

**Staple Parish Council  
Staple Village Hall  
Wednesday 9<sup>th</sup> April 2025  
7.30pm**

**Minutes**

<b>24/25</b>	<b>Apologies: The Clerk</b> <b>Present:</b> Cllrs Bartlett, Martin, Ewart, Loukes, Davis-Marks, Kirk and County Cllr Chandler plus 6 members of the public
<b>25/25</b>	<b>Minutes</b> The minutes of the meeting held on 12 <sup>th</sup> March were agreed. <i>Proposed: Cllr Kirk. Seconded: Cllr Ewart. All agreed</i>
<b>26/25</b>	<b>Matters Arising</b> There were no matters arising from the minutes.
<b>27/25</b>	<b>Declarations of Interest</b> To receive Declarations of Interest on items on the agenda and amendments to the Register of Interests. There were no declarations of interest.

**Meeting adjourned for Public Session. (Max 15 mins)**

A resident commented on the minutes of the last meeting: that the minutes did not include the discussion re. payments from the Summerfield Nurseries development S106. None of these payments had come to Staple, instead to schemes and organisations outside of Staple. No mention is made in the Planning Application as to how the payments are recommended.

**Action:** For the Parish Clerk to include more detail

Letter for consideration from Mr A Cooke: Appendix 2. Mr Cooke is placing an idea on the table that the village considers an area in the village for a communal allotment.

<b>28/25</b>	<b>Finance</b> <ul style="list-style-type: none"><li>To approve payments as presented at this meeting All payments were approved.</li></ul> <i>Proposed: Cllr Kirk Seconded: Cllr Martin. All Agreed.</i> <ul style="list-style-type: none"><li>To consider cash balances and bank reconciliation.</li></ul>
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In general cash balances and reconciliation was understood but some wording on the presentation needs to be clarified ~ probably in the software

Parish Council Accounts Bank Reconciliation Page 1 of 1

Staple Parish Council

Printed: 03/04/2025

With effective date up to 03/04/25

Showing Payments In and Payments Out

Nominal code : 150

Nominal name : Bank current account

Unreconciled entries

Date	Type	Reference	Reference 2	Debit	Credit	R.
06/03/2025	Expenditure	Sophie Gaskain	Clerk		356.10	N
12/03/2025	Expenditure	St James PCC	staple leaflet		72.50	N
03/04/2025	Expenditure	Art Software	PCA Accounts		119.88	N
03/04/2025	Expenditure	HMRC	PAYE		226.20	N
03/04/2025	Expenditure	KALC	Subscription		279.32	N
03/04/2025	Expenditure	Sophie Gaskain	Clerk Wages		386.32	N
03/04/2025	Expenditure	St James PCC	Mower		414.50	N
				0.00	1,854.82	

Summary:	Balance on a/c 150	6,332.39
	Reconciled payments in	0.00
	Reconciled payments out	0.00
	Unreconciled payments in	0.00
	Unreconciled payments ou	-1,854.82
	Predicted bank statement	8,187.21
	Entered bank statement value	8,187.21
	Difference	0.00

Parish Council Accounts Bank Reconciliation Page 1 of 1

Staple Parish Council

Printed: 03/04/2025

With effective date up to 03/04/25

Showing Payments In and Payments Out

Reconciliation reference: 3/4/25

Nominal code : 160

Nominal name : Deposit account

All entries

Date	Type	Reference	Reference 2	Debit	Credit	R.
01/04/2024	Journal	OB		2,167.62		Y
03/06/2024	Income	Interest	Mar to Jun	7.82		Y
02/09/2024	Income	Interest	Jun to Sept	8.13		Y
03/04/2025	Income	Interest	Sept - Dec	8.17		Y
03/04/2025	Income	Interest	Dec - March25	7.75		Y
				2,199.49	0.00	

Summary:	Previous reconciled balance	0.00
	Reconciled payments in	2,199.49
	Reconciled payments out	0.00
	Unreconciled payments in	0.00
	Unreconciled payments ou	0.00
	Reconciled total	2,199.49
	Entered bank statement value	2,199.49
	Difference	0.00

**Action:** Parish Clerk

- To discuss signatories and bank mandates.

**Action:** Parish Clerk to organise.

- Agree End of Year Accounts.

Figures agreed from the AGAR report to go forward to formal form.

## Staple Parish Council

Printed: 03/04/2025

AGAR Box	Value
Box 1 - Balances b/f	£ 0.00
Box 2 - Precept income	£ 12,735.00
Box 3 - Total other receipts	£ 1,015.95
Box 4 - Staff costs	£ 1,689.10
Box 5 - Loan interest	£ 0.00
Box 6 - All other payments	£ 6,309.39
Box 7 - Balances c/f	£ 9,942.18
Box 8 - Total balance	£ 9,942.18
Box 9 - Assets	£ 9,000.00
Box 10 - Total borrowings	£ 0.00

*Proposed Cllr Kirk. Seconded: Cllr Ewart, Cllr Davis-Marks abstained. All others voted for.*

### 29/25 To receive the Clerk's report and correspondence

- Financial Regulations.  
These have been signed off by the Chairman
- Asset Register  
Carried forward to the next meeting.
- Internal Audit.  
The Council accepted the figures for the AGAR report and that these can go forward to the internal auditor

### 30/25 Reports:

- District Councillor  
The report from Cllr Bartlett and Porter has been sent round to Councillors and was read out at the meeting. Staple is carrying out a Litter Pick this weekend instead of the dates proposed by DDC
- County Councillor  
Cllr Chandler explained that local government reorganisation still goes ahead but Kent CC is not in the first tranche and that elections will take place on May. The change to smaller unitary councils aimed to be more sustainable and included social services. Kent CC is waiting until November for further information. On Highways KCC have little control on how and when Utility companies carry out work ~ especially emergency work which has to be carried out quickly, but some works need

	<p>better control from KCC as many Parishes are complaining about lack of action and poor signage. The Asphalt Industries Association is suggesting that there is a different way of funding roads and road repairs should be based on volume of traffic and not on mileage. Currently in Kent £628 million is estimated to be required to repair roads, drains and tunnels and a total of £1.8 billion is required to bring roads up to standard.</p> <ul style="list-style-type: none"> <li>• Village Hall and Recreation Grounds Nothing to report</li> <li>• Highways (SID, Speedwatch, footpaths) Reports were read out and will be forwarded to the Escallop. A public comment that the Police should be contacted regarding cars parked on the bend on Lower Road near the Garden Centre corner and along the road opposite Barnsole Road junction. <b>Action:</b> Cllr Loukes to write to our local beat Police Officer</li> <li>• Planning Latest Planning Application were forwarded by Cllr Davis-Marks to the Council. Appendix 1 <b>Action:</b> Cllr Davis-Marks to write a letter re the traveller site on Mill Lane to be sent by the Chairman to DDC asking for action. A summary of the meeting at DDC should be sent to the Clerk for inclusion in the minutes. Staple Farm: the Parish Council will not be recommending that the proposed development at the rear of the Staple Mews should go ahead. <b>Action:</b> Cllr Davis-Marks draft response to DDC</li> <li>• Kent Police No report received</li> </ul>
<b>31/25</b>	<p><b>VE Day commemoration</b> Programme has been agreed along with the Royal British Legion and advertising has been inserted in the Escallop and around the Village</p>
<b>32/25</b>	<p><b>Any other Business</b> 1. The maintenance of the bus stop shelter needs to be carried out and the road name signs cleaned along with the “Gateway entrances” to the village. Cllr Loukes has asked Kent CC whether there are any implications with safety/insurance with the Parish Council carrying out this work and is awaiting a definitive reply. 2. The Parish Council needs to ascertain whether development work was requested (Planning Application) with DDC on the land along the</p>

	south side of Fleming Road adjacent to Flemings House or whether this work will be carried out retrospectively.
<b>33/25</b>	<p><b>Date of next SPC meeting</b></p> <p>The next SPC meeting is scheduled for Wednesday 14<sup>th</sup> May at 7.00p.m.followed by Staple Annual Parish Meeting at 7.30pm. The Parish Council requires each house to have a mail drop informing them of the APM. Members agreed to assist in delivery. It has been confirmed that Alice Dunn from Chandler and Dunn will be attending and bringing sausage rolls and scotch eggs. She will also give the keynote talk.</p> <p><b>Action:</b> Cllr Martin to ask Barnsole Vineyard if they would do wine and if they cannot then to ask the Black Pig if they can provide wine.</p> <p>Meeting closed at 9 pm.</p>

Roger Loukes (Acting clerk in Clerk's absence)

9/4/25

Signed as a true record: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

## Appendix 1

### Staple Parish Council - Planning Applications

as at 9 Apr 2025

#### New Applications

**Erection of 4 dwellings with associated landscaping and parking (existing building demolished)**

Land At Staple Farm Durlock Road Staple Kent

Ref no 25/0037 | Recvd 28 Mar 25 | Validated 29 Mar 25

**Status: Awaiting decision**

**Prior approval for the demolition of lean to agricultural buildings**

Great Pedding Farm Pedding Lane Shatterling Canterbury CT3 1JS

Ref. No: 25/00170 | Received: Wed 19 Feb 2025 | Validated: Thu 20 Feb 2025 |

**Status: Prior approval not required**

#### Current Applications

**Formation of additional car/delivery parking area and associated landscaping**

Wingham Country Market Roman Road Shatterling CT3 1JP

Ref. No: 24/00365 | Received: Wed 24 Jul 2024 | Validated: Thu 21 Nov 2024 |

**Status: Awaiting decision**

**Change of use from agricultural barn to office and production unit  
(Retrospective)**

Layham Garden Centre Lower Road Staple Canterbury CT3 1LH

Ref. No: 25/0020 | Received: 8 Jan 2025 | Validated: 15 Jan 2025 |

**Status: Awaiting Decision**

**Discharge of condition 8 (means of enclosure) pursuant to application 20/00053 - for  
determination of means of access, landscaping, layout, scale and appearance**

Land Opposite The Row Barnsole Road Staple Kent

Ref. No: CON/20/00053/F | Received: Fri 28 Feb 2025 | Validated: Fri 28 Feb 2025 |

**Status: Awaiting decision**

## Current appeals

**Change of use of land to residential caravan site for 2No. Gypsy/Travellers pitches with the siting of 2 caravans for residential use, new vehicular access, erection of dayroom and associated landscaping (part retrospective)**

Land South East Of Mill Cottage Mill Road Staple CT3 1LB

Ref. No: 24/00020/S78 | Received: Fri 01 Nov 2024 |

**Status: Appeal Dismissed**

**Erection of a detached dwelling for staff accommodation, construction of a driveway and creation of parking**

Barnsole House Barnsole Road Staple CT3 1LE

Ref. No: 24/00016/S78 | Received: Tue 08 Oct 2024 |

**Status: Appeal In Progress**

## Proposed plan of property behind Staple Farm Mews





**Cheshire Planning Solutions Ltd Objection to application 25/00377 - Erection of 4 dwellings with associated landscaping and parking (existing building demolished) Land At Staple Farm, Durlock Road, Staple, Kent**

This objection is written on behalf of local residents, who wish to object to the application to erect 4 dwellings on agricultural land to the west of Durlock Road. The application does not comply with policy at local or national level and should be refused. In summary • The site is within the open countryside, outside of the settlement of Staple • This area is not considered to be a sustainable location • Huge site area extension from previously approved scheme • Almost double the area of built form proposed from previously approved scheme • The land is classified as 'best and most versatile agricultural land' (Grade 2) • No affordable housing provision in line with exception sites policy • Restricted access to utilities • Red lined site area needs amendment The above issues are discussed below. Site Location The application site comprises a redundant farm building that has previously received approval for change of use to four terraced dwellings. To the east of the building are dwellings created from previously converted farm buildings and there is agricultural land to each other elevation. The barn is set back approximately 85m from Durlock Road, located on agricultural land. Under application 21/00141, an area around the barn was established as residential curtilage. Other than the area removed from agricultural use ( 0.09 ha (900 sq m)), all other land surrounding the building remains under agricultural classification. The application site is situated within open countryside, outside Staple's settlement boundary. The land presents as predominantly flat and exposed, with only a small section of hedgerow to the south providing any natural boundary. The site lacks defensible boundaries that would meaningfully separate it from the expansive open field it forms part of. The barn's position demonstrates a clear and stronger relationship with the agricultural field, rather than with the 1 CPSLTD / Objection to 25/00377 residential development to the east, from which it is distinctly separated by a hardscaped parking area and timber post-and-rail fencing.

**Subject: Application reference: 25/00377 - Objection Details: Erection of 4 dwellings with associated landscaping and parking (existing building demolished) Site address: Land At Staple Farm Durlock Road Staple Kent.**

This application should be refused on multiple substantial grounds: The application is outside the settlement boundary and does not comply with local or national policy. The site lies within open countryside outside the settlement boundary of Staple in an unsustainable location poorly served by amenities and public transport. The proposal represents a dramatic expansion compared to the previously approved scheme, with nearly double the built form and a site area more than five times larger than previously approved. This excessive development would result in the permanent loss of Grade 2 agricultural land, classified as "best and most versatile" and worthy of protection. The proposal also fails to address critical access issues to utilities, with no secured rights to install services under the existing access driveway. The proposed development contradicts multiple planning policies and would harm the rural character of the area. We have concerns that given the

above considerations the developer would simply continue to develop the whole back field. We would suggest that the developer selects another one of his farm fields to build on well away from our Staple Farm Community. Thank you. Yours sincerely, Rosie Wall

## Appendix 2

### Letter from Mr A Cooke ~ For SPC Meeting Wednesday 9th April 2025. Community Allotment proposal

#### Background:

It's around 30 years ago this year that Lee Wood was founded. It was a superb idea and its legacy lives on. It's a lovely space for wildlife and to sit quietly and contemplate and it belongs to the village. Quite a number of people have planted trees there to celebrate the lives of lost loved ones and Lee Wood serves a purpose. We are also a Wildlife Friendly Village. There are other examples of community action for wildlife with the SWFV group, the amazing Turtle Dove Summerfield, our wildlife friendly churchyard and Old Nursery Paddock. Perhaps it's time for another ambitious project on a par with Lee Wood that will serve a community purpose and help our local wildlife as well.

#### An idea:

I've always wanted an allotment and I'm disappointed that there are none in Staple. I'm pretty sure that I'm not alone. What I'd like to see is a space that offers plots to a small number of residents, for the growing of vegetables but within the context of a community wildlife garden.

- The space would be enclosed by a native species hedge as a wind-break.
- The plots would NOT be linear as in a traditional allotment space. They wouldn't necessarily be rectangular. The plots would be incorporated into a landscaped space.
- Paths through the space would be bounded by communal fruit trees. Path borders would be planted with nectar-rich, bee-friendly perennials and communal herbs.
- The space will be totally organic. Residents taking on an allotment must commit to organic growing. No sprays or artificial fertilizers.
- There would be absolutely no infra-structure. No sheds allowed at all. No fencing off 'your' plot. No patios or greenhouses or cold frames. Basically no 'tat'. This will be an attractive space, a wildlife friendly space and a community space whether you have an allotment or not.
- Although I haven't done a survey, I can think of several people who would jump at the chance to garden an exclusively organic plot.
- There would be no charges for the rental of an allotment, just a commitment to the 'rules' and an understanding that maintenance of the general areas of the space are the responsibility of the group i.e. hedge trimming, path mowing, pruning, mowing, general weeding etc. This is a solution to the current problem that Lee Wood has with regard to its ongoing management.
- As much waste as possible would be composted in a shared area for shared use.

#### The difficult bit:

Finding a suitable space of approx 1 acre or slightly more and buying it!

I haven't searched and approaching residents with land is always tricky. There are some great spaces behind the church. There's a perfect one adjacent to Bartlett Close. There are 3 fields behind St. James Place, any one of which would be ideal. There are horse paddocks everywhere-any unused ones? Would Lasletts be willing to give up an acre opposite the church? There's a field adjacent to Chapel Lane. The big field opposite the entrance to Grove Road-could it be squared-off with the boundary to Lee Wood? I believe it belongs to the Hulme estate. About time they supported something organic, they certainly wouldn't miss it. Have the Summerfield nursery people got any bits left?

Members of the SPC know the locals and have contacts. Some even have land!

As for paying for it, let's find a space and a price first!

This is just an idea at this stage obviously, but if a space was found, a comprehensive garden design would be drawn up within the given perimeters to help explain exactly what is envisaged.