

**VIGO PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 15th JULY 2019
AT 7.40 pm IN VIGO VILLAGE HALL**

Present:	Cllr Pat Banks (in the Chair); Cllr Colin Talboys (Vice-Chair); Cllr Jim Haslem; Cllr Dave Hawkins; Cllr Julie Marsh; Cllr Theresa Osborn; Cllr Alan White. Mrs Joanne Glass (Clerk).
In Attendance:	Cllr Ejaz Aslam (Gravesham Borough Council); PCSO Rebecca King; Mr Paul Agle (Highview Services); Mrs Janet Weaver (Local Resident).

To receive Apologies for Absence

283. Cllr Mike Germain (Vigo Parish Council); Cllr Andy Woolway (Vigo Parish Council); Mr Adam Holloway (MP); Cllr Bryan Sweetland (Kent County Council); Cllr Denise Tiran (Gravesham Borough Council); Ms Mandy Cason (Community Warden).

2] To receive Declarations of Interest

284. None.

3] Questions from the press and public

285. Mrs. Weaver had come to discuss some overgrown vegetation, please refer to Agenda Item 13 (Requests from and matters regarding Residents).

4] Borough and County Council representative reports

286. 163: No Entry Harvel Road into Whitepost Lane: The Clerk had emailed Cllr Sweetland to remind him that he had agreed to have this issue added to the next Joint Transportation Board Meeting Agenda. No response had been received as yet.

[Action: ongoing]

287. Cllr Aslam noted that he had not received the last lot of Parish Council minutes – the Clerk would ensure he was on the distribution list in future.

[Action: Clerk]

288. Some discussion took place regarding the “Gravesham Five Year Core Plan”. Cllr White noted that any announcements regarding Green Belt Boundaries had been deferred prior to the election and enquired whether this would be something included in the Core Plan. Cllr Aslam stated he would fight any proposal to build on Green Belt land.

289. Cllr Aslam noted that there was a residents’ meeting for Culverstone Valley arranged by James Ferrin, in connection to the recent flooding. Cllr Aslam asked if anyone from Vigo Parish Council would be attending, it was noted that there would be no representatives from VPC.

5] Police and Community Warden reports

290. PCSO Rebecca King had been regularly sending monthly updates on crime and police work in Vigo. It was good news that the June report had “no crimes of note within Vigo Village”. PCSOs would continue to patrol on a regular basis. Items of good work were noted by the Council (a copy of the report having been emailed to all Members).

There had been a recent Police Surgery, but no public attendance at the event. It was noted that this needed to be advertised more widely and in good time.

6] To approve the minutes of the Full Parish Council Meeting held on 17 June 2019

291. The minutes were signed by the Chair, Cllr Banks, having been accepted as an accurate record of the meeting.

7] To discuss Matters Arising from the previous minutes not otherwise on the agenda

292. 168: CO-OPTION OF COUNCIL MEMBERS: Parish email addresses had been set up for all three newly co-opted Council Members. The Clerk had sent copies of the Financial Regulations, Standing Orders and Code of Conduct to all new Members. Acceptance of Office Forms had been signed in the presence of the Clerk and duly filed. Declaration of Pecuniary Interest forms had also been completed – the Clerk would forward to GBC.

[Action: Clerk]

293. COUNCILLOR PATCHES: Clerk to allocate these now that all vacancies had been filled.

[Action: Clerk]

294. RISK ASSESSMENT: Please see Agenda Item 18.

295. SOUTHFIELD SHAW / VIGO JOURNAL: Meopham Parish Council had responded to state they were unable to fund any of the costs toward providing a Vigo Journal to the Southfield Shaw residents (61 properties in total). It was noted that the printer often provided a considerable number of “spare copies” at no extra cost to Vigo Parish Council, and these were usually recycled / thrown away. It was proposed that these “spares” would be delivered to Southfield Shaw residents; the justification for this was that it would increase the advertising area of the journal and be of general benefit to both the Southfield Shaw residents, and the village itself (shops, village hall etc). ALL AGREED. Cllr Germain had previously offered to deliver the journals; the Clerk was to liaise with him regarding this.

[Action: Clerk]

296. MEASURES TO SECURE VIGO VILLAGE GREEN AGAINST FURTHER ENCAMPMENTS:

Fourth galvanised bollard near the playpark gate: delivered, yet to be installed.

Benches around the village green: delivered, yet to be installed.

Wooden bollards at Churchside path to playpark: to be replaced.

[Action: Highview Services]

8] To discuss any tree, ground maintenance or grass cutting issues noted.

a) Trees

297. HIGHVIEW: Work here had been provisionally agreed for 14th – 16th October. The Clerk would write to give good advance warning to residents – Mr Agley would liaise with the Clerk to inform of the property numbers that would need a letter. Cllr Talboys agreed to look at the Highways Traffic Light Request form, he would contact the Clerk when he returned from holiday.

[Action: Clerk / Highview Services / Cllr Talboys]

298. TREES AND INSURANCE COVER: No update.

- Clerk to chase Came & Co.
- Cllr Talboys to provide a Tree Risk Assessment.

[Action: Clerk, Cllr Talboys]

299. TIMBERBANK: Clerk to write regarding maintenance of Leylandii.

[Action: Clerk]

300. 14 – 22 The Coppice. Three dead trees had been removed from this area earlier in the year. There was one problematic tree remaining - a dead Alder (not an Ash). It was difficult to establish the ownership of this tree. As it was dead it was agreed that the Parish Council would arrange to have it removed. Clerk to arrange.

[Action: Clerk]

301. TIMBERBANK: Thinning of conifer hedge and replacement of dying conifer. Clerk to arrange site meeting.

[Action: Clerk]

302. Parish land to the rear of The Covert – noted that two small conifers had been planted here. Clerk to write to residents to ask for removal.

[Action: Clerk]

303. Bramblebank: Oak Tree to the side. Mr. Agley would speak to Griffiths Trees about carrying out an independent inspection on this tree.

[Action: Highview Trees]

304. Stonecroft – large dead Silver Birch in residential garden. Clerk to write to the resident.

[Action: Clerk]

305. Chestnut Lane: Resident's enquiry regarding trees to the rear which were overhanging their boundary. Mr. Agley reported that there was a cherry tree overhanging the property boundary, this would be dealt with during the winter schedule. Clerk to update the resident.

[Action: Clerk]

306. Highview: land to the rear overgrown, blocking access to the rear gates of 293 & 295 and obstructing the footpath. Noted that the vegetation was on private land and the footpath was the responsibility of Kent Highways. The Clerk had been unable to report this as the KHS system did not bring the footpath up as Highways owned. Clerk to check ownership.

[Action: Clerk]

307. SUBSIDENCE CLAIM, RESIDENTIAL PROPERTY IN VIGO. The Clerk had spoken to the Tree Preservation Order Officer at GBC for advice, but they had been unable to assist in this matter. The Clerk had spoken with the Parish Council insurers who said they would not be able to assist with the removal of any trees, but they could assist with any liability. It was not clear if the Parish Council were being held liable, or if they were just being asked to remove the tree. Cllr Banks agreed to look at the Insurance Reports again before the Clerk contacted the Parish Council insurers again.

[Action: Cllr Banks / Clerk]

308. Timberbank: It was noted that there were dead silver birch trees on the grounds of this property. Cllr White informed the meeting that property had been unoccupied for several years, but the family of the owner were aware of the issue.

309. Highview: The resident had contacted the Clerk regarding the bushes, weeds and saplings that were beginning to encroach on the residents parking space in the garage area. Highview Services would inspect and deal with as necessary.

[Action: Highview Services]

310. Beechmast: Trees to the side of the property overhanging the back garden. Highview Services to inspect and report back.

[Action: Highview Services]

311. Beechmast: complaint regarding an overgrown hedge which was beginning to impede the footpath. Clerk to report to Kent Highways.

[Action: Clerk]

312. Timberbank: Resident noted branches which were overhanging the garden, the resident felt they were dangerous and was concerned about her children who played in the garden. Cllr Talboys would inspect and report back.

[Action: Cllr Talboys]

313. Chestnut Lane: Resident felt the trees to the rear (on the other side of the alley) were too tall and overhanging his shed. Cllr Talboys had inspected and noted some minor work that needed to be carried out. This would be added to the winter list. Clerk to update resident.

[Action: Clerk]

314. Highview: Resident enquiry regarding overhanging trees at his property, requesting they be cut back. Highview Services to inspect and report back.

[Action: Highview Services]

315. Chestnut Lane: The Clerk had received court papers regarding this subsidence (costs associated with) claim, despite the Clerk having been assured that Zurich had requested all paperwork be sent directly to them. Clerk to forward the paperwork to Zurich and ensure that the Courts were aware the matter was being dealt with by the Insurance Company.

[Action: Clerk]

316. Chestnut Lane: it was noted that following an arboricultural report some years ago, the Parish had been advised to regularly trim the area to the side of this property to prevent new saplings becoming established. This strimming was due to be carried out again in the Autumn period – Clerk to make a diary note.

[Action: Clerk]

b) Grounds Maintenance

317. Nothing to report.

c) Grass Cutting

318. Ongoing, nothing to report.

9] Defibrillators in Vigo

319. DEFIBRILLATORS: The Clerk had forwarded the form to Kent Highways. KHS had stated the Clerk would need to speak to UK Power Networks to ask their permission – the Clerk has emailed and was waiting for a response. Mr Agley was to install the cabinets in anticipation of the approval, as they would work without the power supply during the warmer months. Clerk to supply Mr Agley with a map showing the agreed locations.

[Action: Clerk / Highview Services]

320. Training Sessions for the defibrillators would be arranged, Cllr Hawkins would liaise with the Hall Manager. There would be four sessions, so that there were alternative times for people to attend.

[Action: Cllr Hawkins]

321. It was suggested that Mr. Agley be supplied with a defibrillator unit and be “on-call” (with an extra payment to be agreed for this). This was agreed in principal and would be budgeted for in the 2020/21 budget. A DBS check would have to be carried out on Mr. Agley. Clerk to arrange.

[Action: Clerk]

10] Induction and training for Councillors

322. Dynamic Councillor: Cllr Banks, Cllr Talboys, Cllr Haslem, Cllr White, Cllr Woolway and Cllr Germain to attend the course on Thursday 29th August in Meopham.

Cllr Marsh had also been booked on the Meopham course on 29th August.

Cllr Osborn & Cllr Hawkins would attend the course on 9th November at Kings Hill. All places had been booked.

323. SOCIAL MEDIA: Clerk to liaise with other Parish Councils to enquire if they had a policy about running Social Media pages. Item to be added to a future agenda.

[Action: Clerk]

324. BESPOKE PLANNING COURSE: The Clerk had spoken to KALC, they would not be agreeable to Vigo joining with Meopham to share the discounted price for running a

bespoke course locally.

325. COUNCILLOR CONFERENCE: Cllr Banks had been booked on this event and would attend on behalf of Vigo Parish Council.

11] **Upkeep of seating area in The Bay and The Bay in general (hall/shops)**

326. GARDENING: The Clerk had asked Mr Dennis to supply costings for the Euonymus Plants. The Clerk would also ask Mr Dennis to quote for new bulbs to be planted in time to flower next Spring.

[Action: Clerk]

327. HANGING BASKETS: These baskets had been hung and were being watered daily by Mr. Howard (he would invoice the Parish at the end of the watering period).

328. GENERAL UPKEEP OF THE BAY SHOPS & FLATS. Clerk to arrange a meeting with the Landlord (Mr Hall) and the shopkeepers to discuss this.

[Action: Clerk]

12] **Planning**

a) Local Authority Tree Preservation Applications

329. 20190629: 140 Timberbank: Crown reduction of one Oak Tree. No objections.

b) Full Planning Applications

330. 2019064: 13 Hornbeams: The Clerk was to write to the resident stating that Covenant Approval should be sought for the extension, and this would only be given if the build did not extend in front of the building line – and as such the Parish Council would like the resident to revise their plans accordingly.

[Action: Clerk]

331. 20190536: 28 The Coppice: Erection of single storey infill rear extension. Clerk had responded as agreed.

c) Planning Appeals

332. None.

d) Covenant Three Applications

333. COV 3: Hornbeams: Request for drop kerb. The Clerk had not written to the resident or the Estate Agent but would do so as soon as possible.

[Action: Clerk]

334. Cov 3: Highview: request to put an insulated and pitched roof on the porch and have the side walls insulated under new white PVC cladding. Clerk had written giving approval as requested.

335. Highview: Flat roof repair / replacement (due to leaking). Clerk had written giving approval as requested.

336. HIGHVIEW: Request to install a lockable box in the front garden, size 4 foot x 2 foot x 3 foot – this would be to store a mobility scooter. The resident is unable to store the scooter in his garage as it is too far for him to walk. The structure would not be permanent. No objections, Clerk to write giving approval, but stating that the box should be removed on sale of the property.

[Action: Clerk]

337. TIMBERBANK: Prospective purchaser had enquired if there would be any objections to him (should he purchase the property) putting a second storey on the existing single storey side extension. It was agreed there would not likely be any objections to this, as long as it matched the existing. Plans would need to be submitted for a formal decision, however.

The prospective purchaser also enquired if he would be able to remove the double garage

to the rear, to enable him to gain vehicular access to his rear garden and therefore have more parking space available. There were mixed feelings on this, and the Clerk was asked to request a sketch detailing the proposal, to include how many cars would be stored off road in the garden, and also explaining any implications to the neighbouring garage. Clerk to respond.

[Action: Clerk]

338. HIGHVIEW: Request to install a low fence in the front garden – explanatory email had been received detailing the reasons behind this request. The Parish Council felt they could not agree to this as it would be in breach of Covenant Three and there were no satisfactory extenuating circumstances noted. Clerk to respond.

[Action: Clerk]

d) Planning Updates

339. The Coppice: Retention of converted garage into habitable room. Planning Enforcement had asked the Parish Council to write to the resident to inform them they had to apply for Covenant Approval, and that this would not be given for a render finish – the conversion should be finished with bricks which matched the original property. The Clerk would also state clearly that the resident needed to carry out work to their front garden. All agreed, Clerk to write (cc to GBC).

[Action: Clerk]

13] To discuss and requests from and matters regarding resident.

340. ADMERS WOOD PATH: Cllr Banks would look at grass matting / other solutions.

[Action: ongoing]

341. DILAPIDATED GARAGE IN BEECH MAST: Clerk to write to the resident.

[Action: Clerk]

342. Highview: The Clerk would establish if this skip was still an issue before writing.

[Action: Clerk]

343. BOLLARDS TIMBERBANK: Cllr Talboys would speak to Mr Agley regarding this.

[Action: Cllr Talboys]

344. CHURCHSIDE: Clerk would ask Mr Agley to ensure the land to the side was clear and tidy.

[Action: Clerk]

345. Admers Wood: parking issues. Clerk had updated resident.

346. BRICK PLANTERS in Admers Wood / Ferndown / Ash Keys / Beechmast. The Clerk had spoken to Spadeworks twice regarding this, but it was likely they were too busy to take this on at present. The Clerk had mentioned it in passing to Mr. Dennis (local Gardener) who felt it may be something that he could undertake over the winter period. The Clerk was to ask him to quote for the work (to clear and replant as necessary and maintain on a regular basis). Residents would need to be informed as it was thought that some of the planters may be being looked after (unofficially) by neighbouring properties.

[Action: Clerk]

347. HIGHVIEW: Mrs. Weaver had come to discuss the overgrown vegetation at the rear of her property. It was agreed that this area was very overgrown but noted that some of the neighbouring residents had asked the Parish Contractor to leave the vegetation overgrown as a deterrent to burglars and intruders. However, PCSO King stated that it was the responsibility of individual homeowners to secure their properties. It was also felt that overgrown vegetation could also be attractive to intruders as a form of camouflage. In any case, it was agreed that access was required for residents and therefore to cut the vegetation back, Mr. Agley would attend. Mrs. Weaver thanked the Parish Council for their assistance.

[Action: Highview Services]

14] To discuss and update on any covenant breaches

348. CHURCHSIDE PROPERTY IN DISREPAIR: No update.

[Action: ongoing]

349. HIGHVIEW COVENANT 3 BREACHES: Clerk to meet with Cllr Banks regarding these letters. Meeting set for Friday 19th July.

[Action: ongoing]

350. TIMBERBANK: Clerk to write to resident regarding planting a new side hedge on the correct boundary line.

[Action: Clerk]

351. Admers Wood house in disrepair. A complaint had been received regarding this. It was agreed the property was rather dilapidated. It was agreed to send a letter to the owner regarding this. It was also agreed to liaise with Ms. Cason in case she was aware of any issues which prevented the owner updating the property.

[Action: Clerk]

15] To discuss any Highways and Gravesham issues

352. VILLAGE SHOP SIGNS: A quote for the replacement sign had been received - £78.92 (net) (including delivery). This was slightly more expensive than the old signs as when ordering multiple signs a discount is applied for set-up costs. All agreed the quote, Clerk to order the sign.

[Action: Clerk]

353. LACK OF LITTER BINS ON SPINE PATH / REQUEST FOR NEW LITTER BIN NEXT TO HARVEL ROAD BUS SHELTER. Clerk to liaise with GBC.

[Action: Clerk]

354. ACCESS TO THE BAY (Drop Kerb extension / provision of white line). VPC spoke to Cllr Sweetland regarding this and he was happy to consider a member's grant for a dropped kerb and white line.

The Clerk had spoken to Nicole Unthank (KCC) regarding a grant application form, she was unable to send a form until she had found out if the application would be a Highways CMG application or a Community CMG application. Once this had been ascertained a form would be sent over.

Hoopers had quoted a sum of £1200 – £1500 for the work, plus additional costs for white lining.

[Action: ongoing]

355. 235: WEED SPRAYING resulting in plants in residential garden being damaged. The Clerk was to contact Kent Highways regarding this.

[Action: Clerk]

356. ADMERS WOOD: The Clerk had been contacted by a resident who had been concerned that virtually no notice had been given for Admers Wood to be closed for resurfacing (due to flood damage) on 4th July. The Clerk noted that she had only received the notification on 3rd July at 4.15pm. The resident had contacted KCC regarding this.

16] To receive an update and discuss and Play Areas issues (play park and ballpark)

a) Ball Park

357. BALL PARK LIGHTS. No update – Clerk was not aware if these lights were working or not. The Clerk would ask ex-Cllr Graves to look and report back.

[Action: ongoing]

b) Village Green Play Park

358. Mr. Agley was to repair the grass mats that were lifting around the spin-around. Clerk to ask GBC where to source new rods and D shackles for the swings so that they could be purchased and replaced over the winter (flat seat swings and cradle seat swings).

[Action: Highview Services / Clerk]

359. Cllr Banks had contacted Playdale. Playdale had visited the site during week commencing 17th June, without informing the Parish Council, so no Council Members were able to attend.

The Clerk was to contact Playdale as follows:

- Asking for the maintenance schedule that had never been received.
- Asking for the outcome of the visit and any works that would be scheduled as a result.

[Action: Clerk]

360. CLIMB BOARD, ROTTEN CORNER: Clerk had emailed Barge to confirm the quote of £849 plus VAT was still valid. No response had been received as yet.

[Action: ongoing]

361. PLAY PARK BINS: the two new bins needed to be concreted in, as they had been vandalised since they were first installed. Clerk to speak to Gravesham Borough Council.

[Action: Clerk]

362. SHADE IN THE PLAYPARK: It was agreed that it would be nice to have some shade in the playpark – it was suggested that the Parish look at purchasing umbrellas for the tables, with a view to Mr Littley (Villager Pub) holding the umbrellas, with a note being left on the tables advising that the umbrellas were available on request. Cllr Hawkins would liaise with Mr Littley.

[Action: Cllr Hawkins]

17] Flooding in Vigo

363. The Emergency Plan had been updated to add an annex on “who does what during a flood”. The Emergency Plan would be on the September meeting agenda for approval.
364. Cllr Hawkins had resent the “Environment Agency Flood Planning” document to all Council Members.
365. DRAINS: The Clerk had established (via the KCC website) that there were two sorts of drain maintenance, planned & reactive. Vigo would be under the “reactive” schedule as none of the Vigo roads were on the planned maintenance list. The webpage stated that a risk assessment would be carried out where roads that are not on the KCC schedule had been reported as flooded. As a result of this information, the Clerk had reported a number of flooded roads to KCC.

KCC had arranged the following work (email dated 20 June):

- Highview: All 60 drains on the road to be attended to within 28 days.
- Ferndown: Highways due to attend on 26th June to cleanse the drains and soakaways prior to resurfacing work.
- Admers Wood: 24-hour order raised to have flooding removed and the drain cleansed outside no. 38 (following a customer report). The rest of the road drains would be attended to in the next 28 days.
- Hornbeams. The whole road would be cleansed within 28 days.
- Timberbank: 24-hour order to have flooding removed and to cleanse as many problem gullies that could be found, the rest of the road drains will be attended to

within 28 days.

- The Gallops: Order raised to have the whole road cleansed within 28 days.
- Churchside: Order raised to have the whole road cleansed within 28 days.
- Croftside: Order raised to have the whole road cleansed within 28 days.

Once the cleansing had been completed, any defects found that require an Engineer to intervene would be the point that a Risk Assessment would be carried out – the Risk Assessment would be to help the Engineer determine whether the location would meet the criteria for KCCs intervention to either repair or improve the system.

KCC noted that parts of the County had received a month's rainfall in a matter of hours with some areas up to 80mm of rain in 90 minutes. Land drains and surface water drainage systems, including Highway drainage, are not designed to accommodate downpours of such intensity and as a result, were overwhelmed. It is unlikely that improvements to the system would be carried out as the flooding was caused by the volume of water that fell, and should another intense rainfall event occur, even an upgraded system would not prevent further flooding. This is all taken into consideration as part of the Engineers risk assessment along with any historical information that has been recorded.

It was also noted that many of the locations flooded had not had any blocked drains reported for months, even years. It is imperative that as and when drains are becoming noticeably blocked, they are reported to Kent County Council for action.

366. As a result of the email from Kent Highways regarding the drainage (detailed above) the Clerk was to write to ask that Vigo receives regular drain cleansing, due to the location of the Village and the local environment. Clerk to draft a letter for Council's approval.

[Action: Clerk]

367. ERSKINE ROAD SURFACE: The Clerk had reported this poor surfacing to Kent Highways, and repairs had now been carried out.
368. FLOODING SURVEY: KCC had asked for additional information required for a Section 19 Investigation as follows:
- Details of all roads flooded.
 - Number of properties flooded.
 - Number of properties / residents in emergency accommodation.
 - Flooding mechanism – anything the Parish could provide regarding flow pathways which may be considered to be the cause of flooding, as well as the condition and function of the drainage. This might include water running off private land, the route the water flowed etc.
 - Any history of flooding for the area.

As a result of this enquiry it was proposed to formulate a questionnaire that would be sent to all residents. All agreed. This would be done in conjunction with Kent Highways to ensure they received all the information they needed. The questionnaire would be delivered to every property in the village, but also available online (online responses preferred).

It was noted that the Flood Team were relatively small in size and had a high number of similar reports to complete following the June storms. It may be a couple of months before the report was available, once all the information had been collated. This would give the Parish time to get the questionnaire out.

Clerk to devise a questionnaire in conjunction with Kent Highways. Council members to deliver the survey. Clerk to make a sign for the main noticeboard to remind residents to

complete the survey.

[Action: Clerk]

369. FLOODING WALK AROUND: Simon Allsopp (Kent County Council) along with KCC's Flood Team was looking to do a walk around Vigo. This would be to assist the Flood Team with their investigation under Section 19 of the Flood and Water Management Act. This would be separate from any carried out by Highways and would hopefully pick up issues arising from all possible sources, surface water run-off, not just that from the Highway. The Clerk had suggested that Parish Council Members also join the walk around, this was agreed, and Cllr Banks and Cllr White would attend.

There were queries about some areas of land which were not in the ownership of either Kent Highways, nor Vigo Parish Council, but were surfaced and had gullies. The ownership of these areas would need to be established. This matter would be discussed more during the walk around.

370. Fairly major flooding had been noted in properties in Timberbank, flooding which had been exacerbated by the presence of the embankment separating Timberbank from Harvel Road. KCC did not own this area of land (VPC did) but they would not want to see anything put in place which would divert water onto Harvel Road (which was already a flood risk). This matter would need to be discussed further with KCC, as the Parish were not sure what could be done to prevent issues in this location in the future.

[Action: ongoing]

371. There had been some talk that the fire brigade had been pumping out water which had actually contributed to flooding in other areas. It was thought that this was not the case.
372. A local resident had emailed the Clerk to propose that a meeting be held for residents, with the attendance of representatives from Southern Water and Kent Highways, along with Gravesham Borough Council and Adam Holloway MP. The resident hoped such a meeting would be to better understand the cause points of the flooding and what the respective agencies are going to do to prevent such a recurrence. It was agreed that such a meeting was not necessary at present, as the Parish Council continued to liaise with Kent Highways directly and not all drain cleanses had been carried out as yet. It would be preferable to receive the questionnaire results and subsequent report from Kent Highways before any further action were taken. Clerk to update resident.

[Action: ongoing]

373. SINK HOLE REAR OF HORNBEAMS: W H Groundworks confirmed that the hole had been caused by the heavy rain and the fact that there was a piece of pipe missing – this should lead from the drain to the soakaway. Repairs had been carried out and the hole filled in. It was suggested that a letter should be sent to Croudace, to complain about the drain which had never been installed correctly. The Clerk would speak to Mr Agley / W H Groundworks to see if there were photographs to illustrate the issue. Clerk to write.

[Action: Clerk]

18] To review and agree the Vigo Parish Council Risk Assessment

374. This document was reviewed, with no amendments proposed. Risk Assessment agreed by all Members. This document would now be reviewed annually.

18] VE Day 2020 (75 years commemoration)

375. A party on the village green was suggested and agreed in principal. This would be over the bank holiday weekend 2020. A committee would need to be formed to organise this. Clerk to ask if the hall manager would like to be involved

[Action: Clerk]

20] Finance

- a) To note any payments made since the last meeting**

376. The following payments had been authorised and paid since the last meeting:
10.07.19 WH Groundworks £3540.00 (Sink Hole Repair)
Unity Trust £25.50 (Service Charges)

b) To authorise payments due

377. The following payments had been set up by the Clerk online at Unity Trust and would be authorised by Cllr Haslem and Cllr Banks.

15.07.19	D/P	Mr P Agley	226.50	3 x 75.50 D/P underpayments
15.07.19	D/P	M Tomlin	50.00	Donation in memory of M Chinnery
15.07.19	D/P	KALC	60.00	Julie Marsh Dynamic Councillor
15.07.19	D/P	KALC	72.00	Pat Banks Chairman Conference
15.07.19	D/P	Barriers Direct	59.50	Bollard invoice 146352
15.07.19	D/P	G Perry	40.00	Journal delivery July / Aug
15.07.19	D/P	Print Clarity	725.00	Journal printing July / Aug
15.07.19	D/P	D1 Creative	150.04	Journal typesetting July /Aug
15.07.19	D/P	Gravesham B.C	224.44	Uncontested Election Charge
15.07.19	D/P	Joanne Glass	1166.00	July Salary
15.07.19	D/P	D Howard	9.84	Watering Can reimbursement

The following Standing Orders / Direct Debits were authorised:

19.07.19	D/D	Talk Talk Business	43.25	Tel / Bband June/July
27.07.19	D/D	J&F Accountancy	28.00	Payroll Charges July
28.07.19	D/D	Mr Paul Agley	3850.00	Highview Services July (new rate)
10.08.19	D/D	Nest Pension	58.14	Clerk Pension

c) To note any income received

378. None.

d) Other Finance Issues to note (Responsible Financial Officers Report)

379. It was noted that Mr. Agley's monthly direct payment should be £3850, as the cost of living increase had been agreed from April (contract price increasing from £45294 to £46200). The Clerk had increased the Direct Payment, but April, May and June's payment had been at the old rate. A payment of £226.50 (3 s £75.50 underpayments) had been authorised and would be set up by the Clerk (see payment schedule above)

380. CO-OP BANK: Clerk would draft a letter to send requesting closure of this account.

[Action: Clerk]

381. AGAR. Clerk had agreed an extension to submit this document – now due by 22nd July 2019.

[Action: Clerk]

382. BANK SIGNATORIES: Signatories agreed as: Cllr Banks, Cllr Haslem, Cllr Talboys, Cllr Marsh, Cllr White and Cllr Woolway. Cllr to complete the necessary mandates.

[Action: Clerk]

21] To receive the Chair's Announcements

383. Standards Committee: The general feeling was that it was important to continue to have a representative from the six Parish Council's on the Standards Board. Cllr Banks would raise this at the next KALC meeting.

[Action: Cllr Banks]

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

384. PAT Testing - Clerk to book the testing in.

[Action: Clerk]

385. Came & Company Newsletter – Spring 2019. It was noted that there was a section on Trees and another on Title and Covenant Insurance. This is something that may be useful to the Parish. Clerk / Cllr Banks to have a look and report back.

[Action: Cllr Banks / Clerk]

386. Parish Bus Stop Shelter Grant Application. Clerk had looked into this – all applications would require match funding which is not something the Parish Council was in a position to commit to at the present time. It may be something for consideration during the next financial year.
387. MARTIN CHINNERY: The Clerk had contacted the Funeral Directors (M Tomlin & Son) who had agreed to take a donation from the Parish Council and pass it onto the British Heart Foundation (the chosen charity). This payment is noted in the payment schedule in Agenda Item 20.
388. ANNUAL LEAVE: The Clerk had made arrangements to cover the office during her annual leave (the Clerk would continue to check emails, Cllr Banks would check the post and answerphone).
389. The following items of correspondence were noted and made available to all Members:
- Oast to Coast Magazine (Summer 2019 edition)
 - KALC News (June 2019 edition)
390. Mr Goodban, Mr Graves and Mrs Connor had all sent messages to Council Members, to thank them for the rose bushes they had received on retiring from the Parish Council.
391. Vigo Library new hours (from 30 September) had been announced as:
- Monday (closed)
 - Tuesday 12.00 – 17.00
 - Wednesday 14.00 – 17.00
 - Thursday (closed)
 - Friday 14.00 – 17.00
 - Saturday 10.00 – 14.00

It was felt that these hours were not ideal, and that the opinions of the library users had not been considered. Clerk to liaise with the librarian to see if there would be any use in the Parish writing regarding this.

[Action: Clerk]

392. ACRK had sent a card to Vigo Parish Council, to express thanks for supporting the Pop Up Café, and tackling loneliness and isolation in Kent's Rural Communities.

22] To receive reports from Working Parties

a) Emergency Plan Working Party

393. To be agreed at the September Parish Council Meeting.

[Action: Clerk]

b) Policies Working Party

394. DEDICATED SPECIFIC EMAIL ADDRESS FOR VPC: Emails now set up for all nine Council Members.
395. Cllr Talboys noted he was now able to access his Parish email okay.
396. Review of Fees & Charges: Working party to review.
- [Action: working party]**
397. Document Retention Policy: Working party to discuss and draft.

[Action: working party]

c) Grounds Maintenance Working Party

398. PARTNERSHIP AGREEMENT / GROUNDS MAINTENANCE CONTRACT from 01/04/2019: Mr Agley had now signed his contract.

d) CCTV

399. CCTV Signs: These signs had now been erected. Two of them had screws that were sticking out, Mr Agley was asked to make sure this was remedied.

[Action: Highview Services]

23] Reports from Other Organisations and Bodies

a) Vigo Village Hall

400. Nothing to report.

b) Joint Transportation Board

401. Clerk to provide dates of future meetings to Cllr Talboys and ask GBC to add him to the email distribution list.

[Action: Clerk]

c) Trosley Country Park Liaison Group / Other Trosley Issues

402. Parking Season Ticket – No response from Helen Page. Clerk to chase.

[Action: Clerk]

d) Kent Association of Local Councils (Gravesham Group)

403. A meeting had been held on 24th June 2019, nothing of note to report. Clerk was to send minutes to all Council Members in future.

[Action: Clerk]

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

404. It was noted that the wooden bus shelter on Harvel Road needed a good clean. Clerk to speak to Mr Agley regarding this.

[Action: Clerk]

There being no other business, the Public meeting was closed at 22.10 hrs.