

# 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 VIRTUAL Annual Parish Council meeting of Stoke Parish Council, which will be held after the Annual Parish Meeting, on Wednesday 5<sup>th</sup> May 2021, which all members are invited to attend.

Jenny Allen ~ Clerk  
27/04/2021

<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 members 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>To elect the Chair for the ensuing year</b> Once elected the Chairman will be required to sign Declaration of Acceptance of Office before the Proper Officer of the Council.
<b>2.</b>	<b>Apologies for absence</b>
<b>3.</b>	<b>To elect the Vice-Chair for the ensuing year</b>
<b>4.</b>	<b>Disclosure of any other business</b> Additional items to be discussed that have arisen since the publishing of the Agenda no votes on these issues to take place.
<b>5.</b>	<b>Declaration of any Pecuniary or Personal Interests</b> In line with the Code of Conduct for the meeting, plus alterations to the register
<b>6.</b>	<b>To elect the Committee Portfolio Holders for the ensuing year</b>
<b>7.</b>	<b>To appoint Members of the Committees and representatives to other bodies</b>
<b>8.</b>	<b>Ward Councillor report</b> a). A report by Ward Councillor Mick Pendergast.
<b>9.</b>	<b>Minutes from previous Parish Council Meeting – Appendix A</b> To receive and approve the minutes of the meeting from Friday 9 <sup>th</sup> April 2021.
<b>10.</b>	<b>Information arising from the minutes not on the agenda</b>

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11.	<b>Vacancies</b> To discuss any applications received relating to the Parish Council's outstanding vacancies.
12.	<b>Planning Applications – Appendix B</b> a). Applications. b). Decisions. c). Appeals and Other Matters.
13.	<b>Finance – Appendix C</b> a). To agree financial performance against the budget for the month of April 2021. 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. f). Update on the progress of the Internal Audit for the year ending 2020/2021 g). Authorisation for the purchase of both goods and services.
11.	<b>Management of the Council's land and property – Appendix D</b> a). Playparks i Allhallows Road Playpark ii Heron Way Playpark iii Upper Stoke Playpark. b). Update on the replacement apparatus, following the removal of the toddler tunnels at Button Drive & Heron Way c). Update on the purchase of a new baby/cradle swing for the Heron Way Playpark d). Tree surgeon quotes for the removal of limbs overhanging the property adjacent to the Heron Way Park e). Notice board in Lower Stoke
12.	<b>Highways &amp; Transportation</b> To receive and discuss any reports relating a). Footpaths. b). Lighting. c). Highways and verges. d). Pot holes. e). Fly tipping. f). School Warning Signs.
13.	<b>Communications</b> a). Update on the Parish Council's new website and associated email addresses b). Parish Council owned tablets
14.	<b>Lower Stoke Car Park Lease</b> a). To discuss the ongoing situation with the proposed new lease for Medway Council's Lower Stoke Car Park.

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15.	<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
16.	<b>Christmas Celebrations</b> a). To receive an update on the installation of a Christmas Tree and Christmas lights in Lower Stoke for the month of December 2021.
17.	<b>Sponsorship for The Big Lunch in Stoke</b> a). To discuss potential sponsorship towards 'The Big Lunch in Stoke' hosted by the Methodist Church.
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 – Appendix E</b> a). Email from resident concerning a large tree located in the recreation ground at Button Drive and close to her property.
20.	<b>Reports and Circulars</b>
21.	<b>Any other business (no votes may be taken)</b>
22.	<b>Date of next meeting</b>
23.	<b>Close of meeting</b>