

# STOKE PARISH COUNCIL

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



## MINUTES

Wednesday 2<sup>nd</sup> October 2019

The Village Hall ~ 7.00 pm

Attendees: Cllr B. Stone ~ Chairman Cllr G. Blackman ~ Vice-chair  
Cllr J. Wallace Cllr R. Bridge  
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 meeting commenced at 7.00 pm.

#### **1. Apologies for absence**

**Min 1663:19** It was noted that both Cllr G. Barron and Cllr R. Morrad had provided apologies for their absence in advance, owing to annual leave. Cllr J. Cole also sent his apologies for his absence on the night of the meeting due to a personal commitment.

#### **2. Declarations of any Pecuniary or Personal Interests**

**Min 1664:19** None.

#### **3. Minutes from the previous Parish Council Meeting**

**Min 1665:19** The minutes of the previous Parish Council meeting held on Wednesday 4<sup>th</sup> September 2019, already circulated via the Clerk, were submitted and it was proposed by Vice-Chair Cllr G. Blackman and seconded by the Chairman Cllr B. Stone, that they be approved as a correct record and signed by the Chairman. This motion was unanimously agreed.

#### **4. Information arising from the minutes not on the agenda**

**Min 1666:19** Cllr R. Bridge spoke to confirm that owing to Cllr J. Cole's absence that there would be no report relating to Disabled Parking (item 17).

#### **5. Disclosure of other business**

**Min 1667:19** Cllr J. Wallace spoke to request the weed control issue at Heron Way be discussed, as she noted this item was missing from the agenda.

#### **6. Planning Applications**

**Min 1668:19** It was noted that there had been no new planning applications submitted since the last meeting.

Cllr R. Bridge however spoke to express his concerns that planning application: MC/19/0847 regarding a retrospective application for part change of use from residential to dog breeding business at Darnley House had been agreed despite opposition.

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## 7. Clerks Report (including correspondence)

**Min 1669:19** The Clerk Mrs J. Allen, gave her report and updated the members on the few emails she had received and the limited postal correspondence, that included the standard monthly bank statements and a couple of promotional flyers from Viking Direct.

## 8. Finance

**Min 1670:19** The Chairman Cllr B. Stone, spoke to request the Clerk set up her pension scheme with a pensions regulator as soon as possible and provide a progress report at the next meeting.

| Payee                          | Reference   | Payment Method | Amount         | Notes   |
|--------------------------------|-------------|----------------|----------------|---|
| Cartridge Save                 | -           | DEBIT CARD     | £48.68         | Black Ink Toner                                     |
| Mrs J. Allen                   | -           | BACS           | £520.43        | September 2019 wages                                |
| Mrs J. Allen                   | -           | BACS           | £35.00         | Use of home office – September 2019                 |
| Colyn Property Services        | Min 1449:18 | BACS           | £88.00         | September 2019 Payment<br>INV 2717                  |
| Mrs L. Atkinson                | -           | BACS           | £105.00        | Payment as Acting Clerk from September 2019 meeting |
| Vodafone Telephone & Broadband | -           | DIRECT DEBIT   | £36.21         | Broadband & Phone line rental for September 2019    |
| <b>TOTAL</b>                   |             |                | <b>£833.32</b> |   |
| Natwest                        | -           | Credit - BACS  | £1.77          | Interest on savings account                         |
| <b>TOTAL</b>                   |             |                | <b>£1.77</b>   |   |

**Min 1671:19** It was proposed by the Vice-chair, Cllr G. Blackman, and seconded by Cllr R. Bridge that the tables above, as previously circulated, be noted, the payments confirmed and any outstanding cheques authorised and issued. This motion was unanimously agreed.

## 9. Representative Reports on outside bodies

**Min 1672:19** Cllr J. Wallace spoke to advise that the next Rural Liaison meeting was not due to take place until Tuesday 8<sup>th</sup> October, she therefore anticipated that she would have a report ready for the next meeting.

Cllr R. Bridge also spoke to advise that he had been missed from any communications surrounding the village hall committee and had therefore not attended any outside meetings.

The Chairman Cllr B. Stone spoke to recommend that Cllr R. Bridge made contact Kate Good, where Cllr J. Wallace also advised that she would speak to Ms Good to ask her permission to pass her contact details onto him.

## 10. Play Parks Contract

**Min 1673:19** The Chairman, Cllr B. Stone, spoke to air his concerns over the condition of the toddler tunnel at Heron Way, following the discovery of a small hole caused by rust.

The Chairman asked the Clerk to speak to Colin Davis of Colyn Property Services, to instruct him to make good the hole by filling the void with fibreglass. He also advised that he would speak to

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one of his contacts, to ask if it might be possible to detach the tunnel and reattach it top side down, to preserve the repair's life.

Cllr J. Wallace spoke to ask if a baby swing could be installed at the Heron Way play park, following a request made to her by a resident with younger children.

Comments were also made in regards to the bird droppings that had materialised again on the equipment at Button Drive, where calls were made to ask Mr C. Davis to return to trim the new bird deterrents to approximately two inches in length and to pressure wash the apparatus again.

## 11. Website & IT

**Min 1674:19** The Clerk, Mrs J. Allen, spoke to confirm receipt of the August, September and October website usage reports, which she had circulated to the members prior to the meeting. These reports were evaluated by the members and were deemed acceptable.

Following on from the last meeting ref: **Min 1652:19**, Cllr J. Wallace spoke to request the Clerk invite Mrs L. Atkinson to the November meeting to discuss further the protocol to take back control of the Stoke Parish Council website and to bring the webpage into the 21<sup>st</sup> century.

The members unanimously agreed with Cllr J. Wallace's comments and it was arranged that the Clerk would speak to Mrs L. Atkinson accordingly.

## 12. Highways & Transportation

**Min 1675:19** Cllr G. Blackman spoke to confirm the sight line coming out of the Medway side exit from Middle Stoke was still obscured by overgrown vegetation.

Cllr R. Bridge also reported a large pothole on the A228, Medway bound side of the carriageway, between Middle and Upper Stoke.

Reports of fly tipping were received from the Chairman along New Hall Farm Lane, Cuckolds Green Road and an abandoned car near to the Sharmal Street bridge.

A discussion ensued in relation to the white lines and spaces in the car park at Lower Stoke that still needed reconfiguring, with calls for yellow lines to also be installed along the sharp corners in the village, where it was noted that the parked cars were causing an obstruction to oncoming traffic on roads such as Shepherds Way.

Based on the reports received above it was agreed that the Clerk would lodge all these complaints with Medway Council and ask them address these matters as soon as possible.

The members also discussed the weed control situation at Heron Way, where the Clerk Mrs J. Allen reported that Mr C. Davis had offered to cut the large weed off at the base and to pour weed killer onto the root in an attempt to kill the offending vegetation. It was unanimously agreed by the members that the Clerk obtained a quote for these works and instruct Colyn Property services to carry out the works as soon as possible.

## 13. J R Brickwork

**Min 1676:19** The Chairman Cllr B Stone, spoke to confirm that following on from the last meeting ref: **Min 1654:19** that he was still looking into the use of an alternative contractor.

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The members requested the Clerk to instruct Eastborough Landscapes of Cooling in Kent, to remove the brambles opposite the school along Button Drive, as one-off.

Cllr R. Bridge also asked Mrs J. Allen to speak to KALC to request if they had any standard contract terms or a tender term document, specifically aimed at Parish Councils, that they would be able to provide for use and adaptation by Stoke Parish Council.

**14. Village Hall report**

**Min 1677:19** Nothing to report.

**15. Standing Orders**

**Min 1678:19** Cllr R. Bridge spoke to report that he had met with Cllr R. Morrad to discuss the standing orders, and that he was now in the process of comparing the Stoke Parish Council standing orders against the NALC standing orders.

He advised that he hoped to be able to provide an in-depth report with his findings at the next Parish Council meeting.

**16. Upper and Middle Stoke Notice Boards**

**Min 1679:19** The Clerk, Mrs J. Allen, reported that following her meeting with the contractor Mr P. Sowter in September, that she was now awaiting the return of his quote. She advised that she would continue to chase Mr P. Sowter, where Cllr J. Wallace also spoke to offer her assistance in this field.

It was suggested by the members that the Clerk should also look in both the Village Voices publication and the Net magazine to seek an alternative handyman quote, in the event the original contractor was unable to assist.

**17. Disabled Parking**

**Min 1680:19** Following Cllr J. Cole's absence as noted in item 1, ref: **Min 1663:19**, it was agreed to postpone the Disabled Parking report until the November meeting.

**18. Village Voice article**

**Min 1681:19** Cllr R. Bridge spoke to recommend an article be placed in the next issue of the Village Voices publication regarding fly tipping.

**19. Any other business (no votes may be taken)**

**Min 1682:19** Cllr R. Bridge advised the members that he noted the property along Cuckolds Green Road, that had been on the market for some time, had finally sold. He also advised that he was aware of a possible abandoned vehicle, parked outside the old pub cottages, that he was monitoring.

**20. Date of next meeting**

**Min 1683:19** The Chairman, Cllr B. Stone, spoke to confirm the date of the next meeting to be held at Stoke Village Hall on Wednesday 6<sup>th</sup> of November 2019 at 7.00pm

**The meeting ended at 8.15 pm.**