

VIGO PARISH COUNCIL
Minutes of the Full Parish Council Meeting
held in Vigo Village Hall on Monday 15th September 2025 at 8.00pm

Present	Cllr Jim Haslem (in the Chair); Cllr Sharon Cottam; Cllr Simon Chaplin; Cllr Dave Hawkins; Cllr Elliott Hulf; Cllr Alan White; Cllr Andrew Woolway. Mrs J Glass (Clerk).
In Attendance	One member of the public.

1] To receive apologies for absence

401. Ms C Collings (Assistant Clerk). Cllr Diane Morton (Kent County Council)

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

402. None.

3] Questions from the press & public

403. A member of the public had come to discuss a grounds maintenance issue. Details are noted under agenda item 9.

4] Borough & County Councillor representative reports

404. None.

5] Reports from Kent Police

405. The Meopham & Vigo Parish Council monthly update had been received and circulated to all members. There had been one incident noted in Vigo (rear window of car broken and tools stolen from boot).
406. A resident had noted ongoing issues in a Highview carpark (antisocial behaviour). The Clerk had spoken to the police regarding this and had been told to encourage the resident to report all issues via 101 or online. The Clerk had passed this information on.

6] To approve the minutes of the Full Parish Council Meeting held on 21st July 2025.

407. The minutes from the Full Parish Council Meeting held on 21st July 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

408. 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]

409. The bat boxes had been delivered. The Clerk had passed these onto the service contractor for installation. The Clerk had asked Mr Williamson (local bat expert) for advice on the best locations – a reply had not been received as yet.

[Action: ongoing]

8] To note councillor vacancies and discuss co-option

- 410.** Gravesham Borough Council had advertised the Notice of Vacancy (2). There had been no calls for an election by the deadline of 18th August, and therefore the Parish Council could now fill the vacancies by co-option.
- 411.** The Clerk had put an advert out regarding the vacancies, asking for people to apply with a deadline of Monday 13th October. Two residents had already expressed an interest. It was anticipated that co-option would take place at the October Parish Council meeting.

9] Services

Grounds maintenance

- 412.** Due to various issues (discussed with the Clerk) the grounds work records sheets had not been updated in July and August. The records had been restarted in September, and the monthly update would be sent to members in due course.

[Action: Clerk]

- 413.** 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]

- 414.** Request to cut back overhanging vegetation in car park next to the side of 250 Highview. This work had now been carried out.

- 415.** Request to cut back overhanging vegetation in the garage area to the side of 20 / 22 Timberbank. This work had now been carried out.

- 416.** WINTER MAINTENANCE: The Clerk had liaised with Mr Chidgey and arranged for the fallen leaves to be collected from identified areas of the village (Timberbank / Downswood junction). The Clerk was to send a note out to residents (the same as last year) to remind them not to sweep leaves into the road.

[Action: Clerk]

- 417.** WINTER MAINTENANCE: The Clerk was to ask Gravesham Borough Council to carry out regular road sweeps over the Autumn period to deal with the heavy leaf fall.

[Action: Clerk]

- 418.** BENCHES: The Clerk had arranged for Mr Chidgey to refurbish / repaint 5 benches in the village. These would be painted in green hammarite paint (Clerk to order).

[Action: Clerk]

- 419.** SOUTHERN WATER: Damage to Waterlow Road verge. Southern Water had carried out repair work following a water leak (burst water main). The reinstatement was very poor. A bollard had been broken and not replaced, the ground had not been levelled, and no re-seeding done. It was impossible to maintain the area in it's present state. The Clerk had reported this to Southern Water who had said an inspection would be undertaken and the Clerk would be updated.

[Action: ongoing]

- 420.** HIGHVIEW: A resident had attended the meeting to discuss grounds maintenance issues to the side of her property. The resident had also written a letter which was noted. The resident felt that the land in question (to the side of her property, but leading onto the Commority Road bank) was not being adequately maintained and that there was an unacceptable level of brambles, overgrown vegetation and that the footpath was blocked in places. This was discussed at length with the resident. The Clerk had spoken to the service contractor who had confirmed that work was planned to this area over the winter period. The Clerk was to ask that any work carried out there was thorough and that the vegetation should be cut back hard, with good clearance from the path.

[Action: Clerk]

Grass cutting

- 421.** WATERLOW ROAD VERGE: This had now been cut, with three areas cut and collected as follows:

- Verge next to Churchside properties no.1 & no.49
- Verge in between The Coach Drive & The Paddock
- Verge opposite the Country Park entrance.

The rest of Waterlow Road had been mown and mulched as usual.

A wildflower survey had been carried out by Mr Williams and the results sent to all Members. The Clerk hoped to publish the survey online in due course.

[Action: Clerk]

Trees

- 422.** Oak near 93 Timberbank. The Clerk had made a diary note to have this tree re-inspected in the winter.
- 423.** TREES ON HARVEL ROAD TO THE REAR OF HIGHVIEW. A further three days work had been booked in to complete this area.

[Action: ongoing]

- 424.** Highview: tree on Parish land opposite. The Clerk had updated the resident as agreed.
- 425.** Chestnut Lane: Resident request for cherry tree to the rear to be cut back. No update. Clerk to find out if the service contractor had inspected the tree as yet.

[Action: Clerk]

- 426.** Timberbank. The Clerk had updated the service contractor to say that the Parish Council had authorised the hire of a cherry picker.
- 427.** Churchside: this work had been added to the winter list.
- 428.** Churchside: concerns about large trees adjacent to car parking area to the rear. The Clerk had spoken to the service contractor regarding this. No update had been received as yet.

[Action: ongoing]

429. Timberbank (Sweet Chestnut & Sycamore. Work added to the list. Clerk to update the resident.

[Action: Clerk]

430. Bramblebank. The Clerk had updated the service contractor regarding the recommended work. Since the inspection had been carried, a fungus had been noted at the base of the tree, which had provisionally been identified as Meripilus. The Clerk had spoken to the arboriculture consultant who had agreed to come out (at no further charge) and inspect the tree again. No work would be carried out until further advice was received.

[Action: ongoing]

431. Silver Birch on Erskine Road / junction with Ash Keys. The Clerk had spoken to the service contractor regarding this. They thought that there may be enough bracing system left over from a previous job. They would check and report back.

[Action: ongoing]

432. HIGHVIEW: Request for Hawthorn to the rear to be reduced. It was noted that although the Parish Council had arranged for work to be done on this land in the past, it actually was not Parish Land (the land was unregistered) and therefore not the responsibility of the Parish Council. No work would be undertaken. Clerk to update the resident.

[Action: Clerk]

433. TIMBERBANK: Request to have overhanging goat willow to the rear cut back. Clerk to speak to the service contractor regarding this.

[Action: Clerk]

434. TIMBERBANK: Request to have overhang reduced from trees on Parish land to the rear. Clerk to speak to the service contractor regarding this.

[Action: Clerk]

435. ADMERS WOOD: Request for work to the trees opposite no.5. The service contractor had inspected and agreed that the trees needed to have a crown lift. This would be done in the coming weeks. Clerk to update the resident.

[Action: Clerk]

436. THE GALLOPS: Request for sweet chestnut on Parish land to the side to be reduced, it was very close to the house. The service contractor had agreed this work needed to be done. Clerk to add the work to the list.

[Action: Clerk]

437. ADMERS WOOD: Resident noted that a eucalyptus tree planted on Parish land to the side of their property, which had been cut down before, was now grown back to a great height. They requested that the tree be removed. This was agreed. To prevent re-growth, it was suggested that the stump be ground out. Clerk to speak to the service contractor and update the resident.

[Action: Clerk]

438. CHESTNUT LANE: Resident complaint regarding tree debris (acorns) landing in their garden as a result of overhanging oak tree to the rear. Clerk to ask the service contractor to inspect.

[Action: Clerk]

439. TIMBERBANK: Request for overhang to be cut back to the rear – there was an issue with bird guano (particularly pigeon) in the rear gardens of both properties. Clerk to speak to the service contractor and ask for an inspection to be carried out.

[Action: Clerk]

10] To discuss and agree the cost of a decay assessment for an Ash tree in Timberbank

440. TIMBERBANK: The cost for a decay assessment was noted at £395 plus VAT. The contents of the original report on this tree were noted, and on balance it was agreed that the most prudent thing to do in this case would not be to have a decay assessment carried out, but to remove the tree. All agreed. Clerk to speak to the service contractor regarding this. The Clerk would also speak to the resident who had made a recent request for an update.

[Action: Clerk]

11] To discuss and agree bulb planting project Autumn 2025

441. The Clerk had spoken to the gardener who was happy to plant more bulbs this year, on roadside verges / junctions. Locations as previously agreed, but areas with prolific wildflowers were to be avoided.

PROPOSAL: To purchase:

- 1 x bag of 1000 mixed bulbs (daffodil, tulip, anemone, ranunculi, allium, hyacinth, muscari and crocus) at a cost of £116.66 plus VAT.
- 1 x 20kg (approx. 400 bulbs) daffodils at a cost of £37.49 plus VAT.

Total cost £154.14. This was agreed. Clerk to make arrangements.

[Action: Clerk]

12] To receive and note the results of the wildflower survey

442. The results of the wildflower survey were noted. Only 30 responses had been received, but 73% of those were in favour of the grass being left uncut during May and June. Any comments made on the survey were noted.

13] To discuss forming a working party to look at tree management and risk assessment

443. It was felt that the management and inspection programme of trees needed to be reviewed. Although the Parish Council had confidence in the current system of inspections on trees in priority areas, it was felt that overall, the system could be improved. It was noted that the councillor patch reporting system was not necessarily the most efficient way of identifying tree issues.

It was agreed to set up a working party to look at this. The membership was confirmed as:

Cllr Haslem (Chair); Cllr Chaplin, Cllr White & Cllr Woolway. Mr Neild (as Tree Warden) would also be invited.

The working party would also consider developing a tree planting programme.

[Action: Clerk]

444. The Clerk would try to find another Parish Council who managed a large number of trees, to ask what their inspection regime was. The Clerk would also speak to the Country Park.

[Action: Clerk]

14] Flytipping

445. RUBBISH AND DUMPING TO THE REAR OF HIGHIEW 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]

446. Highview: Rubbish / builders bags on Parish land to the front of these properties. The rubbish was still on Parish land, and the Clerk had received a number of complaints now.
Information as to which house may be responsible had been received. As such another targeted letter would be sent. A deadline of 28 days would be given.

[Action: Clerk]

447. The Coppice: rubbish dumped in the alley to the rear of this property, blocking all access. This had now been cleared

15] Planning

Local authority tree preservation applications

448. The Clerk had asked if the Borough Council had a policy on how to deal with trees affected by Ash Die Back. A response had been received to state that they do not have a specific policy but deal with it on a case-by-case basis. Generally, where works are proposed relating to it, proof is required and also an approximate timeframe of decline in order to keep the trees for as long as it is safe to do so.
449. 20250809: 28 Churchside: crown reduction 2 x oak; reduction of 2 x cherry. No issues noted.
450. 20250884: 104 Timberbank; removal of sycamore. No issues noted.

Full planning applications

451. 20250765: 297 Highview: Demolition of conservatory. Erection of two storey side / rear extension. Erection of single storey side extension to front porch.
There were some concerns about the amount of parking available for what would be quite a large property. No other concerns. Clerk to respond accordingly.

[Action: Clerk]

Covenant applications

452. 330/216/98/985: 11 Ash Keys: installation of external flue pipe for log burner (retrospective). The Clerk had not yet written to the resident as yet, but would do so as soon as possible.

[Action: Clerk]

453. 13 Hornbeams: installation of pergola (to ratify decision made during summer recess). Decision ratified by all members – no objections to the proposal.

- 454.** 32 Churchside: new windows. Details had been supplied. There were no objections, Clerk to write giving covenant approval.

[Action: Clerk]

- 455.** 32 Timberbank: new windows. There were no objections, Clerk to write giving covenant approval.

[Action: Clerk]

- 456.** 42 The Coppice: new windows. There were no objections, Clerk to write giving covenant approval.

[Action: Clerk]

- 457.** 20 Highview: new windows. There were no objections, Clerk to write giving covenant approval.

[Action: Clerk]

- 458.** 107 Highview: replacement cladding. The resident would like to install grey cladding, but the property was in a terrace of properties with red hung tiles. Therefore, the current policy on covenants would not permit this. It was noted that the next-door property had recently installed grey cladding, but that the terrace was staggered, and the property with grey cladding was set forward from the neighbour. It was agreed that the covenant working party would need to consider this issue and would therefore meet and bring a proposal to the next Parish Council meeting for approval. The Clerk would update the resident and say a decision would not be made for some weeks (maximum eight). Clerk to arrange working party meeting and update resident.

[Action: Clerk]

- 459.** 188 Highview: replacement cladding. There were no objections, Clerk to write giving covenant approval.

[Action: Clerk]

- 460.** 36 Beechmast: installation of driveway and dropped kerb. No objections. However it was noted that the hedge to the side of the front garden was a breach of covenant and therefore the resident would be asked to open the hedge up by 50%. Clerk to respond accordingly.

[Action: Clerk]

- 461.** 34 Churchside: extension of fence to the rear (fronting onto adjacent footpath). It was noted that the property next door to the applicant faced the opposite way, so in effect an extending the rear fence of no.34 would create a fence to the front of the neighbour. Therefore, the Parish Council felt this could not be permitted as no fences, hedges or barriers are permitted in front of the building line. Clerk to update the resident.

[Action: Clerk]

462. 46 Timberbank: amendment of agreed plans, to change single storey rear extension roof from flat to pitched. No objections. Clerk to respond to the Planning Authority.

[Action: Clerk]

463. 291 HIGHVIEW: Request to replace cladding on the front of the property to grey. Request received after publication of the agenda. Clerk to respond to the resident to say this would be on the October agenda. The matter would be considered in line with any proposal submitted by the covenant working party.

Enforcement issues

464. ASH KEYS: property in a state of disrepair. No update. The covenant working party would consider what action to take in regard to this.

[Action: covenant working party]

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

465. It was proving a challenge to arrange meetings at a mutually convenient time with residents who were in breach of covenant. This matter would need to be discussed.

[Action: ongoing]

466. WOODSIDE: Hedge to the front in breach of covenant. The recommendation of the covenant working party would determine how to deal with this issue.

[Action: ongoing]

467. WOODSIDE: Hedge to the front in breach of covenant. The recommendation of the covenant working party would determine how to deal with this issue.

[Action: ongoing]

468. DOWNSWOOD: The hedge had not been reduced / removed. The recommendation of the covenant working party would determine how to deal with this issue.

[Action: ongoing]

469. Churchside: Cllr Banks and Cllr Haslem had attended a site meeting, and a resolution had been agreed. The Clerk had not yet written to the resident but would do so as soon as possible.

[Action: Clerk]

470. To identify all properties currently in breach of covenant. Councillors had not yet carried out this survey. The recommendation of the covenant working party would determine how to deal with this issue.

[Action: covenant working party]

17] To agree a covenant working party meeting to agree forward progression with covenant breaches

471. The Clerk would arrange a covenant working party meeting to discuss how to proceed with the various covenant issues noted in these minutes.

[Action: Clerk]

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

- 472.** TREE DAMAGE: 4 DOWNSWOOD: It appeared that the solicitor had not actioned this issue. Clerk to confirm.
- 473.** COVENANT BREACH: 33 Timberbank. No response had been received from the resident. The solicitor would send a chasing letter. It was agreed to give the resident 2 months to comply.

[Action: ongoing]

19] To discuss requests from and matters regarding residents

- 474.** Overgrown garden in Admers Wood. The Clerk had responded as agreed.
- 475.** 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]

- 476.** Timberbank (ruts on Parish Land). Cllr Haslem and Cllr White were due to meet the resident and would report back to the next Parish Council meeting.

[Action: ongoing]

- 477.** HIGHVIEW: There was concern about some building materials which were stored on land to the rear of this property. After some discussion it was agreed (as the land was not in the ownership of the Parish Council and was in fact unregistered) that no action would be taken.
- 478.** Fibre Broadband: a resident had asked for any update on the installation of fibre broadband in Highview. The Clerk had emailed Gravesham Borough Council regarding this but had not received a response.

[Action: ongoing]

- 479.** A charity event had successfully been held on the village green. The Clerk had ensured the appropriate paperwork had been completed and had emailed Council Members to ensure there had been no objections. The Council would be interested to know how much money had been raised; the Clerk would make enquiries.

[Action: Clerk]

20] To discuss site meeting held in Highview and agree a way forward

- 480.** Highview: Relocation of rear garden fence / encroachment of Parish Land. Cllr Haslem and Cllr Woolway had attended a site meeting with the resident. Notes of the meeting together with photographs were provided to all members. The following salient points were noted:
- Any other enclosures in this area were historic, pre-Parish, over 25 years old.
 - The Parish Council policy was to actively enforce new enclosures and not to deal with any historic enclosures.
 - The enclosure at was effectively blocking the footpath access to the rear.

It was agreed unanimously that

- the resident should remove the fence enclosing Parish land.
- The fence should sit on the boundary of the property.
- This would mean the path to the rear may be enclosed, and as such the resident should ensure that an access path be laid to the rear of the fence.
- The Parish Council would not object to paving slabs being put on Parish Land to this effect.
- The fence height should be no more than six feet.

Clerk to write to the resident.

[Action: Clerk]

21] The Bay (to include discussion on shops and KMP solutions)

- 481.** 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]

- 482.** Vehicle repairs in the shop car park. The Clerk had reported this to the Management Agent (KMP) and Gravesham Borough Council. GBC Environmental Health had said there was nothing they could do, but the matter had been referred to GBC Planning Enforcement. The Clerk was under the impression that KMP had carried out a site visit and spoken to the person concerned.

[Action: ongoing]

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

- 483.** 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]

- 484.** 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]

- 485.** Signs for inside the salt bins giving details of who to contact should the bins need refilling. The Assistant Clerk had put the signage in as agreed.

- 486.** ADMERS WOOD DROP KERB: The Clerk informed that Kent Highways had added this to the Highways Improvement Plan. The clerk would update the resident.

[Action: Clerk]

- 487.** POSTAL VOTES: Noted that postal voters are now required to apply for a postal vote every three years (previously voters had to provide a refreshed signature if the signature on record was five years or older). The Clerk had advertised this on social media.

- 488.** From 8th September waste and recycling collection days were changing. Every household would receive a card through their letter box outlining the changes. The Clerk had posted this on social media and the Parish website.

- 489. A new Highways Information Pack had been received and would be reviewed by the Clerk in due course.
- 490. A new online fault reporting tool (initially focusing on potholes) was being trialled.
- 491. A local resident had fallen when her shoe had got caught in an inspection cover located in a footpath. The Clerk had encouraged the resident to report this to Kent Highways.
- 492. HIGHVIEW: the resident had applied for a dropped kerb, but the Highway officer had noted that previous correspondence indicated that Parish Council approval would be required to convert the garden to a driveway. The Clerk confirmed this and the Highways Officer was happy to put an informative in the approval letter to this effect.
- 493. A local resident had contacted the Clerk regarding concerns they had regarding a neighbour potentially applying for a drop kerb. The drop kerb would likely cause parking issues for the resident concerned. The Clerk had agreed to speak to Highways for advice on this.

[Action: Clerk]

- 494. The poor road surface quality on Waterlow Road had been reported to Kent Highways online (reference 900741).

[Action: Clerk]

23] To note the ATC survey results from Kent Highways

- 495. Updated ATC survey (Waterlow Road). Due to lack of time, this matter was deferred to the October meeting.

[Action: Clerk]

24] Street lighting

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

[Action: ongoing]

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

[Action: ongoing]

- 498. It was noted that the streetlight outside 19 Beech Mast appeared to have the front cover taped on. It was noted that this door had a missing door lock, and therefore was cable tied in place to avoid anyone breaking into it. The Clerk had asked for a quote for a replacement door for Parish Council to consider.

[Action: ongoing]

25] Councillor Patches: to agree a way forward regarding this matter

- 499. It was agreed that the councillor patch system was not working well. Most of the items raised on the reports would reach the Clerks knowledge via other sources. The only issue was the tree inspections which may now be addressed under a different system (see minute 443). It was agreed for now to pause the councillor patch inspections.

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

ZIP WIRE

500. ZIP WIRE: Playdale had agreed to come and quote for the zipwire repair, but the cost for this would be £150 plus VAT. The cost of the visit would be deducted from the overall invoice if the work was commissioned.
The Clerk would respond to ask if they would consider waiving the fee, especially as (depending on the quoted cost) more than one quote may need to be obtained.
The Clerk would also reach out to SafePlay for a quote.

[Action: Clerk]

TIMBERTRAIL INSTALLATION (and alternative surfacing suggestion)

501. New Timber Trail: No update. The Clerk had asked Safe Play how much additional cost would be incurred if the Parish Council wished to install wetpour around the new equipment rather than grass mats. The additional cost would be £4,632. It was agreed to remain with the installation of grass-mats.

PLAYPARK / BALL PARK (other)

502. 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.
503. Paintwork updates and general repairs to the playpark (to be carried out by Mr Chidgey). It was estimated that this could cost up to £1,000 for labour and materials. It was agreed to postpone this until Spring 2026 and try to budget accordingly.

[Action: Finance working party]

504. Relocating spinner and updating playpark surface in identified areas (cost £2,438)
The Clerk had formally agreed to the work and was now waiting for a start date.

[Action: ongoing]

505. The sweeping seesaw had been repaired and was due to be replaced.

[Action: ongoing]

506. A local resident had fallen in the playpark, on the area of surfacing that was spongy and due to be replaced. They had not been injured and had reported the matter to the Parish Council for information only.
507. MUGA: this had now been jet-washed. It had taken some considerable time as it was very dirty. The resulting outcome was excellent, and the Parish Council were very much pleased with the work carried out. The Clerk had passed their thanks onto the GBC contractor. It was agreed it would be useful to get the MUGA jet washed on an annual basis in future.

27] To receive and note the playpark questionnaire results summary

508. PLAY PARK EQUIPMENT QUESTIONNAIRE: Due to lack of time, discussion was deferred to the October meeting.

[Action: ongoing]

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

- 509.** Ash Tree to rear of Highview. It had been confirmed that the likelihood of heave was negligible, and if there were an issue, that the Parish Council would not be held responsible. It was agreed to go ahead and remove the tree. The work was planned for 16th September. The Clerk was to update the resident and the insurance company.

[Action: Clerk]

29] To note and agree the updated Emergency Plan

- 510.** EMERGENCY PLAN: This document had been circulated to all members. It was proposed that the plan be approved, and this was agreed unanimously.

The Emergency Plan would now be published as follows:

- Circulated to all those named within the document.
- Plan to be published on the Parish Council website.
- Management Team to get a copy of the confidential contact list.
- Hard copy to be put on the noticeboard in the office.
- Ensure Cllr Haslem and Cllr Hawkins have keys for the hall and the office.
- Plan to be reviewed every September, contact list to be reviewed every May and March.

[Action: Clerk]

30] Finance

To note any payments made since the last meeting

511.	31.07.25	D/D	Unity Trust Bank	8.55	Service Charge
	06.08.25	D/D	Nest	141.48	Clerks Pension
	08.08.25	D/D	Sylvan Arb	906.00	Tree Survey
	18.08.25	D/P	Lloyds CMP Card	259.98	New Mobile
				8.49	Microsoft 365
				20.00	Chat GPT subs
				29.56	Emergency Phone
				14.82	Plastic Cups
				3.00	Monthly Fee
				7.00	Land Registry
				342.65	TOTAL
	21.08.25	D/D	Gravesham BC	119.85	Paladin Bins
	25.08.25	D/D	J&F Accounting	35.76	Payroll Fees
	27.08.25	D/D	British Telecom	61.09	Phone & B.Band
	27.08.25	D/P	KALC	10.00	VAT
	28.07.25	D/P	Salaries	2522.53	Aug salaries inc salary increase back pay to 01.04
	28.08.25	D/D	Highview Services	5529.63	Grounds Maint.
	31.08.25	D/P	Unity Trust Bank	8.70	Service Charge
	08.09.25	D/P	Nest	170.31	Clerks Pension

To authorise payments due

- 512.** The following payments would be authorised by Cllr Haslem, Cllr Woolway or Cllr White:

15.09.25	D/P	Viking Stationery	65.59	Ink
15.09.25	D/P	Viking Stationery	49.39	General Stationery
15.09.25	D/P	Rosherville Repairs	240.00	MUGA jet wash
15.09.25	D/P	KALC	12.00	Training
28.09.25	D/P	Salaries	2277.08	July salaries

- 513. The following is a summary of the monthly spend on the Corporate Multi Pay Card (£66.05 to be paid by direct payment on 16.09.25)**

Single Point Access Fee	29.56	Em. Phone
Microsoft 365	8.49	Monthly Storage
Chat GPT Subscription	20.00	Monthly Fee
Lebara Mobile	5.00	Parish Mobile
Monthly Fee	3.00	Charges

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

10.10.25	D/D	Nest	147.24	Clerks Pension
21.09.25	D/D	Gravesham BC	98.85	Paladin Bins
25.09.25	D/D	J&F Accounting	35.76	Payroll Fees
28.09.25	D/D	British Telecom	61.09	Phone & B.Band
28.09.25	D/D	Highview Services	5529.63	Grounds Maint.
30.09.25	D/P	Unity Trust Bank	7.50	Monthly Charges

- 515.** A transfer of £10,000 from the deposit account to the savings account (to cover outgoings) had been made on 27th August.
A transfer of £9,000 from the deposit account to the savings account (to cover outgoings) was agreed.

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

30.06.25	Unity Trust Bank	£754.50	Credit Interest
28.07.25	J Glass	£61.10	Salary adjustment

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

- 517.** These documents had been circulated to all members. There were no questions. The reconciled bank balance at 30.06.25 was noted as £171,823.03.

To sign the mandate to update the signatures on the Parish Council bank account

- 518.** The mandate to remove ex-Cllr Banks from the bank account was signed accordingly and would be returned to Unity Trust. For now, it was agreed there was no need for an additional signature. This would be reviewed once the casual vacancies had been filled.

To agree opening a new deposit account

- 519.** 381/263/149/023: ALTERNATIVE DEPOSIT ACCOUNTS: The Clerk had written a report for Council, giving details of alternative deposit accounts. It was agreed to open a 35-deposit account with Redwood Banks (interest rate 3.85%.

£100,000 would be transferred to the account, with a regular withdrawal being made each month to top up following outgoings from the Unity Trust current and deposit accounts. All agreed. Clerk to make arrangements.

[Action: Clerk]

To note the availability of a bus shelter grant from KCC

520. Kent County Council were offering match funding for the installation of bus shelters within the Parish. The Clerk had contacted B&C Shelters to ask them for a quote to install a bus shelter on Waterlow Road. This would be considered at the October Parish Council meeting. The deadline for grant applications was 31st October 2025.

[Action: ongoing]

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

521. Adobe Acrobat licence. The Clerk would find out if the purchase of a licence was strictly necessary.

[Action: Clerk]

522. The Clerk had advertised the current grant window. The deadline was 30th September, and applications would be considered at the October Parish Council meeting.

[Action: Clerk]

523. The Clerk had completed the Local Authority & Councils FSCS Annual Review with Unity Trust Bank.

524. There had been a transposition error on the Annual Governance and Accountability Return. The Clerk had liaised with Mazars to correct this.

525. The National Joint Council for Local Government Services (NJC) had reached an agreement on rates of pay applicable from 1 April 2025 to 31 March 2026. Parish Councils were encouraged to implement this pay award as soon as possible. It was noted that the award had been implemented for both the Clerk and the Assistant Clerk in the July pay period.

526. It was noted that the finance working party would need to meet imminently to discuss the first draft budget and precept figures for 2026-2027. Clerk to organise a meeting and prepare the draft budget accordingly.

[Action: Clerk]

31] To note and agree the proposed change in "open office hours" for the Parish.

527. It was agreed that, as from October, the official open office hours would be Monday and Tuesday 10am til 2pm. The Clerk would work the remaining contracted 28 hours either in the office or at home. The Clerk would advertise the new hours.

32] To receive the Chairs announcements

528. Cllr Haslem had attended the Chairs meeting on 2nd September and updated Members accordingly. Discussion had centred on the Local Government Reorganisation and the Local Plan.

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

529. Website spam messages: Vision ICT had now put a "re-capture" on the contact page of the website to stop spam messages.
530. DRIVING MISS DAISY: There had been no interest in any of the dates provided so the Clerk had cancelled the events.
531. BAT WALKS: The feedback on the August event had been very positive. The event had been well attended.
532. ANNUAL LEAVE: The Clerk would be on annual leave w/c 29th September and w/c 6th October. The office would be shut during this time.
533. Kent Association of Local Council's newsletter September 2026 had been forwarded to all members.
534. The Clerk had written a short article for the Autumn edition of Gravesham Borough Councils "Your Borough" magazine. Items included in the article were the playground refurbishment, the pop-up café, the repair café, carols in The Bay and details of Parish Council meetings.

34] Training

535. Details of training opportunities had been forwarded to all Council members.
536. The Clerk had attended a website accessibility training course and had provided notes for all members. The following would be actioned by the Clerk in due course:
- Consider carrying out a data audit to ensure compliance with GDPR
 - To source Data Protection training
 - To consider alternative formats for minutes (currently a table format is used and this is not accessible for all when viewed online).
 - To write an accessibility statement
 - To redact wet signatures from AGARs posted online.

35] Reports from other organisations

537. The minutes from the Kent Association of Local Council (Gravesham Group) 20th May 2025 had been received.

36] Working Party Reports

538. None.

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

539. None.

**There being no other business,
the meeting of the Full Parish Council was closed at 22:07 hours.**