

# ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

## M I N U T E S

27<sup>th</sup> FEBRUARY 2024

PARISH COUNCIL MEETING HELD  
IN THE VILLAGE HALL AT 19:08

**Present:**

Councillor P Blakeley (Chairman)  
Councillor Mrs C Hardingham  
Councillor A G Jones  
Councillor H Ogunfemi  
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 G Sands - On holiday  
Councillor T Sands - On holiday  
Councillor Ms J Sharp - 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)*



# ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

## Urgent matters by reason of special circumstances

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

### 24.14 Village Hall Central Heating

The Clerk reported that the main hall boiler had stopped working and on investigation the following urgent repairs had been carried out:

- Pump - £371.67
- Base plate - £241.98

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

Report noted.

### 24.15 Minutes

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

- Parish Council – 30<sup>th</sup> January 2024 (including Confidential Notes)
  - Proposer: Councillor Mrs Hardingham
  - Seconder: Councillor Jones
- GP Committee – 6<sup>th</sup> February 2024
  - Proposer: Councillor Ms von der Holle
  - Seconder: Councillor Mrs G Sands

## ITEMS FOR DISCUSSION, RESOLUTION, OR REPRESENTATIONS

### 24.16 Update on Precept for 2024/25

Members discussed the following documents:

- Email dated 16<sup>th</sup> February 2024 from Ian Johnson (Medway Council Head of Council Tax and Business Rates) Council stating that the Government return for 2024/25 requires an explanation for parish precepts which have increased by more than 10%;
- Report to Medway Council on Precept Increase for 2024/25 prepared by the Clerk on 27<sup>th</sup> February 2024.

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

The report prepared by the Clerk on 27<sup>th</sup> February 2024 was accepted on proposition by Councillor Blakeley and seconded by Councillor Mrs Hardingham.

### 24.17 Update on Pavilion Refurbishment Proposal

Members discussed the following documents:

- Email dated 22<sup>nd</sup> February 2024 from Samantha Fenn (Grain LNG Capacity 25 Project) stating that the funding for the Pavilion ramp and shower refurbishment project has been agreed and will be fully funded by CAP 25;
- Email from Grain Vets Football Club asking for an update on the Pavilion refurbishment.

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

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

# ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

- The pre-season deposit required from the football club should be increased from £100 to £250 to reflect the potential cost of any damage to the newly installed fittings and fixtures in the showers/toilets;
- The Hire Charges schedule for 2024/25 be amended to include the above change, as *per* Appendix 1.

After further discussion, the following was agreed on proposition by Councillor Ogunfemi, seconded by Councillor Mrs. Hardingham, inform Grain Vets FC that:

- Grain LNG will carry out the Pavilion refurbishment to start on 1st April with a 3-to-4-week completion schedule;
- However, the start date may be delayed as two problems have already been identified which need to be resolved prior to the refurbishment work commencing;
- The Parish Council cannot, at this time, confirm that the Pavilion will be available for next season as unforeseen problems may arise during the planned works which could delay the project even further;
- A deposit of £250 will be required at the start of the season to cover any potential loss or damage to the building and/or equipment – returnable at the end of season, less any retention to cover damages etc;
- The hire fee for the field and Pavilion will be £400 for the season;
- If required, line marking will be charged at £40 per match (or other frequency as necessary);
- Assembly and dismantling of goal posts, corner posts, nets etc will be the responsibility of Grain Vets FC;
- The signing of a formal hire agreement will be required.

## 24.18 Consultation on Medway's Cumulative Impact Assessment

Members reviewed the following documents:

- Email dated 8<sup>th</sup> January 2024 from Gravesham and Medway Shared Licensing Service seeking view on the online consultation;
- Extract from Gravesham Borough Council website:
  - Medway's Cumulative Impact Assessment under the Licensing Act 2003

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

Members had no comments.

## 24.19 Consultation on Medway's Flood Risk Management Strategy

Members discussed the following documents:

- Email dated 15<sup>th</sup> January 2024 from Medway Council inviting comments on an online survey.
- Local Flood Risk Management Strategy 2023 to 2028.

# ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

## **Action/Comments Agreed:**

It was proposed by Councillor Mrs Hardingham, seconded by Councillor Jones, and agreed unanimously:

- To comment that no more houses should be built on the Hoo Peninsula;
- As the survey was online, the Clerk will complete it on behalf of the Parish Council.

## **24.20 KWT Survey of Local Wildlife Sites (LWS)**

Members discussed the following documents:

- Email dated 13<sup>th</sup> February 2024 from Marie Dipple (Kent Wildlife Trust's Local Wildlife Officer) asking permission to survey an area of PC land enclosing:
  - Permission letter dated 8<sup>th</sup> February 2024;
  - LWT Citation Map: Grain Pit

## **Action/Comments Agreed:**

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

- KWT be given permission to carry out surveys on Parish Council land;
- Ask for a copy of any subsequent report.

## **24.21 Vision ICT Winter Newsletter and Website Upgrade Offer**

The discussed the following documents:

- Vision ICT Newsletter dated 20<sup>th</sup> February 2024;
- Email dated 22<sup>nd</sup> February 2024 from Magda Vonk, Sales and Project Manager for Vision ICT offering an update to WordPress at a cost of £300 plus VAT.

## **Action/Comments Agreed:**

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

- To accept the offer of an update to the website at a cost of £300 plus VAT.
- Councillor Mrs Hardingham volunteered to find a local photographer who would be willing to provide photographs for inclusion.

## **20:09 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.***

# ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

## 24.22 Whitehouse Farm Agreement/s

Members discussed the following documents:

- Email exchange between GPC and Mr James Loveridge dated 24<sup>th</sup> January to 19<sup>th</sup> February 2024;
- Email dated 25<sup>th</sup> February 2024 from Mr James Loveridge declining the offer of a tenancy for Whitehouse Farm;
- Email dated 11<sup>th</sup> January 2024 from Ben Ward, Site Acquisition Manager for BSR Energy Ltd enclosing:
  - Letter of Authority to National Grid Connections Team.

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

It was proposed by Councillor Jones, seconded by Councillor Mrs Hardingham, and agreed to proceed with the BSR Energy Ltd proposal to apply to National Grid for a connection to a storage facility on land at Whitehouse Farm.

## 20:09 *The Meeting was re-opened to the press and public*

## 24.23 Authorisation of Payments of Accounts

*Schedule of cheques, BACS and Direct Debit payments for February 2024 for approval:*

- Revenue Account: £11,344.15
- Capital Account: Nil
- **TOTAL PAYMENTS: £11,344.15 (inclusive of VAT)**

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

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

## 24.24 Revenue and Capital Receipts Report

*Schedule of receipts during January 2024 for information:*

- Revenue Account
  - Cash/cheques: £378.92
  - BACS deposits: £607.96
- Capital Account
  - Cash/cheques banked: Nil
  - BACS credits: Nil
- **TOTAL RECEIPTS: £986.88 (inclusive of VAT)**

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

Report received and accepted as *per* Appendix 3.

## 24.25 Consideration of Planning Applications

The following application was examined, discussed, and comments thereupon agreed:

**MC/23/0217**

**Land adjacent to 8 St James' Close,**

- *Notice of Appeal*

# ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

*Comment/s agreed: Members agreed to reiterate the comments made on 28<sup>th</sup> March 2023 at the time that the application was submitted originally.*

**Action/Comments Agreed:**

The following was agreed on proposition by Councillor Ms von der Holle and seconded by Councillor Mrs Hardingham to:

- Contact Medway Council Planning Enforcement regarding the failure of the developers on the Port Victoria Road site to implement the stipulated conditions of planning consents for Application Nos. MC/22/0384 and MC/20/1973 in relation to the landscaping and concrete hardstanding in front of the houses.

**24.26 Reports from meetings/events hosted by outside organisations**  
No meetings to report on.

**Action/Comments Agreed:**  
None required.

**24.27 General Correspondence**

The following correspondence was received:

08/02/24

Email dated 8<sup>th</sup> February 2024 from Stoke Parish Council asking if the Parish Council would be willing to join a Community Speedwatch Scheme and contribute to a SID (Speed indicator device).

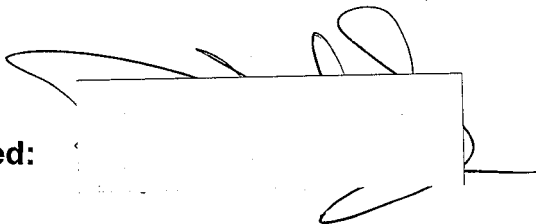
**Action: This was agreed on proposition by Councillor Mrs Hardingham, seconded by Councillor Ms von der Holle.**

18/02/24

Letter from HM Revenue & Customs issuing of fine of £200 for late submission of VAT returns.

**20:49 There being no further business, the meeting was closed.**

Signed:



Date: 26/3/2024

**APPENDIX 1**  
**ST JAMES, ISLE OF GRAIN, PARISH COUNCIL**  
**HIRE CHARGES FOR PARISH COUNCIL PROPERTIES**  
**1<sup>st</sup> APRIL 2024 TO 31<sup>st</sup> MARCH 2025**

<b><u>VILLAGE HALL</u></b>		
<b>Annual Lettings: Monday to Friday</b>		
- Grain Organisations	- £10.20 per session	See Notes 2, 3, 9 & 10 below
- Outside Organisations	- £19.50 per session	See Notes 2, 3 & 10 below
<b>Casual Lettings: Sunday to Friday</b>		
- Residents	- £10.20 per hour	See Notes 4, 5 & 10 below
- Non-residents	- £19.50 per hour	See Notes 4, 5 & 10 below
- Charitable/Non-profit Organisations	- Special rates and conditions are available, on application	
<b>Day Rate: Monday to Sunday</b>		
- Private Parties (Residents)	- £300 per day	See Notes 1 & 5 below
- Public Events (Residents)	- £335 per day	See Note 1 & 10 below
- Non-residents	- £500 per day	See Note 5 & 10 below
- Charitable/Non-profit Organisations	- Special rates and conditions are available, on application	
<b><u>PLAYING FIELDS &amp; PAVILION</u></b>		
<b>St James' Playing Field &amp; Pavilion</b>		
- Youth Club	- As per agreement with Medway Council Youth Service	
- Adult Football Club	- £400 per season	See Notes 6, 7 & 8 below
- Day rate	- £75 per day + VAT	See Note 8 below
- Commercial	- £450 per day + VAT	See Note 8 below
<b>Seaview Meadow</b>		
- Grain Junior Football Club	- Free	See Note 7 below
- Day rate	- £40 per day + VAT	
- Commercial	- £275 per day + VAT	
<b><u>GARAGES</u></b>		
Garages – St James' Close and St James' Road	- £36.00 per month + VAT	
Garages – Pintail Close*	- £29.90 per month + VAT	
<b><u>EXPLANATORY NOTES</u></b>		
Note 1:	A refund of £150 can be claimed if the Hall is left clean, tidy and undamaged (as per conditions stated on Refund Claim Form)	
Note 2:	Bookings accepted at a concessionary rate may be liable to cancellation if in conflict with a full-rate booking	
Note 3:	A session is a maximum of 3 hours (or part thereof)	
Note 4:	A maximum of 5 hours (or part thereof)	
Note 5:	Bookings will not be accepted for birthday or other parties for 15 to 18-year olds	
Note 6:	An additional deposit of £250 is payable on 1 <sup>st</sup> September, together with 50% of the hire charge for the season (the remaining 50% will be payable on 1 <sup>st</sup> January)	
Note 7:	A charge will be made if line marking is required	
Note 8:	The Pavilion is only available for hire in conjunction with the adjacent playing field	
Note 9:	Two free sessions per year, subject to conditions	
Note 10:	PPL/PRS royalties will be payable for the public performance of music	

**APPENDIX 2**

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

**LIST OF PAYMENTS AGREED/APPROVED - FEBRUARY 2024**

Cheque Number	Supplier/Payee	Amount £	VAT £	Total £	Expenditure Category
<b>Revenue Account</b>					
BACS	Fuel Oil Holdings Ltd	998.90	49.95	1,048.85	General M&R
BACS	<i>Salaries &amp; Expenses - see below</i>				Salaries
BACS	<i>Salaries &amp; Expenses - see below</i>				Salaries
BACS	<i>Salaries &amp; Expenses - see below</i>				Salaries
BACS	HM Revenue & Customs	200.00	0.00	200.00	Administration
123080	Rialtas Business Solutions Ltd	549.07	109.81	658.88	Administration
123081	Shaw & Sons Limited	124.00	24.80	148.80	Administration
123082	P Tuckwell Ltd	2,824.67	564.93	3,389.60	General M&R
123083	Vision ICT Ltd	25.00	5.00	30.00	Administration
	<i>Salaries &amp; Expenses</i>	<i>2,704.89</i>	<i>27.95</i>	<i>2,732.84</i>	<i>Salaries</i>
	<b>Total - Cheques/BACS</b>	<b>7,426.53</b>	<b>782.44</b>	<b>8,208.97</b>	
<b>Revenue Account - Direct Debits</b>					
30/01/2024	Veolia ES (UK) Ltd	306.45	61.29	367.74	V/Hall M&R
01/02/2024	Bluerag Networks Ltd	20.00	4.00	24.00	Administration
06/02/2024	EE Broadband	47.95	0.00	47.95	Telephone
20/02/2024	SS Gas Ltd	1,389.09	277.82	1,666.91	Gas
27/02/2024	Southern Electric	979.44	49.14	1,028.58	Split
	<b>Total - Direct Debits</b>	<b>2,742.93</b>	<b>392.25</b>	<b>3,135.18</b>	
	<b>TOTAL REVENUE PAYMENTS</b>	<b>10,169.46</b>	<b>1,174.69</b>	<b>11,344.15</b>	
<b>Capital Account</b>					
				0.00	Capital
	<b>TOTAL CAPITAL PAYMENTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL PAYMENTS FOR FEBRUARY 2024</b>		<b>10,169.46</b>	<b>1,174.69</b>	<b>11,344.15</b>	





## APPENDIX 3

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

### REVENUE & CAPITAL RECEIPTS REPORT

#### REVENUE ACCOUNT

Cash/Cheques	Receipt No 6699 to 6702
~ Garages	£238.92
~ Village Hall Lettings	£140.00
~ Wayleaves	£0.00
~ Other	£0.00
TOTAL: £378.92	

BACS Deposits	Bank Statement 002/2024
~ Garages	£434.56
~ Village Hall Lettings	£173.40
~ Dalcour Maclaren Survey	£0.00
~ Other	£0.00
TOTAL: £607.96	

#### CAPITAL ACCOUNT

Cash/cheques	Receipt No 6697 to 6698
~ Other	£0.00
TOTAL: £0.00	

BACS deposits	Bank Statement 001/2024
~ Other	£0.00
TOTAL: £0.00	

**TOTAL RECEIPTS FOR JANUARY 2024:**

**£986.88**