



Vigo Parish Council

Vigo Village Hall
The Bay, Vigo Village
Gravesend
Kent DA13 0TD
Tel: 01732 823337
Email: clerk@vigo-pc.gov.uk
Web: www.vigo-pc.gov.uk

AGENDA FOR THE MEETING OF VIGO PARISH COUNCIL

To be held on Monday 15th June 2026, 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 Annual Parish Council Meeting held on 18th May 2026, and the Full Parish Council Meeting held 18th May 2026
- 7) To discuss matters arising from previous minutes not otherwise on the agenda **
- 8) End of Year Finance:
 - To note the internal audit report for the year ended 31.03.26
 - To review and complete the Annual Governance Statement for 2025/26 (Annual Governance and Accountability Return (AGAR) section one).
 - To review and approve the Accounting Statements 2025/26 (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 17th June to 28th July inclusive)
 - To establish if there are any conflicts of interest between Parish Council Members and the External Auditor (Mazars LLP)
- 9) Services (grounds maintenance, grass cutting, tree surgery, and gardening update)
- 10) Planning:
 - Tree Preservation Orders
 - 20260593: 30 Timber Bank: reduction of silver birch.
 - Full Planning Applications
 - None at time of agenda publication.
 - Covenant Applications:
 - 19 Highview: retrospective application for installation of external flue for wood burner.

- 11) Covenant breaches, enforcement of restrictive covenants & properties in disrepair
- 12) To discuss any requests from and matters regarding residents
- 13) To discuss proposals for cladding / insulation of properties in Vigo
- 14) To discuss provision of Community Warden in Vigo
- 15) To discuss proposal from 81 Timberbank regarding installation of grasscrete
- 16) To discuss recommendation from the Woodland Management Working Party regarding the scope and costing for a full tree survey.
- 17) To note the details of the meeting held with Vigo School regarding winter maintenance.
- 18) To discuss the casual vacancy.
- 19) To note issues with the ballpark and damage to the school fence, and to agree a solution.
- 20) To discuss the encroachment of Parish Council land to the rear of Highview and agree further action as necessary.
- 21) The Bay
- 22) To discuss and Gravesham Borough Council issues and / or Kent Highways issues
- 23) To receive an update on the Pride in Place funding application
- 24) Street Lighting
 - 220 Highview; to agree how to deal with this leaning streetlight
 - Ferndown; to discuss and agree costs for shielding this lantern
- 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
 - Any other finance issues / Responsible Financial Officers report
- 27) To discuss the options for accounting software and agree which supplier to engage.
- 28) To receive the Chairs announcements
- 29) To receive the Clerks report and note correspondence received
- 30) Training
- 31) Reports from other organisations
 - KALC Local Gravesham Group
- 32) Working Party Updates:
 - Woodland Management Working
- 33) 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.

- 34) To receive an update on matter being dealt with by the Parish solicitor (covenant breach)
- 35) To note advice from Electoral Services.

Joanne Glass
The Parish Clerk (dated 10th June 2026)

* (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)