

STOKE PARISH COUNCIL



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

Clerk: Mrs J Allen
Telephone: 01634 710086

Email: stokeparishcouncilkent@gmail.com
Website: www.stokekent-pc.gov.uk

I hereby give notice of a meeting of Stoke Parish Council, to be held in the Village Hall on Wednesday 5th June 2024 at 7.00pm, which all members are summoned to attend.

Jenny Allen ~ Clerk
29/04/2024

Part A	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.
Part B	Public discussion on any agenda 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 not permitted to speak or to take part in the business of the Parish Council.

1.	Apologies for absence 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.
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.
3.	Minutes of the last meeting – Appendix A a). To receive and approve the minutes of the Finance Committee meeting held on Wednesday 17 th April 2024. b). To receive and approve the minutes of the Annual Parish Council meeting held on Wednesday 1 st May 2024.
4.	Matters arising from the minutes (not otherwise on the Agenda)
5.	Ward Councillor(s) report a). A report by Ward Councillor Chris Spalding.
6.	Planning – Appendix B a). Applications. b). Decisions. c). Appeals and Other Matters.

STOKE PARISH COUNCIL



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

Clerk: Mrs J Allen
Telephone: 01634 710086

Email: stokeparishcouncilkent@gmail.com
Website: www.stokekent-pc.gov.uk

7.	Finance - Appendix C a). Bank balances. b). To agree the financial performance against the budget for April & May 2024. c). Accounts paid since the last meeting to be ratified. d). Accounts for payment. e). Payment requests to be discussed for approval and payment.
8.	Internal Audit 2023/2024 - Appendix D a). To review the internal auditors report for the year ended 31 March 2024. b). To approve the accounts for the year ended 31 March 2024. c). To approve the Annual Governance Statement for 2023-24, Section 1 of the Annual Return for the year ending 31 March 2024. d). To approve the Accounting Statements for 2023-24, Section 2 of the Annual Return for the year ending 31 March 2024 and the supporting Bank Reconciliation as at 31 March 2024 plus the explanation of the significant variations from last year (2022-23) to this year (2023-24) and the explanation of any differences to be sent to the External Auditor.
9.	Management of Land and Property a). To receive the play park inspection report from the month of May for: i). The Button Drive Playpark (Lower Stoke). ii). The Heron Way Playpark (Lower Stoke). iii). The Street Playpark (Upper Stoke). b). Cleaning of play equipment. c). Defibrillator(s). d). Lower Stoke Car Park, i). Abandoned Car. ii). Broken light.
10.	Highways, Transport & Upkeep To receive any reports relating to: a). Footpaths. b). Lighting. c). Highways and verges. d). Pot holes. e). Fly tipping. f). Grass cutting. g). Leaking manhole cover on A228 / Grain Road. h). Salt / Grit Bins. i). Flood signs
11.	Communications To receive an update on the following methods of communication: a). Website. b). Social media page.

STOKE PARISH COUNCIL



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

Clerk: Mrs J Allen
Telephone: 01634 710086

Email: stokeparishcouncilkent@gmail.com
Website: www.stokekent-pc.gov.uk

12.	Internal Committee Updates a). Neighbourhood Plan. b). Stoke Village Hall. c). Stoke Community Project.
13.	External Committee Updates a). KALC. b). Rural Liaison.
14.	External Contractors a). To discuss and approve any new work requests or discuss any existing orders.
15.	Events a). Christmas 2024.
16.	Correspondence a). Update on the tasks agreed at the Parish Council / Committee meetings held on 17/04/24 & 01/05/2024.
17.	Any other business
18.	Date of next meeting
19.	Section 100A(4) To resolve that pursuant to Section 100A(4) of the Local Government act 1972 that the public be excluded from the following item because it is likely in view of the nature of the business to be transacted that if members of the public are present during this item, there would be disclosure to them of exempt information as defined in Part 1 of Schedule 12A of the act.
20.	Personnel - Appendix E a). Litter picker / Street Cleaner.
21.	Close of meeting