Staple Parish Council
Staple Village Hall
Wednesday 10th September 2025
7.30pm

Minutes

65/25	**Apologies**: Nigel Rogers-Hudson and Michael Davis-Marks and John Kirk.
66/25	**Minutes** The minutes of the previous meeting were agreed as accurate and signed by Cllr Martin who had been acting as Chair at the previous meeting.
67/25	**Matters Arising** There were no matters arising from the minutes.
68/25	**Declarations of Interest** There were no Declarations of Interest on items on the agenda and no amendments to the Register of Interests

Meeting adjourned for Public Session. (Max 15 mins)

A request was made to ensure that responses to planning applications were based in fact.

A resident offered to volunteer at Lea wood. Cllr Bartlett will forward details.

It was felt that the part of the agenda that explained the limits to the public session was unnecessarily formal and off putting. The clerk explained this was taken from the Standing Orders and had to be included. The chair said that in nearly all cases a more discursive response to enquiries was conducted. It was agreed to put a note into the Escallop to that effect.

Initialled: _____ Date_____

69/25 **Finance**

- To approve payments as presented at this meeting
- To consider cash balances and bank reconciliation.

Bank Reconciliation Staple Parish Council				
03/09/2025				
		Cashbook Opening Balance	Cheque no.	**9958.10**
Cashbook since last reconciliation.				
		Sophie Gaskain	469	-356.10
		ART Software	468	-119.88
		KALC	465	-279.32
		Sophie Gaskain	466	-386.32
		St James PCC	464	-414.50
		HMRC SDDS	DD	-116.04
		HMRC	467	-226.20
		Zurich Municipal	470	-396.80
		Precept		12990.72
		KALC	472	-35.27
		Mrs D O'Brien	473	-150.00
		Sophie Gaskain	474	-356.10
		Chandler and Dunn	476	-25.00
		The Black Pig	475	-30.00
		Roger Loukes	477	-140.37
		Sophie Gaskain	478	-356.10
		HMRC	479	-231.60
	To sign	Information Commisioners Office	480	-52.00
	To sign	Zurich Municipal	481	-132.42
	To sign	Sophie Gaskain	482	-356.10
	To sign	Sophie Gaskain	483	-240.10
		Cashbook Closing Balance		**18548.60**
	Community Account Bank Statement			20093.27
	Business Premium Account			2199.49
			Total	**22292.76**
Less unreconciled Cheques	07 April 2025	ART Software	468	-119.88
	09 April 2025	KALC	465	-279.32
	17 April 2025	St James PCC	464	-414.50
	08 May 2024	Zurich Municipal	470	-396.80
	08 May 2025	Sophie Gaskain	169	-356.10
	12 March 2025	St James PCC	463	-72.50
	08 May 2025	kalc	472	-35.27
	10 June 2025	Mrs D O'Brien	473	-150.00
	10 June 2025	Sophie Gaskain	474	-356.10
	03 July 2025	Roger Loukes	477	-140.37
	03 July 2025	Sophie Gaskain	478	-356.10
	03 July 2025	HMRC	479	-231.60
	10 September 2025	Information Commisioners Office	480	-52.00
	10 September 2025	Zurich Municipal	481	-132.42
	10 September 2025	Sophie Gaskain	482	-356.10
	10 September 2025	Sophie Gaskain	483	-240.10
	03 July 2025	Chandler and Dunn	476	-25.00
	03 July 2025	The Black Pig	475	-30.00
Total unprepresented items.				**-3744.16**
Bank account Balance less unpresented cheques.				**18548.60**
Difference between cashbook and reconciled balance				**0.00**

Payments.

Proposed: Cllr Bartlett. Seconded: Cllr Martin. All agreed.

- Update on Barclays.

Initialled: _____ Date_____

	Cllr Bartlett had spent 90 minutes on the phone to Barclays. He hopes issues will shortly be resolved.
70/25	**To receive the Clerk's report and correspondence** • Internal Audit Report Action Plan – progress The clerk updated the council on progress she had made with this and highlighted sections yet to be tackled. As an outgoing clerk, she drew the council's attention to Section 10 on the next Internal Audit re. Digital and Data compliance and said that the council would need to consider this in more detail. • Appoint Councillor to inspect the Assets. Cllr Loukes volunteered to inspect the Assets in November and report back to the council. Ideally, this should be done annually. • Draft Policies o New Standing Orders – no comments o New Financial Regs – no comments o Internal Control Statement – no comments o Code of Conduct – no comments o Strategic Risk Assessment – minor amends These policies will be represented to the council with amendments made at the next meeting to be signed in Council. The policies below were not presented in draft form as they form part of the work necessary to achieve Digital and Data Compliance in the Internal Audit. o FIA publication policy – not attempted as part of Digital and Data compliance o Privacy Policy – not attempted as par o IT Policy o Accessibility Policy for website. • Resignation of Clerk The council thanked the clerk and wished the Clerk luck in her new role. The Clerk thanked the council and said she had enjoyed working with them.
71/25	**Reports** o District Councillor – Cllr Bartlett delivered his report. o County Councillor – no report from the county councillor. o Village Hall and Recreation Grounds – No report. o Highways (SID, Speedwatch, footpaths) – Speedwatch continues using the new radar gun which has been successful. The A257 group continues with its campaign to establish either average speed cameras or double white lines to increase the safety. o Planning

Initialled: _____ Date_____

	○ Environmental Health and Planning Enforcement at Mill Road Cllr Davis-Marks and Bartlett had attended a meeting with DDC officers to address the planning breaches and the environmental issues caused by ongoing bonfires at this site. The meeting was not particularly encouraging of early resolution of the issues. It was felt that the most likely root to cause a cessation of activity at the site was through environmental crime. The clerk will send a notice to the Escallop highlighting the contact email and steps residents should take if there are ongoing issues. Planning applications. Great Pedding Farm Pedding Lane Shatterling Canterbury Kent CT3 1JS - Ref. No: 25/00981 – No Comment 3 Church Cottages The Street Staple CT3 1LN Ref. No: 25/00969 – Support Shatterling Cottage Roman Road Shatterling Canterbury CT3 1JR Ref. No: 25/00926 - Oppose on similar grounds as previous application. Cllr Ewart will forward previous objection to Cllr Marks to respond to the application in similar terms. • Kent Police – No report.
72/25	**Maintenance** • Bus stop, Shatterling– Waiting for feedback from Cllr Kirk • Signs repaint.- Waiting for feedback from Cllr Kirk • Overgrown hedges. The wording of the letter to home owners asking them politely to trim their hedges was considered and accepted. Proposed: Cllr Loukes. Seconded: Cllr Ewart. All agreed. Cllrs will send Cllr Loukes the addresses of those properties that are significantly overgrown and impinging on the highway.
73/25	**Any other Business** • No other business.
74/25	**Date of next SPC meeting** The next SPC meeting is scheduled for Wednesday 8th October 2025 at 7.30p.m.

Sophie Gaskain (Clerk)

11/09/25

Initialled: _____ Date_____

Signed as a true record: _____

Date: _____

Position: _____