

# ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

## M I N U T E S

7<sup>th</sup> FEBRUARY 2023

PARISH COUNCIL MEETING HELD  
IN THE VILLAGE HALL AT 19:08

**Present:**

Councillor P Blakeley  
Councillor Mrs V Cordier (Chairman)  
Councillor A G Jones (Vice Chairman)  
Councillor Mrs G Sands  
Councillor T Sands  
Councillor Ms H von der Holle

**In Attendance:**

Mrs Christine Gurr – Parish Clerk

**Recording, filming and broadcasting of the meeting:**

- There were no members of the press and public present.

**Apologies for absence (received and accepted):**

Councillor Mrs C Hardingham - On holiday  
Councillor H Ogunfemi - Unwell  
Councillor D Warrington - On holiday

*(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

### 23.04 Minutes

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

- Parish Council – 29<sup>th</sup> November 2022
  - Proposer: Councillor Jones
  - Seconder: Councillor Blakeley
- Parish Council – 20<sup>th</sup> December 2022
  - Proposer: Councillor Blakeley
  - Seconder: Councillor Jones
- Finance Committee – 31<sup>st</sup> January 2023
  - Proposer: Councillor Mrs Cordier
  - Seconder: Councillor Jones
- Parish Council – 31<sup>st</sup> January 2023
  - Proposer: Councillor T Sands
  - Seconder: Councillor Jones

## ITEMS FOR DISCUSSION, RESOLUTION, OR REPRESENTATIONS

### 23.05 Approval of Meeting Schedule for 2023/24

Members reviewed the following documents:

- Draft Meeting Schedule for 2023/24
- Notes for Meeting Schedule for 2023/24

#### **Action/Comments Agreed:**

The meeting schedule for 2023/24, *per* Appendix 1, was accepted without amendment.

### 23.06 Background Report of Dummy Battery

This item was deferred to the Parish Council meeting scheduled for 28<sup>th</sup> February 2023.

#### **Action/Comments Agreed:**

Agenda for PC meeting on 28<sup>th</sup> February 2023 as a private and confidential item.

### 23.07 Defibrillator Access Review

There was a lengthy discussion of the following documents in relation to the proposal that the defibrillator cabinet should be left unlocked to allow unrestricted access:

- Email dated 6<sup>th</sup> January 2023 from Councillor Warrington;
- Email to/from Steve Joyce between 8<sup>th</sup> January and 21<sup>st</sup> January 2023;
- Email to/from Zurich Insurance dated 23<sup>rd</sup> January 2023.

#### **Action/Comments Agreed:**

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It was proposed by Councillor T Sands, seconded by Councillor Ms von der Holle, and agreed, that the defibrillator cabinet should remain locked and under the control of the South East Coast Ambulance Service.

### 23.08 Approval of repairs to Garage 'J' St James' Close

Members discussed the email dated 30<sup>th</sup> January 2023 from Garage Doors 4 You enclosing:

- Estimate 2118 for door repair in the sum of £1,120 (plus VAT of £224)

#### **Action/Comments Agreed:**

It was proposed by Councillor Blakeley, seconded by Councillor Mrs G Sands, and agreed, that the estimate be accepted.

### 23.09 Arrangements for Annual Parish Meeting

Members reviewed the following information:

- The proposed date is 2<sup>nd</sup> May 2023;
- Sample Notice dated 21<sup>st</sup> May 2022;
- Extract from Arnold Baker on Local Council Administration – 13<sup>th</sup> Edition:
  - *The parish meeting must assemble annual between 1<sup>st</sup> March and 1<sup>st</sup> 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:**

It was proposed by Councillor Mrs Cordier, seconded by Councillor T Sands, and agreed, that:

- The Annual Parish Meeting will be held on Tuesday, 2<sup>nd</sup> May 2023 at 19:30 for a 20:00 start;
- A representative from Neu Connect to be invited to give a presentation;
- The Ward Councillors to be invited to give a verbal or written report;
- A meeting agenda will be displayed on the Notice Board and on the website on Thursday, 20<sup>th</sup> April 2023.

### 23.10 Date and Agenda for General Purposes Meeting

Members discussed the following:

- The proposed date is 14<sup>th</sup> March 2023 (postponed from 24<sup>th</sup> January 2023);
- Proposed items for the agenda:
  - Presentation from a resident wishing to use Parish Council land for fitness coaching sessions (see email dated 30<sup>th</sup> September 2022 attached);

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- Update on RoSPA Reports dated 8<sup>th</sup> July 2022;
- Update on Memorial Stone Placement;
- Update on adoption of Parish Council Policies.

**Action/Comments Agreed:**

The date and agenda for the General Purposes Committee meeting on 14<sup>th</sup> March 2023 was agreed.

**23.11 Reports from meetings/events hosted by outside organisations**

No meeting to report on. The next meeting of the Rural Liaison Committee is scheduled for 1<sup>st</sup> March 2023 at 18:30 at Gun Wharf.

**Action/Comments Agreed:**

Report noted.

**23.12 Authorisation of Payments of Accounts**

*Schedule of cheques, BACS and Direct Debit payments for January 2023 for approval:*

- Revenue Account: £6,104.95
- Capital Account: Nil
- **TOTAL PAYMENTS: £6,104.95 (inclusive of VAT)**

**Action/Comments Agreed:**

It was proposed by Councillor Blakeley, seconded by Councillor T Sands and agreed, that the schedules of payments, as *per* Appendix 2, were approved.

**23.13 Revenue and Capital Receipts Report**

*Schedule of receipts during December 2022 for information:*

- Revenue Account
  - Cash/cheques: £206.60
  - BACS deposits: £3,215.09
- Capital Account
  - Cash/cheques banked: Nil
  - BACS credits: Nil
- **TOTAL RECEIPTS: £3,421.69 (inclusive of VAT)**

**Action/Comments Agreed:**

Report received and accepted as *per* Appendix 3.

**23.14 Consideration of Planning Applications**

The following applications were examined, discussed, and comments thereupon agreed:

**MC/23/0056**

**Land West of Grain Road and South of West Lane, Medway Power Station, Grain Road, Isle of Grain**

- *Construction of temporary access road to facilitate access to a temporary construction compound associated with the onshore substation works for the Neu Connect Interconnector Project*

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(MC/19/3015) ..... and a temporary  
300mm deep ditch.

**Comment/s Agreed:** Members support this application.

**MC/23/0123**

**103 Pannell Road, Isle of Grain, ME3 0EF**

- Construction of a two-storey extension to side.

**Comment/s Agreed:** Members had no comments on this application.

**MC/23/0170**

**2 Puffin Road, Isle of Grain, ME3 0EJ**

- Construction of a single storey extension to front incorporating conversion of existing integral garage.

**Comment/s Agreed:** Members fully support this application which is a much-needed addition to the property for the well-being of the disabled resident.

## 23.15 Notification of Planning Consents/Refusals

None notified.

## 23.16 General Correspondence

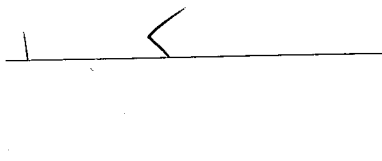
None to report.

**20:00** *There being no further business, the meeting was closed.*

## Future Meeting Dates:

- Parish Council - 28<sup>th</sup> February 2023 @ 19:00

Signed:



Date: 28/02/2023

**APPENDIX 1**  
**ST. JAMES, ISLE OF GRAIN, PARISH COUNCIL**  
**MEETING SCHEDULE FOR 2023/24**

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

Month	Date	Start Time	Meeting
<b>2023</b>			
January	Tuesday, 31 <sup>st</sup>	19:00	Finance Committee
	Tuesday, 31 <sup>st</sup>	19:30 (See Note 1)	Parish Council
February	Tuesday, 7 <sup>th</sup>	19:00	Parish Council
	Tuesday, 28 <sup>th</sup>	19:00	Parish Council
March	Tuesday, 14 <sup>th</sup>	19:00	General Purposes Committee
	Tuesday, 28 <sup>th</sup>	19:00	Parish Council
April	Tuesday, 11 <sup>th</sup>	19:00	Finance Committee
		19:30 (See Note 1)	General Purposes Committee
	Tuesday, 25 <sup>th</sup>	19:00	Parish Council
May	<b>Tuesday, 2<sup>nd</sup></b>	<b>19:30 for 20:00</b>	<b>Parish Meeting</b> (See Note 2)
	Tuesday, 16 <sup>th</sup>	19:00 (See Note 4)	Annual Parish Council
	Tuesday, 30 <sup>th</sup>	19:30	Parish Council
June	Tuesday, 27 <sup>th</sup>	19:00	Parish Council
July	Tuesday, 11 <sup>th</sup>	19:00	Finance Committee
		19:30 (See Note 1)	General Purposes Committee
	Tuesday, 25 <sup>th</sup>	19:00	Parish Council
August	Tuesday, 15 <sup>th</sup>	19:00 (See Note 3)	Parish Council
September	Tuesday, 26 <sup>th</sup>	19:00	Parish Council
October	Tuesday, 10 <sup>th</sup>	19:00	Finance Committee
		19:30 (See Note 1)	General Purposes Committee
	Tuesday, 31 <sup>st</sup>	19:00	Parish Council
November	Tuesday, 28 <sup>th</sup>	19:00	Parish Council
December	Tuesday, 12 <sup>th</sup>	19:00 (See Note 3)	Parish Council
<b>2024</b>			
January	Tuesday, 23 <sup>rd</sup>	19:00	Finance Committee
		19:30 (See Note 1)	General Purposes Committee
	Tuesday, 30 <sup>th</sup>	19:00	Parish Council
February	Tuesday, 27 <sup>th</sup>	19:00	Parish Council
March	Tuesday, 26 <sup>th</sup>	19:00	Parish Council
April	Tuesday, 16 <sup>th</sup>	19:00	Finance Committee
		19:30 (See Note 1)	General Purposes Committee
	Tuesday, 30 <sup>th</sup>	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

## APPENDIX 2

### ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

#### LIST OF PAYMENTS AGREED/APPROVED - JANUARY 2023

Cheque Number	Supplier/Payee	Amount £	VAT £	Total £	Expenditure Category
<b>Revenue Account</b>					
BACS	Salaries & Expenses - see below				
BACS	Salaries & Expenses - see below				
BACS	Salaries & Expenses - see below				
BACS	ALCC	50.00	0.00	50.00	Subscriptions
122980	Kent County Council	376.82	75.36	452.18	V/H M&R
122981	Business Stream	238.31	0.00	238.31	Split
122982	Garage Door Associates (GDA)	120.83	24.17	145.00	Garages M&R
122983	Managed Technology Corp Ltd	60.00	12.00	72.00	Stationery/Equip
122984	PPL PRS Ltd	385.72	77.15	462.87	Refunds/PRS
122985	Royal National Benevolent Trust	20.00	0.00	20.00	Chairman's Allow
122986	SLCC	51.50	0.80	52.30	Administration
122987	SPY Alarms Ltd	273.00	54.60	327.60	V/H M&R
122988	Vision ICT Ltd	65.00	13.00	78.00	Administration
	Salaries & Expenses	2,916.76	18.58	2,935.34	Split
	<b>Total - Cheques/BACS</b>	<b>4,557.94</b>	<b>275.66</b>	<b>4,833.60</b>	
<b>Revenue Account - Direct Debits</b>					
31/12/2022	Veolia ES (UK) Ltd	303.72	60.74	364.46	V/Hall M&R
01/01/2022	Blueraq Networks Ltd	20.00	4.00	24.00	Administration
06/01/2023	EE Broadband	43.10	0.00	43.10	Telephone
23/12/2022	SS Gas Ltd	699.83	139.96	839.79	Gas
	Southern Electric			0.00	V/Hall Electricity
	<b>Total - Direct Debits</b>	<b>1,066.65</b>	<b>204.70</b>	<b>1,271.35</b>	
<b>TOTAL REVENUE PAYMENTS</b>		<b>5,624.59</b>	<b>480.36</b>	<b>6,104.95</b>	
<b>Capital Account</b>					
				0.00	Capital
				0.00	Capital
<b>TOTAL CAPITAL PAYMENTS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL PAYMENTS FOR JANUARY 2023</b>		<b>5,624.59</b>	<b>480.36</b>	<b>6,104.95</b>	

23/25 ✓

## APPENDIX 3

### ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

### REVENUE & CAPITAL RECEIPTS REPORT

#### REVENUE ACCOUNT

Cash/Cheques	Receipt Nos 6632 to 6636
~ Garages	£175.60
~ Village Hall Lettings	£0.00
~ Wayleaves	£11.00
~ Other	£20.00
	<b>TOTAL: £206.60</b>

BACS Deposits	Bank Statement 001/2023
~ Garages	£469.52
~ Village Hall Lettings	£2,745.57
~ VAT Repayments	£0.00
~ Other	£0.00
	<b>TOTAL: £3,215.09</b>

#### CAPITAL ACCOUNT

Cash/cheques	Receipt Nos 6632 to 6636
~ Other	£0.00
	<b>TOTAL: £0.00</b>

BACS deposits	Bank Statement 012/2022
~ Other	£0.00
	<b>TOTAL: £0.00</b>

**TOTAL RECEIPTS FOR DECEMBER 2022: £3,421.69**