

# STOKE PARISH COUNCIL



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

Clerk: Mrs J Allen  
Telephone: 01634 710086

Email: [stokeparishcouncilkent@gmail.com](mailto:stokeparishcouncilkent@gmail.com)  
Website: [www.stokekent-pc.gov.uk](http://www.stokekent-pc.gov.uk)

I hereby give notice of a meeting of Stoke Parish Council, to be held in the Village Hall on Wednesday 3<sup>rd</sup> July 2024 at 7.00pm, which all members are summoned to attend.

Jenny Allen ~ Clerk  
25/06/2024

<b>Part A</b>	Public discussion (not part of the meeting) where any member of the public may discuss any item. No motions may be proposed nor decisions taken, but matters raised by the public may be placed on the agenda for the next meeting.
<b>Part B</b>	Public discussion on any <b>agenda</b> items. In line with standing order (3) e members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. This shall take place at this part of the meeting for a maximum of 30 minutes. Following this member of the public are <b>not permitted to speak</b> or to take part in the business of the Parish Council.

<b>1.</b>	<b>Apologies for absence</b> Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.
<b>2.</b>	<b>To receive Declarations of Interest and Dispensations</b> To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers. To consider any Dispensation requests received by the Parish Clerk and not previously considered.
<b>3.</b>	<b>Minutes of the last meeting – Appendix A</b> a). To receive and approve the minutes of the Annual Parish Council meeting held on Wednesday 5 <sup>th</sup> June 2024.
<b>4.</b>	<b>Matters arising from the minutes (not otherwise on the Agenda)</b>
<b>5.</b>	<b>Tasks agreed at the last meeting - Appendix B</b> a). To receive an update on the tasks agreed at the last meeting.
<b>6.</b>	<b>Ward Councillor(s) report</b> a). A report by Ward Councillor Chris Spalding.
<b>7.</b>	<b>Planning – Appendix C</b> a). Applications. b). Decisions. c). Appeals and Other Matters.

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8.	<b>Finance - Appendix D</b> <ul style="list-style-type: none"><li>a). Bank balances.</li><li>b). To agree the financial performance against the budget for June 2024.</li><li>c). Accounts paid since the last meeting to be ratified.</li><li>d). Accounts for payment.</li><li>e). Payment requests to be discussed for approval and payment.</li><li>f). To receive an update on the 2023/2024 Audit.</li></ul>
9.	<b>Management of Land and Property</b> <ul style="list-style-type: none"><li>a). To receive the play park inspection report from the month of June for:<ul style="list-style-type: none"><li>i). The Button Drive Playpark (Lower Stoke).</li><li>ii). The Heron Way Playpark (Lower Stoke).</li><li>iii). The Street Playpark (Upper Stoke).</li></ul></li><li>b). Cleaning of play equipment.</li><li>c). Defibrillator(s).</li><li>d). Lower Stoke Car Park,<ul style="list-style-type: none"><li>i). Broken light.</li></ul></li></ul>
10.	<b>Highways, Transport &amp; Upkeep - Appendix E</b> <p>To receive any reports relating to:</p> <ul style="list-style-type: none"><li>a). Footpaths.</li><li>b). Lighting.</li><li>c). Highways and verges.</li><li>d). Pot holes.</li><li>e). Fly tipping.</li><li>f). Grass cutting.</li><li>g). Leaking manhole cover on A228 / Grain Road.</li><li>h). Salt / Grit Bins.</li><li>i). Flood signs</li><li>j). Noticeboards</li></ul>
11.	<b>Communications</b> <p>To receive an update on the following methods of communication:</p> <ul style="list-style-type: none"><li>a). Website.</li><li>b). Social media page.</li><li>c). Possible purchase of an Office 365 licence for the Clerk.</li></ul>
12.	<b>Internal Committee Updates</b> <ul style="list-style-type: none"><li>a). Neighbourhood Plan.</li><li>b). Stoke Village Hall.</li><li>c). Stoke Community Project.</li></ul>
13.	<b>External Committee Updates</b> <ul style="list-style-type: none"><li>a). KALC.</li><li>b). Rural Liaison.</li></ul>

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14.	<b>External Contractors</b> a). To discuss and approve any new work requests or discuss any existing orders.
15.	<b>Events</b> a). Christmas 2024.
16.	<b>Correspondence - Appendix F</b> a). Email from the Leigh Academies Trust regarding the change of age range of High Halstow Primary, to include 3-year-olds in a nursery class. b). Communications from Ms L. Steven's regarding a grant for Lucy's Little Library.
17.	<b>Any other business</b>
18.	<b>Date of next meeting</b>
19.	<b>Close of meeting</b>