

# 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 at the Village Hall, Mallard Way on Wednesday 7<sup>th</sup> September 2022 at 7.00pm.

Jenny Allen ~ Clerk  
31/08/2022

<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.

## Agenda

<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>Disclosure of any other business of an urgent nature</b> Additional items to be discussed that have risen since the publishing of the agenda. No votes on these issues to take place.
<b>4.</b>	<b>Ward Councillor report</b> a). A report by Ward Councillor Mick Pendergast.
<b>5.</b>	<b>Minutes from the previous Parish Council Meeting - Appendix A</b> a). To receive and approve the minutes from the Parish Council meeting held Wednesday 27 <sup>th</sup> July 2022.
<b>6.</b>	<b>Matters arising from the Minutes not otherwise on the Agenda</b>
<b>7.</b>	<b>Planning Applications - Appendix B</b> a). Applications. b). Decisions. c). Appeals and Other Matters.

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8.	<p><b>Finance - Appendix C</b></p> <ul style="list-style-type: none"><li>a). To agree financial performance against the budget for the month of July &amp; August 2022.</li><li>b). Update of account(s) for 2021/22 including payments received.</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, including:<ul style="list-style-type: none"><li>i Quote received from Treeventures for 15 monthly tree survey.</li></ul></li><li>f). To discuss the email received from the SAAA (Smaller Authorities' Audit Appointment) concerning options to possibly opt out of the SAAA central external auditor appointment arrangements.</li></ul>
9.	<p><b>Management of Land and Property - Appendix D</b></p> <ul style="list-style-type: none"><li>a). To review the bi-fortnightly play park inspections for:<ul style="list-style-type: none"><li>i The Allhallows Road Playpark.</li><li>ii The Heron Way Playpark.</li><li>iii The Upper Stoke Playpark.</li></ul></li><li>b). To discuss the monthly inspection process.</li><li>c). To discuss an action plan for the long-term upkeep of the Button Drive, Heron Way &amp; Upper Stoke Playparks, including the possible use of up-cycled materials.</li><li>d). To receive an update on the repairs to the fencing of the Button Drive Playpark.</li><li>e). To receive an update in making the recreation parks 'dog free' zones.</li><li>f). To discuss possible engagement with the Parish youths.</li><li>g). To determine an action plan for the purchase and installation of three Platinum Jubilee trees.</li></ul>
10.	<p><b>Highways, Transportation &amp; Upkeep</b></p> <p>To receive and discuss any reports relating</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></ul>
11.	<p><b>Communications</b></p> <ul style="list-style-type: none"><li>a). Update on the Parish Council's website and associated email addresses.</li><li>b). Parish Council owned tablets.</li></ul>
12.	<p><b>Village Hall</b></p> <ul style="list-style-type: none"><li>a). To receive an update on the status of the Village Hall.</li></ul>
13.	<p><b>External Contractors</b></p> <p>To discuss and approve any new work requests or discuss any existing orders for either:</p> <ul style="list-style-type: none"><li>a). J R Brickwork.</li><li>b). Eastborough Landscapes</li></ul>

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	c). Colyn Property Services
14.	<b>Feedback to Public Questions</b> a). To receive a response/update on the last public questions raised, following the Parish Council Meeting on Wednesday 27 <sup>th</sup> July 2022.
15.	<b>Lower Stoke Car Park Layout - Appendix E</b> a). To receive an update on the new layout of the Lower Stoke Car Park and to discuss an email sent by Cllr P. Egan concerning his visions for its long-term presentation.
16	<b>Village Events – Appendix F</b> a). Stoke Community Project’s Harvest Moon Festival. b). To discuss ideas to celebrate Christmas 2022.
17.	<b>Policies - Appendix G</b> a). To discuss Cllr P. Egan’s suggestion to introduce a new policy named: <ul style="list-style-type: none"><li>• Risk Management Policy</li></ul> b). To review the following existing policy for re-adoption: <ul style="list-style-type: none"><li>• The Equal Opportunities Policy</li></ul> c). To review and approve the following two revised policies for adoption. <ul style="list-style-type: none"><li>• The All-Risks Management Policy</li><li>• The Accounts and Finance Regime</li></ul>
18.	<b>Village Voices Publication</b> a). To review items that could be used to place an article in the next edition of the Village Voices Publication.
19.	<b>Correspondence</b>
20.	<b>Reports and Circulars</b>
21.	<b>Any other business</b>
22.	<b>Date of next meeting</b>
23.	<b>Close of meeting</b>