

**VIGO PARISH COUNCIL**  
**Minutes of the Full Parish Council Meeting**  
**held in Vigo Village Hall on Thursday 12<sup>th</sup> December 2024 at 7.30pm.**

Present	Cllr Pat Banks (in the Chair); Cllr Jim Haslem; Cllr Elliott Hulf; Cllr Mandie Jones; Cllr Alan White; Cllr Andy Woolway. Mrs Joanne Glass (Clerk). Ms Clare Collings (Assistant Clerk) from 8.20pm.
In Attendance	None.

**1]            To receive apologies for absence**

732. Cllr Simon Chaplin; Cllr Sharon Cottam; Cllr Dave Hawkins.

**2]            To receive declarations of interest from members (if any)**

733. None.

**3]            Questions from the press & public**

734. None.

**4]            Borough & County Councillor representative reports**

735. None.

**5]            Reports from Kent Police / Police issues to be noted**

736. PC Jo Hammond had emailed to inform that she had been moved away from Rural Policing to perform a special role for a six-week period. During this time, PC Joe Dallarda would be covering the position and would be attending as many public engagements as possible, as well as patrolling the rural beats and keeping an eye on issues raised. Contact details for PC Dallarda had been supplied.

It was noted that PC Dallarda had attended the Vigo Pop Up Café on Friday 6<sup>th</sup> December. This had been a very busy event, with 35 residents in attendance. PC Dallarda had spent a lot of time speaking with residents and making himself known – this had been well received by those who attended the café.

**6]            To approve the minutes of the Full Parish Council Meeting held on 21<sup>st</sup> November 2024**

737. The minutes from the Full Parish Council Meeting held on 21<sup>st</sup> November 2024 were noted and agreed, then signed by Cllr Banks (as Chair) having been accepted as an accurate record of the meeting.

**7]            To discuss matters arising (not otherwise on the agenda)**

738. GAS MAINS REPLACEMENT WORKS IN VIGO: The Clerk had emailed the timetable to all Members and posted the information on Facebook as agreed.

**[Action: Clerk]**

739. ADVERSE POSSESSION: Land to the rear of 112 – 200 Highview. The Clerk had not applied for Adverse Possession as yet. The Clerk would discuss this with Cllr Banks in the New Year.

**[Action: Clerk]**

740. HEARING LOOP FOR SMALL VILLAGE HALL: The Clerk had not set this up as yet but would do so as soon as possible.

**[Action: Clerk]**

741. The Clerk noted that the Standing Orders would also need to be reviewed as 18f & 18g referred to the EU and therefore needed to be updated.

**[Action: Clerk]**

742. PEST CONTROL: TREE STUMP OPPOSITE 22 CHURCHSIDE: The Clerk reported that this trap had not been activated any more, which would suggest there was no rat activity in this area. The Clerk would have the trap collected and stored for future use.

743. Wi-Fi in the village hall. The upgrade work had been scheduled. The village hall would fund this work.

**[Action: ongoing]**

744. DEFIBRILLATORS: The Clerk had found an alternative (cheaper) supplier for the defibrillator cabinet, which had now been purchased and delivered. The Clerk would now liaise with Cllr Hawkins and the village hall regarding installation.

**[Action: Clerk]**

745. Single Point of Access Number. The Clerk would meet with Cllr Hawkins before Christmas to set this service up. This would mean that an emergency number could be advertised over the Christmas and New Year period.

**[Action: Clerk]**

746. UNDERPASS: The Clerk had made a diary note to revisit this matter in February.

747. TO REVIEW THE TEMPORARY SCHEME OF DELEGATION: Scheduled for the January Parish Council meeting.

748. The Clerk had posted details of the timetable for works online as agreed.

749. FOOTBALL TRAINING SESSIONS: The Clerk had responded to Mr Jarrett as agreed.

750. REMOTE MEETING AND PROXY VOTING CONSULTATION: The Clerk had responded to this as agreed.

**8] Services**

**Grounds maintenance**

751. Overgrown vegetation in the garage area to the side / rear of 30 The Coppice. Highview Services to hire a digger to clear this area.

**[Action: Highview Services]**

752. Grounds Works record sheets. The Clerk would send the November and December record sheets when they were available.

**[Action: Clerk]**

753. TIMBERBANK LEAF FALL / DRAINAGE ISSUES: The main leaf fall had now finished. No photographs had been taken this year, but the situation would be monitored next Autumn.

- 754.** DAMAGE TO COMMUNITY LAND OUTSIDE VIGO SCHOOL. The Clerk reported that Parish land had been damaged by a small 3-wheeled forklift truck which had been supplying materials for the new school roof and got stuck in the mud. Photographs were supplied. The Clerk informed that the contractor had stated the land would be reinstated once they had managed to free the truck from the mud, which had proved to be problematic. The situation would be monitored – details of the contractor were known should the matter need to be taken further.

**[Action: ongoing]**

**Grass cutting**

- 755.** Nothing to report.

**Trees**

- 756.** ADMERS WOOD: request to have trees pruned back (trees located directly next to house / garden fence). Highview Services informed that some remedial cutting would be carried out in the new year. The Clerk had updated the resident.
- 757.** HIGHVIEW: DAMAGED FENCE: The Clerk had responded to the resident as agreed.
- 758.** HIGHVIEW: WORK TO CUT BACK VEGETATION / TREES TO THE SIDE AND REAR OF PROPERTIES: This work was planned for the winter period. Overhang would be cut back and an ash tree (which was leaning) would be removed. The Clerk had updated the residents.
- 759.** THE GALLOPS: Overhanging trees to be cut back. This work was on the winter tree list. The Clerk had updated the resident.
- 760.** Timberbank. Land ownership to the rear. The Clerk had not yet written to the residents but would do so as soon as possible.

**[Action: Clerk]**

- 761.** CROFTSIDE: Overhanging tree to the front. The Clerk confirmed this work was on the job list for the winter period. The Clerk had updated the resident.
- 762.** CHURCHSIDE: The Clerk had updated the resident as agreed.
- 763.** BEECHMAST: The Clerk had updated the resident as agreed.
- 764.** THE GALLOPS: Tree between 4 & 5 The Gallops which the resident felt was encroaching onto the roof of no.5. Highview Services did not think there was anything located on Parish land causing an issue. Cllr Banks had also inspected the area and noted that the tree in question was on private land. No action was required by the Parish Council. Clerk to update the resident.

**[Action: Clerk]**

- 765.** HIGHVIEW: Request for overhanging branches to the rear to be cut back. The Clerk had updated the resident as agreed.
- 766.** TIMBERBANK: Request for work to the trees at the side of the property. The Clerk had updated the resident as agreed.
- 767.** DOWNSWOOD: Before the Clerk had had the opportunity to formally respond to the resident (to state that there were no plans to carry out any more work in this area), she had been informed that some illegal tree works had been carried out.

Photographs had been taken and were shown to Members. The Clerk reported that both Highview Services and the Parish Tree Warden had inspected the damage caused.

The Tree Warden reported that the work carried out was very poor and clearly not done by a qualified tree surgeon. As well as limbs having been removed from several hornbeam trees, a cherry tree had also been removed to ground level.

The Clerk confirmed that no application to Gravesham Borough Council to carry out work to protected trees had been made. It was also noted that the trees had been cut back much further than the boundary line of the property.

The following was agreed:

- To report this matter to Gravesham Borough Council, as works had been carried out to trees with Tree Preservation Orders without prior approval.
- To report the matter to the police as criminal damage.
- To seek advice from the Parish Council solicitor. It was anticipated that the solicitor would write to the resident to seek compensation for the damage carried out. The Clerk would speak to Highview Services to establish how much tree surgery would be needed to make good the poor work that had been carried out, and how much it would cost to plant a good size cherry tree to replace the one that had been felled.

**[Action: Clerk]**

- 768.** TIMBERBANK: Cutting back overhang from Ash tree to the rear. The Clerk had updated the resident as agreed.
- 769.** Timberbank: request for oak tree (to the side) to be cut back as the branches were overhanging (filling the gutters with leaves) the resident was also concerned about damage to the roof. Highview Services had agreed that some remedial work needed to be carried out to this tree. The work would be carried out over the winter period. The Clerk had updated the resident.
- 770.** Highview: request to remove / prune back existing conifer trees to the front, and plant climbers on the remaining trunks. The Clerk had written to the resident to ask for further details, which had been provided. The Parish Council would prefer the conifers to be removed entirely, however, it was agreed that there would be no objection to the proposal as long as what remained was no higher than the adjacent porch roof, and did not form a continuous barrier, being at least 50% open. Clerk to write to the resident.

**[Action: Clerk]**

- 771.** TREES ON HARVEL ROAD TO THE REAR OF HIGHVIEW.

No progress had been made on this project as yet – the Clerk was waiting for a quote to establish the likely cost. It was anticipated the work would be carried out over the winter period. Letters would be sent to residents in advance.

A rolling programme of work for other areas of the village would be established once this original area had been costed.

**[Action: ongoing]**

772. RUBBISH AND DUMPING TO THE REAR OF HIGHIEW PROPERTIES. The Clerk had not yet drafted a letter but would liaise with Cllr Banks regarding this in the New Year.

**[Action: Clerk]**

9]

**Planning**

**Local authority tree preservation applications**

773. None at the time of agenda publication.

**Full planning applications**

774. 20241043: 13 Stonecroft: Erection of a single storey rear extension with two roof lights. Erection of a front porch. Conversion of the garage to habitable space with one roof light. Removal of chimney stack. Changes to fenestration. This application was discussed at some length. Cllr White was concerned about over development of the site, but this view was not shared by all Members. There was concern that the proposed front porch would be in front of the original building line, and that this would constitute a covenant breach. The Clerk was to respond to GBC accordingly.

**[Action: Clerk]**

775. 638: 20241032: 102 Timberbank: Demolition of garage. Erection of single storey side and front extension with three roof lights. Replacement of porch roof with pitched roof. This matter had been discussed at the November Parish Council meeting, but as due notice of the application had not been given on the November Agenda, the decision needed to be ratified at the December meeting. It was formally agreed that there were no objections to this application. The Clerk was to respond to Gravesham Borough Council.

**[Action: Clerk]**

**Covenant applications**

776. Admers Wood: single storey front & rear extension. The Clerk had written giving approval as agreed.
777. Highview: installation of heat pump. The Clerk had responded giving covenant approval as agreed.
778. The Covert: rear extension (retrospective application). The Clerk had written giving retrospective approval as agreed.

**Other planning matters**

779. None.

**Enforcement issues**

780. Churchside. The Clerk would ask Planning Enforcement for an update in time for the January Parish Council meeting.

**[Action: Clerk]**

781. Admers Wood property in disrepair: Filed as pending. The Clerk would review this again in three months.

782. ASH KEYS: property in a state of disrepair. The Clerk had received complaints regarding this property. The Clerk had reported this to Planning Enforcement but had not received a response as yet.

**[Action: ongoing]**

**10] Covenant breaches & enforcement of restrictive covenants & properties in disrepair**

**Properties in breach of covenant**

783. Timberbank. Porch in front of the building line. This matter was now with the Parish Council solicitor. No update had been received as yet.

**[Action: ongoing]**

784. BEECHMAST: The Clerk reported that a large amount of work had now been carried out at this property. The front hedge and gate had been completely removed. The side hedge remained. The Clerk was to write to the resident to thank them for their prompt attention to this matter and remind the resident that the side hedge would also need attending to.

**[Action: Clerk]**

785. BEECHMAST: Site meeting to be agreed – Clerk to arrange. Cllr Banks and Cllr Haslem to attend.

**[Action: Clerk]**

786. WOODSIDE: Hedge to the front in breach of covenant. Clerk to arrange a site meeting with the resident to discuss the breach.

**[Action: Clerk]**

787. WOODSIDE: Hedge to the front in breach of covenant. The Clerk would look up previous correspondence on this matter before the January Parish Council meeting.

**[Action: Clerk]**

788. DOWNSWOOD: Hedge to the front in breach of covenant. The Clerk had sent a standard breach letter. No response had been received as yet.

**[Action: pending]**

789. TIMBERBANK: Noted that this property had installed grey cladding at some point. No application for covenant approval had been made. The Clerk was to write to the resident to state the property was now in breach of covenant.

**[Action: Clerk]**

**To discuss businesses being run from home (covenant breach)**

790. Dog Grooming: The Clerk had responded to the business owner as agreed.

**11] To discuss requests from and matters regarding residents**

791. TO AGREE THE LOCATION OF A MEMORIAL BENCH (Erskine Road, end of Chestnut Lane). The Clerk had responded to the enquirer as agreed. The Clerk was in the process of drafting a Memorial Bench Policy and would finalise this before making a formal offer to the enquirer. The Clerk would also make sure there were no

objections from the people who lived nearest to the agreed location. Finally, the Clerk would ensure the £500 charge would cover the purchase of the bench, delivery and installation costs.

**[Action: Clerk]**

792. ELECTRIC VEHICLE CHARGING POINT: The Clerk had been contacted by someone who would like to see a community electric car charging point installed in the public parking spaces for 201-259 Highview. The Clerk had clarified that the resident specifically meant a public charging point for any members of the public to use. It was noted that the land in question was not Parish land, and was privately owned, and therefore the Parish Council were not able to assist with this. The Clerk was to respond accordingly.

**[Action: Clerk]**

**12]        To agree the design of the No Parking Signs on Waterlow Road**

793. WATERLOW ROAD NO PARKING SIGNS: These signs had not been redesigned as yet. A draft design would be presented to a future Parish Council meeting.

**[Action: Clerk]**

**13]        The Bay**

794. Christmas Tree for The Bay. The Clerk had responded to the resident as agreed.

**14]        To discuss any Gravesham Borough Council issues and / or Kent Highways issues**

795. DOG DIRT / REFUSE BIN NEAR THE UNDERPASS (Admers Wood side) LOCATED IN WRONG POSITION. No update from GBC.

**[Action: ongoing]**

796. SALT BINS (funded by Cllr Sweetland): no update – Clerk to chase. \*Post meeting note: the salt bins will be installed by the end of January 2025.

**[Action: Clerk]**

797. Gravesham Borough Council had contacted the Parish Council as they had created a simple “5 steps” information flyer and posters to illustrate how to be prepared for an emergency. This information had been published online and on the Parish Council noticeboards.

**15]        Street lighting**

798. OUTSTANDING WORKS TO STREETLIGHTS, TO BE CARRIED OUT BY GBC / KCC. The Clerk had been advised that outstanding works were due to be completed in January 2025.

**[Action: ongoing]**

799. STREET LIGHT OUTSIDE 140/142 HIGHVIEW: Request from resident to have the adjacent tree & bush cut back as it was impeding the light. The Clerk had asked Highview Services to attend to this.

**[Action: ongoing]**

800. LED UPGRADES: The Clerk had emailed Mr Bonner and asked him to programme in the remaining eight LED upgrades.

**[Action: ongoing]**

**16] Councillor Patches**

801. The next reports were due in December and would be noted at the January Parish Council meeting.

**17] To receive an update and discuss any play area issues (play park & ballpark)**

802. FEBRUARY 2024 REPORT (received November 2024): The Assistant Clerk would look through the report and get quotes for any remedial work required.

**[Action: Assistant Clerk]**

803. PLAY PARK LITTER BIN: The Clerk had submitted a request for the existing (open top) bin to be replaced with a newer (more closed in) style bin.

**[Action: ongoing]**

**18] Community Warden service in Vigo: to note results of public consultation and consider sponsorship.**

804. The Community Warden Consultation (Are you in favour of Vigo Parish Council sponsoring a Community Warden for one day a week in Vigo at average cost per household £12.44 per year?) had been delivered to all properties in the village. Responses had been made via an online poll, or by completing the paper survey.

The Clerk noted a 14% response rate by elector (212 responses from a total electorate of 1,514). There was a 20% response rate by household (164 responses from a total of 798 properties). The vote split was very clear with a resounding 75% of people voting YES, and 25% voting NO.

Copies of the comments received had been made available to all Council Members.

Due to the overwhelming support for the proposal, it was agreed, unanimously, to progress with engaging a Community Warden, for one day a week, from 1<sup>st</sup> April 2025, as per the sponsorship programme offered by KCC.

Clerk to respond to Kent County Council accordingly. The Clerk would publish the results on Facebook and in the next newsletter.

**[Action: Clerk / Cllr Haslem]**

805. Cllr Banks reported that she had written to Charmaine Keatley (KALC) regarding the Community Warden issue. KALC would be taking this matter up at County Level. There were concerns that removing the warden part way through an already funded financial year was not appropriate.

**19] Finance**

**To note any payments made since the last meeting**

- |      |          |     |                 |        |               |                |
|------|----------|-----|-----------------|--------|---------------|----------------|
| 806. | 09.12.24 | D/D | Nest            | 132.12 | Clerk pension | LGPSR 2013     |
|      | 04.12.24 | D/P | Defib Warehouse | 399.48 | Defib Cabinet | LGA 1972 s.137 |

**To authorise payments due**

- 807.** The following payments would be authorised by two of either Cllr Banks, Cllr Woolway, or Cllr White:

12.12.24	D/P	Danny MacKay	15.00	Bus Shelter Clean	LGA 1892 s.8(1)(i)
12.12.24	D/P	Streetlights	78.30	Streetlight repairs	PCA 1957 ss.3(1) & 7, HA 1980 s.301
12.12.24	D/P	Viking Stationery	85.44	Stationery	LGA 1972 s.111
12.12.24	D/P	SLCC	240.00	Membership	LGA 1972 s.111
12.12.24	D/P	SLCC	85.00	Membership	LGA 1972 s.111
12.12.24	D/P	Vision ICT	20.00	Email set up	LGA 1972 s.142
20.12.24	D/P	Salaries	2634.11	Dec salaries / backpay	LGA 1972 s.112(2)
22.01.25	D/P	HMRC	2190.91	Third quarter PAYE	LGA 1972 s.112(2)

- 808.** The following is a summary of the monthly spend on the Corporate Multi Pay Card (£143.88 to be paid by direct payment on 16.12.24)

Viking Print House	114.49	C/Warden Survey	LGA 1972 s.111
Single Point Access Fee	10.80	Em. Phone	LGA 1972 s.111
KALC	9.60	AGM	LGA 1972 s.111
Microsoft 365	5.99	Monthly Storage	LGA 1972 s.111
Monthly Fee	3.00	Charges	LGA 1972 s.111

- 809.** The following Standing Orders / Direct Debits were authorised:

08.12.24	D/D	Gravesham BC	94.00	Paladin Bins	LA 1983 s.5
25.12.24	D/D	J&F Accounting	35.76	Payroll Fees	LGA 1972 s.111
28.12.24	D/D	Highview Services	5368.57	Grounds Maint.	OSA 1906 s 9&10
27.12.24	D/D	British Telecom	10.87	Phone & B.Band	LGA(FP)A 1963 s.5
					LGA 1972 s.111
31.12.24	D/D	Unity Trust Bank	8.25	Bank Charges	LGA 1972 s.111

- 810.** A transfer of £12,000 was agreed to cover outgoings.

- 811.** INCOME: None.

### **Other finance issues to note & Responsible Finance Officer's report**

- 812.** Adobe Acrobat licence. The Clerk would now look into purchasing this licence.

**[Action: Clerk]**

- 813.** KENT PARISH COUNCIL WINTER SUPPORT SCHEME: The Clerk was under the impression that there were still one or two vouchers left to give out – she would liaise with the Community Warden regarding this. Vouchers had been given to the school as agreed.

**[Action: Clerk]**

- 814.** Purchase of Ink Tank Printer. The Clerk had not managed to research this as yet but would prepare a report for a future Parish Council meeting.

**[Action: Clerk]**

815. As agreed, the Clerk had emailed the Heart of Kent Hospice to inform them that there were no grant funds available for the current financial year, but that an application could be considered after 1<sup>st</sup> April 2024.

**20]      To formally agree the budget & precept requirement for the 2025/2026 financial year.**

816. Following the results of the Community Warden survey, Cllr Pat Banks proposed that the Parish Council set their budget for 2025/2026 at £169,830, with a precept figure of £149,205. This would enable the sponsorship of a Community Warden for one day a week, and also additional tree surgery to be carried out. This budget / precept would result in a 9.65% increase. This was seconded by Cllr Mandie Jones and agreed by all Members. Clerk to write to Gravesham Borough Council.

**[Action: Clerk]**

**21]      To receive the Chairs announcements**

817. The Clerk had arranged for a dedicated tree warden email address to be set up: [treewarden@vigo-pc.gov.uk](mailto:treewarden@vigo-pc.gov.uk)
818. Driving Miss Daisy: Cllr Banks had liaised with this organisation and provided details which would be useful for them when applying for grant funding. Cllr Banks had provided the bus timetable (to show that the service was not frequent). Census figures were also provided. Information on distances from Doctors Surgeries were given. The Clerk had also provided details of the number of electors in the village.
819. The next Parish Chairs meeting was scheduled for 15<sup>th</sup> January 2025. Agenda items needed to be submitted by 2<sup>nd</sup> January 2025. Items for discussion were noted as:
- National Planning Policy Framework – impact for Gravesham Green Belt
  - Abandoned Vehicle (caravan in Commority Lane).

The Clerk would liaise with Cllr Haslem and Cllr Banks regarding this.

**[Action: Clerk]**

820. KALC had invited Cllr Banks to their first Chair's Networking Forum where there would be opportunities to discuss any issues share best practice and received relevant updates. Cllr Banks intended to attend the zoom meeting.

**22]      To receive the Clerk's report and note correspondence received**

821. Details of the Mayor's New Year Service had been sent to all Members.
822. The Clerk reported that she had attended KALC's first Clerks' Forum online. It had been fairly useful, and the Clerk hoped to attend future events if possible. The next event was scheduled for Friday 7<sup>th</sup> March at 10am.
823. Kent Libraries had contacted the Parish Council to ask for assistance in advertising for volunteers for their Home Library Service. Posters had been provided. The Clerk would advertise these.

**[Action: Clerk]**

**23]      Training**

824. Cllr Hulf had attended the Nuts & Bolts training online and reported that he had found it interesting. The presentation provided would be sent to the Clerk, so it could be forwarded onto all Members for information.

**24]        Reports from other organisations**

825. The Repair Café asked if they could put a poster in the Waterlow Road noticeboard on a monthly basis, to advertise their event. This was agreed, the Clerk would provide a key.

**[Action: Clerk]**

**25]        Working Party Reports**

826. The Clerk had been contacted by Freya Prince, asking when the working group would be meeting to discuss wildflower planting / growing season. The Clerk had emailed Cllr Jones to ask if a working party would be scheduled soon.

**[Action: Cllr Jones]**

**26]        Any other urgent business (at Chairman's discretion)**

827. None.

**There being no other business,  
the meeting of the Full Parish Council was closed at 20.40 hours.**