



# Vigo Parish Council

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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:

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

**To be held on Thursday 9<sup>th</sup> January 2025 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) Borough & County Councillor representative reports
- 5) Reports from Kent Police
- 6) To approve the minutes of the Full Parish Council Meeting held on 12<sup>th</sup> December 2024
- 7) To discuss matters arising from previous minutes, not otherwise on the agenda \*\*
- 8) Services (grounds maintenance, grass cutting, tree surgery)
- 9) Planning:
  - Tree Preservation Orders
    - 9 Croftside: 30% reduction to group of hornbeams, 30% reduction of a silver birch, and removal of 1 x silver birch (20241132)
  - Full Planning Applications
    - None at time of agenda publication.
  - Covenant Applications:
    - 15 Highview: replacement window, doors and shed (retrospective application)
    - 3 Churchside: replacement windows and doors (retrospective application)
  - Any other planning matters to include:
    - Enforcement Issues
- 10) Proposal from Cllr Chaplin: that the Parish Council discuss, review and reconsider the way the restrictive covenant is enforced with regard to hedges which are in front of the building line.
- 11) Covenant breaches, enforcement of restrictive covenants & properties in disrepair
- 12) To note any update on matters being dealt with by the Parish Council solicitor
- 13) To discuss any requests from and matters regarding residents.
- 14) To review the Temporary Scheme of Delegation.
- 15) To agree the design of the No Parking Signs on Waterlow Road
- 16) The Bay
- 17) To discuss and Gravesham Borough Council issues and / or Kent Highways issues
- 18) Street Lighting
- 19) Councillor Patches.
- 20) To receive an update and discuss any play area issues (play park & ballpark)
- 21) Community Warden – to note any progress / updates

- 22) To note the Parish Council insurance renewal terms.
- 23) Finance:
  - To note any payments made, payments due & income received.
  - To note the actual vs budget spend for the period ended 31.12.24
  - To note and agree the bank reconciliation for the period ended 31.12.24
  - Any other finance issues / Responsible Financial Officers report.
- 24) To rescind the decision made regarding the precept & budget for 2025/2026 made at the Full Parish Council meeting in December 2024 and to formally agree a revised precept and budget for the period 01.04.2025 – 31.03.2026 in light of the adjusted tax base figure provided by Gravesham Borough Council. (Proposal from the Finance Committee)
- 25) To receive the Chairs announcements
- 26) To receive the Clerks report and note correspondence received
- 27) To note the new Out Of Hours Emergency Phone Number and to consider the purchase of a Parish Council mobile phone.
- 28) KALC Community Awards Scheme – to agree a formal nomination.
- 29) Training
- 30) Reports from other organisations
- 31) Working Party Reports: None received at time of agenda publication.
- 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 5<sup>th</sup> January 2025)**

\* (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)