



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 20th October 2025, 8.00pm, 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(s) held on 15th September.
- 7) To discuss matters arising from previous minutes not otherwise on the agenda **
- 8) To discuss and agree the proposed co-option policy with regard to two casual vacancies.
- 9) Services (grounds maintenance, grass cutting, tree surgery)
- 10) To consider extending the existing grounds maintenance contract to 31.03.2027 (current contract expires 31.03.2026) as per the contract terms.
- 11) Planning:

Tree Preservation Orders

- 20250929: 132 Timberbank: reduction of 1 x oak
- 20250917: 15 Croftside: fell 3 x hornbeam; remove overhang on remaining Hornbeam
- 20251061: 7 The Coach Drive: reduction of chestnut, cherry, ash and 2 x conifer
- 20251033: 5 The Coach Drive: to reduce oak crown by one third
- 20251019: 1 The Coach Drive: pollard chestnut tree and reduce sumac, reduce laurels (rear garden); reduce 2 x conifer, coppice hazel and chestnut trees, reduce holly, re-pollard chestnut and reduce hornbeam (front garden)
- 20251004: 3 Timberbank: 50% reduction to silver birch
- 20251007: 66 Timberbank: reduction of hornbeam

Full Planning Applications

- 20250962: 46 Timberbank: Application for variation to condition 2 attached to planning permission 20220858.

Covenant Applications:

- 36 Highview: request to change planter height to the front of the property.

Any other planning matters to include:

- Enforcement Issues

- 12) Covenant breaches, enforcement of restrictive covenants & properties in disrepair
- 13) To note the minutes from the Covenant Working Party and consider agreement of any proposals put forward.
- 14) To discuss any requests from and matters regarding residents

- 15) To discuss application from 33 Timberbank to install grasscrete on Parish Land.
- 16) To discuss any update on the Highview land enclosure.
- 17) The Bay
- 18) To discuss and Gravesham Borough Council issues and / or Kent Highways issues
- 19) To discuss the Gravesham Borough Council consultation on the Council Tax Reduction Scheme and agree a formal response.
- 20) To discuss the Government's Pride in Place programme, and funding allocated to Gravesham Borough Council.
- 21) To note the ATC survey results from Highways
- 22) Street Lighting
- 23) To receive an update and discuss any play area issues (play park & ballpark)
 - Zip wire repair
 - Timber Trail installation
 - Safety surfacing repair work
- 24) To receive and note the playpark questionnaire results summary
- 25) To discuss the first draft precept and budget figures for 2026/2027 put forward by the Finance Working Party
- 26) Finance:
 - To note any payments made, payments due & income received
 - To note the Actual vs Budget spend for the period ended 30.09.25 & the associated bank reconciliation
 - To note the completion of the 2025/2026 Annual Governance and Accountability Return.
 - To note and agree the insurance renewal premium for Nov 2025 – Nov 2026
 - Any other finance issues / Responsible Financial Officers report
- 27) To note the Clerks report on applications made for the September round of Grant in Aid applications, and to allocate money accordingly.
- 28) To receive the Chairs announcements
- 29) To receive the Clerks report and note correspondence received
- 30) To agree to adopt the Kent Association of Local Council's Community Award Scheme 2026
- 31) To receive an update from the Clerk on CiLCA progress and discuss and agree study leave.
- 32) Training: to receive any updates on training attending, and note any training booked.
- 33) Reports from other organisations:
 - Trosley Country Park Liaison Group
 - Kent Highways Seminar attendance update
- 34) Working Party Reports:
 - Tree Management and Risk Assessment: update on proposed timeline
- 35) Any other urgent business (at the Chair's discretion)
(Information only, no motions may be proposed, or decisions taken under this item).

CLOSED SESSION

Pursuant to Section 1 (2) of the Public Bodies (admission to meetings) Act 1960, that due to the confidential nature of the next item, the public and press will be asked to leave the meeting.

- 36) To discuss update and agree action on matter being dealt with by the Parish solicitor (covenant breach).

Joanne Glass
The Parish Clerk (dated 15th October 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)