

VIGO PARISH COUNCIL
Minutes of the Full Parish Council Meeting
held in Vigo Village Hall on Minday 21st July 2025 at 8.00pm

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

1] To receive apologies for absence

278. Ms Clare Collings (Assistant Clerk). Cllr Diane Moreton (Kent County Council).

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

279. None.

3] Questions from the press & public

280. None.

4] Borough & County Councillor representative reports

281. None.

5] Reports from Kent Police

282. The Parish Council monthly update for the Meopham and Vigo ward had been received and circulated to all Members.

There had been a report of a suspicious van in Timberbank on 21st May, followed by a garage break-in on 22nd May (nothing taken). All other crimes reported related to the Meopham area.

Police have now been given devolved powers from the DVLA and can seize a vehicle which has been untaxed for more than two months and one day, or if it is SORN and parked on a public highway. There are some exemptions which would need to be checked before the vehicle was towed away. The scheme operates under The Vehicle Excise Duty (Removal Immobilisation and Disposal) Regulations 1997.

PC Hammond had received the relevant training and was now able to seize such vehicles. Any issues should be reported to her directly.

6] To approve the minutes of the Full Parish Council Meeting held on 5th June 2025.

283. It was noted that minute 190 should read "overhanging" (not overheating).

Minute 247: the tender amounts for the new playpark equipment should not be noted in the minutes and were duly redacted.

Further to the two changes above, the minutes from the Full Parish Council Meeting held on 5th June were noted and agreed, then signed by Cllr Haslem (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

- 284.** DEFIBRILLATORS: The defibrillator had now been moved from The Villager public house and was located on the outside of the village hall.

The defibrillator information cards had been delivered to every household in the village and publicised on the Parish website and Facebook pages.

- 285.** WATERLOW ROAD NO PARKING SIGNS: These stickers had now been received. The Clerk would make arrangements to have them put on the Waterlow Road signage.

[Action: Clerk]

- 286.** PURCHASE OF PARISH COUNCIL MOBILE PHONE. The Clerk had purchased a reconditioned mobile phone, along with a Lebara SIM as agreed. The Clerk had also cancelled the Switchboard Free Service. The new Parish Council mobile phone number (for emergencies) had been published in the annual report and would be on the Parish Council Facebook and Website pages, as well as the noticeboard.

8] Services

Grounds maintenance

- 287.** The grounds work record sheets for May had been forwarded to all Council Members.

- 288.** The grounds work contractor had now returned to work, having produced a Fit Note for the Council's records. He was on full duties with no allowances needing to be made. The Council were pleased to hear that he was back to full fitness.

- 289.** 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]

- 290.** Request to cut back overhanging vegetation in car park next to the side of 250 Highview. The Clerk had passed this request onto Highview Services to action.

[Action: Clerk]

- 291.** Request to cut back overhanging vegetation in the garage area to the side of 20 / 22 Timberbank. The Clerk had passed this request onto Highview Services to action.

[Action: Clerk]

Grass cutting

- 292.** Grass cutting continued throughout the village with no issues reported.

Trees

- 293.** Timberbank. The Clerk had written to no.9 Timberbank to inform that the trees to the rear were in the ownership of the Parish Council and that they may need to be reduced / removed at some point. No response received. The Clerk would write to the resident again (and the neighbouring property at no.7) as and when any work was due to be carried out. Matter filed as pending.

- 294.** Timberbank: Tree work to the rear. The resident had contacted the Clerk as they now had concerns about the stability of the trees (at the rear of the property) that had received crown lifts (as a result of a request to cut back overhang). As Sylvan Arb were due to visit Vigo to carry out some tree inspections, the Clerk had asked them to inspect these trees. Please refer to minute 314.
- 295.** Bramblebank: Oak Tree to the side. The Clerk had responded to the resident as agreed. Please refer to minute 315 for details of the tree survey that had been carried out.
- 296.** Oak near 93 Timberbank. The Tree Warden reported that this tree was just over 20m tall and looked to be in good health. Some very minor dead wood was noted throughout the crown but was of no concern. There was some scrub and a holly growing at the base but no bracket fungus was visible. It was suggested that a second inspection was carried out in the winter when more of the crown was visible. The Clerk would speak to the Tree Warden about this in due course.

[Action: Clerk]

- 297.** POTENTIAL DAMAGE CAUSED BY SGN. The Clerk had received a response from the resident to state that SGN had sent a tree specialist out who had confirmed that the tree was stable with no issues.
- 298.** Birch tree growing between 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. This work had been added to the tree list.
- 299.** 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. This work had been added to the tree list.
- 300.** 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 Clerk had asked Highview Services to let the pub landlord know about this.
- 301.** Highview: request to have a hawthorn reduced (to the rear). Highview Services had agreed some overhang needed to be cut back. This work had been added to the winter list, and the resident had been updated.
- 302.** Beech Mast Square – noted that the tree in this location could do with a crown lift. This had been added to the winter work schedule.
- 303.** TREES ON HARVEL ROAD TO THE REAR OF HIGHVIEW. Work to be carried out from no.226 up to no.214 (and to include a couple of trees not worked on to the rear of 204). Estimated three days work. The Clerk had asked Highview Services to book this in with Michael Mills.

[Action: Highview Services]

- 304.** Beech Mast: request to have overhang cut back (Parish land bordering on rear garden of property). The Clerk had spoken to Highview Services who had noted a small amount of overhang that would be cut back over the winter period. The resident had been updated.

305. Highview: the resident had written with concerns about the trees on Parish Land opposite the property. The trees were, he felt, very large and high. The resident asked who would be responsible should one of them come down in a storm and damage a property or a vehicle. The Clerk had spoken to Highview Services and had been assured that the trees were in good health and did not require any remedial work. Should there ever be any issues, the Parish Council insurance policy would come into play if necessary. Clerk to update the resident.

[Action: Clerk]

306. Chestnut Lane: Resident request for cherry tree to the rear to be cut back. Resident explained that the overhang was causing issues with tree debris, bird mess and wasps, resulting in the garden being un-usable for their young child and dog. Clerk to ask Highview Services to inspect.

[Action: Clerk]

307. Timberbank. Resident noted there were two dead trees in this location. Highview Services confirmed trees needed to be removed but that a cherry picker would be required due to the trees leaning into another tree. This was agreed. Clerk to update Highview Services.

[Action: Clerk]

308. Churchside: There had been two fallen branches in the wooded area to the front of 43 – 47 Churchside (rear of 34 – 37). These had been removed. It was thought that the branches had fallen due "summer branch drop", when branches fail after a long period of hot dry weather followed by a heavy rain fall. The trees themselves appeared healthy. The Clerk had asked the Tree Warden to inspect the area, he noted the following:

- A sweet chestnut opposite no.36 in poor condition and needed to be removed.
- Ash die back in the area, but that none of the trees needed to be felled as yet.
- A large oak and a sweet chestnut overhanging the road (Waterlow Road end of Churchside)- he suggested that these are crown reduced over the road over the winter period and deadwood cleared out from other trees.

The Clerk would pass these recommendations onto Highview Services.

[Action: Clerk]

309. Churchside: concerns about large trees adjacent to car parking area to the rear. A couple of large branches had broken over the summer. This was in the same vicinity as the trees mentioned in minute 309. The Clerk to ask Highview Services to inspect.

[Action: Clerk]

9] To discuss and agree the grass cutting programme for Waterlow Road

310. Cllr Woolway had met with Mr Williams, Ms Prince and Ms Calvert. The group were impressed with the grass areas on Waterlow Road reverting to a wildflower habitat, especially as it was only the third year of leaving the verges to grow during May, June & July. The mower wide strip being cut along each of the verges gave the appearance of the area being managed. The Clerk noted that no complaints had been received about the initiative this year.

311. Proposal from Environmental Ecology Working Party:

- That the grass on Waterlow Road be cut (using a mower with a mulching deck) at the beginning of August.
- Cut and Collect: that 2 areas be cut with a rough cutter and the grass cuttings raked up and disposed of. This reduces the fertility of the soil and by extension encourages wildflowers in the coming years.
- That any areas where the wildflowers have not yet gone over are left as "islands".
- The verge to the rear of The Covert to be cut immediately as the very long dense grass caused damage to the mowers if left too long. There were no wildflowers in this area.

This was agreed by all. Clerk to establish the two areas to be cut and collected, and to update Highview Services.

Mr Williams would carry out a wildflower survey prior to any grass being cut.

[Action: Clerk]

10]

To note and discuss the tree survey report from Sylvan Arb

312. SYLVANARB TREE INSPECTIONS: A full copy of the report had been made available to all Council Members. The recommendations are noted as follows;

313. Timberbank

- Recommended that an internal decay assessment be carried out.

Clerk to get a quote for an internal decay assessment.

[Action: Clerk]

314. Timberbank (Sweet Chestnut & Sycamore)

- Recommended that the trees be removed and replaced with a smaller native woodland edge species such a Hawthorn or Rowan.

Clerk to update Highview Services and ask for the work to be carried out.

[Action: Clerk]

315. Bramblebank

- Stem epicormics to be removed and the lower canopy crown lifted to the height of the roof apex of No.2; deadwood to be removed throughout; and the laurel/vegetation around the base of the tree to be removed and maintained to enhance the tree as a feature, to facilitate inspections and to reduce the feeling of dominance to No.2.

Clerk to update Highview Services to ask for the work to be carried out. Clerk to update the owner (as they had raised concerns in the first instance).

[Action: Clerk]

- 316.** Silver Birch on Erskine Road / junction with Ash Keys.
Noted that the expert considered this tree to be a "valuable feature tree" due to its age and good overall physiological condition.

- A flexible brace be installed to act as a check for extended sub-stem movement during extreme weather conditions. This will serve to significantly reduce the risk of sub-stem failure allowing the tree to be retained within the setting
- Minor reduction works to the sub-stem at the time of bracing are also recommended in order to reduce the developing apical dominance of the stem as well as reducing the sail factor and wind loading

Clerk to liaise with Highview Services to have the work carried out.

[Action: Clerk]

- 317.** Ash Tree to rear of Highview (advice sought on possibility of heave).

- Risk of heave considered to be low / unlikely. A period of soil moisture recovery following removal will need to be considered in relation to any newer additions to the property (i.e. extensions / conservatory).
- Recommended that the request for the removal of the tree from the property owners' insurers be agreed on a "without prejudice" basis with a recommendation that a heave risk assessment be arranged by the insurer.

Clerk to speak to the insurance company regarding this.

[Action: Clerk]

11]

Flytipping

- 318.** RUBBISH AND DUMPING TO THE REAR OF HIGHVIEW PROPERTIES. The Clerk had emailed Highview Services to ask for a date for the rubbish clearance. A letter would be sent to all residents prior to the work being carried out.

[Action: ongoing]

- 319.** Highview: Rubbish / builders bags on Parish land to the front of these properties. The grass had not been cut all year. The Clerk had written to all four properties earlier in the year but had received no response. The Clerk was to look into this and write again.

[Action: Clerk]

- 320.** The Coppice: rubbish dumped in the alley to the rear of this property, blocking all access. Clerk to write to the resident.

[Action: Clerk]

12]

Planning

Local authority tree preservation applications

- 321.** The Clerk had asked if the Borough Council had a policy on how to deal with trees affected by Ash Die Back. No response had been received as yet, Clerk to chase.

[Action: Clerk]

- 322.** 20250680: 134 Timberbank: reduction / removal of dead wood (storm damage) 4 x Hornbeams. No objections noted.

Full planning applications

323. 20250593: 4 Bramblebank: application for Proposed Lawful Development Certificate: widening of existing driveway. No objections. The Parish Council had already given covenant approval for this.

Covenant applications

324. 214 Highview: the Clerk had written giving covenant approval.
325. 105 Highview: Garage Conversion: the Clerk had written giving covenant approval.
326. 105 Highview: Change of Cladding: the Clerk had written giving covenant approval.
327. 4 Bramblebank: Extension of Drop Kerb and Driveway: the Clerk had written to the resident as agreed.
328. 20 Highview: Change of Windows: The Clerk had written to the owner to ask for details, but none had been provided as yet. Filed as pending.
329. 29 Beech Mast: replacement front door: the resident had made an initial enquiry but had not yet submitted details of the type of replacement door they intended to install. Filed as pending.
330. 11 Ash Keys: installation of external flue pipe for log burner (retrospective). The £50 retrospective application fee had been received. Full details of the external flue had been provided. It was agreed that covenant approval would be given. There would be a caveat to state that the resident should ensure any smoke / smells from the flue do not cause a nuisance to neighbouring properties.

[Action: Clerk]

Enforcement issues

331. Churchside. Gravesham Borough Council had written to the Parish Council to say that the Head of Planning did not consider it expedient to take formal action in this matter and that the case was closed.
332. 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

333. BEECHMAST: The Clerk had written to the resident as agreed. The Clerk had made a diary note to check if the rubbish had been removed in due course.
334. WOODSIDE: Hedge to the front in breach of covenant. The Clerk was to contact the resident to ask for a weekday / early evening site meeting.

[Action: Clerk]

335. WOODSIDE: Hedge to the front in breach of covenant. The resident had written to suggest a meeting on 3rd August (Sunday). This was not convenient for the Council. The Clerk was to respond asking for a weekday / early evening site meeting.

[Action: ongoing]

336. 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]

337. Churchside: Cllr Banks and Cllr Haslem had attended a site meeting, the details of which were noted by Council Members. The following was agreed:
- Side adjoining the path from the car park (northern boundary) comprising a side gate (open slats), mature trees and shrubs: these can remain as it prevents people cutting across the garden.
 - Eastern and Southern boundary; enclosed with a mix of trees and shrubs. The resident has agreed to create some significant gaps in the side hedge (possibly by removing smaller shrubs) to achieve an "open plan" feel. The row of holly bushes along the front boundary are to be reduced to a height of one metre to give an open plan feel.
 - The works are to be completed by the end of September (3 months from the date of the site meeting).

Clerk to write to the resident to confirm what had been agreed.

[Action: Clerk]

338. 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

339. TREE DAMAGE: DOWNSWOOD: No update available. Clerk to chase.

[Action: Clerk]

340. COVENANT BREACH: Timberbank. A draft letter had been provided by Boys & Maughan solicitor for the Parish Council to approve. There were no objections to the letter, the Clerk was to ask for it to be sent out as soon as possible.

[Action: Clerk]

15] To discuss requests from and matters regarding residents

341. TIMBERANK: Request from resident, to install Grasscrete on Parish Land. No formal proposal had been received as yet. Matter filed as pending.
342. Highview: Relocation of rear garden fence / encroachment of Parish Land. The Clerk had written to the resident to ask that the fence be relocated to its original position. The resident had responded with a number of comments, explaining the reasoning for moving the fence and noting that other properties had done the same. It was agreed it would be easier to resolve this matter if a site meeting were held. The Clerk was to speak to the resident to arrange this.

[Action: Clerk]

343. A resident had complained about an overgrown garden in Admers Wood. The Parish Council noted that the garden was not in a particularly run down condition, and as there were no covenants in place regulating front gardens, it was agreed no action would be taken at this time. Clerk to update the complainant.

[Action: Clerk]

344. The Clerk had received a complaint about a vehicle that regularly parked on Parish Land at the top of Highview. The Parish Council agreed this was unacceptable and asked the Clerk to write to the vehicle owner asking that they stop doing so.

[Action: Clerk]

345. The Clerk had received a number of complaints about a mechanic business that was operating at the rear of the shops in The Bay. The Clerk would speak to Gravesham Borough Council, and the Managing Agent (KMP Solutions) regarding this.

[Action: Clerk]

346. Timberbank (ruts on Parish Land).

The resident had emailed to ask if the Parish Council would be willing to meet with them on site to discuss the proposed grasscrete installation. The Clerk would make the arrangements.

[Action: Clerk]

16]

The Bay

347. Meeting with Vigo Parish Council, KMP Solutions & Gravesham MPs office. The Clerk had liaised with the MPs office regarding this matter. It was understood that another meeting would be held in due course.

348. Walls in The Bay. Mr Chidgey was happy to treat the walls in The Bay to protect against fungus etc. This had been added to his work list for the winter period.

349. CLEANING THE BLOCK PAVING IN THE BAY: The Clerk had made an online enquiry to Kent Highways about clearing the weeds and jet washing the block paved area in The Bay. No response had been received as yet.

[Action: ongoing]

350. BOLLARDS (CANNON BALLS): These had now been sanded down and repainted. They looked much improved. The tree guards and grates around the two trees in The Bay would also be repainted and the grates would be refilled with fresh stones.

[Action: ongoing]

351. HANGING BASKETS: The Clerk had informed Mr Chidgey that the Parish Council would be able to cover any watering whilst he was on holiday.

17]

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

352. DOG DIRT / REFUSE BIN NEAR THE UNDERPASS (Admers Wood side) LOCATED IN WRONG POSITION. Having had no response to emails sent, the Clerk had reported this to GBC via the online reporting tool.

[Action: ongoing]

353. 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]

354. Signs for inside the salt bins giving details of who to contact should the bins need refilling. The Assistant Clerk would action this.

[Action: Assistant Clerk]

355. 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]

356. Poor condition of the road surface on Waterlow Road, particularly at the junctions to the cul-de-sacs. The Clerk had reported this to Kent Highways.

18]

To note the ATC survey results from Kent Highways

357. Updated ATC survey (Waterlow Road). This had now been carried out and the data had been received. The Clerk wished to discuss the results with Kent Highways before the matter was discussed with the Council. This would be on a future agenda for discussion.

[Action: Clerk]

19]

Drainage

358. Heavy thunderstorms had been predicted during mid-July. There were concerns especially as the weather had been very warm and the ground was very dry.

Cllr Haslem had drafted a note which had been put on Facebook and on the Parish website, asking for people to check drains and gullies on their properties.

It was noted that the Highway drainage network had been upgraded since the 2019 flood, but road drains did still get blocked. Residents were asked to check drains near their properties and report any issues to Highways online.

The Clerk was aware that quite a few residents had reported issues.

20]

Street lighting

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

[Action: ongoing]

360. COLUMN REPAIR THE COACH DRIVE: Column no.3 (BTAM001). No update. Clerk to chase.

[Action: ongoing]

361. It was noted that the streetlight outside 19 Beech Mast appeared to have the front cover taped on. The Clerk had sent an email to Streetlights to ask if this needed repairing.

[Action: Clerk]

21]

Councillor Patches

362. Councillor Patch reports were due at the end of June.

[Action: All Councillors]

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

- 363.** PLAY PARK LITTER BIN: Request for a new (closed top) litter bin. No update. The Clerk had made a formal request for this via the online reporting tool on the GBC website.

[Action: ongoing]

- 364.** PLAY PARK EQUIPMENT QUESTIONNAIRE: All questionnaires had now been received back; the Assistant Clerk would analyse the results for the Parish Council meeting in September.

[Action: Assistant Clerk]

- 365.** 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]

- 366.** ZIP WIRE:

- Spiral break spring (to be replaced). It was noted that the spring was replaced only about three months previously. The GBC play inspector felt that perhaps an alternative may be using a tyre as a stopper. The Clerk had asked him to look into this.
- Noted that the wire itself had become damaged and as such the zip wire was jammed. GBC had suggested that Playdale (the original supplier) were contacted to quote for the repair. The Assistant Clerk would make contact.

In the meantime, the zip wire was out of commission and as such the seat had been removed and stored to stop people trying to use it.

[Action: Assistant Clerk]

- 367.** New Timber Trail: the Clerk had placed an official order with Safe Play for the supply and installation of the new equipment. A lead time of 8 – 9 weeks was anticipated.

23] To receive an update on the playpark upgrade works planned (including the formal quote from Gravesham Borough Council regarding the play park surfacing)

- 368.** A formal quote had been received as follows:

- Rubber mulch repairs on cradle and basket swing areas
- Relocate spinner with a new pad
- New pads around springers x 2
- New wear pads around the entrances to the multi-unit

Total cost £2438 plus VAT. This was in line with the verbal quotes received and it was agreed unanimously to go ahead with the work. Clerk to make the arrangements.

[Action: Assistant Clerk]

24] Community Warden

- 369.** DRAFT CONTRACT: No update had been received from Mr Rolfe, the Clerk had emailed but received no response. As the Community Warden was still not working, it was agreed to file this as pending until she returned. Funds would be ringfenced until further notice.

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

- 370.** Highview: Sylvanarb had inspected the tree (see minute 317).

26] To note and agree the updated Emergency Plan

- 371.** EMERGENCY PLAN: To be agreed at the September Council meeting.

27] Finance

To note any payments made since the last meeting

- | | | | | | | |
|-------------|----------|-----|------------------|-------|--------------------|----------------|
| 372. | 31.06.25 | D/D | Unity Trust Bank | 9.00 | Service Charge | LGA 1972 s.111 |
| 373. | 24.06.25 | D/P | Daryl Chidgey | 32.05 | Paint for bollards | |

To authorise payments due

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

21.07.25	D/P	KALC	50.00	Training (New Cllr)	LGA 1972, s.15/16
21.07.25	D/P	D Mackay	15.00	Bus Shelter Clean	LGA (Misc Prov) 1953 s.4
21.07.25	D/P	Singlewell Print	772.00	Ann Report Printing	LGA 1972, s.142(2A)
21.07.25	D/P	Vision ICT	534.00	Web/Email Hosting	LGA 1972 s.111
21.07.25	D/P	Vigo Village Hall	1325.57	Office / Hall rental	LGA 1972 s.111
			68.64	Pop Up Café	LGA 1972 s.137
			<u>1394.21</u>	<u>Total</u>	
21.07.25	D/P	Streetlights Limited	667.37	Quarterly maint.	PC Act 1957, s.3
21.07.25	D/P	Joanne Glass	63.99	Expenses	LGA 1972 s.111
22.07.25	D/P	HMRC	2282.61	PAYE	LGA 1972 s.112(2)
28.07.25	D/P	Salaries	2215.60	July salaries	LGA 1972 s.112(2)

- 375. The following is a summary of the monthly spend on the Corporate Multi Pay Card (£87.05 to be paid by direct payment on 16.07.25)**

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
Land Registry	21.00	Land Reg Search	LGA 1972 s.111
Lebara Mobile	5.00	Parish Mobile	LGA 1972 s.111
Monthly Fee	3.00	Charges	LGA 1972 s.111

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

09.07.25	D/D	Nest	149.52	Clerks Pension	LGPSR 2013
21.07.25	D/D	Gravesham BC	98.85	Paladin Bins	LA 1983 s.5
25.07.25	D/D	J&F Accounting	35.76	Payroll Fees	LGA 1972 s.111
28.07.25	D/D	British Telecom	61.09	Phone & B.Band	LGA(FP)A 1963 s.5
					LGA 1972 s.111
28.07.25	D/D	Highview Services	5529.63	Grounds Maint.	OSA 1906 s 9&10

- 377.** A transfer of £6,000 from the deposit account to the savings account (to cover outgoings) was agreed.

- 378. INCOME: The following income was noted:**

24.06.25	Wincott	£50	Retro cov. Application 11 Ash Keys
13.06.25	National Lottery	£8989	Playpark grant

To note the Actual vs Budget spend for the quarter ended 30.06.25 & the associated bank reconciliation

379. This was not available but would be presented to the September meeting.

[Action: Clerk]

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

380. Adobe Acrobat licence. The Clerk was due to attend a website accessibility course and would find out if the purchase of a licence was strictly necessary.

[Action: Clerk]

381. ALTERNATIVE DEPOSIT ACCOUNTS: Deferred to the September meeting.

[Action: Clerk]

382. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN: This had been returned by the 30th June deadline.

383. GRANT AWARDS: The Clerk would advertise the September grant window online.

[Action: Clerk]

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

[Action: Clerk]

28] Proposal from Cllr Banks: to discuss and agree the remuneration to be received by the Clerk on completion of CiLCA

385. Proposal: Following the date at which the Clerk receives her Certificate in Local Government Administration, Vigo Parish Council agrees to increase the contribution paid towards the Clerk's pension from 4% to 7%.

This was voted on, with all members in agreement.

29] To receive the Chairs announcements

386. None.

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

387. There had been an issue with spam messages being received (in the 1000s) from the Parish Council website. To stop this, the "contact us" button had been disabled. The Clerk would speak to Vision ICT to find out how to resolve this issue.

[Action: Clerk]

388. The Clerk reported that the family who had funded the memorial bench on Erskine Road (near Highview) had visited the bench and were very pleased with the bench and its location. They had asked the Clerk to pass on their thanks for arranging this.

31] To receive updates on Driving Miss Daisy (garden centre visits) & Bat Walks

- 389.** DRIVING MISS DAISY: There had been no interest in any of these trips, despite the Clerk advertising them online and in the Annual Newsletter. The Clerk thought there may be more interest on a different day (perhaps a Thursday). The Clerk would make some enquiries.

[Action: Clerk]

- 390.** BAT WALKS: Both bat walks had been fully booked. Twelve people had attended the July Bat Walk, and 15 were booked on the August event. The feedback from the July event had been very positive.

32] To note resignations letters from TWO Council Members (effective from the end of the 21st of July meeting)

- 391.** The Council received and noted the resignation of Cllr Pat Banks & Cllr Mandie Jones with effect from 21st July 2025.

Cllr Haslem, as Chairman, and on behalf of the Council, gave sincere thanks to both for their commitment and valuable service to the Parish, and wished them well for the future.

The Clerk would inform Gravesham Borough Council of the vacancies.

[Action: Clerk]

33] Training

- 392.** Details of any training opportunities had been forwarded to all Members.

34] Reports from other organisations

- 393.** None.

35] Working Party Reports

- 394.** ENVIRONMENTAL WORKING PARTY: Please see agenda item 9.

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

- 395.** None.

**There being no other business,
the meeting of the Full Parish Council was closed at 21.25 hours.**