

# ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

## M I N U T E S

25<sup>th</sup> APRIL 2023

PARISH COUNCIL MEETING HELD IN  
THE VILLAGE HALL AT 19:10

**Present:**

Councillor P Blakeley  
Councillor Mrs V Cordier (Chairman)  
Councillor A G Jones (Vice Chairman)  
Councillor H Ogunfemi  
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):**

Councillor Mrs C Hardingham - On holiday  
Councillor Mrs G Sands - On holiday  
Councillor T Sands - 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.

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The following DPI was received:

Agenda Item	Name of Member	Reason
10 (a)	Councillor Ogunfemi	Planning application MC/23/0789 relates to his private dwelling.

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

### 23.49 Nautilus Multi-purpose Interconnector

Email dated 24<sup>th</sup> April from Jemima Coe of Dalcour Maclaren requesting a meeting with the Parish Council to discuss the proposal and their plans to engage with the local community.

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

Invite the Nautilus Project Team to give a presentation at 18:30 before the PC meeting scheduled for 30<sup>th</sup> May 2023

### 23.50 Siting of Storage Container for Fete Committee

Letter dated 19<sup>th</sup> April 2023 from Fete Committee asking for permission to site a shipping container in the Pavilion Compound for storage purposes.

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

It was agreed to arrange a site meeting to discuss possible alternative storage solutions as space at the rear of the Pavilion was limited owing to the requirements for manoeuvring grass cutting equipment.

### 23.51 Uncontested Election Result

The Clerk reported that only six nomination papers had been received by the 4 pm deadline on 4<sup>th</sup> April 2023 and therefore only six members were elected. Two further nomination papers were delayed owing to an administrative error at Gun Wharf. Councillor Mrs Cordier announced that she had not sought re-election for personal reasons.

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

The Clerk advised members that:

- Co-option of candidates whose nomination papers had been misplaced (Mr Alan Jones and Ms Helga von der Holle) could take place at the first meeting of the new council as in election year it was not necessary to advertise vacancies where there had been an insufficiency of nominations;
- Councillor Mrs Cordier remains as Chairman until the Annual Parish Council Meeting scheduled for 16<sup>th</sup> May 2023 when a new Chairman would be elected;
- Councillor Mrs Cordier will only have a casting vote at that meeting.

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## 23.52 Minutes

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

- Parish Council – 28<sup>th</sup> March 2023
  - Proposer: Councillor Ogunfemi
  - Seconder: Councillor Warrington

## ITEMS FOR DISCUSSION, RESOLUTION, OR REPRESENTATIONS

### 23.53 Adoption of Health & Safety Policy

Members reviewed the following documents:

- Extract from Minutes of General Purposes Committee meeting held on 14<sup>th</sup> March 2023 recommending the adoption of the draft Health & Safety Policy;
- Draft Health & Safety Policy dated 14<sup>th</sup> March 2023.

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

It was proposed by Councillor Warrington, seconded by Councillor Jones, and agreed, that:

- The Health & Safety Policy drafted on 14<sup>th</sup> March 2023 be adopted;
- Display on website as a strategic document.

### 23.54 Update on Land at Whitehouse Farm

Members discussed the following:

- Email dated 21<sup>st</sup> April 2023 from Mr James Loveridge declining the offer of a Farm Tenancy agreement at this time.

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

It was proposed by Councillor Warrington, seconded by Councillor Ms von der Holle and agreed, to review the tenancy situation in September.

### 23.55 Memorial Stone Placement

Members reviewed the following:

- Extract from General Purposes Committee meeting held on 18<sup>th</sup> April 2023 recommending the acceptance of the design and cost of the H Bailey Memorials quotation for the above.

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

It was proposed by Councillor Blakeley, seconded by Councillor Ms von der Holle and agreed, to accept the recommendation of the General Purposes Committee.

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## 23.56 Appointment of Internal Auditor

Members reviewed the following:

- Extract from Finance Committee meeting held on 18<sup>th</sup> April 2023 recommending the appointment of an Independent Internal Auditor for the 2022/23 accounts.

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

It was proposed by Councillor Warrington, seconded by Councillor Blakeley and agreed, to accept the recommendation of the Finance Committee.

## 23.57 Environment Agency Project: Flood Awareness on the Isle of Grain

Members discussed the following:

- Email dated 31<sup>st</sup> January 2023 from Emily Whittingham, the Environment Agency's Flood Resilience Engagement Advisor for Kent, South London and East Sussex Area giving details of the above project.

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

It was agreed to offer Ms Whittingham a site meeting with the Clerk and Councillors Blakeley, Jones, T Sands and Warrington during May, if possible.

## 23.58 Medway Council Parish Community Governance Review

Members reviewed the following:

- Email dated 8<sup>th</sup> March 2023 from Jane Ringham (Medway Council Head of Elections and Member Services) enclosing the report to Medway Councillors on the above review.

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

Contents noted:

## 23.59 Provision of mobile phone for Parish Clerk

Councillor Mrs Cordier proposed that the Parish Clerk be provided with a mobile phone for council use as there were many occasions when communications away from the office were necessary. In addition, the facility to take photographs of places, items and documents would be beneficial.

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

Members agreed in principle that:

- A mobile phone should be provided subject to costings;
- Agenda for May PC meeting.

## 20:10 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**

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*information as defined in paragraph 1 in Part 1 of Schedule 12A of the Act.*

## 23.60 GP Surgery Report

There was a confidential discussion of a meeting with the Elms Medical Practice on 14<sup>th</sup> March 2023.

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

Actions were discussed and agreed.

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

## 23.61 Authorisation of Payments of Accounts

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

- Revenue Account: £5,674.43
- Capital Account: Nil
- **TOTAL PAYMENTS: £5,674.43 (inclusive of VAT)**

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

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

## 23.62 Revenue and Capital Receipts Report

*Schedule of receipts during March 2023 for information:*

- Revenue Account
  - Cash/cheques: £175.60
  - BACS deposits: £1,038.34
- Capital Account
  - Cash/cheques banked: Nil
  - BACS credits: Nil
- **TOTAL RECEIPTS: £1,213.94 (inclusive of VAT)**

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

Report received and accepted as *per* Appendix 2.

## 20:22 *Councillor Ogunfemi left the meeting as the following planning application relates to his private dwelling.*

## 23.63 Consideration of Planning Applications

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

**MC/23/0789**

**1 Rivendell Close**

- Construction of a two-storey extension to side (internal layout alterations)

*Comment/s agreed:*

*Members had no objections.*

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20:26 *Councillor Ogunfemi joined the meeting.*

**MC/23/0452**

**Land West of Grain Road (Siemens Energy Ltd)**

- Application for approval of reserved matters being landscaping pursuant to outline planning permission MC/19/3015 for the construction and operation of converter station ..... between Great Britain and German electricity networks.

*Comment/s agreed:*

*Members had no objections.*

23.64 **Reports from meetings/events hosted by outside organisations**  
Councillor Warrington gave a verbal report of a recent meeting with Kelly Tolhurst MP who will deal personally with the following issues:

- Public Toilets for Grain village;
- Implementation of the Asset of Community Value status in respect of the Hogarth Inn.

**Action/Comments Agreed:**

If minutes received, these will be copied to all members when they become available.

23.65 **General Correspondence**

The following correspondence was received:

29/03/23	Letter from Bluecrest Land expressing an interest in acquiring the site of the Village Hall in Chapel Road.
04/04/23	Acknowledgement from King Charles III of a letter of condolence in respect of his mother.
28/03/23	Letter from Business Stream notifying changes to the 2023/24 charges.
March 2023	Letter from HM Revenue & Customs notifying the changes to VAT penalties and interest from 1 <sup>st</sup> January 2023.
08/03/23	Letter from Chairman of GOFFs stating that the group has dissolved with effect from 15 <sup>th</sup> March 2023.

20:43 *There being no further business, the meeting was closed.*

Signed:

Parish Council Meeting

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Date:

6/6/2023

25<sup>th</sup> April 2023

## APPENDIX 1

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

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

Cheque Number	Supplier/Payee	Amount £	VAT £	Total £	Expenditure Category
<b>Revenue Account</b>					
BACS	<i>Salaries &amp; Expenses - see below</i>				
BACS	<i>Salaries &amp; Expenses - see below</i>				
BACS	<i>Salaries &amp; Expenses - see below</i>				
BACS	Viking Direct	147.69	29.54	177.23	Stationery/Equip
123008	Business Stream	170.58	0.00	170.58	Water
123009	Centrewire Ltd	552.00	110.40	662.40	Miscellaneous
123010	Garage Door Associates (GDA)	324.16	64.84	389.00	Garages M&R
123011	Kent County Council	62.67	12.53	75.20	V/Hall M&R
123012	Kent Wildlife Trust	50.00	0.00	50.00	General M&R
123013	Viking Direct	338.14	67.63	405.77	Stationery/Equip
	<i>Salaries &amp; Expenses</i>	2,605.83	11.27	2,617.10	Salaries
	<b>Total - Cheques/BACS</b>	<b>4,251.07</b>	<b>296.21</b>	<b>4,547.28</b>	
<b>Revenue Account - Direct Debits</b>					
31/03/2023	Veolia ES (UK) Ltd	347.65	69.53	417.18	V/Hall M&R
01/04/2023	Blueraq Networks Ltd	20.00	4.00	24.00	Administration
23/03/2023	EE Broadband	42.52	0.00	42.52	Telephone
06/04/2023	SS Gas Ltd	536.21	107.24	643.45	Gas
	Southern Electric			0.00	Split
	<b>Total - Direct Debits</b>	<b>946.38</b>	<b>180.77</b>	<b>1,127.15</b>	
<b>TOTAL REVENUE PAYMENTS</b>		<b>5,197.45</b>	<b>476.98</b>	<b>5,674.43</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>5,197.45</b>	<b>476.98</b>	<b>5,674.43</b>	

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## APPENDIX 2

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

### REVENUE & CAPITAL RECEIPTS REPORT

#### REVENUE ACCOUNT

Cash/Cheques	Receipt Nos 6649 to 6654
~ Garages	£175.60
~ Village Hall Lettings	£0.00
~ Wayleaves	£0.00
~ Other	£0.00
TOTAL: £175.60	

BACS Deposits	Bank Statement 004/2023
~ Garages	£435.52
~ Village Hall Lettings	£0.00
~ VAT Repayments	£0.00
~ Other (SSE Refund)	£602.82
TOTAL: £1,038.34	

#### 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 MARCH 2023: £1,213.94**

  
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