

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

M I N U T E S

28th FEBRUARY 2023

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

Present:

Councillor Mrs V Cordier (Chairman)
Councillor A G Jones (Vice Chairman)
Councillor H Ogunfemi (from 19:20)
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 - Work commitment
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

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

23.17 Appointment of PCSOs

Councillor Mrs Cordier raised the issue of the lack of information from the police about the recent appointment of two new PCSOs on the Peninsula, particularly as no attempt had been made to engage with local Parish Councils.

Action/Comments Agreed:

Write to the local police superintendent about this lack of information and contact.

23.18 Minutes

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

- Parish Council – 7th February 2023
 - Proposer: Councillor Jones
 - Seconder: Councillor T Sands

ITEMS FOR DISCUSSION, RESOLUTION, OR REPRESENTATIONS

23.19 Operation Stop the Drop

Members reviewed the following documents:

- Email dated 21st February 2023 from Catharina representing Allhallows litter picker group call 'Superheroes';
- Letter (undated) giving information on the 'Operation Stop the Drop' campaign;
- Sample collage poster.

Action/Comments Agreed:

Reply that members approve of the initiative but that there is an established volunteer group which carries out regular litter picking and environmental enhancement work within the parish, as well as taking part in the Keep Britain Tidy project.

23.20 Medway Council's Pre-election Briefing - Local & Parish Elections – 4th May 2023

Members reviewed the following documents:

- Email from Jane Ringham (Head of Elections and Deputy Returning Officer for Medway Council) dated 3rd February 2023 with enclosures;
- PowerPoint slides from recent meeting;
- Election Timetable;
- KALC Elections Bulletin – Issue 1

Action/Comments Agreed:

Members will access all the relevant information from the Medway Council website – a link to which is available on the Parish Council website.

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23.21 Historic use of RACC and Asbestos in Village Hall

Members discussed the following documents:

- Email dated 11th January 2023 from Elms Medical Practice regarding the presence of RACC in the surgery;
- NHS England Advice Note (RACC);
- NHS England Briefing Note (RACC);
- Extract from Department of Education RACC Estates Guidance;
- Email dated 30th September 2022 from Elms Medical Practice regarding the presence of asbestos in the surgery;
- Asbestos Management Survey dated 17th March 2020;
- Email dated 6th April 2020 from Medway Insulations Ltd enclosing quotation for remedial works in the Village Hall and surgery.

Action/Comments Agreed:

The following actions were agreed on proposition by Councillor Mrs Cordier, seconded by Councillor Mrs G Sands:

- Instruct Medway Insulations Ltd to carry out a further survey of the GP Surgery and provide a quote for any remedial works required;
- Ask Medway Insulations Ltd if they can carry out a survey to identify RACC in the Village Hall, or, if not, provide details of a surveyor qualified to do such a survey.

23.22 Update on Land at Whitehouse Farm

Members discussed the following documents:

- GPC email dated 16th February 2023 to Stuart Mair of George Webb Finn regarding the recent ploughing of the above land;
- Email exchange between GPC and Stuart Mair dated 17th February 2023;
- GPC letter dated 17th February 2023 to Ms Susan Osenton regarding ploughing of above land;
- File note of telephone conversation with Mr Michael Waller on 20th February 2023.

Action/Comments Agreed:

- Await further contact from potential tenant;
- Agenda for a future PC meeting when more information is available.

23.23 Ground Lease with Shared Access

Members reviewed the following documents:

- Email dated 8th February 2023 from Shared Access regarding further works relating to the Ground Lease dated 24th February 2017 for the Telecommunication Installation at the Pavilion Car Park;
- Letter dated 7th February 2023 from Shared Access detailing the future works at the above site which require planning permission;

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- GPC email dated 22nd February 2023 to Shared Access stating the any planning permission required must be obtained from Medway Council.

Action/Comments Agreed:

- Await further contact from Shared Access;
- Agenda for a future PC meeting when more information is available.

23.24 Coronation of King Charles III – 6th May 2023

Members reviewed the following:

- Extract from KALC Newsletter dated February 2023

Action/Comments Agreed:

- Await further information from KALC;
- Agenda for a future PC meeting when more information is available.

20:05 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.

23.25 Background Report on Dummy Battery

There was a confidential discussion of a potential contract.

Action/Comments Agreed:

Actions were discussed and agreed.

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

23.26 Authorisation of Payments of Accounts

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

- Revenue Account: £5,014.42
- Capital Account: Nil
- **TOTAL PAYMENTS: £5,014.42 (inclusive of VAT)**

Action/Comments Agreed:

It was proposed by Councillor Ms von der Holle, seconded by Councillor Jones and agreed, that the schedules of payments, as per Appendix 1, were approved.

23.27 Revenue and Capital Receipts Report

Schedule of receipts during January 2023 for information:

- Revenue Account
 - Cash/cheques: £1,144.92
 - BACS deposits: £4,103.92

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- Capital Account
 - Cash/cheques banked: Nil
 - BACS credits: Nil
- **TOTAL RECEIPTS: £5,248.84 (inclusive of VAT)**

Action/Comments Agreed:

Report received and accepted as *per* Appendix 2.

23.28 Consideration of Planning Applications

None notified.

23.29 Notification of Planning Consents/Refusals

None notified.

Action/Comments Agreed:

Contact Medway Council Planning Department to query that no notification of planning decisions are provided when comments are made.

23.30 Reports from meetings/events hosted by outside organisations

A KALC meeting was held on 22/02/23 but no one had been able to attend.

Action/Comments Agreed:

Future meetings:

- KALC – 26th April 2023
- Rural Liaison – 01st March 2023

23.31 General Correspondence

The following letters were received:

06/02/23: Department for Levelling Up, Housing & Communities –

- Notification of Section 137 Expenditure Limit for 2023-2024 = £9.93

21/02/22: EE Home Broadband –

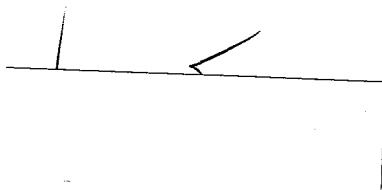
- Notification of price increase from 31/03/23

06/01/23: Friends of Grain Coastal Park –

- Donation of £150 towards the recent purchase of new brush cutter/strimmer for use of volunteers

20:40 *There being no further business, the meeting was closed.*

Signed:



Date: 28/03/2023

APPENDIX 1

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

LIST OF PAYMENTS AGREED/APPROVED - FEBRUARY 2023

Cheque Number	Supplier/Payee	Amount £	VAT £	Total £	Expenditure Category
Revenue Account					
BACS	<i>Salaries & Expenses - see below</i>				
BACS	<i>Salaries & Expenses - see below</i>				
BACS	<i>Salaries & Expenses - see below</i>				
BACS	Viking Direct	56.66	11.33	67.99	Stationery/Equip
122989	CPRE	36.00	0.00	36.00	Subscriptions
122990	Managed Technology Corp Ltd	14.88	2.98	17.86	V/H M&R
122991	Reimbursement: Mr A Butcher	52.44	10.51	62.95	General M&R
122992	Rialtas Business Solutions Ltd	250.00	50.00	300.00	Administration
122993	Stoke V/Hall Management Ctte	206.50	0.00	206.50	Miscellaneous
	<i>Salaries & Expenses</i>	2,503.12	10.60	2,513.72	
	Total - Cheques/BACS	3,119.60	85.42	3,205.02	
Revenue Account - Direct Debits					
28/02/2023	Veolia ES (UK) Ltd	285.69	57.14	342.83	V/Hall M&R
01/02/2023	Blueraq Networks Ltd	20.00	4.00	24.00	Administration
06/02/2023	EE Broadband	42.43	0.00	42.43	Telephone
24/02/2023	SS Gas Ltd	674.82	134.96	809.78	Gas
20/02/2023	Southern Electric	624.16	34.19	658.35	V/Hall Electricity
	Total - Direct Debits	1,647.10	230.29	1,877.39	
	TOTAL REVENUE PAYMENTS	4,766.70	315.71	5,082.41	
Capital Account					
				0.00	Capital
				0.00	Capital
	TOTAL CAPITAL PAYMENTS	0.00	0.00	0.00	
TOTAL PAYMENTS FOR JANUARY 2023		4,766.70	315.71	5,082.41	

APPENDIX 2

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REVENUE & CAPITAL RECEIPTS REPORT

REVENUE ACCOUNT

Cash/Cheques	Receipt Nos 6637 to 6646
~ Garages	£604.92
~ Village Hall Lettings	£540.00
~ Wayleaves	£0.00
~ Other	£0.00
TOTAL: £1,144.92	

BACS Deposits	Bank Statement 002/2023
~ Garages	£433.92
~ Village Hall Lettings	£3,670.00
~ VAT Repayments	£0.00
~ Other	£0.00
TOTAL: £4,103.92	

CAPITAL ACCOUNT

Cash/cheques	Receipt Nos 6637 to 6646
~ Other	£0.00
TOTAL: £0.00	

BACS deposits	Bank Statement 002/2023
~ Other	£0.00
TOTAL: £0.00	

TOTAL RECEIPTS FOR JANUARY 2023: £5,248.84