

STOKE PARISH COUNCIL

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



MINUTES

Wednesday 6th February 2019

The Village Hall ~ 7.00pm

Attendees: Cllr M. Elmes (Vice Chair) Cllr G. Barron
Cllr P. Tungate Cllr R. Bridge
Cllr G. Blackman Mrs J. Allen ~ Clerk

Members of the public: 1

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 1494:19 Apologies for absence were received and accepted from both the Chairman Cllr B. Stone, who had prior family commitments, and Cllr J. Cherry, who was stuck in traffic following an accident on the A2.

2. Declarations of any Pecuniary or Personal Interests

Min 1495:19 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 9th January 2019 **1474:19 to 1493:19**

Min 1496:19 The minutes of the previous Parish Council meeting held on the 9th January, already circulated via the Clerk, Mrs. J Allen, were submitted. It was agreed that the Clerk could manually amend the minutes from **Min 1482:19** to confirm a discussion surrounding the repair/replacement of the collapsed GPO cover along the A228, Grain Road.

It was proposed by Cllr R. Bridge and seconded by Cllr G. Blackman that the amended minutes be approved as a correct record and signed by the Vice Chairman. This motion was resolved unanimously.

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4. Disclosure of any other business

Min 1497:19 None.

5. Planning Applications

The Clerk, Mrs J. Allen, spoke to confirm the details of the two planning applications received since the last meeting, details of which had already been circulated to members prior to the meeting:

- Min 1498:19 **TPA/19/0056 - St Peter And St Pauls Church, Church Terrace, The Street, Stoke, Rochester, Kent, ME3 9RX**
T1 - Fell cluster of 8 poplar trees to 1m in height
T2 - Fell cluster of 2 poplar trees to 1m in height

No objections made

- Min 1499:19 **MC/19/0018 - Sturch Field Grain Road Lower Stoke Rochester Medway ME3 9RF**
Stationing of two additional mobile homes

It was proposed via Cllr R. Bridge, seconded via Cllr P. Tungate and unanimously agreed that Parish Council submit an objection against this application owing to the fact that the documentation submitted via the Medway Council planning application website did not provide enough information in regards to the provisions that would need to be put in place to provide water, power and sanitisation facilities to the additional mobile homes. Concerns were also raised in regards to the safety of the access on and off this site alongside disturbance and possible noise from the business.

6. Clerk's Report

Min 1500:19 The Clerk, Mrs J. Allen, spoke to inform the members that the Stoke Parish Council website had been updated to reflect the change in Clerk and the contact details updated accordingly.

She also advised members of a final meeting she had had with the aforementioned Clerk, Mr R. Morrad, on the 22nd of January where both she and he went through the last few bits together, Mr Morrad also kindly showed her the Stoke Parish Council storage facility held within the Village Hall, arranged for 2019/2020 precept form to be signed (which has subsequently been sent to Medway Council via post and email) and exchanged ownership of the master keys.

The Clerk confirmed that she had submitted two signed copies of her contract of employment to the Chairman for signature.

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7. Correspondence

Min 1501:19 The Clerk, Mrs J. Allen reported that she had only received two items of correspondence since the last meeting – these items included:

- The latest bank statement – passed onto her via the a aforementioned Clerk, Mr R. Morrad.
- A letter from NatWest surrounding the online banking application submitted (which she advised members she was currently discussing in more detail directly with NatWest bank).

8. Finance

Min 1501:19

Payee	Reference	Payment Method	Amount	Notes
Colyn Property Services	Min 1449:18	CHQ ~ 0510	£88.00	January 2019 payment
Colyn Property Services	Min 1483:19	CHQ ~ 0511	£66.00	Repairs to chain bridge at Heron Way
Mrs J. Allen	-	CHQ ~ 0512	£416.35	January 2019 wages
Mrs J. Allen	-	CHQ ~ 0513	£35.00	Use of home office
ICO	-	DD	£40.00	Annual data protection fee
Vodafone Telephone & Broadband	-	DD	£8.00	(Discounted as broadband connection went down for a while beginning of January 2019)
TOTAL			£653.35	

The Clerk, Mrs J. Allen, informed members that she was currently waiting a new password to come through from HMRC to allow her access to the Stoke Parish Council Government Gateway account to formally register her details and make payment for associated wages.

It was proposed via Cllr G. Blackman, 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 1502:19 None.

10. Play Parks Contract

Min 1503:19 The Clerk, Mrs J. Allen, informed members that following discussions from the last meeting **Min 1483:19** that she had arranged for the repairs to be made to the timber chain bridge toddler unit at Heron/Mallard Way.

It was unanimously agreed that the Clerk to check back with Mr Davis to confirm that the bolts used to carry out the repairs were non-corroding in order to safe guard the equipment.

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11. Website / IT

Min 1504:19 The Clerk, Mrs J. Allen, spoke to confirm receipt of the December 2018 and January 2019 website usage reports, which she had circulated to all members prior to the meeting. These reports were evaluated by the members and deemed acceptable.

12. Highways & Transportation

Min 1505:19 The Vice-Chair, Cllr M. Elmes, spoke to thank the Clerk for reporting the fly tipping to Medway Council along New Hall Farm Lane and confirmed that the refuse had since been cleared.

Cllr R. Bridge spoke to express concerns for safety and reported two new pot holes in the car park in the High Street in Lower Stoke.

13. J R Brickwork

Min 1506:19 A request was made via members for the Clerk to contact J R Brickwork to request the clearance and removal of the brambles in the bottom corner of Allhallows Road in Lower Stoke.

14. Village Hall Report

Min 1507:19 Vice-Chair Cllr M. Elmes spoke to advise that the Village Hall AGM took place on the 18th of January. She reported that the treasurer was sadly unable to attend due to ill-health and concerns were raised in regards to the depletion in bookings. She closed her report to confirm that an extraordinary meeting had been scheduled to take place on the 27th of February to review the finances with a suggestion to perhaps ask the doctors surgery, situated next door, for an increase in rent.

15. Medway Computers Invoice

Min 1508:19 The Clerk, Mrs J. Allen, spoke to confirm an invoice she had received from Medway Computers, for £57.60, to renew Stoke Parish Council's annual contract of their Live Drive backup system.

It was proposed via Cllr G. Barron, seconded via Cllr P. Tungate and unanimously agreed to renew the contract with Medway Computers and to pay the invoice for £57.60.

16. Village Voice Article

Min 1509:19 It was unanimously agreed to place an article in the next edition of the Village Voice relating to the Village Hall.

Vice-Chair, Cllr M. Elmes, confirmed she would speak to the booking secretary in connection to the article and would contact the Clerk accordingly.

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

Min 1510:19 None.

18. **Date of next meeting**

Min 1511:19 The Vice-Chair, Cllr M. Elmes, spoke to confirm the date of the next meeting to be held at Stoke Village Hall on Wednesday 6th March 2019 at 7.00pm.

The meeting ended at 8.02pm