

STOKE PARISH COUNCIL



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

MINUTES

Wednesday 3rd November 2021
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 K. Mansell Mrs J. Allen ~ Clerk

Members of the public: 3 (Three)

PUBLIC SESSION ~ NOT PART OF THE PARISH COUNCIL MEETING

Part A. Public Discussions

Two Parishioners spoke where the following matters were raised :

- A member from the Stoke Safaris Community project spoke to request a £100 grant from the Parish Council towards their 'Seniors Afternoon tea' event, where she gave a brief synopsis of the event, which was planned due to take place at the end of November.

The Chairman, Cllr B. Stone, spoke in response to thank the representative for her summary and to inform her that the members would need to discuss her request during the course of the meeting.

A member of the public spoke in response to offer his support towards the 'Seniors Afternoon tea' event, where he offered to pay the full £100 grant independently.

- A member of the public also spoke to ask for an update on the removal of the temporary 'Heras fencing' located along Brook Lane, following the removal of the more permanent fencing during the flooding, earlier in the year.

The Chairman, Cllr B. Stone, spoke in to advise the Parishioner that he would ask the Clerk to chase Medway Council again to replace the permanent fence.

Part B. Public Discussions on any agenda items

None.

The Chairman, Cllr B. Stone, opened the meeting at 7.00pm and thanked the Councillors and the members of the public for attending.

1. Apologies for absence

Min 6035:21 An apology for absence was received from Cllr P. Egan, who had prior work commitments.

The Vice-Chair, Cllr J. Wallace, also spoke to advise of an email sent by Cllr R. Bridge minutes before the meeting, offering his apologies owing to ill health.

2. To receive Declarations of Interest and Dispensations

Min 6036:21 None.

STOKE PARISH COUNCIL



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

3. Disclosure of any other business of an urgent nature

Min 6037:21 Cllr K. Copping spoke to ask the members to consider the grant request received from Stoke Safaris earlier in the meeting, regarding their 'Seniors Afternoon tea' event.

4. Ward Councillor Report

a). A report by Ward Councillor Mick Pendergast

Min 6038:21 The Vice-Chair, Cllr J. Wallace spoke to advise that Ward Councillor Mick Pendergast was unable to attend owing to prior work commitments. She spoke however of an email he had received concerning the use of the old 'Stoke Academy' building by a new secondary school on a temporary basis for their Year 7 students, whilst the works to their new building were being completed.

She confirmed that Ward Councillor Mick Pendergast intended to make his own enquiries as to whether the 'new school' would be responsible for the maintenance of the attached orchards over the duration of their tenancy.

5. Minutes from previous Parish Council Meeting

a). To receive and approve the minutes from the Extraordinary Parish Council meeting held on Wednesday 6th October 2021.

Min 6039:21 The minutes of the previous 'Extraordinary Parish Council' meeting, held on Wednesday 6th October, as already circulated by the Clerk, were submitted.

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

b). To receive and approve the minutes from the Parish Council meeting held on Wednesday 6th October 2021.

Min 6040:21 The minutes of the previous Parish Council meeting, held on Wednesday 6th October, as already circulated by the Clerk, were submitted.

Apart from the amendment of a couple of grammatical errors it was proposed by Cllr K. Mansell and seconded by Cllr G. Blackman, that they be approved as a correct record. This motion was unanimously agreed.

6. Information arising from the minutes not on the agenda

Min 6041:21 None.

7. Planning

a). Applications

Min 6042:21 The Chairman, Cllr B. Stone spoke to confirm that there had no new planning applications submitted since the last meeting.

b). Decisions

Min 6043:21 It was acknowledged that there had been two new planning decisions made since the last meeting. Where the members discussed each decision in turn.

- MC/21/2526 – Coningsby, 15 Grain Road
- MC/21/2354 – Aston, The Street

STOKE PARISH COUNCIL



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

c). Appeals and Other Matters.

Min 6044:21 Cllr G. Blackman spoke to inform the members that there had been a considerable amount of building work happening at a property in Burrows Lane, where he did not recall seeing a planning application submitted for this particular residence.

The members collectively spoke of the planning restrictions imposed by Medway Council and the work that had already undertaken. They agreed to monitor the situation, and spoke of rumours that the property had been recently sold.

8. Finance

a). To agree financial performance against the budget for the month of October 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 6045:21 Cllr K. Copping spoke to enquire whether the Clerk had withheld the 20% retention for the new play equipment following the post inspection report results. He also queried a payment showing on the members bank statements, that turned out to be the Clerk's pension payments.

Min 6046:21 Cllr J. Wallace spoke to propose that points a,b,c, d & e be approved en bloc, this proposal was seconded by Cllr K. Copping and was unanimously agreed.

Min 6047:21 Cllr G. Blackman also spoke to ask the Clerk to include a £10 payment to the KALC Committee in the next accounts, as part payment for the organised speaker at their next meeting.

Payee	Reference	Payment Method	Amount	Notes
Mrs J. Allen	Min 1436:18	TO BE PAID BY BACS	£492.88	September 2021 Wages
Mrs J. Allen	Min 1436:18	TO BE PAID BY BACS	£35.00	Use of home office – October 2021
Vodafone Telephone & Broadband	Min 1451:18	DIRECT DEBIT	£35.30	Broadband & Telephone line rental for September 2021
Colin Davis	Min 1992:20	TO BE PAID BY BACS	£168.00	September 2021 Payment Inspections & Cleaning INV: 3323
The Play Inspection Company	TO BE AGREED RETROSPECTIVELY	TO BE PAID BY BACS	£540.00	Post Installation Play Inspections for Heron Way & Button Drive Play Parks INV: 50080
Royal British Legion	TO BE AGREED RETROSPECTIVELY	PAID BY BACS	£50.00	Annual Donation / Armistice Poppy Wreath
Cartridge People.com	TO BE AGREED RETROSPECTIVELY	PAID BY CARD	£326.89	Postage for Recorded Delivery Letter (to apply for tax refund)
Wilko	TO BE AGREED RETROSPECTIVELY	PAID BY CARD	£3.00	Magnets for new notice board in Lower Stoke

STOKE PARISH COUNCIL



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

The People's Pension	Min 1775:20	DIRECT DEBIT	£42.43	Both Employer & Employee Contributions for August 2021
TOTAL			£1,693.50	

9. Management of the Council's land and property

a). Playparks

i Allhallows Road Playpark

ii Heron Way Playpark

iii Upper Stoke Playpark

Min 6048:21 The Play Park inspections from the month of October 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.

Min 6049:21 Cllr K. Copping also spoke to remind the Clerk to obtain a copy of Medway Norse's grass cutting schedule for the village, following complaints that the grass in the recreation grounds had been left to grow too long.

The Chairman Cllr B. Stone, spoke in agreement that the grass had sometimes been left to grow too long in between cuts and suggested that the Parish Council could organise a couple of additional cuts throughout the year, which they would in turn fund.

b). To review the post installation inspection reports from the two newly installed toddler units.

Min 6050:21 The members reviewed the post installation inspection reports for the two new toddler units, where they agreed that the points identified (see below) were very important. Accordingly, the Clerk was asked to continue withholding the 20% retention and to speak to the contractors to arrange for the remedial works.

Button Drive

- 1). The height of the smaller slide runout is in excess of 200mm (320mm) and fails the requirements of BS EN 1176 Part 3 -Refer to the contractor.
- 2). The height of the larger slide runout is in excess of 200mm (300mm) and fails the requirements of BS EN 1176 Part 3 - Refer to the contractor.
- 3). The concrete kerb forms a hard object within the impact area of the equipment in contravention of the requirements of BS EN 1176 Part 1 (1500mm required, 1420mm provided) - Refer to Contractor.

Heron Way

- 1). The height of the smaller slide runout is in excess of 200mm (320mm) and fails the requirements of BS EN 1176 Part 3 - Refer to the contractor.
- 2). The height of the larger slide runout is in excess of 200mm (240mm) and fails the requirements of BS EN 1176 Part 3 -Refer to the contractor.
- 3). There is / are toggle entrapment/s present at the top of the larger slide in contravention of the recommendations set out in BS EN 1176 Part 3 - Refer to the contractor.
- 4). A number of fixing(s) are loose on the pole climber treads - Secure all loose fixings.

STOKE PARISH COUNCIL



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

10. Highways & Transportation

a). Footpaths

Min 6051:21 The members spoke of an email sent by Cllr P. Egan, surrounding the RS35 footpath in Middle Stoke, where they acknowledged that he had personally cut back the overgrown vegetation covering both the footbridge and the steps.

Following their unveiling it was acknowledged that both the footbridge and the steps were in poor condition where their details had been passed to Adam Taylor, the Footpaths Officer at Medway Council, for repair.

b). Lighting

Min 6052:21 No report.

c). Highways and verges

Min 6053:21 Cllr G. Blackman spoke to confirm that following his report at the last meeting ref: **Min 6016:21**, that the grass verge located next to the A228, coming out from Grain Road in Middle Stoke, had been cut back.

Min 6055:21 Cllr G. Blackman also informed the members that he thought Medway Council had changed their service providers, where he had noted that the public toilets were being opened significantly later in the mornings and remain unlocked longer in the day.

He raised concerns that several drivers had been unable to use the facilities, where he had witnessed various contractors walking down the side of the building to presumably relieve themselves on the back wall instead.

Accordingly, he asked the Clerk if she was able to write to Medway Council to address these concerns and to request if their new service providers could open the toilets earlier in the morning as before.

Min 6056:21 The members discussed the temporary traffic lights on the A228 Grain Road and acknowledged that roadworks had been in place for some weeks. They raised concerns over the lack of repairs and the continual escape of water. They also spoke of their fears that should the leak not be fixed then the water would freeze in the colder months and become highly dangerous.

Min 6057:21 Finally, the condition of the drainage ditches throughout the village was also addressed, where the Clerk, Mrs J. Allen, was instructed to chase Medway Council to ensure these ditches were still going to be cleared regularly and as promised.

d). Pot holes

Min 6058:21 No report.

e). Fly tipping

Min 6059:21 No report.

11. Communication

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

b). Parish Council owned tablets

Min 6060:21 Cllr J. Wallace spoke to advise that she and the IT Technician were still trying to work out how to upload the Councillors email inboxes onto their tablets.

She closed her report however in disclosing that she had now generated the two new emails addresses for the two new Parish Councillors.

STOKE PARISH COUNCIL



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

12. Village Hall

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

Min 6061:21 The Chairman, Cllr B. Stone spoke to inform the members that the Doctor's Surgery had finally agreed to pay their outstanding rent for the use of the Village Hall. He also indicated that the surgery had spoken of possibly reopening soon.

A conversation ensued regarding the need for a medical practice, where Cllr B. Stone spoke to raise his concerns that not enough Parishioners had complained that the surgery had closed. Ideas were bounced around in regards to starting a petition, however owing to political involvement it was decided that the Parish Council should not be seen to become involved.

13. Lower Stoke Car Park Lease

a). **Update on the new lease for Medway Council's Lower Stoke Car Park.**

Min 6062:21 The Clerk, Mrs J. Allen, spoke inform the members that the 'Security of Tenure' document had been returned to Medway Council and that she was now waiting for the Parish Council's hard signed copy of their lease.

14. External Contractors

a). **J R Brickwork**

Min 6063:21 None.

b). **Eastborough Landscapes**

Min 6064:21 The Clerk, Mrs J. Allen, referred the Councillors to the quote she had received from Eastborough Landscapes for £297 + VAT to carry out the non-essential works to the trees in the recreation ground following the Parish Council's 15 monthly tree report.

A short discussion ensued, where after careful consideration it was proposed by Cllr K. Copping to accept the quote, this proposal was seconded by the Vice Chair Cllr J. Wallace and was unanimously agreed.

c). **Colyn Property Services**

Min 6065:21 None.

15. Christmas Celebrations

a). **To discuss the final arrangements for Christmas lights competition in ALL of Stoke for the month of December 2021.**

Min 6066:21 The Vice-Chair Cllr J. Wallace spoke to advise that she felt the proposed 'Rules of Play', as compiled by the Clerk from a conversation held at the last meeting, were too complicated.

Accordingly, she offered her assistance in simplifying the rules and in organising the child friendly voting form.

The members also rediscussed the prizes, where it was agreed to proceed with the prize of a £50 'All in One' gift voucher for each area of the village, along with a small glass token trophy for the winner to keep.

Councillors K. Copping and K. Mansell both offered their support to Cllr J. Wallace in helping her to count the voting forms after the closing date, which would allow the winner's details to be published both on the member's social media page and on the Parish Council's website as soon as possible.

STOKE PARISH COUNCIL



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

16. **Feedback to Public Questions**

To receive a response/update on the last public questions raised, following the Parish Council Meeting on Wednesday 6th October 2021.

Min 6067:21 Following the members last meeting, held on Wednesday 6th October, it was acknowledged that the Parish Council were still looking into the following two points raised:

- To crop back of the the hedge, located outside the allotments on Allhallows Road.
- An update from Medway Council on the installation of a more permanent fence, to be re-erected outside the public toilets on Grain Road, where it was removed earlier in the year.

A discussion ensued surrounding the hedge located along Allhallows Road, where it was recognised that the hedge actually belonged to the church.

The members also discussed the temporary fencing, located outside the public toilets on the Grain Road, where the Clerk was instructed to chase Medway Council again for an update.

17. **Vote of no confidence in Medway Council**

a). To discuss the points to be included in the members vote of no confidence letter to send to Medway Council.

Min 6068:21 The members carefully evaluated the 'vote of no confidence' letter composed Cllr K. Copping and Cllr P. Egan.

After careful consider the Councillors unanimously agreed that document was of correct context and that it accurately described the members main concerns. Accordingly, it was proposed by Cllr K. Copping that the letter be printed on letterhead paper, signed by the Chairman and posted to Medway Council. This proposal was seconded by Cllr G. Blackman and was unanimously agreed.

A vote of thanks was also issued to Cllr K. Copping and Cllr P. Egan for all their hard work in composing the letter.

18. **JMV Cars Ltd**

a). To receive an update on the members response to Lawgistics Ltd, received on behalf of JMV Cars Ltd / Lower Stoke Garage.

Min 6069:21 The members discussed the reports that JMV Cars had moved. They also spoke of rumours that the 'now empty' premises had been re-leased to another car sales firm or that it was going to be used to sell fuel as before.

Cllr J. Wallace read out loud an email sent by Cllr R. Bridge ahead of the meeting, confirming that JMV Cars had left behind a mound of rubbish to the rear of the property, where he asked if the Parish Council could contact Medway Council to enforce that this waste was removed as soon as possible.

19. **Disabled Parking in Lower Stoke**

a). To discuss the situation with disabled parking in the Lower Stoke Car Park.

Min 6070:21 The members spoke of the concerns raised by Cllr R. Bridge regarding the positioning of the current disabled bay in the Lower Stoke car park, where it was recognised that the space was frequently obstructed by other cars.

They also referred to an email sent by Cllr P. Egan, where they acknowledged that he had measured out the car park and designed a diagram, moving the disabled bay to the corner of the car park and marking the remaining area with parking spaces.

STOKE PARISH COUNCIL



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

Based on the diagram, the members made several suggestions, which included the disposal of the recommended one-way system, to relocate the disabled parking bay over by one space and to remove the proposed parking bays in the middle of the car park.

Cllr K. Copping also spoke to remind the Parish Council of the conditions of their lease, where he informed the members that they were not able to install parking bays in front of the MHS homes ground.

The members unanimously agreed however that the plan had been very well designed and that moving the disabled bay to a different position in the car park was the most sensible idea.

It was agreed that the Chairman, Cllr B. Stone, would speak to his recommended contractor to arrange for a quote to mark out the proposed new parking bays.

20. Flooding to the rear of Kasmira House

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

Min 6071:21 The Chairman, Cllr B. Stone, spoke to inform the members that he was still liaising with Cllr P. Egan in regards to possible solutions to prevent further flooding to the rear of Kasmira House.

In Cllr P. Egan's absence however, he asked the Clerk to defer this item until the next meeting, to allow him time to discuss the matter further with Cllr P. Egan.

21. Village Voice Publication

Min 6072:21 The members spoke collectively in regards to their next article for the December Village Voices publication. After careful consideration it was unanimously agreed that the Clerk should place a seasonal message in the next edition, wishing all the Parishioners a Merry Christmas and a Happy New Year and thanking them for all their support throughout the year.

22. Correspondence

Min 6073:21 It was acknowledged that the Clerk, Mrs J. Allen, had received a letter from the HMRC Valuation Office, asking for further information concerning the site of the 'Bradley's Cottages', where the Lower Stoke car park is now located.

The members reviewed the questions raised, where the Clerk was asked to respond as soon as possible.

23. Reports and Circulars

Min 6074:21 None.

24. Any other business

Min 6075:21 Cllr K. Copping spoke to enquire if the Stoke Safaris Community project still needed a donation, in light of the private commission made by a member of the public at the beginning of the meeting.

With permission from the Chairman the representative spoke to confirm that she was still hoping the Parish Council would make a donation towards the event.

Following the synopsis provided at the beginning of the meeting it was noted that the event had been opened up to seniors from neighbouring villages, where the Chairman, Cllr B. Stone spoke to enquire if the adjoining Parish Councils had been approached for a donation. From the further information provided it was understood that none of the other local authorities had not been asked, however the percentage of the residents attending the event from Stoke community far outweighed those from other villages.

STOKE PARISH COUNCIL



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

A discussion ensued where the members agreed to provide a donation to Stoke Safaris, they asked the Clerk to include this item on the agenda for the next meeting to allow for the grant to be agreed retrospectively.

The members also asked Stoke Safaris to provide feedback after their event, where they were interested to learn how many people from the village attended and the percentage from neighbouring parishes.

It was proposed by Cllr G. Blackman to provide Stoke Safari's with a £100 donation, this proposal was seconded by Cllr K. Mansell and was unanimously agreed.

24. Date of next meeting

Min 6076:21 The Chairman, Cllr B. Stone, spoke to inform the members that the next meeting would take place in the main Village Hall on Wednesday 1st December.

25. Close of meeting

Min 6077:21 The Chairman, Cllr B. Stone closed the meeting at 9.03pm and thanked everyone for attending.

The next Parish Council meeting will be held on:

Wednesday 1st December 2021	7.00pm	The Village Hall
---	---------------	-------------------------