

## STAPLE PARISH COUNCIL

Clerk: Hannah Biggs-Halles  
Tel: 07503 854 767 E-mail: clerk@stapleparishcouncil.co.uk  
Website: stapleparishcouncil.co.uk

### AGENDA

To all members of Staple Parish Council, you are hereby summoned to attend a meeting of the Parish Council which will take place on **Wednesday 13<sup>th</sup> March 2024 at 7.30pm** in Staple Village Hall to transact the following business;

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTERESTS
3. MINUTES OF PREVIOUS MEETING (paper copy available to view) –
  - 3.1. To approve any amendments and sign minutes of the meeting held on Wednesday 14<sup>th</sup> February 2024.
  - 3.2. To report and discuss any completed actions/matters arising therefrom not covered elsewhere on the agenda.
4. PUBLIC SESSION (Max. 15 minutes) Opportunity for members of public to make representations, ask questions and give evidence in respect of the business on the agenda. A member of the public shall not speak for more than 4 minutes and should direct comments to the chairman. Only one person is permitted to speak at a time. If more than one person wishes to speak, the chairman of the meeting shall direct the order of speaking. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
5. FINANCE
  - 5.1. 5.1. Financial Statements for February 2024 to include income, expenditure and bank reconciliation as at 29<sup>th</sup> February 2024.
  - 5.2. Bills to be approved (to include those received after the agenda was printed)
    - 5.2.1. Clerk's expenses and overtime
    - 5.2.2. Replacement Defib Pads (£130.80)
    - 5.2.3. Website charges (251.70)
  - 5.3. Bills to be noted
    - 5.3.1. Clerk's salary
6. CORRESPONDENCE RECEIVED For Information Only
  - 6.1. 19/2/24 – Harmer & Sons – Quote for 2024
  - 6.2. 19/2/24 – A257 Group – Letter to Cllr Neil Baker
  - 6.3. 1/3/24 – KALC News – March 2024
  - 6.4. 5/3/24 – Urgent Road Closure – Grove Road – 8/3/24
7. REPORTS (to be provided in advance in writing where possible please)
  - 7.1. District Councillor – Report circulated with Agenda
  - 7.2. County Councillor
  - 7.3. Highways (SID, Speedwatch)
  - 7.4. Planning (Appendix a)
8. ITEMS FOR DISCUSSION
  - 8.1. To resolve a date for the SPC Annual Parish Council Meeting
  - 8.2. To confirm arrangements for the SPC Annual Parish Meeting (10<sup>th</sup> April 2024)
  - 8.3. To retrospectively resolve to apply for the Parish Council Winter Support Scheme Grant
  - 8.4. To receive an update on the Summerfield traveller site
  - 8.5. To resolve plans for D-Day 80
  - 8.6. To resolve to setup a Direct Debit for NI and PAYE payments to HMRC
9. DATE OF NEXT MEETING - 10<sup>th</sup> April 2024
  - The deadline for Agenda items to be included is the end of the day on the 29<sup>th</sup> of March 2024.

APPENDIX A - PLANNING

1. For discussion

REF. #	ADDRESS	PLANNING FOR	COMMENT S	DATE FOR SUBMISSIO N	STATUS
24/00188	Barnsole House Barnsole Road Staple CT3 1LE	Erection of a detached dwelling for staff accommodation and creation of parking		20/3/24	AWAITING DECISION
24/00106	Shatterling Cottage Roman Road Shatterling CT3 1JR	Erection of 3 dwellings, associated parking and landscaping (existing dwelling to be demolished)		14/3/24	AWAITING DECISION

2. Applications received after agenda was printed

REF. #	ADDRESS	PLANNING FOR	COMMENTS	DATE FOR SUBMISSION	STATUS
--------	---------	--------------	----------	---------------------	--------

3. Decisions received from Dover District Council

REF. #	ADDRESS	PLANNING FOR	COMMENTS	STATUS
23/00094	1 Bartlett Close, Staple, CT3 1SR	Formation of a vehicular access and associated parking		WITHDRAWN