

STOKE PARISH COUNCIL



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

Clerk: Mrs J Allen
Telephone: 01634 710086

Email: stokeparishcouncilkent@gmail.com
Website: www.stokekent-pc.gov.uk

I hereby give notice of a (short) meeting of Stoke Parish Council, to be held in the Village Hall, on Wednesday 6th December 2023 at 7.00pm, which all members are summoned to attend.

Jenny Allen ~ Clerk
30/11/2023

Part A	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.
Part B	Public discussion on any agenda 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 not permitted to speak or to take part in the business of the Parish Council.

1.	Apologies for absence 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
2.	To receive Declarations of Interest and Dispensations 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.
3.	Minutes of the last meeting – Appendix A a). To receive and approve the minutes of the Parish Council meeting held on Wednesday 4 th October 2023. b). To receive and approve the minutes of the extraordinary meeting held on Tuesday 24 th October 2023.
4.	Matters arising from the minutes (not otherwise on the Agenda)
5.	Vacancies - Appendix B a). To receive an application for co-option from Mr S. Hall. b). To receive an application for co-option from Mr T. Hall.
6.	Ward Councillor report a). A report by Ward Councillor Chris Spalding.
7.	Planning – Appendix C a). Applications b). Decisions c). Appeals and Other Matters

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8.	Finance – Appendix D a). Bank balances b). To agree the financial performance against the budget for November 2023. c). Accounts paid since the last meeting to be ratified. d). Accounts for payment. e). Payment requests to be discussed for approval and payment.
9.	Management of Land and Property a). To receive the play park inspection report from the month of November for: i). The Button Drive Playpark (Lower Stoke) ii). The Heron Way Playpark (Lower Stoke) iii). The Street Playpark (Upper Stoke) b). Cleaning of play equipment. c). Defibrillator
10.	Highways, Transport & Upkeep To receive any reports relating to: a). Footpaths b). Lighting c). Highways and verges d). Pot holes e). Fly tipping f). Grass cutting g). Leaking manhole cover on A228 / Grain Road
11.	Communications To receive an update on the following methods of communication: a). Website b). Social media page c). Stoke Parish Council owned tablets
12.	Events a). Christmas 2023
13.	Correspondence - Appendix E a). Closure of Lower Stoke GP Practice
14.	Meeting Dates 2024 - Appendix F a). To ratify the proposed meeting dates for 2024.
15.	Any other business
16.	Date of next meeting
17.	Close of meeting