

STOKE PARISH COUNCIL



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

DRAFT MINUTES
Wednesday 5th June 2024
Parish Council Meeting
Village Hall ~ 7.00pm

Attendees: Cllr J. Wallace ~ Chair Cllr K. Mansell
Cllr N. Blown Cllr S. Back
Cllr S. Hall Cllr T. Hall
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 public session at 7.00pm and thanked the Parish Councillors and one (1) member of the public for attending.

Part A. Public Discussions
None.

Part B. Public Discussions on any agenda items
None.

No questions were raised and the public session closed at 7.02pm.

1. Apologies for absence

Min 7983:24 The Clerk, Mrs J. Allen confirmed that she had received an apology for absence from the Vice Chair, Cllr P. Dumke, who was ill.

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 7983:24 None.

3. Minutes of the last meeting

a). To receive and approve the minutes of the Finance Committee meeting held on Wednesday 17th April 2024.

Min 7984:24 The minutes of the Finance Committee meeting held on Wednesday 17th April 2024, were circulated.

Excluding a few minor grammatical errors that had been corrected, since the draft minutes were produced, it was proposed by Cllr S. Back and seconded by Cllr S. Hall that the minutes be approved as a correct record. The motion was carried after it was unanimously agreed.

b). To receive and approve the minutes of the Annual Parish Council meeting held on Wednesday 1st May 2024.

Min 7985:24 The minutes of the Annual Parish Council meeting held on Wednesday 1st May 2024, were circulated.

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As per the above. Excluding a few minor grammatical errors that had been corrected, since the draft minutes were produced. It was proposed by the Cllr K. Mansell and seconded by Cllr T. Hall that the minutes be approved as a correct record. The motion was carried after it was unanimously agreed.

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

Min 7986:24 The Councillors discussed the production of a questionnaire to establish how frequently the Upper Stoke Play Park was used.

The purchase of an Office 365 Licence was discussed and the Clerk was asked to place this item on the agenda for further discussion at the next meeting.

5. Ward Councillor(s) report

a). A report by Ward Councillor Chris Spalding

Min 7987:24 The meeting learnt that Cllr C. Spalding had not provided any apologies for absence or sent a report to be read on his behalf.

6. Planning

a). Applications

Min 7988:24 The Chair, Cllr J. Wallace reported that, as a result of the 'package deal' the Parish Council had selected with Hugo Fox (their website provider), she had established they had lost access to the 'Planning Applications' tab, which was linked to Medway Council's webpage.

She spoke further to confirm receipt of two (2) new applications and the members discussed each in turn.

- **MC/24/1049 – 18 Burrows Lane**

The members observed that the loft extension was based to the rear of the property, where they concluded they had no objections.

- **MC/24/0884 – Archways, Brook Lane**

The members commented that they felt this application was for a straight forward swap to replace the existing conservatory with a rear single-story extension and as such they had no objections.

b). Decisions

Min 7989:24 The Chair, Cllr J. Wallace spoke to confirm receipt of two (2) new planning decisions, both of which had been approved subject to conditions:

Approval with conditions

- **MC/24/0413 – 2 Heron Way**
- **MC/24/0449 – Former White Horse PH Site, The Street**

c). Appeals and Other Matters.

Min 7990:24 The Clerk, Mrs J. Allen informed the members, that she had written to Medway Council for a further update on 'Sturchfield' and she was now awaiting a response.

The Clerk, Mrs J. Allen, also informed the members that the planning application for MC/24/0291 had been amended and resubmitted, with a revised closing date of Thursday 27th June.

- **MC/24/0291 - Land Adjacent Fenn Street & Ratcliffe Highway, St Mary**

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7. Finance

a). Bank balances

Min 7991:24 The Chair, Cllr J. Wallace referred the members to the bank statements provided in their meeting packs and she talked them through the bank balances shown.

b). To agree the financial performance against the budget for April & May 2024.

Min 7992:24 The members carefully evaluated the Parish Council's financial performance against the budget for April & May 2024, where they concluded that these balances were acceptable.

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

Min 7993:24 The members evaluated the payments made since the last meeting and concluded these payments were acceptable.

d). Accounts for payment.

Min 7994:24 After careful consideration the below payments were accepted, having been proposed by Cllr S. Back, seconded by Cllr T. Hall and unanimously agreed.

Payee	Reference	Payment Method	Amount	Notes
Mrs J. Allen	Min 1436:18	PAID BY BACS	£543.07	May 2024 Wages
Mrs J. Allen	Min 1436:18	PAID BY BACS	£35.00	Use of home office – May 2024
HMRC	Min 1436:18	PAID BY BACS	£129.60	Tax & NI charges (May 2024)
Vodafone Telephone & Broadband	Min 1451:18	DIRECT DEBIT	£44.01	Broadband & Telephone line rental for May 2024
Mr J. Treveil	Min 7703:23	TO BE PAID BY BACS	£130.00	Deep Clean of all three (3) play parks INV: 37
Go Cardless	TO BE AGREED RETROSPECTIVELY	DIRECT DEBIT	£11.99	Stoke Parish Council Hugo Fox Website INV: 5280
Gallagher Insurance	TO BE AGREED RETROSPECTIVELY	PAID BY BACS	£1,506.82	Annual Insurance (Including amalgamation of the Village Hall) INV: 6684479
Mrs J. Wallace	TO BE AGREED RETROSPECTIVELY	PAID BY BACS	£191.00	Renewal of Domain with Nexus Data INV: 71034
Stoke Community Project	TO BE AGREED RETROSPECTIVELY	PAID BY BACS	£300.00	Annual Grant for 2024/2025
Mr M. Fielder-White	TO BE AGREED RETROSPECTIVELY	PAID BY BACS	£80.00	Internal Audit 2023 / 2024
The People's Pension	Min 1775:20	DIRECT DEBIT	£54.60	Both Employer & Employee Contributions
TOTAL			£3,026.09	

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

Min 7995:24 The Clerk, Mrs J. Allen raised with the members the proposed donation in memory of former Parish Councillor Richard Bridge.

She advised that the proposed charity event, also known as 'Festival One', had been organised by former Parish Councillors J. Van Niekerk & Richard Bridge and was raising money for Cancer Research, (Richard's selected charity).

A brief discussion ensued. It was proposed by Cllr S. Back, seconded by Cllr T. Hall and unanimously agreed to pay 'Cancer Research' a donation of £50, in memory of former Parish Councillor Richard Bridge. Which was also agreed to be deducted from the Chairman's allowance, within the Parish Council's budget.

8. Internal Audit 2023/2024

a). To review the internal auditors report for the year ended 31 March 2024.

Min 7996:24 The Chair, Cllr J. Wallace read out loud the Internal Auditors report.

It acknowledged that the Auditor had made comment about the lack of bank reconciliation(s) there were from the last financial year, on either the Parish Council's webpage or contained within the approved minutes. The Auditor had also noted that there was no confirmation of the agreed budgets, following the discussion surrounding the new precept (held in January), where he recommended that both these points be rectified as soon as possible.

A discussion concerning these matters ensued and the members collectively agreed to publish an annual summary of accounts, including the bank reconciliation balances as of 31st March 2024, on the Parish Council's webpage.

The Clerk, Mrs J. Allen was also deployed to ensure the Parish Council held a Finance Committee meeting in November and she continued to indicate the Rural Liaison grant received was to remain separate from the Parish Council's other ear marked reserves, so it could be used for village improvements.

It was proposed by Cllr K. Mansell, seconded by Cllr N. Blown and unanimously agreed to accept the internal auditor's report, to take note of his comments and for the Clerk to update the Parish Council's webpage with the agreed new correspondence, in addition to amending the Parish Council's ear marked reserves records with the revised annotations.

b). To approve the accounts for the year ended 31 March 2024.

Min 7997:24 The members reviewed the accounts for the year ending 31st March 2024. They concluded that these balances were acceptable.

Accordingly, it was proposed by Cllr S. Hall, seconded by Cllr S. Back and unanimously agreed to approve the Parish Council's accounts for the year ending 31st 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.

Min 7998:24 The Chair, Cllr J. Wallace, read in turn the points from the Annual Governance Statement, shown below:

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1.	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2.	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3.	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
4.	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5.	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external Insurance cover where required.
6.	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7.	We took appropriate action on all matters raised in reports from internal and external audit.
8.	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

Following various discussions and after careful consideration, the members answered 'Yes' to each section.

Cllr T. Hall spoke to propose that the Chair, Cllr J. Wallace, signed Section 1 of the Annual Return for the year ending 31 March 2023. This proposal was seconded by Cllr S. Back and was unanimously agreed.

Accordingly, Cllr J. Wallace the Clerk signed Section 1, in front of the members of the Parish Council & the Clerk/RFO.

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.

Min 7999:24 The members carefully evaluated the figures provided in Section 2 of the Annual Return for the year ending March 2024. They deemed the Accounting Statement as acceptable.

Cllr K. Mansell spoke to propose the Chair, Cllr J. Wallace, signed Section 2 of the Annual Return for the year ending 31 March 2024. This proposal was seconded by Cllr S. Hall and was unanimously agreed.

Accordingly, Cllr J. Wallace signed Section 2 in front of the members of the Parish Council & the Clerk/RFO.

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Min 8000:24 Finally, the Councillors carefully studied the supporting documents for the external audit, which included the bank reconciliation and explanations of the significant variances from the year before. They concluded these documents were acceptable.

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).

Min 8001:24 Cllr K. Mansell spoke to advise that she had not had any time to carry out the Play Park inspections this month.

The Parish Councillors also learnt the other residents, who had previously been helping with the play park inspections, had stepped down. This in turn meant that Councillors K. Mansell and P. Dumke were now responsible to carry out the play inspections in all three (3) parks.

b). Cleaning of play equipment.

Min 8002:24 A discussion concerning the cleanliness of the play parks in between the contractor's visits ensued and the members learnt that there was a build-up of bird mess occurring over this time. The conversation then digressed to the replacement of the old bird scarers with new ones and cable ties on top of the equipment) and cutting the cable ties even shorter this time round, to a prevent the birds from landing on the apparatus.

The Parish Councillors then discussed the emptying of the bins in the playparks, where Cllr K. Mansell spoke to advise that she felt the Parish Council needed something in writing from Medway Council to confirm whose responsibility the bins were.

The Clerk, Mrs J. Allen spoke in response to advise that she was sure the yellow bin in the Button Drive playpark was the responsibility of the Parish Council to empty. She suggested the Parish Council considered instructing a contractor to empty, remove and dispose of this bin and to pay for Medway Norse to install a new dual-purpose bin on the outskirts of the park instead, alongside a contract for Medway Norse to permanently empty it.

The Parish Councillors agreed with the Clerks thoughts and instructed her to obtain a quote to remove the bin. In response two (2) local contractors' names were put forward.

Finally, Cllr N. Blown provided an update on a conversation he had had with Medway Norse, (Norfolk branch), concerning the disposal of waste to be gathered by the new 'Street Cleaner / Litter Picker'.

c). Defibrillator(s).

Min 8003:24 It was concluded that since Ward Councillor, Chris Spalding, had not provided any assistance in finding a suitable location to house a new defibrillator in Middle Stoke, that the Parish Council would take back responsibility.

They rediscussed locations in Middle Stoke and it was agreed that the most suitable location to house this device was next to the bench in Middle Stoke.

As a permanent electricity supply was not possible, the conversation digressed to installing a solar and wind charging unit instead, which would require a concrete base.

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Accordingly, the Clerk was deployed to speak to Medway Council to establish if the Parish Council could have permission to install a permanent base, as it was understood this land belonged to the Unitary Authority.

Cllr S. Back also offered his assistance in sourcing a quote for the aforementioned charging unit.

Min 8004:24 Finally, Cllr J. Wallace advised that she had spoken with Mrs G. Bucknall, (Church Warden for St Peter and St Paul's Church in Upper Stoke), concerning the Parish Council taking responsibility for the annual running costs of the defibrillator in Upper Stoke. She closed her report in confirming that Mrs G. Bucknall had graciously accepted the Parish Council's offer of help.

d). Lower Stoke Car Park,

i). Abandoned Car.

Min 8005:24 It was reported that the abandoned car had finally been removed.

ii). Broken light.

Min 8006:24 The Clerk, Mrs J. Allen referred the members to their meeting packs where she had included an email conversation between herself and Mrs V. Nutley (Head of Legal Services at Medway Council). In this email the members identified that Medway Council had no record of who the broken light belonged to, and owing to this it had been suggested by the Clerk that the Parish Council and the Unitary Authority should split the costs to replace the street lamp with a standard unit to enable the replacement of the light bulb (where apparently the existing street lamp was of non-standard construction). The Clerk's request was currently in review by Medway Council and she was waiting to hear further.

10. Highways & Transportation

a). Footpaths

Min 8007:24 Cllr S. Back reported that MHS homes were meant to be looking into the repair and maintenance of the footpath, that ran between Heron Way and the High Street. He closed his report in advising that he had recently cut back the weeds that were growing on the footpath to help the residents using this facility, in the interim.

b). Lighting

Min 8008:24 Please see item 9d(i) above, ref: **Min 8006:24** .

c). Highways and verges

Min 8009:24 No report. It was acknowledged however that Medway Council were meant to be participating in 'No Mow May'.

d). Pot holes

Min 8010:24 Cllr K. Mansell spoke to complain that Mallard Way currently had one large, deep pothole.

Cllr S. Hall spoke to recommend again the use of an application called 'Fix my Street', which he commented seemed to work.

e). Fly tipping

Min 8011:24 It was reported that there was an abandoned exhaust outside the garages on Mallard Way.

Cllr S. Hall also advised that several bin bags and an animal carcass (not fox or feline) had been jettisoned on the side of Cuckolds Green Road too.

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f). Grass cutting

Min 8012:24 Cllr J. Wallace spoke to thank Cllr S. Back for cutting back various overgrown foliage throughout the village and the recreation grounds.

It was also acknowledged that a lot of the green spaces in Lower Stoke were the responsibility of MHS Homes to maintain.

g). Leaking manhole cover on A228 / Grain Road

Min 8013:24 It was understood that the problematic manhole cover, located on the A228 / Grain Road, had temporarily stopped leaking owing to the recent spell of dry weather.

A discussion concerning high water level tables ensued and Cllr S. Back referred to a conversation he had had (concerning this topic) with Cllr S. Curry, of Medway Council.

It was concluded that the Clerk should continue to chase Medway Council for an update on the manhole cover, before the weather worsened.

The Clerk, Mrs J. Allen complained of the large pothole that had appeared next to the manhole cover, where she informed the meeting that she would report this issue to Medway Council, as she was concerned about the manhole cover becoming impaired.

Finally, Cllr S. Back also reported that he had heard rumours Malmaynes Road in Upper Stoke had been earmarked for resurfacing.

h). Salt / Grit Bins.

Min 8014:24 Cllr S. Back advised that he had no further report.

i). Flood signs

Min 8015:24 Cllr S. Back advised that he would speak to the Environment Agency (who he volunteered for as Flood Warden) concerning this point.

11. Communications

To receive an update on the following methods of communication:

a). Website

Min 8016:24 A discussion concerning the Parish Council's existing website package ensued. The members discussed possible solutions by either upgrading their current package to a 'Silver Package' or changing website providers.

It was agreed that the Clerk would contact Hugo Fox to source a quote for a 'Silver Package' deal and Cllr J. Wallace would speak to alternative website providers, used by other local Parish Councils, to obtain a rough idea on a price to build and manage a new Parish Council webpage.

They also discussed their Parish Council email addresses and it was understood the members had limited access, despite the Clerk's best efforts in trying to obtain support from Cloud Next on this issue.

Finally, the Clerk was instructed to organise administration rights for Cllrs K. Mansell & N. Blown to access the Parish Council's social media page.

12. Internal Committee Updates

a). Neighbourhood Plan

Min 8017:24 It was accepted that the next Neighbourhood Plan Steering Group meeting was taking place on Wednesday 12th June between 5.00pm & 7.00pm in the Stoke Methodist Church.

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b). Stoke Village Hall.

Min 8018:24 Cllr K. Mansell spoke to inform the members that, as part of the Village Hall Committee's fundraising efforts, they had organised a Stall Holder Fayre to take place in the Hall on Sunday 26th May.

She disclosed that, owing to the funds already raised, the committee had managed to organise for the ceilings to be repainted white (they were previously green) and for the walls to be repainted a light grey colour (from their current cream colour) over the coming few weeks.

It was understood that the committee were also in the process of organising for the outside gate to be repaired and for the overhanging foliage in the car park to cut back on all the perimeters.

Finally, Cllr K. Mansell advised that the Village Hall Committee were still waiting to hear further from the doctor's surgery and they had been approached by a possible benefactor.

c). Stoke Community Project

Min 8019:24 The members acknowledged that the Clerk had paid the Stoke Community project the previously agreed £300 grant. The Parish Council also learnt that the Stoke Community Project had been invited to the next Village Hall Committee meeting, to discuss their ideas for a Children's Christmas Party in the hall, proposed to take place during the month of December.

13. External Committee Updates

a). KALC – ANNEX A

Min 8020:24 Cllr N. Blown spoke to inform the members that the KALC Committee had met on Wednesday 15th May, where he referred them to a report he had circulated prior to the meeting.

Please see Annex A for a copy of this report.

b). Rural Liaison

Min 8021:24 The Chair, Cllr J. Wallace advised the members that she understood the next Rural Liaison meeting had been planned to take place at the end of June.

14. External Contractors

a). To discuss and approve any new work requests or discuss any existing orders

Min 8022:24 The Clerk, Mrs J. Allen was reminded to arrange for quotes to remove and dispose of the yellow bin situated in the Button Drive Playground.

15. Events

a). Christmas 2024

Min 8023:24 Cllr K, Mansell urged the Parish Council to start organising their Christmas 2024 event earlier this year.

Several ideas for this event were put forward which included:

- Music and or a DJ to play in the car park
- A stall offering hot food (where it was suggested that the Indian takeaway on the High Street might be interested in taking this on).
- The Christmas Tree light switch on to coincide with a walking nativity (being organised by the Stoke Community Project).
- Various Christmas tunes being played by the St John's Ambulance brass band.

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Cllr S. Back spoke to advise that he had already enquired with the St John's Ambulance (a charity who he also volunteers for) about the availability of their brass band on Sunday 1st December.

Cllr K. Mansell asked the Clerk to organise the Christmas tree for early / mid-November, to allow enough time to decorate it and erect it in time for the planned festivities.

Finally, Cllr N. Blown spoke to confirm that he would enquire in regards to the availability of the Indian takeaway to organise for some hot food for the event.

16. Correspondence

a). Update on the tasks agreed at the Parish Council / Committee meetings held on 17/04/24 & 01/05/2024.

Min 8023:24 The Councillors reviewed the status of the tasks agreed from the last two meetings.

They acknowledged that some tasks were ongoing and others were outstanding.

Tasks agreed 17/04/2024	Status
Clerk to source a quote for a new noticeboard for Middle Stoke.	Outstanding
Clerk to source terms and conditions for Halifax (concerning the Parish Council possibly opening up an additional bank account to safeguard their reserves).	Outstanding
Clerk to speak to KALC to clarify if the Parish Council can still make an annual donation to the Stoke Methodist Church and St Peter & St Paul's Church.	Outstanding

Tasks agreed 01/05/2024	Status
Clerk to upload the approved March Minutes onto the Parish Council's webpage.	Outstanding
Clerk to obtain a quote for an annual subscription with NALC.	Outstanding
Clerk to continue to chase Medway Council's Planning Department for an update on Sturchfield.	Ongoing
Clerk to supply points for objection, concerning planning application MC/24/0291.	Outstanding
Clerk to upload a copy of the Parish Council's Summary of Accounts for 2023/2024 onto the members webpage.	Outstanding
Clerk to obtain a quote from Medway Norse to install a dual-purpose bin on the outskirts of the Button Drive Recreation Ground with a contract to empty it.	Ongoing
Clerk to continue to chase MHS homes concerning the poor condition of the footpath between Heron Way & the High Street, in Lower Stoke.	Ongoing
Clerk to continue to chase Medway Council concerning the issues with broken street lamp in Lower Stoke.	Ongoing
Clerk to continue to chase Medway Council regarding the overflowing manhole cover, located on the A228 / Grain Road.	Ongoing

17. Any other business

Min 8024:24 Concerns were raised as whether the Parish Council were still able to use the Village Hall to hold their next meeting, owing to the General Elections. A brief discussion ensued. It was recognised that the Village Hall would only be in use on Thursday 4th July and the voting booths would be both installed and removed the same day, so this would not affect the next Parish Council meeting.

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18. Date of next meeting

Min 8025:24 The Chair, Cllr J. Wallace, informed everyone that the next Parish Council meeting would take place in the Village Hall on Wednesday 3rd July.

19. Section 100A(4)

Min 8026:24 Cllr J. Wallace read out loud the statement listed on the agenda in relation to Section 100A(4).

Accordingly, it was proposed by Cllr S. Back, that the public be excluded from the closed section of the meeting, this proposal was seconded by the Cllr S. Hall and was unanimously agreed.

The one (1) member of the public left at 8.45pm.

20. Personnel

a). Litter picker / Street Cleaner.

Min 8027:24 The members received an update on the Litter picker / Street Cleaner vacancy and agreed to meet informally on Tuesday 11th June, to finalise the details ahead of the interviews, which had been planned to take place on Tuesday 18th June.

21. Close of meeting

Min 8028:24 The Chair, Cllr J. Wallace closed the meeting at 8.53 pm and thanked everyone for attending.

The next Parish Council meeting will be held on:

Wednesday 3rd July 2024 Parish Council Meeting	7.00pm	The Village Hall
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Tasks agreed on 05/06/2024

Clerk to upload the approved April & May minutes onto the Parish Council's webpage.

Clerk to include the possible purchase of an Office 365 licence onto the Parish Council's agenda for July.

Clerk to pay the agreed expenditure costs for May / June 2024.

Clerk to pay Cancer Research a donation of £50, in memory of former Parish Councillor Richard Bridge.

Clerk to organise a Finance Committee meeting to take place in November 2024.

Clerk to label the Parish Council's Ear Marked Reserves (EMR's) with the agreed annotations.

Clerk to send the signed AGAR forms, along with copies of the relevant documentation, to the external auditors.

Parish Council to replace old bird scarers on the play equipment with new cable ties.

Clerk to source a quote to remove the yellow bin in the Button Drive Playpark and to dispose of the bin and any contents contained within.

Cllr S. Back to source a quote for a solar and wind powered defibrillator charging unit.

Clerk to seek Medway Council's permission to install a concrete base (to house the proposed new defibrillator) next to the bench in Middle Stoke.

Parish Council to report fly tipping outside the garages at Mallard Way and along Cuckolds Green Road to Medway Council

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Cllr S. Back to speak to the Environment Agency concerning the installation of permanent flood warning signs throughout Stoke.
Clerk to source a quote from Hugo Fox to upgrade the Parish Council's existing webpage from a 'Bronze package' to a 'Silver package' deal.
Cllr J. Wallace to source quotes for a possible new Parish Council webpage.
Clerk to organise the purchase and delivery of a Christmas Tree for the village, in November 2024.
Cllr S. Back to chase the availability of the St John Ambulance's brass band, to perform at Stoke's Christmas Event.
Cllr N. Blown to speak to relevant parties concerning the organisation of hot food at the aforementioned Christmas Event.

Tasks Carried Over
Clerk to source a quote for a new noticeboard for Middle Stoke.
Clerk to source the terms and conditions for Halifax (concerning the possible opening of an additional bank account to safeguard reserves).
Clerk to speak to KALC to clarify if the Parish Council can still make an annual donation to the Stoke Methodist Church and St Peter & St Paul's Church.
Clerk to upload approved March Minutes onto the Parish Council's webpage.
Clerk to obtain a quote for an annual subscription with NALC.
Clerk to supply points for objection, concerning planning application MC/24/0291.
Clerk to upload a copy of the Parish Council's Summary of Accounts for 2023/2024 onto the members webpage.

Ongoing Tasks
Clerk to obtain a quote from Medway Norse to install a dual-purpose bin on the outskirts of the Button Drive Recreation Ground with a contract to empty it.
Clerk to continue to chase MHS homes concerning the poor condition of the footpath between Heron Way & the High Street, in Lower Stoke.
Clerk to continue to chase Medway Council concerning the issues with broken street lamp in Lower Stoke.
Clerk to continue to chase Medway Council regarding the overflowing manhole cover, located on the A228 / Grain Road.
Clerk to continue to chase Medway Council's Planning Department for an update on Sturchfield.

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ANNEXES

ANNEX A

13a). External Committee Updates - KALC

REF: **Min 8020:24**

KALC Report

Report from the KALC meeting on the 15th May.

Report from SPC to KALC meeting.
Stoke Parish Council had:

- Raised the precept by 17.5%
- PC have a full complement of councillors
- We're supporting a Neighbourhood Development Committee
- Employee a street cleaner
- Working with the SVHC to improve the village hall
- Holding several events this year, the first being the D-Day commemoration 6th June
- Supporting the River Mead Trusts proposals for Stoke Village School.
- Regarding mosquitos on the peninsular PC were waiting for a response from our Ward Councillor.

Report from KALC:

- There has been a restructure at KALC, some of the senior members had moved to part time roles.
- Three-year strategy to showcase their work, via Pod casts.
- Advice can be obtained from KALC via their online Portal that all PC have access to
- They are in the process of publishing a good councillor guide.
- Recommend that all PC's have a resilience plan, their Ward Councillors should be conducting this for their wards, these include Power outage, flooding, drought, winter resilience plans.
- Medway Council have grants for Warm Hubs, these can go towards creating hubs where people can access advice on cost of living, carers, loneliness, healthy eating, being active. These can be village halls, chapels, church halls.
- Courses on offer for new and existing Councillors