

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

M I N U T E S

7th OCTOBER 2025

PARISH COUNCIL MEETING HELD IN
THE VILLAGE HALL AT 19:00

Present:

Councillor P Blakeley (Chairman)
Councillor A G Jones
Councillor Mrs S Malone
Councillor H Ogunfemi
Councillor Mrs G Sands
Councillor T Sands (Vice Chairman)
Councillor Ms H von der Holle

In Attendance:

Mrs Christine Gurr – Parish Clerk
Ward Councillor Chris Spalding

Recording, filming and broadcasting of the meeting:

- No requests received.

Apologies for absence (received and accepted):

Councillor Mrs C Hardingham - Prior commitment
Councillor Ms J Sharp - Vehicle breakdown

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

Declarations of disclosable pecuniary Interests (DPIs):

- A member need only disclose at any meeting the existence of a disclosable pecuniary interest (DPI) in a matter to be considered at that meeting **if** that DPI has not been entered on the disclosable pecuniary interests register maintained by the Monitoring Officer.
- A member disclosing a DPI at a meeting must thereafter notify the Monitoring Officer in writing of that interest within 28 days from the date of disclosure at the meeting.
- A member **may not participate** in a discussion of or vote on any matter in which he or she has a DPI (both those already registered and those disclosed at the meeting) and **must withdraw** from the room during such discussion/vote.
- Members may choose to voluntarily disclose a DPI at a meeting even if it is registered on the council's register of disclosable pecuniary interests but there is no legal requirement to do so.
- Members should also ensure they disclose any other interests which may give rise to a conflict under the council's code of conduct.
- In line with the training provided to members by the Monitoring Officer members with also need to consider bias and pre-determination in certain circumstances and whether they have a conflict of interest or should otherwise leave the room for Code reasons.

The following DPIs were received:

- None

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

(A Councillor who declares a DPI must withdraw from the room unless a dispensation has been obtained from Medway Council's Monitoring Officer)

Urgent matters by reason of special circumstances

- The following item was discussed as a matter of urgency:

25.115 Wallend Substation Project

Email dated 17th September 2025 from Beth Burton of Lexington (on behalf of National Grid) inviting members to a site visit to the above project.

Action/Comments Agreed:

Ask for dates for a site visit which would be attended by Councillors Blakeley, Jones, Mrs Malone, Mrs Sands and T Sands, subject to their availability.

25.116 Minutes

The minutes of the following meetings were accepted as an accurate record of the proceedings:

- Parish Council – 5th August 2025 (including Confidential Notes)
 - Proposer: Councillor Jones
 - Seconder: Councillor Mrs G Sands
- Parish Council – 2nd September 2025 (including Confidential Notes)
 - Proposer: Councillor Jones
 - Seconder: Councillor Mrs G Sands

ITEMS FOR DISCUSSION, RESOLUTION, OR REPRESENTATIONS

25.117 Completion of Annual Audit for 2024/25 – External Auditor's Certificate and Report

Members reviewed the following documents:

- Letter dated 23rd September 2025 from Forvis Mazars LLP;
- Section 3 - External Auditors' report and certificate 2024/25;
- Sections 1 and 2 for 2024/25 on which the above report is based;
- Notice of Conclusion of Audit for the year ended 31st March 2025 dated 29th September 2025.

Action/Comments Agreed:

The following was agreed on proposition by Councillor T Sands and seconded by Councillor Ogunfemi:

- Members accepted the unqualified audit opinion for 2024/25;
- The notice of completion had been displayed on the High Street and Village Hall Notice Boards and website to meet the 30th September 2025 deadline for publication;
- A copy of Sections 1, 2 and 3 of the certified AGAR had been displayed on the High Street and Village Hall Notice Boards and on the website to meet the 30th September 2025 deadline for publication.

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

25.118 Village Hall – Request for Reduced Hire Charge

There was a lengthy discussion of the following documents:

- Email exchange dated 10/09/25 between GPC and Donna Mills of St George's Day Committee requesting reduction of hire charges for three events;
- Supplementary charges/conditions for hire of Parish Council Properties - 1st April 2025 to 31st March 2026;
- Schedule of Hire Charges for Parish Council Properties – 1st April 2025 to 31st March 2026.

Action/Comments Agreed:

The following was agreed on proposition by Councillor Ogunfemi, seconded by Councillor Mrs G Sands:

- Two evening fund raisers @ £92 (including Saturdays) – Unchanged
- One daytime fund raiser @ £60 (including Saturdays) – Unchanged
- New Year's Eve event @ £92 (previously £335)
- PPL/PRS royalties (where payable) will be limited to £30 – Unchanged

25.119 Report on Urgent Play Park Repairs

Members reviewed the following:

- Report compiled by Christine Gurr on 03/10/25;
- Photograph of roundabout taken on 09/09/25;
- Schedule of play park repair costs from 01/04/22 to 30/09/25.

Action/Comments Agreed:

It was proposed by Councillor Blakeley, seconded by Councillor Mrs Malone, and agreed, to:

- Prepare a report on the repair costs for the play areas;
- Draft a letter to all residents asking for ideas of what play equipment they would like;
- Investigate sources of funding for renovation or replacement of play equipment.

25.120 Satswana Council Updates – July and September 2025

Members reviewed the following documents:

- Summer Update for Councils 2025 (issued 03/07/25) highlighting the new Assertion 10 requirements introduced into the Annual Governance and Accountability Return (AGAR) for the 2025/26 financial year;
- Council Update (issued 02/09/25) which focuses on cyber security and document retention.

Action/Comments Agreed:

It proposed by Councillor Blakeley, seconded by Councillor T Sands, and agreed to:

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

- Agenda Assertion 10 requirements for the General Purposes Committee meeting scheduled for 11th November 2025.

19:38 Exclusion of the Press and Public

The Parish Council resolved that under Section 100A(4) of the Local Government Act 1972, the Press and Public be excluded from the meeting for the consideration of the following items on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 1 in Part 1 of Schedule 12A of the Act.

Councillor Spalding left the meeting.

25.121 Update on Shared Access Upgrade Works

There was a confidential discussion of a potential contract.

Action/Comments Agreed:

Agenda for PC meeting scheduled for 28th October 2025.

25.122 Update on Nautilus Interconnector Project

There was a confidential discussion of a potential contract.

Action/Comments Agreed:

No actions required at this time.

25.123 Report from Joint Meeting of All Saints Ward Parish Councils

Members received a confidential report from a joint meeting held on 9th September 2025.

Action/Comments Agreed:

Actions were agreed on proposition by Councillor Mrs G Sands, and seconded by Councillor Ms von der Holle.

25.124 Requests to Lease Land

Members discussed emails two separate requests to lease land.

Action/Comments Agreed:

It was proposed by Councillor Blakeley and seconded by Councillor T Sands to reject both requests.

25.125 Local Government Services Pay Award 2025/26

Members reviewed the NALC Local Government Services Pay Agreement 2025/26 giving details of SCP Scale Ranges in respect of the Clerk's salary.

Action/Comments Agreed:

It was agreed on proposition by Councillor Blakeley and seconded by Councillor Ms von der Holle to implement the Local Government Services Pay Award for 2025/26 at SCP22, back dated 01/04/25.

20:13 The Meeting was re-opened to the press and public

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

25.126 Authorisation of Payments of Accounts

Schedule of cheques, BACS and Direct Debit payments for September 2025 for approval:

- Revenue Account: £11,264.60
- Capital Account: Nil
- **TOTAL PAYMENTS: £11,264.60 (inclusive of VAT)**

Action/Comments Agreed:

It was proposed by Councillor T Sands, seconded by Councillor Jones, and agreed, that the schedule of payments, as *per* Appendix 1, was approved.

25.127 Revenue and Capital Receipts Report

Schedule of receipts during August 2025 for information:

- Revenue Account
 - Cash/cheques: £241.48
 - BACS deposits: £804.66
- Capital Account
 - Cash/cheques banked: Nil
 - BACS credits: Nil
- **TOTAL RECEIPTS: £1,046.14 (inclusive of VAT)**

Action/Comments Agreed:

It was proposed by Councillor Jones, seconded by Councillor Blakeley and agreed, that the schedule of receipts, as *per* Appendix 2, was accepted.

25.128 Consideration of Planning Applications

None notified.

25.129 Reports from meetings/events hosted by outside organisations

The Rural Liaison Open Meeting held on 16th September 2025 was attended by Councillors Blakeley, T Sands and the Parish Clerk, at which the following items were discussed:

- Local Government Reorganisation and Devolution
- Kent and Medway Fire and Rescue Authority Rural Plan

Councillor T Sands also reported on the volunteer Beach Car Park Clearance event which had taken place on 30th September 2025 and showed members a photograph of the improvements.

Action/Comments Agreed:

Copies of the presentations on 16th September 2025 are available if members wish to view them.

25.130 General Correspondence

The following correspondence was received:

01/10/25

Copy email from Cllr Michael Pearce to the Post Box Team requesting reinstatement of

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

the post box outside the Co Op Shop in High Street and a new parcel post box.

Action agreed: Contents noted.

28/09/25

Email from Cllr Ron Sands asking for input as to date of next Alliance of Hoo Peninsula meeting – either 17th or 20th October 2025.

Actions agreed: Circulated to members.

22/09/25

Letter from Cllr Vince Maple, Leader of Medway Council regarding Local Government Reorganisation (copy attached)

Actions agreed: None.

04/09/25

Email from Rob Ibel of ToyExpress & All Recycle Ltd asking to locate a Toy Donation Bank in the village offering a set price per kilogram collected.

Actions agreed: Suggest they contact the school.

19/08/25

Email from Thomas Kennedy giving a brief update on KCIIECP related activities at Grain (copy attached)

Actions agreed: Contents noted.

15/08/25

Email Amanda Hedges from RSPB asking for volunteers to create some advisory groups for the Whose Hoo Scheme.

Actions agreed: Pass to Lindsay Hartney, Youth Club Leader

06/08/25

Copy email sent by a resident to Medway Norse raising concerns about the dust pollution from road sweeper operations (copy attached).

Actions agreed: Suggest resident contact the Ward Councillor.

01/08/25

Email from UK CC asking to place a textile recycling bank in the village for a payment of £300 per year.

Actions agreed: Ask for more details.

20:46 There being no further business, the meeting was closed.

Signed:



Date:

30/10/2025

APPENDIX 1

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

LIST OF PAYMENTS AGREED/APPROVED - SEPTEMBER 2025

Cheque Number	Supplier/Payee	Amount £	VAT £	Total £	Expenditure Category
Revenue Account					
123270	Managed Technology Corp Ltd	998.11	199.63	1,197.74	Stationery/Equip
S/Orders	Salaries & Expenses - see below			0.00	Salaries
123271	Salaries & Expenses - see below			0.00	Salaries
123272	Salaries & Expenses - see below			0.00	Salaries
123273	Salaries & Expenses - see below			0.00	Salaries
123274	HM Revenue & Customs	3,926.41	0.00	3,926.41	Salaries
123275	Blakes Security Systems Ltd	121.48	24.30	145.78	V/H M&R
123276	Boyds Electrical Ltd	120.00	24.00	144.00	Pavilion M&R
123277	Masterbuild Plastics	386.69	77.34	464.03	Miscellaneous
123278	George Webb Finn LLP	500.00	100.00	600.00	Administration
123279	Viking Direct	22.47	4.49	26.96	Stationery/Equip
	Salaries & Expenses	3,872.13	22.08	3,894.21	Salaries
	Total - Cheques/BACS	9,947.29	451.84	10,399.13	
Revenue Account - Direct Debits					
31/08/2025	Veolia ES (UK) Ltd	349.41	69.88	419.29	V/Hall M&R
01/09/2025	Bluerag Networks Ltd	20.00	4.00	24.00	Administration
	Business Stream	0.00	0.00	0.00	V/H Water
	Business Stream	0.00	0.00	0.00	Water
23/09/2025	EE Broadband	54.32	0.00	54.32	Telephone
04/09/2025	Crown Gas & Power Ltd	86.20	4.31	90.51	Gas
09/09/2025	Crown Gas & Power Ltd	133.14	6.66	139.80	V/H Electricity
09/09/2025	Crown Gas & Power Ltd (Pavilion)	65.79	3.29	69.08	Electricity
09/09/2025	Crown Gas & Power Ltd (MUGA)	33.25	1.66	34.91	Electricity
09/09/2025	Crown Gas & Power Ltd (W/Shop)	31.96	1.60	33.56	Electricity
	Total - Direct Debits	774.07	91.40	865.47	
TOTAL REVENUE PAYMENTS		10,721.36	543.24	11,264.60	
Capital Account					
				0.00	Capital
TOTAL CAPITAL PAYMENTS		0.00	0.00	0.00	
TOTAL PAYMENTS FOR SEPTEMBER 2025		10,721.36	543.24	11,264.60	

APPENDIX 2

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

REVENUE & CAPITAL RECEIPTS REPORT

REVENUE ACCOUNT

Cash/Cheques	Receipt No 6788 to 6791
~ Garages	£180.28
~ Village Hall Lettings	£61.20
~ Wayleaves	£0.00
~ Other	£0.00
TOTAL: £241.48	

BACS Deposits	Bank Statement 009/2025
~ Garages	£504.66
~ Village Hall Lettings	£0.00
~ Playing Field Rent	£300.00
~ Other	£0.00
TOTAL: £804.66	

CAPITAL ACCOUNT

Cash/cheques	Receipt No 6788 to 6791
~ Other	£0.00
TOTAL: £0.00	

BACS deposits	Bank Statement 009/2025
~ Other	£0.00
TOTAL: £0.00	

TOTAL RECEIPTS FOR AUGUST 2025: £1,046.14