

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

M I N U T E S

28th JUNE 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 T Sands (Vice Chairman)
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 H Ogunfemi - Work commitment
Councillor Mrs G Sands - Prior commitment
Councillor Ms J Sharp - On holiday
Councillor Ms H von der Holle - Prior 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

- The following four items were discussed as a matter of urgency:

24.71 Request for Filming on Grain Coastal Park

Members discussed the email dated 25th June 2024 from Kent Film Office asking whether there are any restrictions about filming with blank rounds and pyrotechnics anywhere within Grain Coastal Park.

Action/Comments Agreed:

It was proposed by Councillor Blakeley, seconded by Councillor T Sands, and agreed, to refuse permission for these activities for the following reasons:

- It would be inappropriate to allow this type of filming on public open space which is a popular place for dog walkers;
- In addition, there is an Alpaca Farm nearby and these animals are often walked on leads (led by children) in the coastal park.

24.72 Nursery School Provision

Members discussed at length the email received 27th June 2024 (via Website Contact Form) giving details of a proposal by Leigh Academy Trust to change the age range of High Halstow Primary so that it includes 3-year-olds which would have a detrimental effect on the existing pre-school childcare provision.

The Clerk reported that there was no mention of this consultation on the Leigh Academy Trust website.

Action/Comments Agreed:

It was proposed by Councillor Warrington, seconded by Councillor Blakeley, and agreed, to reply that as no formal consultation document could be found, there is insufficient information on which to comment.

24.73 SSE Community Investment Package

Councillor Blakeley reported that further to the email from SSE dated 23rd May 2024, he had attended the engagement session on 5th June 2024. Councillor Blakeley asked if members would like him to pursue a possible grant application under the scheme with reference to the Skateboard Park and creation of allotments.

Action/Comments Agreed:

It was proposed by Councillor Warrington, seconded by Councillor Sands, and agreed that Councillor Blakeley will investigate this and report to a future meeting.

24.74 Declaration by Councillor Warrington

Councillor Warrington informed members that although he will remain a member, for personal reasons, he wished to withdraw from membership of both the Finance Committee and the General Purposes Committees in an effort to reduce his commitments.

Action/Comments Agreed:



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It was proposed by Councillor Sands, seconded by Councillor Blakeley, and agreed, to accept Councillor Warrington's request and continue with five members on each Committee.

24.75 Minutes

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

- Parish Council – 4th June 2024
 - Proposer: Councillor Jones
 - Seconder: Councillor Warrington

ITEMS FOR DISCUSSION, RESOLUTION, OR REPRESENTATIONS

24.76 Annual Governance and Accountability Return (AGAR) for the year end 31 March 2024

The Annual Governance statement for 2023/24 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 T Sands:

- The Chairman and Clerk sign and date Section 1 document for submission to the Audit Commission by 30th June 2024;
- 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.

24.77 Annual Governance and Accountability Return (AGAR) for the year end 31 March 2024

The following documentation was examined in detail:

- Section 2 – Accounting Statements for 2023/24 (signed by the RFO on 12th June 2024)
- Bank Reconciliation to 31/03/24
- Unpresented Cheques at 31/03/24
- Statement of Significant Variances for 2023/24

Action/Comments Agreed:

The following actions were agreed on by proposition by Councillor Warrington, and seconded by Councillor Blakeley:

- The Chairman and Clerk sign and date Section 2 document for submission to the Audit Commission by 30th June 2024, 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.

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24.78 Confirmation of Notice of Public Rights and Publication of unaudited AGAR - Accounts for the year ended 31 March 2024

Members reviewed the Notice dated 28th June 2024 confirming period of inspection of unaudited AGAR for 2023/24 and all accounting records between the following dates:

- Monday, 1st July to Friday, 9th August 2024

Action/Comments Agreed:

It was confirmed that this Notice was displayed on the Notice Boards and on the website from 27th June 2024 to ensure strict compliance with the statutory requirements for the Exercise of Public Rights.

24.79 Update on Pavilion Refurbishment

Members reviewed the following document:

- Email dated 20th June 2024 from Samantha Fenn, Organisation Management Specialist and Wellbeing Champion for Capacity 25 Project giving an update on the progress of the refurbishment of the Pavilion.

Action/Comments Agreed:

Councillor Blakeley and the Clerk will meet Samantha Fenn on site to finalise arrangements for the use of the Pavilion on Fete Day, when work may have to be suspended.

24.80 Youth Club – Application for Funding

Members discussed the following document:

- Email dated 14th June 2024 from Lindsay Hartney, Youth Worker for Medway Council Youth Service requesting funding for Summer Activities at Grain enclosing:
 - a Grant Application Form in the sum of £1,350 (although an application has been made to Medway Go for £750 to fund the Zorbing Bubble Area).

Action/Comments Agreed:

It was agreed on proposition by Councillor Blakeley and seconded by Councillor Warrington, to give a grant of £600 to be split between Section 137 and Miscellaneous payment categories.

24.81 BESS Proposal – Whitehouse Farm

Members discussed the following documents:

- Emails from Nikki Porter, Land Manager for Firstway Solar
 - Dated 23rd April 2024 - enquiring about a battery storage facility;
 - Dated 10th June 2024 – setting out the procedure for establishing a scheme.
- Email 19th June 2024 from Ben Ward, Site Acquisition Manager for BSR Energy confirming their continued interest in the scheme (previously discussed and agreed at PC meeting held on 27th February 2024).

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Action/Comments Agreed:

It was agreed on proposition by Councillor Warrington and seconded by Councillor Blakeley to pursue options with both companies.

24.82 The Local Nature Recovery Strategy for Kent and Medway

Members reviewed the following document:

- Email dated 7th June 2024 from Rachel Boot, Making Space for Nature Support Officer for Kent County Council requesting involvement in the Making Space for Nature project.

Action/Comments Agreed:

As the online Survey for Parish and Town Councils has been submitted, it was agreed to wait to see if there was a response KCC before commenting further.

24.83 Shared Access Upgrade Works – Pavilion Car Park

Members discussed the following documents:

- Email dated 25th May 2024 from Charles Thomas Director of Up Connect offering £2,000 for the proposed upgrade works at the above site and enclosing:
 - Existing Site Plan
 - Proposed Site Plan
- Email dated 17th January 2024 from Jack Hartwell, Acquisition Manager for Shared Access Ltd offering to arrange for and finance an independent telecoms surveyor to assess the impact of the proposed upgrade works and agree upon an appropriate compensation figure.

Action/Comments Agreed:

It was agreed on proposition by Councillor Warrington and seconded by Councillor T Sands to reject the offer of £2,000 for the proposed upgrade works.

24.84 Authorisation of Payments of Accounts

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

- Revenue Account: £7,741.54
- Capital Account: Nil
- **TOTAL PAYMENTS: £7,741.54 (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, was approved.

24.85 Revenue and Capital Receipts Report

Schedule of receipts during May 2024 for information:

- Revenue Account
 - Cash/cheques: £487.07
 - BACS deposits: £974.62

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- Capital Account
 - Cash/cheques banked: Nil
 - BACS credits: Nil
- **TOTAL RECEIPTS: £1,461.69 (inclusive of VAT)**

Action/Comments Agreed:

Report received and accepted as *per* Appendix 2.

24.86 Consideration of Planning Applications

None notified.

The following application was received but not discussed:

MC/24/1289

Land West of Edinburgh Road

- *Construction of 34 dwellings together with access, parking, landscaping, open space and associated infrastructure and earthworks*

Action/Comments Agreed:

It was proposed by Councillor Warrington, seconded by Councillor Blakeley, and agreed to:

- To hold a Parish Council meeting at 19:00 on 16th July 2024 to discuss this planning application only;
- The Finance and General Purposes Committee meetings which were scheduled for the same evening will be postponed until further notice.

24.87 Reports from meetings/events hosted by outside organisations

Councillor T Sands gave a verbal report on a Rural Liaison meeting he attended on 26th June 2024 at which there was a very interesting presentation on the process for dealing with breaches of planning permissions.

Action/Comments Agreed:

The slides on the presentation to be forwarded to all members.

24.88 General Correspondence

The following correspondence was received:

28/06/24

Letter from a resident whose property is adjacent to the Beach car park complaining of inappropriate parking on the highway and asking for additional signage warning of the height restrictions and limited space for turning.

Action: Refer to Medway Council as these are highways issues.

19/06/24

Email from Medway Council inviting members to the Hoo Community Infrastructure Framework Meeting on 11/07/24.

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Action: Decline invitation as no one is available to attend.

24/06/24

Letter from Shared Access enclosing the Radio Frequency Safety Guide which relates to the installation in the Pavilion Car Park.

05/06/24

Email from a resident expressing concern at the condition of the verges either side of High Street between the school and the Beach Car Park and requesting a footpath for pedestrians.

Action: Referred to Medway Council on 10th June via Ward Councillor Chris Spalding.

21/06/24

Email from the Fete Committee regarding the loss of equipment during the refurbishment of the Pavilion.

Action: Complaint passed to Samantha Fenn of Grain LNG.

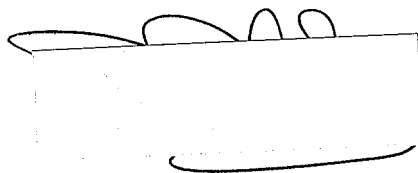
26/06/24

Email from Gravesham Licensing inviting comments on the council's proposed Statement of Gambling Policy made under the Gambling Act 2005 for the period 31/01/25 to 30/01/28.

Action: Members had no comments.

20:45 *There being no further business, the meeting was closed.*

Signed:



Date:

30/7/2024.

APPENDIX 1

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

LIST OF PAYMENTS AGREED/APPROVED - JUNE 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
123127	HM Revenue & Customs	2,568.30		2,568.30	Administration
123128	Boyds Electrical Ltd	125.00	25.00	150.00	General M&R
123129	The Information Commissioner	40.00	0.00	40.00	Administration
123130	CSG Global Education Ltd (KCS)	130.59	26.12	156.71	V/H M&R
123131	Ms Lucy Plumb	150.00	0.00	150.00	Refunds & PRS
123132	UJ Community Partnership	30.00	0.00	30.00	Miscellaneous
123133	Viking Direct	202.27	40.45	242.72	Stationery/Equip
	<i>Salaries & Expenses</i>	2,818.03	5.89	2,823.92	Salaries
	Total - Cheques/BACS	6,064.19	97.46	6,161.65	
Revenue Account - Direct Debits					
03/06/2024	Veolia ES (UK) Ltd	373.01	74.60	447.61	V/Hall M&R
01/06/2024	Blueraq Networks Ltd	20.00	4.00	24.00	Administration
	Business Stream			0.00	V/H Water
	Business Stream			0.00	Water
06/06/2024	EE Broadband	52.30	0.00	52.30	Telephone
01/06/2024	SS Gas Ltd	879.98	176.00	1,055.98	Gas
	Southern Electric			0.00	Split
	Total - Direct Debits	1,325.29	254.60	1,579.89	
TOTAL REVENUE PAYMENTS		7,389.48	352.06	7,741.54	
Capital Account					
TOTAL CAPITAL PAYMENTS		0.00	0.00	0.00	
TOTAL PAYMENTS FOR JUNE 2024		7,389.48	352.06	7,741.54	

APPENDIX 2

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REVENUE & CAPITAL RECEIPTS REPORT

REVENUE ACCOUNT

Cash/Cheques	Receipt No 6716 to 6722
~ Garages	£434.92
~ Village Hall Lettings	£51.00
~ Wayleaves	£1.15
~ Other	£0.00
TOTAL: £487.07	

BACS Deposits	Bank Statement 006/2024
~ Garages	£435.62
~ Village Hall Lettings	£539.00
~ Other	£0.00
~ Other	£0.00
TOTAL: £974.62	

CAPITAL ACCOUNT

Cash/cheques	Receipt No 6716 to 6722
~ Other	£0.00
TOTAL: £0.00	

BACS deposits	Bank Statement 006/2024
~ Other	£0.00
TOTAL: £0.00	

TOTAL RECEIPTS FOR MAY 2024: £1,461.69