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

Minutes

1.	**Apologies:** Apologies were received for Dover District Cllr Martin **Present:** Cllr Bartlett (Chair), Cllr Martin (Vice-Chair), Cllr Ewart, Cllr Loukes, Cllr Davis-Marks, Cllr Kirk, Cllr Rogers-Hudson and County Cllr Porter plus 3 members of the public and the Lucy Denny Parish Clerk
2.	**Minutes** The minutes of the previous meeting were agreed as accurate. Proposed: Cllr Kirk. Seconded: Cllr Ewart. Agreed by all Cllrs present and signed by the Chair.
3.	**Matters Arising** There were no matters arising from the minutes.
4.	**Declarations of Interest** There were no Declarations of Interest on items on the agenda.

Meeting adjourned for Public Session. (Max 15 mins)

A member of the public highlighted outbuildings in Shatterling that have become accommodation. It was reported once a month on a regular occurrence a large amount of water is released onto the road heading towards Ash.
Cllr Davis-Marks confirmed planning permission was refused in 2022 and an appeal was refused by the Planning Inspector. Since then, there have been no further planning applications.

Cllr Bartlett to follow up with DCC Planning Enforcement.

Email received from member of the public by Cllr Loukes regarding Field opposite Mill Cottages road falling away. Overgrown hedges reported by residents have been formally logged with KCC reported with reference number.

It was noted on Buckland Lane halfway one width restriction sign is unsuitable/fallen over and has been reported to KCC. County Cllr Porter confirmed she was speaking with Lezanne and I would raise.

Cllr Martin reference Durlock Road regarding issues with HGVs' travelling on road causing disruption. Cllr Bartlett noted Poison Cross has been closed for sometime and it is unclear why County Cllr Porter to follow up as unsuitable to understand reason for closure and length of time for road closure.

Initialled: _____ Date_____

5.

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

Bank reconciliation for December

Staple Parish Council **Printed: 04/12/2025**

With effective date up to 04/12/25
Showing Payments In and Payments Out
Reconciliation reference: Barc Dec25

Nominal code : 150 Nominal name : Bank current account
All entries

Date	Type	Reference	Reference 2	Debit	Credit	R.
14/11/2025	Expenditure	Harmers	Vill Hall Field		2,095.20	Y
14/11/2025	Expenditure	Poppy Appeal	Wreath + Donatn		125.00	Y
14/11/2025	Expenditure	R Loukes expense	Paper & Ink		37.40	Y
14/11/2025	Expenditure	Village Hall	Grant		1,000.00	Y
04/12/2025	Income	Staple Vill Hall	Giro payment	29.00		Y
03/04/2025	Expenditure	PC Software	PCA Accounts		119.88	N
				29.00	3,377.48	

Summary:		
	Previous reconciled balance	15,818.99
	Reconciled payments in	29.00
	Reconciled payments out	-3,257.60
	Unreconciled payments in	0.00
	Unreconciled payments ou	-119.88
	Reconciled total	12,590.39
	Entered bank statement value	12,590.39
	Difference	0.00

- Cllr Loukes confirmed the cheque for the shed could not be paid as they do not accept cheques only online payments. Cllr Loukes to receive a cheque.
  Proposed: Cllr Martin. Seconded Cllr Ewart.
- The PCA software is still outstanding account but the Software company say they have cashed the cheque.
- Cllr Bartlett thanked Cllr Loukes for his ongoing finance support.
- Budget 26/27 Cllr Loukes noted increases. All in favour of budget.
  Proposed: Cllr Kirk. Seconded: Cllr Martin
- Cllr Marks-Davis requested a report be creating for expected expenditure for next 4 months. Clerk to prepare report for review.
- Payments:
  Clerks Salary and Expenses approved
- Proposed: Cllr Kirk. Seconded: Cllr Bartlett. All agreed.

6. **To receive the Clerk's report and correspondence**

Initialled: _____ Date_____

	• Unity Trust Account Opening Update The Clerk has begun completing the online account opening form for Unity Trust Bank to transfer the parish council's accounts from Barclays. The Chairman has confirmed the authorised signatories, and I have contacted each of them to obtain the personal details required for the application. • Update on VAT reclaim process The Clerk is reviewing the VAT reclaim process and working with to gather all documentation required for submission. It has been noted that some older invoices will need to be located manually, as the accounting software system was only introduced in 2024. • Internal Audit Report Action Plan The clerk is currently updating and reviewing Internal Audit Report Action Plan. Deborah O'Brien appointed as Internal Auditor cheque from last months Staple Parish Council meeting 12th November has been destroyed and will be raised again once the audit has been completed. This has been updated in the accounts system. • It was noted the current Parish Council laptop has corrupted and is very old. It was agreed a budget of £300 would be set to purchase a replacement. • Cllr Loukes noted the Parish Phone has a sim card for £5 a month and once phone is ready number to be published in Escallop.
7.	**Reports** • District Councillor – Cllr Bartlett and Cllr Porter report received with thanks. • County Councillor – County Cllr Porter report received with thanks. • Village Hall and Recreation Grounds – Cllr Kirk confirmed the Village Hall has secured a grant for a secure fence to be installed around the play area. • Highways (SID, Speedwatch, footpaths) – Speedwatch completed 2 sessions 13 drivers were recorded speeding and 10 received letters Cllr Loukes to retrieved SID from Durlock Road. Total Vehicles coming through Durlock Road in October was 27,686 vehicles into Staple.

Initialled: _____ Date_____

	• The A257 group continues with its campaign to establish either average speed cameras or double white lines to increase the safety. The group have requested support for upcoming safety petition and Cllr Bartlett confirmed Staple Parish is in support of the petition. • Planning Applications as at 10 December 2025 **New Applications** ○ 2 new applications. No objections. ○ 1 application approved. Prior approval for the change of use of agricultural building into a dwelling Former Agricultural Barn At Shatterling Court Farm Beaute Lane Shatterling Kent Ref. No: 25/01272 | Received: Fri 28 Nov 2025 | Validated: Sat 29 Nov 2025 | Status: Awaiting decision Erection of dwellinghouse, detached garage and associated works (2 mobile homes and outbuildings to be removed)(self-build) Land Rear Of The Hollies Lower Road Staple Canterbury Kent CT3 1LH Ref. No: 25/01240 | Received: Mon 17 Nov 2025 | Validated: Tue 18 Nov 2025 | Status: Awaiting decision **Current Applications** Change of use of agricultural building to dwelling with associated landscaping Barnsole Vineyard Fleming Road Staple CT3 1LG Ref. No: 25/01107 | Received: Wed 08 Oct 2025 | Validated: Thu 09 Oct 2025 | Status: Awaiting decision (Class Q) Erection of a plantroom for the installation of 180kW woodchip biomass boiler with external flue Wingham Country Market Roman Road Shatterling Canterbury CT3 1JW

Initialled: _____ Date_____

	Ref. No: 25/01098 | Received: Tue 07 Oct 2025 | Validated: Fri 24 Oct 2025 | Status: Awaiting decision Discharge of condition 3 (materials), condition 4 (landscaping) pursuant to application 24/00039 Variation of Condition 2 (approved plans) to allow amendments to remove roof dormer windows and timber cladding, alterations from timber windows/doors to aluminium of planning permission 23/00041 (S73) pursuant of 21/01714 Erection of a detached dwelling and associated parking (existing buildings to be demolished) The Rookery Durlock Road Staple Canterbury Kent CT3 1JU Ref. No: CON/24/00039/A | Received: Thu 25 Sep 2025 | Validated: Tue 21 Oct 2025 | Status: Awaiting decision Discharge of Biodiversity Gain Plan pursuant to application 24/00365 - Formation of additional car/delivery parking area and associated landscaping Wingham Country Market Roman Road Shatterling CT3 1JW Ref. No: BNG/24/00365/A | Received: Fri 22 Aug 2025 | Validated: Fri 22 Aug 2025 | Status: Unknown - Deemed Consent Erection of two dwellings, associated parking and landscaping (existing house to be demolished) (self-build and custom-build) Shatterling Cottage Roman Road Shatterling Canterbury CT3 1JR Ref. No: 25/00926 | Received: Tue 12 Aug 2025 | Validated: Wed 20 Aug 2025 | Status: Declined **Current appeals** Appeal against Enforcement Land South East Of Mill Cottage Mill Road Staple Kent Ref. No: 25/00017/S174 | Received: Tue 10 Jun 2025 | Status: Ongoing **Further reports** ENF/25/00079 - Land South West of Flemings House, Fleming Road, Woodnesborough

Initialled: _____ Date_____

	Dover District Council has confirmed that retrospective planning application for land south west of Flemings House has been approved, and the enforcement case has now been closed. It has been noted regarding car port that has been built on a property in Durlock road and the parish council is unaware of any planning application. • Kent Police – No report. The Clerk to contact Beat Sergeant in charge to confirm if a substitute, report or newsletter can be shared in the absence of the Beat Policeman.
8.	**Maintenance** • Bus stop, Shatterling– Cllr Kirk informed contractor will book in work depending on availability. • Signs re-paint. - Cllr Bartlett shared report on inspection of the road signs and will share with contractor directly. Wooden gateways to be reviewed a reported to KCC if necessary, road signs also require maintenance.
9.	**Any other Business** • Meeting closed with mulled wine and mince pies generously provided by The Black Pig .
10.	**Date of next SPC meeting** The next SPC meeting is scheduled for Wednesday 14th January 2026 at 7.30pm

Signed as a true record: _____T Barlett_____

Date: _____14/01/2026_____

Position: _____Chairman_____

Initialled: _____ Date_____