

# ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

## MINUTES

1<sup>st</sup> OCTOBER 2024

PARISH COUNCIL MEETING HELD  
IN THE VILLAGE HALL AT 19:13

**Present:**

Councillor P Blakeley (Chairman)  
Councillor Mrs C Hardingham  
Councillor A G Jones  
Councillor Mrs G Sands  
Councillor T Sands (Vice Chairman)  
Councillor Ms H von der Holle

**In Attendance:**

Mrs Christine Gurr – Parish Clerk  
3 Members of the public

**Recording, filming and broadcasting of the meeting:**

- There were no requests for recording or filming.

**Apologies for absence (received and accepted):**

Councillor H Ogunfemi	- Unwell
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.



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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)*

**Urgent matters by reason of special circumstances**

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

## **24.109 Creating Local and Community Flags**

Email from Medway Councillor Michael Pearce dated 30<sup>th</sup> September 2024 inviting all Parish Councils to form a committee to discuss the creation of a Hoo Peninsula Flag.

**Action/Comments Agreed:**

Councillor T Sands volunteered to join the panel.

## **24.110 Minutes**

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

- Parish Council – 30<sup>th</sup> July 2024 (including Confidential Notes)
  - Proposer: Councillor Mrs G Sands
  - Seconder: Councillor Ms von der Holle
- Parish Council – 3<sup>rd</sup> September 2024 (including Confidential Notes)
  - Proposer: Councillor Blakeley
  - Seconder: Councillor T Sands

## **ITEMS FOR DISCUSSION, RESOLUTION, OR REPRESENTATIONS**

### **24.111 Completion of Annual Audit for 2023/24 – External Auditor's Certificate and Report**

Members reviewed the following correspondence

- Letter dated 18<sup>th</sup> September 2024 from Forvis Mazars LLP;
- Section 3 - External Auditors report and certificate 2023/24;
- Sections 1 and 2 for 2023/24 on which the above report is based;
- Notice of Conclusion of Audit for the year ended 31<sup>st</sup> March 2024 dated 27<sup>th</sup> September 2024.

**Action/Comments Agreed:**

The following was agreed on proposition by Councillor T Sands and seconded by Councillor Mrs Hardingham:

- The notice of completion had been displayed on the High Street and Village Hall Notice Boards and website;
- A copy of Sections 1, 2 and 3 of the certified AGAR had been displayed on the High Street and Village Hall Notice Boards and on the website;
- Members thanked the Clerk for achieving an unqualified audit opinion for 2023/24.



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## 24.112 Update on Pavilion Refurbishment

Members reviewed the following documents:

- Email exchange dated 9<sup>th</sup> to 29<sup>th</sup> September 2024 between GPC and Samantha Fenn from Grain LNG Cap 25 Project including:
  - Quotation dated 02/09/24 from G&M Mechanical & Electrical Services Ltd to upgrade electrical installation for the sum of £5,193.47 (plus VAT)
- Email dated 11<sup>th</sup> September 2024 from Andrew Bird of BN Pumps Ltd confirming completion of pump and cabling installation and recommending servicing in August 2025.

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

Members expressed their gratitude to Samantha Fenn and her team for the continued work on the Pavilion which is nearing completion.

## 24.113 Kent & Medway Resilience Forum: 5 Steps Campaign

Members reviewed the following documents:

- Email dated 5<sup>th</sup> September 2024 from KALC urging member councils to share the new KMRF '5-steps' campaign with residents;
- Poster: 5-steps to become better prepared.

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

The following was agreed:

- Display posters on the Notice Boards;
- Add an item to the website;
- Provide copy of poster for display in the library.

## 24.114 Proposed Motions for KALC AGM – 30<sup>th</sup> November 2024

Members discuss the email from Kent Association of Local Councils dated 10<sup>th</sup> September 2024 inviting member councils to submit motions for consideration at the AGM on Saturday, 30<sup>th</sup> November 2024.

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

The following was agreed:

- Members had no motions to submit;
- Councillors Mrs G Sands and Councillor T Sands will attend the AGM on 30<sup>th</sup> November 2024.

## 24.115 North Falls Offshore Wind Farm: Register to become an Interested Party

Members reviewed the following documents:

- Email dated 11<sup>th</sup> September 2024 from North Falls Offshore Wind Farm inviting registration as an interested party by making a relevant representation;
- Pages 10 & 11 of Non-Technical Summary showing location of proposed wind farm;

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- Sketch taken from website home page indicating location in relation to North Kent Coast (for information).

**Action/Comments Agreed:**

Members did not wish to register as an interested party.

## 24.116 Quotation for Playpark Repairs

Members reviewed the following documents:

- RoSPA Safety Inspection Report for Playing Field dated 12<sup>th</sup> July 2024;
- Quote QT-24407 from Safeplay Playground Services Ltd for repairs to the play park as highlighted in RoSPA report totalling £5,120.85 (plus VAT).

**NB**

*This is in addition to the following quotations for safety surfacing repairs which have already been accepted:*

- QT-23736 - £1,889.82 (plus VAT)
- QT-24202 R1 – £531.96 (plus VAT)

**Action/Comments Agreed:**

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

- Arrange a site meeting with Safeplay to discuss repairs to MPU junior unit;
- Instruct Safeplay to repair the Carousel at a cost of £1,195 plus VAT;
- Where possible, painting of the items listed will be carried out in house;
- Review when repairs/painting have been completed.

## 19:38 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.***

## 24.117 Update on BESS Proposal – Whitehouse Farm

There was a confidential discussion of a potential contract.

**Action/Comments Agreed:**

Actions were agreed on proposition by Councillor Mrs Hardingham and seconded by Councillor T Sands.

## 24.118 Update Shared Access Upgrade Works – Pavilion Car Park

There was a confidential discussion of a potential contract.

**Action/Comments Agreed:**

Actions were agreed on proposition by Councillor Mrs Hardingham and seconded by Councillor Ms von der Holle.

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19:55 *The Meeting was re-opened to the press and public*

## 24.119 Authorisation of Payments of Accounts

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

- Revenue Account: £6,596.36
- Capital Account: £13,116.00
- **TOTAL PAYMENTS: £20,684.72 (inclusive of VAT)**

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

It was proposed by Councillor Blakeley, seconded by Councillor Ms von der Holle, and agreed, that the schedule of payments, as per Appendix 1, was approved.

## 24.120 Revenue and Capital Receipts Report

*Schedule of receipts during August 2024 for information:*

- Revenue Account
  - Cash/cheques: £217.60
  - BACS deposits: £1,018.12
- Capital Account
  - Cash/cheques banked: Nil
  - BACS credits: Nil
- **TOTAL RECEIPTS: £1,235.72 (inclusive of VAT)**

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

It was proposed by Councillor Blakeley, seconded by Councillor Mrs Hardingham, and agreed, that the schedule of receipts, as per Appendix 2, was approved.

## 24.121 Consideration of Planning Applications

None notified.

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

A meeting of KALC Medway Committee was held on 25<sup>th</sup> September 2024 but no one was able to attend owing to annual leave.

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

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

## 24.123 General Correspondence

The following correspondence was received:

08/08/24 – 25/09/24      Email exchange between GPC and a non-resident raising concerns about Parish Council procedures and the Parish Clerk's performance.

### **Actions/Comments Agreed:**

- After a brief discussion, it was proposed by Councillor Mrs Hardingham, seconded by Councillor Ms von der Holle, and agreed unanimously that:



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- All queries/comments that had been raised during that exchange had been dealt with adequately and members had no further comments;
- To relieve the time pressure on the Clerk, replies to any further emails will be limited to an acknowledgment only and referred to the Parish Council at a future meeting.

25/09/24

Email from PCC Media Kent enclosing a link to the Kent Police and Crime Commissioners annual Policing Survey.

**Actions/Comments Agreed:**

- Forward to all members for individual completion;
- Clerk to complete on behalf of the Parish Council.

05/09/24


Email from a resident raising concerns about the nuisance caused by youths congregating in the Village Hall car park.

**Actions/Comments Agreed:**

- Urge the resident to report all incidents to the police;
- Ask for guidance from the police on what steps can be taken to alleviate the nuisance.

**20:27** *There being no further business, the meeting was closed.*

Signed:


Date:

5/11/2024.

**APPENDIX 1**

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

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

<b>Cheque Number</b>	<b>Supplier/Payee</b>	<b>Amount £</b>	<b>VAT £</b>	<b>Total £</b>	<b>Expenditure Category</b>
<b>Revenue Account</b>					
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	Marisha Winder	140.00	0.00	140.00	Miscellaneous
123148	HM Revenue & Customs	2,487.95	0.00	2,487.95	Salaries
123149	<i>See below</i>				<i>Capital</i>
123150	Blakes Security Systems Ltd	21.00	4.20	25.20	General M&R
123151	Boyds Electrical Ltd	715.00	143.00	858.00	V/H M&R
123152	Viking Direct	58.62	11.72	70.34	Stationery/Equip
	<i>Salaries &amp; Expenses</i>	3,014.87	0.00	3,014.87	Salaries
	<b>Total - Cheques/BACS</b>	<b>6,437.44</b>	<b>158.92</b>	<b>6,596.36</b>	
<b>Revenue Account - Direct Debits</b>					
31/08/2024	Veolia ES (UK) Ltd	373.01	74.60	447.61	V/Hall M&R
01/09/2024	Blueraq Networks Ltd	20.00	4.00	24.00	Administration
	Business Stream				
	Business Stream				
23/08/2024	EE Broadband	52.99	0.00	52.99	Telephone
17/08/2024	SS Gas Ltd	426.44	21.32	447.76	Gas
	Southern Electric			0.00	Split
	<b>Total - Direct Debits</b>	<b>872.44</b>	<b>99.92</b>	<b>972.36</b>	
	<b>TOTAL REVENUE PAYMENTS</b>	<b>7,309.88</b>	<b>258.84</b>	<b>7,568.72</b>	
<b>Capital Account</b>					
123149	B N Pumps Ltd	10,930.00	2,186.00	13,116.00	Capital
	<b>TOTAL CAPITAL PAYMENTS</b>	<b>10,930.00</b>	<b>2,186.00</b>	<b>13,116.00</b>	
<b>TOTAL PAYMENTS FOR SEPTEMBER 2024</b>		<b>18,239.88</b>	<b>2,444.84</b>	<b>20,684.72</b>	

A handwritten signature in black ink, consisting of a stylized, cursive monogram or set of initials.

## APPENDIX 2

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

### REVENUE & CAPITAL RECEIPTS REPORT

#### REVENUE ACCOUNT

Cash/Cheques	Receipt No 6734 to 6736
~ Garages	£217.60
~ Village Hall Lettings	£0.00
~ Wayleaves	£0.00
~ Other	£0.00
TOTAL: £217.60	

BACS Deposits	Bank Statement 009/2024
~ Garages	£477.32
~ Village Hall Lettings	£120.80
~ Other (Bench donation)	£420.00
~ Other	£0.00
TOTAL: £1,018.12	

#### CAPITAL ACCOUNT

Cash/cheques	Receipt No 6734 to 6736
~ Other	£0.00
TOTAL: £0.00	

BACS deposits	Bank Statement 009/2024
~ Other	£0.00
TOTAL: £0.00	

**TOTAL RECEIPTS FOR AUGUST 2024: £1,235.72**

