

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

MINUTES

6th JUNE 2023

PARISH COUNCIL MEETING HELD
IN THE VILLAGE HALL AT 19:12

Present:

Councillor P Blakeley (Chairman)
Councillor Mrs C Hardingham
Councillor H Ogunfemi
Councillor Mrs G Sands
Councillor T Sands

In Attendance:

Mrs Christine Gurr – Parish Clerk
Mr A G Jones

Recording, filming and broadcasting of the meeting:

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

Apologies for absence (received and accepted):

Councillor Ms H von der Holle - 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 two items were discussed as a matter of urgency:

23.71 Use of Playing Field for Football Coaching Session

The Clerk reported on telephone conversations today with the following:

- Representative from a sports company asking for permission to use the Playing Field for a junior football coaching session;
- Representative from a resident wishing to host the above event on 2nd July 2023 (including a picnic) for her six-year-old son's birthday.

Action/Comments Agreed:

Members agreed the event could go ahead on the following conditions:

- The organiser must confirm the date as well as start and finish times for the event;
- There will be no charge for the use of the field;
- The organiser/sports company will be responsible for ensuring that the area is clear of debris (i.e. glass, dog faeces etc) and is in a suitable condition for the event;
- The organiser/sports company must provide a certificate of Public Liability Insurance to cover the event;
- The organiser/sports company will be responsible for any injuries to participants and/or passers-by during the event;
- The organiser/sports company will be responsible for any damage caused to nearby properties and/or vehicles;
- The organiser/sports company will be responsible for litter picking the area at the end of the event.

23.72 Liaison with FoGCP

Email dated 6th June 2023 from former councillor Mrs Veronica Cordier proposing that Councillor T Sands be appointed to liaise with FoGCP to replace her in that role.

Action/Comments Agreed:

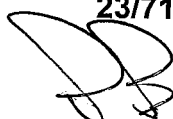
It was agreed to agenda the following item for the June PC meeting:

- Review of Committees and Representatives for 2023/24.

23.73 Minutes

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

- Parish Council – 18th April 2023
 - Proposer: Councillor Mrs G Sands
 - Secunder: Councillor Mrs Hardingham
- Finance Committee: - 18th April 2023
 - Proposer: Councillor Mrs Hardingham
 - Secunder: Councillor Mrs G Sands
- GP Committee – 18th April 2023
 - Proposer: Councillor Ogunfemi



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- Seconder: Councillor Mrs Hardingham
- Parish Council – 25th April 2023
 - Proposer: Councillor Ogunfemi
 - Seconder: Councillor Blakeley
- Annual Parish Council – 16th May 2023
 - Proposer: Councillor T Sands
 - Seconder: Councillor Ogunfemi
- Parish Council – 16th May 2023
 - Proposer: Councillor Mrs Hardingham
 - Seconder: Councillor T Sands

ITEMS FOR DISCUSSION, RESOLUTION, OR REPRESENTATIONS

23.74 Co-option of Parish Councillor

Members reviewed the following documents:

- Extract from Draft Minutes of Parish Council meeting held on 25th April 2023 setting out the procedure for co-option of Parish Councillors where there had been an insufficiency of nominations at the time of the election;
- NALC Legal Topic Note (LTN 8) Elections and Co-Option.

Action/Comments Agreed:

It was proposed by Councillor Mrs Hardingham, seconded by Councillor Ogunfemi, and agreed, that:

- Mr Alan Jones be co-opted onto the Parish Council with immediate effect;
- Notify Medway Council of this appointment;
- Update website;
- The remaining vacancy to be advertised on the website and on the notice boards;
- An application form to be sent to a resident who had expressed an interest in the vacancy.

23.75 Renewal of Councillors' Declarations of Pecuniary Interests

Members reviewed the following documents:

- Letter dated 13th February 2023 from Bhupinder Gill (Assistant Director Legal & Governance of Medway Council) regarding completion of Disclosure of Pecuniary Interests Forms;
- Extract from Localism Act 2011;
- DPI form for completion and return to Parish Clerk on 6th June 2023.

Action/Comments Agreed:

It was agreed that:

- The Clerk will hand-deliver the six completed DPIs to the Monitoring Office at Gun Wharf;
- The two outstanding DPIs would be delivered as soon as practicable.

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23.76 Review of Bank Account Signatories

Members reviewed the following documents:

- List of signatories on the Parish Council accounts with Santander as at 11th February 2020;
- List of proposed signatories on the Parish Council accounts with Santander as at 6th June 2023;
- Santander 'Customer Identification Requirements' to accompany 'Change of Details' form.

Action/Comments Agreed:

The following changes were agreed on proposition by Councillor Blakeley, seconded by Councillor Sands:

- Additions:
 - Councillor Mrs C Hardingham
 - Councillor Mrs G Sands
- Removals:
 - Councillor Mrs V Cordier (office ended 09/05/23)
 - Councillor J Driscoll (resigned 21/02/20)

23.77 Review of Legionella Risk Assessments

The Clerk reported that Legionella Risk Assessments were carried out on 14th April 2023 on the Village Hall and Pavilion but that the reports were still outstanding.

Action/Comments Agreed:

- Chase Medway Norse Ltd again;
- Agenda for the June PC meeting.

23.78 Aspire Medical Health at Kings Family Practice – Expansion of Practice Boundary

Members reviewed the following documents:

- Emails dated 27th March and 19th April 2023 from Kings Family Practice regarding the expansion of Practice Boundary to extend its catchment area;
- Extract from website posted on 11th May 2023.

Action/Comments Agreed:

Members noted the documents but felt that no action was required as the changes relate to the Kings Practice based in Gillingham.

23.79 Authorisation of Payments of Accounts

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

- Revenue Account: £7,652.36
- Capital Account: Nil
- **TOTAL PAYMENTS: £7,652.36 (inclusive of VAT)**

Action/Comments Agreed:

It was proposed by Councillor Mrs Hardingham, seconded by Councillor Blakeley and agreed, that the schedules of payments, as per Appendix, were approved.

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23.80 Revenue and Capital Receipts Report

Schedule of receipts during April 2023 for information:

- Revenue Account
 - Cash/cheques: £1,024.40
 - BACS deposits: £55,123.60
- Capital Account
 - Cash/cheques banked: Nil
 - BACS credits: Nil
- **TOTAL RECEIPTS: £56,148.00 (inclusive of VAT)**

Action/Comments Agreed:

Report received and accepted as *per* Appendix 2.

23.81 Consideration of Planning Applications

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

MC/23/1033

Foster Yeoman, Grain Road, ME3 0AL

- *Variation of condition 2 to allow a minor material amendment to planning permission MC/22/2184.*

Comment/s agreed: Members had no comments.

23.82 Reports from meetings/events hosted by outside organisations

No meetings to report on.

Action/Comments Agreed:

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

23.83 General Correspondence

The following correspondence was received:

28/04/23 Letter from Rivermead Trust regarding plans to take over the former Stoke Primary School to expand their existing specialist provision.

11/05/23 Letter from KSS Air Ambulance Charity thanking the Parish Council for their recent donation.

April 2023 Letter from Children with Cancer UK asking for financial assistance.

Action: Hold over until year end meeting.

13/03/23 North Falls Offshore Wind Farm second community newsletter.

17/05/23 Letter from Santander regarding our complaint about the delay in processing BACS payments and stating that this matter can be referred to the Ombudsman.

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Action: None at this time.

13/05/23

Leaflet from Heritage Festival event at Slough Fort, Allhallows where contact was made with Mr Neil Ross who is an Archaeologist specialising in fortifications on the Thames and Medway.

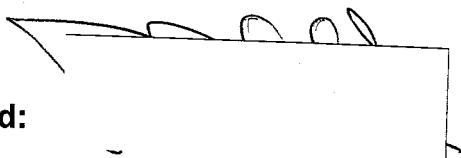
Action: Ask his advice on security at Grain Fort.

19/04/23

Letter from Miss Fay Cordingley, Headteacher at St James' Church of England Primary Academy thanking the Parish Council for its donation of £500 which had been used to purchase musical instruments.

19:58 *There being no further business, the meeting was closed.*

Signed:



Date: 27/6/23

Parish Council Meeting

23/75

6th June 2023



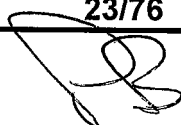
APPENDIX 1

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LIST OF PAYMENTS AGREED/APPROVED - MAY 2023

Cheque Number	Supplier/Payee	Amount £	VAT £	Total £	Expenditure Category
Revenue Account					
123014	Mrs S Langdridge	20.84	0.00	20.84	Administration
123015	Mrs M Pearn	20.84	0.00	20.84	Administration
123016	Mr Danny Page	150.00	0.00	150.00	Refunds&PRS
123017	<i>Salaries & Expenses - see below</i>			0.00	Salaries
123018	Business Stream	185.03	0.00	185.03	Water
123019	<i>Salaries & Expenses - see below</i>			0.00	Salaries
123020	<i>Salaries & Expenses - see below</i>			0.00	Salaries
123021	<i>Salaries & Expenses - see below</i>			0.00	Salaries
123022	Kent Fire Extinguisher Services Ltd	174.11	34.82	208.93	V/H M&R
123023	Managed Technology Corp Ltd	60.00	12.00	72.00	Stationery/Equip
123024	Medway Norse Ltd	1,155.00	231.00	1,386.00	Split
123025	Royal Mail Group Ltd	330.00	66.00	396.00	Administration
123026	Viking Direct	28.94	5.78	34.72	Stationery/Equip
123027	Vision ICT Ltd	115.00	23.00	138.00	Administration
	<i>Salaries & Expenses</i>	3,585.47	0.67	3,586.14	Salaries
	Total - Cheques/BACS	5,825.23	373.27	6,198.50	
Revenue Account - Direct Debits					
30/04/2023	Veolia ES (UK) Ltd	284.97	56.99	341.96	V/Hall M&R
01/05/2023	Bluerag Networks Ltd	20.00	4.00	24.00	Administration
23/03/2023	EE Broadband	50.30	0.00	50.30	Telephone
22/05/2023	SS Gas Ltd	328.46	65.69	394.15	Gas
23/04/2023	Southern Electric	536.21	107.24	643.45	Split
	Total - Direct Debits	1,219.94	233.92	1,453.86	
	TOTAL REVENUE PAYMENTS	7,045.17	607.19	7,652.36	
Capital Account					
				0.00	Capital
				0.00	Capital
	TOTAL CAPITAL PAYMENTS	0.00	0.00	0.00	
	TOTAL PAYMENTS FOR MAY 2023	7,045.17	607.19	7,652.36	

23/76



APPENDIX 2

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

REVENUE & CAPITAL RECEIPTS REPORT

REVENUE ACCOUNT

Cash/Cheques	Receipt Nos 6655 to 6663
~ Garages	£117.60
~ Village Hall Lettings	£354.80
~ Wayleaves	£0.00
~ Other (Benches donations)	£552.00
TOTAL: £1,024.40	

BACS Deposits	Bank Statement 005/2023
~ Garages	£395.60
~ Village Hall Lettings	£0.00
~ VAT Repayments	£0.00
~ Other (Precept)	£54,728.00
TOTAL: £55,123.60	

CAPITAL ACCOUNT

Cash/cheques	Receipt Nos 6655 to
~ Other	£0.00
TOTAL: £0.00	

BACS deposits	Bank Statement 004/2023
~ Other	£0.00
TOTAL: £0.00	

TOTAL RECEIPTS FOR APRIL 2023:

£56,148.00

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