Staple Parish Council
Staple Village Hall
Wednesday 15th July 2026
7.30pm

Minutes

1.	**Apologies:** KCC Cllr Evans and Cllr Davis-Marks. **Resolved:** To accept the apologies received. **Present:** Cllr Bartlett (Chair), Cllr Martin (Vice-Chair), Cllr Cornwell, Cllr Loukes, Cllr Kirk, Cllr Rogers-Hudson and DDC Cllr Porter and Lucy Denny the Parish Clerk.
2.	**Minutes** The minutes of the Parish Council Meeting held on 10th June 2026 were agreed as accurate. Proposed: Cllr Loukes Seconded: Cllr Cornwell Agreed by all Cllrs present and signed by Cllr Bartlett (Chair)
3.	**Matters Arising** Litter Pick - Members recorded they're thanks to the volunteers who took part in the village litter pick on 5th July 2026. Approximately six bags of litter were collected. Unity Trust Bank Savings Account It was confirmed that the outstanding signatory documentation had been submitted to Unity Trust Bank. Action: Clerk to follow up with Unity Trust Bank regarding progress of the savings account application.
4.	**Declarations of Interest** There were no declarations of interest.

Meeting adjourned for Public Session. (Max 15 mins. Notes for Information Only)

Initialled: _____ Date_____

5.	**Finance** **Cash Balances and Bank Reconciliation** The Clerk presented the cashbook, bank statements and monthly bank reconciliation. The balance held at Unity Trust Bank as at 30th June 2026 was £22,397.72. A final interest payment of £5.51 had been received into the Barclays account and transferred to Unity Trust Bank on 25th June 2026. Resolved: To note the cash balances and approve the bank reconciliation. Action: Clerk to confirm the process for formally closing the Barclays account and notify Dover District Council of the Unity Trust Bank details for future precept payments. Action: A review of the Council's financial position, earmarked funds and Highway Improvement Plan priorities to be included on the September agenda. • The following payments were considered: o J Bowey – £580.00 for shed base works. Payment approved. The Council agreed that the Parish Council would pay the contractor and seek a 50% contribution from the Parochial Church Council (PCC), together with 50% of other agreed shed-related costs. o Cllr Loukes – reimbursement of £44.00 for two security keys for the shed. This cost would be included in the expenditure for which a 50% PCC contribution would be requested. o Landscapes by Nate – village gate sign repair works to be completed and a valid invoice to be received. o HeartSine Samaritan PAD Paediatric Pad-Pak – purchase approved at a cost of £136.80 including VAT. The Clerk was authorised to place the order. o Clerk's July salary: £471.25 gross, associated PAYE of £94.20, and expenses of £77.84. £454.89 Payment approved. o Clerk's August salary: £471.25 gross, together with the associated PAYE and expenses. Payment approved in advance because the Council would not meet during August. o Resolved: To approve the payments set out above.
6.	**Training and Council Subscriptions** Members considered: • Society of Local Council Clerks (SLCC) membership for the Clerk – £126.00. • Introduction to Local Council Administration (ILCA) course – £140.00 plus VAT. • Microsoft 365 Personal annual licence for Parish Council business use – up to £85.00. • Information Commissioner's Office data protection fee by annual Direct Debit – £47.00. • Resolved: To approve all four items and authorise the Clerk to arrange the memberships, training, licence and Direct Debit.

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7.	**InPost Locker Proposal – Staple Village Hall** Members considered the additional information supplied by the Village Hall Committee. The Committee supported the proposal as a possible source of income and a convenient service for residents. Discussion included the possible location and appearance of the lockers, electricity requirements, security and CCTV, potential traffic movements, contractual responsibility and the administration of any rental income. It was noted that InPost required the Parish Council's support for the proposal before proceeding with a site assessment. **Resolved:** By five votes to one, to support the proposal in principle, enabling InPost to undertake a site assessment at Staple Village Hall.
8.	**Reports** • District Councillors Report – DDC Cllr Porter presented the written District Councillors' report. Updates included charitable grant opportunities, the Benchworks regeneration project, progress on the new Dover leisure centre and a free dinosaur-themed family event. The District Councillors would not issue a report during August but would remain available to residents. • County Councillor Report – The County Councillor's written report was received. Members requested more information directly relevant to the local ward, including opportunities for nearby village organisations to apply for grants and the areas covered by Project Gigabit. • Action: Clerk to ask KCC Cllr Evans for an update on the replacement width restriction sign at the top of Buckland Lane and for further local information on Project Gigabit and available community grants. • Village Hall Report – Members expressed concern that dogs continued to be taken into the fenced children's play area and that dog fouling remained an issue. • Resolved: To support the responsible dog ownership notice as a joint notice from the Parish Council and the Village Hall and Recreation Ground Committee. • Ragwort was reported on land associated with the recreation ground. Cllr Kirk agreed to arrange for the affected area to be inspected and for appropriate management of the affected area. Members supported raising awareness of Ragwort and understand the risks through sharing information prepared by the Parish Council. • The Village Hall roof repair had been revisited by the contractor following further water ingress and remedial work had been carried out at no additional cost. The Village Hall Committee was also exploring reinstatement of an internet connection and had displayed a banner advertising the hall.

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	• Highways - The A257 petition remained open until 19th August 2026 and required approximately 100 further signatures to reach the threshold for formal consideration. A further A257 action group meeting was due to take place on Saturday. • Action: A further reminder about the A257 petition to be included in The Escallop. • Speedwatch - Four Speedwatch sessions had taken place since the beginning of June. Twenty-seven vehicles were recorded exceeding the threshold, of which twenty-five records were complete and valid. The highest speed recorded was 63mph. Members noted that the police had followed up the most serious incident. • The Speed Indicator Device recorded an average speed of 25.9mph, an 85th percentile speed of 31.9mph and a maximum speed of 60mph. • A report received concerning the speed of a vehicle travelling through the village near Staple Village Hall; the concern was noted. • Footpaths - The footpath adjacent to Church Farm remained overgrown. Members noted that progress with the landowner might be affected by an unresolved planning matter. • Action: Clerk to report the obstruction to Kent County Council Public Rights of Way and request action. • Planning Applications Members noted that the Certificate of Lawfulness relating to land to the rear of The Hollies had been approved. Other applications and decisions listed in the planning schedule were noted. • The Council discussed arrangements for responding to planning consultations during the August recess. Resolved: Where permitted under the Council's adopted delegation arrangements, the Clerk would circulate applications to all members and submit an agreed response where no material objection or disagreement arose. Where delegation was not appropriate, the Clerk would request an extension of time or arrange an extraordinary meeting. • Police – No police report had been received. The Clerk would notify the local policing team that the next scheduled Council meeting would be in September.
9.	**Any other Business** • Road Incident at Shatterling - Members noted a recent incident involving a vehicle leaving the road near a bend and material being left in the verge and highway. • Neighbourhood Watch - It was confirmed that Staple did not currently have an active Neighbourhood Watch coordinator.

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	• Action: Residents interested in establishing or coordinating a Neighbourhood Watch scheme would be invited to contact the Clerk. • Church Flower Festival - A flower festival would be held at the church on Saturday 12th and Sunday 13th September 2026, incorporating village photographs and archive material. • Cllr Cornwell agreed to prepare a flower arrangement on behalf of the Parish Council and Cllr Loukes agreed to identify suitable Parish Council archive material for display. • Ride and Stride - Members noted that the annual Ride and Stride event would take place on September 12th from 10am until 6pm.
10/	**Date of next SPC meeting** The next SPC meeting is scheduled for Wednesday 9th September 2026 at 7:30pm. There is no Parish Council meeting in August.

Signed: _____

Date: _____

Position: _____