

VIGO PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
Held on Monday 18th May at 8.00pm in Vigo Village Hall

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

1] To elect the Chairman of Vigo Parish Council for the 2026/27 Council Year and to receive the declaration of acceptance of office from the Chairman.

1. The following nomination was made for the office of Chairman:

- Cllr Haslem: proposed by Cllr Woolway and seconded by Cllr Hawkins.

There were no further nominations, and all members voted in favour of Cllr Haslem who was therefore declared elected as Chairman of Vigo Parish Council for the 2026/27 year.

Cllr Haslem duly signed the acceptance of office, which was witnessed by the Clerk.

2] To elect the Vice-Chairman of Vigo Parish Council for the 2026/27 Council year and to receive the declaration of acceptance of office from the Vice-Chairman.

2. The following nomination was made for the office of Vice-Chairman:

- Cllr Woolway: proposed by Cllr Haslem and seconded by Cllr Hawkins.

There were no further nominations, and all members voted in favour of Cllr Woolway, who was therefore declared elected as Vice-Chairman of Vigo Parish Council for the 2026/27 year.

Cllr Woolway duly signed the acceptance of office, which was witnessed by the Clerk.

3] To receive apologies for absence.

3. 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.

4] Declarations of Members' Interests:

To remind Members that if disclosures on their Disclosable Pecuniary Interest Forms have changed, they should update their forms within 28 days.

4. The Monitoring Officer advised that, from 29 June 2026, councillors' home addresses will no longer be published on public Registers of Interests unless requested by the member. Updated declaration forms will be issued in due course and therefore it was agreed to defer reviewing Members' DPs until a future meeting.

To receive declarations of interests for the meeting (if any).

5. None received.

5] **To agree the schedule of the ordinary meetings (date, time and place) of the Full Council for 2026/27 up to and including the next Annual Meeting.**

6. The meeting dates for 2026/27 had been sent to all Members in advance of the meeting and were duly agreed.

Clerk to circulate the list of dates to relevant parties, and to publish the dates on the noticeboard and office door and website. Clerk to also book the small hall as the venue for the meetings.

[Action: Clerk]

6] **To note that the Parish Council continues to meet the eligibility criteria for the General Power of Competence under the Localism Act 2011.**

7. The Parish Council noted that it continues to meet the eligibility criteria for the General Power of Competence under the Localism Act 2011, namely that at least two-thirds of members are elected councillors and that the Clerk holds the required qualification. Whilst formal re-declaration is only required following an election, the Clerk advised that annual confirmation represents good practice.

7] **To review and approve the Council's Standing Orders.**

8. The Standing Orders were reviewed and approved without amendment. Proposed Cllr Hawkins, seconded Cllr Haslem, all agreed.

8] **To review and approve the Council's Financial Regulations.**

9. The Financial Regulations were reviewed and approved without amendment. Proposed Cllr Hawkins, seconded Cllr Haslem, all agreed.

9] **To review and approve the Council's Code of Conduct.**

10. The Code of Conduct was reviewed and approved without amendment. Proposed Cllr Hawkins, seconded Cllr Haslem, all agreed.

10] **To review the Council's Delegation Policy**

11. The Delegation Policy was reviewed and approved without amendment. Proposed Cllr Hawkins, seconded Cllr Haslem, all agreed.

11] **To review the Council's Working Party Membership.**

12. The working party membership was agreed as follows:

- FINANCE COMMITTEE:
Cllr Haslem (Chair); Cllr Hawkins; Cllr Hulf; Cllr Meader; Cllr Woolway.
- GROUNDS MAINTENANCE:
Cllr Woolway (Chair); Cllr Haslem; Cllr Hawkins; Cllr White.
- COVENANTS:
Cllr Haslem (Chair); Cllr Hawkins; Cllr White; Cllr Woolway.
- POLICIES:
Cllr Haslem (Chair); Cllr Meader; Cllr Woolway.

- WOODLAND MANAGEMENT:
Cllr Haslem (Chair); Cllr Chaplin; Cllr Meader; Cllr Newman-Prince; Cllr White; Cllr Woolway. Mr A Neild (Tree Surgeon).
- ENVIRONMENT (Ecology) (Chair to be nominated):
Cllr Newman-Prince; Cllr Meader; Cllr Woolway.
Mr C Williams (local resident) & Mr A Neild (Tree Warden).
- ENVIRONMENT (Infrastructure):
Cllr Haslem (Chair); Cllr Chaplin, & Cllr Hawkins.
- PLAY PARK:
Cllr Woolway (Chair); Cllr Chaplin; Cllr Hawkins; Cllr Hulf & Cllr White.
- PARKING:
Cllr Haslem (Chair); Cllr Hulf; Cllr Newman-Prince; Cllr White; Cllr Woolway.
- COMMUNITY:
Cllr Meader (Chair); Cllr Hulf; Cllr Newman-Prince; Cllr White.
Cllr Haslem (first meeting attendance).

The Clerk would circulate an updated working party commitment list to all Members.

[Action: Clerk]

12] To review the Council's representatives on external bodies.

13. The following representation was agreed:

- Kent Association of Local Councils (Gravesham): Cllr Haslem & Cllr Woolway.
- Vigo Village Hall: Cllr Meader.
- Joint Transportation Board: Cllr Chaplin.
- Trosley Country Park: Cllr Newman-Prince; Ms C Collings (Assistant Clerk).
- Gravesham Rights of Way Committee: Cllr White.
- Vigo School Governor: Cllr Hulf.

13] To approve appointment of Tree Warden.

14. Mr Anthony Neild would remain as Tree Warden. All agreed.

14] To review and approve the Council's and/or employees' subscriptions to other bodies.

- 15.
- Kent Association of Local Councils. £685.55 (plus VAT) every April
 - Society of Local Council Clerks. £386.00 (for two memberships) every December.
 - Parish Online (Geosphere). £130.00 (plus VAT) every January.

Cllr Hulf proposed that these memberships (3) continue for the 2026/2027 year, this was seconded by Cllr Woolway and agreed by all.

15] To review and approve the inventory of land and assets including buildings and office equipment (Asset Register)

16. The Clerk noted that the replacement values on the Asset Register were reviewed every five years and would next be reviewed in 2027. The insured value of assets was in excess of the replacement value at present (£272,573 vs £232,308), this was mainly due to the insured values being automatically increased (index linked) each year.

Cllr Haslem proposed that the Asset Register be accepted as a true record, this was seconded by Cllr Woolway and agreed by all.

16] To note the arrangements for insurance cover in respect of all insurable risks for 2026/27.

17. The insurance schedule for 2026/27 had been circulated to all Members. The following salient points were noted:

- Long term agreement in place until November 2027 with HISCOX Insurance.
- Fidelity Guarantee cover was in the sum of £250,000 and considered sufficient.
- Clerk Cover was in the sum of £250 (maximum £2,500) and was considered sufficient.
- Legal Expenses cover was in the sum of £100,000 (maximum available).

17] To review and agree the Parish Council's Risk Assessment.

18. There had been no changes to this document in the last twelve months. The document had been reviewed and was considered to be accurate.

MOTION: That the Council's Risk Assessment be agreed.

Proposed by Cllr Haslem, seconded by Cllr Hawkins, all members voted in favour.

18] To review and agree the Parish Council's Emergency Plan.

19. The Emergency Plan was reviewed and approved without amendment. Proposed Cllr Hawkins, seconded Cllr Haslem, all agreed

19] To confirm that all councillors will receive summons, agendas and minutes plus other correspondence via their COUNCIL email address.

20. MOTION: That all councillors will receive summons, agendas and minutes plus other correspondence via their COUNCIL email address.

Proposed by Cllr Hulf, seconded by Cllr Hawkins, all members voted in favour.

20] Finance:

a) To review the internal control schedule.

21. The Internal Control Schedule was reviewed and approved without amendment. Proposed Cllr Hawkins, seconded Cllr Haslem, all agreed

b) To review the current bank account signatories and add any additional signatories.

22. Existing account signatories were noted as Cllr Haslem, Cllr Hulf, Cllr White & Cllr Woolway. All agreed.

c) To review the banking arrangements for 2026/2027

23. Cllr Haslem proposed that the banking arrangements for 2025/26 remain with Unity Trust Bank Limited (current and deposit account), along with a 35 day access deposit account with Redwood Bank. This was seconded by Cllr Woolway, and a vote showed that all members were in agreement.

24. Noted that Councillors did not seem to have received their temporary login for Redwood Bank. Clerk to chase this up.

[Action: Clerk]

d) To review the Audit arrangements for 2026/2027 (appointment of Internal Auditor)

25. The Clerk noted that the audit arrangements were currently as follows:

- Cllr Hawkins as Finance Councillor to do quarterly checks.
- Mr Lionel Robbins to act as Independent Internal Auditor.
- The External Auditor was Mazars LLP.

Cllr Hulf proposed that these arrangements be agreed by the Parish Council, Cllr Haslem seconded this motion, and a vote showed that all Members were in agreement.

e) To approve the list of regular payments (standing orders and direct debits).

26. The following regular payments were noted and agreed by all:

- Nest Pension (Clerks pension)
- Gravesham Borough Council (refuse collection)
- British Telecom (telephone and broadband supplier)
- Highview Services (grounds contract)
- J&F Accountancy (payroll provision)
- Unity Trust (bank charges)
- Lloyds Bank (corporate multi-pay debit card)

21] To review and approve the following policies:

- 27.
- CCTV
 - Complaints
 - Co-option
 - Covenant
 - Equality & Diversity
 - Grant Awards
 - Freedom of Information
 - Media
 - Memorial Bench
 - Privacy Statement
 - Solar Panels Policy
 - Training & Development
 - Woodland Management
 - Tree Risk Assessment
 - Use of Village Green

It was noted that there had not been any changes to these policies. It was proposed by Cllr Haslem that all the policies be approved for the upcoming year. Seconded by Cllr Hawkins and agreed by all.

There being no other business, the Annual Parish Council meeting closed at 20.30 hrs.

The Annual Meeting was immediately followed by a Full Parish Council Meeting.