

STOKE PARISH COUNCIL



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

DRAFT MINUTES

Wednesday 1st December 2021

Face to Face Parish Council Meeting

Village Hall ~ 7.00 pm

Attendees: Cllr B. Stone ~ Chairman Cllr J. Wallace ~ Vice-chair
Cllr K. Copping Cllr R. Bridge
Cllr G. Blackman Cllr K. Mansell
Mrs J. Allen ~ Clerk

Members of the public: None (0)

PUBLIC SESSION ~ NOT PART OF THE PARISH COUNCIL MEETING

Part A. Public Discussions

None.

Part B. Public Discussions on any agenda items

None.

The Chairman, Cllr B. Stone, opened the meeting at 7.00pm and thanked the Councillors for attending.

1. Apologies for absence

Min 6078:21 An apology for absence was received from Cllr P. Egan, who had prior work commitments.

2. To receive Declarations of Interest and Dispensations

Min 6079:21 None.

3. Disclosure of any other business of an urgent nature

Min 6080:21 None.

4. Ward Councillor Report

a). A report by Ward Councillor Mick Pendergast

Min 6081:21 The Vice-Chair, Cllr J. Wallace spoke to advise that Ward Councillor Mick Pendergast was ill and was unable to attend, in his absence however she read a report on his behalf.

Ward Councillor Mick Pendergast's report confirmed that two of the four abandoned cars in the Lower Stoke Car Park had been collected by JMV Cars and that the remaining two had notices on them, which were due to be collected by Medway Council's Street enforcement team imminently.

5. Minutes from the previous Parish Council Meeting

a). To receive and approve the minutes from the Parish Council meeting held on Wednesday 3rd November 2021.

Min 6082:21 The minutes of the previous Parish Council meeting, held on Wednesday 3rd November as already circulated by the Clerk, were submitted.

It was proposed by Cllr G. Blackman and seconded by the Vice-Chair Cllr J. Wallace, that they be approved as a correct record. This motion was unanimously agreed.

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6. Information arising from the minutes not on the agenda

Min 6083:21 Cllr K. Copping spoke to request an update on a copy of Medway Norse's grass cutting schedule, he also asked if the members letter of 'no confidence' had been sent and if Stoke Parish Council were now in receipt of a hard copy of their signed tenancy agreement for the Lower Stoke Car Park.

Both the Chairman and the Clerk spoke in response to confirm the members' letter of 'no confidence' had been sent (and read!), that a hard copy of the members' signed tenancy agreement had been received and that the Clerk was still chasing the grass cutting schedule for 2022 from Medway Norse.

Cllr R. Bridge also spoke to advise that he had seen reports on social media of decomposing leaves blocking some of the village's drains, where he asked the Clerk to report this issue to Medway Council's flooding management team to clear.

7. Planning

a). Applications

Min 6084:21 The Chairman, Cllr B. Stone spoke to confirm that there had only been one new planning application submitted since the last meeting, which had already been approved.

- **MC/21/2882 – Former White Horse PH Site**

He confirmed however that he had no comments in regards to this application, where the members were also encouraged to air any concerns they might have had.

b). Decisions

Min 6085:21 None.

c). Appeals and Other Matters.

Min 6086:21 Cllr K. Copping spoke to inform the members that having walked up Burrows Lane earlier in the week, that he could not see any further building work taking place. He advised that he understood however the members were monitoring the situation.

8. Finance

a). To agree financial performance against the budget for the month of November 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.

Min 6087:21 Cllr K. Copping spoke to propose that points a,b,c, d & e be approved en bloc, this proposal was seconded by Cllr K. Mansell and was unanimously agreed.

Payee	Reference	Payment Method	Amount	Notes
Mrs J. Allen	Min 1436:18	TO BE PAID BY BACS	£492.88	November 2021 Wages
Mrs J. Allen	Min 1436:18	TO BE PAID BY BACS	£35.00	Use of home office – November 2021
Vodafone Telephone & Broadband	Min 1451:18	DIRECT DEBIT	£33.92	Broadband & Telephone line rental for November 2021

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Colin Davis	Min 1992:20	TO BE PAID BY BACS	£168.00	November 2021 Payment Inspections & Cleaning INV: 3350
Medway Council	TO BE AGREED RETROSPECTIVELY	TO BE PAID BY BACS	£850.00	Outstanding rent for 2021/2022 for Lower Stoke Car Park INV: TO FOLLOW
KPS	TO BE AGREED RETROSPECTIVELY	PAID BY BACS	£17.10	50% costs towards stationery. Envelopes & Paper INV: 15386
KPS	TO BE AGREED RETROSPECTIVELY	PAID BY BACS	£13.41	50% costs towards stationery. Coloured Paper INV: 14484
One4All	Min 6066:21	PAID BY CARD	£156.50	3 X Gift Vouchers for Xmas Light Competition INV: 2000559491
Gravesham Trophy Centre	Min 6066:21	PAID BY CARD	£32.97	3 x Trophies for Xmas Light Competition INV: 5227
Post Office	Min 6068:21	PAID BY CARD	£6.85	Signed Tracker Letter to Medway Council
KALC	Min 6047:21	TO BE PAID BY BACS	£10.00	Donation towards speaker at next KALC meeting.
The People's Pension	Min 1775:20	DIRECT DEBIT	£42.43	Both Employer & Employee Contributions for November 2021
TOTAL			£1,859.06	

f). To organise a finance meeting to discuss budgets ahead of the precept request for 2022/2023.

Min 6088:21 The members agreed to meet for a finance meeting directly after the main Parish Council meeting on Wednesday 5th January.

The Chairman, Cllr B. Stone, spoke to ask the Clerk to include a new budget towards eventually replacing the fence around the Heron Way Playpark.

9. Management of the Council's land and property

a). Playparks

i Allhallows Road Playpark

ii Heron Way Playpark

iii Upper Stoke Playpark

Min 6089:21 The Play Park inspections from the month of November were accepted. The reports received confirmed that the play equipment in all 3 play parks appeared to be in good order and that all the touch points were being regularly disinfected.

b). To receive an update on the remedial work to the two newly installed toddler units following the post installation inspection reports.

Min 6090:21 The members collectively discussed the remedial works required to the two newly installed toddler units where they raised several urgent concerns.

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They spoke of how the Parish Council would be held accountable in the event of an incident following the post installation inspection reports which highlighted issues with the height of the slide run outs, a concrete kerb that surrounds the impact area at the Button Drive playpark and the toggle entrapments identified at the Heron Way play park.

Suggestions were raised to remove the equipment until the remedial repairs could be undertaken, where it was identified that the Parish Council had nowhere to store the new equipment. After a long discussion it was agreed to tape off the new equipment and to place signs in the playparks, the noticeboard and on social media informing the Parishioners that the new equipment was out of order until further notice.

Cllr R. Bridge also asked the Clerk to include in her letter that all the Parish Council's rights were reserved and to ask Safeplay to take immediate action.

10. Highways & Transportation

a). Footpaths

Min 6091:21 Cllr K. Copping spoke to inform the members that following Cllr P. Egan's report surrounding the RS35 footpath at the last meeting, ref: Min 6051:21, that he had reported this matter to Medway Council using the Country Eye app.

b). Lighting

Min 6092:21 No report.

c). Highways and verges

Min 6093:21 No report.

d). Pot holes

Min 6094:21 No report.

e). Fly tipping

Min 6095:21 No report.

11. Communication

a). Update on the Parish Council's new webpage and associated email addresses

b). Parish Council owned tablets

Min 6096:21 Cllr J. Wallace spoke inform the members that she had managed to get her Stoke Parish Council owned tablet connected to her Parish Council email. She understood however that the IT technician was still trying to connect both the members' personal emails and their Parish Council emails to the same inbox.

Since the Clerk was in contact with the IT technician, she asked her to make contact with him to inform him that the members only needed their Parish Council emails to come through to their Stoke Parish Council owned tablets and they did not want their personal emails on there.

12. Village Hall

a). To receive an update on the status of the Village Hall

Min 6097:21 The Chairman, Cllr B. Stone spoke to inform the members that he had no further report.

13. External Contractors

a). J R Brickwork

Min 6098:21 None.

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b). Eastborough Landscapes

Min 6099:21 The Clerk, Mrs J. Allen, referred the Councillors to the update she had received from Eastborough Landscapes concerning the non-essential works to the trees in the recreation ground, following the Parish Council's 15 monthly tree report.

This update advised that the works to trim the trees would take place in mid-December.

c). Colyn Property Services

Min 7000:21 None.

14. Christmas Celebrations

a). To receive an update on the Christmas lights competition due to take place later this month.

Min 7001:21 The Vice-Chair Cllr J. Wallace spoke to inform the members that she had finalised the Christmas Lights 'voting form' where a simplified version of the 'rules of play' had been printed on the back.

She circulated a copy of this form to all the members, where the Clerk was also asked to look into ordering two cardboard post boxes, to place one at each voting collection point.

15. Feedback to Public Questions

a). To receive a response/update on the last public questions raised, following the Parish Council Meeting on Wednesday 3rd November 2021.

Min 7002:21 Following the last Parish Council meeting held on Wednesday 3rd November, the members asked the Clerk to continue chasing Medway Council to ensure the following points were resolved.

- The re-installation of a more permanent fence outside the public toilets on Grain Road, where the wooden fence was removed earlier in this year and 'Heras fencing' put in its place.
- An inspection of the trees in the village, in particular those located along Allhallows Road, where the members had indentified a dead tree and a large branch lying alongside a cherry tree.

A discussion also ensued concerning the hedge located along Allhallows Road, where although the hedge belonged to the church, it was felt that the vegetation could not be cut back any further owing to the wooden electricity posts that lined the road.

16. Disabled Parking in Lower Stoke

a). To receive an update on the new layout of the Lower Stoke Car Park, including the repositioning of the disabled parking bay.

Min 7003:21 The members carefully evaluated the proposed new layout of the Lower Stoke Car Park, as drawn up by Cllr P. Egan. In his absence however it was agreed to defer this matter to the next meeting.

Concerns were raised however concerning the removal of the two abandoned cars in the car park and the potential uproar in arranging for the car park to be completely empty first to implement the 'new layout'.

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17. Flooding to the rear of Kasmira House

a). To discuss possible solutions to prevent flooding to the rear of Kasmira House.

Min 7004:21 The Chairman, Cllr B. Stone, spoke to inform the members that following a meeting with Cllr P. Egan on site, that he was now waiting for a contractor to provide a quote to install a drain and to dig out a trench to aid with the reduction of the surface water from the Heron Way Playpark, where the playpark was identified to be lower than the field.

18. Flooded Manhole cover on A228 Grain Road

a). To receive an update on the flooded manhole cover located on the A228 Grain Road.

Min 7005:21 The Chairman, Cllr B. Stone, spoke to inform the members that oddly enough the manhole cover had not been leaking as much as it had previously, but that it still appeared to be sunken into the road.

Accordingly, he asked the Clerk to ask the Highways Agency for an update on the repairs.

19. Seniors Afternoon Tea

a). To receive an update on the Senior's Afternoon Tea event, ran by the 'Stoke Safaris'.

Min 7006:21 The Vice-Chair, Cllr J. Wallace, reported that the 'Senior's afternoon tea event' had been well attended and that she had had the opportunity to pop down to the hall in person to thank the Stoke Safaris team whilst the celebrations were underway.

Cllr K. Copping spoke to ask if the Clerk could confirm many residents from the village had attended following the Parish Council's donation.

The Chairman, Cllr B. Stone spoke in agreement with Cllr K. Copping, where he advised that he too would be interested to learn the final percentage of those who actually attended from the Parish of Stoke.

20. Village Voice Publication

Min 7007:21 The members spoke collectively in regards to their next article for the Village Voices publication, where it was understood there was no December/January edition.

After careful consideration it was unanimously agreed that the Clerk should place an article in the next edition to confirm as per the results of the Christmas Lights competition and the member's sponsorship of the Stoke Safari's Afternoon Tea event.

21. Correspondence

Min 7008:21 None.

22. Reports and Circulars

Min 7009:21 None.

23. Any other business

Min 7010:21 None.

24. Date of next meeting

Min 7011:21 The Chairman, Cllr B. Stone, spoke to inform the members that the next meeting would take place in the main Village Hall on Wednesday 5th January 2022.

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25. **Close of meeting**

Min 7012:21 The Chairman, Cllr B. Stone closed the meeting at 8.05pm and thanked everyone for attending. He also wished all the members a very happy Christmas and advised that he looked forward to seeing everyone again in the new year.

The next Parish Council meeting will be held on:

Wednesday 5th January 2022	7.00pm	The Village Hall
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