

VIGO PARISH COUNCIL
Minutes of the Full Parish Council Meeting
held in Vigo Village Hall on Thursday 15th May 2025 at 7.30pm

Present	Cllr Jim Haslem (in the Chair); Cllr Simon Chaplin; Cllr Sharon Cottam; Cllr Dave Hawkins; Cllr Mandie Jones; Cllr Alan White; Cllr Andy Woolway; Mrs Joanne Glass (Clerk).
In Attendance	Cllr Diane Morton (KCC); Mr Tony Neild (Tree Warden)

Before the meeting began, Cllr Haslem, as the newly elected Chair of Vigo Parish Council, signed the declaration of acceptance of office. This was duly witnessed by the Clerk.

1] To receive apologies for absence

38. Cllr Pat Banks (VPC); Cllr Elliott Hulf (VPC).

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

39. Cllr Jones declared an interest in two matters:
- Minute 44 (Cllr Jones is related to the electrician who is quoting to wire the defibrillator cabinets in)
 - Minute 104 (Cllr Jones is related to the property owner in Timberbank).

Cllr Jones did not enter into any discussions regarding these matters.

3] Questions from the press & public

40. None.

4] Borough & County Councillor representative reports

41. Cllr Morton introduced herself as the newly elected Kent County Council Member for Rural Gravesham. The first Kent County Full Council Meeting since the elections would be held next week. Cllr Morton was a registered nurse and had an interest in health & social care. She had previously been a Deputy Cabinet Member for health & social care for five years under a previous administration. Cllr Morton hoped to attend as many Parish Council meeting as she could and looked forward to giving updates on relevant issues in due course.

5] Reports from Kent Police

42. The latest Parish Council monthly update (28th March – 13th May) had been sent to all Council Members. There had been issues with nuisance bikes reported, and also youths firing catapults.

6] To approve the minutes of the Annual Parish Council Meeting held on 8th May 2025.

43. The minutes from the Annual Parish Council Meeting held on 8th May 2025 were noted and agreed, then signed by Cllr Haslem (as Chair) having been accepted as an accurate record of the meeting.

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To discuss matters arising from previous minutes (10th April & 8th May) (not otherwise on the agenda)

44. DEFIBRILLATORS: Relocation of existing defibrillator in The Villager, to the outside of the village hall / defibrillator maps to be re-printed.

The Clerk had spoken to a local electrician who had visited the site and would be sending a quote for the work. It was anticipated that he would be able to carry out the work within the month.

The electrician would also quote for hard wiring the defibrillator cabinet in Highview (it was currently using an extension lead).

To expediate the work, rather than wait until the next Parish Council meeting, it was agreed that cost could be authorised by Cllr Haslem and the Clerk as long as it was within the delegated powers limit within the Financial Regulations (less than £500).

The Clerk had re-designed the map showing the updated location of the defibrillator at the village hall. The information on the card (both the map and the advice) had been approved by Cllr Hawkins. Cllr Banks had suggested a couple of minor changes to the card (advice section) – the Clerk would look into this.

The Clerk had received a quote for printing the cards: Singlewell Print would charge £157 to print 800 cards.

It was formally agreed to print 800 of these cards (double sided, map on one side, advice on the other) and hand deliver one to every property in the village.

The Clerk was asked to make it clear to residents that the new cards contained new information regarding the location of the defibrillators and as such any old versions of the information cards should be destroyed.

[Action: Clerk]

45. PURCHASE OF PARISH COUNCIL MOBILE PHONE. Cllr Woolway had emailed the Clerk to suggest that the cheapest option would be to purchase a reconditioned phone as they were often up to 75% cheaper than a new one. The Parish Council could then purchase a Lebara SIM. Phone calls could be made by WiFi so very little data would be used. The Clerk had researched and found that a Samsung Galaxy S series phone could be purchased for less than £50. The phone would have a 12-month technical guarantee.

A Lebara SIM would cost £5 a month (5GB data plus 1000 minutes and texts) or £10 a month (30GB data plus unlimited minutes and texts).

It was agreed to spend up to £50 on a reconditioned phone and purchase a £5 per month SIM.

[Action: Clerk]

46. Culverstone Green Primary School – Year Six Leavers' Party (use of village green). The Clerk had now sent a formal letter to the applicant. The Clerk had made a diary note of the event.

47. WATERLOW ROAD NO PARKING SIGNS: The Clerk emailed RBLI to order the stickers as agreed. When delivered, Highview Services had agreed to update the signs on Waterlow Road by affixing the new stickers.

[Action: ongoing]

48. The Clerk noted that the donation of £100 had been made to Hemsley Conservation Centre as agreed.
49. MEMORIAL BENCH (James Cooper, Erskine Road near Chestnut Lane). The application had been completed and the funds received. The Clerk had asked the family to transfer £600 which was incorrect, as they had supplied their own plaque. Therefore £50 needed to be refunded to the family. The Clerk had set this payment up for authorisation.

The bench had been ordered, delivered and installed. The Clerk had sent photographs to the family, who would be visiting the village at the end of May to see the bench personally.

The Clerk had added the bench to the Parish Council asset register and also logged it on the Parish online map.

50. DRIVING MISS DAISY: The Clerk had designed a flier to advertise this project. The flier had been sent to Driving Miss Daisy for approval. The six trips would be advertised in the Annual Report (which should be delivered by the end of May). The Clerk would also work with the Community Warden regarding this.

[Action: Clerk]

51. The Clerk had emailed the Village Hall Manager to book the small hall for all the meetings, with the exception of the Annual Parish Meeting (23/4/26) which would require the large hall. The dates had circulated to all Vigo Members, to the Borough Councillors (Cllr Aslam & Cllr Bains), the newly elected County Council Member (Cllr Diane Morton) and to the Community Wardens and the Police. The Clerk had also sent the dates to the Parish Council Grounds Contractor and the Tree Wardens.

Cllr Banks would update the website. The Clerk would also post the dates on the noticeboard in The Bay.

[Action: Clerk]

52. STANDING ORDERS & FINANCIAL REGULATIONS: These had been updated as agreed. The Clerk had sent them to Cllr Banks to put on the website.
53. DELEGATION POLICY: This had been agreed at the Annual Council Meeting and had been sent to Cllr Banks to put on the website.
54. WORKING PARTY MEMBERSHIP: The Clerk had updated this document as per the discussions at the Annual Council Meeting. This document had been sent to all Members. The Clerk had asked Cllr Banks to put it on the website also.
55. EMERGENCY PLAN: This document was currently being reviewed and would go to the June Parish Council meeting.

[Action: Clerk]

56. POLICIES: All policies had been re-dated and sent to Cllr Banks to upload onto the website.

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Services

Grounds maintenance

- 57. Grounds Works record sheets for March and April had been sent to all Members.
- 58. Timberbank (ruts on Parish Land). No further response had been received. The Clerk would check to see if the damage had been repaired.

[Action: Clerk]

- 59. Timberbank: leaves swept into the road. The Clerk had responded as agreed. No further communication had been received. Matter filed.
- 60. Damaged land Waterlow Road / Croftside. The Clerk had emailed Waitrose as agreed, they had responded to apologise and say the matter had been referred to their transportation manager. The Clerk had also asked Highview Services to install bollards when they could.

[Action: ongoing]

- 61. RUBBISH AND DUMPING TO THE REAR OF HIGHIEW PROPERTIES. Highview Services had agreed that they would clear this area if the Parish Council hired a skip. The only reason the Parish Council were clearing this area was because a lot of the dumping was historical and pre-dated the current property owners. The Clerk would draft a letter to all residents to state that the area would be cleared on this occasion but thereafter would be monitored regularly and any new issues of fly tipping would be reported.

[Action: Clerk]

- 62. 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 and the situation was being monitored. The Clerk had made a diary note to review this at the end of June.
- 63. TIMBERBANK: Damaged bollard. The resident had noted that this bollard had been damaged and needed replacing. This request had been made some time ago and the resident was now chasing this up. Clerk to speak to Highview Services.

[Action: Clerk]

- 64. PARISH COUNCIL COMPOUND; There had been two issues of bonfires being lit within the Parish Compound boundary. The identity of one of the youths was known and contact had been made with a family member to alert them to the issue. It was noted that the fires had not been left to burn but had been put out by those who started them when they left the site. Signs had now been put on the compound fence to state that the area was private property, covered by CCTV and that no access was available. This appeared to have resolved the situation, but should another incident occur, the Clerk would look at costings for more secure and higher fencing.

Grass cutting

- 65. Grass cutting was well underway in the village.

Trees

66. Timberbank. Land ownership to the rear. The Clerk and Cllr Banks would go and look at the site to establish ownership.

[Action: Clerk / Cllr Banks]

67. Timberbank: Tree work to the rear. Highview Services had carried out some work here but were due to do more. The Clerk had contacted the resident to ask that she cover her garden pond when the work is carried out, to avoid any sawdust or other debris contaminating it.

[Action: ongoing]

68. Bramblebank: Oak Tree to the side. A tree inspection would be carried out by SylvanArb in due course. Please refer to minute 73. The Clerk would ensure that the vegetation around the base of the tree was removed prior to the inspection. The Clerk would update the resident.

[Action: Clerk]

69. Highview: work carried out to Hornbeam on Parish Land. The Clerk had written to the resident as agreed.

70. Highview: concerns regarding a tree (Mountain Ash) in their front garden which they felt was causing a water leak. No further correspondence had been received. The Clerk had emailed the resident to ask for an update.

[Action: ongoing]

71. Highview: request for trees overhanging the boundary to be cut back. Highview Services had confirmed some work did need to be done here. It would be put on the job list. Clerk to update the resident.

[Action: Clerk]

72. Oak in Timberbank. Cllr White was concerned about the size of this tree and asked if Highview Services could inspect and possibly refer onto SylvanArb if need be (please see minute 73). The Clerk would speak to Highview Services.

[Action: Clerk]

73. SYLVANARB TREE INSPECTIONS: The Clerk had contacted SylvanArb (independent Arboricultural consultant) for a quote to inspect the Oak Tree next to 2 Bramblebank. SylvanArb operated a pricing band structure, whereby the cost to inspect one tree was £395, but subsequent trees were at a reduced rate of £75 each (i.e. £695 for up to five trees). It was agreed to establish if any other trees needed to be inspected by consultant and then book the work in. Mr Neild (Parish Tree Warden) and Highview Services would compile a list of five trees to be inspected.

[Action: ongoing]

74. SCARLET OAK SAPLING: A resident had offered to donate a scarlet oak sapling to the Parish Council (he had donated one some years ago that had been planted on Erskine Road near Chestnut Lane). The Parish Council were pleased to accept another sapling, Highview Services would collect this. Councillors were invited to think of a suitable location, if not Highview Services would make a decision.

[Action: ongoing]

75. POTENTIAL DAMAGE CAUSED BY SGN. A local resident had contacted the Clerk as they felt there had been significant root damage to a large silver birch tree on Parish land at the rear of their property. This damage had happened during excavation works carried out by Southern Gas Networks. The resident noted that the hole had now been filled in. The Clerk had responded to ask for the location of the tree, so that an inspection could be undertaken.

[Action: ongoing]

9] To discuss the tree work to the rear of Highview (Harvel Road)

76. TREES ON HARVEL ROAD TO THE REAR OF HIGHVIEW. A second day of work had been carried out by Michael Mills Tree Surgery. All of the work behind 214 – 224 had been carried out, with the exception of two trees to the rear of 224 which needed to have the overhang removed.

Highview Services had requested a further two days of work to carry out work at the rear of– 204 Highview. No dates had been confirmed as yet. It was anticipated that the two trees to the rear of 224 Highview would be dealt with at the same time.

The Clerk had received positive feedback about the work carried out so far.

[Action: ongoing]

10] Gardening contract update on work.

77. PLANTERS: The Clerk had not yet updated Mr Chidgey about which planters needed to be maintained but would do so as soon as possible.

[Action: Clerk]

78. BROWNIE FLOWER BED: The Clerk had spoken to Mr Chidgey who agreed he would clear the Brownie flower bed, and then establish if it could be replanted, or returned to the grass cutting contract.

[Action: ongoing]

11] Planning

Local authority tree preservation applications

79. Trosley Country Park (various works) (20250417). No comments or objections raised.
80. 248 Highview: Reduction of 1 x Sweet Chestnut (20250366). No comments or objections raised.
81. 51 Timberbank: fell 1 x Ash & 1 x Hornbeam (20250457). There was some discussion about the Hornbeam in the application. The Tree Warden agreed to have a look and report back to the Clerk.

[Action: Tree Warden]

Full planning applications

82. 154 Highview: erection of single storey rear extension (20250206). The Clerk had responded as agreed.
83. None at the time of agenda publication.

Covenant applications

84. Ferndown: new windows. The Clerk had written giving covenant approval.
85. Timberbank: request to replace existing garden fence (wooden) with polycarbonate panels. The Clerk had written giving covenant approval as agreed.
86. The Paddock: retention of fence and hedge. Following the letter sent by the Parish Council, the resident had written to ask for approval to retain both the fence and the hedge.

Fence / Gate: this was a very small picket fence which was located immediately in front of the front door, and nowhere near the boundary of the property. The resident stated that it has been put there as a protective measure to ensure the safety of the family dogs, to prevent them running out. It was an internal barrier as opposed to a fence. In the opinion of the resident, the fence did not obscure visibility or affect the open plan nature of the village. The Parish Council discussed this and by majority vote (six in favour, one against) it was agreed to let the small fence remain. This would be on the condition that it was not extended in anyway and remained in the same position. Should the property be sold in the future, or the family no longer have dogs, the fence would need to be removed.

Hedge: This large hedge was to the side of the front garden, between no.9 & no.10. The Clerk had also written to no.10 but had not had a response. The owner of no.9 stated that they would like to retain the hedge, as it was comprised of fully grown, mature plants – they felt the removal of this would alter the natural appearance of the area. The resident was happy to trim or reduce the hedge if need be. The Parish Council discussed this and by majority vote (six in favour, one against) agreed that the hedge needed to be removed entirely as it constituted a covenant breach and there was no extenuating circumstances put forward to retain it. Clerk to write to the resident on both counts.

[Action: Clerk]

87. Timberbank: new windows and doors: Details had been provided of both the existing windows / door, and the proposed. The new windows were white framed UPVC with clear glass. The new front door was a composite unit in white. There were no objections. Clerk to write giving covenant approval.

[Action: Clerk]

88. Highview: garage conversion (initial enquiry): The resident would like to convert their garage into a utility room and downstairs WC. The Parish Council would need to know what the external finish of the converted garage would be before they could consider covenant approval. Clerk to respond and ask for details. Clerk to also advise the resident that they may need planning permission and to contact Gravesham Borough Council to confirm this.
- The resident had also mentioned in their email that they were upgrading the tile cladding to the front with anthracite grey cement boards. It was noted that the resident would need approval for this. The Clerk was to respond to say that they should not carry out any work until the Parish Council had considered and approved the change.
- In the meantime, the Parish Council would review the covenant policy to ensure that the policy was applied correctly (the property was in a terrace of tile hung properties).

[Action: Clerk]

89. Highview: retention of wooden shed / structure in rear garden: The Clerk had written to the resident asking them to confirm the size and proposed use of the shed / structure in the rear garden. The resident had replied to say that there were two structures, a wooden shed with a gazebo located next to it.

SHED: There had originally been a wooden shed to the side of the property, but this had now been moved as the resident was extending the existing drive (this had been approved by the Parish Council).

The new shed in the back garden was the same size as the shed which had been located to the side. It would be used for storage of garden equipment. There were no footings, and no plumbing / drainage. There would be an electrical socket to provide lights. The shed was 5.5m x 2.3m.

GAZEBO: The gazebo was open and would not be enclosed. The gazebo was a bespoke build to fit the shape of the garden and was 5.5m at the widest point, down to 1m at the narrowest x 6m.

Images had been provided, along with a plan to illustrate the location of the shed / gazebo. It was agreed that covenant approval would be given for both structures. However, there was some concern about the location of the rear boundary of the property, Cllr Haslem would inspect and report back to the Council in due course.

[Action: Cllr Haslem]

90. Beech Mast: details provided regarding previous application to install a fence topper. The Clerk had contacted the resident to ask for details regarding the height of the wall in the rear garden. The wall was at differing heights throughout due to the position of the garden and the external footpath. The Clerk had arranged for Highview Services to go and take measurements. It was confirmed that the garden height was higher than the external footpath. The lowest height of the wall inside the garden was measured at 5 feet 4 inches, with the highest point being 6 feet. Measurements taken from the footpath on the outside of the property showed the lowest point of the wall to be 5 feet 11 inches, with the highest point being 7 feet 3 inches.

It was therefore agreed that permission could not be given to extend the height of the wall as the external height would exceed the approved limit of six feet.

The resident had concerns about being overlooked now that the trees had been removed from the neighbouring property. Highview Services confirmed that they did not think this to be the case.

The Clerk was to write to the resident confirming that no approval would be given to extend the height of the existing wall.

[Action: Clerk]

Enforcement issues

91. Churchside. No update. Clerk to chase Gravesham Enforcement.

[Action: Clerk]

92. 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

93. BEECHMAST: The Clerk received a response from the resident, clearly stating their point of view on the matter. However, they were agreeable to a site meeting. The site meeting would be attended by Cllr Haslem & Cllr Banks. In advance of the meeting, the Clerk would ensure that both Council Members were up to speed with the correspondence received thus far.

[Action: Clerk]

94. 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. Clerk to chase this up.

[Action: Clerk]

95. WOODSIDE: Hedge to the front in breach of covenant. The Clerk had written to the resident to ask for a site meeting. The resident had responded with a proposed date of 31st May at 5pm. The Clerk would email Councillors to see if anyone were able to attend, if not an alternative date would be sought.

[Action: Clerk]

96. DOWNSWOOD: The Clerk had written to the resident to ask for a site meeting. No response received as yet. Clerk to chase up.

[Action: Clerk]

97. Churchside: The Clerk had written to request a site meeting. The resident was agreeable to this. The Clerk was in the process of trying to find a mutually convenient date for the meeting.

[Action: Clerk]

98. Ash Keys: Wood Burner Flue Pipe: The Clerk had been updated as to which address this referred to. The Clerk would now write to inform the resident that they needed to apply for covenant approval for the installation of the flue pipe.

[Action: Clerk]

99. To identify all properties currently in breach of covenant. Councillors were politely reminded to carry out this exercise as soon as possible.

[Action: All Council Members]

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

100. TREE DAMAGE: DOWNSWOOD: The Parish Council solicitor had apologised for not dealing with this matter as yet, due to a heavy workload. It was anticipated that he would look at this before the end of May.

[Action: ongoing]

101. COVENANT BREACH: Timberbank. An update was expected from the Parish Council solicitor by the end of May.

[Action: ongoing]

14] To note recent land encroachment in the village and agree a course of action

102. Highview: It has been noted that the resident had begun works to extend their rear garden fence, causing an encroachment onto Parish Land. The Clerk had written to the resident, who had responded. The resident made the following points:
- The land to the rear had not been maintained by the Parish Council for many years, and they had been maintaining it themselves. The resident stated that the Parish Council were asked to stop maintaining the land some years ago by other residents in the terrace, as they liked to keep it overgrown to deter intruders. The resident at no.92 was not in agreement with this.
 - The resident noted that other residents had extended their boundaries over the years, and felt she was being singled out.
 - The resident stated that she had fenced off the land outside her back fence as a security measure.
 - The resident felt that the Parish Council had failed in their obligation to maintain the land.

The Clerk noted that at the rear of the terrace of properties there was a footpath, which was in the ownership of each individual property. Other properties that had moved their rear fence had enclosed the footpath and not more. Although this was no permissible as the footpath was a right of way, they had not enclosed Parish Land. It was agreed that the resident was not permitted to enclose Parish Land and as such the enclosure should be removed within the next 3 months. Clerk to write.

Cllr Haslem would visit the site to ensure that no other properties had enclosed further than the footpath to the rear.

[Action: Clerk / Cllr Haslem]

15] To discuss requests from and matters regarding residents

103. Highview: garage area. The site meeting with the resident had been cancelled as the Clerk had been informed (by the resident) that he did not intend to pursue any of the issues any further. The Clerk would still formally write to the resident to confirm the Parish Council's position, for the record.

[Action: Clerk]

104. TIMBERANK: Request from resident, to install Grasscrete on Parish Land. The area of concern was on the edge of a small area of Parish land, which was regularly driven over by delivery drivers when accessing the properties in this area. As such the area was often muddy and rutted. It has been suggested that bollards were installed to protect the land, but due to the layout of the area, it was sometimes driven over by residents as well, and therefore the resident felt that Grasscrete was a more appropriate solution. The resident was willing to fund this work. In principle there were no objections to this, similar had happened in other areas of the village, where residents had installed Grasscrete and had been responsible for the ongoing maintenance of such. The land would remain in the ownership of the Parish Council and the grass would continue to be mown by the Parish Council. The area would need to be carefully measured and marked on a map. The Clerk would draft an agreement for consideration.

If the resident was not willing to fund the work, or maintain the area moving forward, or was unhappy with the proposed agreement, the Parish Council would default to installing bollards.

[Action: Clerk]

16] The Bay

105. Meeting with Vigo Parish Council, KMP Solutions & Gravesham MPs office. The Clerk had not yet summarised the issues of concerns but would do so as soon as possible.

[Action: Clerk]

106. Walls in The Bay. The Clerk had emailed SNS Exterior for a quote but had not received one as yet.

[Action: ongoing]

107. BOLLARDS (CANNON BALLS): The Clerk had asked Highview Services if they could supply cones and ticker tape to cordon off the bollards while they were being painted. Highview Services would look into this and update the Clerk. The Clerk had advised Mr Chidgey that he could go ahead and buy the paint in anticipation.

[Action: ongoing]

108. The Clerk was pleased to inform the meeting that she had been told that Glam Squad had been successful in challenging the service charge bills issued by KMP Solutions, and having been taken to court by them, the case had been dismissed by the judge. Glam Squad were now considering their position moving forward with regard to compensation.

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

109. DOG DIRT / REFUSE BIN NEAR THE UNDERPASS (Admers Wood side) LOCATED IN WRONG POSITION. The Clerk had emailed Gravesham Borough Council about this again and sent photographs to illustrate the issue.

[Action: ongoing]

110. The Parish Council felt that the village needed a road sweep carried out – the Clerk had requested this.

111. Highview resident parking on driveway without a dropped kerb. The Clerk had not yet written to the resident regarding this but would do so as soon as possible.

[Action: Clerk]

112. 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. Clerk to chase.

[Action: Clerk]

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

[Action: Clerk]

114. 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, who had informed that they had placed a Notice of Removal on the vehicle.

115. Automatic Traffic Count Survey for Waterlow Road: see minute 119.

116. ADMERS WOOD DROP KERB: The Clerk had met with the Parish Council Highways Liaison Officer to review the Parish Council Highways Improvement Plan and had brought this issue up.

Kent Highways had responded to say that white vehicle access markings / dog bone lines are advisory only and could not be enforced. Kent County Council no longer installed dog bones due to these being a maintenance burden with little value since they were non enforceable. The Clerk had been informed that Gravesham Borough Council may consider an application.

On further inspection it transpired that there was not a drop kerb at the end of the path, it was more of a collapsed kerbstone. The Highways Officer said she was happy to consider installing a drop kerb in this location, but if she did so, she would like to install one on each side of the road. (Refer to minute 119).

The Clerk had updated the resident and was told they would rather have a small pathway installed along the edge of Parish Land. They had spoken to the local MP regarding this.

The Clerk would meet with the resident to discuss the matter and get more information before reverting back to the Parish Council regarding this.

[Action: Clerk]

117. BRAMBLEBANK: The resident had contacted Highways as they wanted to extend the dropped kerb to the front of their property. Currently they had a single drop kerb and wished to extend to a double. Highways had instructed that they needed to speak to the Parish Council to ensure there were no objections. The Parish Council did not object in principal but would like to know what the resident's intentions were for the front garden – did they intend to extend the existing driveway (there was currently a tree in the garden). Clerk to ask for more details.

[Action: Clerk]

118. ROADWORKS IN HARVEL ROAD; A resident had contacted the Clerk as they were concerned about road works which had been carried out in Harvel Road (to the rear of 86 / 88 Timberbank. The resident noted that this was the area which was often flooded and had assumed the work carried out had been to do with this, but when he looked online there was no mention of the work on the relevant websites. The resident felt the completed works looked like a driveway access onto the woodland to the North of Harvel Road. The Clerk had spoken to the Parish Council Highways Officer who did not have any knowledge of the works. The Clerk had also emailed Gravesham Borough Council's planning department but had not had a response as yet. Parish Council felt the work was to do with drainage, but it would be good to confirm this.

[Action: Clerk]

119. HIGHWAYS IMPROVEMENT PLAN (HIP): The Clerk informed that she had met with the Highways Officer responsible for Parish Council liaison, to discuss the Parish Council HIP. There were now only TWO issues on the HIP as follows:

- To get a new ATC survey to review if the 30mph scheme had improved the speeding issues (survey ordered).

- To consider a drop kerb outside 30 Admers Wood (see minute 116).

Council Members were invited to think of any other Highways issues they would like to be added to the HIP. No issues were immediately apparent.

120. While discussing the HIP, the Clerk had mentioned the poor condition of the road surface on Waterlow Road, particularly at the junctions to the cul-de-sacs. The Clerk was advised to report this to Kent Highways online in the first instance.

[Action: Clerk]

18] Street lighting

121. OUTSTANDING WORKS TO STREETLIGHTS, TO BE CARRIED OUT BY GBC / KCC. No update.

[Action: ongoing]

122. COLUMN REPAIR THE COACH DRIVE: Column no.3 (BTAM001). No update.

[Action: ongoing]

123. Repainting street light column in The Bay. No update.

[Action: ongoing]

124. Mr Bonner, streetlighting contractor, had emailed to state that there would be a 4% price increase for the 2025/2026 street lighting maintenance contract. This was due to increases in material costs, wages, fuel and vehicle investments.

19] Councillor Patches

125. Councillor Patch reports were due at the end of March. Cllr Banks and Cllr Haslem had completed their reports. Other Councillors were asked to do theirs as soon as possible.

[Action: All Councillors]

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

126. PLAY PARK LITTER BIN: The Clerk reported that the request for a new (closed top) litter bin had not been actioned yet. Additionally, a request had been received from a local resident for the same: the resident carried out a voluntary litter pick of the playpark most weekends with her son and felt that much of the rubbish had been blown out of the bin as it was open, a closed top bin would be much better. The Clerk had responded to the resident to thank them for doing a litter pick, and to state she would chase this up with Gravesham Borough Council.

[Action: Clerk]

127. TIMBER TRAIL: Grant application to Awards for All (National Lottery). No response as yet.

[Action: ongoing]

128. FINANCIAL REGULATION REQUIREMENT FOR THREE QUOTES: The Assistant Clerk had arranged for two other companies to quote for the replacement Timber Trail equipment. These quotes had not been received as yet – the Assistant Clerk would chase them up.

[Action: Assistant Clerk]

129. PLAY PARK EQUIPMENT QUESTIONNAIRE: The questionnaire had been given to Vigo School and also 1st Culverstone & Vigo Scouts. The Clerk would report the results of the questionnaire back to the June Parish Council meeting.

[Action: Clerk]

130. 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]

131. 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. Cllr Banks had asked the Assistant Clerk to get a quote to replace all the playpark surfacing that had been identified as an issue on the playpark report. The Assistant Clerk was due to meet the playpark inspector to discuss this. As such, the Clerk had not gone ahead with the original quote (£1,795) as yet, pending the site meeting report.

[Action: ongoing]

132. Zip wire spiral break spring (to be replaced). It was not clear if this work had been carried out as yet.

[Action: ongoing]

21] Community Warden – to receive an update on the service.

133. DRAFT CONTRACT: No further update had been received as yet.

[Action: ongoing]

134. It was noted that the community warden assigned to cover Vigo for one day a week was unable to work at present. Cover for this absence had been difficult and only been provided for one day so far. After some discussion, it was agreed that the Parish Council should write to Mr Rolfe and inform that until the community warden was back to full fitness, or a regular / permanent replacement could be found, the Parish Council would like to delay the start of the agreement.

[Action: Clerk]

22] To note the insurance / subsidence issue (Highview) and agree a course of action.

135. Highview: possible subsidence damage. The Clerk had received a letter to state that investigations had been carried out (on behalf of the claimants' insurers) which stated that the Ash Trees were causing damage. Copies of the relevant surveys had been provided.

After much discussion the following was agreed:

- T1 (Ash tree furthest from the property) was not on Parish Land (appearing to be on unregistered land) and as such the Parish Council would not do anything about this tree, as it was not in their ownership.
- T2 (Ash on the boundary of Parish land and residents land) would be removed by the Parish Council as soon as possible. This removal was based on the recommendation received from the Parish Council insurers.
- The Parish Council would not ask for a contribution toward the cost of removing T2 (even though it appeared to be 50% on the resident's land) BUT the Parish Council would not be held responsible for any damage the tree had caused to the residents' fence.

Clerk to make arrangements to have the tree removed and update the Parish Council Insurers.

[Action: Clerk]

23] To discuss Council Meeting dates and consider any available alternatives.

- 136.** The Clerk had emailed all Councillors to raise concerns about poor attendance at meetings over recent months. The Clerk was pleased to see a good number of Council Members in attendance at the meeting. However, the general feeling was that Mondays had always been a better day to hold meetings, and Councillors would rather revert to this.

It was thought that the activity in the main hall which had caused a noise nuisance on a Monday finished at 8pm, and as such the Council were minded to move the start time of the Parish Meetings to 8pm. The Clerk was not keen on this if it meant that meetings would run up until 10.30pm but was assured that the meetings could be capped at two hours (the standing orders could be amended to reflect this). The Clerk was to speak to the village hall manager to ask if there were any other bookings in the main hall after the 8pm line dancing class finished.

[Action: Clerk]

24] Finance

To note any payments made since the last meeting

137.	09.05.25	D/D	Nest	137.47	Clerk pension	LGPSR 2013
	29.04.25	D/D	Unity Trust Bank	7.95	Service Charge	LGA 1972 s.111

To authorise payments due

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

15.05.25	D/P	Vigo Repair Café	250.00	Grant in Aid (rent)	LGA 1972 s.137
15.05.25	D/P	Streetlights Limited	667.37	Maintenance Contract	PCA 1957 ss.3(1) & 7, HA 1980 s.301
15.05.25	D/P	Mills Tree Surgery	1020.00	Harvel Road Tree Surgery Inv 00337	OSA 1906 s 9&10
15.05.25	D/P	Vigo Village Hall	10.17	Hall Hire (APM)	LGA 1972, s111
15.05.25	D/P	Stokes	156.00	Digger Hire	OSA 1906 s 9&10
15.05.25	D/P	Joanne Glass	104.98	APM supplies	LGA 1972, s111
15.05.25	D/P	Marmax	568.80	Memorial Bench	LGA 1953 s.1
15.05.25	D/P	IT Solutions (Kent)	36.00	Printer Set-Up	LGA 1972, s111

15.05.25	D/P	Cooper	50.00	Bench refund	LGA 1953 s.1
15.05.25	D/P	Lionel Robbins	175.00	Internal Audit	LGA 1972, s.111
15.05.25	D/P	Viking	71.29	Stationery	LGA 1972, s.111
28.05.25	D/P	Salaries	2174.21	May salaries	LGA 1972 s.112(2)

139. The following is a summary of the monthly spend on the Corporate Multi Pay Card (£199.13 to be paid by direct payment on 16.05.25)

Single Point Access Fee	29.56	Em. Phone	LGA 1972 s.111
Microsoft 365	8.49	Monthly Storage	LGA 1972 s.111
Post Office	34.00	Stamps	LGA 1972 s.111
Viking Print House	46.38	Play Park Surveys	LGA 1972 s.111
Land Registry	7.00	Title Deed / Map	LGA 1972 s.111
Hobby Craft	9.00	APM cake ingred.	LGA 1972 s.111
Marks & Spencer	29.00	APM cake ingred.	LGA 1972 s.111
Tesco	32.70	APM refreshments	LGA 1972 s.111
Monthly Fee	3.00	Charges	LGA 1972 s.111

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

22.05.25	D/D	Gravesham BC	129.85	Paladin Bins	LA 1983 s.5
25.05.25	D/D	J&F Accounting	35.76	Payroll Fees	LGA 1972 s.111
28.05.25	D/D	British Telecom	61.09	Phone & B.Band	LGA(FP)A 1963 s.5
					LGA 1972 s.111
28.05.25	D/D	Highview Services	5368.57	Grounds Maint.	OSA 1906 s 9&10

141. A transfer of £10,000 from the deposit account to the savings account (to cover outgoings) was agreed.

142. INCOME: The following income was noted:

29.04.25	Cooper	Memorial Bench	600.00
13.05.25	HMRC	VAT Reclaim	4903.47

To note and consider a grant application from Gravesham Citizens Advice Bureau

- 143.** Cllr Haslem proposed that rather than consider grants on an individual basis, it would be better to consider applications perhaps twice a year, in October and April, so that funds could be distributed fairly. This was agreed by all.
- The Clerk would be sure to advertise this new system informing people that there would be two tranches of applications moving forward. 50% of the grant budget would be awarded in October and 50% in April. An article would be put in the Annual Newsletter in the first instance.
- As such the Citizens Advice Bureau grant would be considered at the October meeting.

[Action: Clerk]

To note and consider a grant application from We Are Beams

- 144.** As per the agreement above, the We Are Beams application would be considered at the October meeting.

[Action: Clerk]

To consider the purchase of Bat Boxes for the village

145. Cllr Jones proposed that the Parish Council purchase SIX cavity bat boxes at a cost of £28.90 (plus VAT) each. Total cost £173.40 plus VAT.
This was seconded by Cllr Haslem and agreed by all. Clerk to arrange the purchase.

[Action: Clerk]

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

146. Adobe Acrobat licence. The Clerk had not yet done this but would do so as soon as possible.

[Action: Clerk]

147. Financial Regulations: these had been reviewed and agreed at the Annual Council meeting held on 8th May 2025. The updated version had been sent to Cllr Banks to upload onto the Parish Council website.

148. The Gravesham Repair Café: the Clerk had set up this payment as agreed.

149. ALTERNATIVE DEPOSIT ACCOUNTS: The Clerk had not yet looked at alternative provision for deposit accounts with a higher interest rate but would do so before the next Parish Council meeting.

[Action: Clerk]

150. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN: The Clerk would ensure this was returned by the 30th June deadline.

[Action: Clerk]

151. The Clerk had submitted a VAT claim in the sum of £4903.47, in respect of the 2024/2025 financial year.

25] To receive the Chairs announcements

152. Flagging emails as urgent: the Clerk reported that she did not have the capacity to carry out this exercise at present. Councillors were asked to check their emails on a more regular basis, especially if Parish Council meetings were going to be capped at two hours duration.

153. The next Parish Chairs meeting would be held on Tuesday 20th May. Both Cllr Haslem & Cllr Banks would attend.

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

154. The Gravesham Borough Council Annual Council Meeting & Mayor Making would be held on Tuesday 13th May 2025. Nobody had been able to attend this meeting.

155. KCC event presentation for all nominees of the KALC Community Awards Scheme. Due to logistics and time constraints in responding to this invitation, the Parish Council had not been able to send a representative. The Clerk had fed back to KALC regarding the short deadline.

156. KALC were holding an Extraordinary General Meeting on 19th June, 2pm, Aylesford Community Centre. The purpose was to discuss the important and evolving issue of Local Government reorganisation and its potential implications for Town and Parish Councils across Kent. The Parish Council could send two representatives. The Clerk informed that Cllr Banks would attend. If anyone else wished to go they should let the Clerk know.
157. Additionally, KALC were running a new series of training sessions to support local councils as Kent prepared for changes linked to local government reorganisation. There were three sessions:
- Transfer of assets
 - Contract management
 - Procurement.

If any Council member wished to attend, they should contact the Clerk.

[Action: All Councillors]

158. Vigo School PTA had asked permission to place Estate Agent Boards around the village, to advertise the school summer fair. It was anticipated that six signs would be on Parish land. There were no objections to this. The Clerk had updated the PTA.
159. BAT WALKS: The Clerk informed the meeting that Mr Williams would be happy to carry out more bat walks in the village. Provisional dates were set as 14th July and 11th August, both 8pm. Numbers would be limited to ten, and the spaces would be open to Vigo Residents only. The Clerk would advertise this in the annual newsletter.

[Action: Clerk]

27] Training

160. The latest KALC Training Bulletin had been received and forwarded to all Councillors.

28] Reports from other organisations

161. None,

29] Working Party Reports

162. ENVIRONMENTAL WORKING PARTY: The Working Party had met on Monday 12th May by zoom. Minutes of the meeting would be forwarded to all Members in due course.

The Clerk summarised the discussions held. The salient points noted were:

- Village maps would be assessed to see if there were other areas in the village that would be suitable as wildflower meadow type areas.
- A botanical survey would be carried out.
- Consideration would be given to how to manage the unmown areas at the end of June, before islands were cut. It had been suggested that an alternative would be to leave "corridors" of grass.
- Contact would be made with the Country Park to find out who carried out their "bee surveys".

The working party were due to meet again at the end of June. Further updates / recommendations / proposals would be put to Parish in due course.

The Clerk would put information posters online and on the noticeboard regarding the project.

[Action: Clerk]

163. The Clerk had received information on Kent's Plan bee Project which she would forward to the Environment Ecology Working Party for their consideration.

[Action: Clerk]

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

164. None.

**There being no other business,
the meeting of the Full Parish Council was closed at 22.00 hours.**