

# STOKE PARISH COUNCIL

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



## MINUTES

### Stoke Parish Council Meeting Wednesday 7<sup>th</sup> November 2018 The Village Hall ~ 7.00pm

Attendees: Cllr B. Stone (Chairman) Cllr G. Blackman  
Cllr M. Elmes (Vice Chair) Cllr R. Bridge  
Cllr G. Barron Mr R. Morrad ~ Clerk  
Cllr P. Tungate Mrs J. Allen ~ New Clerk (in training)

Members of the public: 1

#### **PUBLIC SESSION ~ NOT PART OF THE PARISH COUNCIL MEETING**

The new Clerk, Mrs J. Allen, was formally introduced to the Councillors and member(s) of the public via both the Chairman Cllr B. Stone and the aforementioned Clerk, Mr R. Morrad.

**Part A. Public Discussions**  
None

**Part B. Public Discussions on any agenda items**  
None

#### **The meeting commenced at 7.00pm**

1. **Apologies for absence**

Min 1437:18 Apologies were accepted for Cllr J. Cherry who had prior family commitments.

2. **Declarations of interest either personal or prejudicial**

Min 1438:18 Cllr P. Tungate declared a significant interest in correspondence to item 11, being a direct relative of the contractor.

3. **Minutes of the previous meeting 10<sup>th</sup> October 2018** 1419:18 to 1436:18

Min 1439:18 The minutes of the previous Parish Council meeting held on the 10<sup>th</sup> of October, already circulated via Mr R. Morrad, were submitted and it was proposed by Cllr G. Barron and seconded by Vice Chair Cllr M. Elmes that they be approved as a correct record and signed by the Chairman. This motion was RESOLVED unanimously.

4. **Planning Applications**

Min 1440:18 None

5. **Correspondence**

Min 1441:18 Mr R. Morrad spoke to inform the Councillors of two emails he had received, both of which were complaints from Parishioners, complaining in regards to large articulated 'Amazon'

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lorries whom were unintentionally using the Upper Stoke Road. It was suggested via Cllr P. Tungate that the Clerk should write to 'Amazon' to inform the company of these complaints and to reinforce this road should not be used under any circumstances.

Mr R. Morrad also advised the Councillors of two further letters he had received:

- The first, a thank you letter from the organisation 'wHoo Cares' following the Councils previous donation of £425 Min 1431:18
- The second, a notice from Medway Council to inform Parishioners of the refuse collection dates over the festive period (to which Mr R. Morrad confirmed he would be publishing on the Parish Council website and on the notice boards in due course).

## 6. Monthly Accounts

Min 1442:18

Payee	Reference	Payment Method	Amount
Mr R. Morrad	-	CHQ ~ 0497	£558.82
'wHoo Cares' Donation	Min 1431.18	CHQ ~ 0496	£425.00
British Legion Poppy Appeal	-	CHQ ~ 0498	£50.00
BT Telephone & Broadband	-	DD	£53.14
HMRC Tax	-	Debit Card	£139.60
<b>TOTAL</b>			<b>£1,226.56</b>

It was proposed via Vice Chair Cllr. M Elmes and seconded via Cllr P. Tungate that the table above, as previously circulated via Mr R. Morrad, be noted, the payments confirmed and any outstanding cheques authorised and issued. This motion was unanimously agreed.

## 7. Representatives reports on outside bodies

Min 1443:18 Cllr G. Barron advised that he had been to the KALC area meeting and that KALC were currently appealing for more training courses on their website. He also informed the Council that he understood from this meeting that the primary school in the Isle of Grain was now reopen, after repairs were undertaken following a fire in 2016.

Cllr G. Blackman spoke to advise that he had attended a Police Liaison meeting, and that he was now in receipt of the inspector's correct telephone number.

## 8. Play Parks Works & Contracts

Min 1444:18 Mr R. Morrad informed the Councillors that he had attended all three play parks and upon inspection all the play equipment appeared to be in good working order with no damage to report. He also confirmed that the areas were clean and tidy and the grass seemed of reasonable length and therefore did not require cutting.

Cllr G. Barron spoke to advise that none of the Brambles in Button Drive had been cut back

Min 1426:18 and that the branch of the tree was still hitting the first bungalow following the discussion at the last meeting Min 1429:18. Cllr P. Tungate advised he would look into this and offered to speak directly to the contractor to ensure these points were addressed.

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## 9. Website / IT

**Min 1445:18** Mr R. Morrad spoke to advise that he was yet to receive a copy of the October / November 2018 website usage report from Medway Council, he confirmed however that he would circulate this once he had received it.

## 10. Highways & Transportation

**Min 1446:18** Vice-Chair Cllr M. Elmes advised that since the hedges had been cut back from the roads/pavements that there was an increasing amount of rubbish strewn from passing cars, in particular plastic bottles. It was suggested via the members of the Parish Council to monitor this situation and perhaps arrange for a litter pick.

## 11. J R Brickwork

**Min 1447:18** No further requests for works were discussed / requested.

## 12. Village Hall Report

**Min 1448:18** Vice-Chair Cllr M. Elmes spoke to advise that the Village Hall would like to place an advert in the 'Village Voice' to urge more volunteers to come forward in advance of their AGM, due in January 2019.

Cllr G. Barron also requested purchasing a post-box for the Village Hall. Following complaints from residents, also residing on Mallards Way, due of the increasing amounts of post coming through their doors for the Hall itself owing to the fact the Village Hall has no letterbox. Cllr R. Bridge suggested arranging for a self-contained post-box to be placed on the outside wall of the front of the building on Mallards Way itself.

## 13. Play parks & Car Park Cleaning & Inspection new contract authorisation

**Min 1449:18** Chairman Cllr B. Stone spoke to advise that he would only look to authorise a new contractor who had the specific insurance required for the transportation of rubbish and the proper certification required to carry out the weekly play ground checks.

Mr R. Morrad presented the Councillors with details of the proposed contractor, Mr C Davis, whom it was noted that the Council had used previously and was both adequately insured and certified. Mr C. Davis's proposal included a weekly check of all three play parks, emptying of the rubbish bins, cleaning the car park and preparing a monthly report at a cost of £88 per month.

Cllr M. Elmes proposed to accept Mr C. Davis's quote which was seconded via Cllr P. Tungate and unanimously agreed, with the proviso that the relevant documentation would be sought in advance and records held on file.

## 14. Authorisation to set up online banking

**Min 1450:18** It was unanimously agreed via all the members of the Parish Council to proceed with an application for online banking following the introduction of the new Clerk.

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## 15. Clerks report – to include request for new equipment requirements

**Min 1451:18** Mr R. Morrad advised the Council, that in line with the new GDPR requirements and the next windows upgrade, that the new Clerk should have up to date equipment to work from including a laptop, a new economical printer, the relevant telephone and broadband connections and a cordless landline telephone/answer machine.

Mrs J. Allen presented the Parish Council with quotes she had already received for various equipment from a local contractor, already used by the Parish Council, and other online companies. Chairman Cllr B. Stone asked Mrs J. Allen to obtain further comparable quotes for the new equipment in line with the specifications required for this role, and to present these directly to him. Cllr R. Bridge also suggested purchasing a Microsoft Office 365 licence key outright and kindly passed on details for an alternative local supplier.

It unanimously agreed via all members of the Parish Council to allow the Chairman Cllr B. Stone to authorise payment for any new equipment required by Mrs J. Allen in advance of the next meeting.

## 16. Review and suggested items for the next Village Voice edition

**Min 1452:18** Cllr P. Tungate & Chairman Cllr B. Stone suggested the possibility of Parish Council arranging and initially sponsoring their own publication to be based entirely around the parish of Stoke, which it was hoped would be produced in December 2019. In the meantime however it was suggested via members of the Parish Council to place an article in the next edition of the 'Village Voice' to update the Parish on the recruitment of the new Clerk and to wish all the Parishioners season's greetings.

## 17. Any other business

**Min 1453:18** Cllr R. Bridge spoke to suggest asking Medway Council / or another contractor to survey and re-plan the positioning of the white lines in the public car park, situated in the High Street opposite the Nags Head Public House, he reported that a previous contractor had commented on the disabled bay not being correctly placed.

This suggestion was unanimously agreed via all members and both Clerks, Mr R. Morrad & Mrs J. Allen, were asked to look into this to obtain the relevant quotes.

## 18. Date of next meeting

**Min 1454:18** Cllr B. Stone advised that the next Parish Council meeting would be held on Wednesday 5<sup>th</sup> December 2018 at Stoke Village Hall.

**The meeting ended at 7.50pm**