

**VIGO PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 18th NOVEMBER 2019
AT 7.30 pm IN VIGO VILLAGE HALL**

Present:	Cllr Pat Banks (in the Chair); Cllr Colin Talboys (Vice Chairman); Cllr Mike Germain; Cllr Jim Haslem; Cllr Dave Hawkins; Cllr Julie Marsh; Cllr Alan White; Mrs Joanne Glass (Clerk).
In Attendance:	PCSO Rob Meader; Ms. Mandy Cason (Community Warden) Mr Paul Agley (Highview Services)

1] To receive Apologies for Absence

764. Cllr Andy Woolway (Vigo Parish Council); Cllr Bryan Sweetland (Kent County Council); Cllr Ejaz Aslam & Cllr Denise Tiran (Gravesham Borough Council).

2] To receive Declarations of Interest

765. None.

3] Questions from the press and public

766. None.

4] Borough and County Council representative reports

767. None.

5] Police and Community Warden reports

768. Kent Rural Police Task Force Crag reports: no response had been received from KALC as to whether these could be published on the Parish website or not, so until a confirmation had been given it would be assumed, they were not for publication.

769. PCSO Rob Meader had sent some useful advice on security measures and noted that homes with no security measures in place are five times more likely to be burgled than those with simple security measures in place, good window locks and strong deadlocks make a big difference. This advice will be put on the Parish website.

770. PCSO Meader was now liaising with the local resident who ran the "Vigo Neighbourhood Watch" Facebook page – he was now able to post useful information to residents via this forum.

Once the official VPC Facebook page was set up, PCSO Meader would also be able to post information on there.

771. PCSO Meader noted that he had recently found two stolen motorbikes on his patrols, both had been returned to the owners, having been missing for six months or more.

772. Parish Council Police Newsletter: two vehicle thefts were noted in October 2019. Five items of good work were noted. This report had been forwarded to all Council Members.

773. The latest CRAG report (4th November) had been forwarded to all Council Members.

774. HALLOWEEN: It was noted that the police were called to The Bay after receiving a report of youths with fireworks. The call came in at 19:56 and the police arrived at 20:08. 4 double crewed patrols attended and conducted an area search. The group of between 15 & 20 youths were dispersed. A car window was broken, and a report of criminal damage was taken. It was not known at present if the youths were from the area.

It was noted that there had been significant antisocial behaviour in Vigo over the last two Halloween periods. Cllr Banks asked if a patrol could be sent up as a preventative measure next year. PCSO Meader noted that Vigo is now a default area for patrols to attend on evenings such as Halloween, even if they have not been called out – patrols will always attend as long as they are not called out elsewhere. There will be car and foot patrols on site. However, PCSO Meader will also try to arrange to have Special Police Officers on site as well.

775. COMMUNITY WARDEN REPORT: Ms Cason gave a general update on her continued work in the village, giving ongoing support to residents and making referrals as necessary, supporting local events etc.

6] To approve the minutes of the Full Parish Council Meeting held on 21 October 2019

776. 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

777. DISCLOSABLE PECUNIARY INTEREST FORMS: Cllr Marsh's form had not been uploaded – Clerk to check that this had been received by GBC.

[Action: Clerk]

778. COUNCILLOR PATCHES: Clerk to allocate these.

[Action: Clerk]

779. 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]

780. 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]

781. VE Day 2020 (75 Years Commemoration): A committee to be formed to organise this. Clerk to ask if the hall manager would like to be involved. A local resident had contacted the Clerk to ask that commemorations for VJ day should be considered as well as for VE day. This was noted.

[Action: Clerk]

782. EMERGENCY PLAN: Now published.

783. HIGHWAYS IMPROVEMENT PLAN: The Clerk was to send the form to all Members for their consideration.

[Action: Clerk]

784. ANNUAL INSURANCE: This had now been renewed.

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

a) Trees

- 785.** TREES TO THE REAR OF 220 HIGHVIEW: The Highways Traffic Light Request form had not yet been completed or submitted; the Clerk would liaise with Cllr Talboys regarding this.

[Action: Clerk / Cllr Talboys]

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

[Action: Clerk, Cllr Talboys]

- 787.** TIMBERBANK: Clerk to write regarding maintenance of Leylandii.

[Action: Clerk]

- 788.** TIMBERBANK: Thinning of conifer hedge and replacement of dying conifer. Clerk to arrange site meeting.

[Action: Clerk]

- 789.** 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]

- 790.** Bramblebank: Oak Tree to the side. Clerk had asked Mr Agley to liaise with Griffiths Trees to have a written report on this tree. No update.

[Action: Clerk]

- 791.** Stonecroft – large dead Silver Birch in residential garden. No update.

[Action: ongoing]

- 792.** Highview: Bushes, weeds and saplings encroaching on the residents parking space in the garage area. Cllr White noted that this was not Parish Land, and as such work to clear the area was not the responsibility of VPC. Clerk to update the resident.

- 793.** COUNTRY PARK VERGE TREES: The Clerk had tried to contact the Trosley Rangers without success (emails bouncing back). However, Mr Agley noted that someone appeared to have been carrying out an inspection recently, so it was hoped that this matter was now in hand.

- 794.** SCHOOL OAK TREE: Clerk had responded to the headteacher as agreed – the email had been acknowledged.

- 795.** TIMBERBANK: Maintenance work to wooded area to the rear. Clerk had responded as agreed. Work was on the winter tree list. Further comments from the resident were noted but it was agreed that no further response should be sent at this time.

- 796.** HIGHVIEW: Request to have silver birch tree trimmed back – tree located on land belonging to 271 Highview. Clerk had responded as agreed.

- 797.** CHESTNUT LANE: Issue with a Sweet Chestnut tree on Trosley Country Park land, near 17 Chestnut Lane. Cllr Talboys to liaise with Trosley Country Park.

[Action: Clerk]

- 798.** TIMBERBANK: Request from resident to have work carried out to the large Chestnut Trees located either side of the driveway. The resident noted that these two trees had very large canopies that caused the property to be shaded from 10am til 6pm every day, with only a small window of sunlight of around 45 minutes at midday. The resident noted the trees had been pollarded before they moved in

and was therefore requesting that these trees were once again cut back to increase the light into the property. Cllr Talboys and Mr Agley would inspect and report back to the next Council meeting.

[Action: Clerk]

799. HIGHVIEW: Tree work to rear of 250 - 260. A resident had emailed the Clerk to complain about the tree work carried out here. The resident was upset at the removal of a large tree and the logs stacked on Parish land as a result. The resident wanted to know why this had happened, who asked for it to be done, and wished for confirmation that no further trees would be removed. The resident also wanted to know why no residents had been informed of the work in advance.

It was noted that there had been several leaning sweet chestnut stems in this area, which were growing toward the rear gardens of these properties. These leaning stems had been coppiced (and would therefore grow back) this had been carried out as a preventative action. The upright stems had not been touched at all. This was industry best practice. It was standard practice to leave the cut wood in logs for residents to help themselves o. It was not the policy of the Parish Council to inform residents of tree work in most cases, as this was time consuming and cost prohibitive. Clerk to respond to resident.

[Action: Clerk]

800. TIMBERBANK: Two dead silver birch trees had fallen out of the garden of a Timberbank property, onto the highway, during recent high winds. The property was not currently lived in, but the person responsible for the property had been aware of the trees condition for some time.

The trees had fallen across the highway, and as a result Mr Agley, the Parish Contractor had been called out to clear them. However, by the time he had got on site, the trees had been cleared by a local resident. It was noted that there would still be a £120 out of hours call out charge for Mr Agley's time.

It was noted that in future any trees that are blocking the Highway would only be cleared by Mr Agley if he was on site (ie during normal Monday to Friday working hours). If the road was blocked out of hours (evenings/weekends) the issue should be reported to Kent Highways via their emergency phone number (details available on their website).

The £120 call out charge would be passed onto the person who owns the property. Clerk to send an invoice.

[Action: Clerk]

b) Grounds Maintenance

801. Nothing to note.

c) Grass Cutting

802. No grass cutting carried out.

9] Defibrillators in Vigo

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

Cllr Hawkins had met with Mr Agley to discuss the locations of the defibrillators. It had been suggested that a local resident in The Paddock may be willing to have

the defibrillator mounted on his fence or garage to avoid the need of having it attached to a street light. This was to be confirmed.

[Action: Cllr Hawkins]

- 804.** Cllr Hawkins proposed that the defibrillator that was currently in the Villager Pub be relocated onto the Village Hall, as it would be accessible 24 hours a day. Parish Council had no objections to this. It was hoped this would not be an issue as the cabinet would be in full view of the CCTV system on the village hall. It was noted that if this defibrillator was moved, an outside cabinet would be required – this would be at a cost of £400. All Council Members agreed this cost to be funded by the Parish Council.

Cllr White was to liaise with the Village Hall Committee to ensure there were no objections, and to agree the very minimal cost of funding the electricity to run the cabinet.

[Action: Cllr White]

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

[Action: pending]

- 806.** Proposal to supply Mr Agley with training and a "mobile" defibrillator. No budget available for this at the present time. Matter filed as pending.

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

[Action: Clerk]

10] Induction and training for Councillors

- 808.** Dynamic Councillor: Cllr Hawkins had attended the course at Kings Hill and found it very useful and informative. All Councillors had now attended the course.

- 809.** KENT HIGHWAYS PARISH SEMINAR: Seminar to be held on 28th November at Ditton Community Centre. No Councillors able to attend. The Clerk would attend if she could.

[Action: Clerk]

- 810.** CiLCA UPDATE: An update for CiLCA candidates 2019 was to be held on Friday 29th November. The Clerk had spoken to KALC and they had confirmed the course was only for those who had registered with SLCC and were almost at the stage where they would be submitting their portfolio. The Clerk noted, therefore, that she had no need to attend this course at the moment. KALC had stated there would be courses next year that would be more suited to those Clerks who had not yet begun putting their portfolio together.

- 811.** Register of Play Inspectors International Routine Inspectors Course: both Mr Agley and Ms Calvert had attended. The Clerk had received certificates for both, showing that they had proven competent to carry out routine inspections of children's playgrounds. The original certificates were given to Mr Agley and Ms Calvert, with copies kept in the Parish Office for information.

The Clerk had invoiced Mr Agley for the cost of one of the courses as agreed.

[Action: ongoing]

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

812. GARDENING: Euonymus Plants for the seating area. The Clerk would arrange purchase of these.

[Action: Clerk]

813. GENERAL UPKEEP OF THE BAY SHOPS & FLATS. No response from Mr Hall. The Clerk had spoken to Planning Enforcement regarding the dilapidated state of the rear of the shops (and sent photographs), but they had informed this was something they were unlikely to get involved in (but did agree they would look when they were next in the area).

Cllr Banks agreed to telephone Mr Hall regarding this ongoing situation.

Cllr Banks would also raise the issue at the next Parish Chair's meeting.

[Action: Clerk / Cllr Banks]

814. FLORIST SHOP: It was thought that the owner of this shop was working from it as a base, but not as a shop at present. It was agreed it would be much better if the shutters could be opened whenever the owner was there, even if the shop remained shut. Cllr Marsh agreed to liaise with the owner regarding this.

[Action: Cllr Marsh]

12] Planning

a) Local Authority Tree Preservation Applications

815. The Coach Drive: remove 1 x ash, remove 1 x conifer, remove overhanging limbs from garden x3. No objections.

b) Full Planning Applications

816. Hornbeams: The Clerk had not written as yet but would do so as soon as possible.

[Action: Clerk]

817. No new full planning applications noted at the time of the meeting.

c) Covenant Three Applications

818. COV 3: Hornbeams: Request for drop kerb. The Clerk reported that this house did not appear to be on the market at the moment. No further action required at this time.

819. HIGHVIEW: Clerk had responded as agreed.

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

[Action: Clerk]

821. Highview: New drive to the front. Clerk had responded as agreed.

822. Highview: erection of prefabricated garage. Clerk had updated the resident by telephone, resident would now speak to the neighbours and get back to the Clerk when he could.

[Action: ongoing]

823. Timberbank: initial enquires re changes to external appearance of property. Clerk had updated the resident as agreed. Formal proposals would be received in due course.

824. Bramblebank: change of fence line to incorporate land owned by the resident into the garden. Clerk had updated the resident by telephone and would send a formal letter as soon as possible.

[Action: Clerk]

825. Timberbank: change of flat to pitched roof over porch & garage. Clerk had not yet written but would do so as soon as possible.

[Action: Clerk]

826. Highview: resident had received planning approval to convert the integral garage into living accommodation. No further response received from the resident regarding his covenant application.

[Action: pending]

827. Cov 3: Initial enquiry from prospective buyer of Admers Wood. Clerk had updated person making enquiry by telephone.

828. COV 3: Ferndown: replacement windows and doors. Further to flood damage sustained in June, resident had been advised to do urgent repairs to rear windows and doors and replace damaged damp proofing for further protection. All white uPVC windows would be replaced to the same specification and design as existing. The front door would be replaced with a grey door in a similar style as the original. There were no objections, Clerk to respond.

[Action: Clerk]

829. COV 3: Churchside: replacement door and cladding. Application to change front door to a grey composite, and also install cladding above the door (infill) in off-white or light grey. After a long discussion it was agreed that there were no objections to a grey front door, however approval could not be given for cladding if it was not white. Clerk to liaise with the resident regarding this matter.

[Action: Clerk]

830. COV 3: Hornbeams: application to install a driveway to the front of the property. The resident would be applying to KCC for approval to have a dropped kerb. The resident noted there was adequate room for a driveway, and that she would be keeping the shrubs to the side of the garden beside the door, and a small area of grass to the other side of the house. Parish had no objections to this as long as the driveway was of a permeable surface. It was also noted from the photograph supplied that there some planting which may be in breach of covenant – Clerk to liaise with the resident regarding this.

[Action: Clerk]

831. COV 3: Bramblebank: application to paint the garage door in grey, to match new front door. No objections, Clerk to write giving approval.

[Action: Clerk]

832. COV 3 APPLICATION HIGHVIEW: This retrospective application had been approved at a previous Parish Council meeting. The resident had since contacted the Clerk to state that Martin Tolhurst were unable to accept the retrospective approval from the Parish Council as they felt it needed to be granted by Jondy Investments. The Clerk had emailed the solicitor to explain that Vigo Parish Council were the successors in title and were, therefore, able to give the approval. No further communication had been received on this matter.

c) Other Planning Matters

833. The Coppice: Please refer to confidential minutes

834. Bramblebank: Notification of Grant of Permission to Develop Land. Clerk had written to the resident as agreed.

835. Churchside property in disrepair: Please refer to confidential minutes.

13] To discuss requests from and matters regarding residents.

836. ADMERS WOOD PATH: No update.

[Action: ongoing]

837. DILAPIDATED GARAGE IN BEECH MAST: No update.

[Action: Clerk]

838. Highview skip: no update.

[Action: ongoing]

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

[Action: Cllr Talboys]

840. BRICK PLANTERS in Admers Wood / Ferndown / Ash Keys / Beechmast – maintenance thereof. Cllr Talboys agreed to mark a map and number the planters for reference. Photographs of each planter would also be taken.

[Action: Cllr Talboys]

841. ADMERS WOOD: Admers Wood car park being used to store cars for sale (local business). Clerk had not yet written to the resident but would do so as soon as possible.

[Action: Clerk]

842. Highview: Clerk had asked for a copy of the letter regarding leaseholds.

843. VILLAGE GREEN: Dog fouling. Clerk had contacted the Dogs Trust and was waiting for a response.

[Action: ongoing]

844. UNTAXED CAR (Polish number plate). This car had now been removed.

845. Complaint regarding rubbish dumped on the common land next to the car parking space of 222 Highview. It was thought this may have been cleared already, but Mr Agley would check and report back.

[Action: Highview Trees]

846. VILLAGER PUBLIC HOUSE. Plans to resurface the area had been postponed until the Spring / Summer 2020 when the weather would hopefully be more conducive to such work. The owners of the pub would be in contact to meet the Parish Council to discuss any plans next year.

It was noted that the pub was due to reopen on 27th November.

847. Vigo School PTA Estate Agent Boards advertising the Christmas Bazaar. The Clerk had responded as agreed.

848. CAR PARKING ON PARISH LAND: It was noted that there is an issue with a car that parks on Parish Land (near Churchside), or often double parks. It was thought that there was room to park on the driveway of the property, but for some reason this did not happen. Vigo Parish Council land was being damaged as a result of this – a note was to be put on the car.

[Action: Clerk]

14] To discuss and update on any covenant breaches

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

[Action: Clerk]

850. Admers Wood house in disrepair. No update.

[Action: ongoing]

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

[Action: Clerk]

852. Croftside: it was noted that this property was in a state of disrepair. A covenant breach letter would be sent.

[Action: Clerk]

15] To discuss any Highways and Gravesham issues

853. VILLAGE SHOP SIGNS: The sign had now been received. Clerk to liaise with Mr Agley to have the sign erected.

854. LACK OF LITTER BINS ON SPINE PATH / REQUEST FOR NEW LITTER BIN NEXT TO HARVEL ROAD BUS SHELTER. Clerk had emailed GBC regarding a bin for the Harvel Road bus shelter.

[Action: ongoing]

855. ACCESS TO THE BAY (Drop Kerb extension / provision of white line). No further update from KCC.

[Action: ongoing]

856. DUMPED MANHOLE COVER NEAR CROFTSIDE: unclear if this was still there, Cllr Banks to inspect and report back.

[Action: Cllr Banks]

857. TIMBERBANK: Poor repair to this issue – resurfacing only done, without addressing the underlying issue. The Clerk reported that further work had been programmed in this area (KCC reference 424638).

858. Christmas refuse collection dates were now on the Parish website, and the Clerk would arrange for a poster to be put in the noticeboard at the top of Waterlow Road.

[Action: Clerk]

859. RECYCLING COLLECTION FROM VILLAGE HALL. Clerk had spoken to the Hall Manager who would now arrange for a standard waste bin to be replaced with a recycling bin.

860. REVIEW OF POLLING DISTRICTS: Clerk had responded to GBC as agreed.

861. TIMBERBANK: Resident (affected by the June floods) had spoken to Kent Highways regarding the leaves that were in the road and gutters, asking when the drains would be cleared. KCC had suggested that the resident contact VPC. It was noted that any blockages of drains etc were Highways responsibility. Clearing the roads and gutters of leaves was the responsibility of GBC. It was noted that GBC workers had been in the village everyday road sweeping. Main paths were leaf blown on a regular basis by VPC's contractor. Clerk to update the resident.

[Action: Clerk]

862. Regular updates on the SMP M20 Programmed works (smart motorway) were being received and forwarded to all Council Members.

863. STREET LIGHT OUTSIDE 23 THE COPPICE: Resident had reported this to Kent Highways, to be told that the light cannot be repaired and needed to have the lantern unit replaced with a new LED one. KCC told the resident that VPC were responsible for funding this and that they had spoken to VPC with no response.

The Clerk confirmed that KCC had never contacted the Parish regarding this, and also explained to the resident that GBC were the authority who would fund any repairs. The Clerk had emailed KCC to confirm the situation, and to ask the lamp was repaired as a matter of urgency as it had not been working for many month (reference 461775).

[Action: ongoing]

864. SALT BAGS / SALT BINS: KCC had offered VPC a supply of salt bags for use over the winter, but Mr Agley noted that there were still some left over from previous years, so no further ones were required. KCC stated they would ensure all salt bins were full and in good repair for the winter period. The Clerk alerted KCC to the badly damaged salt bin at the Waterlow Road / Erskine Road junction.

865. TIMBERBANK SIGNAGE: It was noted that the "No Through Road" sign had been put in the wrong place – it should be at the entrance to the cul-de-sac section of Timberbank but had actually been placed at the junction of Timberbank and Harvel Road. Clerk to contact Highways.

[Action: Clerk]

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

a) Ball Park

866. BALL PARK LIGHTS. These lights were still not working (confirmed by Mr Graves). The Clerk had reported them again, reference 458150 / 458151. One fault (458151 Scout Hut end light not working at all) was showing as "works completed" – so the Clerk would report this again. The car park end light (timing issue fault number 458150) was showing as "enquiry attended, more work required".

[Action: Clerk]

b) Village Green Play Park

867. 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]

868. 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]

869. CLIMB BOARD, ROTTEN CORNER: Barge had carried out the installation of a new board.

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

[Action: Cllr Germain]

871. ZIP WIRE: Cllr Marsh was concerned that the zip wire seat seemed rather high. It was unclear what could have happened to make the seat go up in height. Cllr Hawkins agreed to have a look at it.

[Action: Cllr Hawkins]

17] Flooding in Vigo / Flood Questionnaire Update

872. 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.

[Action: Clerk]

873. FLOODING SURVEY: All data had been sent to the Flood Team. The Clerk understood that the report was due to be published around Christmas time.

[Action: ongoing]

874. 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]

875. Flooding 68-80 Timberbank exacerbated by the presence of the embankment separating Timberbank from Harvel Road. Ongoing – for further discussion when a response was received from the KCC Flood Team.

Further to the above the resident from 68 Timberbank had emailed the Clerk with concerns about this embankment which he felt had significantly contributed to the flooding they had experienced in June. The resident asked which agency would be responsible for ensuring there is adequate drainage going through the bank to ensure there was not a repeat of the issues experienced in June. The Clerk had responded to state that the bank is owned by VPC, but responsibility for drainage is KCC. The Clerk informed the resident that the flood surveys had been sent back to KCC for their attention, in producing a report on the floods. The Clerk told the resident that KCC would not be agreeable to any works being carried out that would result in flood water being diverted onto Harvel Road.

Another Timberbank resident had stated that he felt that the flooding on Harvel Road on the morning after the flood had not been any worse than usual. The Parish noted that if there had been drainage through the embankment then the flooding on Harvel Road may have been a significant issue.

[Action: ongoing]

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

[Action: Clerk]

18] Community Tree / Subsidence Claim

877. The Clerk had responded to Came & Company as agreed. The resident had contacted the Clerk to say that their insurance had received no contact from the Parish insurers – the Clerk had responded to state the matter was in hand (after confirming that Came & Co had passed on the relevant information).

[Action: Clerk]

19] Adoption of Kent Association of Local Councils Community Awards Scheme

878. Cllr Banks proposed that Vigo Parish Council formally adopt the Kent Association of Local Councils Community Awards Scheme 2020. This was seconded by Cllr Talboys and agreed by all.

20] Trosley Country Park parking

879. There continued to be issues with parking on Waterlow Road outside Trosley Country Park. Cllr Banks informed the meeting that elsewhere in the area (Southfield Shaw for example) there were signs which had the GBC logo on, asking people not to park on the verge. The Clerk would email Cllr Aslam to ask if similar signs could be put outside Trosley on the grass verges,

[Action: Clerk]

880. It was agreed to ask GBC for advice, to see if there were any bye-laws that would enable fines to be given to those parking on grass verges that were protected with signage. This would be explored if and when signs had been put in place.

881. The Clerk noted that there were bollards in Meopham that had "No Parking" engraved on them vertically. Clerk to ask Meopham PC Clerk if they knew where they could be sourced.

[Action: Clerk]

882. The latest observation sheets for the Shorne Country Park and Jeskyns Country Park parking patrols had been received and were noted.

21] Halloween / Firework issues in Vigo

883. Please see agenda minute 764.

22] Social Media / IT / Website

884. Cllr Talboys would like to access his Parish emails via his phone but had forgotten his password – the Clerk would assist with this.

[Action: Cllr Talboys]

885. Cllr Hawkins had produced a Social Media Policy that had been forwarded to all Council Members for comment – all were invited to edit the document / comment as necessary and return it to Cllr Hawkins to finalise. Comments on section 4 (responsibilities) were especially welcome.

A Facebook page had been set up but not made public / published as yet. It was hoped that it would be up and running for the new year.

It was agreed that redacted minutes would be posted on the Facebook page in due course.

[Action: Cllr Hawkins]

23] Finance

a) To note any payments made since the last meeting

886. 08.11.19 D/D Gravesham BC 246.35 Paladin Bin Charges

b) To authorise payments due

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

18.11.19	D/P	David Buckett	477.00	Invoice 1097 - audit
18.11.19	D/P	S Calvert	1575.00	9 days ground works
18.11.19	D/P	G Perry	50.00	Journal distribution Nov Dec
18.11.19	D/P	J Mattick	183.76	Exhibition expenses

18.11.19	D/P	Viking	71.28	Stationery
18.11.19	D/P	Stansted PC	645.15	World Wars Booklet
18.11.19	D/P	Kingsley Smith	276.00	Solicitors fees
18.11.19	D/P	D Lane Cole	150.06	Nov Dec Journal typesetting
28.11.19	D/P	J Glass	1168.60	Clerk November 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
10.12.19	D/D	Nest Pension	58.14	Clerk Pension
13.12.19	D/D	PWLB	1071.60	Playpark loan repayment

c) To note any income received

888. None.

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

889. CO-OP BANK: Clerk had drafted a letter to close the Co-Op accounts, this was duly signed and would now be posted.

[Action: Clerk]

890. BANK SIGNATORIES: Signatories agreed as: Cllr Banks, Cllr Haslem, Cllr Talboys, Cllr White and Cllr Woolway. Clerk had completed a mandate which was duly signed and would now be returned.

[Action: Clerk]

e) To note the actual vs budget spend for the seven month period ended 31.10.19

891. Actual vs budget spend for the period ended 31.10.19 was noted and agreed (proposed by Cllr Banks, seconded by Cllr Talboys, agreed unanimously).

f) To approve the bank reconciliation for the period ended 31.10.19

892. Bank reconciliation for the period ended 31.10.19 was noted and agreed (proposed by Cllr Banks, seconded by Cllr Talboys, agreed unanimously).

g) To note the internal auditor report for the year ended 31.03.19

893. The report from Mr Buckett had been received. The following issues were noted (no action required):

- AGAR for 2018/19 is not on the website. Clerk confirmed that the document was uploaded on time.
- List of Council Members is not up to date. Issue now dealt with.
- Updating play park inspection regime to Risk Assessment – Clerk had done this prior to the audit report.
- Concern about cost of payroll payment fees – Mr Buckett felt it was on the high side – Council confirmed they were happy with both the cost and service provided. No action needed.

The following issues needed addressing:

- No 2019/20 budget or precept figures on the website. Clerk to deal.
- Auditors reports not uploaded since 2015/16. Clerk to deal.
- VAT claim not done – Clerk to deal
- Pre-paid debit card – Mr Buckett suggested that a credit card with Lloyds Bank via Unity Trust be applied for – an automated Direct Debit should be

set up to clear the monthly balance and avoid any interest charge. A credit card is not linked to a bank account and can only be used up to the monthly spend limit. All agreed, Clerk to research with a view to a £500 limit being set.

[Action: Clerk]

h) To discuss a grant application from Stansted & Fairseat Historical Society

894. Deferred to December Parish Council Meeting.

i) To discuss and agree the budget for 01.04.20 – 31.03.21

895. Minutes from the finance meeting were noted. Details of the proposed budget and associated notes had been sent to all Councillors in advance of the meeting. The proposed budget for 01.04.20-31.03.21 was proposed by Cllr Banks, seconded by Cllr White, and agreed unanimously by all Council Members present.

j) To agree the precept figure for 2020/2021

896. The Finance Committee had formally recommended a precept figure of £104,625 for the period 01.04.20-31.03.21. This would represent an increase of 4.86% (£6.97 per annum), meaning that a Band D household would pay £150.30 per annum, or just under £3 per week.

The figure of £104,625 was proposed by Cllr Banks, seconded by Cllr White, and agreed unanimously by all Council Members present.

Clerk to write to Gravesham Borough Council.

[Action: Clerk]

24] To receive the Chair's Announcements

897. Standards Committee: VPC in favour of keeping Parish representation on this committee. Cllr Banks would discuss at next KALC meeting.

[Action: Cllr Banks]

898. The Clerk had informed Gravesham Borough Council Electoral Services of Cllr Osborne's resignation; a notice of vacancy would be published in due course.

[Action: ongoing]

899. Next Chairs meeting was on 20th November 2019. Minutes of the 18th September meeting had been forwarded to all Council Members.

25] To receive a report on the WWI / WWII exhibition held in Vigo.

900. The World Wars Commemoration booklet had been delivered to all properties in Vigo and had been well received. £84 worth of booklets had been sold at the exhibition.

901. 587: The exhibition had gone well, with lots of positive comments received. Vigo School had brought over some groups of children who had all been very well behaved. Clerk to email Mr Barber (headteacher).

[Action: Clerk]

902. Exhibition expenses: these had now been received as follows:

- Scarbutts printing £91.20
- Kallkwick printing £22.56
- Kent Libraries £60.00
- Kent Libraries £10.00

Agreed by all Council Members – payment approved.

903. It was noted that Mr Mattick had very kindly not charged for tea, coffee, biscuit costs.

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

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

[Action: Clerk]

905. 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]

906. KALC AGM to be held on 30 November. Cllr Banks was no longer able to attend and had sent her apologies. Cllr Hawkins kindly agreed to attend and was given the relevant paperwork. Clerk to respond to KALC to update them.

[Action: Clerk]

907. June 2020 Parish Council Meeting. Clerk had updated the Journal, all Council Members, the village hall and the noticeboards, as agreed.

908. The following items of correspondence were noted:

- KALC Chief executive Bulletin issue 2 (November 2019)
- KALC News October 2019
- NALC Newsletter November 2019

27] To receive reports from Working Parties

a) Policies Working Party

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

[Action: working party]

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

[Action: working party]

28] Reports from Other Organisations and Bodies

a) Vigo Village Hall

911. Nothing to report.

b) Joint Transportation Board

912. No Entry Harvel Road into White Post Lane: No update.

913. 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

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

[Action: Clerk]

d) Kent Association of Local Councils (Gravesham Group)

915. Next meeting would be 9th December.

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

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

[Action: Clerk]

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