

# ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

## M I N U T E S

28<sup>th</sup> MARCH 2023

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

**Present:**

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

**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):** None to receive.

*(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 two items were discussed as a matter of urgency:

### 23.32 Purchase of mower for Village Hall grounds maintenance

The Clerk reported that the petrol mower was beyond economic repair and should be replaced with a cordless rechargeable mower to eliminate the need to purchase and store petrol.

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

It was agreed to purchase a suitable cordless rechargeable mower up to the value of £500.

### 23.33 New housing development in Port Victoria Road

Email dated 28<sup>th</sup> March 2023 from a resident concerned at the activities of the contractors on the above site causing road blockages and damage to the grass verge and kerbing opposite the site entrance. It was also noted that no site safety or developer contact details are on display.

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

Report to Medway Council planning enforcement department as a breach of planning conditions.

### 23.34 Minutes

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

- Parish Council – 28<sup>th</sup> February 2023
  - Proposer: Councillor Jones
  - Seconder: Councillor Mrs G Sands
- Confidential Notes – 28<sup>th</sup> February 2023
  - Proposer: Councillor Ogunfemi
  - Seconder: Councillor Ms von der Holle
- GP Committee – 14<sup>th</sup> March 2023
  - Proposer: Councillor Warrington
  - Seconder: Councillor T Sands

## ITEMS FOR DISCUSSION, RESOLUTION, OR REPRESENTATIONS

### 23.35 Update on Land at Whitehouse Farm

Members discussed the following documents:

- Email dated 6<sup>th</sup> March 2023 from Mr James Loveridge offering to rent the above land;
- Emails dated 6<sup>th</sup> March 2023 from Stuart Mair of George Webb Finn giving advice on Mr Loveridge's offer and a possible alternative use for the above land.

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

It was proposed by Councillor Ogunfemi, seconded by Councillor Warrington, and agreed as follows:

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- Offer Mr Loveridge a farm tenancy from April 2023 to end of September 2024 at a rent of £50 per month;
- Tenancy to be reviewed thereafter.

### 23.36 Fitness Training Proposal

Members reviewed the following:

- Extract from Minutes of General Purposes Committee meeting held on 14<sup>th</sup> March 2023 (item GP.23.01) detailing the presentation and discussion of the above proposal and recommendation to full council.

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

It was proposed by Councillor Ms von der Holle, seconded by Councillor Warrington, and agreed, to accept the recommendation of the General Purposes Committee to support the initiative to provide outdoor fitness training as detailed in the Minutes of the above meeting.

### 23.37 Provision of Public Toilets

Members reviewed the following documents:

- GPC letter dated 24<sup>th</sup> January 2023 to Medway Council and copied to Ward Councillors (similar letters sent to Natural England and Kelly Tolhurst MP);
- Letter dated 30<sup>th</sup> January 2023 from Ward Councillor Crozer;
- Email dated 3<sup>rd</sup> February 2023 from Jenny Bowen, Senior Adviser (England Coast Path, East Sussex and Kent) for Natural England
- Letter dated 7<sup>th</sup> February 2023 from Kelly Tolhurst MP;
- Email dated 14<sup>th</sup> March 2023 from Medway Council.

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

Councillor Warrington reported that he was to meet Kelly Tolhurst MP soon to discuss this matter further.

### 23.38 Arrangements for Fete Day – 22<sup>nd</sup> July 2023

Members discussed the following documents:

- Email dated 14<sup>th</sup> March 2023 from Isle of Grain Fete Committee requesting use of Seaview Meadow and the Pavilion;
- Email dated 21<sup>st</sup> March 2023 from Ms Houston requesting permission to bring horses onto St James' Playing Field.

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

Members agreed the following:

- The Fete Committee to use Seaview Meadow for overflow parking which would be monitored by a parking attendant/marshall;
- The use of the Pavilion as a changing area and additional toilet facilities;
- Ms Houston will be offered the use of the area behind the Pavilion (mower storage area) as a safe place to keep the horses during Fete Day activities.

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## 23.39 Quotation for Legionella Risk Assessments

Members discussed the following:

- Email dated 15<sup>th</sup> March 2023 from Medway Norse quoting for the above work:
  - Village Hall - £577.50
  - Pavilion - £577.50
  - TOTAL: £1,155 (plus VAT) if carried out on the same day.

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

It was proposed by Councillor Warrington, seconded by Councillor Jones, and agreed, to accept the quotations totalling £1,555 (plus VAT).

## 23.40 OEP Call for evidence on protected nature site laws (SSSIs)

Members reviewed the following documents:

- Email dated 10<sup>th</sup> March 2023 from KALC referring forwarding Office for Environmental Protection's call for evidence on above;
- OEP Call for Evidence on Protected sites for nature in England and Northern Ireland by Friday, 21<sup>st</sup> April 2023

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

It was proposed by Councillor Jones, seconded by Councillor Warrington, and agreed, that Councillor Mrs Cordier was delegated to formulate a submission on behalf of the Parish Council.

## 23.41 Allocation of Donations Budget for 2022/23

Members reviewed the following documents:

- Summary of 2022/23 Donations & Requests
- Summary of Donations from 2012/13 to 2021/22
- Extract from Minutes of Parish Council Meeting on 26<sup>th</sup> April 2022 (Minute 22.31) reviewing an Update on Queen's Jubilee Celebrations in relation to donation to St James' School.

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

It was resolved, on proposition by Councillor Ms von der Holle, seconded by Councillor T Sands, and agreed, that the Council, in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur the following expenditure, which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure:

<i>Cheque No</i>	<i>Recipient</i>	<i>£</i>
BACS	Reimburse: Mrs C Gurr (RBL Wreath)	40.00
122966	E J Clough (Christmas Tree)	145.00
122968	PCC of Grain (Christmas Tree)	40.00
122974	Children with Cancer UK	50.00
123001	1 <sup>st</sup> Isle of Grain Brownies	50.00

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123002	Isle of Grain Fete & Carnival Committee	50.00
123005	Showin' Grain (see below)	25.00
123006	St George's Day Committee	50.00
123007	St James' Primary Academy	500.00

*Additional donations totalling £105 were funded from unspent Chairman's Allowance*

123003	KSS Air Ambulance Trust	40.00
123004	Mrs Sue Pritchett	40.00
123005	Showin' Grain (see above)	25.00

## 23.42 Authorisation of Payments of Accounts

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

- Revenue Account: £9,776.87
- Capital Account: Nil
- **TOTAL PAYMENTS: £9,776.877 (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.

## 23.43 Revenue and Capital Receipts Report

*Schedule of receipts during February 2023 for information:*

- Revenue Account
  - Cash/cheques: £75.60
  - BACS deposits: £624.72
- Capital Account
  - Cash/cheques banked: Nil
  - BACS credits: Nil
- **TOTAL RECEIPTS: £700.32 (inclusive of VAT)**

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

Report received and accepted as per Appendix 2.

## 23.44 Consideration of Planning Applications

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

**MC/23/0217** Land adjacent to 8 St James' Close, ME3 0BX

- *Construction of detached bungalow with associated parking.*

**Comment/s Agreed:** Members object to this application as this development will:

- Generate more on-road parking as few properties have off-road parking facilities;

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- Adversely affect vehicle access in this narrow cul-de-sac.

**MC/22/1078**

London Thamesport, Grain Road, Isle of Grain, ME3 0AE

- *Proposed new concrete products manufacturing facility comprising of warehouse and manufacturing plant for the product, storage and distribution of concrete blocks*

**Comment/s Agreed:** Members wished to reiterate the comments made on this application on 25<sup>th</sup> June 2022.

## 23.45 Notification of Planning Consents/Refusals

The Clerk reported that Medway Council no longer send out notifications of planning decisions to consultees as this information is available on the website.

**Action/Comments Agreed:**

It was agreed to remove this item from the agenda.

## 23.46 Reports from meetings/events hosted by outside organisations

Councillor Mrs Cordier gave a verbal report on the following meetings/discussions:

Rural Liaison - 1<sup>st</sup> March 2023

- A discussion took place on the proposed new arrangements for Rural Liaison grants to Parish Councils which are yet to be finalised.

Stoke Bridge Road Closures

- Various emails and/or telephone calls with Taff Morgan (MC Emergency Planning Officer) regarding the proposed repairs to A228 Stoke Bridge during Summer 2023 which would require road closures – details of which are yet to be finalised.

GP Surgery – 14<sup>th</sup> March 2023

- A meeting was requested by the Elms Practice and attended by the Clerk and Chairman. A full report will be prepared for discussion as a private and confidential item at the next available PC meeting.

Grain LNG meeting – 23<sup>rd</sup> March 2023

- A meeting was requested by Phoebe Sullivan to discuss potential community projects. A full report will be prepared for discussion at the next available PC meeting.

NeuConnect Interconnector Project – 27<sup>th</sup> March 2023

- A meeting was requested by NeuConnect to discuss the current progress of the project and potential community projects. A full report will be prepared for discussion at the next available PC meeting.

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**Action/Comments Agreed:**

Minutes of meetings, reports or updated information will be circulated to all members when it becomes available.

**23.47 General Correspondence**

The following letters were received:

08/03/23 Medway Non-Domestic Rate Bill for 2023/24 in respect of the Village Hall showing a nil balance after deduction of Small Business Relief.

09/03/23 SSE Energy Solutions stating that from 1 April 2023 the billed rate for electricity will increase by 0.925p/kWh owing to the UK Government changing the way non-commodity costs are collected.

**20:44** *There being no further business, the meeting was closed.*

Signed:

A handwritten signature consisting of a vertical line on the left, a horizontal line extending to the right, and a large, stylized 'S' or 'J' shape above the horizontal line.

Date: 25/04/2023

## APPENDIX 1

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

#### LIST OF PAYMENTS AGREED/APPROVED - MARCH 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				
122994	HM Revenue & Customs	2,258.91	0.00	2,258.91	Salaries
122995	Blakes Security Systems Ltd	134.83	26.97	161.80	General M&R
122996	Mr C Collingwood	150.00	0.00	150.00	Refunds/PPR
122997	Garage Door Associates (GDA)	1,120.00	224.00	1,344.00	Garages M&R
122998	Tuckwells	694.15	138.83	832.98	General M&R
122999	Viking Direct	110.52	22.10	132.62	Stationery/Equip
123000	Vision ICT Ltd	115.00	23.00	138.00	Administration
123001	1st Isle of Grain Brownies	50.00	0.00	50.00	Section 137
123002	IoG Fete & Carnival Committee	50.00	0.00	50.00	Section 137
123003	KSS Air Ambulance Trust	40.00	0.00	40.00	Chairmans Allow
123004	Mrs S Pritchett	40.00	0.00	40.00	Chairmans Allow
123005	Showin' Grain	50.00	0.00	50.00	Split
123006	St George's Day Committee	50.00	0.00	50.00	Section 137
123007	St James' CoE Primary Academy	500.00	0.00	500.00	Section 137
BACS	World of Power	341.17	68.23	409.40	Equip Replace
	Salaries & Expenses	2,563.23	6.00	2,569.23	Salaries
	<b>Total - Cheques/BACS</b>	<b>8,267.81</b>	<b>509.13</b>	<b>8,776.94</b>	
<b>Revenue Account - Direct Debits</b>					
28/03/2023	Veolia ES (UK) Ltd	283.53	56.71	340.24	V/Hall M&R
01/03/2023	Blueraq Networks Ltd	20.00	4.00	24.00	Administration
23/02/2023	EE Broadband	42.77	0.00	42.77	Telephone
06/03/2023	SS Gas Ltd	494.10	98.82	592.92	Gas
	Southern Electric			0.00	Split
	<b>Total - Direct Debits</b>	<b>840.40</b>	<b>159.53</b>	<b>999.93</b>	
<b>TOTAL REVENUE PAYMENTS</b>		<b>9,108.21</b>	<b>668.66</b>	<b>9,776.87</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 MARCH 2023</b>		<b>9,108.21</b>	<b>668.66</b>	<b>9,776.87</b>	



## APPENDIX 2

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

#### REVENUE & CAPITAL RECEIPTS REPORT

##### REVENUE ACCOUNT

Cash/Cheques	Receipt Nos 6647 to 6648
~ Garages	£75.60
~ Village Hall Lettings	£0.00
~ Wayleaves	£0.00
~ Other	£0.00
TOTAL: £75.60	

BACS Deposits	Bank Statement 003/2023
~ Garages	£433.92
~ Village Hall Lettings	£190.80
~ VAT Repayments	£0.00
~ Other	£0.00
TOTAL: £624.72	

##### CAPITAL ACCOUNT

Cash/cheques	Receipt Nos 6647 to 6648
~ Other	£0.00
TOTAL: £0.00	

BACS deposits	Bank Statement 003/2023
~ Other	£0.00
TOTAL: £0.00	

**TOTAL RECEIPTS FOR FEBRUARY 2023: £700.32**