

**VIGO PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 16th SEPTEMBER 2019
AT 7.30 pm IN VIGO VILLAGE HALL**

Present:	Cllr Pat Banks (in the Chair); Cllr Mike Germain; Cllr Dave Hawkins; Cllr Julie Marsh; Cllr Alan White. Mrs Joanne Glass (Clerk).
In Attendance:	Mr Alan Smith (Local Resident).

1] To receive Apologies for Absence

405. Cllr Colin Talboys, Cllr Jim Haslem, Cllr Theresa Osborne & Cllr Andy Woolway (Vigo Parish Council); Cllr Ejaz Aslam & Cllr Denise Tiran (Gravesham Borough Council); Ms. Mandy Cason (Community Warden); Mr. Paul Agley (Highview Tree Services).

2] To receive Declarations of Interest

406. Minute 437: 20190879: 102 Timberbank: Pollarding of one Ash Tree. Cllr Marsh declared an interest in this matter and did not enter into any discussion.

3] Questions from the press and public

407. Mr Smith had attended the meeting to listen to and contribute to the discussions regarding the flooding in Vigo in June. Please see agenda item 19.

4] Borough and County Council representative reports

408. No Entry Harvel Road into Whitepost Lane: Please see agenda item 31b.

[Action: ongoing]

409. Cllr Aslam & Cllr Tiran had now been added to the distribution list for Parish Council minutes.

410. Cllr Aslam had provided a brief report in his absence:

- He had been very sad to hear that Cllr Ruth Martin (elected Member for Westcourt Ward, Gravesend) had passed away after a short illness.
- Cabinet had agreed that the Housing Action Plan be approved and published. This would meet the Government's requirement set out in the National Policy Framework.
- Cabinet also agreed the Local Plan review be approved and published.
- It had been approved that Carbon Monoxide detectors be installed in all Council Housing; it was a legal requirement in private rented dwellings but not Council Social Housing. None the less, the move was in line with good practise.
- In order to improve on the welfare of the Councils responsibilities to its tenants it was agreed that policies be adopted to Asbestos Management, Gas Safety, Water Hygiene and Scheme of Control for Legionella Bacteria.
- Land North East of Gravesend, that authority be granted for the Council to engage with consultants in a master planning exercise for the area.
- £124,760 for business rates had been written off for non-recover and £18,173 for Housing Benefit.
- Overview Scrutiny Committee would be discussing street cleanliness, littering and fly tipping throughout the Borough and review of the maritime strategy.
- IN comparison to other Councils in Kent, the Finance & Audit Committee reported that the financial standing of Gravesham Council is very sound. The policy of property acquisition as a form of returns for the Council is proving to have a positive impact on the properties finances.

- The Chief Executive David Hughes has announced he will be retiring in March 2020.
- A major planning application relating to Cobham Lodge which was due to go in front of the Regulatory Board on 4th September 2019 has been deferred until October. There are quite a lot of objections to the application.

5] Police and Community Warden reports

411. PCSO Rebecca King had sent the August 2019 Parish Newsletter to the Clerk, this had been forwarded onto all Council Members. There had been no reports of anti-social behaviour in the village, and no crimes of note reported.

A police surgery had been held on 2nd September – the Clerk was not sure if this had been attended well, as there appeared to have been a lack of advertising in advance of the event.

6] To approve the minutes of the Full Parish Council Meeting held on 15 July 2019

412. Cllr White thought that the address in minute 309 may be incorrect, but the Clerk confirmed this was not the case (she had checked back on the initial enquiry). There were no other queries or comments on the minutes. 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

413. CO-OPTION OF COUNCIL MEMBERS: Declaration of Pecuniary Interest forms, seven of these forms were now listed on the GBC website. Cllr Marsh's form had not been uploaded – Clerk to check that this had been received by GBC.

[Action: Clerk]

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

[Action: Clerk]

415. SOUTHFIELD SHAW / VIGO JOURNAL: The Clerk had spoken with Cllr Germain and agreed that Southfield Shaw (61 properties) would receive copies of the Journal as from the January / February 2020 issue. This would only happen if there were enough spare copies available.

416. 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: now installed. One spare bench left, location to be agreed by Council Members.

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

417. HIGHVIEW: The Highways Traffic Light Request form had not yet been completed or submitted; the Clerk would liaise with Cllr Talboys regarding this. Once this had been done a date would be set for the work (a three-day project). Clerk to liaise with Highview Trees to see if Cherish Trees were still available to carry out the work. Letters would need to be sent to properties in the nearby vicinity.

[Action: Clerk / Highview Services / Cllr Talboys]

418. TREES AND INSURANCE COVER: No update.

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

[Action: Clerk, Cllr Talboys]

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

[Action: Clerk]

420. 14 – 22 The Coppice: Dead Alder to the rear (ownership unclear). The Clerk was not sure if this had been removed as yet, she would liaise with Mr Agley and report back.

[Action: Clerk]

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

[Action: Clerk]

422. 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]

423. 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]

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

[Action: Clerk]

425. Chestnut Lane: Cherry tree overhanging the property boundary. This had been added to the winter schedule, the resident had been updated.

426. Highview: land to the rear overgrown, blocking access to the rear gates 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]

427. Highview: Resident enquiry regarding overhanging trees at his property, requesting they be cut back. The Clerk was not sure if Highview Services had looked at this as yet – she would make enquiries and report back.

[Action: Clerk / Highview Services]

428. SUBSIDENCE CLAIM, RESIDENTIAL PROPERTY IN VIGO. It was noted that an application had been made to Gravesham Borough Council in respect of the Tree Preservation Orders and work required to the trees (see minute 436).

It was agreed that the Clerk would forward all documents received from the resident's insurers to the Parish insurers for them to deal with. A covering letter would be sent, Cllr Banks would assist the Clerk with drafting this. The letter should state that the Parish felt the results of the scientific tests were not conclusive and no evidence to show the Alder Tree was causing issues that had been seen.

[Action: Cllr Banks / Clerk]

429. Highview: Bushes, weeds and saplings encroaching on the residents parking space in the garage area. Highview Services would inspect and deal with as necessary.

[Action: Highview Services]

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

[Action: Highview Services]

- 431. Beechmast: complaint regarding an overgrown hedge which was beginning to impede the footpath. This had been reported to Kent Highways reference number 458240.
- 432. Timberbank: Overhanging branches to the rear. This had now been dealt with by Highview Trees.
- 433. Chestnut Lane: Trees to the rear (on the other side of the alley) had been added to the winter list, the Clerk had also updated the resident.
- 434. Chestnut Lane: The Clerk had forwarded the papers to Zurich and requested that they inform the Court that all papers should be sent directly to them in future. Zurich had assured the Clerk they would do this.
- 435. Chestnut Lane: Strimming to the side. This had not been carried out yet, it would be done over the autumn / winter period.

[Action: pending]

- 436. CHESTNUT LANE: Resident had asked for tree work to be carried out to the front of 2, 4 & 6 Chestnut Lane as the low branches were impeding parked cars. This work had been carried out and the Clerk confirmed that the resident had been pleased with the outcome.
- 437. THE PADDOCK: A large branch of a horse chestnut tree on Parish Land had come down at the beginning of August and damaged the rear fence. There had been some damage to the fence and some trees in the resident's garden. The damage was minor, but the resident wanted to flag the issue in case the tree needed remedial surgery at all. There is a lot of pedestrian traffic under the tree. The Clerk had spoken to the resident and offered to have the damage repaired, but the resident was happy to deal with this himself. The Clerk had arranged for Highview Trees to go and inspect the tree asap.

[Action: Highview Services]

- 438. OAK TREE TO REAR OF 2 THE GALLOPS: Cllr Banks reported that two branches (a large one, and a smaller one) were hanging from the tree. There were dead leaves on both. Mr Agley to inspect and deal with as necessary.

[Action: Highview Services]

- 439. HIGHVIEW: Resident concerned that the trees to the rear are getting quite big, to the point where the branches are overhanging the garden. The resident was concerned about damage to her property, and also the amount of tree debris that was in the garden. The resident would like the height of the trees reduced. Clerk to speak to Highview Trees.

[Action: Clerk]

- 440. THE COPPICE: Resident had expressed concerns regarding trees to the front of her property, which were very large and quite close to the house. The resident had enquired if any maintenance was due. Cllr Talboys agreed that the area had become very dark and some crown lifting and the removal of a small poor Ash, along with thinning of the area is required. The proximity of 40 The Coppice meant the work would have to be done with caution. Clerk to add to the tree list and update the resident.

[Action: Clerk]

- 441. BEECH MAST: Overgrown fir tree. Cllr Talboys had inspected and agreed that this tree required some minor maintenance. It was a very nice variegated variety that had been regularly trimmed back in the past. Clerk to add to the tree list and update the resident.

[Action: Clerk]

- 442. TREE PRESERVATION ORDER: A resident who was selling a Highview property had been asked for a copy of the Tree Preservation Order by their conveyancing solicitor. The Clerk had advised the resident to contact Gravesham Borough Council Planning Department (Faye Hobbs).

443. **TIMBERBANK:** Overgrown trees to the rear. Resident emailed regarding trees to the rear that are blocking all sunlight from the back garden. There had been an issue with a dead branch that had been removed, but the resident was disappointed to see that no further work had been carried out at that time. The resident was unable to keep their grass in good condition due to the lack of light. There was also concern regarding new trees that had grown to the rear of the neighbour's fence, the resident felt they were very close to the properties. It was noted that the residents were currently living in a caravan in their front garden due to their property being flooded in June. The Clerk would arrange for these trees to be inspected as soon as possible.

[Action: Clerk]

444. **ENGAGEMENT OF SC GROUND CARE** as on the ground support for Highview Tree Services. Mr. Agley had spoken to the Clerk regarding using a local contractor (SC Ground Care) as ground support so that he (Highview Trees) could start to undertake Tree Surgery again in Vigo over the winter months. This would represent a significant saving for Vigo Parish Council as Mr Agley would carry out the tree work as part of his contract, and the ground rate for SC Ground Care would be significantly less than a day's tree surgery rate. This was agreed in principal. The Clerk would arrange a meeting with SC Ground Care and Mr Agley to discuss the matter fully, to discuss safety equipment, insurance, qualifications, and to get costings for the work. This would be on October's agenda for discussion and formal agreement.

[Action: Clerk]

b) Grounds Maintenance

445. Nothing to report.

c) Grass Cutting

446. The large planter in the car park to the rear of Churchside needed to be cut, the resident had complained about the lack of maintenance. The Clerk was to speak to Mr Agley regarding this.

[Action: Clerk]

9] Defibrillators in Vigo

447. **DEFIBRILLATORS:** UK Power Networks had confirmed they would have no objection to the defibrillator cabinets being attached to their power source (via the streetlight). The Clerk would now speak to Kent Highways again to seek their approval.

Cllr Hawkins had spoken with Mr Agley regarding the installation of the Defibrillator cabinets, but Mr Agley had not yet had time to carry this work out. The Clerk was to speak to Mr Agley and ask him to prioritize this task as soon as he could. Clerk to supply Mr Agley with a map showing the agreed locations.

[Action: Clerk / Highview Services]

448. Training Sessions for the defibrillators would be arranged, Cllr Hawkins would liaise with the Hall Manager once the defibrillators were in place.

[Action: pending]

449. 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, once funding had been agreed.

[Action: pending]

10] Induction and training for Councillors

450. Dynamic Councillor: Cllr Banks, Cllr Talboys, Cllr Haslem, Cllr White, Cllr Woolway and Cllr Germain had all attended the course on Thursday 29th August in Meopham. All reported that the course had been useful and interesting.

Cllr Hawkins would attend the course on 9th November at Kings Hill. The Clerk was to cancel the place that had been booked for Cllr Osborne (as she had now stepped down from VPC).

[Action: Clerk]

451. SOCIAL MEDIA: See Agenda item 24.

452. KALC INAUGURAL TRANSPORT CONFERENCE (West Faversham Community Centre Saturday 26th October). Clerk to ask Cllr Talboys if he would like to attend.

[Action: Clerk]

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

453. GARDENING: Mr Dennis reported that he could likely get Euonymus Plants for around £10 per plant, and he would need between 7 & 9 plants for the first stage of planting. A maximum cost of £100 was agreed. Clerk to update Mr Dennis.

454. HANGING BASKETS: The agreed period for watering these baskets would soon be at an end. The Clerk would try to water them when she could but could not guarantee she would be able to find time to do so.

[Action: Clerk]

455. GENERAL UPKEEP OF THE BAY SHOPS & FLATS. Clerk had emailed Mr Hall to arrange a meeting, but no response had been received. Clerk to chase.

[Action: Clerk]

456. The Clerk reported that she understood the new Café in The Bay would start to open more regularly in the near future.

12] Discussion regarding the Parish Council policy on the colour of windows in Vigo

457. It was noted that at present Vigo Parish Council would only approve replacement windows if they were white framed. However, there were a number of houses in Vigo that had brown window frames. There was some discussion on this, and it was agreed that a policy would be formed along the lines of:

“In principal, all windows should be white framed and match the original style. However, where a property has brown windows, Vigo Parish Council will permit partial replacement to match the existing brown. Where all windows on a property are being replaced, they must be replaced with white frames”.

This would be put as a formal proposal to a future Parish Council Meeting.

[Action: Clerk]

13] Planning

a) Local Authority Tree Preservation Applications

458. 20190903: School Bungalow: Fell one Hornbeam and one Alder tree in the car park, and crown one Oak tree. Clerk to ensure that Planning were aware that the Alder Tree was in the ownership of the Parish Council.

[Action: Clerk]

459. 20190879: 102 Timberbank: Pollarding of one Ash Tree. Cllr Marsh declared an interest in this matter and did not enter into any discussion. There were no objections to this work.

b) Full Planning Applications

460. 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]

461. 20190732: 119 Highview: Conversion of existing garage into habitable space. No objections as long as the finishes matched the original and the windows were white framed with clear glass. Clerk to respond.

[Action: Clerk]

c) Planning Appeals

462. None.

d) Covenant Three Applications

463. 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]

464. HIGHVIEW: Request to install a lockable box in the front garden. Clerk had written giving approval as agreed.

465. TIMBERBANK: Prospective purchaser enquiries. Clerk had responded as agreed.

466. HIGHVIEW: Request to install a low fence in the front garden. Parish Council felt they could not agree to this as it would be in breach of Covenant Three. Clerk had not responded as yet but would do so as soon as possible.

[Action: Clerk]

467. Highview: 2 storey side and rear extension. No objections as long as finishes match existing, and the windows are white framed with clear glass. Clerk to respond.

[Action: Clerk]

468. Highview: replacement windows and garage door. Photographs supplied. No objections, Clerk to respond.

[Action: Clerk]

469. The Paddock: Removal of external chimney stack. No objections. Clerk to respond.

[Action: Clerk]

470. Highview: Replacement porch roof (replacing flat roof with pitched). No objections, Clerk to respond.

[Action: Clerk]

471. Timberbank: Replacement windows. This resident replaced half the windows on the house in 2013 (brown frames, clear glass) – this was approved at the time. The resident now wanted to replace the remaining windows (again brown frames clear glass to match those replaced in 2013). As this was a partial replacement to match existing brown frames there were no objections. Please reference discussions under Agenda Item 12. Clerk to send approval.

[Action: Clerk]

472. Highview: New drive to the front. Photographs of existing drive were supplied. There were no objections in principle to this, but a block paved drive, or grass-crete drive would be preferred over tarmac. Clerk to respond.

[Action: Clerk]

473. Bramblebank: erection of front porch. Resident wished to erect a small porch over their front door / garage door – a computer image of what it would look like had been provided. Cllr White did not approve this. All other Council Members had no objections. Majority agreed and therefore covenant approval would be given. Clerk to respond.

[Action: Clerk]

474. Highview: Retrospective approval for garage conversion & erection of conservatory. No objections. £50 fee had been received. Clerk to send approval letter as agreed.

[Action: Clerk]

475. Highview: Retrospective approval for replacement doors, soffits & windows. No objections. £50 fee had been received. Clerk to send approval letter as agreed.
[Action: Clerk]
476. The Paddock: Removal of external chimney stack. No objections. Clerk to respond.
[Action: Clerk]
477. Woodside: Request to change front door (photographs supplied). No objections. Clerk to respond with covenant approval.
[Action: Clerk]
478. Bramblebank: Request to replace a door at the front of the house. They would either replace with a door, or a window to match the others at the front of the house. No objections. Clerk to send an approval letter.
[Action: Clerk]
479. Bramblebank: Request for Retrospective Covenant Approval for windows that were installed some years ago. Photographs supplied. No objections. Clerk to ensure £50 fee had been received, then respond with covenant approval as agreed.
[Action: Clerk]

d) Other Planning Matters

480. The Coppice: The garage conversion had not been completed and was the subject of an enforcement issue. The old garage door (with sharp edges) and building materials had been stored on the front garden for four months. It was also noted that the residents garden was very overgrown and had not been tended for over a year. The rear fence had fallen down, the garden shed had no roof and only 3 walls. A large tree and brambles were blocking the alley to the rear. There were also complaints about the smell of cooking from the property, where food was being cooked at very early hours in the day. Clerk write to the resident regarding the need to seek covenant approval for the garage conversion, stating the finishes should match existing (letter to be copied to planning enforcement). Clerk to also write to the resident regarding the overgrown alley to the rear and to ask that the resident be considerate of their neighbours. The Clerk would suggest to those who complained that they speak to Environmental Health about the issues they were having.
[Action: Clerk]
481. Bramblebank: Notification of Grant of Permission to Develop Land. Residents had contacted Vigo Parish Council as they were concerned about the response VPC had sent to GBC in regard to this application. VPC had written to state that "VPC would not give approval for any building on this land." VPC were happy to clarify this as follows:

The caveat refers to the piece of land that was designated amenity and has now been the subject of an application to re-designate as residential curtilage. This piece of land would not receive covenant approval for any building as the land is on the side of the plot and a long way from the existing buildings, therefore it would be expected that any additional development here would be a separate building. VPC would be happy to consider any applications for development that were extensions to the existing original dwelling on this site."

Clerk to respond to the resident.

[Action: Clerk]

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

482. ADMERS WOOD PATH: Cllr Germain noted that he may be able to source some grass reinforcement sheeting.
[Action: Cllr Germain]
483. DILAPIDATED GARAGE IN BEECH MAST: Clerk to write to the resident.

[Action: Clerk]

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

[Action: Clerk]

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

[Action: Cllr Talboys]

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

[Action: Clerk]

487. BRICK PLANTERS in Admers Wood / Ferndown / Ash Keys / Beechmast – maintenance thereof. The Clerk had asked Mr Dennis (local gardener) to quote for the work (to clear, plant and maintain regularly). No response had been received as yet.

[Action: ongoing]

488. 347: HIGHVIEW: Overgrown vegetation to the rear. The Clerk was not sure if Mr Agley had cleared this as yet but would check and report back.

[Action: Clerk]

489. ADMERS WOOD: It was noted that a number of cars (three at present) were parked in the Admers Wood car park – these cars appeared to be for sale and it was thought that one of the local residents was running a second hand car sales business from home and utilising the car park to store vehicles. It was agreed that the Clerk should write to the resident concerned as this would be in breach of Covenant.

[Action: Clerk]

490. Highview: Resident had contacted the Clerk to inform that the leaseholder's company for the car park to the side of his house had dissolved 30 years ago, and the State had written to all residents with a car parking space to say they (the State) had full control of the land. The reason the resident was interested was that the entrance to the car park is listed on his deeds and he wanted to know when the entrance was made. It was thought that the entrance would have been built at the same time as the house (circa 1978/79) but the resident was to be advised to check on his deeds for clarification. The Clerk was also to ask if the resident was willing to supply a copy of the letter to VPC for their information.

[Action: Clerk]

491. HIGHVIEW: Enquiry regarding which side of the boundary line a person owns when it comes to en bloc garages. One of the walls had been hit and an insurance claim needed to be made. It was thought that any adjoining walls were party walls and therefore both parties had responsibility for the wall. Clerk to respond.

[Action: Clerk]

492. VILLAGE GREEN: Resident complaint about the amount of dog fouling on the green. It was felt there was little that could be done about this without evidence of the culprit(s). The Clerk would speak to the Dogs Trust as it was thought they sometimes held information events and supplied free dog-mess bags.

[Action: Clerk]

493. UNTAXED CAR: It was noted that a car with a Polish number plate had been left parked (abandoned?) outside 90 Timberbank for over three months, the vehicle was currently unable to be moved as it had flat tires. Clerk to speak to Ms Cason Community Warden regarding this.

[Action: Clerk]

15] To discuss and update on any covenant breaches

494. CHURCHSIDE PROPERTY IN DISREPAIR: No update.

[Action: ongoing]

495. HIGHVIEW COVENANT 3 BREACHES: It was agreed to delay sending any covenant breach letters for the foreseeable future, as many residents were dealing with issues resulting from the June floods.

The Clerk was asked to ensure that 6 Downswood was on the list of properties that needed a letter.

[Action: Clerk]

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

[Action: Clerk]

497. Admers Wood house in disrepair. No update.

[Action: ongoing]

498. 139 Highview: Cllr Banks had noted that this house was in a state of disrepair. A standard letter was to be sent.

[Action: Clerk]

16] To discuss any Highways and Gravesham issues

499. VILLAGE SHOP SIGNS: A quote for the replacement sign had been received - £78.92 (net) (including delivery). The Clerk was to speak to Cllr Banks to arrange ordering this.

[Action: Clerk]

500. LACK OF LITTER BINS ON SPINE PATH / REQUEST FOR NEW LITTER BIN NEXT TO HARVEL ROAD BUS SHELTER. Clerk to liaise with GBC. Clerk would also speak to Council Members to establish if there were other locations that needed a litter bin.

[Action: Clerk]

501. ACCESS TO THE BAY (Drop Kerb extension / provision of white line). No grant form had been received as yet, Clerk to chase.

[Action: Clerk]

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

[Action: Clerk]

503. SKIP: The Coppice wished to put a skip on the road near their house. It was noted this was Highways land and therefore a licence would need to be sought. The Clerk had advised the resident accordingly.

504. TIMBERBANK: Noted that the bushes / hedge that borders the footpath adjacent to this property were overgrown and impeding the footpath. Clerk to report to Kent Highways.

[Action: Clerk]

505. Noted that the trees on the left of the junction of Harvel Road and Erskine Road were causing a sight line issue. Clerk to report to Kent Highways.

[Action: Clerk]

506. DOWNSWOOD: Noted that a branch from a tree located at this property was hanging low and impeding the footpath. Clerk to report to Kent Highways.

[Action: Clerk]

507. It was noted that there was a dumped manhole cover on the ground near the Croftside garages. It was not clear where this had come from. Clerk to report to Kent Highways.

[Action: Clerk]

508. It was noted that the drain at the top of Waterlow Road had a missing cover – this had been reported to Kent Highways. There was currently tape and a cone in place to alert people to the missing cover.
509. TIMBERBANK: Noted that the road outside this property had a significant dip, which Highways had not attended to even though it had been there sometime. The Clerk reported that the issue was noted on the Highways online reporting system, and that work was due to be carried out.

[Action: pending]

17] Flytipping / Dumped Household Rubbish

510. A fridge had been dumped near the Croftside garages – the Clerk had reported this to GBC who had kindly removed it.
511. There was also a fridge on private land in Timberbank – this was as a result of a house being cleared due to flood damage. The Clerk had asked Ms Cason to speak to the resident to ask that the fridge be secured so that it did not pose a danger to children.
512. Cllr Sweetland had sent a power-point document entitled “Flytipping Enforcement Investment” to the Clerk, she had forwarded this onto all Council Members.
513. Complaint regarding the rubbish dumped at 19 Croftside. It was thought this had been left there as a result of flood damage. The Clerk was happy to report the rubbish had now been removed.
514. Complaint regarding rubbish dumped on the common land next to the car parking space of 222 Highview. The rubbish was both garden rubbish and other waste. It was agreed that Highview Services would clear this on this occasion and put up “no fly-tipping” signs to see if this improved the situation.

[Action: Highview Trees]

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

a) Ball Park

515. BALL PARK LIGHTS. The Clerk would ask ex-Cllr Graves to look and report back as to whether these were working or not.

[Action: ongoing]

b) Village Green Play Park

516. 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]

517. Maintenance schedules for the equipment had been received, along with the security keys and spare caps that were requested. Clerk to liaise with Mr Agley regarding this. Playdale had noted that the secondary support on the team swing was not a requirement prior to November 2018. Swings installed prior to that date (as the Vigo one had been) will not have the support as it was not required. The Vigo swing still complied with standards in place when it was installed. A quote to install the support chain had been received for the sum of £500.

The Clerk had spoken to Playdale to state that VPC would be seeking alternative quotes for the support chain – to be told that if anyone other than Playdale worked on the equipment then guarantees would be invalid. The Clerk had asked how long the guarantees were valid for, no response had been received as yet.

[Action: ongoing]

518. CLIMB BOARD, ROTTEN CORNER: Barge had confirmed the quote of £849 plus VAT was still valid. This cost was agreed by all Members. The Clerk had booked the work in for 11 October.

[Action: ongoing]

519. SHADE IN THE PLAYPARK: The Clerk was not aware of any update regarding this. As it was now past the summer, this matter would be revisited next year if need be.

520. It was noted that the playpark gate (picnic area) still needed adjusting – it had never worked properly. Cllr Germain agreed to look before the Clerk spoke to Playdale.

[Action: Cllr Germain]

521. There had been an issue noted with the height of the zip wire (GBC inspector had felt it was too high from the ground and did not have much give in it when it was pulled down). Cllr Banks had spoken to Playdale and confirmed it was at the correct height.

19] Flooding in Vigo / Flood Questionnaire Update

522. A local resident had attended the meeting to listen to the discussions regarding the flood in June, and to express his concerns regarding this. It was explained to the resident that the KCC Flood Team was a very small team who currently had a large workload. It would take some time (months) for them to analyse the survey data and respond with their report to the Parish Council. VPC felt they were not in a position to move ahead with any actions until the report had been received from the Flood Team.

The resident's specific concerns were:

- Why was Vigo flooded – issue with drainage? This was an issue that KCC would respond to once the flood survey had been analysed and the Flood Team had completed their report. The Parish Council noted that currently, as regular routine maintenance is not carried out on the drains in Vigo, it is incumbent on residents to report issues to VPC or KCC directly. The current maintenance of drains is reactive and not proactive (due to funding issues).
- Would a future Risk Assessment be carried out? Again, something that would become apparent once a response had been received from the Flood Team.

523. As a result of the email from Kent Highways regarding the drainage 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]

524. FLOODING SURVEY: The questionnaire had been produced and delivered to all properties in Vigo. An update on responses would be available at the October Parish meeting.

[Action: ongoing]

525. Flooding 68-80 Timberbank exacerbated by the presence of the embankment separating Timberbank from Harvel Road. Ongoing – for further discussion when surveys had been analysed and a response received from the KCC Flood Team.

[Action: ongoing]

526. Resident proposal for a meeting with Southern Water and Kent Highways, along with Gravesham Borough Council and Adam Holloway MP. Clerk had updated the resident as agreed.

527. SINK HOLE REAR OF HORNBEAMS: Clerk had been unable to source photographs of the sink hole. A letter would be sent to Croudace when photographs were available.

[Action: Clerk]

20] To discuss the setting up of a working party to look at land enclosures in Vigo

528. *Motion: To set up a working party to deal with the time sensitive issue of identified land enclosures in Vigo, working party to make recommendations to Full Council in a timely manner.*

Motion proposed by Cllr Banks, Seconded by Cllr Hawkins. All Agreed.

Working party will consist of Cllr Banks, Cllr Haslem, Cllr Woolway, Cllr Talboys and Cllr Hawkins. Cllr Banks to arrange a working party meeting.

[Action: Cllr Banks]

21] VE Day 2020 (75 years commemoration)

529. 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]

22] To receive an update on the WWI / WWII exhibition and booklet

530. A draft of the front cover and contents page of the booklet was noted. Further information would be noted at the October Meeting, when Mr Mattick would attend.

531. Clerk had emailed Mr Barber (Vigo School) to invite the Vigo school children to attend the exhibition. No response had been received as yet.

23] To agree the Vigo Emergency Plan

532. The final version of the Emergency Plan and Contacts List had been circulated to all Members. There were no amendments, all Members were happy with the document. Cllr Banks proposed that VPC accepted the Emergency Plan and Contacts List, this was seconded by Cllr Hawkins. All agreed. Clerk to distribute the Contacts List and publish the Emergency Plan.

[Action: Clerk]

24] Social Media

533. Clerk had emailed other Parish Councils regarding their policy on Social Media. Responses had been received, but due to time constraints these would be discussed at the October Meeting.

25] Finance

a) To note any payments made since the last meeting

- 534.
- Talk Talk Business payment of £43.25 for Telephone and Broadband for the July / August period was made by Direct Debit on 20.08.19.
 - Gravesham Borough Council payment of £246.35 for Paladin bin hire and waste collection was made by Direct Debit on 21.08.19.
 - J&F Accountancy payment of £28.00 for payroll services (August) paid by Standing Order on 27.08.19.
 - Highview Services (Mr Agley) payment of £3850.00 for August Grounds Maintenance Contract paid by Standing Order on 28.08.19
 - Joanne Glass (Clerk) payment of £1165.80 for August Salary was paid via direct bank transfer on 28.08.19
 - Everything's Gone Green (Brian Dennis) payment of £100 for gardening work in The Bay carried out between 4th July and 12th August was paid by direct bank transfer on 04.09.19
 - NEST payment for the Clerks Pension Scheme contribution, payment of £58.14 was paid by Direct Debit on 05.09.19.

b) To authorise payments due

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

16.09.19	D/P	JM Comp Support	20.00	Website Support Invoice 280719A
16.09.19	D/P	Viking	105.64	Stationery Invoice 154880
16.09.19	D/P	G Perry	30.00	Journal Distribution July Aug
16.09.19	D/P	Print Clarity	725.00	Journal Printing July Aug
16.09.19	D/P	D1 Creative	150.05	Journal Typesetting Invoice 02524
16.09.19	D/P	Singlewell	126.00	Flood Questionnaires Invoice 49498
28.09.19	D/P	Joanne Glass	1165.80	Clerk September salary
22.10.19	D/P	HMRC	631.99	PAYE 2 nd Quarter (post-dated)

The following Standing Orders / Direct Debits were authorised:

19.09.19	D/D	Talk Talk Business	45.56	Tel / Bband August / September
27.09.19	D/D	J&F Accountancy	28.00	Payroll Charges September
28.09.19	D/D	Mr Paul Agle	3850.00	Highview Services September
07.10.19	D/D	Nest Pension	58.14	Clerk Pension

The following bank charges were noted:

14.08.19	Manual Handling Charge	1.00
30.09.19	Service Charge	24.45

c) To note any income received

536. £50 for a retro covenant application for 7 Highview, from Helen Harris 30.07.19
£50 for a retro covenant application for 158 Highview, from Phillip Ritchie 05.09.19
£1.43 credit interest received from Unity Trust Bank on 30.09.19

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

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

[Action: Clerk]

538. AGAR. This had been completed and submitted by the revised date. PKF Littlejohn had noted one error, the Clerk had filled in box 10 (loans) as £9806. This was the £9000 outstanding plus interest that would be paid. The box should only show the loan outstanding and therefore should read £9000. This would be noted in the external auditor's report and would need to be adjusted in next year's AGAR.

539. BANK SIGNATORIES: Signatories agreed as: Cllr Banks, Cllr Haslem, Cllr Talboys, Cllr Marsh, Cllr White and Cllr Woolway. Clerk had been delayed completing this mandate as she needed to speak to Council Members with regard to information required.

[Action: Clerk]

540. It was noted that Unity Trust Bank had updated their processing charges as follows:

- Cash Paid In: 50p per £100 or part thereof, for each payment
- Cheques Paid In: 30p per item.

541. The following adjustments to the financial records in previous minutes were noted and agreed:

- May 2019, payment to PJ Banks should read £34.82 (not £34.52)
- May 2019, payment to J Glass should read £1165.80 (not £1165.71)
- May 2019, payment to Nest Pension dated 10.05.19 was minuted in error.
- June 2019, payment to J Meader should read £31.50 (not £22.64)

- June 2019, payment to Nest Pension should read £58.10 (not £43.32)
- June 2019, income from Melanie Benn (retro Cov 3 £50) was minuted twice in error (once in May, once in June).

e) To approve the Actual vs Budget Spend for the period ended 30.06.19

542. An actual vs budget spend for the period 30.06.19 had been sent to all Council Members. This was noted and agreed by all Members.

f) To approve the Bank Reconciliation for the period ended 31.08.19

543. Bank reconciliations for the period ended 30.06.19 and 31.08.19 were noted and agreed by all Members. Reconciled bank balance at 31.08.19 was noted as £86,423.22.

g) To approve resolutions to make payments by Direct Debit, Standing Order and BACS or CHAPS.

544. Resolution: Vigo Parish Council will allow payments to be made by BACS or CHAPS if this is the most appropriate way of making the payment. Two Councillors will authorise the payment. The amount of the payment and the names of the Councillors who will authorise the payment will be reported to the Full Parish Council. The resolution should be reapproved every two years. Proposed by Cllr Banks, Seconded by Cllr White, ALL AGREED.

545. Resolution: Vigo Parish Council will pay the following accounts by monthly Direct Debit: Talk Talk telephone and broadband / Heart Internet web hosting / Nest Clerks Pension Public Works Loan Board.

Two Councillors will authorise the payments. The amount of the payment and the names of the Councillors who will authorise the payment will be reported to the Full parish Council. This resolution should be reapproved every two years. Proposed by Cllr Banks, Seconded by Cllr White, ALL AGREED.

546. Resolution: Vigo Parish Council will make the following payments by monthly Standing Order:

Maintenance Contractor / J & F Accountancy

Two Councillors will authorise the payments. The amount of the payment and the names of the Councillors who will authorise the payment will be reported to the Full parish Council. This resolution should be reapproved every two years. Proposed by Cllr Banks, Seconded by Cllr White, ALL AGREED.

26] To agree the Financial Regulations:

547. Motion: *To approve the Financial Regulations 2019 with the following statement: "Personal credit or debit cards of Members or staff shall not be used under any circumstances" being REPLACED with "personal credit or debit cards of Members shall not be used except in circumstances where there are no other options available. Personal credit or debit cards of staff shall not be used under ANY circumstances."*

Proposed by Cllr Banks, Seconded by Cllr White, ALL AGREED.

[Action: Clerk]

548. Motion: *To allow a Member to use a personal credit card in a situation where there is no other means available to pay for an item or service which the Council requires. The Member will provide evidence of the payment to the Clerk/RFO, which will be reported at the next full council meeting. The Member will be reimbursed (at the first opportunity).*

Proposed by Cllr Banks, Seconded by Cllr White, ALL AGREED.

[Action: Clerk]

27] To receive the Chair's Announcements

549. 383/258: Standards Committee: VPC in favour of keeping Parish representation on this committee. Cllr Banks would raise this at the next KALC meeting.

[Action: Cllr Banks]

550. Cllr Banks reported that sadly Cllr Osborne had contacted the Clerk to say she would not be able to continue as a Council Member. The Parish Council were very sorry to hear this. The Clerk was to inform Gravesham Borough Council Electoral Services and to ask their advice on co-option.

[Action: Clerk]

551. Next Parish Council Chairmen Meeting: Wednesday 18 September 2019.

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

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

[Action: Clerk]

553. Came & Company Newsletter – Spring 2019. Trees and another on Title and Covenant Insurance. Clerk / Cllr Banks to have a look and report back.

[Action: Cllr Banks / Clerk]

554. Vigo Library new hours. Clerk had consulted with the librarian and unfortunately felt that it was very unlikely that KCC would deviate from the new hours. The librarian hoped that the village would support the new hours and prove to KCC that they would work, and that the library was successful.

555. Beating The Bounds, Gravesham Borough Council's boundary walk would be held on Saturday 5th October (16 miles) and Sunday 6th October (14 miles).

556. KALC News August 2019 had been made available to all Council Members.

KCC Inside Track Issue 259 had been made available to all Council Members.

557. KCC Community Transport Grant Scheme 2019/20 details had been received. This grant was for the purchase of vehicles, computer equipment, ticket machines, parking facilities etc. and as such was of no interest to the Parish Council at this time.

558. The Clerk noted that the Villager Pub was closing for refurbishment in the next couple of weeks. Mr Dave Littley would no longer be running the pub, it had been taken over by two of his brothers.

29] Pop Up Café

559. The Clerk was pleased to report that winter visits had been scheduled for 6th November 5th February and 4th March. These would need to be held in the village hall and would cost £16.37 per session in rental. It was agreed to fund these as a Grant in Aid.

30] To receive reports from Working Parties

a) Emergency Plan Working Party

560. Please see agenda item 23.

b) Policies Working Party

561. DEDICATED SPECIFIC EMAIL ADDRESS FOR VPC: Clerk to deactivate email account for ex-Cllr Osborne.

[Action: Clerk]

562. Review of Fees & Charges: Working party to review.

[Action: working party]

563. Document Retention Policy: Working party to discuss and draft.

[Action: working party]

c) Grounds Maintenance Working Party

564. None.

d) CCTV

565. 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]

31] Reports from Other Organisations and Bodies

a) Vigo Village Hall

566. Nothing to report.

b) Joint Transportation Board / other Transport issues (to include discussion on one-way area of White Post Lane)

567. No Entry Harvel Road into White Post Lane: Cllr Sweetland was liaising with KCC Highways regarding this and had asked for the matter to be discussed at a JTB meeting.

[Action: ongoing]

568. 401/277: Clerk had provided dates of future meetings to Cllr Talboys and asked GBC to add him to the email distribution list.

c) Trosley Country Park Liaison Group / Other Trosley Issues

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

[Action: Clerk]

570. There continued to be issues with parking on Waterlow Road, photographs of parking on the bend had been provided by a local resident. It was hoped that putting cones out on the bend again would help.

d) Kent Association of Local Councils (Gravesham Group)

571. A meeting had been held on 9th September 2019. The Clerk would forward the minutes to all members when they were available. Next meeting would be 9th December.

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

572. 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]

573. Cllr Marsh gave her apologies for the October meeting.

**There being no other business, the Public meeting was closed at 22.10 hrs.
The public meeting was followed by a closed session.**