

# STOKE PARISH COUNCIL

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



## MINUTES

Wednesday 6<sup>th</sup> March 2019

The Village Hall ~ 7.00pm

Attendees: Cllr B. Stone (Chairman) Cllr M. Elmes (Vice Chair)  
Cllr G. Barron Cllr P. Tungate  
Cllr J. Cherry 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 7.00pm**

1. **Apologies for absence**

Min 1512:19 Apologies for absence were received and accepted from both the Cllr G. Blackman, who was experiencing issues with his vehicle, and Cllr R. Bridge, who had prior work commitments.

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

Min 1513:19 It was noted that Cllr P. Tungate had an ongoing significant interest in correspondence to item 13, being a direct relative of the contractor.

3. **Minutes of the previous meeting 6<sup>th</sup> February 2019** 1494:19 to 1511:19

Min 1514:19 The minutes of the previous Parish Council meeting held on the 6<sup>th</sup> February, already circulated via the Clerk, Mrs. J Allen, were submitted and it was proposed by Cllr P. Tungate 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. **Disclosure of any other business**

Min 1515:19 None.

# STOKE PARISH COUNCIL

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



## 5. Planning Applications

**Min 1516:19** The Clerk, Mrs J. Allen, spoke to confirm there had been no new planning applications submitted since the last meeting. She did however confirm that there had been two planning decisions made, details of which had already been circulated to members prior to the meeting:

- **MC/18/2869 - Malmaynes Hall Farm Malmaynes Hall Road Stoke Rochester Medway ME3 9QU**  
Details pursuant to conditions 5,6,7,8 and 10 on planning permission MC/17/3436 for change of use of land from farm yard and agricultural land to provide a facility to produce hydraulically bound material (HBM) from recycled aggregates for use in road building and in the construction industry.

Decision: Discharge of Conditions

- **MC/19/0018 - Sturch Field Grain Road Lower Stoke Rochester Medway ME3 9RF**  
Stationing of two additional mobile homes

Decision: Refusal

## 6. Clerk's Report

**Min 1517:19** The Clerk, Mrs J. Allen, spoke to inform the members that the Stoke Parish Council notice boards had been fully updated and any old notices/out of date information had been removed.

She also advised the members that she had emailed the approved minutes from the last two meetings to Medway Council, on at least two occasions, and was now awaiting the website to be updated with these.

The Clerk confirmed that she had sent the works order to J R Brickwork at the members request to clear the brambles and the foliage in the corner of the Button Drive play park **Min 1506:19** and that she was now awaiting to hear back from the contractor as to when the work would take place. She also confirmed that she had written to Medway Council regarding the concerns raised in regards to planning application MC/19/0018 **Min 1499:19** and following the previous item on the agenda this application had subsequently been refused.

Finally she updated members that she had created a financial spreadsheet to confirm the Parish Council's current spending for 2018/2019, which she was in the process of cross referencing.

## 7. Correspondence

**Min 1518:19** The Clerk, Mrs J. Allen reported that the aforementioned Clerk, Mr R. Morrad, was currently unavailable to collect any remaining post from, however she did report that she had been able to ask the bank for a printed copy of the latest bank statement in branch (as she was still awaiting the bank to update the Parish Council's new correspondence address).

# STOKE PARISH COUNCIL



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

The Clerk, Mrs J Allen, spoke further to confirm that she was still in discussions with Natwest surrounding the online banking application forms, which had been submitted and had subsequently been rejected via the bank twice. She advised that regrettably the bank had advised that they were unable to return these forms and that new forms would need to be completed and signed via all signatories to finalise the Council's application.

Mrs Allen finished her report in confirming, that following her email earlier that month, that she had gone back to Steve Dickinson from Medway Council and confirmed all the Parish Councillors correct details alongside updating Medway Council on the Parish Councils new Clerk and subsequent new contact details.

## 8. Finance

Min 1519:19

Payee	Reference	Payment Method	Amount	Notes
Colyn Property Services	Min 1449:18	CHQ ~ 0515	£88.00	February 2019 payment
Mrs J. Allen	-	CHQ ~ 0516	£416.35	February 2019 wages
Mrs J. Allen	-	CHQ ~ 0517	£35.00	Use of home office – Feb 2019
Mrs J. Allen		CHQ ~ 0518	£24.99	New cordless office phone with Answer machine
ICO	-	DD	£35.00	(Amendment from February Accounts)
Vodafone Telephone & Broadband	-	DD	£61.81	Broadband & Phone line for February 2019 + 1 month in advance
<b>TOTAL</b>			<b>£661.15</b>	
BT	-	Credit	£44.70	Refund following end of contract
<b>TOTAL</b>			<b>£44.70</b>	

The Clerk, Mrs J. Allen, informed members that she had received the new password from HMRC to allow her access to the Stoke Parish Council Government Gateway account and had registered all her associated wages along with the last payment to the aforementioned Clerk, Mr R. Morrad.

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

## 9. Representatives reports on outside bodies

Min 1520:19 Cllr J. Cherry spoke to confirm that she had attended a Rural Liaison meeting on the 5<sup>th</sup> of March, she confirmed that there had been a presentation from 'Shared Lives' surrounding the recruitment of possible new respite carers alongside talks and diagrams of possible diversion routes in the event of an accident along the Ratcliff Highway. Cllr J. Cherry also reported that there had

# STOKE PARISH COUNCIL



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

been discussions surrounding the housing infrastructure funding and proposals for the installation of two new railway tracks to connect 'Hoo Peninsular' with the mainline railway in the year 2035.

**Min 1521:19** Cllr G. Barron spoke to confirm he too had attended a meeting with KALC and that KALC's AGM had been verified for 30<sup>th</sup> November 2019. Cllr G. Barron spoke further to report that there had been discussions surrounding vandalism of the toilet block in High Halstow and that the village of Hoo were going to be publishing a bi-monthly newsletter for their Parishioners.

He also reported that recommendations were made to urge Parish Councils to ensure their defibrillators are labelled with lost and found stickers, following an incident in Cliffe where the defibrillator was taken with a patient in an ambulance and subsequently misplaced.

## **10. Play Parks Contract**

**Min 1522:19** The Clerk, Mrs J. Allen, informed members that following discussions from the last meeting **Min 1503:19**, that she had checked with Mr Davis to confirm the material of the bolts used to carry out the repairs. She confirmed that Mr Davis had come back to advise that the bolts used were non-corroding 'zinc coated' bolts, which met the Councillors approval.

**Min 1523:19** The Clerk, Mrs J. Allen, also spoke to confirm the quote she had received from Colyn Property Services for £360, to replace the remaining wooden slats on the toddler bridge at Heron Way. It was unanimously agreed that the work to the toddler bridge should be carried out as soon as possible.

## **11. Website / IT**

**Min 1524:19** The Clerk, Mrs J. Allen, spoke to confirm receipt of the February 2019 website usage report, which she had circulated to all members prior to the meeting. This report was evaluated by the members and deemed acceptable.

## **12. Highways & Transportation**

**Min 1525:19** The Chairman, Cllr B. Stone, spoke to confirm that there were areas of fly tipping beside Cockles Green Road and Newall Farm Road, where there was also evidence of paint waste along this road.

The Chairman, Cllr B. Stone, also reported poor road surface condition with various pot holes at the junction where Allhallows Road meets Stoke Road in Stoke.

Vice-chair, Cllr M. Elmes, advised that she had also received complaints in regards to the impassable condition of the RS35 footpath, which appears to have been churned up via tractors accessing the field.

## **13. J R Brickwork**

**Min 1526:19** No further requests for works were discussed / requested.

# STOKE PARISH COUNCIL



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

## 14. Village Hall Report

**Min 1527:19** Vice-Chair Cllr M. Elmes spoke to advise that the Village Hall committee were meeting up on the 27<sup>th</sup> March to discuss finances.

## 15. Annual Parish Meeting

**Min 1528:19** It was unanimously agreed to hold both the Annual Parish meeting and the Annual Parish Council meeting on the evening of Wednesday 5<sup>th</sup> of June 2019.

The Chairman, Cllr B. Stone, asked the Clerk, Mrs J. Allen, to write to the local clubs, societies and organisations within the Parish of Stoke, alongside the new district councillors and the police, to invite them to this event.

## 16. Village Voice Article

**Min 1529:19** It was unanimously agreed to place an article in the next edition of the Village Voice relating to the Village Hall and concerns of fly tipping.

## 17. Any other business (no votes may be taken)

**Min 1530:19** None.

## 18. Date of next meeting

**Min 1531:19** The Chairman, Cllr B. Stone, spoke to confirm the date of the next meeting to be held at Stoke Village Hall on Wednesday 3<sup>rd</sup> April 2019 at 7.00pm.

**The meeting ended at 7.53pm**