

# STOKE PARISH COUNCIL



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

## MINUTES

Wednesday 3<sup>rd</sup> April 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 Cllr G. Blackman  
Cllr R. Bridge 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 1532:19 None

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

Min 1533:19 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> March 2019 1512:19 to 1531:19**

Min 1534:19 The minutes of the previous Parish Council meeting held on the 6<sup>th</sup> March, already circulated via the Clerk, Mrs. J Allen, were submitted and it was proposed by Cllr J. Cherry and seconded by Cllr P. Tungate that they be approved as a correct record and signed by the Chairman. The motion was RESOLVED with five Councillors voting in favour and one Councillor abstaining (due to their absence at that meeting).

4. **Disclosure of any other business**

Min 1535:19 None.

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## 5. Planning Applications

**Min 1536:19** The Clerk, Mrs J. Allen, spoke to confirm there had only been one new planning application received since the last meeting.

- **MC/19/0541 - Land Adjacent To Rookery Nook Vicarage Lane Stoke Rochester Medway ME3 9SB**

A discussion pursued in regards to the details pursuant to condition 8 on planning permission MC/17/2940 for construction of a detached chalet-bungalow with associated off-road car parking, bin storage and amenity, the members agree not to lodge any objections, with all the Councillors voting in favour.

## 6. Clerk's Report

**Min 1537:19** The Clerk, Mrs J. Allen, spoke to inform the members that the Stoke Parish Council notice boards had been fully updated with both the agenda and the notice of election.

She confirmed that she had sent electronic invites in relation to the Annual Parish meeting to the local clubs, societies, amenities and MP's within the village of Stoke and was that she was now waiting to hear back in response to attendees.

She confirmed that she had been liaising with Colin Davis of Colyn Property Services regarding the repairs to the toddler bridge at Heron Way and that Colin had ordered the replacement wood for the bridge and was hoping to carry out the repairs at the end of the week (weather permitting).

The Clerk also confirmed that she had been attending several CILCA preparation courses in Lenham and through this training she had updated the Bank Reconciliation sheet (in line with the KALC guidelines) and that she had accordingly back dated these documents to the beginning of the financial year.

She advised members following her email, she had circulated previously, that PKF Littlejohn had selected Stoke Parish Council for an intermediate audit review and that she was waiting to hear further from the team at Littlejohn's in regards to the details involved so she could report back to the members in due course.

The Clerk finished her report in asking for consent to order a debit card for the main bank account to enable her to make BACS payments online. This request was unanimously agreed with all the members voting in favour.

## 7. Correspondence

**Min 1538:19** The Clerk, Mrs J. Allen reported that following the aforementioned Clerk Mr R. Morrad's return that she was able to collect any remaining post from him (via the Chairman).

Amongst this post she advised that she had received various letters from HMRC (relating to her correct tax code), a couple of months bank statements and a statement from Medway Council to confirm the annual debit to the ICT service department relating to the Stoke Parish Council website.

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## 8. Finance

Payee	Reference	Payment Method	Amount	Notes
HMRC	-	CHQ ~ 0514	£40.66	National Insurance Payment
Mrs J. Allen	-	CHQ ~ 0519	£896.05	March 2019 wages
Mrs J. Allen	-	CHQ ~ 0520	£35.00	Use of home office – March 2019
Mrs J. Allen	-	CHQ ~ 0521	£9.05	Purchase of Stationery from Wilko's
Colyn Property Services	Min 1449:18	CHQ ~ 0522	£88.00	March 2019 payment
Medway Council	-	DD	£120.00	ICT Services Charge
Vodafone Telephone & Broadband	-	DD	£34.00	Broadband & Phone line rental for March 2019
<b>TOTAL</b>			<b>£1222.76</b>	
Natwest	-	Credit - BACS	£1.59	Interest on Reserve Account
Natwest	-	Credit - BACS	£1.65	Interest on Reserve Account
Natwest	-	Credit - BACS	£75.00	Compensation
<b>TOTAL</b>			<b>£78.24</b>	

**Min 1539:19** The Clerk, Mrs J. Allen, informed members that she had received a letter from HMRC to confirm her correct tax code. She advised that based on this letter that HMRC had issued a tax rebate which she understood was back dated until November 2018. In accordance to this letter she advised that she had added the rebate to her monthly wage for the month of March.

It was proposed via Cllr J. Cherry, and seconded via Cllr P. Tungate 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 1540:19** The members confirmed that there were no reports from the month of March from any outside bodies.

## 10. Play Parks Contract

**Min 1541:19** The Clerk, Mrs J. Allen, presented the members with the Play Parks inspections from the month of March, these reports confirmed that the equipment appeared to be in good order and were unanimously approved.

The Clerk also highlighted an email she had previously circulated following a complaint from a Parishioner surrounding the build-up of bird faeces on the play equipment at Button Drive. The Chairman, Cllr B Stone, confirmed he would pop over the recreation ground over the next few days to check the extent of the damage but also asked the Clerk to confirm with Colin of Colyn Davis Property Services that the relevant bird deterrents were still in place on the swing rail of the play equipment.

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## 11. Website / IT

**Min 1542:19** The Clerk, Mrs J. Allen, spoke to confirm receipt of the March 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 1543:19** The Chairman, Cllr B. Stone, spoke to confirm that there were several new areas of fly tipping which included a dog cage past the Church in Upper Stoke, an old discarded mattress at Hoppers Lane and reports of black bin liners thrown into the watercourse at Newall Farm Road.

The Chairman, Cllr B. Stone, also advised that Medway Council had agreed to repair the large potholes within the car park at Lower Stoke and that an invoice would be issued for the repairs in due course.

Cllr R. Bridge also requested that the Clerk chase the relevant contractor in regards to the remarking of the spaces in the car park at Lower Stoke as previously discussed.

## 13. J R Brickwork

**Min 1544:19** No further requests for works were discussed / requested.

Cllr P. Tungate reported however that an invoice for the last works order would be issued shortly.

## 14. Village Hall Report

**Min 1545:19** Vice-Chair Cllr M. Elmes spoke to advise the members that following a finance meeting of the Village Hall committee on the 27<sup>th</sup> March that the hire charges were going to be staggered to allow different rates for both parishioners, outside bodies and one-off events.

She also reported that there was a new Brownie and Girl Guide group starting who had agreed to hire the hall on a Monday evening and that the members were still hoping to attract new users via the use of social media.

Vice-Chair Cllr M. Elmes finished her report in advising that the Village Hall committee had now agreed to instruct a surveyor to evaluate the current doctors' premises following discussions to potentially increase their rates.

## 15. Annual Parish Meeting Update

**Min 1546:19** The Clerk, Mrs J. Allen, spoke to ask members permission instruct a public speaker to hold a talk at the Annual Parish meeting in the hope of attracting more interest from both the Parishioners and the local clubs, societies, amenities within the village.

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Cllr J. Cherry spoke to suggest asking Tony Watson from the Village Voice publication to hold a talk regarding production and publishing process of the publication. This suggestion was unanimously agreed.

16. **Village Voice Article**

Min 1547:19 The Clerk, Mrs J. Allen, presented members with an idea of two potential articles for the latest edition of the Village Voice publication.

The Chairman, Cllr B. Stone, asked the Clerk to revise the article relating to the Annual Parish Meeting to include a public speaker and to exclude the agenda until the details had been finalised.

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

Min 1548:19 None.

18. **Date of next meeting**

Min 1549:19 The Chairman, Cllr B. Stone, spoke to confirm the date of the next meeting to be held at Stoke Village Hall on Wednesday 1<sup>st</sup> May 2019 at 7.00pm.

**The meeting ended at 7.51pm**