



# Vigo Parish Council

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Vigo Village Hall  
The Bay, Vigo Village  
Gravesend

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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:

## **AGENDA FOR THE MEETING OF VIGO PARISH COUNCIL**

**To be held on Monday 19<sup>th</sup> FEBRUARY 2024 at 7.30 pm in Vigo Village Hall**

- 1) To receive Apologies for Absence
- 2) To receive Declarations of Interest from Council Members (if any).
- 3) Questions from the press & public\*
- 4) Casual Vacancy
- 5) Borough & County Councillor representative reports
- 6) Police & Community Warden reports
- 7) To approve the minutes of the Full Parish Council Meeting held on 15<sup>th</sup> January 2024.
- 8) To discuss matters arising from previous minutes, not otherwise on the agenda \*\*
- 9) Services (grounds maintenance, grass cutting, tree surgery and future tree projects)
- 10) Tree Warden
- 11) Ruts and damage to Community Land.
- 12) Planning:

### Tree Preservation Orders.

- 12 The Paddock: One silver birch in rear garden to be removed. 20240087
- 43 Timberbank: Re-pollarding of Oak Tree. 20240046
- 7 Downs Wood: Crown reduction to Oak Tree. 20240037

### Full Planning Applications.

- 17 Churchside: Erection of a two-storey front extension and insertion of roof light in front elevation. 20240027

### Covenant Applications:

- 3 Bramblebank: Retrospective application for change in cladding (white wood to white upvc); bricking up lower part of downstairs windows; change in windows (white wood to white upvc); replacement porch door.
- 35 Timberbank: To extend driveway (utilising small area of Parish owned land).
- 13 Ferndown: Replacement front window and front door.

### Any other planning matters to include:

- Fowlers Stone Wood
- Enforcement Issues

- 13) Covenant breaches & enforcement of restrictive covenants & properties in disrepair,  
To include a discussion on any businesses being run in breach of covenant.

- 14) To discuss any requests from and matters regarding residents.
- 15) The Bay
- 16) To discuss and Gravesham Borough Council issues and / or Kent Highways issues.
- 17) Parking issues / EVCP issues
- 18) Drainage and Flooding issues. To include discussion on tree works in Timberbank.
- 19) Street Lighting.
- 20) Adverse Possession.
- 21) Rural Housing Needs Survey.
- 22) KCC Kent Parish Winter Support Scheme.
- 23) To review and agree the Vigo Parish Council Emergency Plan.
- 24) Councillor Patches.
- 25) To receive an update and discuss any play area issues (play park & ballpark)
- 26) Finance:
  - To note any payments made, payments due & income received.
  - To discuss & agree Corporate Multi Pay Card application.
  - Any other finance issues / Responsible Financial Officers report.
- 27) Defibrillator Upgrade Programme.
- 28) To receive the Chairs announcements. (To include information received regarding replacing Vigo School Roof).
- 29) To receive the Clerks report and note correspondence received.
- 30) Repair Café
- 31) D-Day 80 year commemorations
- 32) Hearing Loop for the Village Hall
- 33) Memorial Bench
- 34) Equality Impact Assessment 306 / 308 Bus Service
- 35) To receive a report on the Formal Complaints Committee held in January 2024.
- 36) To agree the advert for two positions: Casual Gardener & Clerical Assistant
- 37) Annual Parish Meeting arrangements.
- 38) Training
- 39) Reports from other organisations: None received at time of agenda publication.
- 40) Working Party Reports: None received at time of agenda publication.
- 41) 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 14<sup>th</sup> February 2024)**

\* (Standing Orders state that the Public Session will only take place for 15 minutes, with a member of the public having a maximum of FIVE minutes to discuss their query. Councillors are not obliged to respond to questions during the meeting).

\*\* (Information only, no motions proposed, or decisions taken under this item)