

VIGO PARISH COUNCIL
Minutes of the Full Parish Council Meeting
held in Vigo Village Hall on Thursday 5th June 2025 at 7.30pm

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

1] To receive apologies for absence

165. Apologies were received and accepted from:
Vigo Parish Council Members: Cllr Simon Chaplin; Cllr Sharon Cottam; Cllr Jim Haslem;
Cllr Dave Hawkins & Cllr Mandie Jones.
Apologies were also received from Cllr Diane Morton (KCC) & Mr Tony Neild (Tree Warden).

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

166. None.

3] Questions from the press & public

167. None.

4] Borough & County Councillor representative reports

168. None.

5] Reports from Kent Police

169. None.

6] To approve the minutes of the Full Parish Council Meeting held on 15th May 2025.

170. The minutes from the Full Parish Council Meeting held on 15th May 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 from previous minutes not otherwise on the agenda

171. DEFIBRILLATORS: The defibrillator cabinet had been installed and wired in at the village hall. Cllr Hawkins would now move the defibrillator from The Villager public house to the village hall.

The defibrillator to the side of 77 Highview had now also been permanently wired in and a wi-fi extender installed.

The defibrillator information cards had been re-designed and printed. These would now be delivered to every household in the village.

[Action: Clerk]

172. WATERLOW ROAD NO PARKING SIGNS: These stickers had now been ordered but had not yet been received.

[Action: ongoing]

173. DRIVING MISS DAISY: These trips (July, August & September) would be advertised in the annual newsletter.

[Action: ongoing]

174. Highview: Relocation of rear garden fence / encroachment of Parish Land.
Cllr Haslem had visited the site and confirmed that he was assured that only this property had extended their fence, enclosing Parish land.
Many of the other properties had extended their fence but to a much lesser extent (and only enclosing the footpath that was in their ownership to the rear).
It was therefore agreed to write to the resident at and instruct that they must relocate their fence to its original position. This work should be carried out within 3 months.

[Action: Clerk]

8]

Services

Grounds maintenance

175. The grounds work record sheets for May had not yet been updated. The Clerk would send it to all Councillors as soon as it was available.

[Action: Clerk]

176. Timberbank (ruts on Parish Land).
The Clerk had chased this up with the resident, who had responded to say they intended to install grasscrete in the Autumn.
The Clerk reminded the resident that in order for the Parish Council to consider this, a plan showing the extent of the area to have grasscrete needed to be provided. The Parish Council had only considered a small triangle of land before, but the Clerk was under the impression that the resident would like a larger area covered.
In any case, the Clerk had told the resident that grasscrete could not be installed on Parish Land until a formal agreement had been drawn up and signed by both parties.
In the meantime, the resident should repair the damage by levelling and seeding the ground.

[Action: ongoing]

177. Damaged land Waterlow Road / Croftside. Installation of bollards. This work had not been carried out as yet but would be done over the Autumn period.
178. Highview: the Clerk had spoken to the Grounds Maintenance Team who had confirmed that vehicles were no longer parking on the Parish land in this location.
179. TIMBERBANK: Damaged bollard. This was on the list of works to be carried out and would likely be done when the ground was softer in the Autumn.

Grass cutting

180. Grass cutting was well underway with no issues.

Trees

181. Timberbank. Land ownership to the rear. Cllr Banks and the Clerk had visited the site and confirmed that there was a small area of Parish land behind the rear fence line at no.7 & no.9 Timberbank. There were two trees (one Ash, one Sweet Chestnut) on this area of land, which the Tree Warden had recommended to be removed. They were

both very close to the fence and as they grew would likely cause problems – at present they were fairly small and would be easily removed.

There was some concern that the resident might believe the land and trees were in their ownership, so it was agreed to write to the resident regarding this matter before any work was scheduled in.

[Action: Clerk]

- 182.** Timberbank: Tree work to the rear. The majority of the work had now been carried out in this area. There was a small amount to be carried out, but this would be done over the autumn/winter period.

- 183.** Bramblebank: Oak Tree to the side.

The Clerk had responded to the resident to say that an Arboricultural Consultant would be engaged to inspect the Oak Tree.

The resident had responded to thank the Parish Council and had asked if he could be present during the inspection, so that the consultant could view the tree from his property, as well from the Parish land side. The resident would also like to show the consultant damage that he felt was being caused by the tree and would like to have his insurance assessor present.

It was noted that the consultant was being engaged purely to assess the health and safety of the tree and establish if any works needed to be done. If the resident had concerns about any damage caused, that should be investigated by his insurers.

It would not be appropriate for anyone representing the resident to attend the independent site visit being carried out by a consultant employed by the Parish Council.

Clerk to respond to the resident.

[Action: Clerk]

- 184.** 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 chased this again, but still not received a response. Matter filed as pending.

- 185.** Highview: request for trees overhanging the boundary to be cut back. The Clerk had updated the resident. The work was on the Autumn / Winter list.

- 186.** Timberbank Oak. The Clerk had asked the Tree Warden to inspect this tree. If the Tree Warden felt it appropriate, the Clerk would get the Arboricultural Consultant to carry out an independent inspection as well.

[Action: ongoing]

- 187.** SYLVANARB TREE INSPECTIONS: Quote received at £695 for up to five tree inspections. The trees identified for inspection were:

- Bramblebank Oak (concerns raised by resident)
- Silver Birch on Erskine Road / junction with Ash Keys (previous concerns raised by resident)
- Timberbank Ash Tree (to establish best way to manage)
- Oak tree near 93 Timberbank (Tree Warden to confirm if necessary)
- Ash Tree to rear of Highview (advice sought on possibility of heave)

Clerk to make the appointment with the consultant.

[Action: Clerk]

188. SCARLET OAK SAPLING: Highview Services would collect this.
189. 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. The Clerk had responded asking for details of the location but had not received a response. Clerk to chase this up.

[Action: Clerk]

190. The Tree Warden had contacted the Clerk with comments on the following trees:
- Oak tree located on the corner of the play park and The Villager Pub. There was a dead Birch growing between the leaders of the Oak into the crown. It was suggested that the dead Birch is reduced to 8m in height. The ownership of this tree would need to be confirmed.
 - Oak in the garden of The Villager Pub: this tree has a considerable amount of major and minor dead wood throughout the crown; the tree is not in good health and some of the dead wood was overhanging the village hall. The Tree Warden felt that the dead wood should be removed, and the crown rebalanced. This would need to be reported to the pub landlord.
 - Sweet Chestnut within the boundary fence of the playpark. There was some minor deadwood in the crown, but there was also a large dead limb which was growing parallel to the boundary fence – this would need to be addressed.

The Tree Warden offered to meet with Highview Services to discuss these trees, and would make contact to arrange this.

[Action: ongoing]

191. A local resident had contacted the Clerk with concerns about two trees which appeared to have Ash Die Back. These trees were located a short distance from the rear boundary of 6 The Coach Drive. The Clerk had asked the Tree Warden to inspect these.

[Action: Tree Warden]

192. Highview: request to have a hawthorn reduced (located at the rear of the boundary fence). This tree was overhanging and left a large amount of debris in the garden. The Clerk would arrange to have this inspected by Highview Services before the Autumn. Clerk to update the resident.

[Action: Clerk]

193. Beech Mast Square – noted that the tree in this location could do with a crown lift. Clerk to add this to the winter work list.

[Action: Clerk]

9]

To discuss the availability of the grounds work contractor for the coming weeks

194. It was noted that the grounds maintenance contractor (Mr Agley) was unwell and unable to work at present (since w/c 2nd June). SC Groundcare was covering the grass-cutting and daily litter pick in the village. The Parish Council were happy for SC Groundcare to continue this (under payment from Highview Services). The situation

would be reviewed at the July meeting. The Parish Council noted they would require a Fit to Work Note before Mr Agley resumed work.

10] To discuss the tree work to the rear of Highview (Harvel Road) & flytipping in the same area

- 195.** TREES ON HARVEL ROAD TO THE REAR OF HIGHVIEW. It was agreed to defer the remaining work here until the Autumn (mid-August earliest). This was to ensure that nesting birds were not disturbed. The Clerk had emailed the tree surgeon to this effect.

It was noted that tree work was also needed at the boundary of 226 Highview. This work had been outstanding for some considerable time, and the resident had recently chased this up.

It was therefore agreed to extend the scope of work to include 226 Highview. There was a parking area next to 226 which would form a sensible breakpoint for the work.

It was agreed to book the tree surgeon in for three days. There were one or two trees still to deal with behind no.204, these would be dealt with along with the whole area to the rear of 214 – 226 Highview. It was anticipated that three days' work would be sufficient.

Clerk to confirm dates with the tree surgeon.

[Action: Clerk]

- 196.** RUBBISH AND DUMPING TO THE REAR OF HIGHIEW PROPERTIES. The Clerk had drafted a letter which would be sent to residents explaining that the area would be cleared of flytipping. This letter was agreed.

The Clerk would find out if it would be more practical to clear the rubbish before the tree surgery was carried out, or vice versa. In any case, it was agreed it would be best to clear the rubbish as close to the date of the tree work as possible. This would be during the Autumn period.

The Clerk would arrange a date for a skip with Highview Services and write to the residents at that time.

[Action: Clerk]

11] Gardening contract update on work.

- 197.** 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]

- 198.** BROWNIE FLOWER BED: The Clerk had spoken to Mr Chidgey who agreed he would clear the Brownie flower bed.

12] Planning

Local authority tree preservation applications

- 199.** 51 Timberbank: fell 1 x Ash & 1 x Hornbeam (20250457). There was some discussion about the Hornbeam in the application. The Tree Warden had inspected these trees. The Clerk had responded to Gravesham Borough Council to state that:

- Ash Tree: it was felt that the Die Back had not progressed to a point which would justify the felling of the tree.

- Hornbeam: the crown looked healthy, and the Parish would be interested to know if there were any other options available rather than removing the tree entirely.

The Parish Council also noted they would like assurances that suitable replacement trees were planted at the earliest opportunity.

The Clerk also asked if the Borough Council had a policy on how to deal with trees affected by Ash Die Back.

Full planning applications

- 200.** None received at time of agenda publication.

Covenant applications

- 201.** 9 The Paddock: retention of fence and hedge. The Clerk had written to the resident as agreed. The Clerk had made a diary note to review this at the end of the year.
- 202.** 18 Timberbank: new windows and doors: The Clerk had written giving covenant approval as agreed.
- 203.** 214 Highview: retention of wooden shed / structure in rear garden. Cllr Haslem had visited the site and informed the Clerk that if the rear boundary fence had been moved (and it was not clear if this was the case) the fence was still within the property boundary. No further action to be taken on this point.
The Clerk would now write to the resident giving covenant approval for the shed and gazebo, as agreed at the May Parish Council meeting.

[Action: Clerk]

- 204.** 13 Beech Mast: The Clerk had written to the resident as agreed.
- 205.** 105 Highview: Garage Conversion: details of the proposed exterior appearance of this conversion had been provided as requested. The conversion would be brick clad (to match the existing property) with white framed, clear glass windows. There were no objections, the Clerk was to write giving approval.

[Action: Clerk]

- 206.** 105 Highview: Change of Cladding: the resident had provided details of the proposed cladding. At present the property had red hung tiles. The resident wished to install cladding (anthracite grey).
This was considered carefully by the Parish Council. The property was in a terrace, and as such, the requirement would be to match the original finish or match the neighbouring property.
However, this property terrace was staggered with the property in question being end of terrace and set quite far forward from the neighbouring property. As such, the cladding could be considered detached.
It was agreed, by majority vote, to give covenant approval for the cladding (in grey). The Clerk was to write accordingly.

[Action: Clerk]

- 207.** 4 Bramblebank: Extension of Drop Kerb and Driveway: the resident had provided details and drawings to illustrate the proposal.
This matter was considered carefully. It was agreed that there would be no objections to this proposal.

- The Parish Council did not object to the extended drop kerb, but permission must be sought from Kent Highways.
- The Parish Council did not object to the extended driveway, but the surface must meet current legislation with regard to permeability.
- It was noted that there was a condition attached to the property dating back to the previous owner regarding a Tree Preservation Order planning application, The current resident's attention should be drawn to this, as they may not be aware of the condition.

Clerk to write to the resident summarising the above points and giving approval.

[Action: Clerk]

- 208.** 20 Highview: Change of Windows: The resident had provided photographs of the existing but had not yet been able to provide drawings of the proposed. The Parish Council would be happy to approve new windows as long as they matched the existing. The Parish gave the Clerk delegated authority to deal with this if the drawings were provided before the next meeting.

[Action: Clerk]

Enforcement issues

- 209.** Churchside. No update. Clerk to chase Gravesham Enforcement.

[Action: Clerk]

- 210.** ASH KEYS: property in a state of disrepair. No update. Clerk to chase Gravesham Borough Council.

[Action: Clerk]

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

- 211.** BEECHMAST: Cllr Banks and Cllr Haslem had met the residents at a site meeting. Notes from the site meeting had been circulated to all Members, including photographs of the hedge in question.

It was noted that the existing side hedge was now well maintained at a height of 1.5m. The hedge ran along the side of a busy, well used footpath. It was also noted that a number of other properties in Beech Mast had hedges.

Cllr Banks and Cllr Haslem felt that, given the position of the side hedge to the property and its height and length, it is in proportion with the surrounding properties and forms a useful privacy barrier between the house and the footpath.

Cllr Banks proposed that no further action should be taken by Vigo Parish Council to seek removal or a change in the length or height of the hedge. Three members voted in favour of this proposal, and one voted against. Motion carried, no further action would be taken. Clerk to write to the resident.

It was also noted that the rubbish dumped to the side of the resident's garage was still there and causing access issues for the Parish Council contractor. The Clerk would write again asking for this to be removed.

[Action: Clerk]

- 212.** WOODSIDE: Hedge to the front in breach of covenant. The resident had emailed back to offer a Saturday site meeting, but this was not convenient for Council. The Clerk was to email back asking for a weekday / early evening date.

[Action: Clerk]

213. WOODSIDE: Hedge to the front in breach of covenant. The Clerk had written to the resident to say that their proposed date of 31st May at 5pm was not suitable and had asked them to give some alternative options.

[Action: ongoing]

214. DOWNSWOOD: The Clerk had written to the resident to ask for a site meeting. No response received as yet. The Clerk would check if any work had been carried out before writing to the resident again.

[Action: Clerk]

215. Churchside: The Clerk had written to request a site meeting. This had been arranged for 6pm on Tuesday 8th July. Cllr Banks and Cllr Haslem to attend.

[Action: ongoing]

216. Ash Keys: Wood Burner Flue Pipe: The Clerk had written to the resident advising them to ask for retrospective covenant approval.

[Action: ongoing]

217. 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]

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

218. TREE DAMAGE: DOWNSWOOD: The Parish Council solicitor had not provided an update but hoped to do so by the middle of June.

[Action: ongoing]

219. COVENANT BREACH: Timberbank. An update was expected by the middle of June.

[Action: ongoing]

15] To discuss requests from and matters regarding residents

220. Highview: garage area. The Clerk had written to the resident as agreed.

221. TIMBERANK: Request from resident, to install Grasscrete on Parish Land. The Clerk had liaised with the resident who was willing to fund the installation of grasscrete on the Parish land to the front of his property. The Clerk advised that he would need to measure up the area and provide a drawing with measurements for the Parish Council to consider. The maintenance of the grasscrete would be the responsibility of the resident. An agreement would need to be signed. The resident understood this and would get back to the Clerk in due course.

[Action: ongoing]

16] The Bay (to include discussion on jet washing the block paved area)

222. 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]

- 223.** Walls in The Bay. SNS had visited the site and felt that the walls did not need to be cleaned again as they were still in good order from when they were cleaned last year. SNS suggested that the Parish Council may wish to consider applying "Wet & Forget" later in the year – this product removes mould, fungus, Lichen, algae and black spots without the use of chemicals. The Clerk would speak to Mr Chidgey regarding this.

[Action: Clerk]

- 224.** CLEANING THE BLOCK PAVING IN THE BAY: The Clerk had spoken to Gravesham Borough Council regarding this, as the Parish Council were under the impression that, although the area was officially registered to Vigo Parish Council, Gravesham Borough Council had adopted the main area of The Bay. Gravesham Borough Council had referred the Clerk to Kent Highways, believing it was their responsibility. As such, the Clerk would speak to Kent Highways to ask if they would consider jet washing the block paving. The Clerk had also got a quote from SNS for cleaning the area, should Kent Highways not be able to undertake the work. Three options were available ranging in price from £850 to £1,850. It was agreed the Parish Council would consider funding one of the options in the next financial year if Kent Highways were unable to clean the area in the meantime.

[Action: Clerk]

- 225.** BOLLARDS (CANNON BALLS): Highview Services had confirmed that they had traffic cones that could be used. They would supply them to the Clerk who would pass them onto Mr Chidgey.

[Action: ongoing]

- 226.** HANGING BASKETS: These had been planted and put on the village hall. Mr Chidgey would water throughout the season. The Clerk would speak to Mr Chidgey to say that the Parish Council would be able to cover watering duty should he be away from the village for any reason.

[Action: Clerk]

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

- 227.** 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. No update.

[Action: ongoing]

- 228.** Two fridges had been dumped in Admers Wood on private land (garage block). The Clerk had spoken to Gravesham Borough Council who had agreed to remove them. The Clerk had thanked GBC for their assistance with this.
- 229.** 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]

- 230.** Blocked drains (in Highview). The Clerk had emailed Kent Highways to ask for details of the timetable for drain cleansing in the village.

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

[Action: Clerk]

232. ADMERS WOOD DROP KERB: 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]

233. ROADWORKS IN HARVEL ROAD; Highways had confirmed that the work carried out in this area was drainage works – installing a kerbed apron to direct the surface water from the carriageway into the natural soakaway behind – with the woodland area re-graded to stop excess surface water entering the field, but to naturally soak into the ground instead. The Clerk had updated the resident who made the enquiry.

234. HIGHWAYS IMPROVEMENT PLAN (HIP):

- Updated ATC survey to review if the 30mph scheme had improved the speeding issue: this was anticipated in the next month.
- To consider a drop kerb outside 30 Admers Wood: Clerk to speak to the resident regarding this.

235. Poor condition of the road surface on Waterlow Road, particularly at the junctions to the cul-de-sacs. Clerk to report this to Kent Highways.

[Action: Clerk]

236. Waterlow Road Salt Bin – this bin had been damaged beyond repair (vehicle collision). The Waterlow Road sign had also been damaged. This had been reported to Kent Highways and Gravesham Borough Council respectively.

18] Street lighting

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

[Action: ongoing]

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

[Action: ongoing]

239. Repainting the street light column in The Bay. This work had now been carried out.

240. It was noted that the streetlight outside 19 Beech Mast appeared to have the front cover taped on. The Clerk was asked to check if this needed repairing, or if it was "anti-tamper" tape.

[Action: Clerk]

19] Councillor Patches

241. Councillor Patch reports were due at the end of March. Cllr Banks and Cllr Haslem had completed their reports, as had Cllr Hulf & Cllr Chaplin. Other Councillors were asked to do theirs as soon as possible. The next reports were due at the end of June.

[Action: All Councillors]

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

- 242.** PLAY PARK LITTER BIN: Request for a new (closed top) litter bin. No update. Clerk to chase.

[Action: Clerk]

- 243.** PLAY PARK EQUIPMENT QUESTIONNAIRE: The questionnaire had been given to Vigo School and also 1st Culverstone & Vigo Scouts.

There had been a good response to the questionnaire given to the school. Many of the responses stated that they would like to see a ground trampoline in the playpark, or some musical equipment. The Clerk / Assistant Clerk would look into costings for this.

The scout questionnaires were not back yet, but once they were, the Assistant Clerk would analyse the results for the Parish Council.

[Action: Clerk / Assistant Clerk]

- 244.** Paintwork updates and general repairs to the playpark (to be carried out by Mr Chidgey). The Assistant Clerk would liaise with Mr Chidgey regarding this work.

[Action: Assistant Clerk]

- 245.** Zip wire spiral break spring (to be replaced). There was no update on this work as yet.

[Action: ongoing]

21] To note the response from the National Lottery with regard to the Awards for All grant application for the Play Park

- 246.** TIMBER TRAIL: Grant application to Awards for All (National Lottery). The Clerk was pleased to report that the grant application had been successful.

22] To note the quotes received for the replacement trim trail and agree which supplier to engage

- 247.** FINANCIAL REGULATION REQUIREMENT FOR THREE QUOTES: The quotes received for a replacement Timber Trail were noted by Council Members.

Safe Play	This was the quote on which the National Lottery application had been made.
-----------	---

Playdale quote #1	This quote did not include a scramble net, it included a small climbing board instead which was felt not appropriate. Playdale were asked to re-quote.
-------------------	--

Playdale quote #2	This option included a scramble net which made it equivalent to the equipment quoted in the Safe Play quote.
-------------------	--

Commercial Play	The equipment quoted was not as per the spec given by the Parish Council.
-----------------	---

It was agreed unanimously to accept the Safe Play quote at **£8,989**. The Clerk would place the order.

[Action: Clerk]

23] To note the estimate received from Gravesham Borough Council with regard to the play park surfacing

248. The Assistant Clerk had asked for a quote to replace all areas of compacted grass mats that had been identified in the Play Park inspection report (areas around the entrances to the multi-unit, climb boards, ladder, nets and springers). This had been estimated at £500 - £600 by Mr Ballantyne (GBC). This cost was agreed; the Assistant Clerk would ask for a formal quote.
The cost to dig up and relocate the spinning pole, install a new safety surfacing pad, and to replace the safety surfacing under the swings had already been agreed at a cost of £1,795.

[Action: Assistant Clerk]

24] Community Warden

249. DRAFT CONTRACT: Filed as pending. The Clerk had emailed Mr Rolfe as agreed. No response had been received. The Community Warden was still not back to work at present, so everything was "on hold" for now. The Clerk would chase Mr Rolfe for an update.

[Action: Clerk]

25] To receive an update on the insurance / subsidence issue (Highview)

250. Highview: possible subsidence damage. The Clerk had updated the Parish Council insurers. The Parish Council insurers were happy for the Clerk to update the resident's insurance company.
The Clerk had emailed the residents insurance company to confirm that T1 (Ash tree furthest from the property) was not on Parish Land and that T2 (Ash on the boundary of Parish land and residents land) would be removed by the Parish Council.
The resident had confirmed they would be responsible for the fence repairs that may need to be carried out as a result of the tree removal.
It was agreed that the Clerk should seek an independent opinion to ensure that the removal of the Ash Tree would not cause heave. The Clerk would ask Sylvan Arb to inspect the tree.

[Action: Clerk]

26] To agree Council Meeting Dates for 2025/2026

251. The hall manager had confirmed that there would not be any activity which caused a high level of noise in the main hall from 8pm onwards. As such, the Clerk had requested that the small hall be booked for Parish Council meetings on the 3rd Monday of the month moving forward – the next meeting would be on 21st July. The Clerk had circulated and advertised the revised meeting dates as necessary.

27] To note and agree the updated Emergency Plan

252. EMERGENCY PLAN: This document was almost ready for review:
- The Clerk just needed to confirm the emergency phone number
 - The Clerk needed to remove Cllr Banks from the Plan.
 - It was suggested that Cllr Hawkins be added as a second contact (after the Chair) – Clerk to check Cllr Hawkins was agreeable to this.

[Action: Clerk]

28] To discuss the Parish Council Emergency Phone Number

- 253.** PURCHASE OF PARISH COUNCIL MOBILE PHONE. The Clerk had looked into the purchase of a reconditioned android phone and informed this would be around £200 for an outright purchase (the cost of £50 that the Clerk had quoted in a previous meeting had been for an ongoing contract). It was agreed that the Clerk could spend £200 on a reconditioned mobile phone.

The Clerk would purchase the Lebara SIM as agreed (£5 per month).

Once both were in place the Clerk would cancel the Switchboard Free Service

[Action: Clerk]

29] Defibrillators in the Village

- 254.** The Clerk was pleased to inform that the electrician had hard wired the defibrillator cabinet in Highview, and also on the outside of the village hall. Cllr Hawkins would now move the defibrillator from The Villager Public House to the Village Hall.

[Action: Cllr Hawkins]

30] Finance

To note any payments made since the last meeting

- 255.** 31.05.25 D/D Unity Trust Bank 8.55 Service Charge LGA 1972 s.111

To authorise payments due

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

05.06.25	D/P	Singlewell Print	130.80	Defibrillator Info Cards	LGA 1972, s111
05.06.25	D/P	Streetlights Limited	127.50	Painting The Bay streetlight column	PCA 1957 ss.3(1) & 7, HA 1980 s.301
05.06.25	D/P	RBLI	197.06	No parking stickers	LGA 1972, s111
05.06.25	D/P	Luz Electrical Ltd	300.00	2 x Defibrillator cabinet installation	Public Health Act 1936 s234
05.06.22	D/P	Daryl Chidgey	162.40	Hanging Basket Plants	LGA 1972, s137
05.06.22	D/P	Highview Services	322.11	Backdated contract increase	OSA 1906 s 9&10
28.06.25	D/P	Salaries	2292.54	June salaries	LGA 1972 s.112(2)

- 257. The following is a summary of the monthly spend on the Corporate Multi Pay Card (£61.05 to be paid by direct payment on 16.06.25)**

Single Point Access Fee	29.56	Em. Phone	LGA 1972 s.111
Microsoft 365	8.49	Monthly Storage	LGA 1972 s.111
Chat GPT Subscription	20.00	Monthly Fee	LGA 1972 s.111
Monthly Fee	3.00	Charges	LGA 1972 s.111

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

09.06.25	D/D	Nest	137.47	Clerks Pension	LGPSR 2013
22.06.25	D/D	Gravesham BC	97.20	Paladin Bins	LA 1983 s.5
25.06.25	D/D	J&F Accounting	35.76	Payroll Fees	LGA 1972 s.111
28.06.25	D/D	British Telecom	61.09	Phone & B.Band	LGA(FP)A 1963 s.5
					LGA 1972 s.111
28.06.25	D/D	Highview Services	5529.63	Grounds Maint.	OSA 1906 s 9&10

04.07.25 D/D Information 47.00 Annual Renewal LGA 1972 s.111
Commissioners Office

259. A transfer of £12,000 from the deposit account to the savings account (to cover outgoings) was agreed.

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

None.

To agree the annual increase for the Grounds Maintenance Contract

261. The Clerk noted that the annual price for the Grounds Maintenance contract usually increased every April and that this had not been actioned as yet. It was unanimously agreed to increase the contract price by 3%, taking the monthly Direct Debit to £5,529.63. The increase for April and May would be paid as a separate payment (£322.11) with the Direct Debit for July being at the new rate. All agreed.

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

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

[Action: Clerk]

263. 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]

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

[Action: Clerk]

265. GRANT AWARDS: The Clerk had advertised the new "two tranche" system in the Annual Newsletter. The Clerk would put a reminder on the website and Facebook in August / September to remind people to put applications in before the September meeting.

[Action: Clerk]

266. The Clerk had not yet purchased the Bat Boxes but would do so as soon as possible.

[Action: Clerk]

267. It was agreed to purchase a Chat GPT subscription at a cost of £16.67 per month. The Clerk noted the service had been very useful and saved some time when drafting letters and newsletter articles. All agreed.

31] To receive the Chairs announcements

268. Cllr Banks noted her intention to resign from the Parish Council and that her last Parish Council meeting would be 21st July 2025.

269. Cllr Haslem intended to attend the KALC Chairmans Forum online on 22nd July 2025.

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

270. BAT WALKS: The Clerk had advertised these in the Annual Newsletter and would also do so online nearer the time.

[Action: Clerk]

271. The KALC Newsletter had been circulated to all Councillors.
272. The Clerk noted she would be on annual leave from 23rd June for one week.
273. The KALC EGM (to discuss Devolution) had changed venue (meeting on 19th June). Cllr Banks was aware of this.

33] Training

274. Details of any training opportunities had been forwarded to all Councillors.

34] Reports from other organisations

275. Vigo School had asked what the Parish Council CCTV covered with regard to the school boundary and in particular their new roof. The Clerk had updated Cllr Hulf as the Parish Council representative on the Governing Body.

35] Working Party Reports

To note the minutes from the Environment (Ecology) W/P Meeting held 12th May 2025

276. ENVIRONMENTAL WORKING PARTY: The Working Party had met on Monday 12th May by zoom. Minutes of the meeting had been forwarded to all Members.

The Clerk would liaise with the working party members, and the grounds maintenance team, with regard to cutting the verges on Waterlow Road.

Mr Williams (working party member) would carry out a botanical survey before the grass was cut.

[Action: Clerk]

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

277. None.

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