

# ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

## M I N U T E S

27<sup>th</sup> JUNE 2023

PARISH COUNCIL MEETING HELD  
IN THE VILLAGE HALL AT 19:27

**Present:**

Councillor P Blakeley (Chairman)  
Councillor Mrs C Hardingham  
Councillor Mrs G Sands  
Councillor Ms H von der Holle  
Councillor D Warrington (Vice Chairman)

**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 A G Jones - Work commitment  
Councillor H Ogunfemi - On holiday  
Councillor T Sands - Attending MC Rural Liaison meeting

*(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:

### 23.84 Request for use of Seaview Meadow

Email dated 21<sup>st</sup> June 2023 from Mishy Winder of Grain Coast Crafty Alpaca Farm asking to use Seaview Meadow for car parking for events on 2<sup>nd</sup> and 9<sup>th</sup> September 2023.

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

It was proposed by Councillor Mrs Hardingham, seconded by Councillor Ms von der Holle, and agreed, that parking be allowed on the following conditions:

- Car parking arrangements are adequately advertised prior to each event;
- Appropriate signing is provided on each day;
- A car parking marshal is provided on each day;
- Litter picking be undertaken at the end of each day;
- Fee of £40 is payable for each event;
- If Seaview is unsuitable owing to weather conditions, the Village Hall car park may be available (subject to bookings);
- Councillor Paul Blakeley will be the key holder for each event.

### 23.85 Amendment to PC meeting schedule

Following the delays caused by the recent IT problems and her impending annual leave, the Clerk proposed that the meeting schedule be revised as follows:

- Finance Committee meeting scheduled for 11<sup>th</sup> July 2023 be held during August (dated to be agreed);
- General Purposes Committee meeting scheduled for 11<sup>th</sup> July 2023 be held during August (date to be agreed);
- PC meeting on scheduled for 25<sup>th</sup> July be held 1<sup>st</sup> August 2023;
- PC meeting scheduled for 15<sup>th</sup> August be held on 22<sup>nd</sup> August 2023;
- September PC meeting be held on 26<sup>th</sup> September (as per existing schedule).

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

It was proposed by Councillor Mrs G Sands, seconded by Councillor Mrs Hardingham, and agreed, that these revisions be accepted.

### 23.86 Minutes

The minutes of the following meeting was accepted as an accurate record of the proceedings:

- Parish Council – 6<sup>th</sup> June 2023
  - Proposer: Councillor Mrs G Sands
  - Seconder: Councillor Mrs Hardingham



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## ITEMS FOR DISCUSSION, RESOLUTION, OR REPRESENTATIONS

### **23.87 Annual Governance and Accountability Return (AGAR) for the year end 31 March 2023**

The Annual Governance statement for 2022/23 was examined in detail and item numbers 1 to 8 were agreed unanimously. Item 9 was not applicable.

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

The following actions were agreed on by proposition by Councillor Warrington and seconded by Councillor Mrs Hardingham:

- The Chairman and Clerk sign and date Section 1 document for submission to the Audit Commission by 30<sup>th</sup> June 2023;
- Section 1 of the unaudited Annual Return be displayed on the High Street and Village Hall Notice Boards;
- Section 1 of the unaudited Annual Return be displayed on the website.

### **23.88 Annual Governance and Accountability Return (AGAR) for the year end 31 March 2023**

The following documentation was examined in detail:

- Section 2 – Accounting Statements for 2022/23 (signed by the RFO on 26<sup>th</sup> June 2023)
- Bank Reconciliation to 31/03/23
- Unpresented Cheques at 31/03/23
- Statement of Significant Variances for 2022/23

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

The following actions were agreed on by proposition by Councillor Mrs Hardingham and seconded by Councillor Warrington:

- The Chairman sign and date Section 2 document for submission to the Audit Commission by 30<sup>th</sup> June 2023, together with the other documents noted above;
- Section 2 of the unaudited Annual Return be displayed on the High Street and Village Hall Notice Boards;
- Section 2 of the unaudited Annual Return be displayed on the website.

### **23.89 Confirmation of Notice of Public Rights and Publication of unaudited AGAR - Accounts for the year ended 31 March 2023**

Members reviewed the following document:

- Notice dated 30<sup>th</sup> June 2023 confirming period of inspection of unaudited AGAR for 2022/23 and all accounting records between the following dates:
  - Monday, 3<sup>rd</sup> July to Friday, 11<sup>th</sup> August 2023

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## **Action/Comments Agreed:**

It was agreed that this Notice be displayed on the Notice Boards and on the website from 29<sup>th</sup> June 2023 to ensure strict compliance with the statutory requirements for the Exercise of Public Rights.

## **23.90 Review of Legionella Risk Assessments**

Members reviewed the following extracts from the Legionella Risk Assessments carried out on 14<sup>th</sup> April 2023:

- Village Hall (38-page document)
  - Sections 5 & 6
- Pavilion (43-page document)
  - Sections 5 & 6

## **Action/Comments Agreed:**

It was agreed that in view of the size and complexity of these documents, these be referred to the General Purposes Committee for detailed examination.

## **23.91 Review of Committees & Representatives for 2023/24**

Members reviewed the Schedule of Committees & Representatives approved on 31<sup>st</sup> May 2023.

## **Action/Comments Agreed:**

It was proposed by Councillor Mrs Hardingham, seconded by Councillor Ms von der Holle, and agreed, that:

- The changes *per* Appendix 1, be accepted;
- Ask Mrs Veronica Cordier for contact details for the administrator of the MC Urban Parks & Green Spaces Forum.

## **23.92 Review of Nautilus Multi-purpose Interconnector Presentation**

There was a brief discussion of the pre-meeting presentation from Tom Cawley and two colleagues from the Nautilus Team on the proposal to create an interconnector between Belgium and the UK.

## **Action/Comments Agreed:**

Members agreed that that the presentation had been very informative and was much appreciated.

## **23.93 Authorisation of Payments of Accounts**

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

- Revenue Account: £6,947.55
- Capital Account: Nil
- **TOTAL PAYMENTS: £6,947.55 (inclusive of VAT)**

## **Action/Comments Agreed:**

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



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## 23.94 Revenue and Capital Receipts Report

*Schedule of receipts during May 2023 for information:*

- Revenue Account
  - Cash/cheques: £760.29
  - BACS deposits: £1,742.14
- Capital Account
  - Cash/cheques banked: Nil
  - BACS credits: Nil
- **TOTAL RECEIPTS: £2,502.43 (inclusive of VAT)**

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

Report received and accepted as *per* Appendix 3.

## 23.95 Consideration of Planning Applications

None notified.

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

No meetings to report on.

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

None required.


## 23.97 General Correspondence

The following correspondence was received:

- |          |  |
|----------|--|
| 21/06/23 | Email from Society of Local Council Clerks giving details of the proposed 'Martyn's Law' which could potentially have huge implications for clerks and their councils by imposing more stringent monitoring and safety regulations on public buildings.                                      |
| 17/06/23 | Email from The Circuit asking for confirmation that a defibrillator check had been carried out.<br><b>Action: Councillor Warrington confirmed that this had recently been completed.</b>   |
| 15/06/23 | Email from Kent Fire and Rescue Service detailing the checks that had been carried out on 137 fire hydrants within the parish boundary, although most of these are within industrial areas.<br><b>Action: Ask KFRS for details of those fire hydrants that are based within the village.</b> |

**20:56** *There being no further business, the meeting was closed.*

Signed:



Date: 01/08/23

Parish Council Meeting

23/82

27<sup>th</sup> June 2023



# APPENDIX 1

## ST. JAMES, ISLE OF GRAIN, PARISH COUNCIL COMMITTEES & REPRESENTATIVES 2023/2024

<b>Chairman:</b>	Cllr P Blakeley
<b>Vice Chairman:</b>	Cllr D Warrington
<b>Finance Committee:</b>	Cllr P Blakeley Cllr Mrs C Hardingham Cllr Mrs G A Sands Cllr Mr T Sands Cllr D Warrington Vacancy
<b>General Purposes Committee:</b>	Cllr P Blakeley Cllr H Ogunfemi Cllr Mrs G Sands Cllr T I Sands Cllr Ms von der Holle Cllr D Warrington
<b>KALC Medway Committee:</b>	Cllr T Sands Cllr D Warrington (Substitute: Cllr G Sands)
<b>Medway Council's Local Access Forum:</b>	Cllr D Warrington (Substitute: Cllr P Blakeley)
<b>Medway Council's Rural Liaison Committee:</b>	Cllr T Sands (Substitute: Cllr Warrington)
<b>Medway Council's Urban Parks &amp; Green Spaces Forum:</b>	Cllr Ms H von der Holle (Substitute: None appointed)
<b>Friends of Grain Coastal Park</b>	Cllr T Sands (Substitute: Cllr Mrs G Sands)
<b>Police Liaison:</b>	Cllr A Jones (Substitute: Cllr Warrington)
<b>Youth Liaison</b>	Cllr H Ogunfemi Cllr Mrs G Sands
<b>It is the responsibility of each representative to inform their substitute and the Clerk of any inability to attend a meeting. The Clerk will inform Medway Council or other body of any substitution.</b>	

## APPENDIX 2

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

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

Cheque Number	Supplier/Payee	Amount £	VAT £	Total £	Expenditure Category
<b>Revenue Account</b>					
BACS	Salaries & Expenses - see below				Salaries
BACS	Salaries & Expenses - see below				Salaries
BACS	Salaries & Expenses - see below				Salaries
123028	HM Revenue & Customs	2,593.73	0.00	2,593.73	Salaries
123029	Cancelled				
123030	Boys Electrical Ltd	70.00	14.00	84.00	V/H M&R
123031	The Information Commissioner	40.00	0.00	40.00	Administration
123032	KALC	407.23	81.45	488.68	Salaries
123033	LMIDB	32.26	0.00	32.26	Water
123034	Managed Technology Corp Ltd	14.78	2.96	17.74	Stationery/Equip
123035	Rialtas Business Software Ltd	135.13	27.02	162.15	Administration
123036	Satswana	150.00	30.00	180.00	Administration
123037	Viking Direct	329.73	65.95	395.68	Stationery/Equip
123038	Vision ICT Ltd	144.00	28.80	172.80	Administration
123039	Blakes Security Systems Ltd	57.00	11.40	68.40	General M&R
	Salaries & Expenses	2,161.12	0.37	2,161.49	Salaries
	<b>Total - Cheques/BACS</b>	<b>6,134.98</b>	<b>261.95</b>	<b>6,396.93</b>	
<b>Revenue Account - Direct Debits</b>					
31/05/2023	Veolia ES (UK) Ltd	285.69	57.14	342.83	V/Hall M&R
01/06/2023	Bluerag Networks Ltd	20.00	4.00	24.00	Administration
23/05/2023	EE Broadband	48.68	0.00	48.68	Telephone
06/06/2023	SS Gas Ltd	128.68	6.43	135.11	Gas
	Southern Electric			0.00	Split
	<b>Total - Direct Debits</b>	<b>483.05</b>	<b>67.57</b>	<b>550.62</b>	
<b>TOTAL REVENUE PAYMENTS</b>		<b>6,618.03</b>	<b>329.52</b>	<b>6,947.55</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 JUNE 2023</b>		<b>6,618.03</b>	<b>329.52</b>	<b>6,947.55</b>	

## APPENDIX 3

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

### REVENUE & CAPITAL RECEIPTS REPORT

#### REVENUE ACCOUNT

Cash/Cheques	Receipt Nos 6664 to 6671
~ Garages	£379.14
~ Village Hall Lettings	£380.00
~ Wayleaves	£1.15
~ Other	£0.00
TOTAL: £760.29	

BACS Deposits	Bank Statement 006/2023
~ Garages	£477.74
~ Village Hall Lettings	£490.00
~ VAT Repayments	£0.00
~ Other	£774.40
TOTAL: £1,742.14	

#### CAPITAL ACCOUNT

Cash/cheques	Receipt Nos 6664 to 6671
~ Other	£0.00
TOTAL: £0.00	

BACS deposits	Bank Statement 006/2023
~ Other	£0.00
TOTAL: £0.00	

**TOTAL RECEIPTS FOR MAY 2023:**

**£2,502.43**

23/85  
