

**MINUTES OF THE MEETING OF THE STOKE PARISH COUNCIL HELD ON  
WEDNESDAY 7 FEBRUARY 2018 AT 7.00 P.M. AT THE VILLAGE HALL  
MALLARD WAY LOWER STOKE**

**PUBLIC SESSION -- NOT PART OF THE PARISH COUNCIL MEETING.**

Two members of the public were present. Item raised: The big Lunch community project and information about the event.

**PUBLIC DISCUSSION ON ANY AGENDA ITEMS (NEW STANDING ORDERS:**

The meeting started at 7.08 pm.

**PRESENT:** Councillors: - Vice Chairman, Cllr Mrs M Elmes, Cllr G Blackman, Cllr R Bridge, Cllr G Barron, Cllr P Tungate and Mr R Morrad Clerk.

In the absence of Cllr B Stone the Vice Chairman took the Chair.

**1. APOLOGIES FOR ABSENCE.**

Min 1272:18. Cllr B Stone. Cllr Mrs J Cherry. Apologies for absence were agreed.

**2. DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA EITHER  
PERSONAL OR PREJUDICIAL.**

Min 1273:18. None, other than in the recorded interests on file.

**3. MINUTES.**

Min 1274:18. The Minutes of the Meeting 1253:17 to 1271:17 held on 3 January 2018, copies of which had been previously circulated to members, were proposed by Cllr R Bridge, seconded by Cllr P Tungate, resolved to accept as a true record and signed by the Chairman.

**4. PLANNING APPLICATIONS REGISTERED FOR DECISION AND DECISION  
REPORTS FROM MEDWAY COUNCIL RECEIVED.**

Min 1275:18. MC/16/3558 Sturch Field. Permission has been granted by Medway Council to allow the siting of 3 caravans, including one static caravan/mobile home.

MC/17/2940 Permission has been granted by Medway Council for the construction of a detached chalet-bungalow.

**5. CORRESPONDENCE.**

Min 1276:18. All correspondence had been sent to most members via email prior to the meeting. Members requested that the clerk obtains contact details regarding the list of new PCSO`s for both the Peninsular and Strood Rural. Action: Clerk.

**6. MONTHLY ACCOUNTS & BANK RECONCILIATION.**

Min 1277:18. The monthly cheque list of cheque numbers:

000476 £553.31

000475 £200.00

Direct debits £312.44

Debit card usage agreed HMRC/Tax £138.20

Income from VAT Refund £660.44.

Receive Bank reconciliation as at 31 January 2018. Total Bank assets. £33,091.63.

These were proposed by Cllr G Blackman seconded by Cllr P Tungate and resolved that the said above accounts, copies of which had been previously circulated to all members, be approved for payment and accepted as a true record and the Chairman and one other member be authorised to sign them off. Action: Chairman and Clerk.

## **7. REPRESENTATIVES REPORTS ON OUTSIDE BODIES**

Min 1278:18. No reports were tabled.

## **8. PLAY PARKS**

Min 1279:18. The clerk reported that the gate spring in Mallard Way Play Park is getting weak, but is not a hazard at present. Members agreed to monitor the situation. The clerk also reported that he had re-fixed one of the signs in Button Drive Play Park. It was suggested that a quote could be obtained for replacement signs. The clerk agreed to talk to the firm that is producing the new notice board signage. Action: Clerk.

## **9. WEB SITE/IT.**

Min 1280:18. All members had previously received the web site usage.

## **10. HIGHWAYS & TRANSPORTATION**

Min 1281:18. Cllr Barron reported that a fence panel has been dumped in Cuckold Green Road; which is located adjacent to telegraph pole No 6. has still not been collected yet. Clerk to send a further request. Action: Clerk.

Min 1282:18. Cllr G Blackman requested that Medway Council be asked to repair the surface of the crossing on the A228 by Mackie's Court Farm. This was resolved. Clerk to inform Medway Council and request a repair. Action: Clerk.

Min 1283:18. Cllr G Blackman informed the members that an inspection plate that covers B.T. cabling came up which could have caused an accident to vehicles. It was resolved that the clerk contacts Medway Council's Highway department and ask what the frequency of inspection is and what standard they have been constructed too. The Parish Council had previously been informed that they are all regularly inspected. This was 2 years ago, so has the frequency schedules been changed? Action: Clerk.

Min 1284:18. The 30 MPH sign in Cuckolds Green road by Burney's Cottages is laying on the ground. This is to be reported to Medway Council. Action: Clerk.

Min 1285:18. The road sign on the A228 between Middle Stoke and Upper Stoke is pointing into the field. It need swinging round. This is a small sign that states Upper Stoke. This has now been reported via email on more than one occasion over the last 4 months. Action: Clerk.

Min 1286:18. A large pot hole is in the road in Cuckolds Green Road by telegraph pole numbers 4 and 5. Medway to be asked to make a repair. Action: Clerk.

#### **11. J R BRICKWORK WORK REQUEST ORDER.**

Min 1287:18. The following work was requested: Cut back the ivy from the trees outside the Village Hall car park. Action: Clerk.

#### **12. VILLAGE HALL REPORT.**

Min 1288:18. Cllr Mrs Elmes reported that the Village Hall AGM had taken place on January 17<sup>th</sup>, and that all members were reappointed on-block. It was hoped to have a drive to get more members to serve on the committee.

#### **13. PENINSULA METHODIST CHURCH CORRESPONDENCE RECEIVED.**

Min 1289:18. Information about a Big Lunch Community event to be held on the 10<sup>th</sup> June 2018, which is all part of the Eden Project scheme. This would require the use of Button Drive Play Park but would be open to all members of the public. The clerk said that a Policy for the use of our Play Parks would need to be given to the person responsible and that all the conditions would have to be adhered to in order to agree to its use. Members agreed in principal as long as the clerk has all the necessary documentation received in advance of the event and members formally agree to the use. Action: Clerk.

#### **14. CLERKS REPORT.**

Min 1290:18. The clerk requested permission to restock a number of stationary items as new files need to be set up for the next financial year. Also two toner cartridges are nearly empty and will need to be replaced soon. It was suggested that it would be more cost affected to purchase a box of A4 paper instead of just two reams as it is a cheaper rate that way. This was resolved that the clerk places an order. Action: Clerk.

Min 1291:18. The clerk reported that a proposed new members code of conduct which has been adopted by Medway Council also be adopted by the Parish Council. A copy had previously been given to all members. This was resolved to be accepted. Action clerk to place on file.

Min 1292:18. The clerk reported that some 16 documents have been received about the new General Data Protection act which comes into force on the 25 May 2018. He said that he will be discussing with the Chairman Cllr B Stone the way forward regarding the appointment of a DPO officer. A Toolkit is to be issued by NALC soon, so more details as to the forms and actions that will be required may be clearer. Action: Clerk.

#### **15. REPLACEMENT NOTICE BOARDS.**

Min 1293:18. The clerk reported that the contractor has agreed a start date of the third week in February to erect the 3 new notice boards.

#### **16. NOTICE BOARDS SIGNAGE QUOTATIONS.**

Min 1294:18. The clerk commented on the 2 quotations that had been received for the signage to go onto the new notice boards. The quotation from RAY-DOR was accepted. This was proposed by Cllr G Blackman, seconded by Cllr P Tungate and resolved. Clerk to place the order. Action: Clerk.

**17. REPLACEMENT DEFRIBULATOR PADS.**

Min 1295:18. A quotation for the replacement Defrib pads was received from the manufacture of the unit. WEL MEDICAL. Cllr G Barron proposed the purchase, seconded by Cllr P Tungate. This was resolved. Clerk to place an order. Action: Clerk.

**18. AGREE MEETING LIST FOR THE FINACIAL YEAR 2018-2019.**

Min 1296:18. The list as given to all members prior to the meeting was accepted and resolved to adopt. Action: Clerk.

**19. REVIEW ITEMS FOR THE NEXT VILLAGE VOICES EDITION.**

Min 1297:18. Nothing special. Clerk and Chairman to agree a report. Action: Clerk and Chairman.

**20. A. O. B. AT THE CHAIRMANS DISCRETION NO MOTIONS MAY BE PROPOSED NOR DECISIONS TAKEN UNDER THIS ITEM BUT IF MEMBERS WISH THEY MAY BE AGENDERED AT THE NEXT MEETING.**

Min 1298:18. No items requested.

**THE NEXT MEETING WILL BE WEDNESDAY THE 7MARCH 2018**

There being no other business the meeting closed at 8.05 pm.

Signed.....Chairman

On the.....Day of.....2018