SUMMONS

To All Members of the Parish Council, in accordance with the requirements of the Local Government Act 1972, you are hereby summoned to attend. Public Notice of the meeting has been given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972. The Meeting is open to the press and public.

Staple Parish Council
Staple Village Hall
Wednesday 14th January 2026
7.30pm

AGENDA

1.	**Apologies**:
2.	**Minutes** To agree the minutes of the previous meeting.
3.	**Matters Arising** To discuss any matters arising from the minutes.
4.	**Declarations of Interest** To receive Declarations of Interest on items on the agenda and amendments to the Register of Interests

Meeting adjourned for Public Session. (Max 15 mins)

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** • To approve payments as presented at this meeting • To consider cash balances and bank reconciliation • Update on Unity Trust account opening – Account Opening Submission form to be signed by signatories • Budget 2026/2027 - precept demand form received and must be returned by Friday 23rd January 2026 • To agree a new signatory
6.	**To receive the Clerk's report and correspondence** • Update on Internal Audit Plan

	• Update on VAT reclaim procedure
7.	**Reports** • District Councillor • County Councillor • Village Hall and Recreation Grounds • Highways (SID, Speedwatch, footpaths) • Planning 1. Environmental Health and Planning Enforcement at Mill Road 2. Planning applications. • Kent Police – update recieved from PC Jon Bowler
8.	**Maintenance** • Bus stop, Shatterling • Signs repaint. • Overgrown hedges.
9.	**Any other Business** •
10.	**Date of next SPC meeting** The next SPC meeting is scheduled for Wednesday 11th February 2026 at 7.30p.m.