

STOKE PARISH COUNCIL



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

MINUTES

Wednesday 7th October 2020

Virtual Meeting ~ 7.00 pm

Attendees: Cllr B. Stone (Chairman) Cllr G. Blackman ~ Vice-chair
Cllr G. Barron Cllr R. Morrad
Mrs J. Allen ~ Clerk

Members of the public: 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 and thanked all the members for attending.

1. Apologies for absence

Min 1941:20 Two (2) apologies for absence were received from Cllr J. Wallace, who had prior commitments and from Cllr R. Bridge, who was indisposed.

2. To receive Declarations of Interest and Dispensations

Min 1942:20 None.

3. Disclosure of any other business of an urgent nature

Min 1943:20 None.

4. Minutes from the previous Parish Council Meeting - Appendix A

Min 1944:20 The minutes of the previous Parish Council meeting, held on Monday 10th August 2020, as already circulated by the Clerk were submitted.

It was proposed by Cllr R. Morrad and seconded by the Cllr G. Barron, that they be approved as a correct record. This motion was unanimously agreed.

5. Information arising from the minutes not on the agenda

Min 1945:20 Cllr R. Morrad spoke to remind the Clerk that she still needed to send him the revised budget spreadsheet, showing the figures that corresponded with the 2019/2020 AGAR ref:

Min 1920:20 .

He also asked the Clerk to write to Medway Council to ask them to take down the members old website

6. Planning

a). Applications

Min 1946:20 The members discussed the two new planning applications received since the last meeting

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- MC/20/2340 - Coningsby
- MC/20/2341 - Coningsby

The members discussed in detail the application for a single storey side extension over the existing swimming pool and the Neighbourhood consultation. They agreed not to submit an objection, as it was recognised that the new extension would be situated at the back of the property.

b). Decisions

Min 1947:20 The members acknowledged that there had been no new planning applications acceptances since the last meeting.

c). Appeals and Other Matters.

Min 1948:20 None.

7. Finance – Appendix B

a). To agree financial performance against the budget for September 2020

Min 1949:20 The Clerk, Mrs J. Allen, presented the members with the financial performance figures (that included the budgets set at the beginning of the year as a comparison) ranging from April 2020 through to September 2020. The Councillors evaluated these figures and after careful consideration the details were deemed as acceptable.

b). Update of account(s) for 2020/21 including payments received.

Min 1950:20 The Councillors also carefully reviewed the bank balances provided, where the figures were deemed as acceptable.

Min 1951:20 The members referred to the internal auditor's report, where it was noted that Mr M. Fielder-White had commented on the large proportion of the Parish Councils funds, that were held in the members current account and not in their reserves.

After careful consideration it was agreed to transfer the majority of the balance into the reserve account, leaving a small surplus balance in the current account for emergency expenditures. The members also agreed to then set up an average monthly standing order, to keep the current account in credit when paying out for the Parish Council's expenses.

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 1952:20 It was proposed by Cllr G. Barron and seconded by Cllr R. Morrad that the tables below, as previously circulated, be noted and the payments confirmed. This motion was unanimously agreed.

Payee	Reference	Payment Method	Amount	Notes
Mrs J. Allen	-	BACS	£429.91	August 2020 wages (inc tax rebate)
Mrs J. Allen	-	BACS	£35.00	Use of home office – August 2020
HMRC	-	BACS	£45.00	Payment of Tax & NI
Vodafone Telephone & Broadband	-	DIRECT DEBIT	£34.41	Broadband & Phone line rental for August 2020
Colin Davis	-	BACS	£88.00	August 2020 Payment INV 3024

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The People's Pension	Min 1775:20	DIRECT DEBIT	£41.63	Both Employer & Employee Contributions for August 2020
Medway Council	-	DIRECT DEBIT	£225.00	Quarterly Car Park Rent
The Cartridge People	-	CARD	£342.90	4 x Coloured Toner Cartridges GB200805-LA3519924-1
Mrs J. Allen	-	BACS	£429.41	September 2020 wages (inc tax re- bate)
Mrs J. Allen	-	BACS	£35.00	Use of home office – September 2020
HMRC	-	BACS	£45.00	Payment of Tax & NI
Vodafone Telephone & Broadband	-	DIRECT DEBIT	£32.68	Broadband & Phone line rental for September 2020
Colin Davis	-	BACS	£88.00	September 2020 Payment INV 3052
The People's Pension	Min 1775:20	DIRECT DEBIT	£41.63	Both Employer & Employee Contributions for September 2020
KPS Office Supplies	-	BACS	£13.19	1 x box of latex gloves INV: SINV300613
Eastborough Landscapes	Min 1925:20	BACS	£1,184.40	To carry out cutting, pruning and clearing from the three play parks INV: 262930
TOTAL			£3,111.16	

8. Management of the Council's land and property – Appendix C

a). Playparks

i Allhallows Road Playpark

Min 1953:20 The Play Park inspection from the month of September confirmed that the play equipment appeared to be in good order and that the relevant COVID-19 advice signs remained in place.

ii Heron Way Playpark– including the disposal of a discarded tree trunk and the cutting of the overhanging tree branches that extend into a neighbouring property's garden

Min 1954:20 The Play Park inspection from the month of September confirmed that the play equipment appeared to be in good order and that the relevant COVID-19 advice signs remained in place. It was also noted that the play inspector contractor had removed an old tree trunk from the park and that he had trimmed away the brambles from the fencing.

Min 1955:20 The members referred to an email received from a neighbouring property, where the owners were complaining that the tree by the gate was overhanging their boundary. Which was reportedly not only leaking sap onto their car, making it all sticky and difficult to clean off, but that it was also obstructing their solar lights from absorbing any UV rays.

After careful consideration it was proposed by the Vice-Chair Cllr G. Blackman that the Clerk should source a tree surgeon to remove the offending limbs as soon as possible to prevent further damage to the surrounding property. This proposal was seconded by the Chairman Cllr B Stone and unanimously agreed.

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iii Upper Stoke Playpark

Min 1956:20 The Play Park inspection from the month of September confirmed that the play equipment appeared to be in good order and that the relevant COVID-19 advice signs remained in place.

The Chairman, Cllr B. Stone, spoke to advise that following the instruction of Eastborough Landscapes ref **Min 1925:20**, that he had personally been to check the works completed. He advised that following his inspection, that he was pleased to see that all the overgrown vegetation had been cut back and that the greenery had been removed from site as promised

Min 1957:20 The Chairman spoke further to raise concerns that moss now appeared to be growing over the top of the playground surfacing in all three (3) of the play parks. A short discussion ensued between the Chairman and Cllr R. Morrad, where it was understood that Mr C. Davis of Colyn Property Services had previously treated the fungi. Following this discussion, the Clerk, Mrs J. Allen, was instructed to write to Mr C. Davis to invite him back to re-treat the areas in question.

9. Highways & Transportation

a). Footpaths

Min 1958:20 Cllr G. Barron spoke to advise that the RS36 footpath was being updated, where he understood that hardcore had been used, to make the path more user friendly.

b). Lighting

Min 1959:20 No report.

c). Highways and verges

Min 1960:20 No report.

d). Pot holes

Min 1961:20 No report.

e). Fly tipping

Min 1962:20 No report.

f). School Warning Signs

Min 1963:20 The Clerk, Mrs J. Allen, spoke to advise the members that the school warning signs were due to be repaired by mid-October. She also advised that Medway Council had been in contact with the Leigh Academies trust to ask them to provide the details of the school's timetable, in order to pre-set the lights.

10. Communications

a). Update on the operation and usage of the Parish Council's existing website.

Min 1964:20 Following item 5, ref **Min 1945:20**, Cllr R. Morrad spoke to propose that the Clerk write to Medway Council to ask them to take down the Parish Council's old web page. This proposal was seconded by the Chairman, Cllr B Stone, and unanimously agreed.

b). Update on the construction of the Parish Council's new webpage

c). Update on the creation of new Clerk and Parish Councillor email addresses

Min 1965:20 In Cllr J. Wallace's absence, the members received a written report, where they observed Cllr J. Wallace's progress in relation to the construction of the members new webpage and their associated email addresses.

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It was recognised that Cllr J. Wallace had already carried out an enormous amount of work, however there was still a way to go to bring the members new website in line with the current regulations and standards.

A discussion ensued in relation to the above, where it was proposed by Cllr R. Morrad to employ a website developer to assist Cllr J Wallace with the webpage's initial construction. This proposal was seconded by Cllr G. Barron and unanimously agreed. The Clerk was deployed to obtain quotations to provide to the members at the next meeting.

Min 1966:20 Cllr R. Morrad spoke further to address his concerns that the members were having to use their own personal computers to attend the Parish Council meetings, to access their emails and to view the members new webpage. These concerns were shared by many of his colleagues, where the Clerk Mrs J. Allen, was asked to obtain quotes for up to seven (7) 5-inch tablets, to loan to for each member.

Min 1967:20 Finally, Cllr R. Morrad also spoke of the need for a Data Protection Manager to work alongside the Clerk (who was the current Data Protection Controller). The members agreed that the idea sounded very plausible, in order to remain complaint, where Cllr R. Morrad was asked to obtain further information.

d). To discuss the use of the Parish Councillors photos on the members website(s).

Min 1968:20 Cllr R. Morrad spoke to raise his concerns that the Stoke Parish Council members photographs were still visible on the members old webpage. He prepared a report, where he read out the configuration of other local Parish Council's websites as a comparison.

A discussion also ensued where it was agreed to revisit this topic when the members new webpage had been fully constructed and was up and running.

11. External Contractors

a). J R Brickwork

Min 1969:20 No further requests for works were discussed.

b). Eastborough Landscapes

Min 1970:20 No further requests for works were discussed.

Min 1971:20 The members discussed the need for a reliable local tree surgeon, where Cllr R. Morrad also asked if Mr C. Davis of Colyn Property Services could be added to the 'External Contractors' list.

12. Village Voice Publication

Min 1972:20 It was agreed that the Clerk would submit an article in the next edition of the Village Voices publication to advise the members of the public of the next Parish Council meeting date.

13. Correspondence

a). To discuss an email received from Ward Cllr R. Sands, in connection to joining a possible new 'Peninsula Planning Forum' group.

Min 1973:20 The members discussed an email received from Ward Cllr R. Sands, surrounding the setup of a possible new Peninsula Planning Forum. The members collectively agreed that the forum sounded like a great idea, where they agreed to join the committee once the group had been officially established.

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b). To discuss an email received from WelMedical surrounding the purchase of a new battery for the village Defibrillator

Min 1974:20 The members discussed the purchase of a new battery for the village Defibrillator, where it was acknowledged that the battery in place had been in the device for almost 5 years.

It was collectively agreed that the defibrillator should be kept up to date as much as possible in the event of an emergency, where the Clerk was deployed to order a new battery pack as soon as possible.

Min 1975:20 Cllr G. Barron spoke to advise that he had noted that the sign above the defibrillator on the Village Hall wall had been knocked off. Cllr B. Stone spoke in response to advise that he would look at the sign to establish if could repaired or if the Clerk would need to order a new one. Cllr B. Stone also advised that he would speak to Ms T. Robb to confirm if she was still the defibrillator village contact.

c). To keep up to date with the latest developments at Stoke Primary Academy

Min 1976:20 The members acknowledged receipt of an update surrounding the latest developments of Stoke Primary Academy, where it was recognised that Year 2 pupils were now being transferred to Allhallows Primary Academy on a regular basis.

The members were very sceptical about the future of Stoke Primary Academy, where they highlighted their concerns that the transport issues between the two villages would need to be improved.

14. Reports and Circulars

Min 1977:20 None.

15. Date of next meeting

Min 1978:20 The Chairman, Cllr B. Stone, spoke to inform the members that the next meeting would be held via a virtual forum on Wednesday 4th November 2020 at 7.00pm.

He thanked the members for attending and closed the meeting at 08.22 pm

The next Parish Council meeting will be held on:

Wednesday 4th November 2020	7.00pm	Virtual Forum
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