

# 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 the Annual Parish Council meeting, to be held after the Annual Parish Meeting, at the Village Hall, on Wednesday 24<sup>th</sup> May 2023 at 7.45pm.

Before the commencement of the meeting, all councillors will be required to sign their declarations of acceptance of office before the Proper Officer of the Council.

Jenny Allen ~ Clerk  
19/05/2023

<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>Election of Chair Person</b> To elect the Chair Person of Stoke Parish Council for the 2023/2024 Council Year.
<b>2.</b>	<b>Chair Person's Declaration of Acceptance of Office</b> To receive the Chair Person's Declaration of Acceptance of Office or, if the Chair Person is not present, to resolve that such Declaration be made at or before the next Ordinary Meeting of the Council.
<b>3.</b>	<b>Election of Vice-Chair Person</b> To elect the Vice-Chair Person of Stoke Parish Council for the 2023/2024 Council Year.
<b>4.</b>	<b>Vice-Chairman's Declaration of Acceptance of Office</b> To receive the Vice-Chair Person's Declaration of Acceptance of Office or, if the Vice-Chair Person is not present, to resolve that such Declaration be made at or before the next Ordinary Meeting of the Council.
<b>5.</b>	<b>Apologies for absence</b>
<b>6.</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.

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<b>7.</b>	<b>Parish Councillors</b> a). To formally introduce and welcome any new members onto the Parish Council. b). To formally issue a vote of thanks to any previous members who did not reapply.
<b>8.</b>	<b>Minutes of the last meeting – Appendix A</b> a). To receive and approve the minutes of the Parish Council meeting held on Wednesday 5 <sup>th</sup> April 2023.
<b>9.</b>	<b>Matters arising from the minutes (not otherwise on the Agenda)</b>
<b>10.</b>	<b>Vacancies</b> To discuss any applications received relating to the Parish Council’s outstanding vacancies.
<b>11.</b>	<b>To review the Council’s Sub Committee Memberships</b> a). Personnel b). Planning c). Finance
<b>12.</b>	<b>To review the Council’s Working Party Memberships</b> a). Playparks b). Policies
<b>13.</b>	<b>To review the Council’s representatives for external bodies</b> a). KALC b). Rural Liaison c). Police Liaison d). Village Hall
<b>14.</b>	<b>To review and approve the Council’s and/or employees’ subscriptions to other bodies</b> a). KALC b). ICO c). Rialtas d). Satswana
<b>15.</b>	<b>Ward Councillor report</b> a). A report by Ward Councillor George Crozer.
<b>16.</b>	<b>Planning Applications – Appendix B</b> a). Applications. b). Decisions. c). Appeals and Other Matters.
<b>17.</b>	<b>Finance - Appendix C</b> a). Bank balances b). To agree the financial performance against the budget for April 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.

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18.	<b>Grant applications</b> a). To ratify the £300 grant application submitted by the Stoke Community Project for the King's Coronation Event, which took place on Sunday 7 <sup>th</sup> May 2023.
19.	<b>Management of Land and Property</b> a). To receive the play park inspection report from the month of April for: i). The Button Drive Playpark (Lower Stoke) ii). The Heron Way Playpark (Lower Stoke) iii). The Street Playpark (Upper Stoke) b). To receive an update on the long-term upkeep of all three (3) playparks c). To receive an update on the installation of the three (3) Platinum Jubilee trees d). Defibrillators
20.	<b>Highways, Transport &amp; Upkeep</b> 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 h). Button Drive recreation ground outer fence
21.	<b>Communications</b> To receive an update on the following methods of communication: a). Website b). Social media page c). Stoke Parish Council owned tablets
22.	<b>Village Hall</b> a). To receive an update on the status of the Village Hall.
23.	<b>External Contractors</b> a). To discuss and approve any new work requests or discuss any existing orders.
24.	<b>Stoke Community Project</b> a). To receive a report from the Stoke Community Project concerning their latest projects.
25.	<b>Feedback to Public Questions</b> a). To receive a response/update on the last public questions raised, following the Parish Council meeting held on Wednesday 5 <sup>th</sup> April 2023.
26.	<b>Village Events</b> a). Kings Coronation May 2023.

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27.	<b>Training - Appendix D</b> a). Dynamic Councillor Training Events b). Operational Playground Inspection Course
28.	<b>Correspondence</b>
29.	<b>Reports and Circulars</b>
30.	<b>Any other business (no votes may be taken)</b>
31.	<b>Date of next meeting</b>
32.	<b>Close of meeting</b>