

VIGO PARISH COUNCIL
Minutes of the Full Parish Council Meeting
held in Vigo Village Hall on Thursday 10th April 2025 at 7.30pm

Present	Cllr Pat Banks (in the Chair); Cllr Jim Haslem; Cllr Sharon Cottam. Mrs Joanne Glass (Clerk); Ms Clare Collings (Assistant Clerk).
In Attendance	None.

The Clerk informed those present that the meeting was quorate.

The Standing Orders state that “no business may be transacted at a meeting unless at least one third of the whole number of members of the council are present and in no case shall the quorum of the meeting be less than three.

1] To receive apologies for absence

173. Cllr Simon Chaplin; Cllr Dave Hawkins; Cllr Elliott Hulf; Cllr Mandie Jones; Cllr Alan White; Cllr Andy Woolway.

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

174. None.

3] Questions from the press & public

175. None.

4] Borough & County Councillor representative reports

176. None.

5] Reports from Kent Police

177. The Parish Council Monthly Update for Meopham and Vigo had been received and circulated to all Members. It was noted that there had been some antisocial behaviour in The Bay with youths throwing eggs in the convenience store and Vigo Grill (in both instances eggs were thrown at the computerised tills).

6] To approve the minutes of the Full Parish Council Meeting held on 13th March 2025.

178. The minutes from the Full Parish Council Meeting held on 13th March 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)

179. 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. Cllr Banks had spoken to Cllr Hawkins, who had thought that the Clerk would be dealing with this issue. The Clerk agreed to take this on and would make the necessary arrangements.

[Action: Clerk]

180. 1056/939/917: PURCHASE OF PARISH COUNCIL MOBILE PHONE. No update.

[Action: Cllr Woolway]

181. 1142: Culverstone Green Primary School – Year Six Leavers Party (use of village green). The Clerk had not yet formally responded to the applicant.

[Action: Clerk]

8]

Services

Grounds maintenance

182. 1063/941/842/751: Overgrown vegetation in the garage area to the side / rear of 30 The Coppice. This area had now been levelled. The Clerk had emailed the resident to formally record that the land was not Parish owned, and as such no further maintenance would be carried out in the area. The Parish Council was happy if the resident and neighbours wanted to maintain the area moving forward, but they were to be aware that the land was likely in the ownership of the Crown Estate.

183. 1064/843/752/601/415/310: Grounds Works record sheets. The Clerk had emailed out the record sheet for February. March would be emailed out in due course.

[Action: Clerk]

184. 1065/943/844/754: DAMAGE TO COMMUNITY LAND OUTSIDE VIGO SCHOOL. No update, the work at the school was still in progress. The Clerk would revisit this as necessary in the future, but for now the matter had been filed.

185. 1067/946: 33 Timberbank (ruts on Parish Land). The resident had responded to state that they would repair the damage caused. The resident asked if it would be possible to "take a little bit more of Parish Land" to make their driveway bigger, so that it was easier to manoeuvre on and off. The Clerk had responded to state that discussions had been held with the neighbour regarding this, and the possibility of installing an area of grasscrete had been discussed. The Clerk had sent the original drawing which gave details of the proposal, to ask if this was something the resident would agree to. No response had been received as yet.

[Action: ongoing]

186. 1069/948: 69 Timberbank: leaves swept into the road. The resident had responded to state that they had various concerns about the trees in question. The trees (on the neighbouring property) were causing an ongoing issue with leaves and branches falling into their garden. They felt it unfair that they were expected to deal with the problems caused by the trees (fallen branches and leaves) even though they were not on their property. They had spoken to the owner of the trees, but this had not resolved the issue. The resident agreed with the points made in the letter from the Parish Council but did not believe it was their responsibility to continue cleaning up and addressing the issues when the trees were not theirs, and they were unable to have them removed. The resident did not own a brown bin and as they had no trees on their property, and no grass (they had artificial lawn) they did think it was not financially beneficial, or fair, for them to pay for one when it would only be used to clean up leaves from trees belonging to others. The resident requested that the Parish Council look into a more appropriate solution for the matter as it was becoming increasingly difficult for them to manage the situation on their own. This matter was discussed fully, and although Members sympathised with the situation, it was noted that it was not uncommon in Vigo for residents to have to clear their garden of leaves from trees that were not in their ownership, and as such there was little that could be done to resolve the situation.

If the resident wished to clear the leaves from their property, they needed to ensure they were disposed of appropriately and not dumped into the gutter again. Clerk to respond.

[Action: Clerk]

187. 1070: Damaged land Waterlow Road / Croftside. The Clerk had emailed Waitrose as agreed. The Clerk had also asked Highview Services to install bollards when they could.

[Action: ongoing]

188. 1074/952/852/772: RUBBISH AND DUMPING TO THE REAR OF HIGHIEW PROPERTIES. The rubbish in some areas was very bad and had clearly been there for some considerable time. The Clerk had spoken to Highview Services to ask if they could hire a skip and clear the worst of the rubbish. The Clerk would then write to all residents to say that the area needed to be kept clear of rubbish moving forward. Clerk to liaise with Cllr Banks regarding this.

[Action: Clerk]

189. 121 Highview: there was an issue with vehicles being parked on Parish Land and causing damage. The Clerk had written to the resident regarding this matter.

[Action: ongoing]

Grass cutting

190. Grass cutting had begun in some areas of the village.

Trees

191. 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]

192. 1079: 152 Timberbank: (note the property reference on this matter minuted previously was incorrectly identified as Highview) and the property is actually Timberbank. Highview Services had agreed to carry out work in this area and as such the Clerk had updated the resident.

[Action: ongoing]

193. 2 Bramblebank: the resident had contacted the Clerk as they were concerned about the Oak Tree next to their property. They noted that the Parish Council had said (in 2020) that a regular programme of inspection would take place. The resident asked when the last time the tree was inspected. The resident was concerned that the oak was large and the branches were almost touching their roof. The resident claimed the roots of the tree were visibly undermining his driveway and (he felt) probably the house foundations. The resident had contacted his insurers regarding this, and supplied copies of the Parish Council emails (to the insurer) which stated there were no issues with the tree. The resident felt confident that his insurers would find that the tree was damaging his property. The Clerk noted that the tree had been inspected by Arborhelp (Mark Clews) in October 2020. The report concluded that the Oak did not present with any structural problems and appeared to be a healthy Oak for its age. It was suggested that management of the tree should comprise periodic visual assessment every couple of years with additional visual assessments after heavy storms.

The Clerk noted that this inspection regime was adhered to, although no written records were kept. The Clerk did not believe that property damage had been mentioned when the original 2020 inspection had been undertaken. The Clerk had asked the Tree Warden to inspect the tree. The Tree Warden noted the tree to be just over 25m tall, and mature. The base of the tree was surrounded by scrub and a few shrubs which made it difficult to identify any basal rot or bracket fungus. However, the Tree warden stated that what he could see seemed healthy and free from damage or rot. There did not appear to be any bracket fungus on the trunk. There were one or two holes in a few branches, likely caused by woodpeckers but no serious damage. The crown had been reduced a number of times over the years on the side that faced the house. The Tree Warden recommended that the tree should have minor dead wood in the crown removed, and a few of the branches reduced to suitable points that faced the house. The Tree Warden felt that a more detailed report by qualified inspectors should be made. He recommended that the brush and scrub around the tree is cut back to enable a further inspection to be carried out. The Clerk was to get a quote from SylvanArb for a full inspection, and to ask Highview Services to clear around the base of the tree. Clerk to also update the resident.

[Action: ongoing]

194. 154 Highview: Noted that the resident had carried out significant work to a Hornbeam on Parish land to the rear of their garden fence. Highview Services had already carried out some work to the tree some months ago, whilst clearing the land to the rear to enable the resident to engage contractors to erect a new fence. It was noted that the branches removed from the tree had been stacked on Parish Council land. The Clerk had contacted the resident regarding this and been informed that they had cut back the tree to stop it damaging their new fence. They had stacked the branches on Parish Land neatly and would dispose of them in their brown bin over the coming weeks. The resident apologised but did not think they had done anything wrong. The Parish Council felt that the tree work carried out had been excessive and unnecessary. It was noted that the resident should have contacted the Parish Council regarding this work before even considering carrying it out, and in future should always contact the Parish Council with regard to any trees on Parish land. However, it was agreed that no further action would be taken (it was thought the Hornbeam would recover) as long as the branches were removed from Parish Council land. Clerk to write to the resident.

[Action: Clerk]

195. 70 Highview: concerns regarding a tree (Mountain Ash) in their front garden which they felt was causing a water leak. The resident asked if the tree had a preservation order. The Clerk responded to say there was no TPO on the tree, but that it was covered by a restrictive covenant that stated all tree work should get approval from the Parish Council before being carried out. The Clerk asked for more information on the water leak, and what had brought the resident to the conclusion that the tree was the cause. No response had been received as yet. The Parish Council would not like to see the tree removed unnecessarily without some sort of evidence to prove it was the cause of the issue. Clerk to chase this matter with the resident.

196. 1073/951/851/771/632/564/448/335/325: TREES ON HARVEL ROAD TO THE REAR OF HIGHVIEW. Tree Services Limited (Michael Mills) had attended site with a three-man team and carried out one days tree work to the rear of Highview (212 – 224).

Highview Services were happy with the quality and quantity of work carried out. It was agreed to get the Tree Surgeons in for a further day to complete the work on this particular stretch.

It was also agreed to engage the Tree Surgeon for a further two days to carry out the work required at the rear of 192 – 204 Highview. Clerk to speak to Highview Services to ask them to arrange this.

The cost per day was £850 (net) and as such the total cost for this particular project would be £3,400 (4 days at £850) and would be covered by the agreed budget set for additional tree work in 205/2026 (total budget available £4,500).

[Action: Clerk]

10] Gardening contract update on work.

197. The Clerk had met with Mr Chidgey (gardener) and agreed that he would sand down and paint the bollards (cannon balls) in The Bay. Clerk to liaise with Highview Services regarding cones and ticker tape to cordon the area off whilst the paint was wet. The Clerk would also carry out a risk assessment for this work. The work would be carried out during term-time.

[Action: Clerk]

198. Mr Chidgey had now taken possession of the hanging baskets for the village hall and would plant them up and maintain them in due course.
199. The Clerk had spoken to Mr Chidgey about the planters in the village that were in the ownership of the Parish Council. Some of the planters were maintained by residents who lived near them, but some were maintained by Highview Services. It was agreed it would be a good idea if Mr Chidgey could maintain the planters moving forward. The Clerk was to look at the Parish records to establish which planters needed to be maintained and would liaise with Mr Chidgey accordingly.

[Action: Clerk]

200. Cllr Banks noted that the flower bed that had been made by the Brownies was now overgrown and full of weeds. It was no longer being tended as the Brownies were no longer running in the village. It was agreed to ask Mr Chidgey to clear the bed so that it could be maintained as part of the grass verge again.

[Action: Clerk]

201. The Clerk had made a diary note for August to meet with Mr Chidgey to discuss the purchase of more bulbs for the village and agree the locations.

11] Planning

Local authority tree preservation applications

202. None at the time of agenda publication.

Full planning applications

- 203.** 1084/959: 39 Admers Wood: Erection of single storey front extension (20250207). The Parish Council had considered this application at the March Parish Council meeting and had had no objections. The Clerk reported that this application had been approved and that an informative had been put on the decision notice to state the property was subject to restrictive covenants, and that the resident should apply for approval. No application had been received as yet.
- 204.** 154 Highview: erection of single storey rear extension (20250206). There were no objections to this application. Finishes to the extension should match the original. Clerk to respond to Gravesham Borough Council accordingly.

[Action: Clerk]

Covenant applications

- 205.** 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]**
- 206.** 1087: 79 Highview: replacement of flat roof over porch and integrated garage with slate tiled roof. The Clerk had written giving covenant approval as agreed.
- 207.** 1088: 152 Timberbank: request for permission to replace wooden front door with a composite unit. The Clerk had written giving approval as agreed.
- 208.** 15 Ferndown: new windows. The resident informed that they were having new double glazing installed, which would be in keeping with the other houses in Ferndown. The existing aluminium windows would be replaced with uPVC (white frames). The front room window would have a solid pane at the bottom (as would the back bedroom). There were no objections. Clerk to write giving covenant approval.

[Action: Clerk]

- 209.** 13 Beech Mast: request to install trellis on top of existing rear garden wall. The resident noted that their neighbours had recently removed some large trees. The trees had been causing shading to the owners but equally provided privacy and a nice green outlook to the resident at no.13. The resident was used to his and now felt quite exposed and their view was now of the nearby properties behind them. They would like to add a fence topper to their garden wall and would like to know if there are any height restrictions regarding this. Photographs showing "before" and "after" had been provided.
- Although the Parish Council sympathised with the resident's situation, it was noted that nothing could be added to the existing wall which would increase the height beyond 6 feet. Clerk to respond to the resident.

[Action: Clerk]

- 210.** 4 Timberbank: request to replace existing garden fence (wooden) with polycarbonate panels. The height would remain at 180cm total (6 feet). The colour would be brown. Images of the existing fence and the proposed polycarbonate panels had been supplied. There were no objections (but the fence must only be 6 feet in height, INCLUDING any gravel boards). Clerk to respond accordingly.

[Action: Clerk]

Enforcement issues

211. 1090/966/860/780/654/474/355/235/89/1418/1285: 31 Churchside. No update. Clerk to chase Gravesham Enforcement.

[Action: Clerk]

212. 1091/967/861/782/658: 2 ASH KEYS: property in a state of disrepair. No update. Clerk to chase Gravesham Borough Council.

[Action: Clerk]

12] Covenant breaches & enforcement of restrictive covenants & properties in disrepair

213. 1092/972/869/784/660/478: 19 BEECHMAST: The Clerk had written to the resident as agreed, asking for a site meeting. No response received as yet.

[Action: ongoing]

214. 1093/973/870/785: 22 BEECHMAST: Matter filed until Autumn (hedge to be reduced after bird nesting season).

215. 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. No response received as yet.

[Action: ongoing]

216. 1095/975/872/787/663: 7 WOODSIDE: Hedge to the front in breach of covenant. The Clerk had written to the resident to ask for a site meeting. No response received as yet.

[Action: ongoing]

217. 1096/976/873/788/664: 6 DOWNSWOOD: The Clerk had written to the resident to ask for a site meeting. No response received as yet.

[Action: ongoing]

218. 1097/977/875: 37 Churchside: The Clerk had written to request a site meeting as agreed.

[Action: ongoing]

219. 1098/978: 9 The Paddock (fence and hedge) & 10 The Paddock (hedge). No response received from either property as yet.

[Action: ongoing]

220. 1099/979: 22 Croftside: The Clerk had written to the resident about the missing soffit. The Clerk spoke to the Parish Council again about the items stored on the front garden, and it was agreed that in this instance (as the items were just miscellaneous garden ornaments) no action would be taken at the present time.

221. 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]

13] To note any update on issues being dealt with by the Parish Council solicitor

- 222.** 1102/956/849/767/625/446: TREE DAMAGE: 4 DOWNSWOOD: No update. The Clerk had chased this matter up.

[Action: ongoing]

- 223.** 1103/982/868/783/659/556/475/357/238/92: COVENANT BREACH: 33 Timberbank. The resident had responded to the solicitor with a detailed explanation of why he felt the Parish Council should reconsider their position on this matter. The Clerk had drafted a response to reply to each point raised. This response had been agreed by the Parish Council and sent to the solicitor, to enable him to draft a further letter to the resident.

[Action: ongoing]

- 224.** 1104/1038/836/739/588/409/295/168/39/1273/1247/1188/1058: ADVERSE POSSESSION: The Clerk had updated the solicitor as agreed. Matter now filed, no further action.

14] To discuss requests from and matters regarding residents

- 225.** 1105/984: 108 Highview: garage area. Cllr Banks & Cllr Haslem had met with the resident as agreed. The main points the resident wished to discuss were:

- Fencing / enclosing the car park area
- Electricity supply for a security light and an Electric Vehicle Charging Point
- Abandoned cars in the car park area.

Cllr Banks & Cllr Haslem reported back on the site meeting and the following was noted and agreed by Council:

- The fence in question was not a Parish Council fence.
- The Parish Council would not fund a repair or replacement fence.
- The fact that people cut through the car parking area was not something the Parish Council could do anything about. However, the Parish Council could consider putting "no through access" or "no public right of way" signs at the entrance to the garage area.
- The Parish Council would consider putting logs / a felled tree trunk down across the end of the car park to deter people using it as a cut through.
- The Parish Council agreed they would liaise with residents on behalf of Mr Stevens to discuss / assist with communications regarding the installation of a gate at the car park entrance.
- Supply of electricity is likely to be problematic, however if the resident is able to find a solution, the Parish Council would be happy to consider a proposal.
- The Parish Council would consider cutting back the trees that are overhanging the car park and clear the damaged and broken fence.

A formal letter would be sent to summarise the situation. Cllr Banks & Cllr Haslem would meet the resident again on site on 17th April at 6pm to discuss the matter further.

[Action: Clerk]

- 226.** 1108/988: ADMERS WOOD DROP KERB: The Clerk had reported this issue to Highways (872991) The Clerk thought it would be best to see what Highways said before looking into installing signage on Parish Land. No update had been received as yet.

[Action: ongoing]

227. 1109: The Clerk had been contacted regarding an Admers Wood property which was in a state of disrepair. The Clerk had responded to the person who made the enquiry as agreed.
228. 1110: The Clerk had been contacted regarding a white pick-up ford transit which was parked in Highview. The Clerk was under the impression that this vehicle had now been moved.
229. The Clerk had been contacted by a Highview Resident who was having issues with people parking in their allocated parking space. The Clerk had looked at the Parish Online maps, but they did not clearly show the ownership for this area. Therefore, the Clerk was unable to help by writing to all residents in the area, as it was not clear who owned which space. It was noted that this was a civil matter, and as such there was not much the Parish Council could do. The Clerk had updated the resident.
230. The Clerk had been contacted by a resident who was complaining about a car which was regularly parked on the pavement. The Clerk had suggested that this matter was referred to the Police. However, the property in question was running a business which exacerbated the situation. The Clerk informed the resident that if they could give details of the vehicle (photograph) and the property in question, the Parish Council may consider writing to the owner. No further response had been received.

15] The Bay

231. 1113: ANPR sign on Parish Council Land. This sign had now been removed by the managing agent.
232. Cllr Banks and the Clerk had attended an online meeting with a member of MP Lauren Sullivan's office, and KMP Management (Zev Gruber and Samuel Lehrman) regarding the management of the shop units in The Bay. A number of issues had been discussed, including the practicalities of getting a more local managing agent to manage the properties. The Clerk had agreed to summarise the issues of concern, and any solutions suggested, and send this to both the MPs office and KMP for future discussion.

[Action: Clerk]

233. Walls in The Bay. The Clerk suggested that SNS Exterior Cleaning were engaged again to carry out a jet wash of the walls in The Bay (they had been deep cleaned last year but could do with another clean this year). Council requested that the Clerk get a quote for them to consider at a future meeting.

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

234. 1116/994/885/795/674/494: DOG DIRT / REFUSE BIN NEAR THE UNDERPASS (Admers Wood side) LOCATED IN WRONG POSITION. No update from GBC. Clerk to chase this up with Gravesham Borough Council – especially the base from the old bin which could be a hazard.

[Action: Clerk]

235. The Parish Council felt that the village needed a road sweep carried out – the Clerk was to email Gravesham Borough Council regarding this.

[Action: Clerk]

236. Gravesham Borough Council had sent a Waste Transfer Note for completion which the Clerk had duly returned.
237. SOLAR TOGETHER PROJECT: For the fourth year running Gravesham Borough Council were working in partnership with Kent County Council on the group buying scheme that brought households together to get high quality solar panels at a competitive price. The Clerk had advertised this scheme on the Parish Council Facebook page.
238. 1117/996/890: Highview resident parking on driveway without a dropped kerb. Kent Highways had informed they would not do anything about this matter as there was no visible damage to the footpath. It was agreed that the Parish Council should write to the resident again.

[Action: Clerk]

239. 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. No update had been received.

[Action: ongoing]

240. 1121/1003: Signs for inside the salt bins giving details of who to contact should the bins need refilling. Clerk / Assistant Clerk to action.

[Action: Clerk]

241. 1122/1000/886/796/677/500/371/254/115/1446/1304/1169/1043/910/771: SALT BINS: The new salt bins had been installed.
242. Details on the Kent County Council elections on 1st May had been received. The Clerk had posted this information on the Parish Council Facebook page.
243. The Clerk had been informed of a vehicle (no number plates, left hand drive) which appeared to have been abandoned in Highview. The Clerk had reported this to Gravesham Borough Council.
244. The Clerk had emailed Highways to ask if an ATC survey could be carried out to assess the impact of the 30mph scheme on Waterlow Road. No response had been received as yet.

[Action: ongoing]

17] Street lighting

245. 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]

246. 1124/1006/893/800/687/509: LED UPGRADES: The Clerk was pleased to inform that all 69 streetlights in the village were now LED units.
247. 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]

248. 1127: The Clerk had accepted the quote to repaint the streetlight in The Bay.

[Action: ongoing]

18] Councillor Patches

249. 1128: Councillor Patch reports were due at the end of March. None had been received as yet.

[Action: All Councillors]

250. 1129: The Clerk had emailed a link to all Councillors, so they could access the spreadsheet which listed all the issues raised by Council Members. They would now be able to see updates on the issues identified as these were provided on the spreadsheet by the Assistant Clerk as she actioned each issue.

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

251. 1131/1011/896/803/690: PLAY PARK LITTER BIN: The Clerk was not sure if a new litter bin had been provided in the playpark as yet but would check and report back.

[Action: Clerk]

252. 1132/1010: TIMBER TRAIL: The Clerk had submitted a grant application to Awards for All (National Lottery) based on the Safe Play quote of £8,989. This application had been acknowledged and a notification of the outcome of the application would be received within 12 weeks.

The Clerk noted that the Financial Regulations stated that any work with a value of over £5,000 (but less than £30,000) three quotes should be sought. The Assistant Clerk agreed to seek two alternative quotes to comply with this regulation.

[Action: Assistant Clerk]

253. GRANT APPLICATION TO AWARDS FOR ALL: as part of the grant application, the Clerk had needed to show that consultation had been undertaken with those who used the park. The Clerk had designed a questionnaire which asked for opinions not only on the Timber Trail (and the proposed replacement) but on the use of the park and the equipment in general. This survey would go to all the children in Vigo School, and the Beavers, Cubs & Scouts who attended 1st Culverstone & Vigo Scouts. The Clerk would report the results of the questionnaire back to a future meeting.

[Action: Clerk]

254. 1134: Paintwork updates and general repairs to the playpark (to be carried out by Mr Chidgey). This work would be scheduled in for when the playpark was closed for other works (removal of old Timber Trail / installation of new Timber Trail / updating playpark surfacing).

[Action: ongoing]

255. 1136: To dig up and relocate the spinning pole, install a new safety surfacing pad, and to replace the safety surfacing under the swings at a cost of £1,795. This work had not been booked in as yet but would be done as soon as possible.

[Action: Clerk]

256. 1137: Zip wire spiral break spring (to be replaced). The Clerk had asked Gravesham Borough Council to go ahead with this work.

[Action: ongoing]

20] Community Warden – to receive an update on the proposed contract

257. 1139: The draft contract appeared to be some sort of hybrid secondment contract which did not represent the rights and obligations of the parties. In particular there was concern about the references to employment and employment costs as the community warden would remain an employee of KCC. There were also concerns about how the Parish Council would instruct the community warden if any issues arose. The contract should, in the opinion of the Parish Council, be a simple contract for the supply of services.

Mr Rolfe had responded to state that the contract was for provision of services, with no mention of secondment. He agreed that the term "employment costs" was something that was being looked at. Vigo Parish Council were not the only Parish Council to comment on this and as such Mr Rolfe was thinking about changing the term to avoid confusion.

Giving instruction to the warden would be something that only KCC could do – they had been instructed that only an employer can give instructions to an employee. However, they would expect the warden and their team leader to discuss issues with the Parish Council and work together to deliver the best service possible. However the ultimate decision about what the warden is instructed to do must remain with KCC as the employer.

No further update had been received as yet.

[Action: ongoing]

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

258. 1140/938/883/793/671/486/297/170/97: WATERLOW ROAD NO PARKING SIGNS: The Clerk had spoken to RBLI about stickers to go over the original signs, rather than replacement signs. They confirmed they were able to do this and had quoted a cost of £8.29 per sticker. The cost for 18 of these would therefore be £149.22 (as opposed to £262.64 for new signs). As well as being a cheaper option, there would be no need to dispose of the old signs. It was agreed that the stickers would be acceptable. Clerk to arrange this.

[Action: Clerk]

22] To note the arrangements for the Annual Parish Meeting in April & the Parish Annual Council Report.

259. 1141: The Clerk was pleased to report that Hemsley Conservation Centre were happy to give a talk on their history and the work they do, at the Annual Parish Meeting. They were happy to accept a donation for this service, rather than make a charge. It was agreed that the Parish Council would make a donation of £100. The Clerk would arrange this.

[Action: Clerk]

23] To note and agree the draft Memorial Bench Policy

- 260.** The Clerk had drafted a Memorial Bench Policy which had been sent to all Councillors for consideration. There were no amendments proposed, and the policy was therefore accepted.
- 261.** 1058/1015: MEMORIAL BENCH (James Cooper, Erskine Road near Chestnut Lane). The Clerk had emailed the family to ask that the £550 donation be sent over so that the bench could be ordered. The Clerk would also send a formal application form for completion.

[Action: Clerk]

24] To note the insurance / subsidence issue (Highview)

- 262.** 1077/957: 190 Highview: possible subsidence damage. The Clerk reported there was some history with this issue, with the original correspondence dating back to May 2020 when the Parish were notified there may be an issue with their trees. The Parish Council had never been told they had to remove the trees, and in October 2020 the Clerk received an email to say that the claimant was no longer pursuing the matter and AXA (Parish Council insurers) had closed their file.
- It now transpired that in May 2022 a letter was sent, from the Innovation Group (for the claimant) to the Parish Council, but emailed to Gallagher as the Parish Council insurers. The letter was to remind the Parish Council that they had a legal obligation to abate a nuisance caused by the trees situated on Community Land, once it had been brought to their attention.
- It was noted that a) the Parish Council had never agreed to remove the trees and b) the letter dated May 2022 had never been received.
- Cllr Banks & Cllr Haslem had conducted a site visit and taken measurements. The following points were noted:
- T2, the large ash tree closest to the property is on the boundary of the residents land and Parish land.
 - T1 appears to be primarily on land not in the ownership of the Parish Council (unregistered land).
 - The scope of the report was to “survey the property and determine significant vegetation contributing to subsidence damage. It does not appear that any investigation had been undertaken into the spread of tree roots. The assumption that the trees are the cause did not appear to be supported by evidence.
 - The report stated there was “potential” for the observed damage to be the result of vegetation.
 - The report then says that T1 & T2 are identified as the principal cause of the subsidence damage.
- Cllr Haslem felt strongly that the Parish Council insurers should reject any claim as there was no evidence to implicate the trees. The Clerk was to respond accordingly and also note the position of the trees for reference.

[Action: Clerk]

25] To receive an update on the Pop Up Café

- 263.** The Clerk informed the meeting that the Easter Pop Up Café had been well attended at almost full capacity. Lauren Sullivan MP had attended and engaged with as many residents as she could.

26] To discuss No Mow May / Bloom in June and agree areas to be left un-mown.

- 264.** It was agreed to leave the Waterlow Road verges uncut again this year – throughout May & June, and then to cut islands around wildflowers during July, to allow them to set seed.
The verge edges, and the junctions would be strimmed to keep the sight lines and footpaths clear.
The verge on the corner of Ash Keys would be cut this year.
The Clerk would advertise the initiative on Facebook and on the A0 noticeboard.
The Clerk noted that a working party meeting should be held to discuss management of the project. The Clerk would arrange this.

[Action: Clerk]

27] To note discussion held with Driving Miss Daisy

- 265.** Cllr Banks and the Clerk had met with Diane Morton, who ran Driving Miss Daisy (a companionship driving service). The Parish Council had spoken with Ms Morton before about organising trips for Vigo Residents to a local garden centre for tea and cake. The Parish Council had hoped to secure funding for this but had not been able to do so.
Ms Morton was pleased to report that she had funding available and would therefore be happy to run six visits which they would fully fund. Each trip would be for three or four residents (one of which could take a wheelchair if needed) for a three-hour trip (including travelling time).
The Driving Miss Daisy driver would stay with the group of people to provide assistance and companionship as needed.
Driving Miss Daisy had suggested three dates for the trips, one on each morning and one on each afternoon. The Clerk would now advertise these in the newsletter so that people could register an interest. The places would be allocated on a first come first served basis. The Clerk would work with the Community Warden regarding this.

[Action: Clerk]

28] Finance

To note any payments made since the last meeting

- 266.** 09.04.25 D/D Nest 137.45 Clerk pension LGPSR 2013

To authorise payments due

- 267.** The following payments would be authorised by Cllr Banks & Cllr Haslem:

17.04.25	D/P	Streetlights Limited	834.00	New Lantern in The Bay	PCA 1957 ss.3(1) & 7, HA 1980 s.301
17.04.25	D/P	KALC	774.22	Annual Membership	LGA 1972, s.143
17.04.25	D/P	Mills Tree Surgery	1020.00	Harvel Road Tree Surgery Inv 0321	OSA 1906 s 9&10
17.04.25	D/P	Hemsley Cons Centre	100.00	Donation (re talk at APM)	LGA 1972 s.145
17.04.25	D/P	Vigo Village Hall	1281.06	Hall / Office Rent	LGA 1972, s111
			68.64	Pop Up Café	LGA 1972 s.137
			31.76	Repair Café Grant	LGA 1972 s.137
			1381.46	TOTAL	

28.04.25	D/P	Salaries	2235.51	April salaries	LGA 1972 s.112(2)
22.04.25	D/P	HMRC	1996.50	4th Quarter PAYE	LGA 1972 s.112(2)

268. The following is a summary of the monthly spend on the Corporate Multi Pay Card (£185.23 to be paid by direct payment on 16.04.25)

Single Point Access Fee	29.56	Em. Phone	LGA 1972 s.111
Microsoft 365	8.49	Monthly Storage	LGA 1972 s.111
Cartridge People	46.90	Spare Printer Ink	LGA 1972 s.111
Viking Print House	76.28	Play Park Surveys	LGA 1972 s.111
Land Registry	21.00	Title Deed / Map	LGA 1972 s.111
Monthly Fee	3.00	Charges	LGA 1972 s.111

269. The following Standing Orders / Direct Debits were authorised:

22.04.25	D/D	Gravesham BC	95.60	Paladin Bins	LA 1983 s.5
25.04.25	D/D	J&F Accounting	35.76	Payroll Fees	LGA 1972 s.111
28.04.25	D/D	British Telecom	61.09	Phone & B.Band	LGA(FP)A 1963 s.5
					LGA 1972 s.111
28.04.25	D/D	Highview Services	5368.57	Grounds Maint.	OSA 1906 s 9&10

270. A transfer of £130,000 from the current account to the savings deposit account was agreed.

271. INCOME: The following income was noted:

31.03.25	Unity Trust Bank	Interest	311.92
11.04.25	Gravesham BC	Precept	148,105.00

To note actual vs budget spend for the period ended 31.03.25 & the associated bank reconciliation for the same period.

272. This document was noted and approved.
The reserves figure at 31.03.25 stood at £43,421. This was made up of £11,509 ear marked reserves and £31,912 general reserves. This was an increase of £4,125 in the year.
The reconciled bank figure at 31.03.25 was £43,421.25.

To note the arrangements and timetable for the AGAR

273. The internal auditor (Lionel Robbins) was due to visit the Clerk on Monday 28th April. The Clerk would prepare the accounting statements in advance of this visit. It was anticipated that the internal audit report and therefore the Annual Governance Statement would be put to the 8th May Annual Council Meeting for approval. This would enable to 30th June deadline to be met for submitting the completed AGAR to the external auditors (Mazars).

To note and consider a grant application for The Repair Café

274. The Gravesham Repair Café had submitted a grant application, asking for £250 to support the continued running of the café. The funds would pay towards the hall rental fees and any other incidental costs.
It was noted that the Repair Café had been a great success so far, and the Parish Council were keen for this to continue. It was agreed that the Parish Council would award the full grant of £250. The Clerk would set up a payment in due course and inform the Repair Café of the success of their application.

[Action: Clerk]

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

275. 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]

276. 1158: Financial Regulations: the Clerk would review these for approval at the Annual Parish Council Meeting in May.

[Action: Clerk]

277. On reviewing the financial paperwork for the year end audit, the Clerk had found some errors which needed to be corrected as follows:

July 2024 Parish Meeting. The Salaries were noted as £2114.38; this should be £2114.58.

November 2024 Parish Meeting. The Bank Charges were noted as £50; this should be £8.25.

December 2024 Parish Meeting. The Defib Warehouse payment was noted as £399.48. This should have been £510.00

278. It was noted that the Ministry of Housing and Local Government had increased the Section 137 expenditure limit for Parish Councils for the 2025/26 financial year. The new limit was £11.10 per elector (up from £10.81 in 2024/25)

29] To receive the Chairs announcements

279. 1159: Flagging emails as urgent: the Clerk would look into this.

[Action: Clerk]

280. There was some discussion about the attendance of Council Members at meetings. It was agreed that the Clerk would send an email to all Members.

[Action: Clerk]

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

281. 1164: Harvel 5 Race on 7th June 2025: the Clerk had responded to say there were no objections to this.

282. 1165: We Are Beams "Beams in Your Community" event on Monday 23rd June. The Clerk had passed details of this event onto Cllr Cottam as requested.

283. The Clerk noted that there had been a number of taxi company adverts (stickers and notices) posted all over Vigo. There had been over 10 stickers placed on one bus shelter alone. Stickers were also all over benches and the bins near bus stops. These had been removed – the Clerk had also contacted the company to ask that they desist from doing this in the future.

284. Information on a Devolution & Local Government Reorganisation Presentation had been forwarded to all Members.

285. The Gravesham Borough Council Annual Council Meeting & Mayor Making would be held on Tuesday 13th May 2025. The Parish Council was to confirm attendance.

[Action: Clerk]

286. KALC had written to advise that KCC had agreed to host an event presentation for all nominees of the KALC Community Awards Scheme on 14th May. The invitation was for one nominee and their guest. If the invitation was for a group, the invitation would cover two attendees.

The event would be held at Stone Hall at Sessions House, Maidstone. The Clerk would speak to the Scout Group as the recipient of the KALC award this year.

[Action: Clerk]

31] Training

287. No update.

32] Reports from other organisations

288. The next Trosley Country Park Liaison Group Meeting was scheduled for 23rd April. The Clerk had updated both Mr Talboys and Cllr Jones.

33] Working Party Reports

289. 1171/1044/923/826: ENVIRONMENTAL WORKING PARTY: The Clerk would arrange a meeting. Please see agenda item 26.

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

290. None.

**There being no other business,
the meeting of the Full Parish Council was closed at 21.13 hours.**