



Vigo Parish Council

Vigo Village Hall
The Bay, Vigo Village
Gravesend

Kent DA13 0TD

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TO ALL MEMBERS OF THE COUNCIL: You are hereby summoned to attend a meeting of Vigo Parish Council for the purposes of transacting the following business:

The proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Bodies Regulations 2014

AGENDA FOR THE MEETING OF VIGO PARISH COUNCIL

To be held on Monday 22nd May at 7.30 pm in Vigo Village Hall

- 1) To receive Apologies for Absence
- 2) To receive Declaration of Acceptance of Office forms from Members who were not in attendance at the 15th May Annual Council Meeting.
- 3) To remind Council Members they must complete a Disclosure of Pecuniary Interest Form within 28 days of the election.
- 4) To receive Declarations of Interest from Council Members (if any).
- 5) Questions from the press & public
- 6) Borough & County Councillor representative reports
- 7) Police & Community Warden reports
 - To note recent issues of anti-social behaviour.
- 8) To approve the minutes of the Annual Parish Council Meeting held on 17th May 2023
- 9) To discuss matters arising from previous minutes (not otherwise on the agenda)
(Information only, no motions proposed, or decisions taken under this item)
- 10) End of Year Finance:
 - To note the internal audit report from Lionel Robbins, for the year ended 31.03.23
 - To review and complete the Annual Governance Statement for 2022/23 (AGAR section 1)
 - To review and agree the Accounting Statements 2022/23 (AGAR section 2)
 - To agree and approve the supporting documentation for the AGAR (bank reconciliation, and explanation of significant variances)
 - To agree the dates for the Exercise of Public Rights (proposed dates Monday 5th June to Friday 15th July 2023).
 - To establish if there are any conflicts of interest between Parish Council Members and the External Auditor (Mazars LLP).

- 11) Services (grounds maintenance, grass cutting, tree surgery and future tree projects.
- 12) Planning:

Tree Preservation Orders:

- 104 Timber Bank (20230412) To carry out work to 1 x sweet chestnut & 1 x sycamore.
- Land at School Bungalow (20230373) To fell 1 x Alder.

Full Planning Applications:

- 51 Timberbank (20230364): Erection of single storey front and side extensions and part single storey rear extensions including internal alterations. (Formal ratification of decision made at Full Council 17.04.2023)
- 46 Timberbank (20230443): Retention of partially erected out-building.

Covenant Applications:

- 74 Timberbank: Retrospective application for approval of ground and first floor extension. (Formal ratification of decision made at Full Council 17.04.2023)
- 84 Timberbank: Replacement of one x front window. (Formal ratification of decision made at Full Council 17.04.23).
- 147 Highview: erection of rear extension.
- 132 Highview: retrospective application for approval (conservatory to the rear)
- To note correspondence from resident at 28 Hornbeams with regard to installation of driveway and drop kerb.

Any other planning matters to include:

Fowlers Stone Wood

Enforcement Issues

- 13) Covenant breaches & enforcement of restrictive covenants & properties in disrepair
 - To include discussion on erection of building to the rear of 46 Timberbank
 - To include discussion on erection of building to the rear of 7 Ash Keys
- 14) To discuss any requests from and matters regarding residents.
- 15) The Bay
- 16) To discuss any Kent Highways (Highways Improvement Plan) and / or Gravesham issues
- 17) Drainage.
- 18) Grounds Maintenance / Tree Surgery / Grass Cutting update(s).
- 19) Street Lighting
 - To receive update on the handover from Gravesham Borough Council
- 20) 306 / 308 Bus Service
- 21) Land not in the ownership of Vigo Parish Council

- 22) CCTV
- 23) Parking Issues
- 24) To receive an update and discuss any play area issues (play park & ballpark)
 - To note quote from Safe Play for required work to aerial runway.
- 25) Finance:
 - To note any payments made, payments due & income received.
 - Any other finance issues / Responsible Financial Officers report
- 26) To discuss submitting an application to KCC for the "Parish Council Community Cost of Living Support Grant".
- 27) To receive the Chairs announcements
- 28) To receive the Clerks report and note correspondence received.
- 29) Training
- 30) Reports from other organisations
 - Vigo Village Hall vermin issue
- 31) Working Party Reports
 - Environment infrastructure Working Party: Energy Saving Questionnaire.
- 32) Any other urgent business (at the Chair's discretion)
(Information only, no motions may be proposed, or decisions taken under this item).

Joanne Glass

The Parish Clerk (dated 17th May 2023)