

# 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.stokeparishcouncil.org.uk](http://www.stokeparishcouncil.org.uk)

I hereby give notice of a meeting of Stoke Parish Council to be held at the Village Hall, Mallard Way on Wednesday 3<sup>rd</sup> October 2019 at 7.00pm.

Jenny Allen ~ Clerk  
27/09/2019

<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 member 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>Apologies for absence</b>
<b>2.</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>3.</b>	<b>Minutes from the previous Parish Council Meeting</b> To receive and approve the minutes from the Parish Council meeting held on Wednesday 4 <sup>th</sup> September 2019.
<b>4.</b>	<b>Information arising from the minutes not on the agenda</b>
<b>5.</b>	<b>Disclosure of any other business</b> Additional items to be discussed that have risen since the publishing of the agenda. No votes on these issues to take place.
<b>6.</b>	<b>Planning Applications</b> To receive and discuss any planning applications or decision received from Medway Council since the last meeting on Wednesday 4 <sup>th</sup> September 2019.
<b>7.</b>	<b>Clerks Report (including correspondence)</b> Report by Clerk in relation to the progress made and any correspondence received in the office since the last meeting on Wednesday 4 <sup>th</sup> September 2019.
<b>8.</b>	<b>Finance</b> a) To oversee and approve any receipts received since 04/09/2019. b) To authorise and approve any long-term standing orders / direct debits. c) To discuss and approve payment(s) for invoices received since 04/09/2019. d) To oversee and approve any debit card usage since 04/09/2019.

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	e) To oversee and approve the evolving bank balance(s) and the monthly budget monitoring report, already circulated to all members by the Clerk.
9.	<b>Representative Reports on outside bodies</b> To receive any reports by members on outside bodies.
10.	<b>Play Parks Contract</b> Report by the Clerk to update members on the condition of the parks, play equipment and related contractor.
11.	<b>Website and IT</b> Report by the Clerk to update members on the operation and usage of the Parish Council's website.
12.	<b>Highways &amp; Transportation</b> To receive and discuss any reports relating to the upkeep / maintenance of the Parish's footpaths, lighting, highways and verges, including reports of any new pot holes and fly tipping.
13.	<b>J R Brickwork</b> To discuss and approve any new work order requests for J R Brickwork.
14.	<b>Village Hall Report</b> To receive and discuss any reports relating to the Village Hall.
15.	<b>Standing Orders</b> To receive and approve Stoke Parish Council's Standing Orders for the year commencing 2019 / 2020.
16.	<b>Upper &amp; Middle Stoke Notice Boards</b> To discuss and review the situation relation to the damaged notice boards at Middle Stoke and Upper Stoke.
17.	<b>Disabled Parking</b> Report by Cllr J. Cole in relation to disabled parking around the village of Stoke.
18.	<b>Village Voice Article</b> To review items that could be used to place an article in the next edition of the Village Voice.
19.	<b>Any other business (no votes may be taken)</b>
20.	<b>Date of next meeting</b>

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## **Dates of forthcoming meetings of the Parish Council**

Wednesday 6 <sup>th</sup> November 2019	7.00 pm	Stoke Village Hall
Wednesday 4 <sup>th</sup> December 2019	7.00 pm	Stoke Village Hall
Wednesday 8 <sup>th</sup> January 2020	7.00 pm	Stoke Village Hall
Wednesday 5 <sup>th</sup> February 2020	7.00 pm	Stoke Village Hall
Wednesday 4 <sup>th</sup> March 2020	7.00 pm	Stoke Village Hall