

# 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 1<sup>st</sup> June 2022 at 7.00pm.

Jenny Allen ~ Clerk  
26/05/2022

<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 Annual Parish Council meeting held Wednesday 4 <sup>th</sup> May 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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<b>8.</b>	<b>Finance - Appendix C</b> a). To agree financial performance against the budget for the month of May 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.
<b>9.</b>	<b>Internal Audit 2021/2022 - Appendix D</b> a). To review the internal auditors report for the year ended 31 March 2022. b). To approve the accounts for the year ended 31 March 2022. c). To approve the Annual Governance Statement for 2021-22, Section 1 of the Annual Return for the year ending 31 March 2021. d). To approve the Accounting Statements for 2021-22, Section 2 of the Annual Return for the year ending 31 March 2022 and the supporting Bank Reconciliation as at 31 March 2022 plus the explanation of the significant variations from last year (2020-21) to this year (2021-22) and the explanation of any differences to be sent to the External Auditor.
<b>10.</b>	<b>Management of the Council's land and property - - Appendix E</b> a). Playparks i Allhallows Road Playpark. ii Heron Way Playpark. iii Upper Stoke Playpark. b). To discuss an action plan for the upkeep of the Button Drive, Heron Way & Upper Stoke Playparks. c). To receive an update on the repairs to the fencing of the Button Drive Playpark, following the storm damage.
<b>11.</b>	<b>Highways Transportation &amp; Upkeep</b> To receive and discuss any reports relating a). Footpaths. b). Lighting. c). Highways and verges. d). Pot holes. e). Fly tipping. f). Grass cutting
<b>12.</b>	<b>Communications</b> a). Update on the Parish Council's website and associated email addresses. b). Parish Council owned tablets.
<b>13.</b>	<b>Village Hall</b> a). To receive an update on the status of the Village Hall.

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14.	<b>External Contractors</b> To discuss and approve any new work requests or discuss any existing orders for either: a). J R Brickwork. b). Eastborough Landscapes c). Colyn Property Services
15.	<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 4 <sup>th</sup> May 2022.
16.	<b>Lower Stoke Car Park Layout</b> a). To receive an update on the new layout of the Lower Stoke Car Park, following a questionnaire created by Cllr P. Egan.
17.	<b>Flooded Manhole cover on A228 Grain Road</b> a). To receive an update on the flooded manhole cover located on the A228 Grain Road.
18.	<b>Village Events</b> a). To receive an update on the event to mark the Queen's Platinum Jubilee on Sunday 5 <sup>th</sup> June 2022. b). To discuss ideas to celebrate Christmas 2022.
20.	<b>Policies - Appendix F</b> To review the following two Parish Council's policies for re-adoption <ul style="list-style-type: none"><li>• The All-Risks Management Policy</li><li>• The Audit Regime</li></ul>
21.	<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.
22.	<b>Correspondence</b>
23.	<b>Reports and Circulars</b>
24.	<b>Any other business</b>
25.	<b>Date of next meeting</b>
26.	<b>Close of meeting</b>