

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

M I N U T E S

28th APRIL 2026

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

Present:

Councillor P Blakeley (Chairman)
Councillor Mrs L Giddy
Councillor A G Jones
Councillor Mrs S Malone
Councillor Mrs G Sands
Councillor T Sands (Vice Chairman)
Councillor Ms H von der Holle

In Attendance:

Mrs Christine Gurr – Parish Clerk
One member of the public

Recording, filming and broadcasting of the meeting:

- No requests received.

Apologies for absence (received and accepted):

Councillor H Ogunfemi - Work commitment
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

26.54 Minutes

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

- Parish Council – 24th March 2026
 - Proposer: Councillor Jones
 - Seconder: Councillor Mrs G Sands

ITEMS FOR DISCUSSION, RESOLUTION, OR REPRESENTATIONS

26.55 Introduction to new Police Officers

Unfortunately, PC Joshua Waterman and colleague did not attend as expected.

However, Councillor T Sands did report on the chaotic events at the Beach Car Park over the Easter weekend such as:

- Vehicle drivers using the entrance to exit the car park;
- Vehicle drivers using the exit to enter the car park;
- Drivers of over-height vehicles trying (and failing) to gain entry and then reversing down High Street;
- Impatient drivers failing to give way to approaching vehicles;
- Vehicle drivers failing to give way to pedestrians;
- Road signage at the junction with Green Lane is not clear enough to indicate conditions ahead

The Clerk suggested that members might consider the following:

- Creating a pedestrian pathway on St James' Playing Field to follow the school fence line between the MUGA and the foreshore;
- Approaching Medway Council and/or the owner of the verge between the Church and the Beach Car Park to create an informal pedestrian footpath opposite the houses;

Action/Comments Agreed:

It was proposed by Councillor T Sands, Seconded by Councillor Blakeley, and agreed to:

- Approach land owner and/or Medway Council asking for the creation of a footpath;
- Councillor Mrs Malone will liaise with the Head Teacher of the School to ask if pupils can make suitable posters to be installed on the school fence to indicate the proposed pedestrian pathway;
- Ask Medway Council to review again the parking problems in High Street and school drop-off and pick-up times;
- Ask Medway Council to provide additional and more visible signage indicating:
 - No through road


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- No turning
- Height restrictions ahead
- Invite PC Waterman to attend the APM on 19th May 2026.

26.56 WHOOP Heritage Festival

Members discussed the email dated 20th April 2026 from Paivi Seppälä of LV21 (forwarded by Veronica Cordier from FoGCP) giving details of the Heritage Festival 2026 and asking for permission to perform at Grain Coastal Park.

Action/Comments Agreed:

It was proposed by Councillor Ms von der Holle, seconded by Councillor Mrs Malone, and agreed, to allow the event to go ahead on the following conditions:

- Suggest a site meeting which Councillors Mr & Mrs Sands would attend;
- Remind organisers that there are no public toilets in the village;
- The organisers provide adequate audience supervision;
- The organisers clear any rubbish at the end of the performance;

26.57 Kent ACRE – Request for Partnership Pledge

Members discussed the email dated 20th April 2026 from KALC dated 20th March 2026 forwarding an email from Kerry Outlaw, Interim CEO of Kent ACRE asking for support for a crowdfunding programme.

Action/Comments Agreed:

Contents noted but no actions required.

26.58 IT Policy

Members reviewed the Draft IT Policy prepared jointly by Councillor Blakeley and the Clerk.

Action/Comments Agreed:

It was proposed by Councillor Mrs Malone, seconded by Councillor T Sands, and agreed, that the IT Policy be adopted without amendment, as *per* Appendix 1.

26.59 Assertion 10 Requirements

The Clerk reported that work on the following elements is ongoing:

- Confirmation that Website complies with Accessibility Regulations;
- Publication of Freedom of Information Act and Transparency Code documents;
- Compliance with UK GDPR and Data Protection Act 2018.

Action/Comments Agreed:

Report noted.

25.60 Update on Play Park Replacement

The Clerk reported that Councillors Mrs Malone, Mrs Sands and Councillors Blakeley and T Sands would attend site meetings (subject to availability).

Action/Comments Agreed:

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The Clerk to arrange site meetings as soon as practicable.

26.61 Authorisation of Payments of Accounts

Schedule of cheques, BACS and Direct Debit payments for April 2026 for approval:

- Revenue Account: £9,088.99
- Capital Account: Nil
- **TOTAL PAYMENTS: £9,088.99 (inclusive of VAT)**

Action/Comments Agreed:

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

26.62 Revenue and Capital Receipts Report

Schedule of receipts during March 2026 for information:

- Revenue Account
 - Cash/cheques: £119.88
 - BACS deposits: £3,787.09
- Capital Account
 - Cash/cheques banked: Nil
 - BACS credits: Nil
- **TOTAL RECEIPTS: £3,906.97 (inclusive of VAT)**

Action/Comments Agreed:

It was proposed by Councillor Mrs Malone, seconded by Councillor Ms von der Holle and agreed, that the schedule of receipts, as *per* Appendix 3, was approved.

26.63 Consideration of Planning Applications

None notified.

26.64 Reports from meetings/events hosted by outside organisations

No meetings attended.

Action/Comments Agreed:

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

26.65 General Correspondence

The following correspondence was received:

28/04/26 Email from Cavendish Consulting inviting the Chairman to the NeuConnect Community Liaison Group meeting on Thursday, 14th May 2026 to which all residents had also been invited via a community update newsletter.

Actions/Comments Agreed:

- Contents noted.

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10/04/26

Email from Keep Britain Tidy giving details of a Spring 2026 'Dog Poo Fairy' campaign.

Actions/Comments Agreed:

- Forward to Secretary of Grain Vets FC.

23/04/26

Email from John Cox of SE 4x4 Response thanking the Parish Council for agreeing to the installation of radio equipment in the Pavilion.

Actions/Comments Agreed:

- Contents noted.

02/04/26

Letter from Southern Water regarding the complaint about MTS tanker drivers causing a disturbance in the local area.

Actions/Comments Agreed:

- Copy letter to the resident who raised the complaint.

20:08 *There being no further business, the meeting was closed.*

U
22/06/26

Signed:

Date:

APPENDIX 1
ST JAMES, ISLE OF GRAIN, PARISH COUNCIL
IT POLICY

1. Introduction

The Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business operations and communications.

This policy outlines the responsibilities for the appropriate use of IT resources and email by council members, the Parish Clerk and contractors.

2. Scope

This policy applies to all individuals who use parish council IT resources, including computers, networks, software, devices, data and email accounts.

3. Acceptable use of IT resources and email

The parish council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use by the Parish Clerk is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software and applications will be provided by the parish council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited.

5. Data management and security

All Sensitive and confidential parish council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and Internet usage

The parish council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

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IT POLICY

7. Email communication

Email accounts provided by the parish council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Parish council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices

Laptops provided by the parish council must be encrypted and mobile phones secured with a pin code.

10. Email monitoring

The parish council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Social Media

The use of social media is not covered in this document as it is not currently in use. A review of this policy will be required if such use is authorised in future.

13. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the Parish Clerk for investigation and resolution by Vision ICT

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IT POLICY

14. Compliance and consequences

Breach of this IT Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy Review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact Vision ICT via the Clerk.

All staff and councillors are responsible for the safety and security of the parish council's IT and email systems. By adhering to this Policy, the parish council aims to create a secure and efficient IT environment.

Dated Adopted: 28th April 2026

Signed:

Signed

Chairman:

Parish Clerk:

APPENDIX 2

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

LIST OF PAYMENTS AGREED/APPROVED - APRIL 2026

Cheque Number	Supplier/Payee	Amount £	VAT £	Total £	Expenditure Category
Revenue Account					
S/Orders	Salaries & Expenses - see below				Salaries
023531	Salaries & Expenses - see below				Salaries
023532	Salaries & Expenses - see below				Salaries
023533	Salaries & Expenses - see below				Salaries
023534	Akehurst Plumbing & Heating	1,350.00	0.00	1,350.00	V/H M&R
023535	Blakes Security Systems Ltd	390.00	78.00	468.00	General M&R
023536	Boyds Electrical Ltd	630.00	126.00	756.00	Split
023537	CSC Global Education Ltd (KCS)	109.71	21.94	131.65	V/H M&R
023538	KALC	452.83	90.57	543.40	Administration
023539	Cancelled				
023540	Cancelled				
023541	Vision ICT Ltd	160.00	32.00	192.00	Administration
023542	WEL Medical Ltd	127.85	25.57	153.42	Administration
023543	Rialtas Business Solutions Ltd	330.00	66.00	396.00	Administration
BACS	VFM Products Ltd	116.70	23.34	140.04	General M&R
	Salaries & Expenses	3,025.10	7.48	3,032.58	Salaries
	Total - Cheques/BACS	6,692.19	470.90	7,163.09	
Revenue Account - Direct Debits					
23/03/2026	Vodafone Ltd*	34.50	6.90	41.40	Telephone/Post
31/03/2026	Veolia ES (UK) Ltd	377.85	75.57	453.42	V/Hall M&R
01/04/2026	Bluerag Networks Ltd	20.00	4.00	24.00	Administration
	Business Stream	0.00	0.00	0.00	V/H Water
	Business Stream (Pavilion)	0.00	0.00	0.00	Water
23/04/2026	EE Broadband	25.88	0.00	25.88	Telephone/Post
	Santander (Account Fee)	0.00	0.00	0.00	Administration
9/04/2026	Crown Gas & Power Ltd	854.42	170.89	1,025.31	Gas
13/04/2026	Crown Gas & Power Ltd	239.51	11.98	251.49	V/H Electricity
13/04/2026	Crown Gas & Power Ltd (Pavilion)	72.73	3.64	76.37	Electricity
13/04/2026	Crown Gas & Power Ltd (MUGA)	33.94	1.70	35.64	Electricity
13/04/2026	Crown Gas & Power Ltd (W/Shop)	32.18	1.61	33.79	Electricity
	Total - Direct Debits	1,656.51	269.39	1,925.90	
*Offset by ATC Credit of £22 per month					
TOTAL REVENUE PAYMENTS		8,348.70	740.29	9,088.99	
Capital Account					
				0.00	Capital
TOTAL CAPITAL PAYMENTS		0.00	0.00	0.00	
TOTAL PAYMENTS FOR APRIL 2026		8,348.70	740.29	9,088.99	

APPENDIX 3

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

REVENUE & CAPITAL RECEIPTS REPORT

REVENUE ACCOUNT

Cash/Cheques	Receipt No 6821 to 6822
~ Garages	£119.88
~ Village Hall Lettings	£0.00
~ Wayleaves	£0.00
~ Miscellaneous	£0.00
TOTAL: £119.88	

BACS Deposits	Bank Statement 004/2026
~ Garages	£431.16
~ Village Hall Lettings	£2,989.73
~ Airtime Refund	£22.00
~ Miscellaneous (Fuel Oils)	£344.20
~ VAT Repayments*	£0.00
TOTAL: £3,787.09	

CAPITAL ACCOUNT

Cash/cheques	Receipt No 6821 to 6822
~ Other	£0.00
TOTAL: £0.00	

BACS deposits	Bank Statement 001&002/2026
~ Other	£0.00
TOTAL: £0.00	

TOTAL RECEIPTS FOR MARCH 2026:

£3,906.97