

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

M I N U T E S

15th APRIL 2025

GENERAL PURPOSES COMMITTEE MEETING HELD IN THE VILLAGE HALL AT 19:38

Present:

Councillor P Blakeley
Councillor Ms H von der Holle (Chairman)
Councillor A Jones

In Attendance:

Mrs Christine Gurr – Parish Clerk

Apologies for absence (received and accepted):

Councillor H Ogunfemi	- Work commitment
Councillor Mrs G Sands	- Prior commitment
Councillor T Sands	- Prior commitment

(To avoid possible disqualification under the 6-month rule, Councillors must provide a reason for non-attendance)

GP.25.01 Review of Parish Council Policies

There was a lengthy discussion of the following documents:

- Extract from GP Committee Meeting held on 19th July 2022;
- Schedule of existing and/or potential Parish Council policies approved 19/07/22;
- List of KALC policy templates;
- Sample Data Protection Policy downloaded from KALC website.

Action/Comments Agreed:

The following was agreed on proposition by Councillor Blakeley, seconded by Councillor Ms von der Holle:

- Use the templates provided by KALC to prepare draft policies for approval;
- Use the list of Core Policies agreed by the General Purposes Committee on 19th July 2022 as *per* Appendix 1;
- Updated Standing Orders and Financial Regulations to be prepared as soon as practicable as these are statutory requirements.

GP.25.02 Review of Mowing Guidelines

Members reviewed the following document:

- Guidelines for Grounds Maintenance and Mowing Operations in Public Open Spaces - Approved 30/04/19

Action/Comments Agreed:

It was agreed on proposition by Councillor Ms von der Holle and seconded by Councillor Jones that the above Guidelines be adopted without amendment, as per Appendix 2.

RB

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GP.25.03 Review of Playground Inspections

Members reviewed the following documents and/or information:

- GPC Daily Inspection Checklist – Approved 01/04/14
- RoSPA Play Safety Inspection Checklists:
 - Playing Field Routine Inspection and Site-Specific Checklist
 - MUGA Routine Inspection and Site-Specific Checklist
 - Skate Park Routine Inspection and Site-Specific Checklist
- Advice Sheet (downloaded from RoSPA website)
 - Inspection and maintenance of playgrounds

Action/Comments Agreed:

The following was agreed on proposition by Councillor Blakeley and seconded by Councillor Ms von der Holle:

- Adopt the RoSPA site-specific inspection checklists for the play park, MUGA and skate park;
- Appoint John Boshier to carry out weekly inspections (including any minor repairs as and when required) for which an additional 2 hours per week will be allocated;
- John Boshier to attend the KALC Playground Inspection Training on 12th May 2025 at Ashford;
- The cost of the training, travel and a meal allowance will be met by the Parish Council.

GP.25.04 Pumping Station Tankers

Members reviewed the following email from a resident dated 5th April 2025 regarding the continuous stream of tankers parked adjacent to Seaview Meadow in connection with work at Grain Waste Water Treatment Works in Smithfield Road.

The Clerk and Chairman also reported on their recent unsatisfactory contacts with Southern Water.

Action/Comments Agreed:

It was agreed on proposition by Councillor Jones and seconded by Councillor Ms von der Holle to:

- Obtain a quote for installation of a height barrier at Seaview Meadow car park;
- Agenda for the May PC meeting.

21:11

There being no further business, the meeting was closed.

Signed:



Date: 6/5/2025

APPENDIX 1

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL SCHEDULE OF EXISTING AND/OR POTENTIAL PARISH COUNCIL POLICIES

NAME OF POLICY	DATE ADOPTED/SOURCE
Existing Policies	
Financial Regulations	Adopted: November 2020
Standing Orders	Adopted: November 2020
Code of Conduct	Adopted: October 2018
Placement of Commemorative Benches	Adopted: March 2022
Complaints Policy	Drafted: October 2013
Health & Safety Policy	Drafted: February 2020
Guidelines for Grounds Maintenance and Mowing Operations	Adopted: April 2019 For review: April 2020
Asset Register	Updated as required
Core Policies	
Complaints Policy (for comparison)	To be drafted
Loan Working Policy	To be drafted
Grievance & Discipline Procedures	To be drafted
Freedom of Information Publication Scheme	To be drafted
Data Protection Policy	To be drafted
Record Management & Retention Policy	To be drafted
Volunteer Policy	To be drafted
Others Policies (For Consideration)	
Equal Opportunities	To be drafted
Internal Audit Requirement	To be drafted
Audit Regime	To be drafted
All Risk Management Policy	To be drafted
Membership on Other Bodies	To be drafted
Social Media Policy	To be drafted