

VIGO PARISH COUNCIL

**MINUTES OF THE MEETING HELD ON 21st OCTOBER 2019
AT 7.30 pm IN VIGO VILLAGE HALL**

Present:	Cllr Pat Banks (in the Chair); Cllr Dave Hawkins; Cllr Colin Talboys; Cllr Alan White; Cllr Andy Woolway; Mrs Joanne Glass (Clerk).
In Attendance:	Cllr Denise Tiran (GBC); Mr Tony Littley (Villager Pub); Mr Tony Smith (Local Resident); Mr Paul Agley (Highview Services); Ms Steph Calvert (SC Ground Care); Mr Paul Baylis & Mr John Mattick

1] To receive Apologies for Absence

577. Cllr Mike Germain; Cllr Jim Haslem, & Cllr Julie Marsh (Vigo Parish Council); Cllr Bryan Sweetland (Kent County Council); Cllr Ejaz Aslam (Gravesham Borough Council); Ms. Mandy Cason (Community Warden).

2] To receive Declarations of Interest

578. None.

3] Questions from the press and public

579. None.

4] Borough and County Council representative reports

580. Cllr Tiran wished to pass on information from Cllr Bob Lane, who is a Member of the Strategic Environment Cabinet Committee. Part of the Committee's remit was the Local Plan. A positive meeting had been held to discuss how Parish Councils could be engaged with the Local Plan. Cllr Lane felt there would be difficult decisions to be made in the next few years, being proactive rather than reactive. Cllr Lane (who was also Chair of Shorne Parish Council) had invited Cllr Sangha (Chair of the Strategic Environment Committee) to talk to Shorne Parish Council Members regarding the Local Plan. Cllr Lane noted that the invitation had been extended to all Parish Councils and was keen that Parish Council's took this offer up, either at a Parish Council Meeting, or at a separate meeting. Cllr Tiran asked VPC to let her or Cllr Aslam know if they wished to take up this offer so that the information could be passed on. Cllr Lane would be writing to all Parish Councils.

Cllr Tiran felt it not worth challenging the proposed number of new dwellings until the full review had taken place, there were green belt issues, but small pockets of land may be available, she was trying to get a feel of everybody's concerns and availability.

Cllr Banks noted that all the non-residential (amenity) land in Vigo is owned by the Parish Council and building on it would not be possible due to restrictions that were in place. The Covenants say that no dwellings can be built on amenity land.

5] Police and Community Warden reports

581. Community Warden Mandy Cason had provided a report in her absence:

Ms Cason continued to support and promote the Rural Pop Up Café, which had been coming to Vigo monthly, and would continue to do so over the winter period (but not in December of January). At the café Ms Cason talks to residents regarding any concerns they may have and provides advice on how to prevent becoming a victim to a scam or a rogue trader. She provides reporting avenues along with home & personal security advice and details are provided on supporting agencies.

Ms Cason also holds a Talk Time session in Vigo Library between 2 & 3pm on a Tuesday. This allows local community members to come along and discuss any concerns they may have or just meet up for a cup of tea as a social activity.

Ms Cason had visited a number of residents providing reassurance and had made referrals regarding benefit advice, home adaptations, hospital transport and home help. Referrals had also been made to Kent Fire and Rescue for free home safety and advice visits where smoke detectors can be fitted free of charge.

Reports had been made to Kent Police in relation to nuisance motorbikes, suspicious vehicles as well as speaking to youths regarding anti-social behaviour. Residents had also been encouraged to report any incidents to Kent Police. Ms Cason continued to liaise with Kent Highways regarding issues such as potholes in the road.

582. Kent Rural Police Task Force Crag report 20th September had been forwarded to all Members and noted. Cllr Banks had enquired if these reports could be put on the Parish website, the Clerk had spoken to KALC but had not received a response as yet.

[Action: ongoing]

583. The Police newsletter for the Parish Council had been received and noted that there had been two incidents in September 2019: a fuel theft in Culverstone, and a stolen number plate in Vigo. There had been no other issues of note.

584. PCSO Rebecca King had moved into a different role and another PCSO had been allocated to Vigo – PCSO Rob Meader. He had made contact with the Clerk to introduce himself. The Clerk had provided PCSO Meader with the dates of all the future Parish Meetings. PCSO Meader would attend every 3rd meeting and had requested a shift change so he could attend the 18th November meeting. A monthly update would continue to be provided via email from Sargent Carli Deacon.

585. PCSO Meader had asked the Clerk if there was a Facebook page that he could use for updating Vigo residents. Whilst the Vigo PC Facebook page was not yet up and running, it was suggested that PCSO Meader may be able to utilise the “Vigo Neighbourhood Watch” page which was run by local residents. Clerk to put PCSO Meader in touch with the admin of the page.

[Action: Clerk]

6] Report from John Mattick on WWI / WWII exhibition update

586. Mr Mattick & Mr Baylis had attended the meeting to update on the progress of the booklet and the exhibition. 840 booklets “*Lest we forget: village life through turbulent years, Stansted, Fairseat & Vigo*” had been produced and delivered to Vigo PC. Parish were pleased to note that the cost of the booklets had been less than the quote.

Mr Mattick had a list of people that would be receiving a free copy of the booklet, the Clerk would liaise with Mr Mattick regarding this.

The Clerk would make arrangements for booklets to be delivered to all properties in Vigo.

[Action: Clerk]

587. The exhibition would be set up on the Thursday afternoon, after the preschool had vacated the hall. The exhibition would be open on Remembrance weekend Friday, Saturday and Sunday, 10am til 6pm. Cllr Banks had kindly provided a laptop for use, along with the VPC overhead projector.

Posters were supplied for people to put in their windows to advertise the event, the Clerk would take one to Bluebell Café in Trosley County Park.

The Clerk was liaising with Vigo School, who did hope to bring some classes over to the exhibition. The Clerk was to stress to Mr Barber (headteacher) that the exhibition was about hope, optimism, resilience and village life (it was not a distressing exhibition all about war). The Clerk noted this and would update Mr Barber.

588. The exhibition included some excellent aerial photographs which had been produced along with some maps at a cost of around £60. There were also some other minor

expenses. As the cost of the booklets was less than expected, it was agreed that VPC would cover these expenses, the Clerk would liaise with Mr Mattick for receipts.

[Action: Clerk]

589. It was noted that Mr Mattick had provided an article for the November December journal, which detailed the exhibition and the booklet that would be provided to all residents.

7] **To approve the minutes of the Full Parish Council Meeting held on 16th September 2019**

590. 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.

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

591. CO-OPTION OF COUNCIL MEMBERS: Cllr Marsh's form had not been uploaded – Clerk to check that this had been received by GBC.

[Action: Clerk]

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

[Action: Clerk]

593. 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]

594. Policy regarding colour of window frames in Vigo. This would be put as a formal proposal to a future Parish Council Meeting.

[Action: Cllr Banks]

595. Land Enclosure working party meeting: a meeting had been held, please see confidential minutes.

596. VE Day 2020 (75 Years Commemoration): 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]

597. EMERGENCY PLAN: Clerk to distribute the Contacts List and publish the Emergency Plan.

[Action: Clerk]

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

a) Trees

598. 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]

599. TREES AND INSURANCE COVER: No update. Clerk to chase Came & Co. Cllr Talboys to provide a Tree Risk Assessment.

[Action: Clerk, Cllr Talboys]

600. TIMBERBANK: Clerk to write regarding maintenance of Leylandii.
[Action: Clerk]
601. The Coppice: Dead Alder to the rear (ownership unclear). Mr Agley reported this would be removed at some point over the winter.
602. TIMBERBANK: Thinning of conifer hedge and replacement of dying conifer. Clerk to arrange site meeting.
[Action: Clerk]
603. 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]
604. Bramblebank: Oak Tree to the side. Griffiths Tree Surgery had inspected this tree and agreed there was no remedial work required. The Clerk would ask the cost for putting a formal report in writing so that an official record of this was available.
[Action: Clerk]
605. Stonecroft – large dead Silver Birch in residential garden. Clerk to write to the resident.
[Action: Clerk]
606. Highview: land to the rear overgrown, blocking access to the rear gates of 293 & 295 and obstructing the footpath. This overgrowth had now been cut back.
607. Highview: Resident enquiry regarding overhanging trees at his property, requesting they be cut back. These trees had been cut back.
608. SUBSIDENCE CLAIM, RESIDENTIAL PROPERTY IN VIGO. The Clerk had forwarded all documentation to Came & Co, along with a covering letter as agreed.
609. Highview: Bushes, weeds and saplings encroaching on the residents parking space in the garage area. Agreed some work needed to be done, this was now on the list of winter works.
610. Beechmast: Trees to the side of the property overhanging the back garden. Agreed some work needed to be done, this was on the list of winter works.
611. Chestnut Lane: Strimming to the side. This had not been carried out yet, it would be done over the autumn / winter period and was noted on the list of winter works.
612. THE PADDOCK: A large branch of a sweet chestnut tree on Parish Land had come down, remedial surgery had now been carried out to this tree.
613. OAK TREE TO REAR OF 2 THE GALLOPS: Branches hanging from the tree. On the list of winter tree works.
614. HIGHVIEW: Trees to the rear. Clerk had added to the list of winter tree works.
615. THE COPPICE: Thinning of the Ash in this area had been carried out.
616. BEECH MAST: Overgrown fir tree. This work had been carried out.
617. TIMBERBANK: Overgrown trees to the rear. Agreed to carry out work in this area, added to the winter list.
618. THE GALLOPS: It was noted that a large Ash to the rear of this property appeared to be shedding quite significantly. It was also noted that there were also some mature Ash trees dropping limbs. It may be that this is the progression of Ash Die Back, all trees will be monitored. To slow the spread of any disease, trees will only be felled if they are dangerous. If they are felled, they will be burnt within the near vicinity to prevent spread of diseases.

619. Mr Agley had expressed concerns about the maintenance of the trees on the Country Park verge. The Clerk had emailed the Ranger (Steven Walker) to ask for a meeting with Mr Agley and Cllr Talboys, but the email had bounced back. Clerk to speak to KCC.

[Action: Clerk]

620. SCHOOL OAK TREE: The headteacher had responded to an enquiry from the Clerk regarding the June floods – stating that he felt the debris from the Oak Tree had caused issues with the drains which had resulted in the school flooding. It was noted that the school would be responsible for clearing the drains and that the Parish Council could not be held liable for the tree dropping leaves etc. The Oak was regularly inspected from the ground, and had also had aerial inspections, and it was noted it was in good health with no remedial work required. Clerk to respond to the Headteacher.

[Action: Clerk]

621. TIMBERBANK: Resident concerned about the trees and undergrowth to the rear. Agreed that some remedial work needed to be carried out, the Clerk had responded to the resident to update them. The resident was unhappy and felt that the trees needed to be “balled” to let more light into the garden. It was noted that no major arboreal work was needed. Clerk to respond.

[Action: Clerk]

622. HIGHVIEW: Query regarding ownership of tree in alleyway to rear. Clerk confirmed this tree very likely belonged to the owner of the property; Cllr White also felt this was the case. There was an issue with this tree where the roots were lifting the pathway, Mr Agley would try and speak to the owner to advise what could be done to resolve this issue.

[Action: Highview Trees]

623. THE GALLOPS: Broken branch to the rear of the property. Highview Trees to attend.

[Action: Highview Trees]

624. HIGHVIEW: Request to have silver birch tree trimmed back – tree located on land belonging to 271 Highview. It was noted that 271 Highview were happy to have the tree trimmed back, as long as it was funded by 214 Highview. It was noted this was a private matter and nothing to do with VPC, however the Clerk was to advise the resident that permission needed to be sought from GBC to have work carried out on a tree with a TPO.

[Action: Clerk]

b) Grounds Maintenance

625. Nothing to report.

c) Grass Cutting

626. Planter rear of Churchside. Clerk had asked for this grass to be cut asap.

d) To discuss engagement of SC Ground Works to support tree surgery in Vigo

627. ENGAGEMENT OF SC GROUND CARE. Cllr Talboys and the Clerk had met with Ms Calvert to discuss SC Ground Care taking on ground support for Mr Agley when he carried out Tree Surgery in Vigo. Cllr Talboys reported that the discussions regarding equipment, insurance etc. had gone well. The Clerk confirmed that SC Ground Care had provided evidence of £10 million public liability insurance.

Details of costings for this support work had been provided to all Council Members and were agreed. SC Ground Care would work two full days per week for the period 1st October to 31st March, supporting tree surgery in Vigo. This would mean significantly more tree surgery than usual could be carried out. ALL AGREED.

There would still be a budget of around £4000 left for additional work / project work as required.

10] Defibrillators in Vigo

628. Kent Highways had sent a form for completion "Attachments to Illuminated Street Furniture on the Highway". The Clerk would forward this to Cllr Hawkins who kindly agreed to complete the form.

Cllr Hawkins continued to liaise with Mr Agley regarding installation of the cabinets.

[Action: Cllr Hawkins]

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

[Action: pending]

630. Proposal to supply Mr Agley with training and a "mobile" defibrillator. No update until it was confirmed if funding were available for this in the next budget.

[Action: pending]

631. It was noted that the defibrillators would need to be added to the insurance policy when they were installed.

[Action: Clerk]

11] Induction and training for Councillors

632. Dynamic Councillor: 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]

633. KALC INAUGURAL TRANSPORT CONFERENCE (West Faversham Community Centre Saturday 26th October). Unfortunately, Cllr Talboys had not been able to attend. No other Council Members were able to take his place.

634. KENT HIGHWAYS PARISH SEMINAR: Seminar to be held on 28th November at Ditton Community Centre. Clerk had forwarded details to all Members; it was not clear if anyone would be able to attend.

635. CiLCA UPDATE: An update for CiLCA candidates 2019 was to be held on Friday 29th November in Frindsbury Extra Memorial Hall. The Clerk had been unable to register to complete CiLCA as yet but may attend the update course.

[Action: Clerk]

636. Hadlow Parish Council had hosted a Register of Play Inspectors International Routine Inspectors Course with the Play Inspection Company on 9th October. Both Mr Agley and Ms Calvert had attended (with the Parish Council funding one of the places, and Mr Agley / Ms Calvert funding the second place). Both had felt the course was informative and that the exam at the end had gone well. Results of the exam would be given in due course. The Clerk had raised an invoice for one of the places and would forward it to Mr Agley for his attention.

[Action: Clerk]

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

637. GARDENING: Euonymus Plants for the seating area. Clerk had updated Mr Dennis. It was agreed it would be useful for the Parish to have a credit account at Provender Nurseries to enable these plants to be purchased. Please see agenda item 23e.

638. HANGING BASKETS: The watering period had now ended.

639. GENERAL UPKEEP OF THE BAY SHOPS & FLATS. No response from Mr Hall. Agreed to speak to GBC Planning Enforcement regarding this matter.

[Action: Clerk]

13] Planning

a) Local Authority Tree Preservation Applications

- 640. 20190903: School Bungalow: Fell one Hornbeam and one Alder tree in the car park, and crown one Oak tree. It was noted that approval had been given for this work, but the consent noted that the land-owner's permission (ie VPC) was also required.
- 641. 20191033: 142 Timberbank: trim 1 x conifer back to boundary; reduce crown of 1 x silver birch; fell 1 x silver birch; crown raise, thin and reduce 1 x hornbeam. No objections.
- 642. 20191037: 95 Timberbank: reduce 3 x hornbeams; reduce 1 x oak and 1 x conifer. No objections.
- 643. 20191086: 128 Timberbank: 30% crown reduction of oak tree in front garden. No objections.
- 644. 20191078: 15/16 Croftside (land to rear): crown reduction of 4 x silver birch; crown thinning and removal of overhang to 10 x hornbeams. No objections.
- 645. 20191082: 8 The Covert: remove epicormic growth from 1 x ash in front garden. No objections.

b) Full Planning Applications

- 646. 2019064: 13 Hornbeams: The Clerk had not written as yet but would do so as soon as possible.

[Action: Clerk]

- 647. 461: 20190732: 119 Highview: Conversion of existing garage into habitable space. Clerk had responded as agreed.

c) Covenant Three Applications

- 648. 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]

- 649. HIGHVIEW: Request to install a low fence in the front garden. Clerk had not responded as yet but would do so as soon as possible.

[Action: Clerk]

- 650. Highview: 2 storey side and rear extension. Clerk had responded as agreed.

- 651. Highview: replacement windows and garage door. Clerk had responded as agreed.

- 652. The Paddock: Removal of external chimney stack. No objections. Clerk had responded as agreed.

- 653. Highview: Replacement porch roof (replacing flat roof with pitched). Clerk had responded as agreed.

- 654. Timberbank: Replacement windows. Clerk had not yet responded but would do so as soon as possible.

[Action: Clerk]

- 655. Highview: New drive to the front. Clerk had not yet responded but would do so as soon as possible.

[Action: Clerk]

- 656. Bramblebank: erection of front porch. Clerk had responded as agreed.

- 657. Highview: Retrospective approval for garage conversion & erection of conservatory. Clerk had sent approval as agreed.

- 658. Highview: Retrospective approval for replacement doors, soffits & windows. Clerk had sent approval as agreed.

- 659. The Paddock: Removal of external chimney stack. Clerk had responded as agreed.

- 660. Woodside: Request to change front door. Clerk had responded as agreed.

- 661. Bramblebank: Request to replace a door at the front. Clerk had responded.

- 662. Bramblebank: Request for Retrospective Covenant Approval for windows that were installed some years ago. Clerk had responded as agreed.

663. Highview: erection of prefabricated garage. Parish had no objections in principle to this. However, it was agreed that the applicant should seek the approval of the neighbouring properties regarding this. The applicant was also to be advised to speak to Gravesham BC Planning. If there were no objections from neighbours, or from Planning, then VPC would be happy for the prefabricated building to be erected, as long as it was a brick effect and not gravel / pebbledash. Clerk to update resident.
664. Cov 3: Timberbank: initial enquires re changes to external appearance of property. Enquiry regarding the following:
- Change of windows, replacements would be white UPVC with clear glass to match neighbouring properties (slightly different opening style). No objections.
 - New front door in green, and to paint garage door to match. No objections.
 - Infill porch; will not go in front of the building line. No objections.
 - White cladding to be added to upper part of existing extension (under main bedroom) to match original property. No objections.
 - Pitch roof over playroom and porch (to replace flat roof). Garage flat room would remain. No objections in principle, however drawings would need to be seen before permission was given.
 - Change of roof tiles, sample photographs supplied. This was discussed in detail, and as this was a detached property set back from the road, there were no objections to grey interlocking style roof tiles. A formal decision would need to be made once the applicant had decided which style they would like.

The Clerk would update the resident.

[Action: Clerk]

665. Cov 3: Bramblebank: change of fence line to incorporate land owned by the resident into the garden. Plans and a proposal had been received and were noted. The land in question was on the left hand side of the property and lay within the boundary of the property. The fence would be extended by 17.5 feet. The fence would stop 6 feet from the front building line of the house and therefore would not be in breach of covenant. There were no objections, Clerk was to respond to the resident giving approval.

[Action: Clerk]

666. Cov 3: Timberbank: change of flat to pitched roof over porch & garage. Photographs had been supplied to illustrate this proposal. There were no objections, the Clerk would write giving covenant approval.

[Action: Clerk]

667. Cov 3: Highview: resident had received approval to convert the integral garage into living accommodation. The resident was now applying for covenant approval. The Clerk had asked the resident how much off-road parking space was available now that the garage had been converted, but no response had been received as yet. It was agreed that as long as there was off-road parking for two cars, and the finish of the conversion matched the original building with white window frames and clear glass windows, there would be no objection. Clerk to liaise with the resident.

[Action: Clerk]

668. Cov 3: Initial enquiry from prospective buyer of Admers Wood, to ask if VPC would object to a driveway being installed at this property. It was agreed that in principle there would be no objections, as long as some vegetation remained in the garden. Approval would also need to be sought from Kent Highways. Clerk to update resident.

[Action: Clerk]

669. Retro Cov 3: Highview: retrospective approval for small extension and conversion of garage (approved by GBC in 2015). £50 retrospective fee had been paid. There were no objections to this as there was off-road parking for two vehicles, and the work completed had matched the original property. The Clerk had given approval accordingly.

c) Other Planning Matters

670. 20180535: 9 The Coppice: No further update. Clerk to liaise with Planning Enforcement.

[Action: Clerk]

671. 20190595: 4 Bramblebank: Notification of Grant of Permission to Develop Land. Clerk had not yet responded to the resident but would do so as soon as possible.

[Action: Clerk]

672. Vigo property in disrepair: Despite many efforts to engage with the resident regarding this matter, no progress had been made. It had also become apparent that the disrepair was much more severe than originally thought. Due to concerns about the structural safety of the property, and further concerns noted, it was agreed to refer this matter to Planning Enforcement. The resident would be sent a letter to explain that Planning Enforcement had been told, and again to offer a VPC member to meet the resident to assist with resolving the issues (Cllr Hawkins kindly offered to meet the resident to offer advice). The Community Wardens would also be asked to visit the property.

[Action: Clerk]

d) Rural Housing Needs Survey

673. Gravesham Borough Council had written to advise of the future rolling programme for the Rural Housing Needs Surveys. It was noted that the next Rural Housing Needs survey would be carried out in June 2022 (the last surveys having been in 2012 and 2017). Details of the past survey reports could be found on the GBC website.

14] To discuss requests from and matters regarding residents.

674. ADMERS WOOD PATH: No update.

[Action: ongoing]

675. DILAPIDATED GARAGE IN BEECH MAST: No update.

[Action: Clerk]

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

[Action: Clerk]

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

[Action: Cllr Talboys]

678. CHURCHSIDE: Work carried out.

679. BRICK PLANTERS in Admers Wood / Ferndown / Ash Keys / Beechmast – maintenance thereof. Mr Dennis was happy to quote for working on the planters. Initially it was agreed to mark a map with the locations of the planters so that Mr Dennis could establish exactly what work was needed. Cllr Talboys agreed to mark a map and number the planters for reference. Photographs of each planter would also be taken.

[Action: Cllr Talboys]

680. HIGHVIEW: Overgrown vegetation to the rear. This had now been cleared.

681. 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. Clerk had not yet written to the resident but would do so as soon as possible.

[Action: Clerk]

682. 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 Clerk was also to ask if the resident was willing to supply a copy of the letter to VPC for their information.

[Action: Clerk]

683. HIGHVIEW: Enquiry regarding which side of the boundary line a person owns when it comes to en bloc garages. Clerk had responded as agreed.

684. VILLAGE GREEN: Dog fouling. Clerk to contact Dogs Trust as it was thought they sometimes held information events and supplied free dog-mess bags.

[Action: Clerk]

685. 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. This car had now moved, but further down the road (outside 68 – 70) where it appeared to be in a more hazardous position. Clerk to contact Kent Highways, as the car was leaving large fuel stains on the road surface.

[Action: Clerk]

686. Complaint regarding rubbish dumped on the common land next to the car parking space of Highview. It was thought this may have been cleared already, but Mr Agley would check and report back.

[Action: Highview Trees]

687. Discussion regarding proposed resurfacing of pub car park and pub frontage (frontage being VPC land): Mr Tony Littley (Villager Pub) had come to the meeting to discuss a proposal to tarmac the carpark of the pub, including the area to the front of the pub (which was Parish land). It was noted that the Village Hall had right of access over the Parish Council land. There were no objections at all to having this area tidied up / refurbished, but there were concerns about the permeability of tarmac, especially as the village hall was located at a lower point from the pub and could be flooded from water run-off from the pub car park if the surface was not permeable. It was agreed to hold a site meeting with Cllr Talboys and Mr Tony Littley or Mr Peter Littley. The Clerk was to also ask a local resident who was an ex-drainage engineer if he could attend to give some advice.

[Action: Clerk]

688. Vigo School PTA asked if they could have 6 Estate Agent Boards erected on Community Land, to advertise their school Christmas Bazaar. There were no objections to this, as long as they were removed promptly after the event. The A0 noticeboard at the top of Waterlow Road could also be made available. Clerk to respond.

[Action: Clerk]

15] To discuss and update on any covenant breaches

689. CHURCHSIDE PROPERTY IN DISREPAIR: Please see minute number 672.

690. HIGHVIEW COVENANT 3 BREACHES: It was agreed to delay sending any covenant breach letters until the new year. Clerk had made a diary note.

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

[Action: Clerk]

692. Admers Wood house in disrepair. No update.

[Action: ongoing]

693. 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

694. VILLAGE SHOP SIGNS: Cllr Banks had ordered the sign as agreed.

695. LACK OF LITTER BINS ON SPINE PATH / REQUEST FOR NEW LITTER BIN NEXT TO HARVEL ROAD BUS SHELTER. No further suggestions had been made for litter bin locations, so the Clerk would now go ahead and ask for the Harvel Road Bus Shelter bin.

[Action: Clerk]

696. ACCESS TO THE BAY (Drop Kerb extension / provision of white line). The Clerk had chased this grant application and had been told that there had been a delay due to uncertainty within Highways as to who had the authority to complete and sign off the application.

[Action: ongoing]

697. WEED SPRAYING resulting in plants in residential garden being damaged. Clerk had emailed Kent Highways regarding this.
698. TIMBERBANK: Noted that the bushes / hedge that borders the footpath adjacent to this property were overgrown and impeding the footpath. This had been reported to Kent Highways.
699. Noted that the trees on the left of the junction of Harvel Road and Erskine Road were causing a sight line issue. This had been reported to Kent Highways.
700. DOWNSWOOD: Noted that a branch from a tree located at this property was hanging low and impeding the footpath. This had been reported to Kent Highways.
701. 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. This had been reported to Kent Highways.
702. TIMBERBANK: This dip in the road had been repaired, but there were concerns that the repair had not been carried out to a high standard, as only the top surface had been renewed, the basic issue of the dip had not been corrected. Clerk to speak to Highways about this.

[Action: Clerk]

703. Christmas refuse collection dates had been received from GBC, unfortunately not in time for the journal publication. Cllr Banks would put the dates on the website, and the Clerk would arrange for a poster to be put in the noticeboard at the top of Waterlow Road.

[Action: Clerk]

704. The Clerk noted that there was no easy way of recycling paper waste at the Parish Office. The Clerk had spoken to the Hall Manager and proposed that instead of having two Paladin waste bins at the village hall (one for the hall, one for Parish use) it would be useful to have one recycling bin, and one waste bin, and share both of them, with the hall paying for one and the Parish paying for the other. This would therefore be at no extra cost to either the Hall or the Parish, but both would be able to recycle. All agreed. Clerk to liaise with the Hall Manager / GBC accordingly

[Action: Clerk]

705. It was noted that the missing drain cover at the top of Waterlow Road had now been replaced.
706. Gravesham Borough Council had sent a letter regarding the review of polling districts. GBC were also asking for alternative places that may be used as polling places, should the existing ones not be available. It was noted that the Scout Hut may be a good alternative. Clerk to respond to GBC.

[Action: Clerk]

17] Highways Improvement Plan

707. The following had been received from Kent Highways:
“The Highways Improvement Plan is for the Parish and Town Councils to prioritise improvements that they may wish to see in their areas. We want communities to have a greater voice in prioritising road safety measures, at the same time, we need to balance requests with the money we have available to spend, making sure our investment has the

most impact in making roads safer for all users. The time resource required to facilitate these individual requests can be difficult to resource. To help us manage requests for these types of changes and improvements, we are asking parish and/or town councils to develop a Highways Improvement Plan for their areas. KCC does not have a 'pot' of funding for Parishes however this approach enables them to agree their priorities and have them collectively stored in one place and this can help in the event of personnel change at KCC. We hope they will see this as a positive step forward. The plans give parish and town councils the opportunity to decide which community priorities they want to take forward. Given the finite KCC highways budget, not all priorities are likely to be funded. However, the Kent Highways team can discuss the problems and provide technical advice for the best way to deliver improvements and provide estimates for the costs. Using this information, parish and town councils can determine whether they can provide funding for these priorities and, working with Kent Highways, deliver them."

Cllr Talboys suggested some speed restrictions outside the school would be very useful. The Clerk was to send the form to all Members for their consideration.

[Action: Clerk]

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

a) Ball Park

708. BALL PARK LIGHTS. These lights were still not working (confirmed by Mr Graves). The Clerk had reported them again, reference 458150 / 458151.

[Action: ongoing]

b) Village Green Play Park

709. 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]

710. Playpark equipment:

- Clerk to liaise with Mr Agley regarding regular maintenance of the new play equipment.
- Clerk to seek alternative quotes for the installation of a secondary support on the team swing.
- Clerk to confirm length of guarantee for equipment.

[Action: Clerk]

711. CLIMB BOARD, ROTTEN CORNER: Barge had carried out the agreed repair work.

712. 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]

19] Flooding in Vigo / Flood Questionnaire Update

713. 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]

714. FLOODING SURVEY: 190 responses had been received from the 800 properties in Vigo. Of those 190 responses, 34.7% had been flooded to some extent. Summaries of the responses were provided for all Members and would be sent to the Kent Flood Team.

[Action: Clerk]

715. One of the responses had been from a retired Drainage & Flood Risk Engineer, who had sent a letter offering his opinion and advice on the flood issue in Vigo. The Clerk was to write and thank him for his input.

[Action: Clerk]

716. 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]

717. 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]

718. The Coppice: flooding that occurs regularly to the road and footpath immediately outside the property (photographs supplied). This was a regular ongoing issue from ordinary rainfall, not just storm conditions. Clerk to report this to Kent Highways.

[Action: Clerk]

20] To discuss and agree the annual insurance renewal for Vigo

719. The annual insurance was due for renewal on 16th November 2019. The Parish Council were in a long-term agreement which would expire in 2020. The renewal price was £3680.64. The premium before insurance premium tax had increased by £94.42 / 3% for the year. Cllr Banks proposed accepting the renewal terms and costs, Cllr Talboys seconded, all agreed.

Clerk to renew the insurance.

[Action: Clerk]

21] Community Tree / Subsidence Claim

720. Came & Company confirmed they had submitted the paperwork from GHG to the Parish Insurer and was awaiting their comments on liability and how best to progress. An update would be given when available.

The Parish was asked to provide details of the following:

- What inspection system was in place for the tree and when was it last inspected?
- A copy of the most recent reports / inspections for the tree prior to the damage.
- Any photos of the tree / area / damage.

It was proposed to respond as follows:

The tree is in a public area and as such is inspected visually on a regular basis, as a minimum on a monthly basis, but as this is a visual inspection it is not recorded (the Parish Council is responsible for over 40,000 trees and it is not practical to keep formal records for this number of trees). Any issues that are noted from the visual inspections are picked up and dealt with. Clerk to respond.

[Action: Clerk]

22] Social Media / IT / Website

721. Meopham Parish Council informed the Clerk that they have a website with a blog page, and that MPC also use Facebook and Twitter. These are updated by the office staff, under the direction of the Clerk. Councillors do not update social media. Meopham had a small social media policy, which they kindly supplied to the Clerk for information. MPC did allow comments from residents on Facebook or Twitter, but comments were rare, and there had not been anything to date that the Parish felt they had to respond to.

The Clerk had forwarded the MPC Social Media policy to Cllr Hawkins, Cllr Banks and Cllr Marsh.

The Clerk was asked to speak to Stone Parish Council to see if they had a policy. Cllr Hawkins would come back to the Parish Council with a proposal at some point.

[Action: Cllr Hawkins / Clerk]

23] Finance

a) To note any payments made since the last meeting

722. None.

b) To authorise payments due

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

21.10.19	D/P	Vigo Village Hall	32.74	Pop Up Café x 2
21.10.19	D/P	Vigo Village Hall	773.87	Meeting / Office Rent
21.10.19	D/P	J Glass	59.99	Office 365 Renewal
21.10.19	D/P	Hadlow PC	360.00	2 x Play Inspector Courses
21.10.19	D/P	PKF Littlejohn	480.00	Annual Audit
21.10.19	D/P	P J Banks	94.70	RBLI Village Shop Sign
21.10.19	D/P	Barge Group Ltd	1018.80	Playpark Repair
21.10.19	D/P	Hoist & Co	37.92	Post-crete
21.10.19	D/P	J Glass	3.00	Land Registry x1
21.10.19	D/P	D Howard	150.00	Hanging Basket Watering
21.10.19	D/P	SC Groundcare	1050.00	6 days ground works
21.10.19	D/P	B Dennis	50.00	Gardening in The Bay
21.10.19	D/P	Vigo Scouts	250.00	Grant in Aid request
28.10.19	D/P	J Glass	1165.80	Clerk October salary

The following Standing Orders / Direct Debits were authorised:

21.10.19	D/D	Talk Talk Business	45.56	Tel / Bband September / October
27.10.19	D/D	J&F Accountancy	28.00	Payroll Charges October
28.10.19	D/D	Mr Paul Agley	3850.00	Highview Services October
10.11.19	D/D	Nest Pension	58.14	Clerk Pension

c) To note any income received

724. £5.75, UK Power Networks Wayleave

£50 for a retro covenant application for Highview.

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

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

[Action: Clerk]

726. BANK SIGNATORIES: Signatories agreed as: Cllr Banks, Cllr Haslem, Cllr Talboys, Cllr Marsh, Cllr White and Cllr Woolway. Clerk to complete mandate

[Action: Clerk]

727. It was noted that the McAfee antivirus subscription would expire soon. Cllr Hawkins stated that as the office laptop was using a later version of windows it would have antivirus automatically, therefore no need to renew, McAfee would just need to be uninstalled. Cllr Hawkins would assist the Clerk with this.

[Action: Cllr Hawkins]

728. Culverstone and Vigo Scouts had put in a Grant In Aid application form for £250 to fund toward improvements in the scout hut. All agreed.

e) To approve Credit Trade Account for Provender Nurseries

729. The Clerk had applied for a £500 credit account with Provender Nurseries. All agreed this limit – Cllr Banks signed the credit application; the Clerk would now return this. The Parish Council would now receive a 50% trade discount on all purchases.

[Action: Clerk]

f) To note the completion of the limited assurance review for the year ended 31.3.19

730. The limited assurance review for the year ended 31.03.19 had been completed. The Clerk had published the completion notice on the notice board; it had also been put on the website. There had been one note from the External Auditor as follows:

“the AGAR was not accurately completed before submission for review. Section 2, Box 10 is inconsistent with the balance published by the Public Works Loan Board. The figure in Box 10 should read £9000. Please ensure amendments are corrected in the prior year comparatives when completing next year’s AGAR”.

The Clerk was aware of this and would amend the figure for next year.

g) To set a Finance meeting to discuss the 2020/21 Budget and Precept

731. The precept calculator had been received, and it was noted that even if the Parish Council did not increase their precept figure, a 2.4% increase would show, this was very frustrating. The Clerk had emailed Mr Barnett at GBC to ask for clarification of the figure.

A meeting to discuss the budget and precept would be held in the next month.

Precept figures needed to be at Gravesham Borough Council by 10th January 2020.

[Action: Cllr Banks]

h) To agree cost of grounds-work cover to support Highview Tree Services carrying out tree work in Vigo.

732. Costs of £175 per day for SC Groundcare was proposed by Cllr Banks, seconded by Cllr Talboys and agreed by all.

i) To note proposed increase in KALC subscription rates 2020/2021

733. KALC Executive Committee had decided that KALC needed an additional part time member of staff to enhance the member services offered to member councils, continue to provide a high-quality service and to relieve pressure on existing staff members. This had been highlighted to Member Councils now as it will have an impact on the proposed subscriptions rates for 2020/21 which will be debated at the KALC AGM on Saturday 30 November.

24] To receive the Chair’s Announcements

734. 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]

735. The Clerk was to inform Gravesham Borough Council Electoral Services of Cllr Osborne’s resignation, and to ask their advice on co-option.

[Action: Clerk]

736. The next Chairs meeting would be held on 20 November, agenda items were welcomed by 11 November.

737. Cllr Banks noted that she would be attended the KALC Strategic Planning Meeting.

25] To receive the Clerk’s Report and note correspondence received

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

[Action: Clerk]

739. 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]

740. KALC AGM to be held on 30 November. Cllr Banks to attend, Clerk to RSVP.

[Action: Clerk]

741. Letter from the Pageantmaster had been received regarding VE day 75. Parishes were encouraged to take part in the "Nation's Toast to the Heroes of WW2" and the ringing of church bells as part of the nationwide "Ringing Out For Peace" on 8th May 2020. Clerk to forward to all Members.

[Action: Clerk]

742. June 2020 Parish Council Meeting. The Clerk would like to change the date of the meeting scheduled for 15 June 2020. This was agreed. The date of the meeting would now be 22 June 2020. Clerk to update the Journal, all Council Members and the noticeboards.

[Action: Clerk]

743. The following items of correspondence had been received and forwarded to all Members:

- KALC News September 2019
- KALC CEO Bulletin Issue 1

26] Pop Up Café

744. The Pop-Up Café would run on 6th November 2019, 5th February & 4th March 2020.

27] To receive reports from Working Parties

a) Policies Working Party

745. DEDICATED SPECIFIC EMAIL ADDRESS FOR VPC: Clerk had deactivated ex-Cllr Osborne's email address.

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

[Action: working party]

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

[Action: working party]

b) CCTV

748. CCTV Signs: These signs had now been erected.

28] Reports from Other Organisations and Bodies

a) Vigo Village Hall

749. Nothing to report.

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

750. No Entry Harvel Road into White Post Lane: Cllr Sweetland had been pleased to inform that this No Entry would be revoked, and width / weight restriction put in place instead. This may take some time but would hopefully be done before March 2020.

751. Cllr Talboys noted an issue with the bus timing to Vigo from Gravesend. This is something that could be discussed at a Joint Transportation Board. Next meetings were 4th December 2019 and 11 March 2020. Clerk to liaise with Cllr Talboys.

[Action: Clerk]

c) Trosley Country Park Liaison Group / Other Trosley Issues

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

[Action: Clerk]

753. A meeting had been held, nothing of note to discuss.
754. The Clerk noted that the JTB had been provided with an update from Mr Nick May, Parking services Manger regarding patrols and Shorne Country Park and Jeskyns. Civil Enforcement Officers had been conducting additional parking patrols at these locations all summer. An observation sheet had been completed to show the level of enforcement action taken.

Between 20.07.19 & 19.09.19, 28 visits were made to Jeskyns and 16 Penalty Charge Notices issued. In the same period, 20 visits were made to Shorne Country Park with no PCNs issued.

d) Kent Association of Local Councils (Gravesham Group)

755. Next meeting would be 9th December.

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

756. 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]

757. The Clerk noted that she had been unable to send messages to Hotmail addresses from the Parish Council email. This had been ongoing and was currently being investigated by Talk Talk as the internet provider.

**There being no other business, the Public meeting was closed at 22.00 hrs.
The public meeting was followed by a closed session.**