GBC.

**[Action: ongoing]**

908. "Pedestrians in Road" warning sign in the wrong position at the Waterlow Road / Timber bank junction. The Clerk had not had an opportunity to liaise with Ms Cason (Community Warden) regarding this but would do so in the new year (should the sign still be in the wrong place).

**[Action: Clerk]**

909. SPEEDING (Waterlow Road): The Clerk had updated Ms Norris as agreed. The Clerk had made a diary note for February, to contact Ms Norris to ask for another ATC in March.

910. SALT BINS: Request for Kent Highways to fill salt bins provided by the Parish Council. No response received as yet.

**[Action: ongoing]**

911. The Clerk had been contacted about a car which appeared to have been in an accident and subsequently abandoned (half of the pavement) at the bottom of Woodside. The Clerk would liaise with the Community Warden (and GBC) regarding this.

**[Action: Clerk]**

912. The Clerk had received an email from a resident who noted that twice in one week they had tried to use the Electric Vehicle Charging Points near the school, only to find that they were unable to as cars were parked (using the points) taking up more than one space. The resident asked if bay markings could be put down to encourage people to park more considerately. The resident noted that there had been two available charging points, but the space had not been big enough to get a car in. The Parish noted that this would be something Gravesham Borough Council were responsible for and as such the resident should speak to them. Clerk to update the resident.

**[Action: Clerk]**

913. The Clerk had been contacted by Gravesham Borough Council, who informed they had recently had a request from the Kent Resilience Team for an up to date out of hours contact for Parish Councils, in case of emergencies. The Clerk had asked Mr Hickmott (GBC) where the contact details would be published, and if they would be accessible to the general public. Mr Hickmott said he would look into this and let the Clerk know.

Cllr Hawkins suggested that the Parish Council invest in a Single Point of Access Number, which would be an 01732 number. People would be able to ring the number in an emergency, with calls being diverted to whoever the Parish Council wished (for



example The Clerk, and then if not available, the Chairman, or the Grounds Contractor etc). The number could be set up to divert after a specific number of rings, and the people who were contacted could be changed if someone was on holiday for example.

The cost for this would be £108 per annum. All agreed. The Clerk was to liaise with Cllr Hawkins regarding this.

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

**14] Drainage & Flooding Issues**

- 914.** Sunken ground around drainage / sewage cover in Waterlow Road. Works being carried out to investigate this were taking place (week commencing 11<sup>th</sup> December 2023).

**[Action: ongoing]**

- 915.** Ferndown flooding. The Clerk had written to the drainage team to suggest that the water tower soakaways are utilised to prevent any future issues. No response had been received as yet.

**[Action: ongoing]**

- 916.** Highview drains blocked: the Clerk had reported this to Kent Highways (stating that more than one drain was totally blocked with silt). Reference no. 766331

**[Action: ongoing]**

- 917.** Drainage and Flooding Issues in Timberbank (particularly around the Downs Wood junction).

The Clerk had reported the blocked gully grates in Downs Wood to Kent Highways (reference 766334). The Clerk has also asked Gravesham Borough Council to carry out a further road sweep.

The Clerk noted that almost all the leaves were now down from the trees, and as such there was no point in leafletting residents now asking them to not sweep leaves from their properties onto the road. The Clerk would make a diary note to ensure that leaflets were sent out prior to the leaf-fall in Autumn 2024.

The Clerk had spoken to Highview Services and asked them to consider if it would be practical to either crown reduce or pollard the sweet chestnuts in this area. The Clerk noted that KCC no longer pollarded trees as it was considered not to be good for the overall health of the tree.

The Clerk had made a diary note to look at engaging someone to clear the leaves from the gutters in Timberbank on a fairly regular basis during the heaviest leaf-fall period next Autumn. The Clerk had already spoken to Highview Services, who felt that the proposal was a good one.

The Clerk had responded to the residents (x3) as agreed.

**15] Street Lighting**

918. ELECTRICAL TESTING RESULTS / STRUCTURAL SURVEY RESULTS: No update from Mr Bonner regarding these test results as yet, the Clerk had chased this up again.

**[Action: ongoing]**

919. OUTSTANDING WORKS TO STREETLIGHTS, TO BE CARRIED OUT BY GBC / KCC.

BEAS003 Erskine Road - Vandalised Lantern

BBAS002 Beechmast - Fault with electrical compartment cover

No update – the Clerk had chased this with Mr Bonner.

**[Action: ongoing]**

920. The Clerk was to ask Mr May (GBC) if the Parish Council would get an official hand over letter, once all the outstanding issues had been resolved. Agreed not to pursue this until an update had been received on the two outstanding repairs.

**[Action: pending]**

921. ANNUAL STREETLIGHTING INSPECTION REPORT: The Clerk had emailed Mr Bonner to ask for quotes to carry out any necessary work. If no response had been received by the New Year, the Clerk would ask Cllr Banks or Cllr Haslem to make contact with Mr Bonner.

**[Action: ongoing]**

922. LED UPGRADES: The Clerk had emailed Mr Bonner to ask how many lamps in the village were not LED and required upgrading. The Clerk had informed that the Parish Council had a budget to spend on LED upgrades before 31<sup>st</sup> March 2024. No response had been received as yet.

**[Action: ongoing]**

923. Spread of light on streetlights (centre path). The Clerk had received a response from Mr Bonner. LED SL7 lanterns could be fitted, which may solve the problem, but these are more easily and more regularly vandalised. The SL8 lanterns which are usually fitted deliberately push much of the light downwards and sideways, and although the output could be increased from 18w to 34w, it wouldn't increase the spread, just the brightness. Mr Bonner suggested replacing the two Phosco lights (streetlight number 7 & 35) with SL8 units (£350 each) as it would provide uniformity along the centre path. The light levels could be adjusted accordingly as needed. The old Phosco lanterns could be saved to replace old SOX lights elsewhere in the village. It was agreed to update these lights, but only as part of the LED upgrade project.

924. The Clerk informed that three streetlights had been damaged due to vandalism. The light on the Admers Wood side of the underpass had been vandalised and needed to be replaced with an LED unit (£325 plus VAT).

Additionally, both MUGA lantern photocells had been vandalised and needed to be replaced (£173.25 plus VAT for both). The Clerk would put a post on Facebook so that residents were aware of the issue and repair costs.

**[Action: Clerk]**

- 925.** LAND IN THE OWNERSHIP OF THE CROWN ESTATE. The Clerk, Cllr Banks & Cllr Haslem had met with KS Law (Mr C Eastland). Mr Eastland had informed that the law regarding Escheat was complicated, as it had not been updated since medieval times. He strongly felt that the opinion of a barrister specialising in land issues would be necessary to decide if the Parish Council had a valid claim or not. It was noted that the Parish Council felt strongly that the land should have always been in their ownership, and it was an administrative error which had resulted in the parcel of land being missed when the original transfer took place. There was some historical paperwork available which may provide some evidence to support this. Mr Eastland felt that a barrister would also be able to advise on this. It was suggested that rather than provide paperwork directly to the Barrister for her to consider, and then for her to write a formal report giving advice, it would be better, if possible, to meet the Barrister online and discuss the matter, to ensure that she had all the information she required. She would then be able to advise by email. It was thought that this would be at a smaller cost than originally quoted (£1200). Mr Eastland to look into this and report back.

**[Action: ongoing]**

- 926.** Adverse Possession: Land to the rear of 112 – 200 Highview. Mr Eastland suggested that a Barristers advice be sought regarding applying for adverse possession here.

**[Action: ongoing]**

**17] Parking Issue**

- 927.** Timberbank: Highview Services to build a wooden planter to go on Parish Land to the front of this property.

**[Action: Highview Services]**

- 928.** Pavement Parking in Vigo. The Clerk had responded to the resident as agreed. Cllr Banks would also raise the matter at the next Chairs meeting.

**[Action: Cllr Banks]**

**18] Insurance: to receive any update on claims**

- 929.** Timberbank: the Clerk had responded to Hiscox to inform that the Parish Council did not intend to get an arboricultural survey carried out at this time.
- 930.** School Bungalow: the Clerk had been informed that this file had now been closed (with no formal claim for damages).

**19] Rural Housing Needs Survey**

- 931.** Cllr Haslem had emailed the Clerk, having summarised his thoughts. Cllr Haslem had identified some details that needed clarification, and as such would like the Clerk to contact Gravesham Borough Council and RACE. This was noted by Members. Agreed that the Clerk should contact GBC / RACE so that an informed discussion could take place at a future Parish Council meeting.

**[Action: Clerk]**

**20] Councillor Patches: to receive update on issues reported**

932. The next Councillor patch check lists were due at the end of December.

**[Action: all Councillors]**

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

**Ball Park**

933. Nothing to note.

**Village Green Play Park**

934. Nothing to note.

**22] Finance**

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

935. 09.10.23 D/D Nest Pension 190.13 Clerks Pension – November

**To authorise payments due**

936. The following payments would be authorised by two Members (either Cllr Haslem, Cllr White or Cllr Woolway):

11.12.23	D/P	Viking	87.19	Invoice 3366212 Stationery
11.12.23	D/P	Viking	49.63	Invoice 3343943 Stationery
11.12.23	D/P	RBL Industries	42.60	Invoice 00462638 Signage
11.12.23	D/P	Hawkesworth	84.00	Invoice 328772 PAT Testing
11.12.23	D/P	Joanne Glass	123.84	Microsoft Licence
11.12.23	D/P	Joanne Glass	15.59	Zoom
11.12.23	D/P	D Mackay	15.00	Window Cleaning – Bus Shelter
11.12.23	D/P	Pat Banks	95.00	Carbon Literacy Action Day
11.12.23	D/P	Joanne Glass	7.75	Postage
11.12.23	D/P	Vigo Village Hall	911.45	Invoice 489: Rent Oct to Dec
11.12.23	D/P	Streetlights Ltd	390.0	Invoice 14153 Lighting Repairs
11.12.23	D/P	Streetlights Ltd	207.90	Invoice 14130 Lighting Repairs
11.12.23	D/P	Streetlights Ltd	390.00	Invoice 14118 Lighting Repairs
28.12.23	D/P	Joanne Glass	1849.86	Clerks Salary – December
19.01.24	D/P	HMRC	2189.34	Third Quarter PAYE

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

21.12.23	D/D	Gravesham BC	88.80	Paladin Bin monthly payment
27.12.23	D/D	J&F Accounts	33.96	Payroll Charges - December
27.12.23	D/D	British Telecom	67.46	Telephone / Broadband
28.12.23	D/D	Highview Services	5212.20	Grounds Maintenance Contract

938. Transfer of £15,000 from deposit account to current account to cover outgoings: agreed, Clerk to action.

**[Action: Clerk]**

**To note any income received**

939. None.

**To discuss & agree Corporate Multi Pay Card application.**

940. Unity Trust had partnered with Lloyds Bank to provide a Corporate Multi Pay Card. This was a charge card which enabled the cardholder to make purchases and defer payment until the next billing date. The balance had to be paid in full each month. No interest was applied to a charge card. It would cost £3 a month to have the card. Spending limits could be set to fit in with the Parish Financial Regulations. The Clerk felt the card would be useful for purchasing items online and in store, rather than the Clerk purchase and then claim expenses.

Cllr Banks proposed that the Clerk fill in the application form for the card, with a view to the application being signed off at the January Parish Council meeting. All agreed.

**[Action: Clerk]**

**To agree Membership to the Society of Local Council Clerks for 2024.**

941. The SLCC membership, £238, was due on 1<sup>st</sup> February. This was agreed by all Members present.

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

942. British Telecom D/D increase. Cllr Hawkins would look into the deals available and make a recommendation to Parish Council in due course.

**[Action: Cllr Hawkins]**

943. Adobe Acrobat licence. Purchasing this was deferred pending the application for a Corporate Multi Pay Card.

**[Action: pending]**

944. PRECEPT 2024/25: The Clerk had written to Gravesham Borough Council as agreed.

945. Clerk salary spine point increase: Cllr Banks had liaised with J&F Accountancy regarding this matter.

946. Vigo School PTFA grant application: the Clerk had responded to the PTFA as agreed.

947. Cracked polycarbonate panel in Erskine Road bus shelter. The Clerk had emailed GW Shelters to ask them to confirm the quote cost. No response had been received as yet.

**[Action: Clerk]**

948. The Clerk noted that the One Drive storage was running low (currently at 86%, 4.3GB used of 5GB available). Additional storage would cost £1.99 per month for 100GB. This was agreed by all Members, Clerk to make arrangements to increase the storage.

**[Action: Clerk]**

**23] Vigo Light Bulb Project**

949. Cllr Chaplin & Cllr White had attended the school fair and given out lightbulbs to Vigo residents – all had been given out and the project had been very well received, with lots of positive feedback being given. It was hoped that another project could be organised in 2024 (grant funding permitting).
950. It was noted that those residents who had filled in the Energy Saving Questionnaire should have received a free lightbulb. Cllr Haslem provided the Clerk with details of the 33 people who had responded. The Clerk would endeavour to ensure that these people received their free lightbulb in due course.

**[Action: Clerk]**

**24] Defibrillator Upgrade Programme**

951. Cllr Hawkins had yet to order the four new defibrillators but would do so as soon as possible.

**[Action: Cllr Hawkins]**

952. The Clerk had not yet spoken to the village hall committee to see if they would have any objections to a defibrillator being mounted on the outside of the village hall. Until the Clerk had done this, Cllr Hawkins would not be able to go ahead with organising the necessary cabinet. Clerk to speak to the Hall Committee as soon as possible.

**[Action: Clerk]**

953. Existing Defibrillators: the Clerk had not yet spoken to Vigo Scouts but would do so as soon as possible.

**[Action: Clerk]**

**25] To receive the Chairs announcements**

954. Vigo Emergency Plan: to be on the January Parish Council agenda.

**[Action: Clerk]**

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

955. D Day celebrations – the Clerk would look into this in the New Year (the Clerk had downloaded a guide to look at).

Plan Bee – the Clerk was to write an article about No Mow May, and provide photographs of the Vigo orchids, for a future edition of KALC News.

**[Action: Clerk]**

956. KCC Resident Hubs (to be used in response to a national extended power outage). The Clerk had not yet spoken to the Village Hall Manager about this but would do so before the January Parish Council meeting.

**[Action: Clerk]**

957. ACCESS TO VILLAGE HALL: the Clerk not yet spoken to the Hall Manager about this but would do so before the January Parish Council meeting.

**[Action: Clerk]**

958. Noted that the Portable Appliance Testing had taken place, no issues were noted.

959. A formal thank you letter had been received from Citizens Advice (North & West Kent) in response to the £250 Grant awarded by the Parish Council.

**27] To discuss complaint received regarding No Parking signs on Waterlow Road.**

960. It was agreed as this was now a formal complaint, it would be dealt with in line with the Parish Council complaints procedure policy. A Complaints Committee (formed of three Council Members) would be convened to discuss the issue. The Clerk was to email the complainant in the first instance to establish if they would attend the Complaints Committee meeting.

**[Action: Clerk]**

**28] To discuss provisional request for Memorial Bench in the village.**

961. The Clerk had been approached by the owner of Glam Squad, who would like to raise money to provide a memorial bench in The Bay. It was noted that the only bench that could go in The Bay would be within the walled area where the noticeboard was, and it would need to match the two that were already in situ. An alternative would be to have a recycled wooden bench (to match the others in the village) located elsewhere. The Clerk would cost both options and report back.

**[Action: Clerk]**

**29] Training**

962. CARBON LITERACY TRAINING EVENT: 4<sup>th</sup> December 2023. Cllr Banks had attended this event, but it had not provided any new information regarding ways in which the Parish Council could help residents to reduce their carbon footprint. However, the speaker was excellent.
963. The Clerk had attended a recent Highways Seminar, which she had found interesting. The Clerk had written a report on the meeting which had been circulated to all Council Members.

**30] Hedgehog Highway Project**

964. Information on this project had been sent to all Members. Some members felt that having holes in the bottom of fences for hedgehogs would result in an increase in rodents in residential gardens. Members also felt that in Vigo there was plenty of woodland and undergrowth which was ideal habitat for hedgehogs.

Lastly, there was no appetite for purchasing the special decals to go on people's fences, as this was felt to be unnecessary plastic. Agreed not to pursue this project further.

**31] To discuss Hearing Loop for small village hall.**

843. The Clerk had spoken to Contacta, a local organisation who provided hearing loops. Initial thoughts were that for Parish Council meetings, a fixed large area loop would be suitable. To get an initial quote, details about the room construction, and size were needed, these would be provided by the Village Hall. It was likely that a fixed area loop would cost upwards of £800.
- For the Pop-Up Café, portable loops would work well. These were at a cost of £137 each.

The Clerk was asked to speak to other Parish Councils to find out if they provided a hearing loop, and if so, which sort, and how it worked for them.

**[Action: Clerk]**

**32] Reports from other organisations**

**844.** None received at time of Agenda publication.

**33] Working Party Reports**

**Environment Infrastructure Working Party**

**845.** A summary of the Energy Saving Questionnaires had now been published on the Parish Council website and Facebook page.

**846.** REPAIR SHOP / MENS SHED: Clerk to speak to the village hall about availability, and then potentially speak to Pop Up Café attendees at the January café.

**[Action: Clerk]**

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

**847.** None.

**There being no other business,  
the meeting Full Parish Council Meeting was closed at 20:55 hours.**