

# STOKE PARISH COUNCIL



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

Clerk: Mrs J Allen  
Telephone: 01634 710086 / 07799 123550

Email: clerk@stokekent-pc.gov.uk  
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I hereby give notice of a meeting of Stoke Parish Council, to be held in the Rivermead at Stoke, School Hall, on Wednesday 3<sup>rd</sup> December 2025 at 7.00pm, which all members are summoned to attend.

Jenny Allen ~ Clerk  
28/11/2025

<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.

<b>1.</b>	<b>Apologies for absence</b> Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.
<b>2.</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.
<b>3.</b>	<b>Minutes of the last meeting - Appendix A</b> a). To receive and approve the minutes of the Annual Parish Council Meeting held on Wednesday 5 <sup>th</sup> November 2025.
<b>4.</b>	<b>Matters arising from the minutes (not otherwise on the Agenda)</b>
<b>5.</b>	<b>Vacancies</b> a). To discuss the Parish Council's current outstanding vacancy.
<b>6.</b>	<b>Medway Councillor report</b> a). To receive an update on the most recent Medway Council news from Ward Cllr M. Pearce.
<b>7.</b>	<b>Tasks agreed at the last meeting - Appendix B</b> a). To receive an update on the tasks agreed at the last meeting.
<b>8.</b>	<b>Planning - Appendix C</b> a). Applications. b). Decisions. c). Appeals and Other Matters.

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9.	<b>Finance - Appendix D</b> <ul style="list-style-type: none"><li>a). Bank balances.</li><li>b). To review the income and expenditure for 2025/2026 to date</li><li>c). To review the budgets proposed for this financial year and to make any relevant amendments</li><li>d). To discuss additional costs, which were not included in the budget for this year</li><li>e). To discuss and set budgets for any new proposed projects for the financial year 2026/2027.</li><li>f). Accounts for payment.</li><li>g). Payment requests to be discussed for approval and payment.</li><li>h). To receive an update on the 2024/2025 External Audit.</li></ul>
10.	<b>Management of Land and Property</b> <ul style="list-style-type: none"><li>a). To receive the play park inspection report from the month of November 2025 including the cleaning of play equipment for:<ul style="list-style-type: none"><li>i). The Button Drive Playpark (Lower Stoke).</li><li>ii). The Heron Way Playpark (Lower Stoke).</li><li>iii). The Street Playpark (Upper Stoke).</li></ul></li><li>b). Heron Way Play Park Fencing</li><li>c). Lower Stoke Car Park</li></ul>
11.	<b>Internal Committee Updates</b> <ul style="list-style-type: none"><li>a). Neighbourhood Plan.</li><li>b). Stoke Village Hall.</li><li>c). Stoke Community Project.</li></ul>
12.	<b>Contractor Works</b>
13.	<b>Correspondence - Appendix E</b> <ul style="list-style-type: none"><li>a). Meeting Dates 2026</li></ul>
14.	<b>Date of next meeting ~ Wednesday 21<sup>st</sup> January 2026</b>
15.	<b>Close of meeting</b>