

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

M I N U T E S

3rd FEBRUARY 2026

PARISH COUNCIL MEETING HELD
IN THE VILLAGE HALL AT 19:05

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

Recording, filming and broadcasting of the meeting:

- No requests received.

Apologies for absence (received and accepted):

Councillor Ms J Sharp - Work commitment

(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

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

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Urgent matters by reason of special circumstances

- None

26.06 Minutes

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

- Parish Council – 25th November 2026
 - Proposer: Councillor Jones
 - Seconder: Councillor Mrs G Sands
- Parish Council: - 16th December 2026
 - Proposer: Councillor Ms von der Holle
 - Seconder: Councillor T Sands

ITEMS FOR DISCUSSION, RESOLUTION, OR REPRESENTATIONS

26.07 Approval of Meeting Schedule for 2026/27

Members reviewed the following document:

- Draft Meeting Schedule for 2026/27.

Action/Comments Agreed:

It was proposed by Councillor Ogunfemi, seconded by Councillor Mrs Malone, and agreed, that the meeting schedule for 2026/27, *per* Appendix 1, was accepted without amendment.

26.08 Co-Option of Parish Councillor

Members reviewed the following document:

- Draft Co-Option Procedure dated 3rd February 2026 for approval.

Action/Comments Agreed:

It was agreed on proposition by Councillor Mrs Malone, and seconded by Councillor Ms von der Holle that:

- A Parish Council meeting will be held on Tuesday, 17th March 2026 at 19:00 at which all candidates will be interviewed as per Co-Option procedure dated 3rd February 2026.

26.09 Village Hall Car Parking

There was a lengthy discussion of the following document:

- Example Village Hall Car Parking Permit Policy – for discussion.

Action/Comments Agreed:

The following was agreed on proposition by Councillor Mrs Malone and seconded by Councillor Ogunfemi:

- Refurbish existing gate to bring it into use;
- Display signs indicating that the car park can be locked at any time;
- Prepare flyers to indicate that the gate is being brought into use.

26.10 CPRE – Letter to England Proposal

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Members reviewed the email dated 12th January 2026 from CPRE giving details of the 'Stand up for our countryside' project and inviting members to sign the:

- Letter to England

Action/Comments Agreed:

It was agreed on proposition by Councillor Malone, seconded by Councillor T Sands that members would sign the 'Letter to England' as individuals as there was no option for a corporate response.

26.11 Arrangements for Annual Parish Meeting

Members discussed the following arrangements for the Annual Parish Meeting which is held in the main Village Hall and open to all residents:

- To set the date;
- Sample Notice;
- Extract from Arnold Baker on Local Council Administration – 13th Edition:
 - *The parish meeting must assemble annually between 1st March and 1st June (both inclusive);*
 - *It must meet when convened by the parish council and must be chaired by the chairman of the parish council;*
 - *Proceedings must not begin before 6 pm;*
 - *A notice specifying the time and place and business of an intended meeting must be displayed seven clear days before the meeting.*

Action/Comments Agreed:

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

- The date set as Tuesday, 19th May 2026 @ 20:00 (preceded by refreshments at 19:30);
- Invite speakers from South East 4x4 Response and Kent Resilience Forum

19:44 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.

26.12 Update on Shared Access Upgrade Works

There was a confidential discussion of a potential contract.

Action/Comments Agreed:

Actions were agreed on proposition by Councillor Blakeley and seconded by Councillor Jones.

20:01 The Meeting was re-opened to the press and public

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26.13 Authorisation of Payments of Accounts

Schedule of cheques, BACS and Direct Debit payments for January 2026 for approval:

- Revenue Account: £7,873.19
- Capital Account: Nil
- **TOTAL PAYMENTS: £7,873.19 (inclusive of VAT)**

Action/Comments Agreed:

It was proposed by Councillor T Sands, seconded by Councillor Ms von der Holle, and agreed, that the schedule of payments, as per Appendix 1, was approved.

26.14 Revenue and Capital Receipts Report

Schedule of receipts during December 2025 for information:

- Revenue Account
 - Cash/cheques: £234.20
 - BACS deposits: £748.36
- Capital Account
 - Cash/cheques banked: Nil
 - BACS credits: Nil
- **TOTAL RECEIPTS: £982.56 (inclusive of VAT)**

Action/Comments Agreed:

It was proposed by Councillor Blakeley, seconded by Councillor Mrs Malone, and agreed, that the schedule of receipts, as per Appendix 2, was approved.

26.15 Consideration of Planning Applications

The following applications were examined, discussed, and comments thereupon agreed upon proposition by Councillor Blakeley, and seconded by Councillor Mrs Malone:

MC/253/2398

Thamesport Interchange Ltd Land

- *Construction of a single storey detached storage building*

Comment/s agreed: No comment.

MC/25/2545

London Thamesport

- *Redevelopment of site to provide a cement storage facility including construction of silos etc*

Comment/s agreed: No comment

MC/26/0075

Shared Access Ltd

- *Removal of 15m monopole and equipment for the installation of a 20m monopole with ancillary development within existing compound area*

Comment/s agreed: No comment

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- 26.16 Reports from meetings/events hosted by outside organisations**
Cllr T Sands reported on a recent SSE Thermal meeting at which the application from GPC was approved. Formal notification will follow.

Action/Comments Agreed:

The minutes of the meeting/s (if applicable) will be copied/forwarded to all members when they become available.

26.17 General Correspondence

The following correspondence was received:

03/02/26 Email from RSPB stating that the Whose Hoo Scheme Community Grants are now open for applications.

Actions/Comments Agreed:

- Display notices.

28/01/26 Email from Jayne Collings, SEE Thermal Community Investment Manager stating that our application for £1,950 grant funding has been successful.

Actions/Comments Agreed:

- Sign and return agreement.

January 2026 EE Broadband stating that there will be a price increase of £4.00 per month from 1st March 2026.

Actions/Comments Agreed:

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22/01/26 Letter from Santander Business Banking stating that the interest rate on the Savings Account will be reduced to 0.80% from 2nd April 2026.

Actions/Comments Agreed:

- Noted.

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

Signed:



Date: 24/3/2026

APPENDIX 1
ST. JAMES, ISLE OF GRAIN, PARISH COUNCIL
MEETING SCHEDULE FOR 2026/27

(Held in the GP Surgery, Village Hall, Chapel Road, Isle of Grain, ME3 0BY)

Month	Date	Start Time	Meeting
2026			
January	Tuesday, 27 th	19:00	Finance Committee
	Tuesday, 27 th	19:30	Parish Council
February	Tuesday, 3 rd	19:00	Parish Council
	Tuesday, 17 th	19:00	General Purposes Committee
March*	Tuesday, 3 rd	19:00	Parish Council
	Tuesday, 31 st	19:00	Parish Council
April	Tuesday, 14 th	19:00	Finance Committee
		19:30 (See Note 1)	General Purposes Committee
	Tuesday, 28 th	19:00	Parish Council
May	Tuesday, 19 th	19:00 (See Note 4)	Annual Parish Council
	Tuesday, 19th	19:30 for 20:00	Parish Meeting (See Note 2)
June*	Tuesday, 2 nd	19:00	Parish Council
	Tuesday, 30 th	19:00	Parish Council
July	Tuesday, 14 th	19:00	Finance Committee
		19:30 (See Note 1)	General Purposes Committee
	Tuesday, 28 th	19:00	Parish Council
August	Tuesday, 25 th	19:00 (See Note 3)	Parish Council
September*	Tuesday, 29 th	19:00	Parish Council
October	Tuesday, 13 th	19:00	Finance Committee
		19:30 (See Note 1)	General Purposes Committee
	Tuesday, 27 th	19:00	Parish Council
November	Tuesday, 24 th	19:00	Parish Council
December*	Tuesday, 15 th	19:00 (See Note 3)	Parish Council
2027			
January	Tuesday, 19 th	19:00	Finance Committee
	Tuesday, 26 th	19:00	Parish Council
February	Tuesday 9 th	19:00	General Purposes Committee
	Tuesday, 23 rd	19:00	Parish Council
March*	Tuesday, 30 th	19:00	Parish Council
April	Tuesday, 13 th	19:00	Finance Committee
		19:30 (See Note 1)	General Purposes Committee
	Tuesday, 27 th	19:00	Parish Council

- Note 1: Meeting will start no earlier than 19:30 and no later than 20:15
 Note 2: Public meeting held in the large Village Hall
 Note 3: Authorization of accounts and urgent business only
 Note 4: Appointment of Chairman and Committees only

MEETING DATES ARE SUBJECT TO CHANGE

*Months with five Tuesdays

APPENDIX 2

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

LIST OF PAYMENTS AGREED/APPROVED - JANUARY 2026

Cheque Number	Supplier/Payee	Amount £	VAT £	Total £	Expenditure Category
Revenue Account					
BACS	Salaries & Expenses - see below				Salaries
BACS	Salaries & Expenses - see below				Salaries
BACS	Salaries & Expenses - see below				Salaries
023497	Boyds Electrical Ltd	65.00	13.00	78.00	V/H M&R
023498	Mrs Leigh Collingwood	150.00	0.00	150.00	Refunds & PRS
023499	Forvis Mazars LLP	420.00	84.00	504.00	V/H M&R
023500	Friends of Grain Coastal Park	113.54	22.73	136.27	General M&R
023501	KALC	50.00	10.00	60.00	Administration
023502	CSG Global Education Ltd (KCS)	125.97	25.20	151.17	V/H M&R
023503	Safeplay Playground Services Ltd	642.00	128.40	770.40	General M&R
023504	SLCC	253.00	0.00	253.00	Subscriptions
023505	Viking Direct	124.46	24.90	149.36	Stationery/Equip
	<i>Salaries & Expenses</i>	3,083.71	3.05	3,086.76	Salaries
	Total - Cheques/BACS	5,027.68	311.28	5,338.96	
Revenue Account - Direct Debits					
06/01/2026	Vodafone Ltd* (3 months payments)	96.82	19.36	116.18	Telephone/Post
31/12/2025	Veolia ES (UK) Ltd	320.91	64.18	385.09	V/Hall M&R
01/01/2026	Blueraq Networks Ltd	20.00	4.00	24.00	Administration
16/01/2026	Business Stream	122.61	0.00	122.61	V/H Water
16/01/2026	Business Stream	23.31	0.00	23.31	Water
23/01/2026	EE Broadband (2 months payments)	108.64	0.00	108.64	Telephone/Post
20/01/2026	Santander (Account Fee)	4.99	0.00	4.99	Administration
07/01/2026	Crown Gas & Power Ltd	1,116.82	223.36	1,340.18	Gas
13/01/2026	Crown Gas & Power Ltd	303.20	60.64	363.84	V/H Electricity
13/01/2026	Crown Gas & Power Ltd (Pavilion)	65.20	3.26	68.46	Electricity
13/01/2026	Crown Gas & Power Ltd (MUGA)	57.14	2.86	60.00	Electricity
13/01/2026	Crown Gas & Power Ltd (W/Shop)	31.53	1.58	33.11	Electricity
	Total - Direct Debits	2,174.35	359.88	2,534.23	
<i>*Offset by ATC Credit of £22 per month</i>					
TOTAL REVENUE PAYMENTS		7,202.03	671.16	7,873.19	
Capital Account					
				0.00	Capital
TOTAL CAPITAL PAYMENTS		0.00	0.00	0.00	
TOTAL PAYMENTS FOR JANUARY 2026		7,202.03	671.16	7,873.19	

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APPENDIX 3

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

REVENUE & CAPITAL RECEIPTS REPORT

REVENUE ACCOUNT

Cash/Cheques	Receipt No 6807 to 6810
~ Garages	£223.20
~ Village Hall Lettings	£0.00
~ Wayleaves	£11.00
~ Miscellaneous	£0.00
TOTAL: £234.20	

BACS Deposits	Bank Statement 001/2026
~ Garages	£475.36
~ Village Hall Lettings	£0.00
~ Airtime Refund	£22.00
~ Miscellaneous	£251.00
~ VAT Repayments*	£0.00
TOTAL: £748.36	

CAPITAL ACCOUNT

Cash/cheques	Receipt No 6807 to 6810
~ Other	£0.00
TOTAL: £0.00	

BACS deposits	Bank Statement 001/2026
~ Other	£0.00
TOTAL: £0.00	

TOTAL RECEIPTS FOR DECEMBER 2025: £982.56