

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

Present	Cllr Jim Haslem (in the Chair); Cllr Simon Chaplin; Cllr Elliott Hulf; Cllr Olivia Meader; Cllr Alan White; Cllr Andy Woolway. Cllr Des Ford (after having been co-opted). Mrs Joanne Glass (Clerk).
In Attendance	Two members of the public.

1] To receive apologies for absence

134. Cllr Freya Newman-Prince (VPC); Cllr Dave Hawkins (VPC). Ms Clare Collings (Assistant Clerk). Cllr Diane Morton (KCC).

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

135. None.

3] Questions from the press & public

136. None.

4] Borough & County Councillor representative reports

137. Cllr Morton had sent a report which the Clerk had forwarded to all Members. The report included information on the Lower Thames Crossing, Water Resilience Partnership, Local Government Reorganisation, Anti-Social Vehicles, and how to contact Cllr Morton.
138. Cllr Morton had also sent details of the KCC Budget Consultation (closing date 7th September). The Clerk would forward this to all Members.

[Action: Clerk]

5] Reports from Kent Police

139. Please refer to agenda item 19 (Anti-Social Behaviour).

6] To approve the minutes of the Full Parish Council Meeting held 15th June 2026

140. The minutes from the Full Parish Council Meeting held on 15th June 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

141. Meeting Dates: The Clerk had posted the 2026/2027 dates on the website and noticeboards as agreed.
142. SOUTHERN WATER TANKERS FILLING UP ON WATERLOW ROAD (TIMBERBANK JUNCTION). It was difficult to take photographs of any damage in this location as the grass had not been mown since April. If the situation were to become an issue again later in the year when the grass was short, and the ground was wet, the Clerk would speak to Southern Water accordingly.

143. SCHOOL ENGAGEMENT: Cllr Haslem had emailed the Kent Wildlife Trust to open a dialogue regarding potential collaboration on raising awareness but had not received a response.

The Clerk would email Cllr Newman-Prince to discuss the potential of a school assembly to draw attention and educate regarding the wildflower verges in the village.

[Action: Clerk]

8] To co-opt a person to fill the casual vacancy on Vigo Parish Council

144. CASUAL VACANCY: It was **RESOLVED** to co-opt Mr Des Ford as a Parish Councillor for Vigo Parish Council. Proposed by Cllr Alan White, seconded by Cllr Olivia Meader and agreed unanimously.

Cllr Ford duly completed his Declaration of Interest form, which the Clerk would submit to the Monitoring Officer. The Clerk would also arrange for the Declaration of Acceptance of Office to be signed, set up a Council email address and provide the Good Councillor's Guide.

[Action: Clerk]

9] Declaration of Pecuniary Interest forms – to complete forms provided

145. **DECLARATIONS OF PECUNIARY INTEREST:** The Clerk advised Members that the Monitoring Officer had issued new Declaration of Pecuniary Interest forms following a change in the legislation relating to the publication of Members' home address details.

All Members present completed the revised forms at the meeting. The Clerk would return the completed forms to the Monitoring Officer and would arrange for those Members not in attendance to complete the revised forms as soon as possible.

[Action: Clerk]

10] Services

Grounds maintenance

146. The latest grounds work record sheet had not been updated since May – the Clerk would chase this up. *Post meeting note, grounds work sheets had now been sent out for June.

[Action: Clerk]

147. Garden waste dumped near Downswood (on the centre path). The Clerk had asked the resident for a more specific location, but no response had been received. As no further complaints had been received, and the Parish contractor was unable to locate any issues, this matter would now be filed.

148. Beech Mast: request to cut back the Parish land to the rear of this property. The Clerk had spoken to the Parish Council contractor regarding this, and this work had now been carried out.

149. Carpark to the rear of Highview: request to cut back vegetation encroaching from Parish Council land. The Clerk had spoken to the Parish Council contractor regarding this, and this work had now been carried out.

150. SNOW / ICY SURFACES: The Clerk had spoken to the Parish Council contractor about snow clearance and to update with regard to the conversations that had taken place with the school.

The Clerk had made a diary note to review salt supplies at the beginning of October.

151. VIGO UNDERPASS: The Clerk asked Council whether Members wished to have the outside of the underpass painted. Some months previously, the exterior had been jet washed to remove the old, faded and damaged mural, leaving the bare concrete exposed. The Clerk suggested painting the exterior in a neutral green.

Following discussion, Council agreed to leave the exterior as bare concrete to avoid creating an ongoing maintenance requirement. It was agreed that any future proposal for a mural on the outside of the underpass should be added to the Community Working Party agenda for consideration in the spring.

Council did, however, agree that the green paintwork inside the underpass should be touched up. The Clerk would liaise with the service contractor to arrange this.

[Action: Clerk]

Grass cutting

152. A metre wide strip had been mown around the grass verges on Waterlow Road.
153. Wildflower Verges: the Clerk had designed a poster for the large A0 noticeboard to explain why the Waterlow Road verges weren't being mown during May, June and July; this had now been printed and put on the noticeboard. It was made of vinyl so could be re-used each year.

Trees

154. TIMBERBANK: Ash Tree / Silver Birch, both with dead limbs, on the resident's land. The Clerk had not yet written to the resident but would do so as soon as possible.

[Action: Clerk]

155. HIGHVIEW: Request to cut back overhang from tree on Parish land to the rear of this property. This work had been added to the winter list, and the resident had been updated.
156. BEECH MAST: Complaint that trees were overhanging the side / rear garden, close to the property. Clerk to ask Highview Services to inspect.

[Action: Clerk]

157. TIMBERBANK: Resident request to have vegetation on the land next to their property cut back – it was overgrown and they were concerned it was damaging their wall. Clerk to ask Highview Services to inspect.

[Action: Clerk]

158. HIGHVIEW: Email received to note that the tree opposite this property appeared to have an issue – one of the higher branches was completely stripped of bark. Clerk to ask Highview Services to inspect.

[Action: Clerk]

159. TIMBERBANK: Complaint from resident regarding tree debris left on Parish Land (following tree work carried out in February). The Clerk had spoken to the Parish Contractor who confirmed the tree branches had been stacked safely and out of the way. He was unable to remove them at the moment as his chipper was out of action awaiting a replacement part. The Clerk had updated the resident.
160. SCOUT HUT TREES: The Tree Warden had met with the Parish Contractor and agreed the following works:
- One (spindly) leaning Sweet Chestnut to be removed
 - Group of 3 Sweet Chestnuts in very poor condition to be removed.
 - Three Sweet Chestnuts at the rear of the above group look to be in poor condition should either be removed or the crowns removed and approx. 15 feet of the trunk retained.
 - Another Sweet Chestnut halfway along the eastern boundary, again covered in ivy will need to be removed.
 - At the Southeast of the compound one large Ash with die back should be reduced and retain 15 to 20 feet of the trunk.
 - Two tall Ash with die back need reducing due to Ash die back, remove all the crown and leave approx. 15 feet of the trunk, which is always good for wildlife and insects.

This work was agreed, and the Clerk had updated the scout leaders accordingly. The scout leaders were happy for any wood to be left in the compound for the scouts to use. The work would be carried out over the winter period.

Gardening

161. The gardener had informed that repainting the benches had been delayed due to the weather (high temperatures). One bench had been repainted so far and looked much improved.
162. The hanging baskets continued to thrive on the outside of the village hall.

11]

To note responses from GBC regarding village wide tree survey

163. Parish Tree Survey: The Clerk reported that further information had been received regarding the proposed arboricultural surveyor. The surveyor held a Level 4 Diploma in Arboriculture, was a Technical Member of the Arboricultural Association and held £5 million Professional Indemnity Insurance. Relevant experience included tree surveys for Gravesham Borough Council and a number of parish and town councils.

Following the Council's decision in June to proceed with a full survey of trees on Parish Council land, at an estimated cost of £2,500–£3,300 plus VAT, the Clerk had requested sight of the second quotation previously referred to, to ensure compliance with the Council's Financial Regulations.

Subject to satisfactory receipt of the second quotation, the Clerk to proceed with arranging the survey.

[Action: Clerk]

12] Wildflower Verge Management

164. The Clerk reported that Mr Williams hoped to carry out a further plant survey before the verges were cut in August. He had confirmed that the same three areas as last year could be cut and raked, with the remaining areas cut and mulched as usual. Cllr Haslem and Cllr Woolway volunteered to rake the grass verges if they were available. Clerk to liaise.

[Action: Clerk]

165. Admers Wood / Wildflower Planting: Correspondence had been received from a resident asking whether native wildflower seed could be sown in part of Admers Wood and suggesting that wildflower planting could also be considered along sections of the village verges.

Council agreed in principle with the proposal. The Clerk to speak with Mr Williams, who was knowledgeable on the subject, regarding suitable areas, seed mixes and the best approach to planting.

[Action: Clerk]

13] Planning

Local authority tree preservation applications

166. 20260463: 146 Timber Bank: removal of oak tree. Cllr Haslem declared an interest in this matter and did not enter into discussions. Noted that Gravesham Borough Council had given approval for this tree to be removed.
167. 20260655: 97 Timberbank: Crown lift and thinning (25%) of Hornbeam. No objections.
168. 20260615: 171 Highview: 30% crown reduction of Hornbeam. No objections.
169. 20260593: 30 Timberbank: reduction of Silver Birch (top 1/3). No objections.
170. 20260699: 144 Timberbank: reduction of Oak Tree x 2. No objections.

Full planning applications

171. 20260520: 28 Timberbank: Application for Proposed Lawful Development Certificate; installation of dropped kerb and driveway. It was noted that the Parish Council had recently granted covenant approval for the proposal, updating an approval given in relation to an earlier application some years ago. Concerns regarding the loss of available on-street parking had subsequently been raised by a neighbouring resident. Council noted the concerns but acknowledged that covenant approval had already been granted and agreed that no further action was required by the Parish Council.

Covenant applications

172. 19 HIGHVIEW: Retrospective covenant application in regard to installation of a wood burning stove and external flue. The Clerk had written giving retrospective approval as agreed.
173. 5 Downswood: Further to the decision made at the June meeting regarding the proposed replacement of cladding with render, the Clerk confirmed that the resident had been informed of the Parish Council's decision to retain its existing covenant policy and that a cladding finish would therefore be required.

174. 132 Highview: installation of a driveway to the front of the property. Members considered the drawings supplied. Concern was expressed regarding the potential precedent for similar applications in this area of Highview; however, it was noted that the Parish Council's consideration under the covenants related to the proposed alteration and external appearance of the property, and Members did not consider that the potential for future similar applications provided grounds to refuse approval. Council therefore agreed to approve the proposed alterations. It was noted that separate approval would be required from Kent County Council Highways for the installation of a dropped kerb and vehicular access. Clerk to advise the resident accordingly.

[Action: Clerk]

175. 197 Highview: Request for covenant approval for the replacement of the existing garage door with a black garage door. Members considered the request and agreed to approve the proposed works. Clerk to advise the resident accordingly.

[Action: Clerk]

Planning – other

176. Garage Use – The Coppice: Resident's enquiry regarding the use of a neighbouring garage and whether the Parish Council's covenants restricted garages to use solely for parking. It was noted that there were no specific covenants requiring garages to be retained solely for parking and that the covenants did not prevent owners from changing how the internal space of a garage was used. Members noted that any conversion to habitable accommodation which required planning permission or Building Regulations approval would be a matter for Gravesham Borough Council. Similarly, any concerns regarding noise nuisance would fall outside the Parish Council's remit. Clerk to advise the resident accordingly.

[Action: Clerk]

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

177. Nothing to note.

15] Gravesham local plan consultation, to note new consultation period and formally agree a Parish response to the Strategic Housing Land Availability Assessment

178. Gravesham Borough Council Local Plan – Tigers Hall Farm (GB187): Further to the June meeting, it was noted that the consultation period had been extended and would now run from 8th July to 19th August 2026. A draft letter challenging the assessment of land at Tigers Hall Farm within the Strategic Housing Land Availability Assessment (SHLAA) had been prepared and circulated to Members. Council agreed the draft response. Clerk to submit the response to Gravesham Borough Council before the consultation deadline.

[Action: Clerk]

16] To note the confirmed option for the Kent and Medway Local Government Reorganisation

179. It was noted that the Government had confirmed its preferred option for Local Government Reorganisation in Kent and Medway. From 1st April 2028, the existing county, district, borough and city council arrangements would be replaced by four new unitary councils.

For this area, the new unitary authority would cover Dartford, Gravesham and Medway. Further engagement with parish councils was expected as the reorganisation progressed.

17] To discuss requests from and matters regarding residents

- 180.** HIGHVIEW: Clerk confirmed that the complainant had been advised to contact Environmental Health at Gravesham Borough Council regarding the concerns raised. No further correspondence had been received. Agreed to close the matter and file.
- 181.** THE COPPICE: The Clerk reported that she had contacted Kent Highways after the online tracker showed the matter as resolved. Highways confirmed that an officer had visited and the camper van was no longer parked on the driveway, having been moved to a more suitable location. No further action was therefore required. The complainant had been updated. Highways advised that should the situation change, the matter could be reported again and they would revisit.
- 182.** BEECHMAST: Storage of waste on Parish Land. The Clerk reported that the garden works had taken considerably longer than originally anticipated and materials remained stored on Parish Council land beyond the agreed 10–14 day period. Concerns had been received regarding the continued storage of materials, and the Clerk had liaised with the resident and contractor.

It was also reported that a quantity of soil and turf, apparently arising from works at another nearby property, had been deposited on the existing waste pile without permission. The matter had been raised with the relevant parties.

A final deadline of 20 July 2026 had been given for all materials, rubble, fencing and associated items to be removed and the Parish Council land left clean and tidy. The Clerk would inspect the area the following day to confirm that it had been cleared and report back if any further action was required.

[Action: Clerk]

- 183.** The Coppice: issue with parking to the rear. The Clerk confirmed that the resident had been advised that the land concerned was not owned by the Parish Council and therefore the Council was unable to install a bollard or undertake works at the location. No further correspondence had been received. Matter filed.
- 184.** TIMBERBANK: Concerns had been noted regarding various issues at this property. The Clerk confirmed that the actions agreed at the previous meeting remained outstanding. Clerk to progress these matters.

[Action: Clerk]

- 185.** TIMBERBANK GRASSCRETE: The Clerk confirmed that the response and agreement previously authorised by the Parish Council had not yet been sent to the resident. Clerk to progress.

[Action: Clerk]

186. Commercial Vehicle Parking: Members noted correspondence received from a resident regarding concerns about the regular parking of a commercial vehicle within the village, including concerns about visibility and highway safety. The resident had subsequently reported the matter to the DVSA. A Member advised that the particular type/use of vehicle concerned may not be subject to the usual operator licensing requirements.
187. WATERLOW ROAD – PARKING: A resident had raised concerns regarding vehicles parking on Waterlow Road close to the Churchside junction, potentially affecting visibility and highway safety, and had asked whether signage could be installed. Members noted that Waterlow Road was a public highway and that there were no parking restrictions at this location. Agreed that the Parish Council would monitor the situation going forward. Clerk to respond.

[Action: Clerk]

188. BEECHMAST – FLY-TIPPING: A resident had reported that unwanted items had been found dumped in the woodland opposite the Beech Mast entrance. Photographs had been provided. Members noted that the woodland concerned was not owned by the Parish Council but formed part of Trosley Country Park and was the responsibility of Kent County Council. Clerk to advise the resident accordingly and refer the matter to Trosley Country Park.

[Action: Clerk]

18] To discuss Forrest School Enquiry

189. FOREST SCHOOL: Further information had been received following the Parish Council's request. The applicant was seeking use of a suitable area of Parish Council woodland to run Forest School/outdoor learning sessions for children and families.

Members considered the request but noted that Parish Council woodland was community land available for use by the public and the Council could not offer exclusive use of an area for Forest School sessions. On reflection, Members did not consider the proposed use appropriate for Parish Council land and agreed that permission should not be granted. The Clerk to respond and suggest Badgells Wood as a possible alternative venue.

[Action: Clerk]

19] To discuss anti-social behaviour in the village

190. BROKEN GLASS: There had been a significant problem with broken glass being left in the play park, ballpark, The Bay and surrounding areas. Members were particularly concerned about the danger this presented to children and other users. The Parish Council's contractor had spent considerable time clearing the affected areas, including having to pick individual pieces of glass from the grass by hand. The possibility of temporarily closing the play park and/or ballpark was discussed should the problem continue, as the Council could not allow the facilities to remain open if they could not be kept safe. Agreed that the Clerk would contact Gravesham Borough Council to enquire about the availability of mobile CCTV cameras and would also approach the public house regarding the possible use of plastic cups.

CCTV footage had also shown some young people responsibly clearing up after themselves in The Bay. Agreed that communications should therefore take a positive approach where possible, thanking those who behaved responsibly whilst asking residents to remain vigilant and making clear that continued incidents involving broken glass could ultimately result in the temporary closure of facilities.

[Action: Clerk]

191. E SCOOTERS: Members discussed reports of anti-social behaviour over recent weeks involving the use of e-scooters and bikes around the village. The Police had been informed and were aware of the issues. Particular concern was expressed regarding the potential risk to public safety. Clerk to publicise the concerns on social media and remind residents to report incidents to the Police.

[Action: Clerk]

20] To discuss provision of Community Warden in Vigo

192. COMMUNITY WARDEN: Following the previous meeting, the Clerk had confirmed to Kent County Council that the Parish Council was happy in principle to engage the Community Warden for one day per week, subject to consideration and approval of the contract. The Clerk had also requested that the arrangement operate on a rolling annual basis, renewable each April, as funding would need to be agreed annually as part of the Parish Council budget process.

KCC had confirmed that the request for a contract had been passed to the relevant officer. No further information had been received. Clerk to chase.

[Action: Clerk]

193. LOCAL GOVERNMENT REORGANISATION / COMMUNITY WARDEN FUNDING: Noted the previous discussion regarding seeking advice from KALC about Local Government Reorganisation and any potential funding available to Parish Councils taking on services from principal authorities. Agreed to await further information regarding the Community Warden arrangement before progressing this enquiry.

21] To note successful Clerks appraisal and agree spine point increase (as per contract)

194. CLERK'S APPRAISAL: Noted that the Clerk's annual appraisal had been successfully completed. In accordance with the Clerk's contract of employment, the progression to the next salary spine point was noted and unanimously agreed. Clerk to speak to the payroll department accordingly.

The Assistant Clerk's appraisal was booked to take place during July.

[Action: Clerk]

22] To discuss the encroachment of Parish Council land to the rear of Highview

195. Highview: Noted that the 28-day deadline to relocate the fence to the correct boundary position had not yet expired. The matter would continue to be monitored.

[Action: Clerk]

23] The Bay

196. THE BAY – HANGING BASKETS: Noted that the hanging baskets were looking particularly good. Arrangements were needed to ensure they continued to be watered while the gardener was on holiday. Cllr Meader offered to assist, and the Clerk would liaise with her regarding arrangements.

[Action: Clerk]

197. THE BAY – MANAGING AGENT: Noted that KMP were no longer the managing agents for The Bay and Sealeys in Gravesend had been appointed as the new managing agent. A meeting with the shop holders was due to take place on 23 July 2026; the Parish Council had not been invited to attend.

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

198. Highview: It was noted that a resident continued to drive across the footway, where there was no dropped kerb, to access the hardstanding / driveway at the front of their property. The Parish Council had written to the resident on several occasions regarding the matter but had received no response. The matter had subsequently been reported to Kent County Council Highways. The KCC online portal showed the enquiry as “*investigated and customer updated*”; however, the Parish Council had not received an update. Clerk to contact KCC Highways to establish the outcome of its investigation.
199. BEECH MAST – IRONWORK: No further correspondence had been received regarding the reported ironwork/trip hazard. No further action required and the matter was closed.
200. Highview – access to the rear onto Harvel Road. The Clerk had chased Kent Highways for an update regarding this matter. The relevant Highways Officer worked part-time and was currently unavailable until September. The Clerk would follow up on her return.

[Action: Clerk]

201. ROAD CONDITION: An update had been received from Kent Highways regarding Waterlow Road and Erskine Road. The planned full resurfacing of Waterlow Road had been postponed due to forthcoming Southern Water mains replacement works, with resurfacing to be rescheduled once these works were complete. Interim works had been arranged to improve the road surface.

Erskine Road was scheduled for major patching works during July or August. The Clerk had publicised the Highways update on the Parish Council's Facebook page.

[Action: ongoing]

202. HARVEL ROAD – WILDLIFE WARNING SIGNS: Further to the previous meeting, noted that the request for wildlife warning signage would be raised with Kent Highways as part of the Parish Council's Highways Improvement Plan. The relevant Highways Officer was currently unavailable and was not expected to return until September. Clerk to raise the matter with the Officer on her return.

[Action: Clerk]

- 203.** HARVEL ROAD – SPEED LIMIT / PEDESTRIAN SAFETY: Further to the previous meeting, noted that the concerns regarding vehicle speeds and pedestrian safety on Harvel Road would be raised with the Parish Council's Kent Highways Officer. As the relevant Officer was currently unavailable and was not expected to return until September, the Clerk would raise the matter on her return.

[Action: Clerk]

- 204.** GBC LEGACY VIDEO: The previous suggestion that the Water Tower and village woodlands be put forward for possible inclusion in Gravesham Borough Council's legacy video was noted. The Clerk had not yet contacted GBC and would action this.

[Action: Clerk]

- 205.** WATERLOW ROAD – WATER SUPPLY POINT: It had been reported that water was being taken from a water supply point on Waterlow Road, with a large 1,000-litre bowser on the back of a vehicle being filled. Some comments on social media suggested that the water may have been required for animals during the hot weather. However, the Parish Council was concerned about the unauthorised use of the supply and the potential risk of contamination, and the matter had therefore been reported to Southern Water for investigation and appropriate action.

- 206.** STREET CHAMPIONS – LITTER BAGS: Concern was raised regarding orange litter bags used by Street Champions being left out overnight awaiting collection, as some had been split open, resulting in litter being scattered. The Clerk had raised this with Gravesham Borough Council, who agreed to ask Street Champions to notify them when bags were ready for collection so that, where possible, they were not left overnight. The Parish Council expressed its appreciation for the work carried out by the Street Champions and offered to store a supply of orange bags at the Parish Office, saving local volunteers travelling to Gravesend to collect them. The Clerk had also asked GBC how many Street Champions were currently operating within Vigo; a response was awaited.

25] Flytipping

- 207.** ABANDONED CARAVAN – COMMORITY LANE: Noted for information that an abandoned caravan had been reported on Commority Lane. The Clerk had reported the matter to Gravesham Borough Council, and the caravan had subsequently been removed. No further action required.

26] To discuss items to be added to the Highways Improvement Plan

- 208.** HIGHWAYS IMPROVEMENT PLAN (HIP): Noted that the Parish Council's Kent Highways Officer was due to return on 7 September 2026. The Clerk would arrange a meeting with the Officer to undertake the annual review of the Parish Council's Highways Improvement Plan.

Items to be raised included:

- possible wildlife/animal crossing warning signs;
- concerns regarding the lack of footpaths on Harvel Road;
- vehicle speeds on Harvel Road; and
- an update regarding the unauthorised vehicle access from Highview onto Harvel Road.

These matters had also been considered individually elsewhere in the minutes.

[Action: Clerk]

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

- 209.** CHRISTMAS TREE PIT / CHRISTMAS EVENT – THE BAY: The site meeting with Festive Illuminations had taken place and a quotation had subsequently been received for the proposed Christmas tree pit and associated works in The Bay. The Clerk had also submitted an application to Gravesham Borough Council for £10,000 grant funding, and an offer letter had now been received.

Agreed that the Clerk was authorised to accept the grant offer on behalf of the Parish Council.

The Parish Council's streetlighting contractor had advised that the Christmas tree pit should ideally have its own separate electrical supply/fuse, so that a fault affecting the Christmas tree lights would not also affect the streetlight, and vice versa. Agreed that the Clerk would liaise with the streetlighting contractor regarding the electrical arrangements.

The Clerk would now meet with Cllr Meader and the Community Working Party to progress arrangements for the Christmas event.

[Action: Clerk]

28] Street lighting

- 210.** STREETLIGHT OUTSIDE 220 HIGHVIEW: Further to the decision at the previous meeting to replace the existing leaning concrete column with a new steel column, the Clerk had instructed the streetlighting contractor to proceed with the works. An update regarding programming of the works was awaited.

[Action: Clerk]

- 211.** FERNDOWN – STREETLIGHT SHIELD: Further to the previous meeting, the Clerk had contacted the resident and advised that the Parish Council had agreed to fund one shield at a cost of £105, with the resident given the option of funding the second shield if required. A response was awaited.

[Action: Clerk]

29] Ball Park – to discuss concerns from the school and additional CCTV provision

- 212.** BALLPARK CCTV: The CCTV supplier had recommended a PTZ camera at a cost of £179.24, together with a mounting bracket at £47.42. Members agreed the expenditure.

Cllr Haslem wished to confirm that there was a suitable line of sight between the proposed camera location and the CCTV equipment in the Parish Office to enable the images to be transmitted. The Clerk would double-check this with the supplier before proceeding.

[Action: Clerk]

- 213.** VIGO VILLAGE SCHOOL – BALLPARK / SCHOOL FENCE: The Clerk had updated the Headteacher following the previous meeting. The Headteacher expressed disappointment at the outcome and remained concerned that, should the fence be damaged again, this could affect the school's ability to allow children to use the playing field safely. His comments were noted.

30] Playpark – to note latest playpark inspection report and associated costings

- 214.** The annual playpark inspection report had been received, with all identified items assessed as low risk. The accompanying quotation totalled £14,658. Members reviewed the works and noted that a number of items could either be completed in-house or did not require action, reducing the works requiring external funding to £13,201.

Of this, £938 related to necessary repair works and it was AGREED that these works be undertaken.

The remaining £12,263 related to surfacing works. It was AGREED that the Clerk obtain alternative quotations for the surfacing works and bring a report to a future meeting for consideration.

[Action: Clerk]

- 215.** Playpark gate: The issue with the playpark gate had also been identified in the annual playpark inspection report. The Assistant Clerk had asked GBC to carry out the necessary repair and recharge the cost to the Parish Council.

[Action: ongoing]

31] Finance

To note any payments made since the last meeting

- 216.** The following payment had been made since the last meeting:

30.06.26	D/P	Unity Trust Bank	8.65	Bank Charges
07.07.26	D/P	Nest	208.59	Clerks Pension
16.07.26	D/P	Lloyds CMP Card	5.00	Lebara Mobile
			20.00	Chat GPT subscription
			16.98	Microsoft Charges
			3.00	Monthly Fee
			44.98	TOTAL

- 217.** The following payments would be authorised by two of the following: Cllr Haslem, Cllr White or Cllr Woolway:

20.07.26	D/P	Boys & Maughan	900.00	Legal Fees
20.07.26	D/P	Joanne Glass	40.00	Expenses
20.07.26	D/P	UK Power Networks	5228.40	Streetlight disconnect / reconnect
20.07.26	D/P	Scribe	658.80	Set up Fee (Accounting Software)
20.07.26	D/P	Vigo Village Hall	1475.32	Rent
20.07.26	D/P	Singlewell Print	43.20	Poster printing
20.07.26	D/P	Society Local Council Clerks	116.40	Appraisal Training
28.07.26	D/P	Salaries	2277.28	July Salaries

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

21.07.26	D/D	Gravesham BC	113.25	Paladin Bins
27.07.26	D/D	J&F Accounting	38.28	Payroll Fees
27.07.26	D/D	British Telecom	69.42	Phone & Broadband
28.07.26	D/D	Highview Services	5695.52	Grounds Maintenance

- 219.** A transfer of £17,000 from the deposit account to the current account (to cover outgoings) was agreed.

INCOME

220. £619.54; Credit Interest: 30.06.26

To consider agreement of costs to transfer financial information onto Scribe

221. Scribe: The Clerk confirmed that the Scribe account had been set up and the contract had now commenced.
222. SCRIBE ACCOUNTING – SETUP: The Clerk advised that, following commencement of the new Scribe Accounting system, Scribe had offered a Setup Structure service at a cost of £249 + VAT. This would include setting up the Council's cost centres, cost codes and bank accounts and restating the previous financial year within Scribe.

As no transactions for the current financial year had yet been entered onto the Council's existing spreadsheets, the Clerk intended to enter these directly into Scribe and therefore did not consider the additional Transaction Import service necessary.

It was AGREED to proceed with the Setup Structure service at a cost of £249 + VAT.

[Action: Clerk]

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

223. REDWOOD BANK 35 DAY DEPOSIT ACCOUNT: The Clerk had not yet had an opportunity to reopen the account.

[Action: Clerk]

224. BANK SIGNATORY: Cllr Hulf had not yet been able to contact Unity Trust Bank due to the Bank's opening hours.

[Action: Cllr Hulf]

225. The Exercise of Public Rights Period. The Clerk confirmed that the Notice of Public Rights had been published on the Parish Council website and displayed on the noticeboards for the agreed period.
226. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN: The Clerk confirmed that the AGAR had been submitted to Mazars LLP by the required deadline.

32] To receive the Chair's announcements (to include discussion on emails and Parish Council communications)

227. COMMUNICATIONS: Cllr Haslem had contacted all Members regarding how regularly Council emails were checked, any difficulties experienced with communications and possible improvements. Members who had responded were thanked for their feedback.

It was AGREED that email would remain the primary method of communication for Council business, with the Clerk using clear prefixes in email subject headings, such as "FOR INFO" and "RESPONSE NEEDED", to help Members identify the nature and priority of messages.

A WhatsApp group would also be established for the limited purpose of alerting Members where an urgent or time-sensitive email had been sent and prompting them to check their Council email. WhatsApp would not replace official email communication and would not be used for Council decisions.

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

- 228.** WILDFLOWER VERGES: The Clerk had not yet had an opportunity to approach Kent Downs National Landscape or the Society of Local Council Clerks regarding wider publication of the wildflower verges article.

[Action: Clerk]

- 229.** VILLAGER PUBLIC HOUSE CHARITY EVENT: The necessary paperwork had not yet been completed. The Clerk would ensure this was dealt with prior to the event on 29th August.

[Action: Clerk]

- 230.** CORRESPONDENCE RECEIVED: The following correspondence was noted:

- KALC News – received and noted.
- Village Hall Grants – information regarding available grants had been passed to the Village Hall Manager.
- NALC Events – information received and noted.
- Kent Downs National Landscape Management Plan Consultation – Cllr Haslem had reviewed the consultation and had no comments to submit.
- Grant Applications – applications had been received from We Are Beams and Heart of Kent Hospice. These would be deferred for consideration at the next round of grant awards in October.

- 231.** YOUR BOROUGH MAGAZINE: The Clerk noted that she had written an article entitled "Behind the Scenes at Vigo" for inclusion in the local *Your Borough* magazine.

34] Pop Up Café update

- 232.** POP-UP CAFÉ: The accessibility issues affecting the Pop-Up Café were discussed, particularly access to the café and accessible toilet facilities due to the stairs and the use of the main hall by the Preschool.

The Clerk had not approached the Village Hall Manager at this stage, but options within the Hall appeared limited. The Clerk had spoken with the Preschool Leader regarding the possibility of using screens to separate part of the main hall; however, this would not be acceptable to the Preschool.

The Clerk had therefore contacted the Scout Hut to establish whether it might be available as an alternative venue for the Pop-Up Café. Further options would be considered once a response had been received.

[Action: ongoing]

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

- 233.** COUNCILLOR TRAINING: Cllr Newman-Prince and Cllr Ford had been booked onto the KALC Nuts and Bolts training course on 6th October, with Cllr Meader booked onto the course on 26th November. Cllr Meader had also been booked onto the NFP Workshops Fundraising course on 26th August.

36] Reports from other organisations

- 234.** KALC GRAVESHAM GROUP: The Clerk had obtained and circulated the minutes of the previous meeting and confirmed that the next meeting would be held on 7th September.

37] Working Party Updates: to note meeting dates set

- 235.** WORKING PARTIES: The Clerk confirmed that dates had been arranged for the forthcoming Working Party meetings and circulated to Members. The following dates were noted:

- Community Working Party – 27th July
- Woodland Management Working Party – 3rd August
- Grounds Maintenance Working Party – 13th August
- Parking Working Party – 24th August

All meetings would be held via Zoom.

- 236. WORKING PARTIES:** The Clerk would send Cllr Ford details of the Council's Working Parties for him to consider which he would like to join.

[Action: Clerk]

Covenant Working Party

- 237.** The Clerk had not yet had an opportunity to update the covenant policy on the website.

[Action: Clerk]

- 238.** Breaches that the Council had already contacted residents about, which may not have been resolved. This remained outstanding. Clerk to compile the list of properties, arrange for any relevant hedges to be measured and photographed, and arrange a Covenant Working Party meeting.

[Action: Clerk]

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

- 239.** 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.

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

- 240.** COVENANT BREACH: The Clerk confirmed that the final letter had been sent, allowing 28 days for the matter to be resolved. The matter remained ongoing.

**There being no other business,
the meeting of the Full Parish Council was closed at 21.55 hours.**