

VIGO PARISH COUNCIL
Minutes of the Full Parish Council Meeting
held in Vigo Village Hall on Monday 19th January 2026 at 8.00pm

Present	Cllr Jim Haslem (in the Chair); Cllr Simon Chaplin; Cllr Dave Hawkins; Cllr Elliott Hulf; Cllr Olivia Meader; Cllr Freya Newman-Prince; Cllr Alan White; Cllr Andy Woolway. Mrs Joanne Glass (Clerk);
In Attendance	None.

1] To receive apologies for absence

855. Ms Clare Collings (Assistant Clerk). Cllr Diane Morton (KCC).

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

856. None.

3] Questions from the press & public

857. None.

4] Borough & County Councillor representative reports

858. Cllr Morton had sent a briefing note giving details of the proposed KCC budget. This had been forwarded to all Members.

5] Reports from Kent Police

859. None.

6] To approve the minutes of the Full Parish Council Meeting held on 15th December 2025

860. The minutes from the Full Parish Council Meeting held on 24th November 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

861. The Clerk had sent completed DPI forms for Cllr Meader & Cllr Newman-Prince to GBC as agreed.

862. GAS MAINS REPLACEMENT WORK IN CROFTSIDE. The Clerk had chased this up with Southern Gas Networks but had not received a reply so far.

[Action: ongoing]

8] Services

Grounds maintenance

863. The grounds work record sheets would start again from January 2026, and the Clerk would forward them in due course.

[Action: Clerk]

- 864.** SOUTHERN WATER: Damage to Waterlow Road verge. The reinstatement had not taken place. The Clerk had chased Southern Water and had been assured they would look into it and phone back with an update.

[Action: ongoing]

Grass cutting

- 865.** Nothing to report.

Trees

- 866.** TREES ON HARVEL ROAD TO THE REAR OF HIGHVIEW. No update on dates for work to be carried out. The Clerk would chase this up.

[Action: Clerk]

- 867.** DEAD HORNBEAM (ERSKINE ROAD opposite the pub car park). Agreed to leave this standing at 6 or 7m as a good habitat for wildlife. This work would need to be carried out by cherry picker. The Parish contractor had met a contractor onsite and was waiting for a quote for a spider cherry-picker so that the work could be carried out.

[Action: ongoing]

- 868.** BRAMBLEBANK: Damaged fence and shed (due to falling tree). The resident had not yet supplied a receipt for the purchase of a roll of roofing felt. Highview Services had ordered a replacement fence panel and was waiting for this to be delivered.

[Action: Pending]

- 869.** HIGHVIEW: The Clerk reported that four sweet chestnut stems had lifted from the ground the week before Christmas. The Parish Contractor had assessed them and noted they would be safe overnight, but they would need to be removed urgently the next day. The Clerk had liaised with Cllr Haslem and agreed the cost of £250 for a labourer for the day to assist the contractor as they were short-handed. The work had been carried out, and the Clerk had reported the damaged path to Kent Highways (Reference: 928215).

[Action: Clerk]

- 870.** CHURCHSIDE: Fallen Tree. A sweet chestnut had fallen across the road on 23rd December. There had been no damage caused to property. The tree was in good health and showed no signs of distress. A nearby resident had reported the matter to the Parish Council, Gravesham Council and Kent Highways. As a result, Kent Highways had attended and removed the tree from the road / footpath. Gravesham Borough Council had emailed the Clerk to ask for an update and assurances that the matter was being dealt with – the Clerk had responded accordingly. The resident was unhappy with the tree management in the area and asked for a site meeting to discuss the matter with Cllr Haslem. This had been arranged for 23rd January 2025. Cllr Haslem had already met with the Parish Contractor to agree a schedule of work in the area. The contractor felt that there were some other trees which should be cut back. They were of a similar age and height / circumference to the tree that had fallen.

The work to remove / coppice these trees would require a cherry picker. The Parish contractor had met a company on site to discuss and was waiting for a quote.

[Action: ongoing]

9] Planning

Local authority tree preservation applications

871. 20260049: 34 Timberbank: 1 x Oak (pollard and removal 1 x limb). No objections.

Full planning applications

872. None.

873. The Clerk had been contacted regarding a planning application at Millers Farm. As this was not within the Parish boundary, it was agreed that there was no need to make a response.

Covenant applications

874. None.

Enforcement issues

875. None.

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

876. It was noted that a property had a fairly large composite garden storage type building in their front garden. It was noted it was not permanently fixed and had only been there for a short period of time. There was some discussion and a general opinion that this was likely a temporary solution and that the structure would not be there long.

Cllr White proposed that the Parish Council contact the resident to let them know of VPCs concerns (covenant breach) and to ask what the purpose of the structure was and how long it would be there. This was seconded by Cllr Chaplin. A vote showed that 6 of 8 members present did not support this, therefore the motion was not carried.

It was agreed to monitor the situation and review in a months' time at the next Parish Council meeting.

[Action: ongoing]

11] To discuss requests from and matters regarding residents

877. ADMERS WOOD PARKING: The Clerk had not had an opportunity to research the practicalities / legalities of the Parish Council marking parking bays on the public highway in Admers Wood. Until the Clerk had done this, there was no point in measuring out the space, or getting quotes. Clerk to update the Parish Council at the next meeting.

[Action: Clerk]

878. It was noted that the people were parking vehicles not only on their driveway but also on the footpath and even extending to overlapping onto the adjacent private land. It was agreed that Highways should be informed of the pavement parking / obstructive parking.

The Parish Council would not object to the neighbouring resident putting some sort of barrier to delineate the boundary line. If they wished to do this, they should contact

the Parish Council to discuss options (as there would be restrictions on what would and would not be permitted). Clerk to liaise with the neighbour.

[Action: Clerk]

12] To discuss and agree a response to Lauren Sullivan (MP) survey on bus services.

- 879.** Dr Lauren Sullivan MP was leading a campaign to ensure that Gravesham receives a fair share of the £42.5 million awarded to Kent County Council for bus route improvements. A public consultation had been launched to gather resident feedback on which routes needed improvement.

The Clerk had drafted a response from the Parish Council in response to the consultation. The response focused on the issues with the 306 / 308 service in Vigo, particularly around the lack of busses and the timing of the service. This response was agreed by all Members, and the Clerk was to send it to Dr Sullivan.

The Clerk would advertise the consultation on the Parish Council website and Facebook pages.

[Action: Clerk]

13] The Bay

- 880.** Cllr Meader gave an update on the empty shop units. There was some discussion about how the Parish Council could support the shops, and some ideas were put forward. Cllr Meader would liaise with the shop owner and report back to the next meeting.

It was agreed that it would be helpful to advertise all the shops in the Annual Report which is delivered to all properties in April / May. Cllr Meader would speak to all the shop owners to ask them to write a short article (250 words) about who they are, what they do, what their opening hours are, any special offers etc.

[Action: Cllr Meader]

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

- 881.** Highview resident parking on driveway without a dropped kerb. The Clerk had contacted Highways for advice on this matter and had been advised to report this on the online portal again.

[Action: Clerk]

- 882.** Gravesham Borough Council (James Young) had contacted the Clerk as he would like to arrange a meeting regarding the broader management of the Parish woodlands, communal spaces, verges and open spaces. Mr Young was working on a project to update the GBC systems and map trees (including TPOs) for better long-term management, and he would value the Parish input. The Clerk had responded and said she would be happy to meet.

[Action: ongoing]

15] Flytipping

883. Empty alcohol cans / bottles being dumped in the village. Cllr Haslem had raised this with Gravesham Borough Council at a recent Chairs meeting. GBC had said they would be happy to work with the Parish Council to try and resolve this. The Clerk was to forward specific locations of where the issues were so that GBC could do a site visit to assess. Clerk to speak to Highview Services to get details of the locations.

[Action: Clerk]

16] Winter Maintenance: to discuss the Parish Council responsibility regarding ice and snow and agree a formal statement for publication.

884. There had been some snow and ice recently which had lingered for a few days, the Clerk had received a few complaints, especially with regard to the area around the school.

The Clerk had drafted a statement which she would like to post online whenever there was an issue with snow and ice. The statement would explain who was responsible for salting and gritting, filling grit bins etc, and the role and limitations of the Parish Council.

Further to this, there was some discussion about whether the school could be encouraged to ask their caretaker to grit areas outside the school or even ask parents to assist in clearing a safe pathway into the school grounds (other schools were known to do this). The Clerk would liaise with the school headteacher.

Agreeing the draft statement would be postponed until after discussions had been held with the school.

[Action: Clerk]

17] To discuss an application to Gravesham Borough Council's Pride in Place fund

885. The Clerk was due to meet with Gravesham Borough Council on 21st January to discuss an application from the Parish Council to the Pride in Place fund (for a Christmas Tree pit to be installed in The Bay). Cllr Meader would also join the meeting. An update would be given at the next Parish meeting.

*Post meeting note, the meeting with GBC had been rescheduled for 23rd January).

[Action: Clerk]

18] Street lighting

886. STREETLIGHT OUTSIDE 220 HIGHVIEW. The Clerk had updated the contractor as agreed (to fund up to £3,240 from the 2026/27 budget) and asked for the work to be carried out in the new financial year (April 2026).

[Action: Clerk]

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

887. ZIP WIRE: The estimated date for completion of this work was noted to be week commencing 9th February 2026

[Action: ongoing]

888. An annual (or twice-yearly if required) treatment with an antifungal water-based wood preservative would need to be carried out. The Clerk would liaise with the Parish Council gardener regarding this.

[Action: Clerk]

889. Relocating spinner and updating playpark surface in identified areas. No update.

[Action: ongoing]

890. The sweeping seesaw had been repaired and was due to be re-instated. The Assistant Clerk would chase this up.

[Action: Assistant Clerk]

891. The gates to the playpark did not appear to be closing automatically. Clerk to investigate.

[Action: Clerk]

20] To discuss the proposed precept and budget figures for 2026/2027 put forward by the Finance Working Party (Final Council Tax Base now received)

892. The final Council Tax Base had been received and was noted as **719.38** (this being the number of chargeable dwellings in Vigo adjusted to a Band D equivalent).
893. It was **RESOLVED** on a proposal by Cllr Haslem, seconded by Cllr White, and unanimously agreed to approve the final budget figure of **£177,000** for 2026/27.
894. It was **RESOLVED** on a proposal by Cllr Haslem, seconded by Cllr White, and unanimously agreed to approve the final precept figure of **£156,261** for 2026/27. This represented a Band D equivalent figure of £217.22 (an increase of 4.98%). The Clerk would submit this to Gravesham Borough Council.

[Action: Clerk]

895. It was agreed that the budget should be posted on the Parish Council website and Facebook page.

[Action: Clerk]

21] Finance

To note any payments made since the last meeting

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

23.12.25	D/P	Andy Nunn	250.00	Labouring charges (tree surgery)
31.12.25	D/P	Lloyds Bank	8.40	Bank Charges
16.01.26	D/P	Lloyds CMP Card	5.00	Lebara Mobile
			155.88	Annual Zoom Subscription
			20.00	Chat GPT subscription
			3.00	Monthly Fee
			16.98	Charged in Error (repaid by JG)
			<hr/>	
			200.86	Total
			<hr/>	
07.01.26	D/P	Nest	147.24	December Clerks Pension

To authorise payments due

897. The following payments would be authorised by Cllr Woolway and Cllr White:

19.01.25	D/P	Playdale Playgrounds	30.00	VAT missed off invoice 62989
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19.01.25	D/P	Vigo Village Hall	1349.70	Hall and office rent invoice 785
19.01.25	D/P	Geosphere (Parish Online)	156.00	Annual subscription invoice 0007
19.01.25	D/P	Viking Stationery	35.93	Fan heater invoice 7373
19.01.25	D/P	Mazars	504.00	Annual audit fee invoice 2633096
19.01.25	D/P	IT Solutions Kent	96.00	CCTC maintenance invoice 22319
19.01.25	D/P	Society of Local Council Clerks	316.00	Clerk membership invoice 257200
19.01.25	D/P	HMRC	8.16	Late payment charges 2 nd quarter
22.01.25	D/P	HMRC	2382.46	PAYE 3 rd quarter
28.12.25	D/P	Salaries	2277.08	January salaries

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

22.01.25	D/D	Gravesham BC	119.85	Paladin Bins – December 2025
29.01.26	D/D	J&F Accounting	38.28	Payroll Fees – December 2025
29.01.26	D/D	British Telecom	61.09	Phone & Broadband
28.12.26	D/D	Highview Services	5529.63	Grounds Maintenance

899. A transfer of £15,000 from the deposit account to the savings account (to cover outgoing) was agreed.

900. INCOME: The following income was noted:

£500.01: Unity Trust Bank 3rd quarter interest.

£16.98: J Glass (re Corporate Multi Card mischarge)

To note actual vs budget spend to 31.12.25 and associated bank reconciliation

901. A bank reconciliation was noted with a reconciled figure of £91,436.35. The Clerk reported that the actual vs budget spend was on target for the year end.

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

902. REDWOOD BANK 35 DAY DEPOSIT ACCOUNT: The Clerk had opened this account and would transfer £35,000 as soon as the online banking had been set up.

[Action: Clerk]

903. The Clerk had not yet looked at cyber cover insurance but would do so as soon as possible.

[Action: Clerk]

904. BANK SIGNATORY: the Clerk had filled in a bank mandate to add Cllr Hulf as a signatory. This was duly signed by the current signatories, and the Clerk would now scan and return this to Unity Trust.

[Action: Clerk]

22] To receive the Chairs announcements

905. The notes from the Parish Council Chairs meeting held on 7th January had been received and circulated to all Members.

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

906. The Clerk asked Council Members to submit photographs for the Council website, if they had not done so already.

[Action: all Councillors]

907. The Community Cupboard had sent a short “2025 impact report” which was noted. The organisation had distributed 81,140 kg of food in 2025, supporting 980 individuals.
908. Kent Association of Local Council “KALC News – January 2026” had been received and distributed to all Members.

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

909. The latest KALC training bulletin had been received and forwarded to all Members. Members were encouraged to speak to the Clerk if they wished to book any training sessions.

25] Reports from other organisations

910. KALC GRAVESHAM GROUP: Cllr Haslem and Cllr Woolway had attended the meeting on 15th January, noting that the majority of discussion had been around planning issues. The next meeting would be in March.

26] Working Party Reports

911. TREE MANAGEMENT WORKING PARTY

912. Tree Management and Risk Assessment Working Party. It was proposed to hold a meeting in February. The Assistant Clerk would make arrangements. The Assistant Clerk would liaise with Cllr Haslem regarding Terms of Reference.

[Action: Assistant Clerk]

913. Tree Management: The Clerk would try to find another Parish Council who managed a large number of trees, to ask what their inspection regime was.

[Action: Clerk]

914. COVENANT WORKING PARTY

915. COVENANT SURVEY: Cllr Haslem had reduced the original survey somewhat as agreed. All Members were now happy with the document.

It was agreed to add a QR code to the survey. The online survey would be set up on Google Forms. Cllr Haslem and the Clerk would work together on this.

The Clerk estimated the printing fees (1,600 x 4 pages) to be no more than £180. This was agreed. Clerk to arrange.

Councillors kindly agreed to hand deliver the survey. The Clerk would make the necessary arrangements.

It was anticipated that draft results would be available for the February Parish Council meeting.

[Action: Cllr Haslem / Clerk]

916. MAINTENANCE OF PROPERTIES: Covenant Working Party to consider this issue. A meeting needed to be scheduled, the Clerk would email Members for their availability.

[Action: Clerk]

917. The Clerk had not yet sent out the updated working party list but would do so before the next Parish Council meeting.

[Action: Clerk]

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

918. None.

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

919. **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.

920. **COVENANT BREACH:** The Parish Council solicitor had not been able to engage his preferred barrister as they were unavailable. The solicitor was in the process of contacting an alternative and would forward a quote in due course.

[Action: ongoing]

**There being no other business,
the meeting of the Full Parish Council was closed at 21:09 hours.**