

VIGO PARISH COUNCIL
Minutes of the Full Parish Council Meeting
held in Vigo Village Hall on Monday 18th May 2026 at 8.30pm

Present	Cllr Jim Haslem (in the Chair); Cllr Simon Chaplin; Cllr Dave Hawkins; Cllr Alan White; Cllr Andy Woolway. Mrs Joanne Glass (Clerk).
In Attendance	Cllr Ejaz Aslam (Gravesham Borough Council) (until 8.45pm)

1] To receive apologies for absence

28. Apologies were received and accepted from:
 Vigo Parish Council: Cllr Elliott Hulf; Cllr Olivia Meader; Cllr Freya Newman-Prince.
 Ms Clare Collings (Assistant Clerk). Kent County Council: Cllr Diane Morton.

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

29. Cllr Haslem declared an interest in the Tree Preservation Order application for 146 Timberbank and did not enter into the discussions regarding this matter.

3] Questions from the press & public

30. None.

4] Borough & County Councillor representative reports

31. Cllr Aslam briefly discussed the Gravesham Local Plan.

Cllr Aslam asked the Parish Council if they would like him to attend every Parish Council meeting, or if he should send an update report. It was agreed that the Parish would be agreeable to receiving an email update but would appreciate Cllr Aslam attending around 3 times a year as appropriate.

5] Reports from Kent Police

32. None.

6] To approve the minutes of the Full Parish Council Meeting held on 20th April 2026

33. The minutes from the Full Parish Council Meeting held on 20th April 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

34. 1012/1016: SNOW / ICY SURFACES: The Clerk had emailed the headteacher to find out his availability for a meeting. No response had been received as yet.

[Action: ongoing]

35. 1104/1018: SOUTHERN WATER TANKERS FILLING UP ON WATERLOW ROAD (TIMBERBANK JUNCTION). The Clerk had emailed Southern Water regarding this matter. An acknowledgement had been received but no update as yet.

[Action: ongoing]

36. 1105/1038: 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. No applications had been received as yet; the Clerk would highlight the post on social media.

[Action: Clerk]

37. 1145/1015: BUS SURVEY: Response from Dr Lauren Sullivan MP. The Clerk had responded as agreed.
38. 1119/1034: Tim Harris (Gravesham Borough Council Environmental Enforcement Team Manager) Clerk to make arrangements for a site meeting in Commority Lane. The Clerk had spoken to the Parish Council contractor and been told that the fly tipping issue seemed to be less of an issue at the moment. Agreed to postpone a meeting until later in the year, and review should the issue become a problem again. Clerk to update Mr Harris.

[Action: Clerk]

39. 1120/1035: Highview: rubbish dumped to the rear. The Clerk had written to ask for the rubbish to be removed. The Clerk had been advised that the garden waste had been removed from the Parish owned community land. However, there was still some type one road stone and rubble which needed to be removed. Clerk to send another letter.

[Action: Clerk]

8]

Services

Grounds maintenance

40. The latest grounds work sheets had been sent out.
41. 1108/1021: Safety Notice. The Clerk had ordered 4 collapsible barriers (each 2.5m in length) for the contractors to use when carrying out tree work.
42. 1110: Garden waste dumped near Downswood (on the centre path). The Clerk had asked the service contractor to inspect and remove any waste that had been dumped. The Clerk had put an article in the annual newsletter asking people to cease dumping rubbish (including garden waste) on Parish land. *post meeting note: the service contractor was not able to identify any area of dumped waste; the Clerk was to ask for a more specific location from the resident.

[Action: Clerk]

43. 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. The Clerk had been tasked to send a letter regarding this but had been informed that the worst of the rubbish had been cleared and it looked like the area was no longer being used as a den. Agreed to monitor the situation for now.
44. Timberbank: Cllr White had asked the Clerk to have bollards installed on the land to the front of this property, as it was being damaged by vehicles. The Clerk had spoken to Highview Services about this, and this work had now been carried out.

Grass cutting

45. 1112/1037: WILDFLOWER VERGE (Waterlow Road). The Clerk had advertised this initiative online and in the noticeboards.

Trees

46. 1113/1023: HIGHVIEW: Damaged footpath (due to failure of Parish tree). Highways reference 928215. This work had now been completed.
47. 1114/1026: Chestnut Lane: The tree warden had inspected this area and agreed that no work needed to be carried out at present. The Clerk had updated the resident.
48. TIMBERBANK: The Tree Warden had noted that there were an Ash Tree and a Silver Birch, both with dead limbs, on the resident's land. Due to the fact that all the dead limbs were overhanging the road, it was agreed to write to the resident to ensure they were aware of the situation.

[Action: Clerk]

Gardening

49. Nothing to report.

9]

Planning

Local authority tree preservation applications

50. 20260431: Oak Lodge, Harvel Rd. Reduce height and spread of Hornbeam. It was noted that there was no map showing the location of this tree. As the property was adjacent to Parish Land where there were Hornbeams present, it was agreed to speak to the Planning Officer to ensure that the applicant was talking about privately owned trees in this instance. *Post meeting note: the Clerk had managed to obtain a photograph that showed the tree was not on Parish land. The Clerk had liaised with Cllr Haslem who was happy that no further action needed to be taken.
51. 20260463: 146 Timber Bank: removal of oak tree. Cllr Haslem declared an interest in this application and did not enter into discussions. The Parish Council were keen to retain Oak Trees in the village wherever possible. It was agreed that the Clerk should ask the Parish Contractor to take a look at the tree to confirm that it did appear to be diseased.

[Action: Clerk]

Full planning applications

52. 1127: 20260325: 6 Bramble Bank: Conversion of garage into habitable room and front infill extension. No objections. The Clerk had responded as agreed.
53. 20260393: 6 Bramble Bank: erection of single storey side / rear extension and installation of roof light and change to fenestration. No objections. The Clerk had responded as agreed.
54. 20260414: 22 Admers Wood: erection of front / side storey extension and porch with roof lights. No objections, the Clerk was to write to Gravesham Borough Council accordingly.

[Action: Clerk]

Covenant applications

55. 1135: Downswood – enquiry regarding replacement of cladding with render. The resident had sent an email giving further details for the Parish Council to consider. This email had been received too late for consideration at the 18th May meeting. The Clerk would forward the email to all Councillors and put it on the agenda for the 15th June meeting for discussion. Clerk to update the resident.

[Action: Clerk]

56. 1133: Highview – enquiry regarding painting porch bricks. The Clerk had responded to inform that the Parish Council would not approve this.

57. Timberbank: retrospective approval sought for summer house. No objections. Clerk to write giving retrospective approval.

[Action: Clerk]

58. Timberbank: covenant approval sought to erect barrier to the front. The resident had made an initial enquiry, and the Clerk had asked for further details / a full proposal. No response had been received as yet, and as such the matter could not be discussed. Filed as pending.

59. The Coppice: covenant approval sought for new front door and to paint garage door. No objections. Clerk to write giving approval.

[Action: Clerk]

10] To discuss the Gravesham Local Plan and agree if any objections should be made to specific site allocations.

60. 1135: GRAVESHAM BOROUGH COUNCIL LOCAL PLAN. One site of concern had been identified: Land at Tiger's Hall Farm (GB187). The Clerk had spoken to a planning consultant who had confirmed this plot of land was currently identified within the SHLAA (Strategic Housing Land Availability Assessment) but had not been carried forward into the Local Plan allocation. As such the Borough Council were not officially promoting the site for allocation, and any representation to object to the site would be very limited.

However, it was noted that if other sites within the Local Plan were disregarded, there was every possibility that sites identified within the SHLAA could be moved into the local plan itself.

The Tiger's Hall Farm site was located within the green belt with some areas of ancient woodland. It was approximately 7 hectares in size and could accommodate 79 houses.

Agreed that the Clerk would liaise with Cllr Haslem to draft a letter to challenge the SHLAA assessment of this site.

[Action: Cllr Haslem / Clerk]

61. Noted that the KALC Local Gravesham Group had held a meeting specifically to discuss the Gravesham Local Plan. It was likely that the consultation period for the local plan would be extended.

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

62. Admers Wood: concerns were once again raised about the condition of this property. Noted that the Parish Council and Planning Enforcement had attempted to engage with the resident with no success.

Noted now however, there appeared to be other issues that may fall under the remit of Environmental Health. The complainant would be advised to contact Gravesham Borough Council directly.

[Action: Clerk]

12] To consider adopting a Parish Council IT Policy.

63. 1142: The Clerk had drafted an IT policy which had been sent to all Councillors.

As part of the policy, it was agreed that Council Members and staff would be permitted to access council emails via their personal devices (phones, tablets, laptops and computers).

Cllr White confirmed that he would use his Parish Council email address moving forward.

Cllr Haslem proposed that the Council agree the policy, this was seconded by Cllr White and agreed by all.

13] To discuss requests from and matters regarding residents

64. 1150/622: Highview: The Parish Council noted that the deadline for relocating the fence to its original position was 30 April 2026. The Clerk confirmed that the fence was still not in the correct location. Measurements would be taken to establish the extent of the land enclosure, and a course of action would be agreed at the June Parish Council meeting. The Clerk was to email the resident to state that the matter would be discussed at the June meeting and note that Councillors would consider what action to take to resolve the matter.

[Action: Clerk]

65. 1151: HIGHVIEW: Relocation of rear fence. This fence had not been relocated to its original position as agreed. A course of action would be agreed at the Parish Council meeting in June. Clerk to email the resident.

[Action: Clerk]

66. 1154: HIGHVIEW: A complaint had been received regarding the condition of this property. Cllr Haslem agreed to have a look and report back to the next meeting.

[Action: Cllr Haslem]

67. THE COPPICE: Complaint received regarding a camper van which, although parked on a private driveway, was hanging over the footpath and causing site line issues. Agreed that this should be reported to Kent Highways.

[Action: Clerk]

14] To note and agree request to hire village green

68. A Culverstone resident wished to hire the village green for the year 6 leavers party on 23rd July (to include a colour run). This request was approved, with the same caveats in place as in previous years. Clerk to respond to the request.

[Action: Clerk]

15] To agree request for school PTFA to advertise summer fair on community land

69. The school would like to erect advertising boards (estate agent boards) on Parish land to advertise the summer fair. The following locations were agreed:

- Junction of Harvel Road and Waterlow Road
- Junction of Harvel Road and Timberbank (by bus stop)
- Junction of Harvel Road and Erskine Road
- Junction of Waterlow Road and Croftside
- Junction of Waterlow Road and Erskine Road.

Clerk to update the PTFA.

[Action: Clerk]

16] The Bay

70. 1155/1053: ADVERTISING SHOPS IN THE BAY: A two-page article had gone in the annual Parish magazine.

71. 1156/1054: NEWSAGENTS / POST OFFICE: The Clerk had spoken to the lady who ran the post office and now had a contact number for her. The Clerk had been informed that the shop would be shutting in the near future, but assured this was temporary, due to refurbishment works, and would only last for two weeks.

72. Noted that the KMP were no longer the managing agent for the shop / flat landlord, and that a local estate agent in Gravesend had now been appointed. The Clerk had emailed the estate agent to introduce them to the Parish Council.

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

73. 1157/1055: Highview resident parking on driveway without a dropped kerb. The Highways online portal showed this as "enquiry under investigation" (reference 944779).

74. 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 had spoken to Kent Highways regarding this matter and was awaiting an update.

[Action: ongoing]

75. 1160: Croftside garden waste collection. The Clerk was under the impression that this situation had now been resolved.

76. Cllr Woolway noted that there had been a large amount of flytipping in the middle of Commority Lane, which he had reported to the relevant authority.

77. Noted that the Mayor of Gravesham for 2026/27 was Cllr Alison Williams. The mayoral charities for the year were Ellenor Hospice, Elliott Holmes Memorial Fund, and Waterside Parents' Centre. The Clerk had made a note of this, and would invite Cllr Williams to the 2027 Annual Meeting in due course.

[Action: Clerk]

78. ROAD CONDITION: The condition of the roads in Vigo was noted to be very poor, with numerous potholes. The Clerk was to speak to Cllr Diane Morton (KCC) regarding this matter.

[Action: Clerk]

79. The Clerk had been contacted by Avidety, who were in charge of upcoming pole replacement works in the Pinesfield Lane area. As part of the works, a generator needed to be placed at a substation in Timberbank, for a period of 3 days. All residents had been informed, and no objections had been received. The Parish Council were happy for this work to go ahead. Clerk to respond.

[Action: Clerk]

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

80. 1161/1058: 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 had reached out to her contact but had not had a response. Gravesham Borough Council had offered to recommend a contractor to quote, the Clerk was awaiting contact details.

[Action: ongoing]

19] Street lighting

81. 1162/1059: STREETLIGHT OUTSIDE 220 HIGHVIEW. The Clerk had emailed Mr Bonner (streetlight contractor). A response had been received on 18th May, and therefore there was not enough time to consider for the May Council meeting. The response would be noted and considered in June.

[Action: ongoing]

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

82. 1163/1062: Work continued to be paused pending the annual playpark inspection report. Clerk to chase this up.

[Action: Clerk]

21] Finance

To note any payments made since the last meeting

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

30.04.26	D/P	Unity Trust Bank	10.00	Bank Charges
07.05.26	D/P	Nest	208.59	Clerks Pension
19.05.26	D/P	Lloyds CMP Card	5.00	Lebara Mobile
			20.00	Chat GPT subscription
			16.98	Microsoft Charges
			14.00	Land Registry Charges
			3.00	Monthly Fee
			58.98	TOTAL

84. The following payments would be authorised by Cllr Haslem and Cllr White:

18.05.26	D/P	Joanne Glass – expenses	147.66	Security Barriers for tree works
18.05.26	D/P	Viking Stationery	113.74	Stationery (including laminator)
18.05.26	D/P	Paul Agley back pay	331.78	Agreed, see minute 90.
28.05.26	D/P	Salaries	2277.08	May salaries

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

21.05.26	D/D	Gravesham BC	90.60	Paladin Bins
29.05.26	D/D	J&F Accounting	38.28	Payroll Fees
29.05.26	D/D	British Telecom	64.69	Phone & Broadband
28.05.26	D/D	Highview Services	5529.63	Grounds Maintenance

86. A transfer of £8,000 from the deposit account to the savings account (to cover outgoing) was agreed.

INCOME

87. There was no income this month.

To discuss the purchase specialist accounting software (quotes received)

88. 1170/1073: 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

89. 1171/1075: There was some considerable discussion this matter. Cllr Hawkins & Cllr Woolway suggested that there was no need to take this insurance. All agreed. No further action to be taken.

To discuss and agree annual percentage increase for grounds contract

90. The Clerk noted that the budget had been set to include a 3% cost of living increase in the grounds contract price from 1st April. This was in accordance with the terms of the contract. This was proposed by Cllr White and seconded by Cllr Hawkins. The Clerk would make the necessary arrangements.

[Action: Clerk]

To note and agree quote for Annual Report printing costs

91. The cost for printing the annual magazine was noted as £788. This was within budget; there were no objections. The magazine would be printed and distributed within the next two weeks.

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

92. 1172/1076: BUDGET AND PRECEPT FIGURES: The Clerk had now published these on the Parish Council website.
93. 1173/1077: REDWOOD BANK 35 DAY DEPOSIT ACCOUNT: The Clerk noted that the temporary login details had never been received by any of the signatories. Clerk to chase this up.

[Action: Clerk]

94. 1174/1078: 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]

- 95. 1175/1066: Grant Payments: the Clerk had published a list of grants awarded during 26/27 on the Parish Council website.
- 96. 1177: End of Year Finance: 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: ongoing]

22] To receive the Chairs announcements

- 97. The Gravesham Borough Council Parish Chairs Meeting scheduled for 20th May had been cancelled due to lack of business.

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

- 98. 1186: "Involve Kent" had provided fliers and were due to attend the Pop Up Café in June. The Clerk would post the flier on the Parish Council website.

[Action: Clerk]

- 99. The Kent Association of Local Councils newsletter (May 2026) edition had been forwarded to all Members.
- 100. The Parish Council emails had successfully migrated over to the new provider.
- 101. Noted that there had been some staffing changes within KALC (Kent Association of Local Councils)- Alison Stevens (Deputy Chief Executive) would be leaving with her last day being on 18th June.
- 102. The Clerk had been contacted by someone who wished to set up a pop-up pizza shop in the car park next to the school. Noted that the request should be made to Gravesham Borough Council as the landowner. Clerk to respond accordingly.

[Action: Clerk]

- 103. Andy Gardner (Gravesham Borough Council Community Involvement Officer) was looking at using Vigo as a pilot for a targeted community survey through the Go Vocal tool. The aim would be to get a better understanding of the needs of all residents and then use the data to work collaboratively with community partners, GBC and others to address and respond to the findings. The Clerk would liaise with Mr Gardner regarding this. It was hoped that this may tie in with the delivery of the Annual Report.

[Action: Clerk]

- 104. The Clerk had been contacted by Gardens of England (Canterbury) regarding the ground maintenance contract. The Clerk agreed to keep the details on file for when the tender would be advertised later in the year.

[Action: Clerk]

- 105. The Portable Appliance Testing had been carried out, with no issues noted.

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

- 106. Details of upcoming training opportunities had been forwarded to all Members.

25] Reports from other organisations

107. The KALC Local Gravesham Group meeting would be held on 8th June. Cllr Haslem would be unable to attend, but Cllr Woolway would represent the Parish Council. The meeting was being held in Vigo Village Hall.
108. The notes from the Trosley Liaison Group Meeting had been received and circulated to all members.

26] Working Party Reports

109. 1192/1093: The Clerk had updated the working party commitment list and circulated to all Members.

Community Working Party

110. 1191/1092: The Clerk would liaise with Cllr Meader regarding matters to be discussed and to set a meeting date in due course.

[Action: Clerk]

Woodland Management Working Party

111. 1137/1024: TREE SURVEY: Mr Young (GBC) had sent a sample report, and details of the scope of work. It was estimated that the survey would take 5-7 days and cost £2,500 - £3,300 plus VAT (the Parish Council would claim the VAT element back). After some discussion it was agreed that the Parish Council would fund £500 for one day's work, subject to the agreement of the working party, which was due to meet on 1st June. If the one-day survey was satisfactory, the Parish would consider engaging the service for the whole village as per the quote. Noted that three Councillors were in agreement with this proposal (Cllr White, Cllr Haslem & Cllr Woolway). Cllr Chaplin felt that the whole survey should be carried out, and Cllr Hawkins did not agree with engaging the surveyor at all, as he felt the current inspections carried out by the Parish Contractor and tree wardens were more than adequate.

[Action: Woodland Management Working Party]

112. 1138: Woodland Management Working Party update: next meeting was scheduled for 1st June 2026. The Clerk had marked all the Parish Council land on the Parish online software as agreed.

Covenant Working Party

113. 1139: The Clerk had not yet updated the covenant policy for the website but would do so as soon as possible.

[Action: Clerk]

114. 1140: Breaches that the Council had already contacted residents about, which may not have been resolved. Clerk to make a list of properties, have any hedges measure / photographed, and then set a covenant working party date to discuss.

[Action: Clerk]

115. 1141/1091: MAINTENANCE OF PROPERTIES: The Clerk had not yet updated this policy and put it on the website but would do so as soon as possible.

Parking

116. 1143/1052: ADMERS WOOD PARKING. The Clerk had not yet set up a working party meeting but would do so as soon as possible.
117. 1144: TIMBERBANK: the Clerk had spoken to the property owner regarding the parking at this property.

Grounds Maintenance

118. Noted that a working party needed to be held over the summer as the current contract expired on 31st March 2027. Clerk to set up a meeting.

[Action: Clerk]

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

119. 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.

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

120. 1194/1095/1008/920/853/775/670: COVENANT BREACH: The solicitor had provided a document which was read out to all Council Members and agreed (with some minor amendments).
Cllr Haslem, Cllr Woolway and the Clerk were due to meet with the solicitor via zoom on Tuesday 19th May.

[Action: ongoing]

29] To note advice from Electoral Services regarding co-option

121. The Clerk had contacted Electoral Services for advice on a procedural issue. No response had been received as yet. Councillors would be updated in due course.

30] To note ICO advice regarding data access.

122. The Clerk and Cllr Haslem had contacted the ICO with regard to an issue with data access. The ICO had confirmed that the matter could be dealt with internally. Council Members were updated on this matter.

**There being no other business,
the meeting of the Full Parish Council was closed at 22:05 hours.**