

# STOKE PARISH COUNCIL

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



## MINUTES

Wednesday 3<sup>rd</sup> July 2019  
The Village Hall ~ 7.00 pm

Attendees: Cllr B. Stone ~ Chairman Cllr G. Blackman ~ Vice-chair  
Cllr G. Barron Cllr J. Wallace  
Cllr R. Bridge Cllr J. Cole (following co-option)  
Mrs J. Allen ~ Clerk

Members of the public: 2

### **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 7.00 pm

#### **1. Apologies for absence**

Min 1605:19 None

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

Min 1606:19 Cllr J. Wallace spoke to confirm of a pecuniary interest having disclosed previously that she was the treasurer for the 'Save Stoke School' committee Min 1580:19.

Min 1607:19 Both Cllr J. Wallace and Cllr R. Bridge spoke to confirm of a personal interest in relation to item 7, knowing the potential co-optee, Mr J. Cole, in a personal capacity.

#### **3. Minutes from previous Parish Council Meeting 1579:19 to 1604:19**

Min 1608:19 The minutes of the Parish Council meeting held on Wednesday 12<sup>th</sup> June 2019, already circulated via the Clerk, Mrs. J Allen, were submitted. It was proposed by Cllr J. Wallace and seconded by the Vice-chair Cllr G. Blackman that they be approved as a correct record and signed by the Chairman. This motion was unanimously agreed.

#### **4. Information arising from the minutes not on the agenda**

Min 1609:19 Cllr R. Bridge spoke to compliment the Clerk, Mrs J. Allen, on her letter sent to challenge the proposed merger of Allhallows and Stoke Primary Academies subsequently leading to the potential closure of Stoke Primary School.

# STOKE PARISH COUNCIL

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



## 5. Disclosure of any other business

**Min 1610:19** Cllr R. Bridge spoke to express concerns that perhaps some residents in the village were struggling to maintain their gardens in summer months, after he walked past a few severely overgrown gardens close to the allotments earlier in the month. A discussion ensued in relation to how the Parish Council could help these residents.

With permission from the Chairman a member of the public, who happened to be a representative of wHoo Cares, spoke to advise of a 'Garden Buddy' scheme that had just been set up in partnership with National Grid. The members agreed that perhaps a note through the relevant properties door to make them aware of this new scheme might help.

## 6. Stoke Primary Academy

**Min 1611:19** Cllr J. Wallace spoke to inform the members that there had been a protest walk organised via both the parents and the members of the local community against the closure of the school, that took place on Monday 1<sup>st</sup> July between Stoke Primary Academy and Allhallows Primary Academy. She reported that this protest walk had been very well attended with local Ward Councillor Mike Pendergast in attendance alongside Alex Hyne (a representative from local MP Kelly Tolhurst's office).

The Chairman Cllr B. Stone spoke to ask Cllr J. Wallace if the 'Save Stoke School' committee were still planning on personally hand delivering a signed petition to 10 Downing Street, following discussions at the last meeting **Min 1582:19**.

Cllr J. Wallace spoke in response to the Chairman to advise that she thought the plans had changed, she confirmed however that she would double check and advise the members accordingly once she had clarified this with the committee. Cllr J. Wallace also advised the members that the petition already had over 1000 signatures and was still going strong.

## 7. Vacancies

**Min 1612:19** The Clerk, Mrs J. Allen, spoke to advise the members of the written credentials she had received from Mr J. Cole, applying to be a co-opted on the Parish Council, which she had enclosed in the meeting packs and circulated prior to the meeting.

The Chairman, Cllr B. Stone, spoke to ask the members for their opinions in regards to the details received. Cllr G. Barron spoken in response to the Chairman and confirmed that he thought Mr J. Cole would be an excellent candidate, accordingly the Vice-chair Cllr G. Blackman proposed that Mr J. Cole be co-opted on the Parish Council which was seconded via Cllr G. Barron with the Chairman, Cllr B. Stone voting in favour. As noted in item two (2) **Min 1607:19** both Councillors J. Wallace and R. Bridge abstained from voting, have declared that they knew Mr J. Cole in a personal capacity.

Mr J. Cole was invited to sit at the table with the other members and duly signed the 'Declarations of Acceptance of Office' before the Proper Officer.

# STOKE PARISH COUNCIL

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



## 8. Planning Applications

**Min 1613:19** The Clerk, Mrs J. Allen, spoke to advise the members that the Medway Council planning portal had been down earlier in the week whilst she was preparing the meeting packs and accordingly, she could only locate the details of one planning decision.

- **MC/19/1246 – Land Adjacent to Parsonage Cottages**

She referred the members to their meeting packs, where she had been able to print the main details of the application itself, but not the terms and conditions of the decision made via Medway Council.

Based on the limited information received the members unanimously agreed that Cllr R. Bridge would look at the decision on the planning portal, providing it was now working, (being a retired solicitor via profession) and report back to the members with his findings in due course.

## 9. Clerks Report (including correspondence)

**Min 1614:19** The Clerk, Mrs J Allen, spoke to inform the members that the parish notice boards had been fully updated with the new agendas and any all old paperwork removed. She reported that the Village Voices magazine had included a thank you to Rev Kan Yu and the Stoke Methodist Church for putting on such a great big lunch event plus clarification that Stoke Parish Council were in support of all the efforts being made to save Stoke Primary Academy. She advised that the Stoke Parish Council website had been fully updated and following the last meeting, she had received a generic response in regards to her complaint sent to Mr M. Morley, the Regional Schools Commissioner, to confirm receipt of the Parish Council's objection letter.

She also advised that following email correspondence with Colin Davis, of Colyn Property Services, that the notice board in Lower Stoke had been recently been re-mounted, as when placing the agendas on the boards she noted that the board itself was coming away from the wooden backing.

Mrs J. Allen ended her report in notifying the members she had received very little postal correspondence, except copies of the most recently monthly bank statements.

## 10. Finance

The meeting was temporarily adjourned to allow Mr C. Fribbens to provide a report in regards to the progress of the internal audit for the 2018/2019 accounts.

Following this report, the members unanimously agreed to arrange for an extraordinary meeting to sign off the 2018/2019 accounts, before submitting the AGAR and any associated paperwork to correspond with the intermediary review, to PKF Littlejohn in time for the extended deadline of the 22<sup>nd</sup> July 2019.

The meeting reconvened.

Payee	Reference	Payment Method	Amount	Notes
Cartridge Save	-	DEBIT CARD	£235.42	Yellow, Magenta & Cyan large toner ink cartridges for office printer
Tesco	-	DEBIT CARD	£5.90	2 x reams of white A4 paper
Mrs J. Allen	-	BACS	£520.43	June 2019 wages

# STOKE PARISH COUNCIL

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



Mrs J. Allen	-	BACS	£35.00	Use of home office – June 2019
Colyn Property Services	Min 1449:18	BACS	£88.00	June 2019 Payment
Colyn Property Services	Min 1565:19	BACS	£100.00	Replacement swing at Heron Way
Glasdon	Min 1449:18	BACS	£119.09	2 x boxes of 200 black bin bags for recreation grounds
<b>TOTAL</b>			<b>£1103.84</b>	
Natwest	-	Credit - BACS	£1.59	Interest on savings account
<b>TOTAL</b>			<b>£1.59</b>	

**Min 1615:19** It was proposed via the Vice-chair, Cllr G. Blackman, and seconded via Cllr G. Barron that the tables above, as previously circulated, be noted, the payments confirmed and any outstanding cheques authorised and issued. This motion was unanimously agreed.

## 11. Representative Reports on outside bodies

**Min 1616:19** Cllr R. Bridge spoke to verify his concerns that he had received no correspondence in relation to the village hall committee.

It was agreed that the Clerk, Mrs J. Allen, would make contact with the previous representative, Mrs M. Elmes, to ask her for any contact details and forward this information into Cllr R. Bridge.

No other reports were received.

## 12. Play Parks Contract

**Min 1617:19** The Clerk, Mrs J. Allen, presented the members with the Play Parks inspections from the month of June, these reports confirmed that the equipment appeared to be in good order and were unanimously approved.

## 13. Play Parks Contract

**Min 1618:19** The Clerk, Mrs J. Allen, spoke to refer the members to a written quote she had received from Colin Davis of Colyn Property Services, which she had enclosed in the meeting packs and circulated to the members prior to the meeting.

This quote provided details to replace the existing black cable tie bird deterrents with new ones at all three (3) play parks at a cost of £62.92 and to clean all the bird droppings from the relevant play equipment, where the previous deterrents had deteriorated and subsequently failed, at a cost of £45.00.

After deliberation it was proposed via the Vice-Chair Cllr G. Blackman, seconded via Cllr J. Wallace and unanimously agreed to accept the quote at a combined cost of £107.92.

## 14. Website / IT

**Min 1619:19** The Clerk, Mrs J. Allen, spoke to confirm receipt of the June 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.

## 15. Highways & Transportation

**Min 1620:19** The Vice-chair Cllr G. Blackman spoke to express his concerns that the hedge located near to exit out of the High Street in Lower Stoke, merging onto the Grain Road, had over grown so

# STOKE PARISH COUNCIL



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

much it was now obstructing the road and subsequently causing motorists to veer into the centre of the road to exit the High Street.

These concerns were not shared; however, it was agreed that Cllr R. Bridge would take photos of the offending bush to share with the members to discuss this matter in more detail.

## 16. **J R Brickwork**

**Min 1621:19** No further requests for works were discussed or requested, however the Clerk, Mrs J. Allen, referred the members to a copy of an invoice she had received following a works order made in February 2019 (to clear the brambles, weeds and greenery in the bottom corner of Allhallows Road in Lower Stoke) Ref **Min 1506:19**, which showed an outstanding balance of £931.20.

The Chairman, Cllr B. Stone, spoke to express concerns that this invoice was more expensive than he was expecting, however considering the works had been completed he felt the Parish Council had no alternative but to make payment. The Vice-chair Cllr G. Blackman spoke in response to the Chairman's comments and proposed the Clerk, Mrs J Allen, make payment in full to J R Brickwork which was seconded via Cllr G. Barron and unanimously agreed.

## 17. **Village Hall Report**

**Min 1622:19** Following item eleven (11) **Min 1616:19** it was noted that there was Village Hall report as Cllr R. Bridge had not received the details of the next village hall committee meeting.

## 18. **Standing orders**

**Min 1623:19** The Clerk, Mrs J Allen, re-presented the members with the previously adopted list of standing orders for the year 2018, details of which she had re-circulated prior to the meeting.

It was agreed that due the length of this documentation that it would be sensible idea to ask Cllr R. Bridge would look this this correspondence in more detail and report back to the members with his verdict at the next meeting.

## 19. **Upper and Middle Stoke Notice Boards**

**Min 1624:19** The Clerk, Mrs J. Allen, spoke to refer the members to the written quotes she had received from Colin Davis of Colyn Property Services, which she had enclosed in the meeting packs and circulated to the members prior to the meeting.

The first quote provided details to replace the cracked perspex on the notice board at Middle Stoke at a cost of £193.17.

The second quote provided details to change the whole notice board in Upper Stoke, with one of similar size and design to those located in both Middle and Lower Stoke, and to dispose of the old broken board at a cost of £372.00.

The Chairman, Cllr B. Stone, spoke to express concerns over the costs of these quotes, citing that the notice board were only replaced less than 2 years ago. He asked the Clerk, Mrs J Allen, to refer back to Colin Davis to ask for an additional quote to replace the notice board in Upper Stoke with a traditional wooden board with a mesh wire front, similar in design to those that were previously removed.

Cllr R. Bridge also spoke and offered to visit all 3 notice boards to take photographs in order to document the damage to each.

# STOKE PARISH COUNCIL

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



It was unanimously agreed as an interim measure to seal the cracks and holes in the perspex on the existing notice boards with clear reinforced tape to prevent further damage until a more suitable solution was concluded.

## **20. NALC & KALC Membership Renewal**

**Min 1625:19** The Clerk, Mrs J. Allen, presented the members with the NALC and KALC Membership renewal, which provided details for the 2018/2019 membership at a cost of £333.70.

It was proposed via the Vice-Chair Cllr G. Blackman, seconded via Cllr R. Bridge and unanimously agreed to accept the renewal quote.

## **21. Village Voices Article**

**Min 1626:19** The Chairman, Cllr B. Stone, spoke to ask the Clerk, Mrs J Allen, to email him with her recommendations for the Village Voices article, recommending that perhaps the damage to the notice boards could be mentioned in her report.

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

**Min 1627:19** The Clerk, Mrs J. Allen, spoke to advise that following the last meeting and discussions surrounding the Parish Council sending a parishioner 100<sup>th</sup> Birthday Card to commemorate his monumental milestone birthday **Min 1603:19**, that she would bring this card with her for the members to sign at the next (extraordinary) meeting. Cllr G. Barron confirmed he would hand deliver this card once signed.

**Min 1628:19** The Chairman, Cllr B. Stone, also spoke to remind Cllr J. Wallace to update the members in regards to situation with the previous request via the 'Save Stoke School' committee for the Parish Council to fund a Coach to hand deliver a signed petition to 10 Downing Street

**Min 1582:19** .

## **23. Date of next meeting**

**Min 1629:19** The Chairman, Cllr B. Stone, spoke to confirm the date of the next ordinary Parish Council meeting, to be held at Stoke Village Hall on Wednesday 4<sup>th</sup> September 2019 at 7.00pm.

The Chairman, Cllr B. Stone also reminded the members that there would be an extraordinary meeting to authorise the 2018/2019 accounts, details of which would be circulated via the Clerk, Mrs J. Allen, in due course.

**The meeting ended at 8.25 pm**