

VIGO PARISH COUNCIL
Minutes of the Full Parish Council Meeting
held in Vigo Village Hall on Monday 20th April 2026 at 8.00pm

Present	Cllr Jim Haslem (in the Chair); Cllr Simon Chaplin; Cllr Elliott Hulf; Cllr Olivia Meader; Cllr Alan White. Mrs Joanne Glass (Clerk).
In Attendance	Two members of the public.

1] To receive apologies for absence

1096. Cllr Dave Hawkins; Cllr Freya Newman-Prince; Cllr Andy Woolway, Ms Clare Collings (Assistant Clerk).

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

1097. None.

3] Questions from the press & public

1098. Two members of the public had come to discuss the covenant application for 5 Downswood.

4] Borough & County Councillor representative reports

1099. None.

5] Reports from Kent Police

1100. None.

6] To approve the minutes of the Full Parish Council Meeting held on 16th March 2026

1101. The minutes from the Full Parish Council Meeting held on 16th March 2026 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

1102. 1016/931/884: SNOW / ICY SURFACES: The Clerk had not yet set a meeting date with the school headteacher but would do so as soon as possible.

[Action: Clerk]

1103. 1017/959: LEASEHOLD PARKING SPACES AND THE SALE OF PROPERTIES: The Clerk had emailed the resident as agreed.

1104. 1018/1006: SOUTHERN WATER TANKERS FILLING UP ON WATERLOW ROAD (TIMBERBANK JUNCTION). The Clerk had emailed Southern Water regarding this matter.

[Action: pending]

1105. 1038/923: CASUAL VACANCY: The Clerk had advertised this, with a deadline of Monday 1st June, with a view to co-opting at the June Parish Council meeting.

[Action: pending]

1106. 1084: The Annual Parish Meeting had been held, with a good turnout. The presentation from the Community Cupboard had been well received.

8]

Services

Grounds maintenance

1107. The latest grounds work sheets had been sent out.

1108. 1021: Safety Notice. The Clerk had posted on the Parish Council website and Facebook page, asking people not to approach the Council Contractors whilst they are working. The Clerk had also put an article in the Annual Report.

The Clerk had asked the grounds contractor to identify which type of barrier would be best for them, and then the Clerk would order them.

[Action: ongoing]

1109. Timberbank: a bollard had been damaged / knocked out of Parish land to the front of this property. This had now been replaced.

1110. Noted that there was a mound of garden waste which had been dumped (and was regularly added to) near Downswood (on the centre path). The Clerk would ask the service contractor to inspect and remove any waste that had been dumped. The Clerk would put an article in the annual newsletter asking people to cease dumping rubbish (including garden waste) on Parish land.

[Action: Clerk]

1111. Noted that youths had made a camp (including cutting down some small trees) opposite Hornbeams. The Clerk had been informed of a possible address for one of the youths. Clerk to send a letter.

[Action: Clerk]

Grass cutting

1112. 1037: WILDFLOWER VERGE (Waterlow Road). The Clerk had spoken to Mr Williams who was happy with the plans to leave the Waterlow Road verge uncut. Mr Williams intended to carry out a wildflower survey before the grass was cut in August. The Clerk would post about this initiative online and put a poster in the A0 noticeboard.

[Action: Clerk]

Trees

1113. 1023/937/869: HIGHVIEW: Damaged footpath (due to failure of Parish tree). Highways reference 928215. This was marked online as "works being programmed".

[Action: ongoing]

1114. 1026: Chestnut Lane: The Clerk had asked the tree warden to inspect the land to the rear of this property.

[Action: ongoing]

1115. 1028: ROTO HIRE MACHINE: This machine had been hired in for 13th April with the following work carried out:

- Removal of diseased Ash next to 49 Timberbank (stump left at 9m for habitat)
- Removal of Oak (with bracket fungus) next to 2 Bramble Bank
- Removal of 4 trees to rear of 152 Timberbank (including sweet chestnut & sycamore identified by Sylvan Arb report)

1116. 1030/934/866/792/697/563/423/303: TREES ON HARVEL ROAD TO THE REAR OF HIGHVIEW. Cllr Haslem had met the Parish Contractor and noted that he was happy with the work that had been carried out. The Woodland Management Working Party would discuss what areas needed to be worked on next.
1117. A resident had noted that there were large dead trees in the woods between Croftside and Churchside (on the Croftside side of the road). The Clerk had reported this to the Parish contractor who had agreed they did need to be removed (dead chestnuts). They would be removed after the end of the nesting season, and monitored until then. The Clerk had updated the resident.

Gardening

1118. Nothing to report.

9]

Flytipping

1119. 1034/965/883/790: Tim Harris (Gravesham Borough Council Environmental Enforcement Team Manager) Clerk to make arrangements for a site meeting in Commority Lane.

[Action: Clerk]

1120. 1035: Highview: rubbish dumped to the rear. The Clerk had written to ask for the rubbish to be removed. The Clerk would make enquiries as to whether this had now been cleared.

[Action: Clerk]

10]

Planning

Local authority tree preservation applications

1121. 20260339: 234 Highview: Trimming back of oak tree branches. No objections.
1122. 20260329: 24 Beech Mast: Removal of silver birch. No objections.
1123. 20260307: 3 Bramble Bank: Trim new growth and lift sycamore. No objections.
1124. 20260302: 34 Admers Wood: Fell 1 x magnolia. No objections.
1125. 20260359: 71 Timber Bank: Reduce 2 x sweet chestnut, reduce 1 x thuja, remove 1 x spruce. No objections.
1126. It was noted that some of the "tree work approvals" from Gravesham Borough Council had a requirement for replacements to be planted. There was some discussion regarding this as it was thought that this was not monitored / checked up. The Clerk would speak to the Planning Officer regarding this, and also ask what the decision-making process was when making a decision on applications (were the reports checked? Were site visits made? It was agreed that if the Parish Council had objected to tree works, then they should, where possible, check to see if replacements had been planted. Agreed to make a diary note for 18 months after each approval to follow up.

[Action: Clerk]

Full planning applications

1127. 20260325: 6 Bramble Bank: Conversion of garage into habitable room and front infill extension. No objections. Clerk to respond.

[Action: Clerk]

Covenant applications

1128. 1042/945: Timberbank: installation of driveway. The Clerk had updated the resident as agreed.
1129. 1043: Timberbank: installation of pitched porch roof (retrospective application). The Clerk had written giving retrospective approval as agreed.
1130. 1044: Highview: installation of resin driveway. The Clerk had written giving covenant approval as agreed.
1131. 1045: Stonecroft: request for approval for cladding colour (oyster white). The Clerk had written giving approval as agreed.
1132. Downswood – enquiry regarding replacement of cladding with render. The residents attended the meeting to discuss this matter. They explained that they wished to remove the existing cladding from the property and replace it with render as part of improving the insulation and overall thermal efficiency of the property. The proposal is to install an insulation “thermal jacket” to the upper half of the property, with a white painted render finish.

The Parish Council noted that it is keen to support residents seeking to improve the energy efficiency of their homes. It was also noted that another property within the parish had previously installed thermal insulation behind existing cladding, with the cladding then being replaced on a like-for-like basis, thereby improving insulation without altering the external appearance of the property. However, Members acknowledged that approving a rendered finish would be difficult, as render is not currently supported under existing Council policy.

The resident explained that the property is an end terrace adjacent to woodland, has no existing insulation, is of single-brick construction, and is not thermally efficient. They also advised that the existing cladding requires replacement due to damp and cracking issues, with water ingress occurring through the current cladding. As the cladding already requires replacement, the resident considered this an appropriate time to undertake the insulation works.

There was discussion regarding the property covenants and the Parish Council's current position on rendered finishes. Cllr Haslem stated that the matter would need to be considered in greater depth, as render would not currently be approved unless there were a change in Council policy.

The residents were asked to provide further details and technical documentation regarding the proposed insulation system, as the only information currently provided referred generally to an “insulation jacket”.

The resident also stated that they had been advised they would be unable to obtain a guarantee for the works unless the property was rendered.

It was agreed that, upon receipt of further technical details demonstrating that there is no suitable alternative solution, the Parish Council would revisit the matter and potentially reconsider its position.

1133. Highview – enquiry regarding painting porch bricks. This proposal was discussed in full. It was agreed that the Parish Council would not approve this as the finished result would not be in keeping with the style and appearance of the neighbouring properties. Clerk to respond to the resident.

[Action: Clerk]

1134. Beechmast - to note application for property adaptations. The Clerk had consulted with Cllr Haslem prior to the meeting, as this had been a time sensitive application. Noted that the majority of the adaptations were internal, and the exterior ones did not affect the overall appearance of the property (installation of a ramp and handrails). Confirmed that there were no objections. The Clerk had already responded to the applicant.

Other Planning Matters (to include enforcement issues)

1135. GRAVESHAM BOROUGH COUNCIL LOCAL PLAN. Cllr Haslem had obtained a hard copy of the document, and this was made available to members. Cllr White asked to borrow it in the first instance. The document was also available online.

It was agreed to discuss the document at the Parish Council meeting in May. Councillors were asked to consider any issues regarding transport, the environment, and so on, before the May meeting.

[Action: All Councillors]

11] **Covenant breaches & enforcement of restrictive covenants & properties in disrepair**

1136. None.

12] **To note report from Woodland Management Working Party**

1137. 1024/964/882: TREE SURVEY: The Clerk had been spoken to Mr Young, who had noted that he had engaged an expert to survey the Borough Council owned trees in Gravesham. Mr Young enquired as to whether the Parish Council would like to fund the same service to have the trees in Vigo surveyed. The Clerk had asked for a quote, and for specific details to show what the survey report would contain. This would be referred to the Woodland Management Working Party.

[Action: ongoing]

1138. The Woodland Management Party had met on 8th April. Terms of reference for the group had been agreed.

Notes from the meeting had been forwarded to all Councillors. The following actions had been agreed:

- Clerk to mark all Parish owned land on the mapping system Parish online (done).
- Clerk to provide Parish online login to Mr Nield (Tree Warden) & Cllr Newman-Prince (done).
- Mr Nield and Cllr Newman-Prince to work together to start mapping the village woodland (on hold pending GBC tree mapping offer from Mr Young (GBC).
- Ex-Cllr / ex-tree warden Mr Talboys had provided some maps and other useful information to the Clerk – this would be forwarded onto Mr Nield and Cllr Newman-Prince.

The next meeting scheduled for 22nd April had been postponed. The next meeting would be on 1st June 2026

[Action: Clerk]

13] To note report from the Covenant Working Party and consider any recommendations.

- 1139.** The Parish Council received and considered a report from the Covenant Working Party (who had met on 25th March) regarding the "Future Appearance of Vigo" survey, which received 325 responses.

The report concluded that residents broadly support maintaining the open character of the village, whilst favouring a more flexible and proportionate approach to the application of Covenant Three, particularly in relation to hedges and fences. Residents generally supported visually open or low-impact boundaries and expressed opposition to strict blanket enforcement policies.

Council also considered proposed amendments to the current application of Covenant Three. The revised policy would retain the principle of protecting the open-plan character of the village, whilst allowing greater flexibility and case-by-case consideration of applications. The proposed amendments included support, in appropriate circumstances, for low hedges or open-style fencing alongside boundaries, planting maintained to remain visually open, screening for wheelie bins or heat pumps, and replacement fences or walls on a like-for-like basis. The policy would continue to resist solid or inappropriate boundary treatments, particularly where these extend beyond the building line or create a "tunnelling" effect along pathways.

These changes were proposed by Cllr Haslem, seconded by Cllr Chaplin and agreed by all Members. Clerk to update the policy and publish it on the Parish Council website.

[Action: Clerk]

- 1140.** Further to the agreement to update the covenant policy, the Clerk asked how the Parish would like to deal with breaches that the Council had already contacted residents about, which may not have been resolved. It was agreed that the covenant working party would consider these case by case. Clerk to make a list of properties, have any hedges measure / photographed, and then set a covenant working party date to discuss.

[Action: Clerk]

- 1141.** 1091/1003: MAINTENANCE OF PROPERTIES: The Parish Council considered recommendations from the Covenant Working Party regarding Covenant 5 and property maintenance. Members noted that, whilst Covenant 5 originally related to the regular maintenance and repainting of external paintwork, the covenant is now difficult to enforce in its original form as the majority of properties within Vigo have replaced original painted woodwork with UPVC.

Council considered a proposal to update the wording on the Parish Council policy to reflect the current practical application of the covenant. The revised wording would clarify that Covenant 5 is not strictly enforced in relation to paintwork, but that the Parish Council may engage with residents where properties fall into severe disrepair.

It was also proposed that, where appropriate and subject to agreement by a majority of the Parish Council, letters may be sent to residents regarding particularly poor property condition, and that Gravesham Borough Council may be involved where necessary.

All agreed. Clerk to update the policy.

[Action: Clerk]

14] To consider adopting a Parish Council IT Policy.

1142. The Clerk had drafted an IT policy which had been sent to all Councillors. To give people time to read and consider the policy it was agreed to put this forward for approval at the 18th May Parish Council meeting.

[Action: Clerk]

15] Parking

1143. 1052/954: ADMERS WOOD PARKING. The Clerk had not yet set up a working party meeting but would do so as soon as possible.

[Action: Clerk]

1144. TIMBERBANK: complaint from resident alleging that the owners of this property, and their visitors, often parked blocking the footpath and damaging community land. The Clerk would speak to the property owner.

[Action: Clerk]

16] To note response from Dr Sullivan (MP) regarding bus service in Vigo.

1145. 1015/930/879: BUS SURVEY: Response from Dr Lauren Sullivan MP. The Clerk was to write to Dr Sullivan to thank her for raising the issue but noting that the response was no different from the information the Parish Council had already been provided, and it appeared that continuing any course of action was unlikely to have any different positive outcome.

[Action: Clerk]

17] To note details of email issues and subsequent migration

1146. Vision ICT had migrated the Parish Council emails over to the new provider. The Assistant Clerk was having issues with using outlook – it was agreed to get IT Solutions Kent to look into this. In the meantime the Assistant Clerk would use webmail.

[Action: Assistant Clerk]

1147. Cllr Haslem had raised a number of questions with the Clerk regarding service reliability and contingency procedures. The Clerk would speak to Vision ICT and ask for assurances.

[Action: Clerk]

18] To discuss requests from and matters regarding residents

- 1148.** 1049/956: CHESTNUT LANE: A resident had written with regard to who had responsibility for the fences which bordered the rear access pathway to the back of their property. The Clerk noted that the fence would either be an original Croudace fence, OR belong to the whole row of residents, with each being responsible for the panels directly to the rear of their property. The Clerk had responded to the resident as such.
- 1149.** 1050: TIMBERBANK: The resident had contacted the Clerk with concerns regarding inconsiderate parking. The Clerk had responded as agreed, suggesting that the Parish Council could assist with signage on Parish Council owned land. No response had been received. Filed as pending.
- 1150.** 622/480/342/174/102: Highview: The Parish Council noted that the deadline for relocating the fence to its original position was 28 February 2026. While the fence had been moved, it had not been returned to the correct boundary line and continued to enclose Parish Council-owned community land to the rear of the property. The fence remained approximately 3 feet 8 inches to 4 feet beyond the boundary line. The Clerk wrote again to the resident, advising that the fence must be repositioned correctly and setting a further deadline of 13 April 2026. It was also noted that debris, including materials and waste, remained on Parish Council land and must be removed. The resident responded to confirm that a significant amount of the debris had been removed and that the remaining items would be cleared shortly. The resident also stated that they had not been present to oversee the relocation of the fence and that their contractor had advised that moving it again would incur additional costs which they were unable to meet. The Clerk replied to confirm that responsibility for ensuring the fence was correctly positioned rested with the property owners. The fence must therefore be moved back to the official boundary line, and a final deadline of 30 April 2026 was set.

[Action: pending]

- 1151.** HIGHVIEW: Noted that the rear fence at this property had also been moved out (enclosing Parish Land) to match the position of the neighbour (minute 1109). The Clerk had written to the resident asking that the fence be put back on the boundary line. The resident had emailed back to say they would arrange to relocate the fence accordingly and ensure that a path was installed on the outside to maintain access to the rear of the neighbouring properties.

[Action: pending]

- 1152.** Cllr Meader noted an issue with a resident who often parked on their driveway and kept their headlights on full beam for up to an hour most days. This caused upset to the owners of the property opposite. It was noted that this was a neighbourly dispute and not something the Parish Council would get involved in.

1153. DOWNSWOOD: The resident had contacted the Parish Council to seek approval for the installation of an electric vehicle charging point at their property. The Clerk noted that the Parish Council did not need to give approval for this, but advised the resident to contact Kent Highways to establish if they needed to give any approval.
1154. HIGHVIEW: A complaint had been received regarding the condition of this property – it was empty and the rear garden was in an overgrown state; it was thought that there were rats nests in the undergrowth. Fences were being damaged due to overgrown vegetation. The front of the house was in need of repair. The Clerk would take photographs of the front of the house and report back to Council.

[Action: Clerk]

19] **The Bay**

1155. 1053/962: ADVERTISING SHOPS IN THE BAY: The Clerk was working with Cllr Meader and would ensure an article advertising the shops would be put in the annual newsletter report.

[Action: Clerk]

1156. 1054: NEWSAGENTS / POST OFFICE: The Parish were keen to do whatever they could to support this shop, especially as the Post Office was located there. The Clerk had spoken to Cllr Meader, but they did not have any more knowledge than the Parish Council in this instance. The Clerk would reach out to the shop owners.

[Action: Clerk]

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

1157. 1055/963: Highview resident parking on driveway without a dropped kerb. The Highways online portal showed this as "enquiry under investigation" (reference 944779).
1158. The Clerk had been alerted to a Highview property where it appeared that rear access was being put in (across unregistered land) with a view to gaining access from Harvel Road. The Clerk would speak to Highways regarding this matter.

[Action: Clerk]

1159. The Clerk had been contacted by a resident who noted that there was a lack of dropped kerbs to enable someone in a wheelchair to get from Hornbeams down The Bay. The Clerk had advised the resident to contact Kent Highways directly.
1160. There had been an issue with garden waste collection in Croftside – bins were not being regularly collected and sometimes were left for weeks. The Clerk had contacted the Borough Council who had assured that they would be collected / emptied on 20th April, and that the vehicle CCTV would be reviewed to confirm this.

[Action: pending]

21] To receive an update on the Pride in Place application

1161. 1058/968: The Clerk had been unable to complete the application form as she had not been able to get a quote for the work. Cllr Meader thought she knew someone who may be able to help and would speak to them. Clerk to update GBC.

[Action: Cllr Meader]

22] Street lighting

1162. 1059/969: STREETLIGHT OUTSIDE 220 HIGHVIEW. The Clerk had emailed Mr Bonner (streetlight contractor) but had not received a response as yet.

[Action: ongoing]

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

1163. 1062/972: The spinner had been relocated, the rota swing had been re-installed, and a new bin had been installed.

The majority of the surface repairs had been carried out. However, the person who carried out the annual inspection had given the GBC contractor the impression that a lot more surfacing would need to be replaced – this would be noted in the annual inspection report. As such, it was agreed to pause any more work and wait for the report before continuing.

[Action: ongoing]

24] Finance

To note any payments made since the last meeting

1164. The following payment had been made since the last meeting:

30.03.26	D/P	PG Platforms	714.00	Cherry Picker Hire
31.03.26	D/P	Unity Trust Bank	9.10	Bank Charges
07.04.26	D/P	Nest	208.59	January Clerks Pension
16.04.26	D/P	Lloyds CMP Card	5.00	Lebara Mobile
			20.00	Chat GPT subscription
			16.98	Microsoft Charges
			7.00	Land Registry Charges
			41.40	Viking Print House – APM poster
			3.00	Monthly Fee
			9648	TOTAL

1165. The following payments would be authorised by Cllr Woolway and Cllr Haslem:

20.04.26	D/P	Vigo Village Hall	1390.17	Hall and office hire Jan – March 26
20.04.26	D/P	NPC Tree Surgery	540.00	Machine Hire (silver birch removal)
20.04.26	D/P	NPC Tree Surgery	1560.00	Machine hire (tree removal x6)
20.04.26	D/P	Southeast PAT Testing	50.00	Portable Appliance Testing
20.04.26	D/P	KALC	822.66	Annual Membership
20.04.26	D/P	KALC	48.00	Training (Difficult Situations OM)
20.04.26	D/P	Streetlights Limited	694.06	First Quarter S/L maintenance
20.04.26	D/P	Joanne Glass	37.79	APM expenses
20.04.26	D/P	Clare Collings	55.63	Community Cupboard Food Donation
28.04.26	D/P	Salaries	2277.48	April salaries

1166. The following Standing Orders / Direct Debits were authorised:

21.04.26	D/D	Gravesham BC	121.50	Paladin Bins
29.04.26	D/D	J&F Accounting	38.28	Payroll Fees
29.04.26	D/D	British Telecom	64.69	Phone & Broadband
28.04.26	D/D	Highview Services	5529.63	Grounds Maintenance

1167. A transfer of £14,000 from the deposit account to the savings account (to cover outgoings) was agreed.

INCOME

1168. The following income was noted:

£637.99 Refund from JMS Platforms for cherry picker hire
£248.17 Credit Interest (31.03.26)
£156,261.00 Precept from GBC 01.04.26

To note the actual vs budget spend for the year ended 31.03.26 and the associated bank reconciliation.

1169. The actual vs budget spend analysis for the year ended 31 March 2026 was noted. The bank reconciliation to support this was noted with a reconciled balance of £53,655.49. Cllr Haslem proposed that the Council accepted this as a true record, this was seconded by Cllr Meader and agreed by all.

To discuss the purchase specialist accounting software (quotes received)

1170. 1073/982: The Clerk had sourced quotes from three providers (Scribe, Edge and Rialtas). The Clerk would prepare a comparison document to be presented to the Parish Council meeting in June.

[Action: Clerk]

To note the quote for specialist cyber insurance

1171. 1075/986: Gallagher (Insurance Broker) had sourced quotes for this insurance and recommended that the Coalition Risk Solutions Limited package at £387.12 represented the best value for the Parish Council. Cllr Haslem thought the quote for £250k cover looked okay.

It was noted that the cyber risk assessment provided referred to SPF (Sender Policy Framework) and DMARC (Domain-based Message Authentication, Reporting and Conformance) email security settings which should be linked to the Council's email system as part of normal cyber security good practice. The Clerk would speak to Vision ICT to establish if this was the case.

The Clerk had forwarded the documentation Cllr Woolway and Cllr Hawkins for them to review and put a recommendation to Council at the May meeting.

[Action: Clerk]

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

1172. 1076/984: BUDGET AND PRECEPT FIGURES: The Clerk had not published these figures on the website but would do so as soon as possible.

[Action: Clerk]

1173. 1077/985: REDWOOD BANK 35 DAY DEPOSIT ACCOUNT: The Clerk was to arrange a transfer to this savings account.

[Action: Clerk]

1174. 1078/987: BANK SIGNATOTRY: Cllr Hulf had been unable to sign in with the memorable name provided by the bank. The Clerk had spoken to the bank, who had advised that Cllr Hulf should contact them directly regarding this.

[Action: Cllr Hulf]

1175. 1066: Grant Payments: payments had been made to both the school PFTA and the scouts. The Clerk would post a summary of all the grants awarded in 2025/2026 on the Parish Council website.

[Action: Clerk]

1176. Noted that the street lighting maintenance contract had increase by 4% for the 2026/27 year. This was within the budget that had been set.

1177. The Clerk had received the paperwork for completing the 2025/2026 Annual Governance and Accountability Return. The deadline for completion was 30th June 2026. The internal auditor was scheduled to visit the Parish Office on 1st June 2026. The AGAR would be presented to the June Parish Council meeting for consideration and authorisation.

[Action: Clerk]

25] To receive the Chairs announcements

1178. Cllr Haslem had attended the Meopham Annual Parish Meeting on 15th April 2026.

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

1179. An invitation to the Gravesham Borough Council Annual Council meeting (any mayor making) had been received, the event was to be held on 12th May. Cllr Haslem was not able to attend, and the Clerk had therefore sent apologies.
1180. The Parish Council had been invited to the Higham Parish Annual Meeting on 16th April, Cllr Haslem had been unable to attend and therefore the Clerk had sent apologies.
1181. The latest edition of Kent Association of Local Councils newsletter had been forwarded to all members.
1182. The Clerk had written an article for the latest edition of Your Borough – the article was about the wildflower verges on Waterlow Road.
1183. The Clerk had met with Andy Gardner who was the new Community Involvement Officer at Gravesham Borough Council. Mr Gardener was keen to work with the Parish Council as and when needed and would be happy to provide details of grant opportunities as and when they became available.
1184. Alderman Boycott had emailed the Clerk to say how much she had enjoyed the Vigo Annual Meeting, and to praise the Parish Council for the work that they do.
1185. ANNUAL NEWSLETTER: It was anticipated that this document would be ready to print by mid-May and delivered by the end of May.

1186. The Clerk had been contacted by "Involve Kent" with regard to the new Conect 55+ service. This service was for those in the community (aged over 55) who may require support with benefits, housing, and pension issues. Involve Kent were commissioned by KCC to carry out this service and worked with Adult Social Care and Housing Departments to assist with this. The Clerk had taken some leaflets and invited the organisation to attend the June Pop Up Café.

The Clerk would post the flier on the Parish Council website.

[Action: Clerk]

1187. Welcome Pack (on website): noted that no-one had requested this in over two years, and it was time consuming to keep the information in the pack up to date. All of the information provided could be found elsewhere online or provided by the Clerk. Agreed to remove the welcome pack link from the website.

27] Training: to receive updates on any training attended and note any training booked.

1188. Cllr Haslem and the Clerk had attended an online training session on how to carry out an appraisal.

The Clerk had attended a webinar hosted by Mazars LLP on how to complete the Annual Governance and Accountability Return (highlighting new requirements and assertions).

The Clerk had chased KALC regarding an evening date for the Nuts and Bolts course for new Councillors and had been assured this would be timetabled soon.

28] Reports from other organisations

1189. The Village Hall AGM had been held on 19th March. The Parish Council had not been able to attend. The Hall Manager would update the Parish Council with regard to any issues raised.

1190. The next Trosley Liaison Group meeting was scheduled for 22nd April. Ms Collings (Assistant Clerk) would attend to represent the Parish Council. Cllr Newman-Prince was not able to attend.

29] Working Party Reports

To agree the membership of the Community Working Party

1191. 1092: The following Council Members agreed to join this working party, along with Cllr Meader: Cllr Newman-Prince, Cllr Hulf and Cllr White). Cllr Haslem would attend the initial meeting at least. The Clerk would liaise with Cllr Meader regarding matters to be discussed.

[Action: Clerk]

1192. 1093: The Clerk would update the working party commitment list and circulate to all Members.

[Action: Clerk]

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

1193. None.

CLOSED SESSION:

Pursuant to Section 1 (2) of the Public Bodies (admission to meetings) Act 1960, that due to the confidential nature of the next item, the public and press were asked to leave the meeting.

31] To receive an update on matter being dealt with by the Parish solicitor (covenant breach).

- 1194.** 1095/1008/920/853/775/670: COVENANT BREACH: The Clerk had emailed the solicitor giving approval to progress this matter.

[Action: ongoing]

**There being no other business,
the meeting of the Full Parish Council was closed at 21:57 hours.**