



Vigo Parish Council

Vigo Village Hall
The Bay, Vigo Village
Gravesend

Kent DA13 0TD

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AGENDA FOR THE MEETING OF VIGO PARISH COUNCIL

To be held on Monday 15th September 2025, 8.15pm, in Vigo Village Hall

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:

- 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 21st July 2025
- 7) To discuss matters arising from previous minutes not otherwise on the agenda **
- 8) To note councillor vacancies and discuss co-option
- 9) Services (grounds maintenance, grass cutting, tree surgery)
- 10) To discuss and agree the cost of a decay assessment for an Ash tree in Timberbank
- 11) To discuss and agree bulb planting project Autumn 2025
- 12) To receive and note the results of the wildflower survey
- 13) To discuss forming a working party to look at tree management & risk assessment
- 14) Flytipping
- 15) Planning:

Tree Preservation Orders

- 20250809: 28 Churchside: crown reduction 2 x oak; reduction of 2 x cherry
- 20250884: 104 Timberbank; removal of sycamore

Full Planning Applications

- 20250765: 297 Highview: Demolition of conservatory. Erection of two storey side / rear extension. Erection of single storey side extension to front porch.

Covenant Applications:

- 13 Hornbeams: installation of pergola (to ratify decision made during summer recess)
- 32 Churchside: new windows
- 32 Timberbank: new windows
- 42 The Coppice: new windows
- 20 Highview: new windows
- 107 Highview: replacement cladding
- 188 Highview: replacement cladding
- 36 Beechmast: installation of driveway and dropped kerb
- 34 Churchside: extension of fence to the rear (fronting onto adjacent footpath)
- 46 Timberbank: amendment of agreed plans, to change single storey rear extension roof from flat to pitched.

Any other planning matters to include:

- Enforcement Issues
- 16) Covenant breaches, enforcement of restrictive covenants & properties in disrepair
 - 17) To agree a covenant working party meeting to agree forward progression with covenant breaches
 - 18) To note any update on issues being with by the Parish Council solicitor
 - 19) To discuss any requests from and matters regarding residents.
 - 20) To discuss site meeting held in Highview and agree a way forward
 - 21) The Bay (to include discussion on shops and KMP Solutions)
 - 22) To discuss and Gravesham Borough Council issues and / or Kent Highways issues
 - 23) To note the ATC survey results from Highways
 - 24) Street Lighting
 - 25) Councillor Patches: to agree a way forward regarding this matter
 - 26) To receive an update and discuss any play area issues (play park & ballpark)
 - Zip wire repair
 - Timber Trail installation (and alternative surfacing suggestion)
 - 27) To receive and note the playpark questionnaire results summary
 - 28) To receive an update on the insurance / subsidence issue (Highview)
 - 29) To note and agree the updated Emergency Plan
 - 30) Finance:
 - To note any payments made, payments due & income received.
 - To note the Actual vs Budget spend for the quarter ended 30.06.25 & the associated bank reconciliation
 - To sign the mandate to update the signatories on the Parish Council bank account
 - To agree opening a new deposit account
 - To note availability of a Bus Shelter grant from KCC
 - Any other finance issues / Responsible Financial Officers report
 - 31) To note and agree the proposed change in "open office hours" for the Parish.
 - 32) To receive the Chairs announcements
 - 33) To receive the Clerks report and note correspondence received
 - 34) Training
 - 35) Reports from other organisations
 - 36) Working Party Reports (none received at time of agenda publication)
 - 37) 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 10th September 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)