

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

Present:	Cllr Pat Banks (in the Chair); Cllr Mike Germain; Cllr Jim Haslem; Cllr Dave Hawkins; Cllr Andy Woolway Mrs Joanne Glass (Clerk).
In Attendance:	Ms. Mandy Cason (Community Warden) Mr Paul Agley (Highview Services) Mr Tony Smith (Local Resident) Mr Dick Hogbin & Mr Phillip Hall (Stansted Historical Society)

1] To receive Apologies for Absence

919. Cllr Colin Talboys, Cllr Julie Marsh, Cllr Alan White (Vigo Parish Council)
Cllr Bryan Sweetland (Kent County Council)
Cllr Ejaz Aslam & Cllr Denise Tiran (Gravesham Borough Council)
PCSO Rob Meader (Kent Police).

2] To receive Declarations of Interest

920. None.

3] Questions from the press and public

921. None.

4] Borough and County Council representative reports

922. Cllr Aslam had emailed to inform that Stuart Bobby, the current section 151 officer, had been selected by the administration panel to be the next chief executive, this would be ratified at Full Council.
923. Cllr Tiran had sent a brief Council report, produced by Jordan Meade (Conservative leader) which had been forwarded to all Members.

5] Police and Community Warden reports

924. Kent Police Parish Council Newsletter Nov 2019 had been received and forwarded to all Members. Two garage thefts in Vigo were noted. A police surgery had been held in in the Village Hall. Safety and security awareness advice had been given to some people in the area following garage thefts.
- The Clerk noted that PCSO Meader continued to liaise with the Parish Office and appeared to be very present in Vigo.
925. PCSO Meader had provided some useful posters (advising on burglaries, bogus callers, locking doors etc). These had been forwarded to the Journal editor.
926. Ms Cason (KCC Community Warden) continued to deal with:
- Untaxed vehicles
 - Nuisance youths
 - Scam callers (phone, post and in person)
 - Making referrals to relevant agencies.
927. It was noted that KCC Community Warden Jacqueline Fuller would be having her hair shaved off on 19th December, to raise money for McMillan Cancer Care. The Shave-Off would be held at Meopham Library. All donations welcome.

928. Ms Cason would like to look at running Armchair Exercises in Vigo Village hall. VPC would be happy to provide a grant in aid to assist with the funding, but AGE UK would need to send a formal application through.

6] To approve the minutes of the Full Parish Council Meeting (public and closed sessions) held on 18 November 2019

929. 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

930. DISCLOSABLE PECUNIARY INTEREST FORMS: Cllr Marsh's form had been re-sent to GBC.

931. COUNCILLOR PATCHES: Clerk would have the maps ready for the January meeting.

[Action: Clerk]

932. 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]

933. VE Day 2020 (75 Years Commemoration): To go on agenda for January Meeting.

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

[Action: Clerk]

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

a) Trees

935. 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]

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

[Action: Clerk, Cllr Talboys]

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

[Action: Clerk]

938. TIMBERBANK: Thinning of conifer hedge and replacement of dying conifer. Cllr Banks would inspect and report back.

[Action: Cllr Banks]

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

[Action: Clerk]

940. Bramblebank: Oak Tree to the side. Clerk would email Griffiths Tree Surgery directly with regard to a formal report on this tree.

[Action: Clerk]

941. Stonecroft – large dead Silver Birch in residential garden. No update.

[Action: ongoing]

942. 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]

943. TIMBERBANK: Request from resident to have work carried out to the large Chestnut Trees located either side of the driveway. No report available from Cllr Talboys. Clerk was unsure if the trees had been inspected or not and would remind Cllr Talboys.

[Action: Clerk]

944. HIGHVIEW: Tree work to rear of 250 - 260. Clerk had responded to the complainant as agreed. A further email had been received, but no response would be sent as all issues had been addressed in the original reply.

945. TIMBERBANK: The Clerk had recharged the £120 call out charge to the property owner, no response had been received as yet.

[Action: ongoing]

946. ADMERS WOOD, LARGE BIRCH TREE: Resident had emailed regarding a large silver birch tree behind the garage block in Ash Keys. The resident had contacted the Parish on more than one occasion regarding concerns that the tree creaked a lot and worries that it would come down in a strong wind. The resident noted that if the tree did come down it would likely destroy some garages plus a fence that had been erected by the local residents. The resident had been informed that silver birch trees only live for 40 years and die from the inside out.

It was noted that this tree is inspected regularly and there have been no issues noted. Two years ago, the tree had a 30% crown reduction (as per industry best practice). The tree would continue to be inspected on an annual basis. As the resident had raised issues, the Clerk would ensure a formal note was made of the annual inspections for this tree (standard form to be devised, noting details of inspection and review date).

Clerk to respond to resident.

[Action: Clerk]

947. Oak Tree to rear of 2 The Gallops: it was noted that a second limb had fallen from this tree. Mr Agley to inspect.

[Action: Highview Services]

948. COUNTRY PARK TREE OPPOSITE BEECHMAST: A twin stemmed silver birch had come down and fallen across the footpath into the Country Park (on a weekend). The Clerk had managed to report this to Kent Highways who had come and removed the tree the same day.

949. TREES TO THE REAR OF HIGHVIEW (COMMORITY ROAD). Mr Agley noted that there were 5 or 6 trees on this bank of Commority Road that needed to be felled. This was essential work, the trees had significant squirrel damage, and were also showing die-back in the top of the tree. It was agreed that some re-planting would take place. A local resident who lived nearby was very passionate about the trees in the village and may be upset by the proposed work – the Clerk was to contact her in advance to update.

[Action: Clerk]

b) Grounds Maintenance

950. HOLE IN GROUND REAR OF HORNBEAMS: The Clerk reminded the meeting that there had been a sink hole at the rear of 13 Hornbeams, which had appeared after the June 2019 floods. The hole had been filled in at the time, with the drainage issue having been repaired.

The resident at Hornbeams had contacted the Clerk to say that the ground had sunk again in the same location, by a few inches. The Clerk would arrange for WH Groundworks to come and inspect as a matter of urgency. Mr Agley would meet Mr Hooper on site.

[Action: Clerk]

951. CHESTNUT COTTAGE, HARVEL ROAD, MAINTENANCE OF LAND TO THE SIDE. Mr Agley had cleared back the overgrowth from the VPC woodland to the side of this property which had begun to encroach. The resident was very happy with the work and enquired if she could employ her gardener to keep the vegetation cut back to the same level. It was agreed that VPC would commit to cutting this vegetation back twice a year, which was hoped to be sufficient for the resident's requirements. Clerk to update the resident.

[Action: Clerk]

952. LAND TO THE SIDE OF 1 CHESTNUT LANE: Mr Agley reported that this area had been strimmed, as per the recommendations of the arboreal report carried out some years ago. This area is strimmed every two years to prevent regeneration of woodland. Clerk would make a diary note for November 2021.

c) Grass Cutting

953. No grass cutting carried out.

9] Defibrillators in Vigo

954. Cllr Hawkins had completed the majority of the "Attachments to Illuminated Street Furniture on the Highway" form – with just one or two points the Clerk needed to complete.

However, there was some discussion about alternative locations in the same vicinity. It was very likely that a local resident in The Paddock would agree to have the defibrillator in his garden, attached to his personal electricity supply. Cllr Hawkins would liaise with the resident and Mr Agley to arrange this.

The Clerk made a suggestion of another resident in Highview who may be willing to host the other machine – Clerk to contact and make enquiries.

If this proposal was successful, it would mean that there was no need to involve Highways or Gravesham.

[Action: Cllr Hawkins / Clerk]

955. Villager Pub defibrillator (possible relocation).

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]

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

[Action: pending]

957. 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

958. KENT HIGHWAYS PARISH SEMINAR: Seminar to be held on 28th November at Ditton Community Centre. The Clerk had not been able to attend this event.
959. Register of Play Inspectors International Routine Inspectors Course: The Clerk had invoiced Mr Agley for the cost of one of the courses as agreed.

[Action: ongoing]

960. Details of the KALC Health and Well Being Conference being held on 6th February had been sent to all Members.

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

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

[Action: Clerk]

962. GENERAL UPKEEP OF THE BAY SHOPS & FLATS: Cllr Banks had not yet telephoned Mr Hall regarding this ongoing situation, however it was noted that some work had been carried out. Some work had also been done to the rear of the shops (newsagent side) and there was currently scaffolding outside the front of the post office.

PSCO Meader had noted that there were disused / scrap cars in the car park at the rear of the Pharmacy. PCSO Meader was in contact with Mr Hall regarding resolving this issue, and measures to prevent this dumping happening again. Cllr Banks reported that GBC had advised any safety issues regarding the balconies / outbuilding's etc could be referred to GBC's building control (email provided).

Agreed to monitor the situation for now.

[Action: ongoing]

963. FLORIST SHOP: Cllr Marsh reported that the florist had agreed to open her shutter every time she was in the shop, even if she was not open and only working out back making up orders. As from 10 December it was anticipated the florist would be open on Wednesdays Thursdays and Fridays. It was confirmed that the florist was not selling from the back of the shop (as had been alleged).

12] Planning

a) Local Authority Tree Preservation Applications

964. 20191521: 1 Stonecroft: remove 2 x silver birch trees, reduce 1 x silver birch tree. No objections.
965. 20191214: 100 Timberbank: Re-pollarding of Ash Tree (T1) to the previous points due to excessive debris and overshadowing and re-pollarding of Ash Tree (T2) to the previous points due to excessive debris and overshadowing. No objections.
966. 20191206: 136 Timberbank: Remove one limb to an Ash tree reduce by two meters one Beech Tree, reduce limbs to one Sweet Chestnut Tre (all these trees are not within the property boundary) and reduce limbs to one Oak Tree.
The Clerk had spoken to Cllr White (who was not at the meeting) regarding clarification of work to trees on VPC land. Cllr White had sent further documentation which only appeared to confuse the issue as it did not match up with the TPO application. Agreed that VPC would respond to GBC to state that

they had noted there were inaccuracies in the TPO application and that VPC would be asking for the application to be withdrawn and a new application put in. Clerk was to phone Cllr White to update him.

[Action: Clerk]

b) Full Planning Applications

967. 2019064: 13 Hornbeams: The Clerk had not written as yet but would do so as soon as possible.

[Action: Clerk]

968. 20191258: 88 Timberbank: Erection of rear conservatory (application received after agenda publication). No objections, as long as the conservatory was clear glass with white frames. Clerk to respond.

[Action: Clerk]

c) Covenant Three Applications

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

[Action: Clerk]

970. Cov 3: Highview: erection of prefabricated garage. No response from the resident regarding neighbour consultation. Filed as pending.

971. Cov 3: Bramblebank: change of fence line to incorporate land owned by the resident into the garden. Clerk had not sent a formal letter of approval but would do so as soon as possible.

[Action: Clerk]

972. Cov 3: Timberbank: change of flat to pitched roof over porch & garage. Clerk had written as agreed.

973. COV 3: Ferndown: replacement windows and doors. Clerk had given verbal approval but had not yet sent a formal letter.

[Action: Clerk]

974. COV 3: Churchside: replacement door and cladding. The Clerk had emailed the resident to ask them to confirm if they would like to apply for covenant approval for their cladding, no response received. Filed as pending.

975. COV 3: Hornbeams: application to install a driveway to the front of the property. Clerk had updated the resident by phone regarding approval for the drive conversion, a formal letter would be sent. Resident stated that the planting in breach of covenant belonged to the neighbouring property – Clerk to check.

[Action: Clerk]

976. COV 3: Bramblebank: application to paint the garage door in grey, to match new front door. Clerk had written giving approval.

977. The Coppice: replacement windows, doors and patio doors. Resident wished to replace their windows, patio door and front door, in white with clear glass (front door likely to be grey). No objections, Clerk to respond.

[Action: Clerk]

[Action: Clerk]

978. One of the new Council Members noted that there was a property at the top of the village that had grey cladding – it was noted that they had never had approval for this, and that the Parish had written to them to inform them they were in breach of covenant – this would likely be an issue should they wish to sell.

c) Other Planning Matters

979. TWO PROPERTIES IN DISREPAIR / ENFORCEMENT ISSUES: Please refer to confidential minutes.

13] To discuss requests from and matters regarding residents.

980. ADMERS WOOD PATH: No update.

[Action: ongoing]

981. DILAPIDATED GARAGE IN BEECH MAST: No update.

[Action: Clerk]

982. Highview skip: Clerk had written again on 10 December, and also reported the issue to GBC Environmental Health (who had agreed to write also). If there was no change, it was agreed to revisit in January and involve a solicitor if necessary.

[Action: ongoing]

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

[Action: Cllr Talboys]

984. 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]

985. ADMERS WOOD: Admers Wood car park being used to store cars for sale (local business). Clerk to ensure this was still an issue before writing.

[Action: Clerk]

986. VILLAGE GREEN: Dog fouling. No response as yet from the Dogs Trust.

[Action: ongoing]

987. 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]

988. CAR PARKING ON PARISH LAND: Clerk had given “no parking” signs to Mr Agley for use on cars parked on VPC land. There was a particular issued noted by a resident in Churchside – if the notices did not work, a letter would be sent.

[Action: monitor]

989. A Churchside resident had emailed regarding concerns with car owners driving too fast down Churchside, with drivers sometimes needing to divert onto the cobbles, and the resident feeling it is not safe for children to play outside as a result. The resident felt that 5mph speed limits should be imposed, with a caution that children were playing.
It was noted this would be a highways issues and the Clerk was to advise resident to contact KCC accordingly.

[Action: Clerk]

14] To discuss and update on any covenant breaches

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

[Action: Clerk]

991. Admers Wood house in disrepair. No update.

[Action: ongoing]

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

[Action: Clerk]

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

[Action: Clerk]

994. Timberbank: it was noted the Laurel hedge to the front of this property was in breach of covenant three. Cllr Banks and Cllr Haslem to meet on site and discuss the issue.

[Action: Cllr Banks / Cllr Haslem]

15] To discuss any Highways and Gravesham issues

995. LACK OF LITTER BINS ON SPINE PATH / REQUEST FOR NEW LITTER BIN NEXT TO HARVEL ROAD BUS SHELTER. No update. Clerk to chase.

[Action: ongoing]

996. ACCESS TO THE BAY (Drop Kerb extension / provision of white line). No grant application form had been received as yet, however the Clerk had received correspondence from a Kent Highways Engineer regarding the work. The Clerk had liaised with the Engineer to explain that the Parish had not necessarily asked for KCC to carry out the work, but rather had applied to KCC (Bryan Sweetland for the funding). The Clerk explained that VPC did not want the work to be carried out if they (VPC) were going to be billed directly. The Clerk had involved Cllr Sweetland in the emails and had been informed by him that things were in hand.

[Action: ongoing]

997. DUMPED MANHOLE COVER NEAR CROFTSIDE: reported to Kent Highways.

998. TIMBERBANK: Road repair required – KCC reference 424638, work programmed.

999. RECYCLING COLLECTION FROM VILLAGE HALL. One of the two bins to the rear of the hall had now been designated as a recycling bin and labelled as such. VPC and VVH would now share the two bins, using one for general waste and one for recycling. VVH would be invoiced for the recycling bin (collected monthly to start with) and VPC for the general waste (weekly collection).

1000. TIMBERBANK: Resident enquiry regarding the leaves and gutters. Clerk had updated the resident.

1001. STREET LIGHT OUTSIDE 23 THE COPPICE: (reference 461775) No update.

[Action: ongoing]

1002. SALT BINS: Damaged salt bin on Waterlow Road / Erskine Road junction. KCC had rung the Clerk to confirm they would be replacing this in due course (reference 471775)

1003. 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]

1004. No Entry Harvel Road into White Post Lane:

A Revocation Order for the One Way on Whitepost Lane, Culverstone, Gravesham had been put on public deposit from 13 December until 6 January 2020 and had been advertised in the Kent Messenger week ending Friday 13 December.

Any written comments of support or objection should be sent to the TRO Co-Ordinator, Kent Highways (details available from the Clerk or online).

Vigo Parish Council were fully supportive of this proposal, however, would hope that there would be sufficient "passing places" for the two-way traffic. The Clerk would respond as such.

[Action: Clerk]

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

a) Ball Park

- 1005.** BALL PARK LIGHTS. The Clerk had reported these lights again, new KCC reference noted as 470748.

[Action: ongoing]

b) Village Green Play Park

- 1006.** The grass mats that were lifting around the spin-around had been tacked back down.

Clerk had spoken to GBC about the rods and shackles for the swings and been told that the weekly inspector would check to see if they needed replacing as yet.

- 1007.** 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]

- 1008.** CLIMB BOARD, ROTTEN CORNER: Barge had carried out the installation of a new board, however the weekly playpark inspection report noted that the board had already started de-laminating which would cause water to get in and rot the board in a very short time.

The Clerk had contacted Barge who had inspected and agreed that the board itself was faulty – they had contacted their suppliers and informed the Clerk that a replacement board would be fitted in the New Year at no further charge to the Parish.

[Action: pending]

- 1009.** 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]

- 1010.** ZIP WIRE SEAT HEIGHT: Cllr Hawkins & Cllr Banks had looked at the seat height and agreed it was within the tolerance levels advised by Playdale when it was first installed. No further action needed.

17] Flooding in Vigo / Flood Questionnaire Update

- 1011.** 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 once the flooding survey had been received.

[Action: pending]

1012. 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. No update as yet.

[Action: ongoing]

1013. Flooding 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.

[Action: ongoing]

1014. The Coppice: flooding that occurs regularly to the road and footpath immediately outside the property. Clerk had reported this issue to Kent Highways, reference 470750. The resident who had raised the issue originally had informed the Clerk that KCC operatives had been out and cleared leaves and vegetation from around the drains.

18] Trosley Country Park Parking

1015. The Clerk had emailed Cllr Aslam to ask if No Parking signs (similar to those at Southfield Shaw) could be put outside Trosley on the grass verges. Cllr Aslam had spoken to GBC and been told that KCC may be able to assist with this (GBC would only put signs on land owned by GBC). The Clerk felt that KCC would not assist as the land in question was VPC land, not KCC. However, enquiries would be made.

[Action: Clerk]

1016. 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]

19] Social Media / IT / Website

1017. 884: Cllr Talboys would like to access his Parish emails via his phone but had forgotten his password – the Clerk would assist with this.
1018. 885: Social Media Policy: Councillors were reminded to look at this policy with a view to formally agreeing it at the January Parish Council Meeting.

[Action: All Council Members]

20] Finance

a) To note any payments made since the last meeting

1019. 19.11.19 D/D Talk Talk Business 45.56 Tel / Bband October / November
20.11.19 D/D Came & Co 3680.64 Annual Insurance
21.11.19 D/D Gravesham BC 246.35 Paladin Bin Charges
27.11.19 D/D J&F Accounts 28.00 Payroll Charges November
28.11.19 D/D Paul Agle 3850.00 Highview Services November

b) To authorise payments due

1020. The following payments had been set up by the Clerk online at Unity Trust and would be authorised by Cllr White and Cllr Haslem.
- 18.12.19 D/P S Calvert 1400.00 8 days ground works
18.12.19 D/P D Brown 40.00 Broomfield Farm Xmas Tree

18.12.19 D/P Viking 70.83 Stationery
18.11.19 D/P J Glass 1166.20 Clerk December salary
17.01.20 D/D HMRC 628.99 3rd quarter PAYE (post dated)

The following Standing Orders / Direct Debits were authorised:

19.12.19 D/D Talk Talk Business 45.56 Tel / Bband November / Dec
27.12.19 D/D J&F Accounts 28.00 Payroll Charges December
28.12.19 D/D Mr Paul Agley 3850.00 Highview Services December
31.12.19 D/D Unity Trust 25.35 Bank Charges
08.01.20 D/D Nest Pension 58.14 Clerk Pension December / Jan

c) To note any income received

1021. UK Power Networks Wayleave £1.15

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

1022. 889/725/537/380/252/126/1398: CO-OP BANK: Clerk had sent a letter requesting these two accounts to be closed, with the balances transferred to Unity Trust.

[Action: ongoing]

1023. 890/726/539/382/255: BANK SIGNATORIES: Clerk had returned the mandate

[Action: ongoing]

1024. 893: The report from Mr Buckett had been received.

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]

1025. PRECEPT FOR 2020/2021 agreed at £104,625. The Clerk had written to GBC to inform them as agreed.

1026. It was noted that the Section 137 expenditure limit for 2020 / 2021 had been set at £8.32 (NALC LO3-19)

1027. The Clerk reported that it had not been practical to have Christmas lights put on the large tree next to the pub, due to electricity connection issues. Lights had been put on the Village Hall, and a Christmas Tree purchased for the foyer.

1028. The following items of correspondence were noted and made available to all Members:

- KALC News November 2019
- KALC Chief Executive Bulletins 06.12.19 & 16.12.19
- Oast to Coast (ACRK) Winter 2019
- Consultation to expand Meopham School from 140 places to 200 places from September 2021
- KALC - Information on Police and Crime Commissioner Part Time Vacancies
- KALC office opening hours over the festive period.

1029. NOTICEBOARD: It was noted that the noticeboard at the top of the village was empty – Clerk noted that it would have a poster for Carols in The Bay on it shortly.

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

1030. Stansted and Fairseat Historical Society were approaching Vigo Parish Council for a grant to enable them to set up and run their website. The funds had already been paid out by society members, but they were seeking reimbursement from both Stansted and Vigo Parish Councils. Full details of the society's income, expenditure and running costs were provided and noted.

It was noted that Stansted Parish Council had agreed to fund £800 toward the project recently.

It was noted that VPC had allowed more funds than necessary for the production of the WWI / WWII booklet, and a balance of £150 was available under this budget heading. There would also be a £250 grant in aid sum that could be given.

Cllr Banks proposed that Stansted and Fairseat Historical Society be funded to the sum of £400 (a one-off payment). This was agreed by all Council Members. Clerk to arrange payment.

[Action: Clerk]

1031. Cllr Haslem felt that it was important that the website name clearly included "VIGO" in its title. Members of the historical society would look into this and report back.

[Action: ongoing]

1032. VIGO HISTORICAL INFORMATION: Cllr Haslem to liaise with Mrs Connor to ensure she was happy for the Historical Society to be given access to the drop box containing the Vigo history information, so that it could be used on the website.

[Action: Cllr Haslem]

1033. UPDATES: updates on the progress of the website would be sent to the Clerk and she would forward them onto all Council Members.

1034. WWI / WWII Commemorative Booklet. The Parish Council agreed the booklet had been excellent. Members of the Historical Society present at the meeting would pass this comment (and thanks from VPC) onto Mr Mattick who had been instrumental in the production of the booklet.

21] To receive the Chair's Announcements

1035. Standards Committee: VPC & KALC Gravesham Group in favour of keeping Parish representation on this committee. Cllr Banks had been unable to attend the Chair's meeting where this had been discussed further.

1036. A "Notice of Vacancy in Office of Councillor" had been posted from 26 November until 16 December (14-day period). No response had been received, and therefore it was expected the Returning Officer would advise the Parish to fill the vacancy via co-option.

[Action: ongoing]

1037. Notes from the Chairs meeting on 20 November had been received and were noted.

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

1038. PAT Testing – booked to be carried out on 27th January 2020.

1039. Came & Company Newsletter – Spring 2019. Clerk had emailed Came & Co about Covenant Insurance, and also Tree cover.

[Action: ongoing]

1040. KALC AGM to be held on 30 November. Unfortunately, Cllr Hawkins had been unable to attend.

1041. It was noted that £121.36 had been raised for the Poppy Appeal following the sale of poppies at the recent WWI / WWII exhibition at Vigo.

23] To receive reports from Working Parties

a) Policies Working Party

1042. Review of Fees & Charges: Cllr Banks had looked at this and noted there was no need for a review at this time.

1043. Document Retention Policy. Will be on January Parish Council Agenda.

b) Covenant Working Party

1044. 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]

24] Reports from Other Organisations and Bodies

a) Vigo Village Hall

1045. The 2019 end of year report had been received and is summarised as follows:

- Only minimal damage from the June flood had been noted
- A small leak was discovered in the roof of the small hall, and this hall will now be re-decorated in the new year
- Noted that the drainage system in the patio area is much improved and able to deal with excess water
- Plans to replace existing front door to the building and also the kitchen door (committee were currently looking into funding for this)
- Quiz night continues to be held twice a year and helps with fundraising. Raffle prizes are also appreciated
- Hall users were reminded to ensure lights have been switched off and doors locked. Taps are sometimes left running. Tables should be wiped after use and stored away. Users should check the disabled entrance is securely closed.
- New committee members are always needed and would be welcomed.
- Rental costs were increasing by 3% from the new year with weekly office hire now costing £58.72, and an hourly rate of the small hall being £6.75.

b) Joint Transportation Board

1046. Cllr Talboys noted an issue with the bus timing to Vigo from Gravesend. Cllr Talboys had not been able to attend the December Meeting of the JTB but would note the issue at the meeting on 11 March 2020. Clerk had made a diary note.

c) Trosley Country Park Liaison Group / Other Trosley Issues

1047. Parking Season Ticket, Clerk had sent a chasing email to Helen Page.

d) Kent Association of Local Councils (Gravesham Group)

1048. The December meeting had been cancelled and would now be held in January 2020 (date to be confirmed).

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

- 1049.** Harvel Road Bus Shelter (cleaning required) – Clerk had added this to Mr Agley's "to do" list.

There being no other business, the Public meeting was closed at 21.00 hrs.

The public meeting was followed by a closed session.