

# STOKE PARISH COUNCIL



50 Pepys Way, Strood, Rochester, Kent, ME2 3LL

## MINUTES

Wednesday 4<sup>th</sup> May 2022

Annual Parish Council Meeting

Village Hall ~ 8.00 pm

Attendees: Cllr B. Stone ~ Chairman Cllr J. Wallace ~ Vice-chair  
Cllr G. Blackman Cllr P. Egan  
Cllr K. Mansell Mrs J. Allen ~ Clerk

Members of the public: Nine (9)

### **PUBLIC SESSION ~ NOT PART OF THE PARISH COUNCIL MEETING**

#### **Part A. Public Discussions**

Several members of the public spoke where the following points were raised:

- A complaint was received concerning inconsiderate parking in Middle Stoke.
- A request to confirm the siting of the new bench in Middle Stoke to commemorate the Queen's Platinum Jubilee was raised.
- A request for an update on the installation of double yellow lines along Brook Lane was raised.
- A request for an update on the speed humps to be installed along the High Street in Lower Stoke, was raised.
- A request for an update on the repair of the potholes situated on the outskirts of village was raised.
- A complaint was aired regarding antisocial motorbike riding throughout the village.
- A request for an update on the use of the old Stoke Primary Academy School by the Maritime Academy was asked for, where the members of the public enquired if the school were still planning to meet with the Parishioners.

A discussion ensued surrounding the installation of speed humps along the High Street, where it was acknowledged that this point had been previously addressed with Medway Council however, owing to the lack of complaints received concerning the road, it was understood that there was presently no need to install the speed calming devices.

Cllr P. Egan spoke further to urge members of the public to report any issues with the High Street to Medway Council's Highways Department, in order to help build up an accurate record of the incidents that were occurring. He also spoke to confirm receipt of 15 responses to his questionnaire relating to the proposed new layout of the Lower Stoke car park.

Finally, the Councillors and members of the public alike, collectively spoke about the various apps that were available to report issues with fly tipping, pot holes and criminal damage. Cllr P. Egan offered to compile a list of the applications, including their QR codes, for the Clerk to promote these in the various noticeboards throughout the village and on the members' website and social media page.

#### **Part B. Public Discussions on any agenda items**

None.

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The Chairman, Cllr B. Stone, opened the meeting at 8.00pm and thanked the Councillors and the members of the public for attending.

**1. To elect the Chair for the ensuing year**

**Min 7167:22** Cllr G. Blackman spoke to propose that Cllr B. Stone be nominated as the Chair. This proposal was seconded by Cllr J. Wallace and unanimously agreed.

Cllr B. Stone duly signed the declaration of acceptance of office, which was witnessed and signed by the Proper Officer, Mrs J. Allen.

**2. Apologies for absence**

**Min 7168:22** An apology for absence was received from Cllr K. Copping, who was out of the Country.

**3. To elect the Vice-Chair for the ensuing year**

**Min 7169:22** The Chairman, Cllr B. Stone spoke to propose that Cllr J. Wallace be nominated as the Vice-Chair. This proposal was seconded by Cllr K. Mansell and was unanimously agreed.

Cllr J. Wallace duly signed the declaration of acceptance of office, which was witnessed and signed by the Proper Officer, Mrs J. Allen.

**4. Disclosure of any other business**

**Additional items to be discussed that have arisen since the publishing of the Agenda no votes on these issues to take place.**

**Min 7170:22** Cllr P. Egan spoke to confirm that he would like to discuss the future of the Parish Council's play equipment later in the meeting, following his visit to all three playparks.

**5. Declaration of any Pecuniary or Personal Interests**

**In line with the Code of Conduct for the meeting, plus alterations to the register**

**Min 7171:22** None.

**6. To elect the Committee Portfolio Holders for the ensuing year**

**Min 7172:22** It was recognised that the members had no current portfolios to allocate.

**7. To appoint Members of the Committees and representatives to other bodies**

**Min 7173:22** The members collectively discussed possible representatives, where the following members were appointed:

- KALC: Cllr G. Blackman & Cllr P. Egan
- Rural Liaison: Cllr J. Wallace
- Village Hall Committee: Cllr K. Mansell
- Police Liaison Officer: Cllr K. Copping

**8. Ward Councillor Report**

**a). A report by Ward Councillor Mick Pendergast**

**Min 7174:22** The Vice-Chair, Cllr J. Wallace spoke to advise that there was no further report from Ward Councillor Mick Pendergast this month.

**9. Minutes from the previous Parish Council Meeting**

**To receive and approve the minutes of the meeting from Wednesday 6<sup>th</sup> April 2022.**

**Min 7175:22** The minutes of the Parish Council meeting, held on Wednesday 6<sup>th</sup> April 2022, were submitted.

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It was proposed by Cllr G. Blackman and seconded by the Vice-Chair Cllr J. Wallace, that the minutes be approved as a correct record. This motion was unanimously agreed.

## 10. Information arising from the minutes not on the agenda

Min 7176:22 None.

## 11. Vacancies

**To discuss any applications received relating to the Parish Council's outstanding vacancies.**

Min 7177:22 The Clerk, Mrs J. Allen, confirmed that Medway Council had notified her that they had received no applications to fill the vacancy through election and as a result of this she understood that the members were now free to co-opt.

Accordingly, she confirmed that she had placed a notice back in the public domain to advertise the vacancy, asking for any interested residents to get in touch before the next meeting.

## 12. Planning Applications

### a). Applications

Min 7178:22 The Chairman, Cllr B. Stone spoke to confirm that there had been no new planning applications submitted since the last meeting.

### b). Decisions

Min 7179:22 The Chairman, Cllr B. Stone spoke again to confirm receipt of one new planning decision, that had been approved by Medway Council subject to conditions:

- **MC/22/0267 – Heathrow, Burrows Lane, Middle Stoke**

### c). Appeals and Other Matters.

Min 7180:22 None.

## 13. Finance

a). To agree financial performance against the budget for the month of April 2022.

b). Update of account(s) for 2021/22 including payments received.

c). Accounts paid since the last meeting to be ratified.

d). Accounts for payment.

e). Payment requests to be discussed for approval and payment.

Min 7181:22 The Councillors carefully reviewed the finance documents contained within their meeting packs, where they agreed to conduct a review of their accounts at the 6-month period, owing to the abolishment of the 'Tax Grant' and the Rural Liaison Grant' this financial year.

Min 7182:22 Cllr P. Egan spoke to propose that points a,b,c, d & e be approved en bloc, this proposal was seconded by Cllr K. Mansell and was unanimously agreed.

Payee	Reference	Payment Method	Amount	Notes
Mrs J. Allen	Min 1436:18	TO BE PAID BY BACS	£526.52	April 2022 Wages
Mrs J. Allen	Min 1436:18	TO BE PAID BY BACS	£35.00	Use of home office – April 2022
Vodafone Telephone & Broadband	Min 1451:18	DIRECT DEBIT	£36.61	Broadband & Telephone line rental for April 2022
Colin Davis	Min 1992:20	TO BE PAID BY BACS	£168.00	April 2022 Payment Inspections & Cleaning

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				INV:3462
Bucknall Landscape Services Ltd	Min 7070:21	TO BE PAID BY BACS	£360.00	Removal of moss on all 3 playparks INV:10522
Satswana Limited	Min 2076:21	TO BE PAID BY BACS	£180.00	Data Protection Officer Service INV: M2275
Medway Council	Min 5077:21	TO BE PAID BY BACS	£212.50	Rent for Lower Stoke Car Park INV: TO FOLLOW
The People's Pension	Min 1775:20	DIRECT DEBIT	£51.16	Both Employer & Employee Contributions for April 2022
The People's Pension	Min 1775:20	DIRECT DEBIT	£43.16	Both Employer & Employee Contributions for May 2022
<b>TOTAL</b>			<b>£1,612.95</b>	

## f). Update on the progress of the Internal Audit for the year ending 2021/2022.

Min 7183:22 The Clerk, Mrs J. Allen, spoke to inform the members that she had now finalised the Parish Council's accounts using the Rialtas software and accordingly she would be in touch with the internal auditor, Mr M. Fielder-White, to carry out a full review in time for their next meeting.

## g). Authorisation for the purchase of both goods and services.

Min 7184:22 The Vice-Chair, Cllr J. Wallace, spoke to remind the Clerk that she now needed to order the Platinum Jubilee benches, following receipt of the money from Cllr M. Pendergast's 'Ward Grant'.

## 14. Management of the Council's land and property

### a). Playparks

#### i Allhallows Road Playpark

#### ii Heron Way Playpark

#### iii Upper Stoke Playpark

Min 7185:22 The Play Park inspections from the month of April were evaluated. The reports received confirmed that the play equipment in Upper Stoke and Button Drive appeared to be in good order.

The report for the Heron Way play park confirmed that the two curved blue timber barriers needed tightening and that brambles were also penetrating the outskirts of the park.

### b). To discuss the complaint receive concerning the uneven surfacing in the Button Drive play park close to the swing unit.

Min 7186:22 Cllr P. Egan spoke to address the condition of the play equipment following the aforementioned email of complaint. He expressed concerns over the lack of general maintenance, defective flooring and the need to protect the existing play equipment from the elements. A discussion ensued where the members agreed that a long-term plan to preserve the existing equipment seemed a good idea.

Cllr P. Egan spoke further to advise that he had identified a significant lack of play equipment targeted towards older children, where he spoke of an idea he had had of inviting them to a separate meeting of the Parish Council, to discuss what sort of play equipment they would like in one of the play parks, which could then form part of the members' long-term plan.

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**c). To receive an update on the repairs to the fencing of the Button Drive Playpark, following the storm damage.**

**Min 7187:22** The Clerk, Mrs J. Allen spoke to inform the members that she was still in discussion with the insurance company concerning the repairs to the fencing at the Button Drive playpark.

She confirmed that the delay had been caused due to the lack of quotes she had received for the new fencing, despite asking specialised contractors for assistance and both the local contractors recommended at the last meeting, ref: **Min 7141:22** .

She closed her report however in confirming that Ecclesiastical had referred their claim over to a loss adjuster to manage.

**15. Highways & Transportation**

**a). Footpaths**

**Min 7188:22** No report.

**b). Lighting**

**Min 7189:22** No report.

**c). Highways and verges**

**Min 7190:22** No report.

**d). Pot holes**

**Min 7191:22** No report.

**e). Fly tipping**

**Min 7192:22** No report.

**f). Grass cutting**

**Min 7193:22** The members acknowledged receipt of a further email from Medway Norse, which had been passed to Cllr K. Copping for further comment at the Parish Council's next meeting.

**The Chairman adjourned the meeting at 8.45pm, to allow Ms M. Trumper from wHoo Cares to provide a brief report on the community interest company's activities over the past 12 months.**

**The meeting resumed at 8.50pm.**

**16. Communication**

**a). Update on the Parish Council's new webpage and associated email addresses**

**b). Parish Council owned tablets**

**Min 7194:22** The Vice Chair, Cllr J. Wallace spoke inform the members that she had now paid to renew their domain name. She also asked the Clerk to upload a report to the Parish Council's webpage concerning the Jubilee event, via the news feed option.

**17. External Contractors**

**a). J R Brickwork**

**Min 7195:22** None.

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## **b). Eastborough Landscapes**

**Min 7196:22** The Clerk, Mrs J. Allen, spoke to confirm that Eastborough Landscapes sister company, BLS (Bucknall Landscape Services Ltd) had now treated the moss growing on the play-park surfacing.

She also advised that the contractors had provided a quote for £200 to remove the brambles growing into the Heron Way playpark and following an assessment of the aforementioned damaged bow of a tree at Button Drive, that she had received notification that the arm was not dangerous.

## **c). Colyn Property Services**

**Min 7197:22** None.

## **18. Platinum Jubilee Event**

### **a). To provide an update on event to mark the Queen's Platinum Jubilee on Sunday 5<sup>th</sup> June 2022.**

**Min 7198:22** The Vice-Chair, Cllr J. Wallace passed around copies of several draft notices she had created to notify the residents of the closure of the bottom end of the High Street and of the Lower Stoke Car Park for the Jubilee event.

Following the suggestion of a couple of minor amendments and after careful consideration the notices were adopted, where it was agreed that they should be published and distributed in the last two weeks before the event and then again closer to the celebrations.

### **b). To decide if a commemorative gift will be handed out to the children attending the Platinum Jubilee event and if so, to determine a budget for the associated costs.**

**Min 7199:22** The members collectively spoke of the idea of providing the children attending the Platinum Jubilee event with a commemorative gift. Accordingly, the Vice-Chair, Cllr J. Wallace presented the Councillors with sample product she had sourced from a local manufacturer, which consisted of a large silver acrylic coin, personalised to the village of 'Stoke'.

Cllr J. Wallace spoke to inform the members that she understood all the surrounding villages were providing a small gift to the children, where it appeared that they were all using the same contractor! She referred the members to a quote she had received to manufacture 150 coins at a cost of £1.25 per unit, totalling a balance of £187.50.

A discussion ensued, where after careful consideration, the Parish Council agreed to provide a budget of £190 towards the purchase of a commemorative gift, which was unanimously agreed by all the members present.

## **19. Village Voice Publication**

### **a). To review items that could be used to place an article in the next edition of the Village Voices Publication.**

**Min 7200:22** A discussion ensued surrounding the contents of the members' next article for the Village Voices publication, where the Clerk was asked to write concerning the Parish Council's vacancy for a new Parish Councillor.

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## 20. Correspondence

a). To discuss a complaint received that member of the public are not able to hear the discussions held in Parish Council meetings.

**Min 7201:22** The Councillors acknowledged receipt of a complaint from a member of the public, who had advised that he had not been able to hear the discussions held in the Parish Council meetings.

The members discussed the possible solutions in depth, where it was unanimously agreed that the purchase of a PA system was not possible owing to the associated costs, which were sadly too expensive.

Accordingly, the members agreed that they would try to speak louder and clearer during meetings and if members of the public were still experiencing issues in hearing the discussions that they would be invited to sit closer and the members would recap what had been discussed already.

## 21. Reports and Circulars

**Min 7202:22** None.

## 22. Any other business

**Min 7203:22** Cllr J. Wallace spoke to enquire if the members would be discussing the Parish Council's policies again at their next meeting, where she acknowledged receipt of further comments from Cllr K. Copping surrounding the Audit Regime.

**Min 7204:22** Cllr P. Egan also spoke to refer the members to a risk assessment he had compiled, which was agreed would be discussed in finer detail at the next meeting.

**Min 7205:22** Finally, Cllr K. Mansell spoke to report her findings on the costing for four new commemorative trees, where it was acknowledged that the best time to plant a new tree was between the months of August, September & October.

## 23. Date of next meeting

**Min 7206:22** The Chairman, Cllr B. Stone, spoke to inform the members that the next meeting would take place in the Village Hall on Wednesday 1<sup>st</sup> June 2022.

## 24. Close of meeting

**Min 7207:22** The Chairman, Cllr B. Stone closed the meeting at 9.25 pm and thanked everyone for attending.

**The next Parish Council meeting will be held on:**

<b>Wednesday 1<sup>st</sup> June 2022</b>	<b>7.00pm</b>	<b>The Village Hall</b>
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