

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

MINUTES

26th MARCH 2024

PARISH COUNCIL MEETING HELD
IN THE VILLAGE HALL AT 19:41

Present:

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

(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

- None

24.28 Minutes

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

- Parish Council – 27th February 2024 (including Confidential Notes)
 - Proposer: Councillor Jones
 - Seconder: Councillor Ogunfemi

ITEMS FOR DISCUSSION, RESOLUTION, OR REPRESENTATIONS

24.29 Approval of Pavilion Mutrator Pump Replacement

Members reviewed the following document:

- Email dated 11th March 2024 from B N Pumps Limited enclosing Sales Estimate SE-730 dated 8th March 2024 for:
 - Supply and fitting of a replacement mutrator pump for the Pavilion - £2,868.00 (£2,390 plus £478 VAT)

Action/Comments Agreed:

It was proposed by Councillor Warrington, seconded by Councillor Mrs Hardingham, and agreed to accept the quotation from BP Pumps Limited in the sum of £2,868 including VAT.

24.30 Update on Pavilion Refurbishment Proposal

Members reviewed the following documents and a verbal report from the Clerk and Councillor Jones on the ongoing repairs:

- GPC email dated 1st March 2024 to Samantha Fenn informing her that the electricity supply to the building has been disconnected for safety reasons and that therefore there may be a delay to the start of the refurbishment works;
- Email to Grain Vets FC dated regarding Pavilion availability for next season (as agreed at the PC meeting on 27th February 2024);

Action/Comments Agreed:

- Report noted.
- Agenda an update for April PC meeting.

24.31 Update on Pavilion garage replacement

Members reviewed the following document and the verbal report from the Clerk regarding discussions with the Fete Committee and Mr A Butcher regarding temporary storage for equipment stored in the garage:

- Medway Council Decision Notice dated 6th March 2024 granting permission for the siting of a shipping container and demolition of existing garage.

Action/Comments Agreed:

- Report noted.
- Agenda an update for April PC meeting.

PB

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24.32 Defibrillator Maintenance & Monitoring Procedure

Members reviewed and discussed the following documents:

- Email dated 6th March 2024 from The Circuit stating that the defibrillator may have been used and that its status was changed to 'NOT AVAILABLE';
- Email dated 25th March 2024 from the Circuit confirming the status check had been changed to 'AVAILABLE'
- Clerk's report dated 25th March 2024 on actions taken in respect of the above events;
- British Heart Foundation (BHF) information sheets:
 - Maintaining your defibrillator
- What I need to do after my defibrillator has been used?

Action/Comments Agreed:

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

- Prepare a Maintenance Schedule based on information from the British Heart Foundation website;
- The Clerk to update/maintain contact with The Circuit as to defibrillator status;
- Councillor Warrington to remain as a main contact for inspection and/or maintenance;
- Councillor Warrington to recruit a further volunteer to act if he is unavailable

24.33 Allocation of Donations Budget for 2023/24

Members reviewed the following documents:

- Summary of 2023/24 Donations & Requests
- Breakdown of Donations from 2013/14 to 2022/23
- Extract from Minutes of Parish Council Meeting on 28th November 2023 (Minute 23.149) referring to a potential donation to Grain Vets FC

Action/Comments Agreed:

It was resolved, on proposition by Councillor Warrington, seconded by Councillor Mrs G 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
123062	E J Clough (Xmas Tree)	154.00
123077	PCC of Grain (Electricity for Xmas Tree)	50.00
123094	Children with Cancer UK	50.00
123095	1 st Isle of Grain Brownies	50.00
123096	Isle of Grain Fete & Carnival Committee	50.00
123097	Friends of Grain Coastal Park	50.00
123098	Grain Vets FC	50.00

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123099	KSS Air Ambulance Trust	40.00
123100	PCC of Grain	69.00
123101	St George's Day Committee	50.00
123102	wHoo Cares (Hoo Peninsula Cares CIC)	50.00

An additional donation of £100 was funded from unspent Chairman's Allowance

123103	Showin' Grain	100.00
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24.34 Vision ICT Website Upgrade

Members reviewed the following document and the verbal request from the Clerk that members input was needed to formulate a response to Vision ICT:

- Email dated 4th March 2024 from Magda Vonk of Vision ICT requesting information about the formatting of the new website.

Action/Comments Agreed:

It was proposed by Councillor Warrington, seconded by Councillor Ms von der Holle and agreed, that the following members be appointed to oversee the development of the upgraded website:

- Councillor P Blakeley
- Councillor Mrs Hardingham
- Councillor Mrs G Sands

24.35 Esquire Development Ltd Proposal

Members reviewed the following documents and discussed the content of the pre-meeting presentation from the developer which had also been attended by Ward Councillor Spalding, PC Brett and PC Jones and 18 members of the public:

- Email dated 21st March 2024 from a resident concerning the public exhibition that day;
- GPC reply dated 22nd March 2024 confirming that members did attend the event and setting out the protocol for questions from the public;
- Email exchange dated 22nd March 2024 between GPC and a resident raising concerns about the proposal.

Action/Comments Agreed:

It was proposed by Councillor Ogunfemi, seconded by Councillor Jones, and agreed, to:

- Invite MHS Homes, Esquire Development Ltd and Medway Council planners to a public meeting in the Village Hall at the end of April or early May;
- The meeting will be separate from a PC meeting and held in the main hall;
- Prepare a flyer advertising the meeting;
- The Clerk will print the flyer which will be hand-delivered by members to every house in the village.

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24.36 Authorisation of Payments of Accounts

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

- Revenue Account: £11,016.20
- Capital Account: Nil
- **TOTAL PAYMENTS: £ 11,016.20 (inclusive of VAT)**

Action/Comments Agreed:

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

24.37 Revenue and Capital Receipts Report

Schedule of receipts during February 2024 for information:

- Revenue Account
 - Cash/cheques: £75.60
 - BACS deposits: £6,266.16
- Capital Account
 - Cash/cheques banked: Nil
 - BACS credits: Nil
- **TOTAL RECEIPTS: £6,341.76 (inclusive of VAT)**

Action/Comments Agreed:

Report received and accepted as per Appendix 2.

24.38 Consideration of Planning Applications

None notified.

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

MC/24/0557

Grain Power Station

- *Request for scoping opinion for a CO2 Gathering Pipeline (project known as 'National Grid Grain CO2 Gathering Pipeline') on land at the Grain Liquefied Natural Gas (LNG) site.*

Comment/s agreed: For information only – no comment required at this time.

24.39 Reports from meetings/events hosted by outside organisations

Councillor T Sands gave a verbal report of the Rural Liaison Meeting held on 5th March 2024 at the following topics had been discussed:

- Power cuts;
- Four Elms Hill air-quality assessment;
- Rural buses
- Southern Water services

Councillor Mrs G Sands gave a verbal report on:



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- A recent trip out with the South East 4 x 4 Rescue Team;
- An invitation to serve on the Medway Local Access Forum following a recent Teams meeting.

Action/Comments Agreed:

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

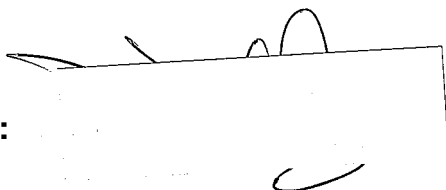
24.40 General Correspondence

The following correspondence was received:

06/02/24	Email from Vision ICT Ltd notifying an increase in email services from £18 per account to £20 per account, plus VAT.
11/03/24	Medway Non-Domestic Rate Bill for 2024/25 showing a Nil balance as the Village Hall qualifies for Small Business Relief of £4,380.22.

20:38 *There being no further business, the meeting was closed.*

Signed:



Date: 30/3/2024

APPENDIX 1

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LIST OF PAYMENTS AGREED/APPROVED - MARCH 2024

Cheque Number	Supplier/Payee	Amount £	VAT £	Total £	Expenditure Category
Revenue Account					
BACS	<i>Salaries & Expenses - see below</i>				Salaries
BACS	<i>Salaries & Expenses - see below</i>				Salaries
BACS	<i>Salaries & Expenses - see below</i>				Salaries
123084	HM Revenue & Customs	2,397.41	0.00	2,397.41	Salaries
123085	Paul Akehurst	1,235.00	0.00	1,235.00	V/H M&R
123086	Business Stream	184.80	0.00	184.80	Water
123087	CSG Global Education Ltd (KCS)	112.25	22.45	134.70	V/H M&R
123088	<i>Cancelled</i>				
123089	GDA (Garage Door Associates)	145.83	29.17	175.00	Garages M&R
123090	Managed Technology Corp Ltd	12.02	2.41	14.43	Stationery/Equip
123091	Viking Direct	147.17	29.44	176.61	Stationery/Equip
123092	Vision ICT Ltd	50.00	10.00	60.00	Administration
123093	WEL Medical Ltd	125.85	25.17	151.02	Administration
123094	Children with Cancer	50.00	0.00	50.00	Section 137
123095	1st Isle of Grain Brownies	50.00	0.00	50.00	Section 137
123096	Isle of Grain Fete & Carnival Ctte	50.00	0.00	50.00	Section 137
123097	Friends of Grain Coastal Park	50.00	0.00	50.00	Section 137
123098	Grain Vets FC	50.00	0.00	50.00	Section 137
123099	KSS Air Ambulance Trust	40.00	0.00	40.00	Section 137
123100	PCC of Grain	69.00	0.00	69.00	Section 137
123101	St George's Day Committee	50.00	0.00	50.00	Section 137
123102	wHoo Cares (Hoo Peninsula Cares)	50.00	0.00	50.00	Section 137
123103	Showin' Grain	100.00	0.00	100.00	Chairmans Allow
	<i>Salaries & Expenses</i>	2,743.93	24.16	2,768.09	Salaries
	Total - Cheques/BACS	7,713.26	142.80	7,856.06	
Revenue Account - Direct Debits					
29/02/2024	Veolia ES (UK) Ltd	371.45	74.29	445.74	V/Hall M&R
01/03/2024	Blueraq Networks Ltd	20.00	4.00	24.00	Administration
08/03/2024	EE Broadband	48.66	0.00	48.66	Telephone
06/03/2024	SS Gas Ltd	2,368.28	473.66	2,841.94	Gas
26/03/2024	Southern Electric - Adjustment	-190.66	-9.54	-200.20	Split
	Total - Direct Debits	2,617.73	542.41	3,160.14	
TOTAL REVENUE PAYMENTS		10,330.99	685.21	11,016.20	
Capital Account					
TOTAL CAPITAL PAYMENTS		0.00	0.00	0.00	
TOTAL PAYMENTS FOR MARCH 2024		10,330.99	685.21	11,016.20	

APPENDIX 2

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REVENUE & CAPITAL RECEIPTS REPORT

REVENUE ACCOUNT

Cash/Cheques	Receipt No 6707 to 6708
~ Garages	£75.60
~ Village Hall Lettings	£0.00
~ Wayleaves	£0.00
~ Other	£0.00
	TOTAL: £75.60

BACS Deposits	Bank Statement 003/2024
~ Garages	£477.32
~ Village Hall Lettings	£5,788.84
~ Dalcour Maclaren Survey	£0.00
~ Other	£0.00
	TOTAL: £6,266.16

CAPITAL ACCOUNT

Cash/cheques	Receipt No 6707 to 6708
~ Other	£0.00
	TOTAL: £0.00

BACS deposits	Bank Statement 003/2024
~ Other	£0.00
	TOTAL: £0.00

TOTAL RECEIPTS FOR FEBRUARY 2024: £6,341.76