

**VIGO PARISH COUNCIL  
MINUTES OF THE MEETING HELD ON 17<sup>th</sup> FEBRUARY 2020  
AT 7.30 pm IN VIGO VILLAGE HALL**

<b>Present:</b>	Cllr Colin Talboys (in the Chair); Cllr Mike Germain; Cllr Dave Hawkins; Cllr Jim Haslem; Cllr Alan White; Cllr Andy Woolway Mrs Joanne Glass (Clerk).
<b>In Attendance:</b>	PCSO Rob Meader; Cllr Denise Tiran (Gravesham Borough Council); Mr Paul Agley (Highview Services); Mr Neil & Mr Dominic Williamson; Mr Tony Smith (Local Resident)

**1] To receive Apologies for Absence**

1189. Cllr Pat Banks; Cllr Julie Marsh (Vigo Parish Council); Cllr Bryan Sweetland (Kent County Council); Cllr Ejaz Aslam (Gravesham Borough Council); Ms. Mandy Cason (Community Warden; Ms Steph Calvert (SC Groundcare).

**2] To receive Declarations of Interest**

1190. None.

**3] Questions from the press and public**

1191. Mr Neil Williamson & Mr Dominic Williamson had come to speak to the meeting about the June 2019 floods. Please see agenda item

**4] Borough and County Council representative reports**

1192. Cllr Tiran updated Parish Members with a report from Cllr Jordan Meade (leader of the Conservatives), detailing the latest developments in Gravesham. The main issue was the budget for 2020/2021 which would be discussed at the next Full Council Meeting.

**5] Police and Community Warden reports**

1193. PCSO Meader noted that there had been some Antisocial Behaviour, specifically around the newsagents in The Bay, but this was being dealt with.
1194. It was noted that GBC were liaising with the police about putting up Anti Flytipping signage across the Borough. PCSO Meader asked if there were any particular hotspots in Vigo, and it was agreed that he would request signage to go along Commority Road if possible.
1195. The January 2020 Parish Council newsletter had been received from Kent Police and forwarded to all Council Members.

**6] To approve the minutes of the Full Parish Council Meeting (public and closed sessions) held on 20<sup>th</sup> January 2020**

1196. The minutes were signed by the Chair, Cllr Talboys, having been accepted as an accurate record of the meeting.

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

1197. HIGHWAYS IMPROVEMENT PLAN: An update to this had been received and forwarded to all Members. Councillors were encouraged to think of anything that could go on the wish list, this would be reviewed at the next meeting.

**[Action: all Members]**

1198. GDPR: The Clerk had emailed Meopham Parish Council regarding their Data Protection Officer; no response had been received as yet.

**[Action: pending]**

1199. GDPR: Dedicated laptop / tablet for Members to use exclusively for Parish work. To be discussed at March Parish Meeting.

1200. COUNCILLOR PATCHES: Maps and instructions had been sent to all Members.

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

**a) Trees**

1201. TREES TO THE REAR OF 220 HIGHVIEW: Cllr Talboys had completed the Traffic Light Form. The Clerk would send this form off once dates for the work had been agreed.

The following needed to be completed asap to enable the work to be carried out by the end of March:

- Order Traffic Lights from Amber Langis (PA)
- Order Cherry Picker (PA / JG)
- Book Tree Surgeon (PA)
- Write to properties in close proximity (PA / JG)

**[Action: Highview Tree Services]**

1202. TIMBERBANK: Agreed that no further action was needed at this point as the leylandii was not encroaching onto the footpath and was not exceeding the height of the fence. It was also noted that there was open space on the opposite side of the footpath so there was no tunnel effect.

1203. TIMBERBANK: Thinning of conifer hedge and replacement of dying conifer. Cllr Banks would inspect and report back.

**[Action: Cllr Banks]**

1204. 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]**

1205. Bramblebank: Oak Tree to the side. Griffiths had responded to state they were not able to provide a written report, this would need to be done by an arborist, they had kindly recommended someone who may be able to help (Mark Clews). The Clerk was to get a quote for an inspection and written report.

**[Action: Clerk]**

1206. Stonecroft – large dead Silver Birch in residential garden. No update.

**[Action: ongoing]**

1207. 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]**

1208. TREES AND INSURANCE COVER: Clerk to contact the insurers and ask them to visit. Cllr Talboys to provide a Tree Risk Assessment. No update.

**[Action: Clerk, Cllr Talboys]**

1209. TIMBERBANK: No response had been received as yet, and the charge had not been paid. Clerk to chase.

**[Action: Clerk]**

1210. Admers Wood: request for tree work. Mr Agley agreed that some very minor work did need to be carried out, this would be added to the tree surgery list.

**[Action: Clerk]**

1211. Beechmast: Trees to the rear. Resident noted that one branch had fallen into their garden, just missing a shed. There were also more branches which were partially broken and overhanging the garden. Mr Agley had inspected and now carried the work out. The resident had been updated.

1212. Chestnut Lane: Woodland to the rear. The resident asked for an update on the tree work that had previously been agreed. It was noted that some work had been undertaken and would continue as and when time permitted over the coming months. The resident was assured that the project was ongoing.

1213. Hornbeams: Three silver birch trees on Parish Land opposite 18/20 Hornbeams – resident noted the trees were very tall and the branches were spreading toward the houses opposite. Agreed that Mr Agley would look at these and carry out any work necessary. Mr Agley to update the Clerk.

**[Action: Mr Agley]**

1214. Timberbank: resident had enquired about the trees that were on the bank adjacent to their house, which they felt were very tall and may need to be reduced. Cllr Talboys felt the trees were fairly young and appeared very healthy but Mr Agley would go and inspect them and report back.

**[Action: Mr Agley]**

**b) Grounds Maintenance**

1215. School approach road bollards (six on each side, so 12 in total). Mr Agley to arrange during half-term.

**[Action: Highview Services]**

1216. Timberbank: significant ruts on community land outside this property. Clerk to write and ask the resident to reinstate.

**[Action: Clerk]**

1217. BULBS: Mr Dennis (gardener) had emailed to note that it was too late to purchase bulbs for this year, but that a number of previously planted bulbs had sprung up on the verges again this year.

The Clerk would make a diary note to ensure that bulbs were purchased in plenty of time for planting this year.

**[Action: Clerk]**

**c) Grass Cutting**

1218. No grass cutting carried out.

**9] Storm Ciara – to note any issues on Parish Land or with Parish Trees**

1219. Timberbank: fallen tree to the rear. During the storm a tall silver birch tree broke off at the base and smashed through the rear fence, also damaging the party fence with the neighbour. Highview Services had very swiftly removed this tree, and on agreement with the Clerk had purchased the supplies to repair the

resident's fence. The Clerk had liaised with the resident who had been very happy with the swift response and the work carried out.

- 1220.** Timberbank: resident had emailed the Clerk to express her concerns about the tree that had fallen at her neighbour's property. The resident felt the trees on the bank were unstable and far too near the houses, and they needed to be removed before any persons are injured or worse. The resident felt the bank was dangerous as it trapped water behind the properties and made the trees unstable.

Once again, the Parish Council noted that there was no intention to carry out any work to the trees in this location, they were regularly monitored, and it was agreed there was no need to carry out work at this time. The tree that had fallen in the extreme storm had been dealt with swiftly and necessary repairs carried out.

It was noted that the Parish Council's insurers were well aware of the number of trees that were managed by VPC, and they were more than happy to provide public liability insurance as necessary.

Clerk to write to the resident.

**[Action: Clerk]**

**10] The Great British Spring Clean**

- 1221.** A local resident had written to the Clerk to suggest that VPC engage in the "Great British Spring Clean 2020" – being held 20 March to 13 April 2020. It was understood that this was an annual event and perhaps the Parish Council would get involved next year (2021). The Clerk would make a diary note to discuss this at the December Parish Council meeting.

In the meantime, the Parish Council could use the event to promote a positive image of what the Parish Council already did in Vigo – perhaps posting photographs on social media to show the amount of rubbish that was regularly collected in Vigo. In the meantime, if the resident who had contacted the Clerk would like to volunteer to organise a cleaning team in Vigo, the Parish would be happy to support this by providing supplies as needed.

**[Action: Clerk]**

**11] Timberbank Bus Stop – proposal to install solar light**

- 1222.** Cllr Hawkins proposed that a solar powered light be installed at the Harvel Road / Timberbank bus stop as it was very dark there. There was also a problem with litter and the general state of the bus shelter. All agreed for Cllr Hawkins to research a suitable light and spend up to £150 on whatever he felt was suitable. Clerk to speak to Mr Agley re cleaning the shelter, and chase GBC about a litter bin at this location.

**[Action: Clerk / Cllr Hawkins]**

**12] Stanstead History Website update**

1223. Vigo Parish Council Members all agreed they were happy to have emails sent to them directly from the Historical Society, giving regular updates. Clerk to update Mr Hogbin, who would then email Council Members direct.

**[Action: Clerk]**

1224. Mr Hogbin had suggested the following wording to go on the Vigo Parish Council Website:

*The Parish Council is pleased to support the local history society who have researched the history of the three villages of Vigo, Fairseat and Stansted and have made this information publicly available. The local history website also contains detailed information on people, landmarks, places of interest and local groups. The Society is keen to hear from local residents with any information on local history and we encourage residents to contact them directly via the Society's website. The website address is [www.stanstedhistory.org](http://www.stanstedhistory.org) and can be accessed via the following link (URL: <https://stanstedhistory.org/>)*

All agreed. Clerk to liaise with Cllr Banks.

**[Action: Clerk]**

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

1225. HOLE IN GROUND REAR OF 13 HORNBEAMS: WH Groundworks had not yet sent a formal response to the Clerks email, but they had left an answerphone message for the Clerk to call them. It was agreed that it would be a good idea for WH Groundworks to meet on site to discuss the issue with VPC Members. It was hoped that the issue with the sunken ground was in fact just ground settlement, but this could be discussed at the site meeting. Clerk to speak to WH Groundworks to arrange.

**[Action: Clerk]**

1226. The Clerk had alerted the Parish Insurers to a possible issue with the sunken ground – as a result the insurers had emailed to ask for an update. The Clerk informed the insurers that VPC was waiting for a site meeting before they could update them.

**14] Damage caused to Parish Land by DSL Utility Services**

1227. DSL had responded to the Clerks email to state they would be looking into this issue. The Clerk had been informed that operatives had returned to site and done some work in tidying up the mess on the footpath and the damage to common land on either side. However there was an area of grass verge that had not been repaired – it was thought the land here was too wet to properly reinstate, and it was therefore agreed to monitor this and flatten and seed the area once it had dried out.

The resident who had complained about the issue had asked that the Parish Council install bollards to prevent this happening in future – all agreed. Mr Agley to look at carrying out this work asap. It was suggested that it may be useful to have a "no vehicular access" sign on the bollards – all agreed. Clerk to order the signage.

**[Action: Clerk / Highview Services]**

**15] Defibrillators in Vigo**

1228. The defibrillator cabinet at 1 The Paddock had now been electrically connected. A bill had not yet been received from All Wiring Matters but would be paid at once on receipt (£140) – all agreed.

**[Action: Clerk]**

1229. Cllr Hawkins was pleased to report that Ms Paula Kerr (Highview resident) was happy to have a defibrillator installed on the outside of her property. Cllr Hawkins would arrange this (he would fit the cabinet and then arrange for All Wiring Matters to connect the electricity supply) – all agreed.

The Clerk was to write to both the residents who were kindly hosting defibrillators.

**[Action: Clerk / Cllr Hawkins]**

1230. Villager Pub defibrillator (possible relocation). Cllr Hawkins felt it would not now be necessary to move the defibrillator from the pub to the hall as there was adequate coverage elsewhere in the village. All agreed.

1231. Training Sessions for the defibrillators would be arranged once the machines were all in place.

**[Action: pending]**

1232. Insurance – agreed that the defibrillators should be insured for £1000 per machine, plus the cost of £500 per cabinet. Only the two on residential properties needed to be insured. The Clerk was to check that the insurers were happy for the unlocking codes to be given to all residents in the Village.

**[Action: Clerk]**

1233. Defibrillator information cards for residents. These would be issued once all the machines were up and running.

**[Action: ongoing]**

1234. Cllr Hawkins noted that the defibrillator electrodes would need replacing in September, at a cost of £30 per set (4 x defibrillators). Clerk to make a diary note.

**[Action: Clerk]**

1235. Kent Highways had contacted the Clerk to ask if VPC would be going ahead with an application to attach defibrillators to the street light power source in Vigo. The Clerk was to update them to state that the machines had now been attached to residential properties instead.

**[Action: Clerk]**

## **16] Induction and training for Councillors**

1236. KALC were holding two planning events:

- S106 Agreements and the Community Levy: Tuesday 3<sup>rd</sup> March
- Annual Planning Conference: Friday 13<sup>th</sup> March.

The Clerk expressed an interest in the Planning Conference, and it was agreed that she should attend. The Clerk had therefore booked a place.

## **17] Upkeep of seating area in The Bay and The Bay in general (hall/shops)**

1237. GARDENING: The gardener had emailed the Clerk and stated he would purchase these (5 x White Spire variety). The Clerk had emailed to state that VPC were happy for him to go ahead with this.

**[Action: ongoing]**

## **18] Planning**

**a) Local Authority Tree Preservation Applications**

- 1238.** Timberbank: This application had been amended (description only, not application form itself) and consent to undertake works had been given by Gravesham Borough Council.  
Vigo Parish Council had not had an opportunity to comment on the application as Gravesham Borough Council had not re-consulted following the amended description. The Clerk had emailed the Planning Officer to voice concerns regarding this.

The Planning Officer had responded to state:

*"Although the application form has not been amended, as the decision notice states, the description has been amended and this was based on written confirmation from the applicant."* The Planning Officer stated that she was in a position whereby she was satisfied with the information submitted. The applicant had not wished to withdraw the application but amend the details which they were entitled to do. The Planning Officer then went on to state that there is no requirement for the Parish Council to be consulted and it was unlikely that any comments received would have altered the Council's view. Reduction work applications were straight forward in GBCs assessment, they would carry out a more thorough assessment on felling applications.

The decision notice clearly stated that the permission of VPC should be sought before carrying out any work on community trees, and as a result of this the Clerk had written to the resident to reiterate that they were only permitted to cut back Parish owned trees to their boundary line.

Cllr White had taken photographs of the trees in question to illustrate their location, and he agreed to forward these onto the Clerk for future reference.

**[Action: Cllr White]**

- 1239.** The Coach Drive: re-pollard 1 x sweet chestnut (rear garden), trim laurel and 2 x conifer, re-pollard 1 x sweet chestnut (front garden). No objections.
- 1240.** 2020093: 3 Timberbank: reduce silver birch by 50%. No objections.
- 1241.** 20200133: 8 The Covert: fell 1 x ash tree. No objections.
- 1242.** 20200129: 7 Bramblebank: crown reshape 1 x oak, reduce 1 x hornbeam, fell 1 x conifer. No objections.

**b) Full Planning Applications**

- 1243.** None noted at the time of meeting.

**c) Covenant Three Applications**

- 1244.** Cov 3: Bramblebank: change of fence line to incorporate land owned by the resident into the garden. Clerk had written as agreed.
- 1245.** 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]**

- 1246.** Cov 3: 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]**

1247. Cov 3: TIMBERBANK: Proposal to replace aluminium French doors at rear of property. Clerk had written giving approval as agreed.
1248. Cov 3: HORNBEAMS: Verbal request for various works: Clerk had advised the resident that VPC had no objections to the majority of the proposals, but that there were some concerns regarding the replacement cladding. The Clerk asked that a sample of the proposed cladding be provided before a decision could be made.
- 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]**

1249. Cov 3: Highview: Request for retrospective approval for windows and rear door. Clerk had written giving retrospective approval as agreed.
1250. Downs Wood: proposed replacement windows and doors. Drawings supplied. There were no objections, Clerk to respond giving covenant approval.

**[Action: Clerk]**

1251. Chestnut Lane: proposed replacement front porch. Photographs supplied. There were no objections, Clerk to respond giving covenant approval.

**[Action: Clerk]**

1252. Highview: proposed replacement cladding. It was noted that this property currently was tile-hung, but that the resident wished to replace the tiles with white cladding. It was noted that this would not be acceptable as it was a terraced house (all houses in that terrace were tile-hung) and therefore it needed to match the attached neighbouring properties. Clerk to respond to the resident.

**[Action: Clerk]**

1253. Churchside: informal request for information on garage conversion. The Clerk had received an email from the prospective buyer of a Churchside property – they would (if they purchased the house) like to convert the garage into habitable living space. It was noted that there was already a division in the garage to accommodate a utility room, so there was insufficient room for a vehicle in the garage anyway. Equally, the prospective buyer felt there was off road parking for three cars (it was a four-bedroomed property).
- After some lengthy discussion it was agreed that VPC would not object to a garage conversion in this case. Clerk to update the original enquirer.

**[Action: Clerk]**

**d) Other Planning Matters**

1254. TWO PROPERTIES IN DISREPAIR / ENFORCEMENT ISSUES: Please refer to confidential minutes.

**19] To discuss requests from and matters regarding residents.**

1255. DILAPIDATED GARAGE IN BEECH MAST: No update.

**[Action: Clerk]**

1256. Highview skip: No update – the Clerk was not sure if the skip had been removed or not.

**[Action: ongoing]**

1257. BOLLARDS TIMBERBANK: It was agreed that the best way to solve this would be to cast a free-standing bollard.



**[Action: Highview Services]**

1258. 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]**

1259. 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]**

1260. VILLAGE GREEN: Dog fouling. See Agenda Item 29.

1261. Highview Carpark Land Ownership. The Clerk had not managed to get a copy of the Escheat letter but would do so as soon as possible.

**[Action: Clerk]**

1262. HIGHVIEW: resident had complained about the amount of rubbish being dumped behind the fence of this property. There was currently building materials as well as lots of tree debris and even a large lump of concrete from a rotary line base. The property was currently empty and being managed by a relative of the owner who had recently passed away.

It was agreed to write to all residents in the nearby vicinity and ask that the fly tipping must be removed, or the matter would be reported to Gravesham Borough Council.

**[Action: Clerk]**

**20] To discuss and update on any covenant breaches**

1263. TIMBERBANK: Clerk to write to resident regarding planting a new side hedge on the correct boundary line.

**[Action: Clerk]**

1264. Admers Wood house in disrepair. No update.

**[Action: ongoing]**

1265. Highview: Cllr Banks had noted that this house was in a state of disrepair. A standard letter was to be sent.

**[Action: Clerk]**

1266. Croftside: it was noted that this property was in a state of disrepair. A covenant breach letter would be sent.

**[Action: Clerk]**

1267. Timberbank: Laurel hedge to the front of this property in breach of covenant three. No response from resident, Clerk to chase.

**[Action: Clerk]**

1268. The Clerk had emailed Came & Company about Covenant Insurance, but no response had been received. Clerk to chase.

**[Action: Clerk]**

1269. Highview, large leylandii to the front of the property. A resident had complained to the Clerk, stating that the large leylandii at 10 Highview was causing a sight-line issue. The Clerk had reported this to Kent Highways, but they had noted that no action was needed. It was agreed that this large hedge was in breach of Covenant Three, and therefore a letter should be sent.

**[Action: Clerk]**

**21] To discuss any Highways and Gravesham issues**

**1270.** LACK OF LITTER BINS ON SPINE PATH / REQUEST FOR NEW LITTER BIN NEXT TO HARVEL ROAD BUS SHELTER. See minute 1222.

**1271.** ACCESS TO THE BAY (Drop Kerb extension / provision of white line). No offer letter had been received, nor had any update. Clerk to chase.

**[Action: Clerk]**

**1272.** STREET LIGHT OUTSIDE 23 THE COPPICE: (reference 461775). No update from Highways, the light still had not been repaired.

**[Action: ongoing]**

**1273.** TIMBERBANK SIGNAGE: Incorrectly located "No Through Road" sign. This had been reported, reference 500146.

**1274.** The damaged salt bin on Waterlow Road had now been replaced.

**1275.** Road surface outside 102 Timberbank. This had been reported again to Kent Highways, with the Clerk asking that further investigation work be carried out to establish the cause of the problem. Reference 500145.

**[Action: ongoing]**

**1276.** TIMBERBANK: Resident had written to state they had concerns that the path behind their property had been flooding again in recent heavy rain. The Clerk had asked Mr Agley to inspect, and he had reported that although there had been some large puddles, he did not feel there was a flood threat at that time. The Clerk emailed the resident to advise that if they did feel there was an issue, they should contact Kent Highways regarding the dips in the footpath where the water was collecting or any other drainage issues.

**1277.** STREET LIGHT OUTSIDE 218/220 HIGHVIEW: This had been reported as faulty on 30<sup>th</sup> January, but no repair had taken place as yet. The resident had contacted the Clerk regarding this, the Clerk had noted that the Highways portal said that "work was programmed".

**[Action: ongoing]**

**1278.** FOOTPATHS IN VIGO: A resident had contacted the Clerk to ask who was responsible for footpaths in the village, specifically regarding the lack of footpath in an area where they believed they were needed. The Clerk had referred the enquiry to Kent Highways.

**1279.** STONECROFT: The Clerk noted that he had received a complaint about the very poor road surface outside 10 Stonecroft – he had referred this to Kent Highways who had agreed to carry out repair work in this location.

**1280.** TEMPORARY ROAD CLOSURE VIGO HILL, 6<sup>TH</sup> APRIL. Details of this road closure had been sent to all Council Members.

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

**1281.** The Clerk had emailed GBC to say there were no objections to removing the telephone box in The Bay as it was noted that there had not been a telephone in this box for many months. The Parish would ask that the kiosk itself was also removed as it was in a poor state of repair and often vandalised. No further update had been received as yet.

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

**a) Ball Park**

- 1282.** BALL PARK LIGHTS. The Clerk was unsure what the position was with these lights now, whether they had been repaired, or if they were still not working. Clerk to look at CCTV footage to try and establish the timings of the lights.

**[Action: Clerk]**

**b) Village Green Play Park**

- 1283.** Playpark equipment:

Clerk to liaise with Mr Agley regarding regular maintenance of the new play equipment.

**[Action: Clerk]**

- 1284.** Team Shelter – graffiti to be cleaned off. Ian Williams (Assistant waste Manager GBC) had asked for photographs and location of the graffiti, to see if they could assist with removal. Clerk to liaise.

**[Action: Clerk]**

- 1285.** Self-closer on picnic area gate not closing. Clerk to speak to Mr Agley.

**[Action: ongoing]**

- 1286.** Basket Swing – secondary support needed. Clerk had emailed GB Sports & Leisure to say VPC would like to order as per their quote.

**[Action: ongoing]**

- 1287.** To agree quote for replacement parts for flat and cradle swings: GB Sports and Leisure had quoted a sum of £245.66 (net) for the parts required for the flat and cradle seat swing maintenance. Gravesham Borough Council would order these parts if the Parish were agreeable, with the Parish funding the cost, and GBC fitting them for free. This was agreed by all, Clerk to liaise with Mr Marchant (GBC Playpark inspector).

**[Action: Clerk]**

**23] Flooding in Vigo**

- 1288.** 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]**

- 1289.** FLOODING SURVEY: Clerk had chased this and been informed that the flood team were still waiting for information from various contractors, including the CCTV survey that took place over several days in Vigo. It was hoped that an update would be available very soon.

**[Action: ongoing]**

- 1290.** Timberbank: 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]**

- 1291.** 2 residents had come to speak to the meeting about the June 2019 floods. They lived in Timberbank and had been severely flooded, having only recently moved back home after being housed elsewhere whilst their property had been dried out and repaired.

The residents were very anxious to ensure that a similar occurrence did not happen again under any circumstances. He understood that VPC were not the authority responsible for the drains in Vigo but noted that the bund between 68-80 Timberbank cul-de-sac and Harvel Road did belong to the Parish. He felt that the bund had stopped water moving away from this cul-de-sac and resulted in one property having 3 feet of flood water.

Parish Members listened to the residents' concerns and took their comments on board. It was noted that the initial response from Kent Highways was that they would not permit any work being carried out to the bund that would result in water being diverted onto Harvel Road, as it was already a flood risk. The residents felt that KCC Members / Officers should meet with residents to hear their concerns and understand the severity of the situation.

VPC noted that they were still waiting for the report from the Flood Team (KCC) and once this had been received, they would review the content and likely request a meeting with the local KCC Member to discuss the matter fully. VPC would seek advice from KCC as to the best way to negate the effect of the bund on any future heavy rainfall, as it was clearly apparent that something had to be done to resolve this issue. VPC would ensure residents were updated with regard to the Flood Report and any subsequent action taken by KCC and VPC to prevent further issues.

Once the flood report was in, VPC would speak to Cllr Sweetland (KCC Member) to ask if he would meet with local residents to discuss their concerns directly.

- 1292.** The resident noted that he wanted to install a larger soakaway to hopefully prevent any further issues. He noted that he may need to have the soakaway partly on Community Land. VPC Members were happy to meet with the resident on site to discuss the matter. The resident would put a proposal to the Clerk who would then arrange a meeting.
- 1293.** SOAKAWAYS: Cllr Talboys felt that the soakaways in Vigo may be degrading due to age. It was not clear what the life span of a soakaway was. It was agreed that this was something that would be raised with KCC once the flood report had been received. Perhaps a survey of the soakaways was required.
- 1294.** KCC had contacted the Clerk to inform that following a CCTV survey done of the drainage system in Croftside, it was noted that some pipework had dropped and needed a repair – it was possible the damage had been caused by tree roots from a Parish owned tree. The Clerk confirmed the ownership of the tree was VPC and as a result KCC stated they would give formal notification of the works being carried out nearer the time. KCC were concerned about the potential damage to the tree works arising from the repair work but noted that they intended to plan the repairs around the tree issue itself and felt that VPC would not need to get involved in any major way.

**24] Trosley Country Park Parking**

- 1295.** NO PARKING SIGNS: The Clerk had ordered these signs; they had been received and passed onto Mr Agley for installation.

Mr Agley had also met with Cllr Banks to discuss the installation of bollards further down Waterlow Road.

**[Action: ongoing]**

- 1296.** Trosley Park Challenge. The Clerk had been unable to contact the organiser before this event, despite several attempts. As a result, no extra support had been

put in place to alleviate the expected parking problems, and there had been various issues during the day. The Clerk had received several complaints about this. It was anticipated that the new signage and bollards would prevent further issues in the future.

- 1297.** No Parking Byelaw. Cllr Tiran kindly agreed to speak to Gravesham Borough Council's legal department to see if there was a byelaw in place to stop parking on community land (with reference to signage that was outside Trosley Country Park on the KCC verge side). Clerk to email Cllr Tiran with details.

**[Action: Clerk]**

- 1298.** The Clerk had received an email from a local resident, who had spoken to KCC Country Parks about the parking issue. The resident had been told that they do all in their power to encourage park users to use the parking and that the majority of customers took advantage of the facilities. However, they agreed (having seen photographs) that there was an issue with customers parking on the local roads. The Country Park Manager had suggested that the resident should approach the Parish Council and the District Council. If the parking presented a danger to other road users, he also suggested that the County Council were informed.

The Clerk had responded to the resident to thank them for the update, and to state that VPC were hoping to resolve this issue, in part at least, by the installation of bollards and signage.

**25] Social Media / IT / Website**

- 1299.** Social Media Policy: This policy had been drafted by Cllr Hawkins and fully approved by all Members present at the meeting. The Vigo Parish Council Facebook page would now be made active.

**[Action: Cllr Hawkins]**

- 1300.** Cllr Banks had contacted Vision ICT who had provided a quote of £650 for a basic package (to set up the website) and then a cost of £175 per annum after this. This was agreed by all. Clerk to update Cllr Banks, who would then liaise with Vision ICT.

**[Action: Clerk]**

**26] Finance**

**a) To note any payments made since the last meeting**

- 1301.** None.

**b) To authorise payments due**

- 1302.** The following payments had been set up by the Clerk online at Unity Trust and would be authorised by Cllr Haslem and Cllr White.

17.02.20	D/P	S Calvert	1825.00	Inv 005 Groundworks
17.02.20	D/P	Hawkesworth	123.36	Inv 230599 Appliance Testing
17.02.20	D/P	Hoist Fencing	36.90	Inv 6241
17.02.20	D/D	Fire Action	327.00	Inv 73817
17.02.20	D/D	Dick Hogbin	400.00	History Website Grant
17.02.20	D/D	PJ Banks	84.55	No parking signs
17.02.20	D/D	Hoist Fencing	30.46	Inv 755
17.02.20	D/D	Move to Linux	31.50	Inv 141019A
17.02.20	D/D	KALC	72.00	Planning Conference
17.02.20	D/D	ACRK	80.00	Membership

17.02.20	D/D	SLCC	180.00	Membership
28.02.20	D/D	J Glass	1166.20	Clerk February Salary

The following Standing Orders / Direct Debits were authorised:

21.02.20	D/D	Talk Talk Business	46.01	Tel / Bband Jan / Feb
27.02.20	D/D	J&F Accounts	28.00	Payroll Charges February
28.02.20	D/D	Mr Paul Agle	3850.00	Highview Services February
10.03.20	D/D	Nest Pension	58.14	Clerk Pension Feb / Mar

**c) To note any income received**

1303. None.

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

1304. Deferred to March Parish Council meeting.

**e) To note bank reconciliation for the period ended 31.12.19**

1305. Deferred to March Parish Council meeting.

**f) To agree Action with Communities in Rural Kent (ACRK) Membership**

1306. ACRK Membership for 2020/21 agreed at a cost of £80.00.

**g) To agree Society Of Local Council Clerks (SLCC) Membership**

1307. SLCC Membership for 2020/21 agreed at a cost of £180.00.

**h) To discuss / agree Fire Action Quote for replacement CCTV Camera**

1308. A quote to supply, install and test a replacement CCTV camera was noted at £672 plus VAT (Fire Action). (Village Hall rear garden camera). Agreed to defer this cost / work until the new financial year. Clerk to diary note.

**[Action: Clerk]**

**i) To agree credit application for Royal British Legion Industries (RBLI)**

1309. The Clerk had applied for a credit account with RBLI – the credit limit would be £500 – all agreed. Cllr Talboys signed the form, the Clerk would return it to RBLI.

**[Action: Clerk]**

**j) To discuss Internal Auditor appointment**

1310. KALC had provided a list of professional auditors who had expressed an interest in assisting Local Councils to meet the independent internal audit requirements. The Clerk noted there were five Kent based auditors on the list. It was agreed the Clerk should email out to ask for quotes to carry out the end of year audit, to ensure that the Parish was getting best value.

**[Action: Clerk]**

**k) Other Finance Issues to note (Responsible Financial Officers Report)**

1311. BANK SIGNATORIES: Cllr Woolway to forward copies of his ID documents to the Clerk.

**[Action: Cllr Woolway]**

1312. The report from Mr Bucket 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]**

**27] To receive the Chair's Announcements**

**1313.** It was agreed to put the following item on the agenda for the next Chair's Meeting:

- Vigo Parish Council would ask why they are not routinely consulted if a planning application (Full Planning or TPO) is amended (with consultations only happening on new applications, or those that have been re-submitted after a withdrawal).

**1314.** Cllr Talboys was concerned about some fences that had blown down in the recent storms, resulting in garage blocks being exposed. It was agreed to write to residents regarding this if they had not made repairs within the next month. This matter would be discussed again at the March Parish meeting.

**[Action: Clerk]**

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

**1315.** PAT Testing had been carried out.

**1316.** Hope Church Sevenoaks in Vigo: Assistance with community needs. The Clerk had spoken to both Mrs Illing and Mandy Cason (Community Warden) and they would now liaise to discuss any projects / needs.

**1317.** David Lane-Cole (Journal typesetter) had asked to put an advertisement in the journal where there was currently a blank space. It was agreed that the Parish would not charge for this as long as there were no paid adverts waiting to go in the place and the spot would be unfilled otherwise. The Clerk had liaised with Mr Lane-Cole who understood the position of the PC.

**1318.** VIGO SQUIRRELS: The Clerk reported that the lady who ran Vigo Squirrels was no longer able to continue with the parent and baby group, and therefore it would be closing as she was unable to find anyone to take it over. This meant that the equipment that had been funded by VPC (and was in the ownership of VPC) would need to be rehomed.

**1319.** The Clerk had emailed all Members and encouraged them to look at and comment on the KCC 5 year draft plan, deadline for responses had been Monday 17<sup>th</sup> February.

**1320.** The following items of correspondence had been made available to all Members:

- NALC Chief Executive's Bulletin
- Lower Thames Crossing Supplementary Consultation (closing date 25<sup>th</sup> March)
- Lord Lieutenant of Kent's Civic Service – to be held on 17<sup>th</sup> March at Canterbury Cathedral
- KALC News January 2020

**29] Dogs Trust "Walk This Way" Campaign 2020**

**1321.** VILLAGE GREEN: Dog fouling. A response had been received, with the Dogs Trust stating they could send a supply of free poo bags and flyers to help with the

fouling issue in Vigo. They were currently awaiting an order of the poo bags, but once they arrived, they would send some out.

The Dogs Trust had also run a popular anti-dog fouling intervention for the past couple of years called Walk This Way, in partnership with Keep Britain Tidy, which has seen a great decrease in the amount of dog waste left in public parks. The project utilises signage, colour-coded route markers and bin stickers to create several fun and adventurous dog walking routes with plenty of litter bins provided along the way. The programme's 2017 pilot saw an impressive 28% overall decrease in dog fouling over a four-week period, and in 2018 they saw an overall decrease of 40% across all sites. They planned on upscaling the project for 2020 by partnering with more local authorities and should have this plan ready in the next couple of months. They asked if VPC would like them to get in touch with when they had more details about the 2020 intervention- Council Members agreed this would be a great idea. Clerk to respond.

**[Action: Clerk]**

**30] Pop Up Café**

1322. The Clerk reported that ACRK had been awarded a further three years funding for the Pop-Up Café. ACRK would like to continue to come to Vigo and the Clerk had responded to say that this would be very welcome in the village. The Clerk had liaised with the Community Wardens and as a result suggested that perhaps it would be good to swap the day for the Café from a Wednesday to a Monday as it was thought more people may be able to attend. As Vigo Squirrels would no longer be running, the small hall would also be available when needed. ACRK said they would consider this and be in touch.

**[Action: ongoing]**

**31] Casual Vacancy**

1323. CASUAL VACANCY: Clerk to advertise in the Vigo Journal. It was agreed to also advertise on Social Media.

**[Action: Clerk]**

**32] To note any nominations for the KALC Community Awards Scheme**

1324. The Clerk had sent the nomination to KALC.

**33] White Post Lane One-Way Revocation**

1325. Due to a large number of objections that were received for the scheme, it was decided after discussion with the County Member that the proposal should be abandoned and not implemented. The following points were noted by VPC:

- There was concern that the signage had been missing / inadequate at the Vigo end of White Post Lane. Vigo residents are much affected by this issue and may well not have known about the proposal, and therefore not commented.



- Cllr Tiran noted that people were ignoring the one-way restriction anyway, and that if KCC would not implement the revocation, they should enforce the restriction.
- It was not clear if the revocation order included a restriction on HGV vehicles – this may have alleviated much of the concern noted by those who objected.
- It was not clear how many objected, and how many were in favour, nor what the objections were.
- The start of the consultation period had been over the Christmas holidays and therefore it was agreed that many people may have been busy and not bothered to comment.

Clerk was to forward these concerns onto KCC and copy Cllr Tiran in the email.

**[Action: Clerk]**

**34] To receive reports from Working Parties**

**a) Covenant Working Party**

1326. 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]**

**35] VE / VJ Day Commemoration 08.05.2020**

1327. Cllr Marsh reported that things were going well with the preparations, and a full update would be available at the March Parish Council meeting.

The Clerk noted that the Civic Office at KCC were running a military events calendar on [www.kent.gov.uk](http://www.kent.gov.uk) KALC thought it would be a great idea if the calendar could be updated with a list of events that were happening across the country to celebrate VE Day. The Clerk would update the calendar after the March Parish meeting.

**36] Reports from Other Organisations and Bodies**

**a) Vigo Village Hall**

1328. Cllr White reported that the discussions on the replacement kitchen door was ongoing amongst the hall committee.

**b) Joint Transportation Board**

1329. None.

**c) Trosley Country Park Liaison Group / Other Trosley Issues**

1330. Next meetings would be held on 05.05.20 & 13.10.20.

1331. Clerk to send a list of meeting dates to Jackie Wells (Visitor and Events Services Officer, based at Trosley Country Park).

**[Action: Clerk]**

**d) Kent Association of Local Councils (Gravesham Group)**

1332. Next meeting March 2020.

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

1333. Cllr Hawkins noted that there had been a house fire in Vigo on New Years Day, and as a result he would like to put an information poster (on smoke alarms) on

the large village noticeboard. This was agreed, but it was agreed to do it sometime after Easter as it would be insensitive to do it any sooner. Clerk to make a diary note.

**[Action: Clerk]**

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

**The public meeting was followed by a closed session.**