



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 19th October 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 Full Parish Council Meeting held 21st September 2026
- 7) To discuss matters arising from previous minutes not otherwise on the agenda **
- 8) Declaration of Pecuniary Interest forms (to complete any forms outstanding)
- 9) Services (grounds maintenance, grass cutting, tree surgery, and gardening update)
- 10) Planning:

Tree Preservation Orders

- 20260983: 27 Timberbank: removal and trimming of Oak Tree

Full Planning Applications

- 20260987: 2 Bramblebank: Demolition of rear conservatory and erection of a two storey side extension
- 20260978: 1 The Gallops: Erection of a rear conservatory

Covenant Applications:

- 22 Admers Wood: to agree the brick colour for proposed extension
- 2 Highview: application to relocate side fence to boundary line
- 34 Churchside: installation of new fascias, soffits and gutters
- 138 Timberbank: installation of new windows x2
- 99 Timberbank: extension of existing driveway

- 11) Covenant breaches, enforcement of restrictive covenants & properties in disrepair
- 12) To discuss any requests from and matters regarding residents
- 13) To agree draft agreement with regard to installation of grasscrete
- 14) To discuss the encroachment of Parish Council land to the rear of Highview
- 15) To discuss Gravesham Borough Council issues and / or Kent Highways issues
- 16) Road surface improvements issues: Waterlow Road, Harvel Road, Erskine Road

- 17) Highways Improvement Plan: to note clerks report following recent meeting
 - To discuss lack of road markings on Harvel Road
 - To discuss vehicle speeds on Harvel Road
- 18) Annual insurance renewal – to note renewal terms and premium and authorise accordingly
- 19) Street Lighting
 - To note annual report and associated costings.
 - To agree any funding for urgent repairs
 - To note alternative supplier for disconnection / reconnection works
- 20) Ball Park / Play Park – to note any issues
- 21) Play Park surfacing update
- 22) Finance:
 - To note any payments made, payments due & income received
 - To note successful completion of AGAR for the year ended 31.03.26
 - To approve purchase of wildflower seeds
 - To approve purchase of spring bulbs
 - Any other finance issues / Responsible Financial Officer's report
- 23) To receive the Chair's announcements
- 24) To receive the Clerk's report and note correspondence received
- 25) To note the latest progress tracker report
- 26) Training: to note any training attended, and any training opportunities
- 27) Reports from other organisations
- 28) Woodland Management Working Party update
 - To note updates on the village wide tree survey
 - To note any progress via the working party
- 29) Community Working Party update:
 - verbal update from Cllr Meader & the Clerk
 - to discuss sale of raffle tickets across the village
- 30) Grounds Maintenance Working Party:
 - To note progress on the grounds maintenance tender process.
 - To delegate authority to the Parish Clerk, in consultation with the Grounds Maintenance Tender Working Party, to finalise and approve the tender documentation, confirm the procurement procedure and arrangements, and authorise publication of the grounds maintenance tender.
 - To approve amendments to Standing Orders 18(c)(iii) and 18(c)(iv) to permit secure electronic tender submission and opening.
 - To approve corresponding amendments to the Council's Financial Regulations to accommodate electronic tendering.
- 31) Finance working party – to note the dates set for provisional discussion of 2027/28 budget
- 32) 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, due to the confidential nature of the next item, the public and press will be asked to leave the meeting.

- 33) To receive an update on matter being dealt with by the Parish Council's solicitor (covenant breach)

Joanne Glass

The Parish Clerk (dated 14th October 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)