

STOKE PARISH COUNCIL



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

MINUTES

Wednesday 5th January 2022

Face to Face Parish Council Meeting

Village Hall ~ 7.00 pm

Attendees: Cllr B. Stone ~ Chairman Cllr J. Wallace ~ Vice-chair
Cllr K. Copping Cllr G. Blackman
Cllr P. Egan Cllr K. Mansell
Mrs J. Allen ~ Clerk

Members of the public: Two (2)

PUBLIC SESSION ~ NOT PART OF THE PARISH COUNCIL MEETING

Part A. Public Discussions

The two members of the public spoke where the following enquiries were raised :

- The possibility of installing double yellow lines at the top of Brook Lane.

In response to the use of the vacant Stoke Primary Academy building by the Martime Academy Trust (as the temporary base for their Year 7 students whilst their new building is still under construction) the following enquiries were raised :

- How many parents will be driving their children to the school and how many students will be taking the bus or the coach ?
- How many buses or coaches will be carrying the new students and how will this affect the Allhallows and Stoke Primary Academy merger ?
- Where will the drop off point in the village be located for the Martime Academy ?
- Will there be any public consultations ? If so when ?

In response to the enquiries raised the Clerk was instructed by the Parish Council to write to the Martime Academaemy, Allhallows Primary Academy and to copy in Medway Council to raise these points with them.

Part B. Public Discussions on any agenda items

None.

The Chairman, Cllr B. Stone, opened the meeting at 7.20pm and thanked the Councillors for attending.

1. Apologies for absence

Min 7013:21 An apology for absence was received from Cllr R. Bridge, who had been taken ill on the day of the meeting.

2. To receive Declarations of Interest and Dispensations

Min 7014:21 None.

3. Disclosure of any other business of an urgent nature

Min 7015:21 None.

STOKE PARISH COUNCIL



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

4. Ward Councillor Report

a). A report by Ward Councillor Mick Pendergast

Min 7016:21 The Vice-Chair, Cllr J. Wallace spoke to advise that Ward Councillor Mick Pendergast had nothing to report this month and accordingly he had not attended the meeting.

5. Minutes from the previous Parish Council Meeting

a). To receive and approve the minutes from the Parish Council meeting held on Wednesday 1st December 2021.

Min 7017:21 The minutes of the previous Parish Council meeting, held on Wednesday 1st December as already circulated by the Clerk, were submitted.

It was proposed by Cllr K. Copping and seconded by the Vice-Chair Cllr J. Wallace, that they be approved as a correct record. This motion was unanimously agreed.

6. Information arising from the minutes not on the agenda

Min 7018:21 None.

7. Planning

a). Applications

Min 7019:21 The Chairman, Cllr B. Stone referred the members to their meeting packs, where a planning application had been listed, it was recognised however that this application was connected to the Isle of Grain, where accordingly the members aired no objections:

- MC/21/3482 – National Grid, Grain LNG

b). Decisions

Min 7020:21 None.

c). Appeals and Other Matters.

Min 7021:21 None.

8. Finance

a). To agree financial performance against the budget for the month of December 2021.

b). Update of account(s) for 2021/22 including payments received.

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

d). Accounts for payment.

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

Min 7022:21 Cllr P. Egan spoke to propose that points a,b,c, d & e be approved en bloc, this proposal was seconded by Cllr K. Mansell and was unanimously agreed.

Payee	Reference	Payment Method	Amount	Notes
Mrs J. Allen	Min 1436:18	TO BE PAID BY BACS	£492.88	December 2021 Wages
Mrs J. Allen	Min 1436:18	TO BE PAID BY BACS	£35.00	Use of home office –December 2021
Vodafone Telephone & Broadband	Min 1451:18	DIRECT DEBIT	£33.92	Broadband & Telephone line rental for December 2021
Colin Davis	Min 1992:20	TO BE PAID BY BACS	£168.00	December 2021 Payment Inspections & Cleaning INV:3367

STOKE PARISH COUNCIL



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

Eastborough Landscapes	Min 6064:21	TO BE PAID BY BACS	£356.40	Tree surgery to Recreation Ground INV: 263363
Playsafe Playground Services	Min 6010:21	TO BE PAID BY BACS	£267.00	Replacement Chains for two new toddler swing seats at Heron Way INV: 19835
KPS Office Supplies	TO BE AGREED RETROPSECTIVELY	TO BE PAID BY BACS	£4.80	50% of costs towards stationery. Laminating Pouches INV: 16971
Avast	TO BE AGREED RETROPSECTIVELY	DIRECT DEBIT	£59.99	Anti-virus Security Application for Clerk's laptop INV: 103178312700
Glasdon	TO BE AGREED RETROPSECTIVELY	TO BE PAID BY BACS	£147.83	200 x Liners for Recreation Ground Bins ORDER NO: 3071922
Stoke Methodist Church	TO BE AGREED RETROPSECTIVELY	BACS	£100.00	Annual Donation
St Peter & St Paul's Church	TO BE AGREED RETROPSECTIVELY	BACS	£100.00	Annual Donation
Marks & Spencer	TO BE AGREED RETROPSECTIVELY	CARD	£30.00	Christmas thank you for Cllr B. Stone ORDER NO: 301-0035816-5926484
The People's Pension	Min 1775:20	DIRECT DEBIT	£42.43	Both Employer & Employee Contributions for December 2021
TOTAL			£1,838.25	

9. Management of the Council's land and property

a). Playparks

- i Allhallows Road Playpark
- ii Heron Way Playpark
- iii Upper Stoke Playpark

Min 7023:21 The Play Park inspections from the month of December were accepted. The reports received confirmed that the play equipment in all 3 play parks appeared to be in good order and that all the touch points were being regularly disinfected.

The Clerk, Mrs J. Allen, spoke to enquire if any of the members had visited the Heron Way play park recently, where she asked if the new chains (attached to the newly installed baby swing seats) had been fitted?

Several of the Councillors spoke in response to confirm that they had not frequented that recreation ground recently, however Cllr K. Mansell also spoke in response to offer her assistance in checking their status and to take photographic evidence the next day.

b). To receive an update on the remedial work to the two newly installed toddler units following the post installation inspection reports.

Min 7024:21 Following the members urgent concerns, ref: **Min: 6090:21**, the Clerk updated the Parish Council on her progress with the suppliers.

As the discrepancies had not been resolved a discussion ensued.

STOKE PARISH COUNCIL



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

Following the Clerk's update, it was unanimously agreed that the play equipment should be cordoned until the issues with its installation was resolved. Accordingly, the Clerk was instructed to order barrier tape and place notices on the equipment itself, on the members' website, on their social media page and in the village, noticeboards, informing the Parishioners that the new play equipment was temporarily out of action.

Cllr K. Copping also spoke to offer his assistance in placing the barrier tape on the equipment, if the Clerk could order the tape to be sent directly to his address.

10. Highways & Transportation

a). Footpaths

Min 7025:21 The Vice Chair, Cllr J. Wallace, spoke to voice her concerns over the huge potholes that littered the 'S' bend on Stoke Road, near to Marshland View heading towards Allhallows.

She advised that these pot holes were situated on the link road between the two villages, where these roads were now frequently used by parents from Stoke, following the merger of the two schools.

Accordingly, she asked the Clerk to report these pot holes to Medway Council for repair.

Cllr P. Egan also spoke to enquire why an official footpath between the villages was never built, where the Chairman, Cllr B. Stone, spoke in response to confirm that Medway Council did not own the land.

b). Lighting

Min 7026:21 No report.

c). Highways and verges

Min 7027:21 No report.

d). Pot holes

Min 7028:21 No report.

e). Fly tipping

Min 7029:21 No report.

11. Communication

a). Update on the Parish Council's new webpage and associated email addresses

b). Parish Council owned tablets

Min 7030:21 Cllr J. Wallace spoke inform the members that she had no further report concerning their website.

She confirmed however the Parish Council owned tablets seemed to be working and that she was able to use her Parish Council emails on it.

A discussion ensued, where the members also agreed that they should use their associated email addresses. The Clerk was therefore deployed to reissue the Councillors email details, in order for the members to reset their passwords etc.

12. Village Hall

a). To receive an update on the status of the Village Hall

Min 7031:21 The Chairman, Cllr B. Stone spoke to inform the members that the GP surgery had paid some of their outstanding rent, however to date he was still unsure if they would be re-opening.

STOKE PARISH COUNCIL



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

13. External Contractors

a). J R Brickwork

Min 7032:21 None.

b). Eastborough Landscapes

Min 7033:21 The Clerk, Mrs J. Allen, advised the members that the non-essential works to the trees in the recreation ground had taken place.

c). Colyn Property Services

Min 7034:21 None.

14. Christmas Celebrations

a). To receive an update on the Christmas lights competition that took place over the month of December 2021.

Min 7035:21 The Vice-Chair, Cllr J. Wallace spoke to inform the members that the Christmas lights competition had taken place, however the event had not gone as planned.

She confirmed that despite the advertisement of the festivities on social media and in the Village Voices publication, that she had only received one completed voting form back before the closing date.

In response to an email sent to all the Councillors, in light of the lack of votes, it had been agreed that the addresses of all the properties that had participated had been placed in a hat (where a hat for each area had been allocated) and 'Father Christmas' (from the present sleigh run) had then been invited to pick a winner from each hat at random. The winners had been notified by a note through their letterbox, where the households had been asked to attend the Nags Head Public House to collect their prizes and to pick up their trophies.

She confirmed that the details of the winners had been placed on the members website, where she had then notified the Clerk to share the link on social media.

The members collectively agreed that the response had been disappointing, however they discussed setting up an online vote for next year.

Cllr K. Copping also spoke to suggest a potential prize draw for any child participating in the vote next year, to make the voting process more inviting.

15. Feedback to Public Questions

a). To receive a response/update on the last public questions raised, following the Parish Council Meeting on Wednesday 1st December 2021.

Min 7036:21 Following the last Parish Council meeting, held on Wednesday 1st December 2021, it had been recognised that there had been no questions raised, owing to the lack of Parishioners that were in attendance.

16. Disabled Parking in Lower Stoke

a). To receive an update on the new layout of the Lower Stoke Car Park, including the repositioning of the disabled parking bay.

Min 7037:21 Cllr P. Egan spoke to refer the members to his proposed new layout for the Lower Stoke car park, where he talked the members through his design.

STOKE PARISH COUNCIL



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

He confirmed that following feedback from the Councillors that he understood the design needed tweaking, however he made further suggestions that the members could consider moving the entrance to the car park and could contact MHS Homes to clarify what access they needed, which could potentially allow for additional spaces.

He asked the Clerk to send him a copy of the tenancy agreement, where he wanted to check the terms and conditions, he also confirmed that he felt the best use of the space was to move the disabled bay and to recommend a one-way system be implemented.

The members collectively spoke of the placing of the temporary bays, the marking of the car park and setting up an online questionnaire to allow the Parishioners to provide their feedback to the proposed new layout.

17. **Flooding to the rear of Kasmira House**

a). To discuss possible solutions to prevent flooding to the rear of Kasmira House.

Min 7038:21 The Chairman, Cllr B. Stone, spoke to inform the members that he was still waiting for the quote to come back from Mr W. Hooper.

18. **Flooded Manhole cover on A228 Grain Road**

a). To receive an update on the flooded manhole cover located on the A228 Grain Road.

Min 7039:21 The Chairman, Cllr B. Stone, spoke to inform the members that water was still coming from the manhole covers, despite the most recent works, including the long-term mobile traffic lights.

Accordingly, the Clerk, was deployed to notify Medway Council that the issue remained outstanding.

19. **Village Voice Publication**

Min 7040:21 The members spoke collectively in regards to their next article for the Village Voices publication, where after careful consideration it was unanimously agreed that the Clerk should place an article in the next edition to confirm as per the results of the Christmas Lights competition.

20. **Correspondence**

Min 7041:21 None.

21. **Reports and Circulars**

Min 7042:21 The Clerk, Mrs J. Allen, spoke to inform the members that she had received no additional reports or circulars since the last meeting.

Cllr K. Mansell spoke in response to enquire if the Clerk could chase the report from Stoke Safaris to confirm the percentage of Parishioners from Stoke that attended their Seniors Afternoon Tea event, which was partly sponsored by the Parish Council.

22. **Any other business**

Min 7043:21 Cllr K. Copping spoke to express his interest in being allocated additional tasks and or projects, which he felt would not only contribute to the village in his role as Parish Councillor but could also take additional pressure off of the Clerk. This suggestion was supported by Cllr K. Mansell, where the members agreed that certain assignments could be reallocated to members.

STOKE PARISH COUNCIL



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

Cllr K. Copping also enquired if the Parish Council could consider marking the Queen's Platinum Jubilee, due to take place later in the year.

A discussion surrounding the Jubilee ensued, where the members agreed that the event should be marked. Accordingly, the Clerk was asked to place the Queens Platinum Jubilee on the next agenda, where the members were asked bring forward any ideas they might have to the next meeting.

23. Date of next meeting

Min 7044:21 The Chairman, Cllr B. Stone, spoke to inform the members that the next meeting would take place in the main Village Hall on Wednesday 2nd February 2022.

24. Close of meeting

Min 7045:21 The Chairman, Cllr B. Stone closed the meeting at 8.24pm and thanked everyone for attending.

The next Parish Council meeting will be held on:

Wednesday 2nd February 2022	7.00pm	The Village Hall
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