

# STOKE PARISH COUNCIL



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

Clerk: Mrs J Allen

Telephone: 01634 710086 / 07799 123550

Email: clerk@stokekent-pc.gov.uk

Website: 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> June 2026 at 7.00pm, which all members are summoned to attend.

Jenny Allen ~ Clerk

28/05/2026

<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 6 <sup>th</sup> May 2026.
<b>4.</b>	<b>Matters arising from the minutes (not otherwise on the Agenda)</b>
<b>5.</b>	<b>Vacancies</b> a). To discuss the Parish Council's current outstanding vacancy.
<b>6.</b>	<b>Medway Councillor report</b> a). To receive an update on the most recent Medway Council news from Ward Cllr M. Pearce.
<b>7.</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>8.</b>	<b>Planning - Appendix C</b> a). Applications. b). Decisions. c). Appeals and Other Matters.

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<b>9.</b>	<b>Finance - Appendix D</b> a). Bank balances. b). To agree the financial performance against the budget for May 2026. c). Accounts paid since the last meeting to be ratified. d). Accounts for payment. e). Payment requests to be discussed for approval and payment. f). To receive an update on the audit process for 2025/ 2026.
<b>10.</b>	<b>Internal Audit 2025/2026 - Appendix E</b> a). To review the internal auditors report for the year ended 31 March 2026. b). To approve the accounts for the year ended 31 March 2026. c). To approve the Annual Governance Statement for 2025-26, Section 1 of the Annual Return for the year ending 31 March 2026. d). To approve the Accounting Statements for 2024-25, Section 2 of the Annual Return for the year ending 31 March 2026 and the supporting Bank Reconciliation as at 31 March 2026 plus the explanation of the significant variations from last year (2024-25) to this year (2025-26) and the <b>explanation of any differences to be sent to the External Auditor.</b>
<b>11.</b>	<b>Management of Land and Property - Appendix F</b> a). To receive the play park inspection report from the month of May 2026 including the cleaning of play equipment for: i). The Button Drive Playpark (Lower Stoke). ii). The Heron Way Playpark (Lower Stoke). iii). The Street Playpark (Upper Stoke). b). Lower Stoke Car Park Lease
<b>12.</b>	<b>Highways, Transport &amp; Upkeep</b> a). Footpaths. b). Lighting. c). Highways and verges. d). Pot holes. e). Fly tipping & Street Cleaning. f). Grass cutting. g). Leaking manhole cover on A228 / Grain Road. h). Noticeboards.
<b>13.</b>	<b>Communications</b> To receive an update on the following methods of communication: a). Website. b). Social media page.
<b>14.</b>	<b>Internal Committee Updates</b> a). Neighbourhood Plan. b). Stoke Village Hall. c). Stoke Community Project.

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15.	<b>External Committee Updates</b> a). KALC. b). Rural Liaison Board c). SSE
16.	<b>Contractor Works</b>
17.	<b>Events</b> a). Christmas 2026
18.	<b>Date of next meeting</b> ~ <i>Wednesday 8<sup>th</sup> July 2026</i>
19.	<b>Close of meeting</b>