

**VIGO PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 20th JANUARY 2020
AT 7.30 pm IN VIGO VILLAGE HALL**

Present:	Cllr Pat Banks (in the Chair); Cllr Mike Germain; Cllr Julie Marsh; Cllr Colin Talboys; Cllr Alan White; Cllr Andy Woolway Mrs Joanne Glass (Clerk).
In Attendance:	Ms. Mandy Cason (Community Warden) Mr Paul Agley (Highview Services); Ms Steph Calvert (SC Groundcare) Mr Adrian Banks (Local Resident)

1] To receive Apologies for Absence

1053. Cllr Jim Haslem; Cllr Dave Hawkins (Vigo Parish Council)
Cllr Bryan Sweetland (Kent County Council) PCSO Rob Meader (Kent Police).

2] To receive Declarations of Interest

1054. None.

3] Questions from the press and public

1055. None.

4] Borough and County Council representative reports

1056. None received.

5] Police and Community Warden reports

1057. PCSO Meader had sent the following update by email:

PCSO Meader was in touch with Mr Hall (shop landlord) regarding the parking area which had some abandoned vehicles. PCSO Meader had suggested various ways to improve the safety of the area and reported that Mr Hall was looking into CCTV and signage.

PCSO Meader had visited all victims of garage break-ins and given safety advice and shed / garage alarms.

PCSO Meader noted that the grass verges on Erskine Road (The Bay end) had been driven over causing damage to the grass. PCSO Meader would look into this, if anyone were able to provide any relevant information. PCSO Meader enquired whether it would be possible to have wooden fencing similar to that around the grassed area opposite Southfield Shaw. Parish noted they would consider this, but there were other more urgent issues that needed to be resolved (parking opposite Trosley Country Park for example)

Reports of Anti-Social Behaviour around the convenience store (1 The Bay) had been noted, with youths going in the shop, shouting and stealing beer. PCSO Meader had visited the shop keeper and passed on his contact details. There were images of the youths which were being passed onto the Youth Engagement Officer to identify, and home visits would then be carried out.

1058. PCSO Meader had informed the Clerk that he intended to attend Parish Meetings in February, April and July. Further dates would be agreed once the Clerk had set dates for the 2020/2021 period.

1059. The December 2019 Parish Council Newsletter from Kent Police had been received and forwarded to all Council Members.

1060. It was noted that there had been a break-in at Vigo Village Hall on 29th December 2019. Parts of the hall had been vandalised, and the police had been informed. CCTV footage had been captured and had been collected by PCSO Meader. The hall had been cleaned by a professional company at considerable expense.

1061. Ms Cason noted that the Community Wardens had been dealing with the following:

Scam calls; Anti-social behaviour (specifically at the convenience store in The Bay); Issues with skips located in the shop's car park; Anti-social behaviour in the library; Carrying out a stranger danger talk at Vigo School; Tuesday Talk Time at Vigo Library; Resident Referrals.

6] To approve the minutes of the Full Parish Council Meeting (public and closed sessions) held on 16th December

1062. 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

1063. 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.

1064. HIGHWAYS IMPROVEMENT PLAN: The Clerk had sent this document to all Council members.

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

a) Trees

1065. TREES TO THE REAR OF 220 HIGHVIEW: It was still hoped to carry out this work in March. The following was agreed:

- Traffic Light Form (to be completed by CT)
- Order Traffic Lights (PA)
- Order Cherry Picker (PA / JG)
- Book Tree Surgeon (PA)
- Write to properties in close proximity (PA / JG)

It was anticipated this would be a five-day project.

[Action: Cllr Talboys]

1066. TIMBERBANK: Clerk to write regarding maintenance of Leylandii.

[Action: Clerk]

1067. TIMBERBANK: Thinning of conifer hedge and replacement of dying conifer. Cllr Banks would inspect and report back.

[Action: Cllr Banks]

1068. 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]

1069. Bramblebank: Oak Tree to the side. Clerk had emailed Griffiths Tree Care regarding providing a formal report on this tree.

[Action: ongoing]

1070. Stonecroft – large dead Silver Birch in residential garden. No update.

[Action: ongoing]

1071. CHESTNUT LANE: Issue with a Sweet Chestnut tree on Trosley Country Park land, near 27 Chestnut Lane. (Noted that this had been incorrectly noted as 17 Chestnut Lane in previous minutes). Cllr Talboys to liaise with Trosley Country Park.

[Action: Cllr Talboys]

1072. TREES AND INSURANCE COVER: Came & Company had replied to state that they did not need to see the trees in order to offer advice, but they would be happy to come and visit later in the year.

Came & Co stated that the public liability cover provided by the insurers would cover any trees that the Parish were responsible for, subject to the Parish taking reasonable precautions to prevent accidents or injury.

Although it is not a requirement of the insurance policy, Came & Co do recommend that the Parish Council seeks expert advice from an Arboriculturalist on the health of the trees under their control, and any points arising from the subsequent report are acted on.

This specialist inspections should be supported by regular, routine visual checks which can be carried out by a person (s) considered competent by the Parish Council. These checks should be recorded in writing with any problems identified being acted on within a reasonable period of time. Checks following periods of bad weather are especially important.

By following these practices, the prospects of someone successfully claiming against the Parish Council should be reduced thereby protecting the Parish Council's premium from being increased.

A guidance note from Came & Company had also been received.

It was agreed that it would be necessary for the insurers to visit Vigo to see the amount of trees under the responsibility of the Parish Council, as it was not at all practical to follow the advice given to the letter, due to the sheer volume of trees in Vigo. Clerk to contact the insurers and ask them to visit.

Cllr Talboys to provide a Tree Risk Assessment.

[Action: Clerk, Cllr Talboys]

1073. TIMBERBANK: Request from resident to have work carried out to the large Chestnut Trees located either side of the driveway. It was agreed to do some minor remedial work here (crown lifting) but this would be done only if there was time and funding available at the end of the season. Work to be carried out to the trees fronting 102 and 104 Timberbank. Clerk to add to tree work list and update the resident.

[Action: Clerk]

1074. TIMBERBANK: The Clerk had recharged the £120 call out charge to the property owner, no response had been received as yet.

[Action: ongoing]

1075. ADMERS WOOD, LARGE BIRCH TREE (behind the garage block in Ash Keys).

The Clerk had made a diary note for the tree to be inspected again in November 2020, a formal record of the inspection would be kept.

The resident had been updated.

1076. TREES TO THE REAR OF HIGHVIEW (COMMORITY ROAD). The Clerk had updated the resident about this work, and a reply had been received. The resident asked if Oak saplings could be planted to replace the trees that were to be felled, this was agreed by Council. Tree work added to the winter list.
1077. The dead alder tree at the rear of 23 The Coppice had dropped a branch onto a resident's car, causing some damage. The Clerk confirmed this tree was not on Parish Land and was privately owned (although it was not totally clear as to who owned the land / tree). As a gesture of good will, the Clerk had arranged for Highview Trees to remove the dead tree to prevent further issues.
1078. Mr Agley noted he had been carrying out inspections during the late evening / early morning whilst Storm Brendan was in full force. There had been approximately eight trees down in total, with no serious damage caused.
1079. Admers Wood: request for tree work – Oak needed some cutting back as some wispy branches were getting close the house. Two hornbeams needed reducing and lifting. Also noted an unhealthy-looking silver birch. Mr Agley to inspect.

[Action: Highview Services]

1080. SCHOOL BUNGALOW: The resident had written to inform that the Hornbeam trees in their garden and the Oak on their driveway were being removed as part of the ongoing subsidence insurance issue. The resident noted that their insurers were getting frustrated at the slow response from VPCs loss adjusters regarding the removal of the Alder Tree.
1081. CHURCHSIDE: Request for trees to be trimmed back next to the garden – this had been agreed previously, the resident was chasing to see when the work would be carried out. Clerk had passed this onto Mr Agley, but it was noted this work was on the very bottom of the tree work list for this year, and likely may not be carried out this winter.

b) Grounds Maintenance

1082. CHESTNUT COTTAGE, HARVEL ROAD, MAINTENANCE OF LAND TO THE SIDE. Clerk had emailed the resident as agreed.
1083. It was noted that there was still an issue with people parking on community land verges outside the school, specifically at drop-off and pick-up times. It was agreed to install bollards here – the Clerk had written to the headteacher to inform him. It was noted there would need to be six on each side, so 12 in total. Mr Agley to arrange during half-term.

[Action: Highview Services]

c) Grass Cutting

1084. No grass cutting carried out.

9] Issue with sunken ground on Parish Land to the rear of Hornbeams

1085. HOLE IN GROUND REAR OF 13 HORNBEAMS: WH Groundworks had been to inspect the site, and informed the Clerk that they felt there may be an issue with running water at the bottom of the hole that had been filled in. VPC were concerned that they had not been told this at the time, so had emailed WH Groundworks to clarify the following:

- To ask exactly what was underground in that location, details of the pipework, how it works, and what the original problem was.

- To ask exactly what was done to rectify the original issue, before the ground was filled in.
- To ask for specific details of what WH Groundworks felt was now causing the ground to sink again.

No response had been received as yet.

The Clerk was to email again to ask for a site meeting, with Cllr Talboys, Cllr Haslem and Mr Agley present (also Cllr Banks if she was available).

Mr Agley stated he had some photographs of the hole, that had been sent to him by Mr Hooper, he would forward these onto the Clerk.

[Action: Clerk]

10] Damage caused to Parish Land by DSL Utility Services

- 1086.** A resident had noted that DSL Utility Services had caused major ruts on Parish Land near the Water Tower. Photographs were supplied, both of the damage and of the vehicle that had caused the problem. The damage was caused on 13th January and following this the workers then used wheelbarrows rather than driving on the land again (work continued on 14th and 15th January).

The Clerk had written to DSL to ask for the land to be reinstated, no response had been received as yet.

[Action: ongoing]

11] Defibrillators in Vigo

- 1087.** The defibrillator cabinet had been installed in the garden of 1 The Paddock. VPC thanked the resident for allowing the equipment to be installed and connected to his electricity supply.

A quote from All Wiring Matters had been received, to connect the cabinet to the resident's electricity supply- cost of £140. This was agreed by all Council Members. Cllr Hawkins would contact All Wiring Matters and make the necessary arrangements.

[Action: Cllr Hawkins]

- 1088.** The Clerk had written to a Highview resident regarding locating a cabinet adjacent to their property, but this had been declined. Cllr Hawkins may know of someone else who may be able to assist in Highview – he would make enquiries.

[Action: Cllr Hawkins]

- 1089.** Villager Pub defibrillator (possible relocation). The Village Hall Committee had agreed to have a defibrillator located on the outside of the Village Hall. Cllr Hawkins to speak to the pub landlord regarding the relocation of the unit in the pub.

[Action: Cllr Hawkins]

- 1090.** Training Sessions for the defibrillators would be arranged, Cllr Hawkins would liaise with the Hall Manager once the defibrillators were in place.

[Action: pending]

1091. It was noted that the defibrillators would need to be added to the insurance policy when they were installed.

[Action: Clerk]

1092. Council Members discussed the merits of locking the defibrillator cabinets. It was agreed to lock them, but to then advertise the unlocking codes to Vigo Residents. Cllr Banks suggested a credit card sized map that showed the location of the defibrillators, and the codes to unlock them – one card would be issued to each household in Vigo and also noted in the Vigo Journal. The card could also have useful information on what to do in an emergency. This was agreed in principal.

[Action: ongoing]

12] Induction and training for Councillors

1093. Cllr Banks had attended the Website Accessibility Regulations Workshop that had been held on 20th January. Please see Agenda Item 22.

1094.

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

1095. GARDENING: Euonymus Plants for the seating area. The Clerk would arrange purchase of these.

[Action: Clerk]

1096. GENERAL UPKEEP OF THE BAY SHOPS & FLATS: Situation being monitored, some repair work had been carried out.

14] Planning

a) Local Authority Tree Preservation Applications

1097. 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 responded to GBC and updated Cllr White as agreed. The Planning Officer (Faye Hobbs) had extended the deadline for determining the original application to 23rd January. Cllr Haslem had attended a site meeting with Cllr White, along with Mr Agley and Ms Calvert – notes of the meeting were made available. Cllr White strongly advised the Parish Council that there was no merit in discussing the application as an amended application would be submitted (as a result of discussions at the site meeting). All agreed, VPC would wait to comment on the application once it had been amended.

[Action: ongoing]

1098. Timberbank: removal of 16 trees, 2 fallen trees and 1 tree stump. The trees are over-crowded, and the garden surface is unsafe. The trees are in close proximity to the house and no sunlight can get into the garden. No objections.

b) Full Planning Applications

1099. Hornbeams: The Clerk had not written as yet but would do so as soon as possible. Cllr Banks had looked at the plans, as had the Clerk, both agreed that the extension did not come in front of the building line. The Clerk had also emailed the resident who had confirmed the build would not go in front of the existing line. The Clerk had reminded the resident that she would need to apply for Covenant Approval – the resident would do so once she knew what finish she would have on the extension.

1100. 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 had responded as agreed.

c) Covenant Three Applications

1101. Cov 3: Timberbank: Replacement windows. Clerk had responded as agreed.
1102. Cov 3: 3Bramblebank: 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]

1103. COV 3: Ferndown: replacement windows and doors. Clerk had written giving approval as agreed.
1104. 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]

1105. Cov 3: The Coppice: replacement windows, doors and patio doors. Clerk had sent approval as agreed.
1106. Timberbank: covenant approval for two storey side extension: Resident wished to apply for Covenant Approval for two storey side extension (planning permission granted by GBC reference 20170828). VPC Members did not want to discuss this until they were able to see the original plans agreed, Clerk to bring to the next meeting.

[Action: Clerk]

1107. HIGHVIEW PROPERTY: Initial enquiry regarding permission to add conservatory to the rear. Clerk had advised that details of design and size would be required before a formal decision could be made.

[Action: ongoing]

1108. TIMBERBANK: Proposal to replace aluminium French doors at rear of property. The lower portion would be bricked in and clad. The existing doors had a rotten wooden frame and were redundant as alternative garden access was available. The windows would match the existing (white framed, clear glass). No objections, Clerk to write giving approval.

[Action: Clerk]

1109. Cov 3: 1 HORNBEAMS: Verbal request for various works:
- To replace rear side wall with a fence on the same line. No objections as long as the fence was six-foot maximum height and made of wood (not plastic composite).
 - Replacement of porch roof – pitched roof to be installed – no objections.
 - Replacement front door in grey – no objections.
 - New windows front and rear, plain white frames, clear glass – no objections.
 - Move rear side gate forward to enclose small alley to the side, gate would be in line with existing building line (drawing provided) – no objections.
 - To replace cladding to front of property with grey – there was some discussion about this, and it was agreed that a formal proposal would be required, with firm details of the type of cladding and a colour sample provided. Clerk to advise the resident.

It was also noted that the resident felt their rear fence had been damaged by the trees on Community Land to the rear – Mr Agley would inspect.

[Action: Clerk / Highview Trees]

1110. Highview: Request for retrospective approval for windows and rear door. The windows were white upvc with clear glass (in the original style). A payment of £50 had been received. No objections, Clerk to respond.

[Action: Clerk]

d) Other Planning Matters

1111. TWO PROPERTIES IN DISREPAIR / ENFORCEMENT ISSUES: Please refer to confidential minutes.

15] To discuss requests from and matters regarding residents.

1112. ADMERS WOOD PATH: No recent complaints regarding this, agreed to file as pending.

1113. DILAPIDATED GARAGE IN BEECH MAST: No update.

[Action: Clerk]

1114. Highview skip: Resident had written to state that he would be arranging for the skip to be collected as soon as possible. The resident had detailed a number of extenuating circumstances which has caused the issue of the skip being overloaded and in the same location for many months. The situation would be monitored closely.

Further update: the resident had arranged for an additional skip to be delivered so that the overflow from the original skip could be moved but building materials from another property had been in the way. The resident would try and resolve this asap.

[Action: ongoing]

1115. BOLLARDS 13 TIMBERBANK: It was agreed that the best way to solve this would be to cast a free-standing bollard.

[Action: Highview Services]

1116. 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 be taken.

[Action: Cllr Talboys]

1117. 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]

1118. VILLAGE GREEN: Dog fouling. The Clerk had chased the Dogs Trust up as no response had been received. They had replied to apologise for this and to assure that the email would be passed onto the relevant person who would reply asap.

[Action: ongoing]

1119. 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 Clerk had advised the resident to speak to Kent Highways.

1120. Resident had written to state that a car park in Highview had recently changed ownership under Escheat and a letter had been sent to all residents that owned a leasehold on their car parking spaces. The resident asked if this car park now fell

under Gravesham Borough Council's remit, and if so, how would they go about getting it resurfaced.

The Clerk was to ask for a copy of the Escheat letter before any advice could be given.

[Action: Clerk]

16] To discuss and update on any covenant breaches

1121. TIMBERBANK: Clerk to write to resident regarding planting a new side hedge on the correct boundary line.

[Action: Clerk]

1122. Admers Wood house in disrepair. No update.

[Action: ongoing]

1123. Highview: Cllr Banks had noted that this house was in a state of disrepair. A standard letter was to be sent.

[Action: Clerk]

1124. Croftside: it was noted that this property was in a state of disrepair. A covenant breach letter would be sent.

[Action: Clerk]

1125. Timberbank: it was noted the Laurel hedge to the front of this property was in breach of covenant three. A letter had been sent to the resident, asking for the hedge to be removed.

[Action: ongoing]

1126. The Clerk had emailed Came & Company about Covenant Insurance, but no response had been received. Clerk to chase.

[Action: Clerk]

17] To discuss any Highways and Gravesham issues

1127. 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]

1128. ACCESS TO THE BAY (Drop Kerb extension / provision of white line). The Clerk had received an email from KCC to say that a manager had recently signed off the grant application, so an offer letter should be in the post very soon.

[Action: ongoing]

1129. STREET LIGHT OUTSIDE 23 THE COPPICE: (reference 461775). The resident reported that an engineer had arrived on 2nd January, fitted a new lantern, but this was still not working. The Clerk had contacted Highways again, and the matter had been reported again as a fresh fault (479935).

[Action: ongoing]

1130. 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]

1131. The damaged salt bin on Waterlow Road had not yet been replaced. A local resident had also reported this matter, and as no response had been received, he had elevated the complaint to Cllr Sweetland. Cllr Sweetland replied to state that he had copied the complaint to Kevin Gore (District Manager) for him to deal with.

[Action: ongoing]

1132. No Entry Harvel Road into White Post Lane: Please see agenda item 30.
1133. Road surface outside 102 Timberbank. There had been a significant depression in this area of road for some time, and despite more than one repair, the issue had not been resolved. It was thought that the cause of the problem had not been established / resolved and surface repairs only were being carried out. Clerk to speak to Kent Highways.

[Action: Clerk]

18] To discuss removal of telephone box in The Bay, Vigo.

1134. Gravesham Borough Council (Planning) had written to state that proposals had been put forward to remove a number of telephone boxes, including one noted as "Erskine Road Meopham". The Clerk had asked if this actually referred to the telephone box in The Bay, but Planning had been unable to confirm this. It was noted that all telephone boxes due for removal would have had a note put in them – this was the case for the one in The Bay. It was noted that there had not been a telephone in this box for many months, and therefore the Parish were happy for the removal, but would ask that the kiosk itself was also removed as it was in a poor state of repair and often vandalised. Clerk to liaise with GBC Planning.

[Action: Clerk]

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

a) Ball Park

1135. BALL PARK LIGHTS. The Clerk had reported these lights again, new KCC reference noted as 470748. Mr Graves noted that since the week before Christmas the lower light at the Scout Hut end of the MUGA is now working, although not correctly. It comes on at dusk (as it should) but it is not going off until midnight (should 10pm) The upper light at the car park end is still working incorrectly, it comes on at dusk, goes off at 7pm, then comes on again in the early hours of the morning and goes off at dawn. Clerk to speak to Kent Highways.

[Action: Clerk]

b) Village Green Play Park

1136. 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 – quotes had been received (see minute 1141)
 - Clerk to confirm length of guarantee for equipment – information on this had now been received.

[Action: Clerk]

1137. CLIMB BOARD, ROTTEN CORNER: This board had now been replaced, no additional charges made.
1138. It was noted that the playpark gate (picnic area) still needed adjusting – it had never worked properly. Please refer to minute 1141.
1139. ANNUAL PLAYPARK INSPECTION REPORT (December 2019): Miscellaneous issues noted (no action required):
- Service Gate – padlock recommended. Clerk noted there was now a padlock in place.
 - Ball Court back board missing donut covers. Very low risk. Monitor.
 - Minor damage to Ball Court frame. No action required.

1140. ANNUAL PLAYPARK INSPECTION REPORT (December 2019): Issues noted and referred to GBC:
- Flat and Cradle Seat Swings – chain wear, monitor and replace at 40%.
 - Swing bushes shackle pins – to be checked by removing the shackle bolt.
 - Swings Eye Bolt Bars – some wear (monitor).
 - Team Shelter – graffiti to be cleaned off. Clerk had contacted GBC.

Graham Marchant (GBC Playpark inspector) had agreed to look at the swings (chain wear, bushes, shackle pins, eye bot bars) and would report back to the Clerk in due course.

Ian Williams (Assistant waste Manager GBC) had asked for photographs and location of the graffiti, to see if they could assist with removal.

[Action: pending]

1141. ANNUAL PLAYPARK INSPECTION REPORT (December 2019): Issues noted that need to be referred to Playdale:
- Self-closer on picnic area gate not closing. Clerk had contacted Playdale for comment on this.

Playdale had stated it would cost £105 for an engineer to come and inspect the self-closer on the gate. It was agreed to ask Mr Agley if he could look at it to see if he were able to adjust it. Clerk to speak to Mr Agley.

- Basket Swing – secondary support needed.

Playdale had quoted a total of £544 to attach a secondary support to the basket swing (£249 for parts, plus £295 for delivery and installation. The Clerk had got an alternative quote from GB Sports & Leisure of £130 plus £15 delivery for the same item. GBC's Graham Marchant had offered to fit it free of charge. It was agreed unanimously to order the secondary support kit from GB Sports & Leisure. Clerk to arrange.

[Action: Clerk]

20] Flooding in Vigo

1142. 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]

1143. FLOODING SURVEY: No update as yet.

[Action: ongoing]

1144. 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.

[Action: ongoing]

1145. Timberbank: resident had asked if there was regular cleaning of the drains in Vigo following the floods in June 2019. The resident was also extremely concerned about the bank in Timberbank (between Timberbank and Harvel Road) that exacerbated the flood issue. Clerk had responded to state that VPC were still waiting for the flood report and would discuss the matter once all information was available. Clerk was to respond to the resident to say people were encouraged to report any blocked drains to KCC. Regular drain cleansing should also be raised with KCC.

[Action: Clerk]

21] Trosley Country Park Parking

1146. The parking issue on Waterlow Road opposite the Country Park entrance continued to be a real issue, with further photographs illustrating the issue having been provided by concerned residents. The Clerk had also received a number of complaints from residents and reported that there had been confrontations and near misses on Waterlow Road as a result of the parking issues.

The Clerk had contacted Helen Page (KCC) again regarding this. Ms Page was on maternity leave, but a response had been received from Daniel Gooch (Interim Country Parks Operations Manager) who suggested that the Parish speak to KCC to discuss Highways safety measures. He would also speak to the rangers to see if there was additional signage that could be put on site.

1147. Rather than speak to KCC regarding “No Parking” signs, it was agreed to bollard the bend opposite Waterlow Road, and order “No Parking” signs from RBLI – these signs would be erected on the bollards. Clerk to arrange.

It was also noted that vehicles were parking all four wheels on the verges further down Waterlow Road – bollards would be installed to deter this.

[Action: Clerk]

1148. It was noted that there was an event on 23rd February in Trosley – The Trosley Park Challenge. It was feared that there would be an abundance of parking on this day – Clerk to contact the organiser to ask that they have people patrolling Waterlow Road to ensure there are no safety issues.

[Action: Clerk]

22] Social Media / IT / Website

1149. Social Media Policy: As Cllr Hawkins was not at the meeting, discussion on this (and agreement of the policy) was deferred to the February Council Meeting. All Councillors to review the policy in advance please.

[Action: All Council Members]

1150. Cllr Banks had attended the Website Accessibility Regulations Workshop that had been held on 20th January. Please see Agenda Item 22.

Cllr Banks reported that the Parish Website would have to become compliant with regulations that would make it accessible for those with visual and hearing impairments – there were over 70 criteria in total.

Hugo Fox were one company who were available to assist with this, but there would obviously be a cost – Cllr Banks to look into this and report back.

[Action: Cllr Banks]

1151. Cllr Talboys and Cllr Woolway both wanted their passwords to be updated but were unsure how to do so. Clerk to assist.

[Action: Clerk]

23] Finance

a) To note any payments made since the last meeting

1152. None.

b) To authorise payments due

1153. The following payments had been set up by the Clerk online at Unity Trust and would be authorised by Cllr Banks and Cllr White.

20.01.20	D/P	S Calvert	1487.50	8.5 days ground works
20.01.19	D/P	KALC	72.00	training course
20.01.20	D/P	Vigo Village Hall	822.98	Rent (Invoice 42)
20.01.20	D/D	Print Clarity	725.00	Journal Printing
20.01.20	D/D	KALC	120.00	Training Course
20.01.20	D/D	Singlewell Print	24.00	Christmas Carol Poster
20.01.20	D/D	Viking	83.05	Stationery
20.01.20	D/D	D Lane Cole	150.01	Journal Typesetting
20.01.20	D/D	J Haslem	23.99	Website Hosting Reimbursement
20.01.20	D/D	J Glass	15.00	Land Registry Fees
20.01.20	D/D	G Perry	40.00	Journal Distribution
28.01.20	D/D	J Glass	1166.20	Clerk January Salary

The following Standing Orders / Direct Debits were authorised:

21.01.20	D/D	Talk Talk Business	46.01	Tel / Bband Dec / Jan
27.01.20	D/D	J&F Accounts	28.00	Payroll Charges January
28.01.20	D/D	Mr Paul Agley	3850.00	Highview Services January
07.02.20	D/D	Nest Pension	58.14	Clerk Pension Jan / Feb

c) To note any income received

1154. £50 retrospective Cov 3 fee from Mrs A Maggs, 147 Highview.
£9848.14 transferred from Co-Op account closure.

d) To note actual vs budget spend to period ended 31.12.19

1155. Deferred to February Parish Council Meeting.

e) To note bank reconciliation for the period ended 31.12.19

1156. Deferred to February Parish Council Meeting.

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

1157. CO-OP BANK: Clerk had sent a letter requesting these two accounts to be closed, with the balances transferred to Unity Trust. Co-Op Bank Statements confirmed this had now been actioned.

1158. BANK SIGNATORIES: The Clerk reported that the envelope containing the mandate appeared to have split open at the Maidstone Sorting office – as the mandate had made it to the Unity Trust offices (with a note explaining that the

envelope had been opened) and Cllr Woolway's identification documents had been returned to him (with a similar note). Unity Trust were happy to take the ID documents for Cllr Woolway via email – Cllr Woolway would forward these to the Clerk.

[Action: ongoing]

1159. The report from Mr Buckett had been received.

- 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
- 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. All agreed, Clerk to research with a view to a £500 limit being set.

[Action: Clerk]

1160. Stansted and Fairseat Historical Society grant funding agreed. Clerk stated that an invoice would be sent for payment in due course.

24] To receive the Chair's Announcements

1161. GBC Meeting with the Parish Council Chairman would be held on 22nd January 2020. Vigo had put the following items on the agenda:

- Parking in Waterlow Road opposite Trosley Country Park
- Road sweeping and drain cleaning in Vigo.

25] To allocate and agree "Councillor Patches"

1162. The "patches" were allocated as follows:

Cllr White (1); Cllr Talboys (2); Cllr Haslem (3); Cllr Marsh (4); Unallocated (5); Cllr Banks (6); Cllr Woolway (7); Cllr Hawkins (8); Cllr Germain (9).

Cllr Banks would cover patch 5 until the Casual Vacancy was filled.

Council Members were asked to walk their patch at least every 2 months and report any issues to the Clerk. The Clerk would provide a check list for Council Members use. Clerk to forward maps to each Council Member.

[Action: Clerk]

26] GDPR Audit / Document Retention Policy

1163. "Policy for Compliance with the General Data Protection Regulation" (Audit of data and storage of data). This document had been forwarded to all Council Members and was agreed by all Council Members present. The document would be reviewed annually.

1164. Cllr Banks noted that although there was no legal requirement for the Parish to have a Data Protection Officer, it was strongly recommended. The Clerk noted that Meopham Parish Council had employed a company to carry out this role, the Clerk would speak to the Meopham Clerk to enquire about costs and services provided the company.

[Action: Clerk]

1165. KALC were advising that best practice (should Council's be able to fund the proposal) was for each Council Member to have a dedicated laptop / tablet to

use exclusively for Parish work. This was something that could be discussed at a future meeting – Clerk to put on the April Parish Council Meeting agenda.

[Action: Clerk]

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

1166. PAT Testing – booked to be carried out on 27th January 2020.
1167. Came & Company Newsletter – Spring 2019. Clerk had emailed Came & Co about Covenant Insurance, and also Tree cover.
1168. The following items of correspondence were noted:
- KALC Chief Executive Bulletin(s) – forwarded to all Council Members.
 - Rural matters Magazine (Kent Rural Police) Winter 2019/20 – forwarded to all Council Members.
 - Stansted History Website updates – forwarded to all Members.
1169. Harvel Hash House Harriers – Harvel 5 Run on 6th June 2020 – permission sought for runners to use Erskine Road and Commority lane as part of the course. No objections.
1170. The 2020 Electoral Register had been received.
1171. A local resident had emailed the Clerk – they ran a small church group for Hope Church Sevenoaks in Vigo and were planning their outreach program for 2020. They hoped that VPC could point them in the direction to partner in helping with local Vigo Community needs. The Parish were very pleased to hear this and it was suggested that they make contact with Ms Cason Community Warden – Clerk to liaise as necessary.

[Action: Clerk]

28] Casual Vacancy

1172. GBC's returning officer had confirmed that as the requisite 14-day period had passed with no requests to hold a by-election, the Casual Vacancy could now be filled by co-option. VPC should advertise the vacancy locally and hold interviews if there were more than one applicant. Clerk to advertise in the Vigo Journal. It was agreed to also advertise on Social Media.

[Action: Clerk]

29] To note any nominations for the KALC Community Awards Scheme

1173. Please see confidential minutes.

30] White Post Lane One-Way Revocation

1174. The Clerk had been told that there had been several objections to the removal of this One-Way system, including strong representations from some Meopham Council Members. Vigo Parish Councillors had emailed their support for the proposal to KCC, as had the Clerk (on behalf of VPC as a whole)

31] To receive reports from Working Parties

a) Policies Working Party

1175. None.

b) Covenant Working Party

1176. 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]

32] VE / VJ Day Commemoration 08.05.2020

1177. A committee to organise this was formed: Cllr Marsh agreed to look into organising this, with the help of Cllr Banks. The Clerk would also help if she could. Cllr Marsh would liaise with the Community Wardens, the pub, the village hall and so on. Cllr White said that a local resident (Audrey) would also like to be involved. Cllr Marsh knew the lady and would speak to her.

33] Reports from Other Organisations and Bodies

a) Vigo Village Hall

1178. Cllr White noted that the VVHMC wished to install a new kitchen door as a matter of urgency, along with a new front door. VPC were happy to fund this and would make up to £1600 available (£1200 saved as a project grant, plus £400 as a Grant in Aid). All agreed.
1179. The recycle bin at the back of the hall was now up and running, it must not be used for anything other than paper or card, as there would be a charge associated with any contamination.

b) Joint Transportation Board

1180. None.

c) Trosley Country Park Liaison Group / Other Trosley Issues

1181. Next meeting would be held on 05.05.20 at 15.30 and then after on 13.10.20 at 15.30.
1182. Jackie Wells had sent an email to introduce herself as Visitor and Events Services Officer, based at Trosley Country Park. Ms Wells role was to grow the knowledge of the park and increase venue hire. Ms Wells would like to attend Parish Council meetings – the Clerk would give her a list of dates.

[Action: Clerk]

d) Kent Association of Local Councils (Gravesham Group)

1183. Next meeting 27th January 2020.

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

1184. Cllr Banks and Cllr Marsh both offered apologies for the February Meeting. Cllr Talboys would Chair the February meeting.

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

The public meeting was followed by a closed session.