

STOKE PARISH COUNCIL



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

DRAFT MINUTES

Wednesday 2nd July 2025

Parish Council Meeting

Village Hall ~ 7.00pm

Attendees: Cllr J. Wallace ~ Chair Cllr S. Hall
Cllr N. Blown Cllr P. Dumke
Mrs J. Allen ~ Clerk

Members of the public: One (1)

PUBLIC SESSION ~ NOT PART OF THE PARISH COUNCIL MEETING

The Chair, Cllr. J. Wallace, opened the meeting at 7.00 pm and thanked the Parish Councillors for attending.

Part A. Public Discussions

None.

Part B. Public Discussions on any agenda items

None.

The meeting opened at 7.01pm.

1. Apologies for absence

Min 9309:25 It was acknowledged that the Clerk had received apologies for absence from Cllr S. Back & Cllr S. Hall, who were both working.

2. To receive Declarations of Interest and Dispensations.

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.

Min 9310:25 None.

3. Minutes of the last meeting

a). To receive and approve the minutes of the Parish Council Meeting held on Wednesday 4th June 2025.

Min 9311:25 The minutes of the Parish Council meeting held on Wednesday, 4th June 2025, were circulated.

It was proposed by Cllr S. Hall and seconded by Cllr N. Blown that the minutes be approved as a correct record. This motion was unanimously agreed.

4. Matters arising from the minutes (not otherwise on the agenda)

Min 9312:25 Cllr S. Hall spoke to alert the members to the large amount of litter that had been unearthed since the hedge had been cut back on Allhallows Road, close to the S bend.

In addition to confirming that he had already visited this location and picked up a bag of rubbish, Cllr. S. Hall asked the Clerk to enquire if the Street Cleaner could also assist.

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5. Vacancies

a). To discuss the Parish Council's current outstanding vacancy.

Min 9313:25 The members readdressed the outstanding vacancy, and the clerk was requested to repost the notice on social media.

6. Tasks agreed at the last meeting

a). To receive an update on the tasks agreed at the last meeting.

Min 9314:25 The members evaluated the tasks agreed at the last meeting and the Clerk / Parish Councillors were asked to continue working on the following points:

- Clerk to add the approved minutes onto the Parish Council's webpage each month.
- Clerk to correspond further with the Men in Shed's group concerning a new noticeboard for Middle Stoke and the deterioration of the steps on the older climbing frame at the Button Drive playpark.
- Cllr S. Hall to send photos of large potholes along Sharnal Street to the Clerk.

7. Ward Councillor(s) report

a). A report by Ward Councillor Chris Spalding

Min 9315:25 It was acknowledged that there was no ward councillor report from Cllr C. Spalding, and he had not sent any apologies for his absence either.

8. Planning

a). Applications

Min 9316:25 The Clerk confirmed receipt of one (1) new planning application which was showing on Medway Council's planning portal as submitted since the last meeting, where it was identified that this planning application was related to the Isle of Grain and not the village of Stoke.

- MC/25/1175 - National Grid Grain LNG Terminal Grain Road, Isle Of Grain, ME3 0AB

b). Decisions

Min 9317:25 The parish councillors acknowledged that the aforementioned application had been approved with conditions.

- MC/25/1175 - National Grid Grain LNG Terminal Grain Road, Isle Of Grain, ME3 0AB

c). Appeals and Other Matters.

Min 9318:25 None.

9. Finance

a). Bank balances

Min 9319:25 The Chair, Cllr J. Wallace referred the members to the bank statements provided in their meeting packs. She talked them through the balances (details of which are shown below):

Date	Account	Balance
25/06/2025	Current Account	£1,942.07
25/06/2025	Deposit Account	£45,719.63

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After the members reviewed the financial documents included in their meeting packs, it was discovered that some of them did not balance. As a result, the clerk was directed to investigate the issue and make the necessary changes.

b). To agree the financial performance against the budget for June 2025.

Min 9320:25 The members reviewed the financial documents included in their meeting packs, it was discovered that some of them did not balance. As a result, the clerk was directed to investigate the issue and make the necessary changes.

c). Accounts paid since the last meeting to be ratified.

Min 9321:25 The members evaluated the payments made since the last meeting, where they agreed that these payments were acceptable.

d). Accounts for payment.

Min 9322:25 After careful consideration, the below payments were accepted, having been proposed by Cllr N. Blown, seconded by Cllr S. Hall, and unanimously agreed.

Payee	Reference	Payment Method	Amount	Notes
Staff Wages	Min 1436:18 (JA) Min 8014:24 (JB)	PAID BY BACS	£757.28	June 25 Wages (JA & JB)
HMRC	Min 1436:18	PAID BY BACS	£225.45	Tax & NI charges (June 2025)
Mrs J. Allen	Min 1436:18	PAID BY BACS	£35.00	Use of home office June 2025
The People's Pension	Min 1775:20	DIRECT DEBIT	£56.75	Both Employer & Employee Contributions for June 2025
Mr J. Treveil	Min 7703:23	TO BE PAID BY BACS	£130.00	Deep Clean of all three (3) play parks INV: 354
Mr J. Treveil	Min 7703:23	PAID BY BACS	£130.00	Deep Clean of all three (3) play parks INV: 481
Go Cardless	TO BE AGREED RETROSPECTIVELY	DIRECT DEBIT	£23.99	Stoke Parish Council Hugo Fox Website INV: 15362
Go Cardless	Min 8095:24	DIRECT DEBIT	£20.99	Hugo Fox Email Package INV:15626
Vodafone Telephone & Broadband	Min 1451:18	DIRECT DEBIT	£67.12	Broadband, Landline & Mobile Telephone line rental for July 2025
Came & Co	Min 9306:25	PAID BY BACS	£1,619.94	Parish Council Insurance Renewal INV: 545261177
Stoke Methodist Church	TO BE AGREED RETROSPECTIVELY	PAID BY BACS	£50.00	Hall Hire for SPC Meeting on 07/05/2025
Cartridge People	TO BE AGREED RETROSPECTIVELY	PAID BY CARD	£181.80	2 x Black Toner Cartridges for Office Printer INV: GB250628-LA6765722
TOTAL			£3,168.32	

e). Payment requests to be discussed for approval and payment.

Min 9323:25 None.

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10. Management of Land and Property

a). To receive the play park inspection report from the month of June 2025 for:

i). The Button Drive Playpark (Lower Stoke).

ii). The Heron Way Playpark (Lower Stoke).

iii). The Street Playpark (Upper Stoke).

Min 9324:25 Following the repair of the back fence, the members issued a vote of thanks to Cllr S. Back for storing and reinstating the swings in the Heron Way playpark. The clerk was also instructed to obtain a copy of the 'play inspection company's' yearly report as a result of their most recent inspections.

Min 9325:25 In order to find out when the rear fence repairs would be finished completely, the clerk was asked to follow up with the Mortley Group.

11. Highways, Transport & Upkeep

To receive any reports relating to:

a). Footpaths

Min 9326:25 The members were aware that Cllr S. Back was still pursuing MHS Homes about the state of the footpath in Lower Stoke that runs between Heron Way and the High Street.

b). Lighting

Min 9327:25 None.

c). Highways and verges

Min 9328:25 It was reported that the two (2) loose kerb stones outside the Village Hall had been reinstated by Medway Council.

d). Pot holes

Min 9329:25 The members readdressed the big pothole outside Fisherwood House on Sharnal Street in High Halstow and requested that the Clerk follow up with Medway Council to have it fixed. Cllr S. Hall also promised to submit further pictures of the pothole to help.

e). Fly tipping & Street Cleaning

Min 9330:25 Cllr S. Hall reminded the Clerk to enquire if the Street Cleaner could assist in clearing up the rubbish left behind from the trimming of the hedges on Allhallows Road, close to the S bend.

f). Grass cutting

Min 9331:25 No report.

g). Leaking manhole cover on A228 / Grain Road

Min 9332:25 No report.

h). Noticeboards

Min 9333:25 The clerk was asked to liaise further with the Men in Sheds group concerning a quote to replace the noticeboard in Middle Stoke.

12. Communications

To receive an update on the following methods of communication:

a). Website.

Min 9334:25 No report.

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b). Social media page

Min 9335:25 The clerk was reminded to repost the parish councillor vacancy notice on social media, following an earlier discussion.

13. Internal Committee Updates

a). Neighbourhood Plan

Min 9336:25 No report.

b). Stoke Village Hall

Min 9337:25 Following the roof repairs, Cllr N. Blown informed the meeting that the Village Hall Committee had decided to fund the post-installation survey, and they had also promised to organise an annual inspection survey in order to adhere to the terms and conditions of the Village Hall's insurance policy.

In closing, he revealed that the committee would also be conducting an additional survey to evaluate the impact of the water ingress from the damaged roof on the doctor's surgery premises.

Min 9338:25 Cllr P. Dumke expressed his concerns that it would take the Village Hall Committee more than 40 years to pay the Parish Council back for the roof repairs at the current rate of £50 per calendar month.

In response, Cllr N. Blown reminded the Parish Councillors that the committee's revenue has been significantly impacted by the closure of the doctor's surgery.

c). Stoke Community Project

Min 9339:25 No report.

14. External Committee Updates

a). KALC

Min 9340:25 No report. It was acknowledged, however, that the next KALC meeting was due to be held on Wednesday, 30th July, at 8pm in the High Halstow Recreational Hall.

b). Rural Liaison

Min 9341:25 Cllr S. Hall confirmed that he had attended the last Rural Liaison meeting, which had been held on Wednesday, 25th June, at the St George's Centre, and where Medway Council held a presentation on the local plan.

As a result of this presentation, he understood that there were no further developments planned for Stoke until the year 2041.

c). SSE ~ Next meeting July 2025

Min 9342:25 The Chairman, Cllr J. Wallace, confirmed that she would be attending the next SSE Committee meeting, which had been scheduled to take place on Tuesday 15th July.

15. Contractor Works

a). Village Hall Roof post installation inspection

Min 9343:25 The Clerk, Mrs J. Allen, consented to provide Cllr N. Blown access to the estimates she had obtained for a post-installation inspection so that he may forward them to the Village Hall Committee for review.

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b). Update on Village Hall Roof schedule of works report.

Min 9344:25 The Clerk, Mrs J. Allen, was asked to chase the contractor Cllr J. Wallace had met at the Village Hall for a schedule of works for the repair of the Doctors Surgery premises.

c). Weed removal from Lower Stoke Car Park.

Min 9345:25 The Clerk, Mrs J. Allen, was asked to organise for the weeds to be removed from the Lower Stoke Car Park as soon as possible and ideally obtain more than one quote in order to do so.

16. Correspondence

Min 9346:25 None.

17. Date of next meeting

Min 9347:25 The Chair, Cllr. J. Wallace, spoke to remind everyone that the next Parish Council Meeting would take place on Wednesday 3rd September at 7.00pm in the Village Hall.

18. Section 100A(4)

Min 9348:25 The Chairman, Cllr J. Wallace read out loud the statement listed on the agenda in relation to Section 100A(4).

Accordingly, it was proposed by Cllr P. Dumke that the public be excluded from the next item. This proposal was seconded by Cllr N. Blown and was unanimously agreed.

The meeting closed to the public at 8.15 pm and the one (1) parishioner left.

19. Confidential Matters

To receive an update on the following matters:

a). Village Hall Constitution + Doctors Surgery Update.

Min 9349:25 The members received an update on the Village Hall Constitution and the vacant doctor's surgery premises.

b). Lower Stoke Car Park Petition.

Min 9350:25 After a quick discussion, it was decided to end the petition for Lower Stoke Car Park and ask Ward Councillor M. Pearce if he would be able to help the Parish Council in delivering the petition to Medway Council at their next full council meeting, which they knew was scheduled for later that month.

This proposal was brought forward by Cllr P. Dumke, seconded by Cllr N. Blown and unanimously agreed.

20. Close of meeting

Min 9351:25 The Chair, Cllr. J. Wallace, closed the meeting at 8.25 pm and thanked the members for attending.

The next Parish Council meeting will be held on:

Wednesday 3rd September 2025 Parish Council Meeting	7.00pm	The Village Hall
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Tasks agreed 02/07/2025

Clerk to upload a copy of the Parish Council's approved minutes from Wednesday 4th June onto the Parish Council's webpage.

Clerk to advertise the Parish Council's vacancy by co-option on the members social media account.

Clerk to correspond with the Men in Shed's group concerning a new noticeboard for Middle Stoke and the deterioration of the steps on the older climbing frame at the Button Drive playpark.

Cllr S. Hall to send additional photos of the large pothole along Sharnal Street to the Clerk.

Clerk to investigate issues with the financial documents supplied and make the necessary changes.

Clerk to pay the agreed expenditure costs.

Clerk to chase the 'play inspection company' for a copy of the Parish Council's 2025 independent report.

Clerk to chase the Mortley Group regarding the final repairs to the rear fence at the Heron Way Playpark.

Cllr S. Back continue to chase MHS homes concerning the poor condition of the footpath between Heron Way & the High Street, in Lower Stoke.

Clerk to ask Street Cleaner to assist in clearing the rubbish left behind from the trimming of the hedges on Allhallows Road.

Cllr N. Blown to attend KALC being held on Wednesday, 30th July.

Cllr J. Wallace to attend SSE Committee meeting, scheduled to take place on Tuesday 15th July.

Clerk to forward estimates she had obtained for a post-installation inspection for the Village Hall roof onto Cllr N. Blown.

Clerk to chase the contractor regarding schedule of works for the repair of the Doctors Surgery premises.

Clerk to organise for the weeds to be removed from the Lower Stoke Car Park and obtain more than one quote for this.

Clerk to ask Ward Councillor M. Pearce to assist with the 'Save the Lower Stoke Car Park' petition.