

**Staple Parish Council**  
**Staple Village Hall**  
**Wednesday 12 February 2025**  
**7.30pm**

**Minutes**

<b>12/25</b>	<b>Apologies:</b> Cllr Martin. Present: Cllr Bartlett (Chair), Loukes, Kirk, Ewart, Davis-Marks and Rogers-Hudson. Cllrs Chandler (KCC) and Cllr Porter (DDC), PC Bowler, and Eyre-Jackson, 6 members of the public and the clerk. Cllr Bartlett opened the meeting with the news that: <ul style="list-style-type: none"><li>• The clerk had agreed to stay on a permanent basis.</li><li>• The Black Pig would be re-opening on the 1<sup>st</sup> March</li><li>• The finger post that kept on being damaged had been re-sited to prevent this.</li></ul>
<b>13/25</b>	<b>Minutes</b> To agree the minutes of the previous meeting. <i>Proposed: Cllr Kirk. Seconded: Cllr Rogers-Hudson. All agreed.</i>
<b>14/25</b>	<b>Matters Arising</b> Two cheques are currently not reconciled from the cash book. Cllr Bartlett informed the council he could not find his, and HMRC had written to inform us the other cheque had been damaged in the post.  Councillors will review the notice Cllr Davis-Marks drafted for the Escallop re. vulnerable residents. He will forward this to the Escallop if no comments are made in a day or so.
<b>15/25</b>	<b>Declarations of Interest</b> There were no relevant declarations.

**Meeting adjourned for Public Session. (Max 15 mins)**

Cars are parking too close to the corner of Durlock Road at the Ash end, forcing cars into the middle / other end of the road to pass them which was unsafe. PC Bowler requested that any photos illustrating the problem should be forwarded to him via his email in the Escallop and he will raise the issue with the owners of the cars concerned.

Dog walkers are not clearing up dog mess, despite lots of signage and the presence of rubbish bins at the end of the lane. A warning was also given of anti-social behaviour of a number of people using E-Bikes on public footpaths.

Awareness was also raised that any badger road deaths should be notified to and then dealt with by DDC. Fly tipping should also be notified to DDC.

A local resident requested Parish Council support with a potential planning application. Cllr Davis-Marks will meet with them to assist. The Parish Council role in commenting on planning applications was also outlined.

<b>16/25</b>	<b>Finance</b>																																																																																																							
	<ul style="list-style-type: none"> <li>To approve payments as presented at this meeting:</li> </ul> <table border="1"> <thead> <tr> <th>Date</th> <th>Cheque</th> <th>Payable to:</th> <th>Value</th> <th>For:</th> </tr> </thead> <tbody> <tr> <td>6/2/25</td> <td>455</td> <td>Sophie Gaskain</td> <td>361.10</td> <td>Wages</td> </tr> <tr> <td>6/2/25</td> <td>456</td> <td>Harmer and Sons</td> <td>1392</td> <td>Lawnmowing</td> </tr> <tr> <td>10/2/25</td> <td>457</td> <td>Landscapes by Nate</td> <td>492</td> <td>Repositioning finger post</td> </tr> <tr> <td>10/2/25</td> <td>458</td> <td>John Kirk</td> <td>296.10</td> <td>For Webhosting of one.com</td> </tr> <tr> <td>12/2/25</td> <td>459</td> <td>HMRC</td> <td>112.60</td> <td>Replacement for 454</td> </tr> <tr> <td>12/2/23</td> <td>460</td> <td>Trevor Bartlett</td> <td>9.60</td> <td>Replacement 446</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>To consider cash balances and bank reconciliation.</li> </ul> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Parish Council Accounts      Bank Reconciliation      Page 1 of 1</p> <p><b>Staple Parish Council</b> <span style="float: right;">Printed: 10/02/2025</span></p> <p><small>With effective date up to 30/01/25 Showing Payments In and Payments Out Reconciliation reference: 10/2/25</small></p> <p>Nominal code : 150      Nominal name : Bank current account</p> <p>All entries</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Reference</th> <th>Reference 2</th> <th>Debit</th> <th>Credit</th> <th>R.</th> </tr> </thead> <tbody> <tr> <td>09/10/2024</td> <td>Expenditure</td> <td>Dover DC</td> <td>Flyer printing</td> <td></td> <td>9.60</td> <td>N</td> </tr> <tr> <td>13/11/2024</td> <td>Expenditure</td> <td>Village Hall</td> <td>Grant Insurance</td> <td></td> <td>1,000.00</td> <td>Y</td> </tr> <tr> <td>08/01/2025</td> <td>Expenditure</td> <td>HMRC</td> <td>HMRC</td> <td></td> <td>112.60</td> <td>N</td> </tr> <tr> <td>08/01/2025</td> <td>Expenditure</td> <td>Sophie Gaskain</td> <td>Clerk</td> <td></td> <td>497.80</td> <td>Y</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td style="border-top: 1px solid black;">0.00</td> <td style="border-top: 1px solid black;">1,620.00</td> <td></td> </tr> </tbody> </table>   <table border="0"> <tr> <td style="padding-right: 20px;">Summary:</td> <td>Previous reconciled balance</td> <td style="text-align: right;">12,348.41</td> </tr> <tr> <td></td> <td>Reconciled payments in</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td>Reconciled payments out</td> <td style="text-align: right;">-1,497.80</td> </tr> <tr> <td></td> <td>Unreconciled payments in</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td>Unreconciled payments ou</td> <td style="text-align: right;">-122.20</td> </tr> <tr> <td></td> <td>Reconciled total</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">10,850.61</td> </tr> <tr> <td></td> <td>Entered bank statement value</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">10,850.61</td> </tr> <tr> <td></td> <td>Difference</td> <td style="text-align: right; border-bottom: 3px double black;">0.00</td> </tr> </table> <p style="text-align: center;"><i>Proposed: Cllr Loukes. Seconded: Cllr Ewart. All agreed.</i></p> </div>				Date	Cheque	Payable to:	Value	For:	6/2/25	455	Sophie Gaskain	361.10	Wages	6/2/25	456	Harmer and Sons	1392	Lawnmowing	10/2/25	457	Landscapes by Nate	492	Repositioning finger post	10/2/25	458	John Kirk	296.10	For Webhosting of one.com	12/2/25	459	HMRC	112.60	Replacement for 454	12/2/23	460	Trevor Bartlett	9.60	Replacement 446	Date	Type	Reference	Reference 2	Debit	Credit	R.	09/10/2024	Expenditure	Dover DC	Flyer printing		9.60	N	13/11/2024	Expenditure	Village Hall	Grant Insurance		1,000.00	Y	08/01/2025	Expenditure	HMRC	HMRC		112.60	N	08/01/2025	Expenditure	Sophie Gaskain	Clerk		497.80	Y					0.00	1,620.00		Summary:	Previous reconciled balance	12,348.41		Reconciled payments in	0.00		Reconciled payments out	-1,497.80		Unreconciled payments in	0.00		Unreconciled payments ou	-122.20		Reconciled total	10,850.61		Entered bank statement value	10,850.61		Difference
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<b>17/25</b>	<b>To receive the Clerk's report and correspondence</b>																																																																																																							

	<ul style="list-style-type: none"> <li>• <i>Standing Orders and Financial Regulations</i>. The drafts were reviewed and a few amendments made. The clerk will make the changes and re-present them at the next meeting for adoption. She will make a start on the Asset Register and the Insurance Schedule next.</li> </ul>
18/25	<p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>• <i>District Councillor</i> – Their monthly report was received with thanks.</li> <li>• <i>County Councillor</i> – Their monthly report was received with thanks.</li> <li>• <i>Village Hall and Recreation Grounds</i> – A small hall hire rate has been agreed on. The winds and bad weather may have affected the tiles on the roof and so the contractor is coming to have a look at them. The gutters have been repaired. The door code has been changed as too many knew the old one. Cllr Kirk will contact the previous clerk for Village Hall keys.</li> <li>• The <i>SID report</i> was received with thanks.  <i>Speedwatch</i> have not conducted any sessions due to the bad weather.  <i>Footpaths</i> are very muddy and the dog poo issue was again highlighted. The clerk will contact the Dog Warden to look at measures that could improve the situation.</li> </ul> <p>Flooding is bad at Chapel Lane. Cllr Bartlett will contact the farmer who farms the adjacent field to ask him to clear the dykes in the hope that this will aid drainage. The Ice Warning signs placed out at this point have become very faded. The clerk will enquire about costs and suppliers for replacements.</p> <ul style="list-style-type: none"> <li>• <i>Planning</i> – There are no new applications to consider. Planning enforcement was discussed. Cllr Davis-Marks suggested all councillors should write to the Ombudsman as individuals to complain about the lack of Planning Enforcement by DDC. Cllrs Bartlett and Porter (DDC) are having a meeting with Planning enforcement next week where they intend to discuss (in the strongest terms) the impact of ineffective enforcement on deterrence. They look forward to reporting back next month. Other opportunities to improve Planning Enforcement accountability were discussed – through attendance at DDC Council Meeting on the 5<sup>th</sup> March or through the Scrutiny Committee.</li> <li>• <i>Kent Police</i>. The PCs in attendance reported on their recent activities. The recent local attempted theft of horses was discussed. PC Bowler will touch base with the Rural Task Force on this subject.</li> </ul>

<b>19/25</b>	<b>Highways Improvement Plan.</b> A meeting had been held with Lezanne Cesar re. the A257 and other issues. A number of improvements were suggested but not many had been accepted by Kent Highways as being possible. A vehicle activated sign located on the A257 at Shatterling remained a possibility. The clerk will forward the schedule of costs to Cllr Loukes again.
<b>20/25</b>	<b>APM and guest speaker</b> The date for this was set as May 14 <sup>th</sup> . The Clerk will email Cllr Chandler to ask if a representative from Chandler and Dunn could attend as guest speaker.
<b>21/25</b>	<b>VE Day commemoration</b> The date for this is the 8 <sup>th</sup> of May and possible celebrations were considered. The beacon lighting time across the UK is at 9.30pm and it was discussed that the community could eat together beforehand. Suggestions included a fish and chip van or something at the Black Pig. Cllr Davis-Marks will liaise with the British Legion.
<b>22/25</b>	<b>Any other Business</b> The streetlamp at Buckland Lane is currently out of order. Hopefully it will be fixed on the next maintenance run which is scheduled to be the end of February or beginning of March.
<b>23/25</b>	<b>Date of next SPC meeting</b> The next SPC meeting is scheduled for Wednesday 12 <sup>th</sup> March at 7.30 p.m.

Sophie Gaskain (Clerk)

13/2/25

Signed as a true record: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_