

**VIGO PARISH COUNCIL**  
**Minutes of the Full Parish Council Meeting**  
**held in Vigo Village Hall on Thursday 13<sup>th</sup> March 2025 at 7.30pm**

Present	Cllr Pat Banks (in the Chair); Cllr Sharon Cottam; Cllr Elliott Hulf; Cllr Alan White; Cllr Andy Woolway. Mrs Joanne Glass (Clerk)
In Attendance	None.

**1]            To receive apologies for absence**

1046. Cllr Simon Chaplin; Cllr Jim Haslem; Cllr Dave Hawkins; Cllr Mandie Jones.

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

1047. None.

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

1048. None.

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

1049. None.

**5]            Reports from Kent Police**

1050. 932: Fraud Prevention Advice available to residents: An article on this would be put in the Annual Newsletter.

**[Action: Clerk]**

1051. 933: Kent Fire & Rescue – home fire safety visits. The Clerk would liaise with the Community Warden regarding this.

**[Action: Clerk]**

1052. The Monthly Parish Council Update had been received from the police and circulated by the Clerk. There had been no crimes of note reported in Vigo during February.

**6]            To formally sign the meeting notes from the zoom meeting held on 9<sup>th</sup> January 2025**

1053. The meeting notes from the zoom meeting held on 9<sup>th</sup> January 2025 were noted and agreed, then signed by Cllr Banks (as Chair) having been accepted as an accurate record of the meeting.

**To approve the minutes of the Full Parish Council Meeting held on 13<sup>th</sup> February 2025.**

1054. The minutes from the Full Parish Council Meeting held on 13<sup>th</sup> February 2025 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)**

1055. 937/840/744/593/487/302/179/150/1494/1250/1209/1079/952/820: DEFIBRILLATORS: Relocation of existing defibrillator in The Villager, to the outside of the village hall / defibrillator maps to be re-printed. No update. The Clerk would liaise with Cllr Hawkins.

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

1056. 939/917: PURCHASE OF PARISH COUNCIL MOBILE PHONE. No update.

**[Action: Cllr Woolway]**

1057. 1014/878/791/669: TO AGREE THE LOCATION OF A MEMORIAL BENCH (Erskine Road, end of Chestnut Lane). The Clerk had not yet drafted a Memorial Bench Policy but would do so as soon as possible.

The owners of 2 Chestnut Lane had not contacted the Clerk with any objections to the bench location.

**[Action: Clerk]**

1058. 1015: MEMORIAL BENCH COST: The Clerk had spoken to the person who wanted to have a memorial bench installed in Vigo. The Clerk had explained the cost would be £600, they did not have any objections to this. The memorial plaque would be organised by the family and sent to the Clerk. As a result of this, the donation amount would reduce to £550. The Clerk would organise the purchase and delivery of the bench once the funds had been received.

**[Action: Clerk]**

1059. 1027: Grant Funding: Parish Council Support Scheme. An application had not been made to this scheme, as on further reading the Clerk realised that the Parish would not be able to fulfil all the necessary requirements at this time.

1060. 1028: Government consultation on Standards and Conduct: the Clerk had submitted a response on behalf of the Parish Council.

1061. 1039/838/741/590/413/307/280: The Clerk had updated the Standing Orders as agreed. These would now be published online.

**[Action: Clerk]**

1062. Gas Mains Replacement Works: The Clerk had spoken to WCB Utilities who had confirmed that the works in Croftside were not likely to be completed until after the summer holidays (as they had no availability). However, if this were to change and an opportunity arose, they would be sure to contact the Clerk and let the Parish know.

## **8] Services**

### **Grounds maintenance**

1063. 941/842/751/600/414/309/187/49/1382/1253: Overgrown vegetation in the garage area to the side / rear of 30 The Coppice. The Clerk had spoken to the resident who agreed they were still happy to maintain the area once the soil had been levelled. The Clerk had chased this up with Highview Services.

**[Action: Highview Services]**

1064. 843/752/601/415/310: Grounds Works record sheets. The Clerk would send out the February records when they were ready.

**[Action: Clerk]**

1065. 943/844/754: DAMAGE TO COMMUNITY LAND OUTSIDE VIGO SCHOOL. No update, the work at the school was still in progress.

**[Action: ongoing]**

- 1066.** 944: RUTS: in addition to the damage to community land outside the school, noted above, it had been observed that more damage had been caused to other areas of community land in and around the car park area. The Clerk had not found any significant evidence on CCTV so was unable to pursue the matter.
- 1067.** 946: 33 Timberbank (ruts on Parish Land). The Clerk had written to the resident as agreed.

**[Action: ongoing]**

- 1068.** 947: 214 Highview. Noted that the rubbish here formed part of an ongoing issue with flytipping in this area, and as such the resident would be written to along with the other properties here. Please refer to minute 1073.
- 1069.** 948: 69 Timberbank: leaves swept into the road. The Clerk had written to this resident as agreed. No response had been received as yet.

**[Action: ongoing]**

- 1070.** Damaged land Waterlow Road / Croftside. A resident had reported some land which had been damaged by a Waitrose delivery van. Photographs had been supplied. This was part of an ongoing issue and the resident asked if bollards could be installed in the area. This was agreed by Parish Council. The Clerk was to speak to Highview Services regarding the installation of bollards and also speak to Waitrose regarding the damage.

**[Action: Clerk]**

### **Grass cutting**

- 1071.** Nothing to report.

### **Trees**

- 1072.** 950/847/760/616: 1-9 Timberbank. Land ownership to the rear. The Clerk had sent maps to Cllr Banks and would go and look at the site to establish ownership.

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

- 1073.** 951/851/771/632/564/448/335/325: TREES ON HARVEL ROAD TO THE REAR OF HIGHVIEW. The Clerk had spoken to Highview Services. They had contacted Mills Tree Surgery who had quoted £895 for a day's work with a three-man team. There was a budget available for this, so the Clerk had agreed the work with Cllr Banks and Cllr Haslem and told Highview Services to go ahead and book the work in as soon as possible. The work to the rear of 214-224 would be tackled first and would take an estimated two days. The tree surgeon was booked for one day initially to make sure the Parish were happy with the work carried out.

**[Action: Clerk]**

- 1074.** 952/852/772: RUBBISH AND DUMPING TO THE REAR OF HIGHIEW PROPERTIES. The Clerk had wanted clarification of the land ownership of this land before writing to the residents. The area in question was confirmed as Parish land, and therefore it was agreed to write. The Clerk would liaise with Cllr Banks.

**[Action: Clerk]**

- 1075.** 953: 25 Ferndown: The resident had contacted the Clerk to chase up the outstanding work at this property (dead silver birch to be removed). The Clerk had spoken to Highview Services who hoped to carry out the work by the end of April. The Clerk had updated the resident.

1076. 954: 221 Highview: The Clerk had updated the resident.
1077. 957: 190 Highview: possible subsidence damage. The Clerk had asked Highview Services to establish if the trees were on Parish Land. The map showed that the area in question was partly owned by the Parish Council and partly unregistered. The Clerk would report back to the next meeting. In the meantime, the Clerk had acknowledged the letter from Innovation (on behalf of the resident) and had also reported the matter to Gallager (on behalf of the Parish Council insurers, Axa).

**[Action: ongoing]**

1078. 42 Timberbank: Ash Tree on community land opposite 42 Timberbank. The resident noted that this tree had a large hole and was worried that the roots were rotting. The Clerk had spoken to Highview Services who reported there was some basal rot and as such the tree would need to come down at some point. The Clerk had updated the resident. The work was on the list of work to be programmed.
1079. 152 Highview: The resident was concerned about the trees bordering the property. The branches were overhanging the property and in a recent storm a branch had fallen and damaged the fence. There was ivy on two of the trees. The Clerk agreed to speak to Highview Services about this.

**[Action: Clerk]**

9]

## **Planning**

### **Local authority tree preservation applications**

1080. 13 The Coppice: to fell 1 x silver birch (20250128). No objections.
1081. 9 Downswood: to remove 1 x cherry & 1 x sycamore (20250160). No objections.
1082. 65 Timberbank: pollard 1 x sweet chestnut & crown lift 1 x sweet chestnut (20250187). No objections.
1083. 3 Croftside: removal of 1 x silver birch to ground level (20250188). No objections.

### **Full planning applications**

1084. 959: 39 Admers Wood: Erection of single storey front extension. The original application for this property (front and rear extensions) had been turned down by Gravesham Borough Council. The application had been resubmitted without the rear extension. The Parish Council had no objections to this application (Clerk to state that finishes should match the original and the resident should ask for covenant approval). The Clerk would respond to GBC planning.

**[Action: Clerk]**

### **Covenant applications**

1085. 963: The Clerk had been contacted about a timber outbuilding which had been erected in a Highview rear garden. The Clerk had written to the resident as agreed.

**[Action: ongoing]**

1086. 964: 14 Timberbank: The Clerk had written giving covenant approval as agreed.
1087. 79 Highview: replacement of flat roof over porch and integrated garage with slate tiled roof. Photographs and details had been supplied. There were no objections to this. Clerk to write giving covenant approval.

**[Action: Clerk]**

1088. 152 Timberbank: request for permission to replace wooden front door with a composite unit. The new door would be black. The door would be in keeping with the front doors of the neighbouring properties. There were no objections to this. Clerk to write giving covenant approval.

**[Action: Clerk]**

**Other planning matters**

1089. None.

**Enforcement issues**

1090. 966/860/780/654/474/355/235/89/1418/1285: 31 Churchside. No update.

**[Action: ongoing]**

1091. 967/861/782/658: 2 ASH KEYS: property in a state of disrepair. No update.

**[Action: ongoing]**

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

**Properties in breach of covenant**

1092. 972/869/784/660/478: 19 BEECHMAST: The Clerk had written to the resident as agreed, asking for a site meeting.

**[Action: ongoing]**

1093. 973/870/785: 22 BEECHMAST: The Clerk had written to the resident as agreed. The Clerk had asked for the hedge to be reduced in the Autumn, to avoid bird nesting season. The Clerk would make a diary note to revisit this later in the year to ensure the work had been carried out.

**[Action: Clerk]**

1094. 974/871/786/662: 5 WOODSIDE: Hedge to the front in breach of covenant. The Clerk had emailed the resident to ask for a site meeting.

**[Action: ongoing]**

1095. 975/872/787/663: 7 WOODSIDE: Hedge to the front in breach of covenant. The Clerk had noted that some work had been carried out to this hedge, before a follow up letter had been sent. The Clerk had spoken with Cllr Banks and agreed the best way forward would be to meet the resident, and as such the Clerk had written to ask for a site meeting to be held.

**[Action: ongoing]**

1096. 976/873/788/664: 6 DOWNSWOOD: Hedge to the front in breach of covenant. The Clerk had written to ask for a site meeting.

**[Action: ongoing]**

1097. 977/875: 37 Churchside: The Clerk had written to request a site meeting as agreed.

**[Action: ongoing]**

1098. 978: 9 The Paddock: the Clerk had written to no.9 regarding the picket fence and hedge. The Clerk had also written to no.10 regarding the hedge as the ownership was not clear.

**[Action: ongoing]**

1099. 979: 22 Croftside: The Clerk had written to the resident about the missing soffit but had not yet spoken to the resident about the items stored on the front garden, as she wanted to confirm the situation first.

**[Action: ongoing]**

1100. 971: To identify all properties currently in breach of covenant. Councillors to identify breaches. Clerk to draft an article for the newsletter. No update as yet.

**[Action: All Members / Clerk]**

1101. 981: 28 Timberbank: The Clerk responded to the resident as agreed. No response had been received as yet. Matter filed as pending.

**11] To note any update on issues being with by the Parish Council solicitor**

1102. 956/849/767/625/446: 4 DOWNSWOOD: The Clerk had emailed the solicitor giving details of the issue and asking him to write to the resident.

**[Action: ongoing]**

1103. 982/868/783/659/556/475/357/238/92: 33 Timberbank. The solicitor had written to the resident as agreed.

**[Action: ongoing]**

**12] Adverse Possession: to note the solicitors' advice and agree a course of action**

1104. 1038/836/739/588/409/295/168/39/1273/1247/1188/1058: ADVERSE POSSESSION: The Parish Council solicitor had responded to advise what evidence would be required to apply for adverse possession. A full discussion was held regarding this, and it was decided (unanimously) not to pursue this matter any further. Clerk to update the solicitor.

**[Action: Clerk]**

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

1105. 984: 108 Highview: garage area. The Clerk had arranged for Cllr Banks and Cllr Haslem to meet with the resident to discuss his concerns. The meeting would take place on 3<sup>rd</sup> April at 7pm in the Parish Office.

**[Action: ongoing]**

1106. 985: Wood Burner Flue Pipe: The Clerk had responded to the person who made the original enquiry as agreed. The Clerk had not been able to write to the resident who had installed the flue pipe as it had not been confirmed which property it was. Once the information had been made available the Clerk would write. Filed as pending.

1107. 986: Vigo Library: The Clerk had spoken to the hall manager regarding the front doorbell and the need for it to be answered in a timely manner. The hall manager agreed to speak to the pre-school regarding this.

1108. 988: ADMERS WOOD DROP KERB: The Clerk had reported this issue to Highways. The Clerk thought it would be best to see what Highways said before looking into installing signage on Parish Land. The Clerk had updated the resident.

**[Action: ongoing]**

1109. The Clerk had been contacted regarding an Admers Wood property which was in a state of disrepair. The Clerk had responded to this enquiry on more than one occasion but would do so again.

**[Action: Clerk]**

1110. The Clerk had been contacted regarding a white pick-up ford transit which was parked in Highview – it had not moved for some time and appeared to be abandoned. The Clerk had reported this to the relevant authorities.

**[Action: ongoing]**

**14]      The Bay**

1111. 993: SHOP UNITS IN THE BAY: The Clerk had spoken to a planning officer at Gravesham Borough Council and had been informed that The Government had introduced a mechanism whereby shops can convert to residential units through an application called prior approval. However, there are restrictions in terms of how this can be applied, and due to Vigo being within a National Landscape (formally AONB), this prior approval procedure does not apply. Therefore, any change of use of the shops to residential will require planning permission. An application had been made for 8 The Bay in 2023 and subsequently refused.

1112. 955: HANGING BASKETS: Clerk to arrange Mr Chidgey to collect the hanging baskets from Cllr Banks.

**[Action: Clerk]**

1113. The Clerk noted that ANPR cameras had been installed behind the pharmacy in The Bay, and parking was now restricted to a limited time. It had been confirmed that this installation had been at no cost to the shop / flat owners. The restrictions would be extended to the other parking area (behind the post office) in due course. It was noted that signage for this had been erected on Parish Council land. The Clerk would write the managing agent to ask that the sign be relocated.

**[Action: Clerk]**

1114. The Managing Agent for the shops (KMP) had contacted the Clerk to ask if the Parish Council could assist with proactive snow clearance at the rear of the shops during the winter months. The Clerk clarified that the managing agent were actually asking the Parish Council to partially fund this service as and when needed. KMP had asked the Parish Council as they understood they cleared the area to the front of the shops. The Clerk had responded to state that the Parish Council could not assist with this as the area concerned was privately owned. Parish Council's spending powers were limited by legislation and there was no spending power which would allow this expenditure.

1115. Cllr White noted that he had been speaking to the convenience store owner regarding the grant that had been offered to all shopkeepers. The Clerk noted that this offer had been made in October 2022 and that there had been no interest registered. The funds had subsequently been allocated to other grant applications, and as such the funds were no longer available.

The Clerk advised Cllr White to inform the shop owner to speak to the Clerk directly about this matter so that she could advise them.

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

- 1116.** 994/885/795/674/494/364/244/103/1432/1296/1158/1029/902/761: DOG DIRT / REFUSE BIN NEAR THE UNDERPASS (Admers Wood side) LOCATED IN WRONG POSITION. No update from GBC. The Clerk had checked, and the new bin was still in the wrong place, and the rusty base from the original bin had not yet been removed. Clerk to speak to Gravesham Borough Council.

**[Action: Clerk]**

- 1117.** 996/890: Highview resident parking on driveway without a dropped kerb. This had been reported to Kent Highways (866693) and was marked as "enquiry under investigation". If Highways were unable to assist, the Clerk would write to resident again (previous letter sent April 2024).

**[Action: ongoing]**

- 1118.** 997: The Clerk had been contacted regarding an untaxed vehicle in Highview, which had been there for some months. The Clerk had reported this to Gravesham Borough Council.
- 1119.** 998: The Clerk had also reported another suspected abandoned vehicle in Ash Keys to Gravesham Borough Council. GBC had confirmed this vehicle was not abandoned so there was nothing they could do about it.
- 1120.** 999: Blocked drains (in Highview). The Clerk had emailed Kent Highways to ask for details of the timetable for drain cleansing in the village.

**[Action: ongoing]**

- 1121.** 1003: The Clerk had reported all the salt bins as needing to be refilled. The Assistant Clerk suggested that signs be put inside the bins giving details of who to contact should the bins need refilling. It was agreed this would be a good idea. Clerk / Assistant Clerk to action.

**[Action: Clerk]**

- 1122.** 1000/886/796/677/500/371/254/115/1446/1304/1169/1043/910/771: SALT BINS: The Clerk confirmed that at least some of the new salt bins had been installed but had not checked all of the locations.

**[Action: Clerk]**

**16] Street lighting**

- 1123.** 1004/891/798/685/507/376/257/123/1457/1315: OUTSTANDING WORKS TO STREETLIGHTS, TO BE CARRIED OUT BY GBC / KCC. No update.

**[Action: ongoing]**

- 1124.** 1006/893/800/687/509: LED UPGRADES: The Clerk informed that a further 7 upgrades had been carried out in the village, and this meant that once the lantern in The Bay had been replaced, all 69 lights would be LED.

**[Action: Clerk]**

1125. 1007: COLUMN REPAIR IN THE COACH DRIVE: Column no.3 (BTAM001). The Clerk had updated the streetlighting contractor as agreed. No further response had been received as yet.

**[Action: ongoing]**

**To agree cost of upgrading streetlight in The Bay to an LED unit**

1126. The Clerk had now been told that the streetlight in The Bay could not be replaced with a standard SL8 unit. The existing lantern was a circular post top lantern and needed to be replaced with a similar style unit. The cost for an SL7 lantern (which would be acceptable) was £695 plus VAT. This was agreed by Council. The Clerk was to arrange for the update to be carried out.

**[Action: Clerk]**

**To agree cost of painting the streetlight column in The Bay**

1127. The Clerk had asked for a quote to repaint the streetlight column in The Bay as it was looking tatty. It was currently grey / white. The streetlighting contractor could repaint this in green or black for a cost of £106.25 plus VAT. This cost was approved, it was agreed to paint it green to match the other street furniture in the area. Clerk to arrange for the work to be carried out.

**[Action: Clerk]**

**17] Councillor Patches**

1128. Councillor Patch reports were due at the end of March. Councillors were reminded to make a note of any properties where there was a hedge, fence or wall in front of the building line. It would be easier if Council Members emailed details of these covenant breaches to the Clerk, rather than put them on the normal reporting sheet.

**[Action: All Councillors]**

1129. The Clerk would arrange for all Members to have access to the spreadsheet which listed all the issues raised by Council Members, as updates were provided on the spreadsheet by the Assistant Clerk as she actioned each issue.

**[Action: Clerk]**

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

1130. 1009/895/802/689: FEBRUARY 2024 REPORT (received November 2024): This report had now been superseded by the February 2025 report.
1131. 1011/896/803/690: 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. No update.

**[Action: ongoing]**

1132. 1010: TIMBER TRAIL: The latest playpark inspection had shown there was an issue with the condition of the wood on the activity / timber trail. The equipment was over 15 years old now. The rot was visible in places, and the playpark inspection report advised that although it was "moderate risk" that an additional specialist test be carried out to establish the condition of the wood. The quote for this test was £395.

Gravesham Borough Council had quoted to remove the equipment and reinstate the land, this quote was £688.

The Clerk had sought a quote for a replacement activity trail. Safeplay (a local company) had come to visit the site and reported that although it was only the A Frame Climbing Wall and Net that had been identified on the inspection report, the Rope Balance Cross Unit was of a similar age and showed early signs of deterioration, with the 5.1m long top beam beginning to sag in the middle. Safeplay had therefore quoted to replace all these items. The quote was £8,989 and included the removal of the existing equipment.

The Clerk had provided drawings of the proposed new equipment, which Parish Council Members approved. The Clerk informed that she could apply for an Awards for All Grant to cover this cost.

The Parish Council agreed that they would rather go ahead with the Safeplay quote, and as such the Clerk should apply for the grant.

**[Action: Clerk]**

**To note the playpark Annual Inspection Report**

- 1133.** The Annual Playpark Inspection Report (February 2025) had been received. The Assistant Clerk would now work her way through the report and action any work / get quotes for work as needed.
- 1134.** The playpark inspection report had noted the need for the metal benches to be sanded down and repainted, and for the timber picnic bench to be re-stained. There was also an issue with graffiti on some of the equipment. The Clerk had spoken to Mr Chidgey (gardener) who had agreed that he would be willing to clean / paint over the graffiti, and to repaint / stain the benches. The Clerk noted that the playpark inspection report had flagged that various other item of equipment had peeling paintwork which needed to be rubbed down and repainted. She had asked Mr Chidgey to deal with these issues as well. It was expected that the playpark would need to be closed at some point to have the surfacing repairs undertaken, so the painting could be done at the same time.

**[Action: ongoing]**

- 1135.** The Assistant Clerk had met the Gravesham Borough Council playpark inspector on site and discussed the surfacing under the cradle swings and basket swings. The playpark report had noted that the surface had subsided in some areas, and although this was noted as "low risk" the GBC inspector also had concerns about this area as it was waterlogged at times. The surfacing around the spinning pole also needed to be replaced as it had been flagged on the report (moderate risk). The report said that the grass mats were silted up and the soil was very compacted, the area would become very wet and should be reinstate. GBC had quoted to replace the surfacing under the swings and around the spinning pole was £1,495 plus VAT.
- 1136.** The GBC inspector felt that it would be a good idea to move the spinning pole further away from the swings, as it was quite close to the barrier. It would be an ideal opportunity to do this when replacing the safety surfacing pad around it. To move the spinning pole would cost an additional £300.

Therefore, the total quote to dig up and relocate the spinning pole, with a new safety surfacing pad, and to replace the safety surfacing under the swings would be £1,795.

Cllr White proposed that the quote of £1,795 be accepted, and the work carried out. This was seconded by Cllr Cottam and agreed by all.

Clerk to make the necessary arrangements.

**[Action: Clerk]**

**To note and agree the cost of the zip wire repair (£100 for a new spinal break spring)**

1137. The zip wire spiral break spring had broken. The spring had only been replaced last year, but it was noted that this was a perishable part and was subject to normal wear and tear. The zip wire was considered to be quite long and the impact at the end would take its toll, the zipwire also got a lot of use.

The cost to replace and fit the spring would be £100 (Gravesham Borough Council ordering the part and carrying out the repair). This was agreed by all Members.

Clerk to ask GBC to carry out the work as soon as possible.

**[Action: Clerk]**

**19] Community Warden – to agree / comment on the draft agreement supplied by KCC**

1138. 1013: It had been confirmed that Ms Cason was happy to return to Vigo as Community Warden for one day a week (Friday).

For various reasons, it had not been practical to get Ms Cason back in Vigo before the beginning of April, so the additional funding agreed at the February Parish Council meeting (£1,38 for six weeks) would no longer be needed.

The first day back would be Friday 4<sup>th</sup> April. The Clerk had not yet formally advertised this fact, as the contract had not been agreed / signed.

1139. A draft contract (community warden services contract) had been received from Mr Rolfe on 7<sup>th</sup> March. Mr Rolfe was not asking the Parish Council to sign the contract, but to submit any comments they may have on the draft. The Clerk had sent the contract to all Members, but the Council had not had a chance to consider / comment on the contract as yet. The Clerk would look at this with Cllr Banks over the next month.

**[Action: Clerk]**

**20] To agree the re-design of the No Parking signs for Waterlow Road**

1140. 938/883/793/671/486/297/170/97: WATERLOW ROAD NO PARKING SIGNS: The Clerk presented two alternative designs to the Parish Council for consideration. The signs were very similar to the original, but instead of saying "No Parking" they would now say "No Parking on Parish Land". Style one had the new text over two lines, which meant the "on Parish Land" text was slightly smaller. Style two had the text over three lines with the text of an equal size. Style one (with the text on two lines) was agreed by Members.

The cost for replacing all 18 signs would be £242.64 plus delivery.

The Clerk suggested that perhaps RBLI could produce stickers that could be used to go on the existing signs, this would mean the text was updated, but the original signs could be kept. This would be a cheaper option and also mean that the old signs wouldn't need to be disposed of. This was agreed. Clerk to make enquiries.

**[Action: Clerk]**

**21] To note the arrangements for the Annual Parish Meeting in April**

1141. The Clerk and Assistant Clerk were working on the arrangements for the Annual Parish Meeting to be held on 24<sup>th</sup> April.  
An approach had been made to Hemsley Conservation Centre to ask if they would like to do a talk on the history of the centre and the work they do. They had expressed an interest in this, and as such the Clerk would now work with them to make the necessary arrangements.

**[Action: Clerk]**

**22] To discuss an application from Culverstone Green Primary School to use the village green in July 2025 for a leaver's celebration**

1142. Culverstone Green Primary School – Year Six Parents had made an application to use the village green on 22nd July 2025 for their end of year six leavers party. They did not intend to put any gazebos up but would like to have some sort of music playing through a battery powered Wi-Fi speaker. They were also looking at doing a "colour run" for the children (using safe, biodegradable materials). They would use the Villager Public House for food and drink and ensure that no rubbish was left on site when they finished.  
The Parish Council were happy to grant approval for this, with the following conditions:

- Clerk to confirm the time of the event
- No glasses to be taken onto the village green
- No helium balloons
- The colour run must be contained and must only involve the children who are part of the event.
- The area must be cleared after the event has finished (including any paint)

The Clerk would double check to see if the Parish Council insurers would be happy with the event and then write formally to the applicant to give approval.

**[Action: Clerk]**

**23] To discuss and agree the use of the village green for a Football Training Academy, and agree the terms and conditions (should the application be approved)**

1143. 935/835/732/691: FOOTBALL TRAINING: The Clerk had emailed Mr Jarrett with details of the documentation he would need to provide in order for the Parish Council to consider his application to hire the village green. Mr Jarrett had emailed the Clerk to inform that he was now running the sessions at an alternative location.

**24] Finance**

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

- |       |          |     |              |        |                |                |
|-------|----------|-----|--------------|--------|----------------|----------------|
| 1144. | 07.03.25 | D/D | Nest         | 137.45 | Clerk pension  | LGPSR 2013     |
| 1145. | 12.03.25 | D/P | Printer Land | 778.80 | Office Printer | LGA 1972 s.111 |

**To authorise payments due**

1146. The following payments would be authorised by Cllr White & Cllr Woolway:

- |          |     |                                      |        |                    |                |
|----------|-----|--------------------------------------|--------|--------------------|----------------|
| 13.03.25 | D/P | Southeast Portable Appliance Testing | 50.00  | Electrical Testing | LGA 1972 s.111 |
| 13.03.25 | D/P | Viking                               | 133.88 | Stationery         | LGA 1972 s.111 |

13.03.25	D/P	IT Solutions Kent	264.00	Purchase and installation of CCTV Hard Drive	LG&R 1997 s.31
13.03.25	D/P	Danny Mackay	15.00	Bus Shelter Clean	LGA 1892 s.8(1)(i)
13.03.25	D/P	Vision ICT	48.00	Email Hosting x 2	LGA 1972 s.142
28.03.25	D/P	Salaries	2174.22	Jan salaries	LGA 1972 s.112(2)

**1147. The following is a summary of the monthly spend on the Corporate Multi Pay Card (£52.55 to be paid by direct payment on 17.03.25)**

Single Point Access Fee	29.56	Em. Phone	LGA 1972 s.111
Microsoft 365	5.99	Monthly Storage	LGA 1972 s.111
Land Registry	14.00	Title Deed / Map	LGA 1972 s.111
Monthly Fee	3.00	Charges	LGA 1972 s.111

**1148. The following Standing Orders / Direct Debits were authorised:**

21.03.25	D/D	Gravesham BC	94.00	Paladin Bins	LA 1983 s.5
25.03.25	D/D	J&F Accounting	35.76	Payroll Fees	LGA 1972 s.111
27.03.25	D/D	British Telecom	57.19	Phone & B.Band	LGA(FP)A 1963 s.5
					LGA 1972 s.111
28.03.25	D/D	Highview Services	5368.57	Grounds Maint.	OSA 1906 s 9&10
28.03.25	D/D	Unity Trust Bank	7.95	Service Charge	LGA 1972 s.111

**1149.** A transfer of £9,000 from the savings account to the current account to cover outgoings was agreed.

**1150. INCOME: The following income was noted:**

None.

**To note actual vs budget spend for the period ended 31.12.24 & the associated bank reconciliation for the same period.**

**1151.** The Actual Vs Budget Spend for the period ended 31.12.24 was noted and agreed, along with the bank reconciliation for the same period. It was noted that the spend for the year was predicted to come in under budget. The reconciled bank balance was noted as £52,326.71.

**To note the commercial waste charges increase from 1<sup>st</sup> April 2025**

**1152.** The commercial waste charges had increased for the period 01.04.25 – 31.03.26. The cost for hire of the 1100 litre bin had increased from £1.60 to £1.65 per week. The cost of collection and disposal of the waste had increased from £21.90 to £22.65 per week.

This equated to a total increase of £41.60 per annum.

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

**1153.** 1023/908/812/707/526/389/268: Adobe Acrobat licence. The Clerk had not yet done this but would do so as soon as possible.

**[Action: Clerk]**

**1154.** 1026: The CCTV hard drive had now been replaced.

**1155.** 1022: Hall rental costs: the Clerk had responded to the Hall Manager as agreed.

1156. 1037/910/814/709/523: Purchase of Ink Tank Printer. The Clerk had been unable to purchase the new printer with a warranty through Currys, as the total cost was in excess of the Parish Council debit card limit. The Clerk was also unable to purchase a warranty online via the Currys (Business Account).

The Clerk had researched and found that the printer could be purchased at a cheaper price via Printer Land online, together with a five-year warranty. The new ink tank printer had now been delivered. IT Solutions Kent would set it up in due course.

\*Post meeting note, the printer had now been set up and was working well.

1157. Unity Trust Bank had written to state that the interesting rate had reduced from 2.5% to 2.25% with effect from 6<sup>th</sup> May 2025.

1158. KALC had written to state that the Model Financial Regulations had been updated because of The Procurement Act 2023 and The Procurement Regulations 2024 which came into effect at the beginning of March.

The changes are to financial regulations 5.4, 5.7 & 5.11.

The new model regulations were available on the NALC website. The Clerk would look into this.

**[Action: Clerk]**

**25]      To receive the Chairs announcements**

1159. Flagging emails as urgent: the Clerk would look into this.

**[Action: Clerk]**

1160. The Clerk had emailed Stuart Bobby (GBC Chief Executive) to inform that Vigo Parish Council did have an Emergency Plan, and that it had been reviewed by Adrian Hickmott (GBC) at the time. The plan was currently being reviewed and would be sent to GBC for their records in due course.

1161. Cllr Banks had attended the Parish Council Chairs Meeting on 10<sup>th</sup> March, but VPC were the only Parish Council in attendance. Cllr Banks had emailed the Gravesham KALC group to express her feelings on the lack of attendance.

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

1162. 1034: Noted that Kent County Council was carrying out a consultation where residents could suggest locations for on street electric vehicle charging points. The Clerk had advertised this on Facebook.

1163. 1036: The Clerk had been made aware of the potential closure of Highparks Doctors Surgery in Higham. The Clerk had advertised the petition regarding this on the Parish Council Facebook page.

1164. Noted that the Harvel Hash House Harriers would be holding the Harvel 5 Race on 7<sup>th</sup> June 2025, using both Erskine Road and Commority Lane as part of the run. Road closure notices for Harvel Road would be in place, with advance warning signs. There were no objections, Clerk to respond.

**[Action: Clerk]**

1165. We Are Beams had written to invite Council to the Beams in Your Community event taking place on Monday 23<sup>rd</sup> June from 7pm til 8.30pm. The event was an opportunity to meet the team, have a tour around the facilities and learn more about the charity's impact in Vigo. Cllr Cottam expressed an interest in going to this event, the Clerk would pass the details on.

**[Action: Clerk]**

1166. The Clerk reported that local MP, Dr Lauren Sullivan would be attending the Pop Up Café on 4<sup>th</sup> April. The Clerk would make sure this was well advertised.

**[Action: Clerk]**

1167. PAT TESTING: Having been let down three times by Hawkesworth Appliances, the Clerk had sourced another local company to carry out the PAT testing. The company had been recommended by another Parish Council. The testing had now been carried out, for a more reasonable cost that Hawkesworth had done the work previously.

**27]        Training**

1168. Nothing to report.

**28]        Reports from other organisations**

1169. The Vigo Village Hall Annual General Meeting was to be held on 19<sup>th</sup> March 2025. Cllr Cottam would attend as the Parish Council representative.

1170. Minutes from the Trosley Liaison Group held on 2<sup>nd</sup> October had been received and circulated to all Members.

**29]        Working Party Reports**

1171. 1044/923/826: ENVIRONMENTAL WORKING PARTY: Meeting to be called to discuss wildflower planting / growing season.

**[Action: Cllr Jones]**

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

1172. None.

**There being no other business,  
the meeting of the Full Parish Council was closed at 21.20 hours.**