

MINUTES OF THE ANNUAL MEETING OF THE STOKE PARISH COUNCIL
HELD ON WEDNESDAY 2 MAY 2018 AT 8.20 P.M. AT THE VILLAGE HALL
MALLARD WAY LOWER STOKE.

PRESENT: Councillors: Cllr B Stone Chair, Cllr Mrs M Elmes, Vice Chair, Cllr Mrs J Cherry, Cllr Mr G Blackman, ,Cllr R Bridge, Cllr Mr P Tungate, Mr R Morrad Clerk.

2 Members of the public were present.

1. ELECTION OF CHAIRMAN.

Min 1336:18. Cllr Mrs M Elmes proposed Cllr B Stone, seconded by Cllr Mrs Cherry. No other nominations were received. A vote was taken and it was resolved that Cllr B Stone be elected for the ensuing year.

2. TO RECEIVE THE CHAIRMANS DECLARATION OF ACCEPTANCE OF OFFICE.

Min 1337:18. Cllr B Stone duly signed the acceptance of office as Chairman.

3. ELECTION OF VICE-CHAIRMAN.

Min 1338:18. Cllr G Blackman proposed Cllr Mrs M Elmes, seconded by Cllr P Tungate. No further nominations were received. A vote was taken and it was resolved that Cllr Mrs M. Elmes be elected as Vice Chairman for the ensuing year.

4. TO RECEIVE THE VICE-CHAIRMANS DECLARATION OF ACCEPTANCE OF OFFICE.

Min 1339:18. Cllr Mrs M Elmes duly signed the acceptance of office as Vice Chairman.

5. APOLOGIES FOR ABSENCE.

Min 1340:18. Cllr G Barron - Holiday. Members accepted reason.

6. DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA EITHER PERSONAL OR PREJUDICIAL.

Min 1341:18. None.

7. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES:

Min 1342:18. The following nominations to committees and public bodies were proposed by Cllr P Tungate, seconded by Cllr G Blackman, They were resolved as follows:

Rural Liaison - Cllr Mrs J Cherry.
KALC - Cllr Mr G Barron. & Cllr G Blackman.

All Police Liaison matters - Cllr G Blackman.
Village Hall - Cllr Mrs M Elmes.

8. TO APPOINT COMMITTEES IF REQUIRED

Min 1343:18. Members resolved not to have any committees. All members should have an opportunity to attend and vote on all issues relating to the Village, and that a special Council meeting would be called if deemed necessary.

9. PUBLIC REPRESENTATION AT MEETINGS AS PER STANDING ORDER 1(C).

Min 1344:18. Resolved to continue with ½ hour maximum of duration.

10. CHAIRMANS ALLOWANCE 2018/19.

Min 1345:18. It was resolved that a sum of £100.00 which was the budget agreed figure be confirmed.

11. MINUTES OF THE MEETING HELD ON 4th APRIL 2018.

Min 1346:18. The minutes 1316:18 to 1335:18 of the meeting held on the 4th April 2018 were proposed by Cllr Mrs M Elmes, seconded by Cllr Mrs J Cherry. It was resolved as a true record and signed by the Chairman.

12. MONTHLY ACCOUNTS FOR PAYMENT.

Min 1347:18. The monthly accounts as laid out were as follows, cheque 000481 £558.82. 000482 £891.84. 000483 £335.09. 000484 £195.00. Direct Debits £276.10. Debit card £193.60 Proposed by Cllr Mrs M Elmes and seconded by Cllr Mrs J Cherry. These were resolved for payment. Action: Clerk.

13. PLANNING APPLICATIONS AND DECISION.

Min 1348:18. MC/18/1100 Nags Head Telecommunications pole. No objections were raised. Clerk to inform Medway Council. Action: Clerk.

14. CORRESPONDENCE.

Min 1349:18. The clerk read out the correspondence. The clerk reported on a letter from Medway Council regarding update of Medway Rights of Way Improvement plan. Chairman and clerk to discuss the document and report back to the council at a later date. Action: Clerk.

Min 1350:18. Cllr Stone said that he had been in contact with Southern Water regarding the Middle Stoke pumping station problems and said that the Parish Council should write to Medway Council as some of the problem is surface water getting into the sewer system. Action: Clerk.

15. REPRESENTATIVES REPORT ON OUTSIDE BODIES.

Min 1351:18. Cllr Mrs J Cherry gave a report following the last Rural Liaison meeting in which the Local Plan was discussed, and the new Code of Conduct for members for adoption by the Parish if it wishes. The clerk said that it would be placed on the Parish Council's agenda next month as he has only just drawn it up. Action: Clerk.

16. AGM REVIEWS/CONFIRMATION OF PROCEDURES.

Min 1352:18. The following procedures having been reviewed were resolved with a change to the Standing Orders. A new updated Code of Conduct will be issued next month.

Standing orders and financial regulations.

Review and adoption of appropriate standing orders and financial regulations. Including financial risk assessment.

Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.

Review of representation on or work with external bodies and arrangements for reporting back.

Review of inventory of land and assets including buildings and office equipment.

Review and confirmation of arrangements for insurance cover in respect of all insured risks.

Review of the Council's and/or employees' memberships of other bodies.

Reviewing the Council's complaints procedure. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018.

Establishing or reviewing the Council's policy for dealing with the press/media

Equal Opportunities Policy.

Annual Report of Direct Debit Listing.

Annual review of the effectiveness of the Internal Audit.

17. VILLAGE HALL REPORT.

Min 1353:18. Cllr Mrs M Elmes reported that the Village Hall is continuing to prosper with regular weekly groups including Slimming World, Pink Sweat Exercise Class, Thursday Over 55`Club, Bingo, and Mucky Munchkins Toddler Play; the hall is providing a much-needed community resource for all ages. Other regular bookings include cycle clubs and model car racing; but the village hall is still available for hire at very competitive rates for parties and celebrations.

The Management Committee would like to take this opportunity to thank the Parish Council for all the help and support provided in keeping this valuable amenity running for the village.

18. PLAY PARK:

Min 1354:18.The annual play park inspection and risk assessment has been carried out and a copy has been given to all members. It was proposed that the clerk and chairman obtain quotes for any maintenance issues that have been reported and bring the costs to members for a decision on expenditure. Action: Clerk.

19. REVIEW OF ANNUAL INSURANCE.

Min 1354:18. Cllr Mr M Elmes proposed to continue with the present Insurance Company seconded by Cllr Mrs J Cherry. Action: Clerk.

20. WEB SITE/IT.

Min 1355:18. All members now receive an update on a monthly basis.

21. UPDATE REGISTER OF MEMBERS INTEREST 2018.

Min 1356:17. The clerk will contact all the members for all updated DPI forms for 2018. A copy will be sent to Medway Council and a copy will be posted on the parish web site. Action: Clerk.

22. HIGHWAYS & TRANSPORTATION.

Min 1357:18. A carpet has been dumped in Cuckolds Green Road. Clerk is to report it. Action: clerk. .

23. CLERK REPORT.

Min 1358:18. The clerk said that the new consent forms under the new Data Protection Act is now starting to be sent out by him. Action: Clerk.
Both the General Privacy Notice under the new act is now on the Parish Web site.

24. VILLAGE VOICE.

Min 1359:18. In addition from the items in the minutes agreed by the chairman – Advertise that all residents should be encouraged to make statement to Medway Council, Consultation feedback so far is: scale of growth proposed, impact on infrastructure (e.g. transport, education, health) air pollution, loss of countryside and open spaces.

Hoo medical practice (Stoke), new times: Monday to Friday 8.30 to 12.30. then 3.00pm to 5.30pm. Telephone 271347, closed between 12.00 and 3.00pm..

25. ITEMS FOR THE AGENDA FOR THE NEXT MEETING.

Min 1360:18. Clerk and Chairman to agree items.

25. DATE OF THE NEXT MEETING.

The next meeting will be held on Wednesday 6th June 2018.

There being no other business the meeting closed at 9.05 pm

Signed.....Chairman
On the.....Day of.....2018