

VIGO PARISH COUNCIL
Minutes of the Full Parish Council Meeting
held in Vigo Village Hall on Monday 15th June 2026 at 8.00pm

Present	Cllr Jim Haslem (in the Chair); Cllr Simon Chaplin; Cllr Dave Hawkins; Cllr Elliott Hulf; Cllr Freya Newman-Prince (until 9.10pm); Cllr Alan White; Cllr Andy Woolway. Mrs Joanne Glass (Clerk).
In Attendance	Two members of the public.

1] To receive apologies for absence

28. Cllr Olivia Meader (VPC); Cllr Diane Morton (KCC).

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

29. Cllr Haslem declared an interest in the TPO application for 146 Timberbank (minute 57) and did not enter into discussions on this matter.

3] Questions from the press & public

30. None,

4] Borough & County Councillor representative reports

31. None,

5] Reports from Kent Police

32. The Clerk noted that there had been some anti-social behaviour incidents recently:
- Youths seen taking pieces from a wall belonging to the pub in The Bay and smashing them on the ground. A resident had approached the youths and told them to stop. The Clerk had spoken to the pub landlord who agreed that he would get the wall repaired.
 - Youths climbing on contractors' ladders in The Bay despite being asked not to, youths being challenging when spoken to.
 - Broken glass left deliberately on play equipment in the play park. The grounds contractor had cleared this up.
 - Broken glass all over the ballpark. It appeared that much of the glass was being stolen from the pub, as the landlord said that he was missing glasses, and the glass in the ballpark had logos on some of it. The Parish contractor had spoken to the pub landlord who would do his best to ensure no glasses were taken from outside. The Clerk would also speak to the landlord about how best to stop this happening.

The Clerk had viewed the CCTV which covered the ballpark, but it was difficult to ascertain who was smashing glass. Agreed that it would be useful to have a camera mounted on the ballpark itself, Clerk to research.

[Action: Clerk]

6] To approve the minutes of the Annual Parish Council Meeting held on 18th May 2026, and the Full Parish Council Meeting held 18th May 2026

33. The minutes from the Annual Parish Council Meeting held on 18th May 2026 & the minutes from the Full Parish Council Meeting held on 18th May 2026 were both 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. 6: Meeting Dates: The Clerk had circulated the 2026/2027 dates as agreed. The dates had not yet been put on the website; the Clerk would do this as soon as possible.

[Action: Clerk]

35. 35/1104/1018/1006: SOUTHERN WATER TANKERS FILLING UP ON WATERLOW ROAD (TIMBERBANK JUNCTION). Southern Water had contacted the Clerk, asking for photographs to show the damage. The Clerk would take some photographs.

[Action: Clerk]

36. 37/1145/1015/930/879: BUS SURVEY: Response from Dr Lauren Sullivan MP. The Clerk had responded as agreed to say the Council were disappointed with the reply. The MP's office had responded again to apologise and express that they were happy to meet to discuss any other issues. Agreed not to pursue the matter further.
37. BUS SERVICE: The Clerk noted that Red Route would no longer be operating the 306/308 bus service from 27th June. The service would be taken over by Go Ahead from Monday 29th June 2026.
38. 68: CULVERSTONE SCHOOL YEAR 6 LEAVERS PARTY ON THE VILLAGE GREEN (23rd July). The Clerk had written giving formal approval.
39. 69: ESTATE AGENT BORADS ADVERTISING THE SCHOOL FAIR: The school PTFA informed the Clerk that they would no longer be using this method of advertising this year.

8] End of Year Finance:

To note the internal audit report for the year ended 31.03.26

40. The annual internal audit report had been received and circulated to all Members. Members noted the Internal Auditor's observations on the 2026/27 budget and precept-setting process. The Auditor advised that the precept should follow the approved budget and not be based on a target percentage increase in council tax. The recommendation was noted for future years. Other than that, no issues were noted, and the financial records were seen to be accurate and up to date.

To review and complete the Annual Governance Statement for 2025/26 (Annual Governance and Accountability Return (AGAR) section one).

41. The Council considered and reviewed the Annual Governance Statement for 2025/2026. It was RESOLVED that the Clerk and Chair signed and dated the statement on behalf of the council.

To review and approve the Accounting Statements 2025/26 (AGAR section 2)

42. The council considered the Accounting Statement provided by the Responsible Financial Officer who had, prior to the meeting, signed and dated Section 2 of the AGAR for 2025/2026. It was RESOLVED that the Chair signed and dated the Accounting Statement on behalf of the council.

To agree and approve the supporting documentation for the AGAR (bank reconciliation and explanation of significant variances)

43. The council considered the supporting documents for the AGAR (bank reconciliation and explanation of significant variances) provided by the Responsible Financial Officer. These documents were agreed by unanimous vote.

To agree the dates for the Exercise of Public Rights (proposed dates 17th June to 28th July inclusive)

44. The Exercise of Public Rights Period must include the first 10 working days of July, and must be for a total of 30 working days (excluding bank holidays and weekends). The start date must be immediately after the AGAR had been approved by Full Council. The proposed dates of 17th June to 28th July inclusive were agreed. The Clerk would publish the notice on the website and noticeboards on 16th June 2026.

[Action: Clerk]

To establish if there are any conflicts of interest between Parish Council Members and the External Auditor (Mazars LLP)

45. Members confirmed that there were no conflicts of interest.
46. The Clerk would now ensure that the AGAR was returned to Mazars LLP by the 30th June deadline.

[Action: Clerk]

9]

Services

Grounds maintenance

47. The latest grounds work record sheet had not been updated since May – the Clerk would chase this up.

[Action: Clerk]

48. 42/1110: Garden waste dumped on the centre path. 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]

49. Beech Mast: request to cut back the Parish land to the rear of this property. The Clerk would speak to the Parish Council contractor.

[Action: Clerk]

50. Carpark to the rear of Highview: request to cut back vegetation encroaching from Parish Council land. The Clerk would speak to the Parish Council contractor.

[Action: Clerk]

Grass cutting

51. The Clerk was asked to remind the service contractor that a metre wide strip should be mown around the grass verges on Waterlow Road.

[Action: Clerk]

52. 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 was being printed but would be put on the board as soon as it was ready.

[Action: Clerk]

Trees

53. 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]

54. HIGHVIEW: Request to cut back overhang from tree on Parish land to the rear of this property. Noted that this area had been worked on a part of a project in the previous winter, but for some reason this particular tree had been missed. Agreed that the work did need to be done, and it would be put on the winter list. Clerk to update the resident.

[Action: Clerk]

55. SCOUT HUT TREES: The Scout Leaders had contacted the Clerk to note that there were some dead trees outside their boundary that were very tall, and they were concerned about potential damage to the scout hut should they fail. They would like these trees removed.

Additionally they would like any other trees outside the boundary fence (on Parish Land) that are taller than the height of the building to be coppiced so they could not cause damage to the property.

The Parish Contractor had inspected and noted that there were some dead ash that would need to be removed in due course; the Parish approved this work.

However the Parish Council noted that any other coppicing work would only be carried out as part of ongoing woodland management and not any sooner. At present it was not possible to say when any coppicing would be done.

The Clerk would also ask the Tree Warden to inspect to give a second opinion.

[Action: Clerk]

Gardening

56. The hanging baskets had been planted and hung on the village hall.

Planning

Local authority tree preservation applications

57. 51: 20260463: 146 Timber Bank: removal of oak tree. Cllr Haslem declared an interest in this matter and did not enter into discussions.

It was noted that there were some dead limbs in this tree. The Parish agreed they would like the tree to be pollarded rather than removed to the ground. Clerk to respond to GBC.

[Action: Clerk]

58. 20260593: 30 Timber Bank: reduction of silver birch. No objections.

Full planning applications

59. 54: 20260414: 22 Admers Wood: erection of front / side storey extension and porch with roof lights. The Clerk had written to GBC as agreed (no objections).
60. There were no other planning applications this month.

Covenant applications

61. 57: 53 Timberbank: retrospective approval sought for summer house. The Clerk had written giving retrospective approval.
62. 59: 7 The Coppice: covenant approval sought for new front door and to paint garage door. No objections. The Clerk had written giving approval.
63. 19 HIGHVIEW: Retrospective covenant application in regard to installation of a wood burning stove and external flue. Photographs of the external flue had been provided. The retrospective fee had been paid. There were no objections. Clerk to write giving retrospective approval.

[Action: Clerk]

Planning – other

64. 60: 1135: GRAVESHAM BOROUGH COUNCIL LOCAL PLAN. Land at Tiger's Hall Farm (GB187) identified within the SHLAA (Strategic Housing Land Availability Assessment). The Clerk had not yet drafted a letter to challenge this assessment but would liaise with Cllr Haslem to do so.
- Cllr Haslem was under the impression that there had been an extension to the deadline to submit comments (original deadline being 29th May) but the new deadline did not seem to have been advertised as yet.

[Action: Clerk]

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

65. 62: Admers Wood: concerns were once again raised about the condition of this property. The Clerk had responded to the complainant as agreed.

12] To discuss requests from and matters regarding residents

66. 39/1120/1035: Highview: rubbish dumped to the rear. The Clerk had written to the resident regarding the remaining road stone and gravel, as agreed.

[Action: ongoing]

67. 66/1154: HIGHVIEW: Cllr Haslem had looked at this property and agreed it was in a state of disrepair but currently not in such a condition that the Parish Council would consider writing about. The Clerk noted that the original complaint was about the overgrown rear garden, which was damaging neighbouring fences, and giving concern regarding rodents.

Noted that the Parish Council could not do anything about that, other than advise the complainant to contact Environmental Health at Gravesham Borough Council. Clerk to respond to the complainant.

[Action: Clerk]

68. 67: THE COPPICE: Complaint received regarding a camper van overhanging the footpath and causing sight line issues. This had been reported to Kent Highways (reference 970179)
69. FOREST SCHOOL: Website enquiry received, asking if the Parish Council had any small woodland spaces that could be used to run Forest School sessions. Agreed that more detail was needed, and the Clerk should open a dialogue to find out more information.

[Action: Clerk]

70. BEECHMAST: noted that the resident was having significant garden work carried out and as a result they needed space for storage. An area of 6m x 3.6m would be fenced off to the front of the property (Parish Land). The resident would ensure there was no trip hazard of access. This would be for a period of up to 14 days. This was instead of using up 3 car parking spaces with a skip. Noted that parking was at a premium in this area, and as such the Parish Council did not object to the proposal. Clerk to monitor to ensure that there was no damage.

[Action: Clerk]

71. The Coppice: issue with parking to the rear. Noted that there was an issue with parking to the rear of this property, with access to garages being compromised. Previously there had been a tree in the location which had prevented people parking in such a way to cause an issue. The tree had been removed due to its condition. The resident asked if a bollard could be installed on the same area of land.

Noted that the land was not in the ownership of the Parish Council (the tree had been removed by the Parish contractor as there had been a safety issue). It was believed that the very small area of land was in the ownership of The Crown Estates.

Clerk to update the resident.

[Action: Clerk]

72. TIMBERBANK: Concerns had been noted regarding various issues at this property. After a full discussion, the following was agreed:
- Antisocial behaviour: Clerk to report this to PC Jo Hammond.
 - Noise nuisance / potential rubbish nuisance (business related): GBC were aware of this. However, agreed the Clerk should write to the resident regarding the noise caused by vans reversing at an early hour (4.30 / 5am).
 - Tree work carried out: Clerk to make a diary note to ensure that tree replanting was carried out by the end of the year (as per the planning authority conditions of the TPO approval).

[Action: Clerk]

13] To discuss proposals for cladding / insulation of properties in Vigo

73. 55/1135: Downswood – enquiry regarding replacement of cladding with render. The resident had been invited to attend the meeting; however, due to unforeseen circumstances, the hall door had been locked, and they were unable to gain access. The Clerk was asked to email the resident with an apology. The resident had sent an email providing information for the Parish Council's consideration. Cllr Haslem had also undertaken some research, and this information had been circulated to all Members, as well as the resident. Following discussion, Members noted that insulation performs equally effectively beneath either a rendered finish or a cladding finish. As a result of this, Members were asked whether the Council should consider amending its covenant policy to permit rendered finishes, or whether properties should continue to be maintained in their original appearance. Members voted unanimously in favour of retaining the existing policy and agreed that only finishes matching the original appearance of the property would be permitted. In this case, this would require a cladding finish. Clerk to update the resident.

[Action: Clerk]

15] To discuss provision of Community Warden in Vigo

74. Noted that Mandy Cason was now back at work full time, and as such Kent County Council had emailed to ask if the Parish Council were still interested in engaging her for one day a week. Noted that the budget had been ring fenced for this and as such the Parish Council were happy to have Ms Cason back in Vigo. Clerk to ask for an agreement for consideration and approval. It would be good to get Ms Cason back in the village by the beginning of August.

Funding for 2027/2028 would need to be approved later in the year (November / December) and as such the Parish Council were only in a position to sign an agreement for the service for the period ended 31.3.27, and would want a rolling agreement moving forward.

[Action: Clerk]

75. Cllr Haslem suggested that contact be made with Kent Association of Local Councils (KALC) regarding advice about the Local Government Reorganisation and potential availability of funds for Parish Councils who were taking on duties / services from Borough / County councils (in this case, engagement of the Community Warden). Cllr Haslem to draft a letter with the Clerk.

[Action: Clerk]

15] To discuss proposal from 81 Timberbank regarding installation of grasscrete

76. There was a small patch of Parish Land that was often churned up due to vehicles crossing as a result of a poor road layout design. The Parish Council had spoken to the resident about this, and the resident had subsequently asked if he could install grasscrete in this area. A map showing the area had been provided along with a method statement for the work. The land would remain in the ownership of the Parish Council, and the Parish contractor would continue to mow the grass. The resident would be responsible for any repairs to the grasscrete.

The Clerk noted that a similar agreement had been made with a resident in another area of Timberbank, and as such, the same agreement could be used. Clerk to respond accordingly.

[Action: Clerk]

16] To discuss recommendation from the Woodland Management Working Party regarding the scope and costing for a full tree survey

77. The Woodland Management Party had met and discussed the Parish Council proposal to engage the arborist recommended by GBC for a one-day survey initially. The Woodland Management Party had discussed this at length and felt that there was little benefit in engaging a one-day survey, and as such they proposed that the whole village (Parish land) be surveyed at the quoted cost of £2,500 - £3,300 plus VAT (estimated time scale 5 – 7 days).

Six Council Members agreed with this proposal, with one Council Member voting against. Motion carried. Clerk to update Gravesham Borough Council and ask that the survey be carried out as soon as practically possible.

[Action: Clerk]

17] To note the details of the meeting held with Vigo School regarding winter maintenance

78. 34/1012/1016/931/884: SNOW / ICY SURFACES: Cllr Haslem and the Clerk had met with the school headteacher and school site manager to discuss snow clearance around the school. After some discussion, it was agreed that the school would try to engage a group of parents to clear the land around the school should there be heavy snow. If this “working party” initiative worked, the Parish Council would ensure that the salt bin outside the school was kept fully stocked. This may entail purchasing a tonne bag of salt or asking Highways to provide one.

The Clerk would speak to the Parish service contractor regarding this.

The Parish would continue to clear the three small triangles of land outside the school which were owned by the Parish.

[Action: Clerk]

79. As part of the meeting, Cllr Haslem wanted to discuss engaging with the school with regard to the Parish community land, woodland and wildflower verges. It would be good if the management of Parish land could be promoted in a positive way.

One suggestion was that someone from the Parish Council (or someone representing the Parish Council) could speak at a school assembly.

Cllr Haslem had also emailed the Kent Wildlife Trust to open a dialogue regarding potential collaboration on raising awareness.

[Action: ongoing]

18] To discuss the casual vacancy

80. 36/1105/1038/923: CASUAL VACANCY: The Clerk had extended the deadline for applications to 8th June and advertised the vacancy on the noticeboards and online (Facebook and website).

One person had expressed an interest and was in attendance at the meeting. The Council would look to co-opt formally in July.

[Action: ongoing]

19] To note issues with the ballpark and damage to the school fence, and to agree a solution

81. The Headteacher advised that the school fence had been damaged and believed this may have been caused by young people climbing over to retrieve balls that had been kicked or thrown out of the adjacent ball park. The Headteacher asked the Parish Council to consider possible solutions.

The Clerk suggested installing a net across the top of the ball park. However, this option was discounted due to concerns that it would collect leaves during the autumn months and could also encourage rubbish and other items to be thrown onto it.

There was also discussion regarding increasing the height of the fence, although it was recognised that this would involve significant expense.

Earlier in the meeting, Members had agreed to explore the installation of CCTV at the ball park in response to issues with broken glass. It was noted that this may also help identify any individuals who climb the fence.

Members also noted that access to the school grounds may occur for reasons other than retrieving balls and that preventing balls from leaving the ball park might not fully address the issue. It was recognised that the security of the school grounds is ultimately a matter for the school.

The Clerk was asked to update the Headteacher accordingly.

[Action: Clerk]

20] To discuss the encroachment of Parish Council land to the rear of Highview and agree further action as necessary

82. 64/1150/622/480/342/174/102: Highview: The Clerk had emailed the resident, but no response had been received. The fence was still not on the boundary line and Parish land was still enclosed. Agreed to write to the resident giving 28 days' notice of the matter being referred to the Parish Council solicitor for action.

[Action: Clerk]

83. 65/1151: HIGHVIEW: Relocation of rear fence. The Clerk had liaised with Cllr Haslem and agreed that there was no longer an issue at this location and as such the matter did not need to be pursued. All agreed.

21] The Bay

84. Nothing to note.

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

85. 38/1119/1034/965/883/790: Commority Road rubbish: the Clerk had responded to Tim Harris (Gravesham Borough Council Environmental Enforcement Team Manager) as agreed.
86. 73/1157: Highview resident parking on driveway without a dropped kerb. The Highways online portal showed this as "enquiry under investigation" (ref 944779).
87. The Clerk had been contacted by Kent Highways who had been investigating a report of some old ironwork causing a trip hazard in Beech Mast. Photographs had been provided. The Parish Council contractor confirmed that this was on Parish land, but that the ironwork was the remains of a dog dirt bin that had been removed by Gravesham Borough Council, and therefore the removal of the ironwork would be their responsibility. The Clerk had updated Kent Highways.

[Action: ongoing]

88. 74/1158: Highview Property – access to the rear onto Harvel Road. The Clerk had spoken to Kent Highways regarding this, who had informed that approval for a crossover onto Harvel Road would NOT be given. Kent Highways had contact Gravesham Borough Council Enforcement Officers regarding the matter. The Clerk had been assured that both authorities were looking into this and would deal with the matter.

[Action: ongoing]

89. 77: The Clerk had made a diary note to invite Cllr Willams (Mayor) to the Parish Annual Meeting in due course.
90. 78: ROAD CONDITION: The condition of the roads in Vigo was noted to be very poor, with numerous potholes. The Clerk emailed Cllr Morton (KCC) regarding this.

[Action: ongoing]

91. A Timberbank resident had contacted the Clerk to ask for "wildlife warning signs" to be put on Harvel Road. There had been a number of incidents of wildlife being run over by cars, including some that had been very distressing for the resident. The Clerk had suggested that the resident speak to Cllr Morton (KCC), and as such, Cllr Morton had subsequently contacted the Parish Council as she was not able to readily assist.

The Clerk noted that this could go on the Highways Improvement Plan (HIP) which was due for its annual review in October. All agreed. Clerk to speak to the relevant Highways officer and also update Cllr Morton and the resident.

[Action: Clerk]

92. Concern was noted regarding the speed of vehicles on Harvel Road, especially in regard to the fact that pedestrians walked the road and there was no footpath. This was considered to be dangerous.

Agreed that the Clerk would contact Highways regarding what could be done about reviewing the speed limit, and what could be done to warn motorists of pedestrians in the road (signage).

[Action: Clerk]

93. The Clerk had been contacted by Andy Rayfield, Communications Manager at Gravesham Borough Council. Due to the impending Local Government Reorganisation in Kent, Gravesham Borough Council would cease as an authority at the end of March 2028. GBC would like to mark this, and one of the projects was a legacy video, including drone footage of some of the boroughs most recognisable and loved landmarks, buildings etc. Mr Rayfield asked if the Parish Council had anything they would like to include

It was suggested that the Water Tower would be a landmark worth including, along with the large woodlands within the village. Clerk to update Mr Rayfield.

[Action: Clerk]

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

94. 80/1161/1058/968/885/818: Gravesham Borough Council had recommended a contact at Festive Illuminations who may be able to quote to install a Christmas Tree Pit in The Bay. The Clerk was due to attend a site meeting with the Company, along with Cllr Meader, on 17th June.

[Action: ongoing]

24] Street lighting

95. 81/1162/1059/969/886/819/738: STREETLIGHT OUTSIDE 220 HIGHVIEW. The streetlighting contractor confirmed that the leaning streetlight outside 220 Highview was currently safe, but they could not recommend leaving it as it is, and informed that some restorative work needed to be carried out.

The following options and associated costs were considered:

- Return column to vertical: £675. There was a risk associated with this, as the column could crack (due to age and condition) and would then need to be removed or replaced. Additionally, bollards would need to be put in to protect the column moving forward.
- Disconnect and remove the streetlight entirely: £2,295 (£1,320 UK Power Networks plus £975 Streetlighting Contactor costs).
- Replace existing concrete column with a new steel unit (further back than the existing position): £5,552 (£4,357 UK Power Networks plus £1,195 column installation costs).

Noted that the budget for replacing two columns this financial year had been set at £4,480.

After some discussion it was agreed unanimously to replace the existing column with a new steel unit at a cost of £5,552. Clerk to update the streetlighting contractor.

[Action: Clerk]

96. Ferndown; to discuss and agree costs for shielding this lantern. A resident had asked if this lamp could be fitted with a shade due to the light being intrusive into their bedroom overnight. The contractor had informed that due to the positioning of the lamp, two shades would be needed, one at the front, and one at the side, at a cost of £105 each. It was agreed that the Parish would fund one shade, and the resident, if they wished, could fund the second shade. Clerk to liaise with the resident.

[Action: Clerk]

97. Cllr Hawkins wondered if "dimming lights" could be considered. These were often seen at railway stations where the lights would come on if someone walked past, but then immediately dim to a low level after. Clerk to explore this option with the contractor and update the Council.

[Action: Clerk]

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

98. 82/1163/1062: Work continued to be paused pending the annual playpark inspection report. Clerk to chase this up.

[Action: Clerk]

99. Noted that the playpark gate was not shutting properly at all. Clerk to ask the Assistant Clerk to chase this up (it had been reported before).

[Action: Clerk]

26] Finance

To note any payments made since the last meeting

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

31.05.26	D/P	Unity Trust Bank	9.85	Bank Charges
08.06.26	D/P	Nest	208.59	Clerks Pension
16.06.26	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

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

15.06.26	D/P	Lionel Robbins	175.00	End of year internal audit
15.06.26	D/P	Vision ICT	613.50	Annual website and email fees
15.06.26	D/P	Singlewell Stationery	788.00	Annual Newsletter printing
28.06.26	D/P	Salaries	2182.67	June Salaries
22.07.26	D/P	HMRC	2368.68	First quarter PAYE

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

21.06.26	D/D	Gravesham BC	90.60	Paladin Bins
29.06.26	D/D	J&F Accounting	38.28	Payroll Fees
29.06.26	D/D	British Telecom	69.42	Phone & Broadband
28.06.26	D/D	Highview Services	5695.52	Grounds Maintenance
04.07.26	D/D	Info Comm Office Fee	47.00	Annual Fee

103. A transfer of £12,000 from the deposit account to the savings account (to cover outgoings) was agreed.

INCOME

104. £50 retrospective covenant fee: 19 Highview.

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

105. 93/24/1173/1077/985/902/832/755: REDWOOD BANK 35 DAY DEPOSIT ACCOUNT: The Clerk had contacted the bank to ask for login details and had been told the account had been closed due to lack of funds being transferred. The Clerk would re-open the account.

[Action: Clerk]

106. 94/1174/1078/987/904/836: BANK SIGNATOTRY: Cllr Hulf had not yet spoken to Unity Trust Bank but would do so as soon as possible.

[Action: Cllr Hulf]

107. 96/1177: End of Year Finance: See agenda item 8.
108. 90: Highview Services: the Clerk had updated the standing order as agreed.
109. Noted that the Assistant Clerk had taken two weeks unpaid leave in June (by prior arrangement). The salary payment had been adjusted accordingly.

27] To discuss the options for accounting software and agree which supplier to engage.

110. 88/1170/1073/982: The Clerk had sourced quotes from three providers (Scribe, Edge and Rialtas) and had provided a cost and service comparison for Council Members to consider. The Clerk would prefer to use Scribe. Council were happy to support the Clerk and agreed unanimously to engage Scribe Accounting at a cost of £1,341 (year one cost) with subsequent years being £ 792 per annum. All agreed. Clerk to make the necessary arrangements.

[Action: Clerk]

28] To receive the Chairs announcements

111. Cllr Haslem would be carrying out the Clerks annual appraisal on 17th June.

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

112. 98/1186: "Involve Kent" the Clerk had put the flyer on the website.
113. 102: Pop-up pizza shop in the car park next to the school. The Clerk had informed the person making the enquiry that they should speak to Gravesham Borough Council.
114. 103: Community Survey. The Clerk had not heard anymore from Mr Gardner regarding this. Matter filed as pending.
115. The following correspondence had been received and forwarded to all Members:
- Information on meetings held by the Kent Ramblers (inviting a Parish Council representative).
 - Kent Downs National Landscape Management Plan Consultation (open until 19th July).
 - Kent Association of Local Councils (KALC) Newsletter June 2026.

116. The Clerk noted that she had written an article for the KALC news, on wildflower verges and management. It was anticipated this would be published later in the year. Cllr Haslem wondered if it could be circulated / published more widely – the Clerk was to contact the Kent Downs National Landscape Management team, and also the Society of Local Council Clerks magazine.

[Action: Clerk]

117. The Villager Pub wished to hold a charity day on the village green on Saturday 29th August. A similar event had been held last year. There were no objections, the Clerk was to ensure the necessary paperwork was completed.

[Action: Clerk]

118. Cllr White thanked the Clerk and Assistant Clerk for their work in producing the Annual Booklet which had recently been delivered. The Clerk noted that she had received positive feedback from residents regarding this.

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

119. Cllr Haslem had attended a training seminar on the use of Artificial Intelligence and had found it to be very useful.
120. The latest training opportunities had been circulated to all Members. The Clerk thought there was a “Nuts and Bolts” for new Councillors (evening course) running later in the year. Clerk to liaise with Cllr Meader and Cllr Newman-Prince regarding this.

[Action: Clerk]

31] Reports from other organisations

121. The KALC Local Gravesham Group had met recently in Vigo. Minutes would be circulated in due course.
122. The latest Gravesham Rights of Way Committee Meeting minutes had been circulated to all Members.

32] Working Party Reports

Community Working Party

123. 13: Working Party Commitment List: The Clerk had circulated the updated list as agreed.
124. 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

125. 111/1137/1024/964/882: TREE SURVEY: Please see agenda item 16.
126. The Woodland Management Working Party had met on 1st June, minutes had been circulated to all Councillors. The next working party meeting had not been set yet. Clerk to arrange.

[Action: Clerk]

Covenant Working Party

127. 113/1139: The Clerk had not yet updated the covenant policy for the website but would do so as soon as possible.

[Action: Clerk]

128. 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]

Parking Working Party

129. 1143/1052/954/877/813/731: ADMERS WOOD PARKING. The Clerk had not yet set up a working party meeting but would do so as soon as possible.

[Action: Clerk]

Grounds Maintenance

130. 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]

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

131. 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.

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

132. 120/1194/1095/1008/920/853/775/670: COVENANT BREACH: The solicitor had provided a draft letter for the Council to approve. This draft was agreed unanimously. New drawings had been supplied by Cllr Haslem which would be sent to the solicitor for inclusion in the papers. Clerk to update the solicitor on both counts.

[Action: Clerk]

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

133. The Clerk had spoken to an Electoral Services Officer by telephone. The advice given was noted by Members. No further action.

**There being no other business,
the meeting of the Full Parish Council was closed at 21.47 hours.**