

**Staple Parish Council
Staple Village Hall
Wednesday 8 Jan 2025
7.30pm**

Minutes

01/25	Apologies: Cllr Ewart and Cllr Chandler (KCC). Present: Cllrs Bartlett (Chair), Martin, Loukes, Davies-Marks, Kirk and Rogers-Hudson. 2 members of the public and the clerk. It was noted that Margaret Maxwell, a councillor for 12 years had died. There will be a service of thanksgiving later on in the year.
02/25	Minutes The minutes of June and also December meetings were agreed and signed by Cllr Bartlett.
03/25	Matters Arising The clerk will chase Cllr Chandler for the indicative charges for Highways Improvement Plans.
04/25	Declarations of Interest Cllr Rogers-Hudson signed his Declaration of Acceptance of Office and the clerk gave him the register of pecuniary interests to complete which he should return to DDC.

Public Session.

The surface in Barnsole Rd is still in a very poor condition following the residential development at Summerfields Nurseries. The clerk will contact Cllr Chandler (KCC) to establish who signed off the road as having be reconstituted after the development was completed.

5/25	<p>Finance</p> <ul style="list-style-type: none"> To approve payments as presented at this meeting To consider cash balances and bank reconciliation <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Parish Council Accounts Bank Reconciliation Page 1 of 1</p> <p style="text-align: center;">Staple Parish Council Printed: 08/01/2025</p> <p style="text-align: center;"><small>With effective date up to 08/01/25 Showing Payments In and Payments Out</small></p> <hr/> <p>Nominal code : 150 Nominal name : Bank current account</p> <p>Unreconciled entries</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Date</u></th> <th style="text-align: left;"><u>Type</u></th> <th style="text-align: left;"><u>Reference</u></th> <th style="text-align: left;"><u>Reference 2</u></th> <th style="text-align: right;"><u>Debit</u></th> <th style="text-align: right;"><u>Credit</u></th> <th style="text-align: right;"><u>R.</u></th> </tr> </thead> <tbody> <tr> <td>09/10/2024</td> <td>Expenditure</td> <td>Dover DC</td> <td>Flyer printing</td> <td></td> <td style="text-align: right;">9.60</td> <td style="text-align: right;">N</td> </tr> <tr> <td>13/11/2024</td> <td>Expenditure</td> <td>Village Hall</td> <td>Grant Insurance</td> <td></td> <td style="text-align: right;">1,000.00</td> <td style="text-align: right;">N</td> </tr> <tr> <td>08/01/2025</td> <td>Expenditure</td> <td>HMRC</td> <td>HMRC</td> <td></td> <td style="text-align: right;">112.60</td> <td style="text-align: right;">N</td> </tr> <tr> <td>08/01/2025</td> <td>Expenditure</td> <td>Sophie Gaskain</td> <td>Clerk</td> <td></td> <td style="text-align: right;">497.80</td> <td style="text-align: right;">N</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black;">0.00</td> <td style="text-align: right; border-top: 1px solid black;">1,620.00</td> <td></td> </tr> </tbody> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Summary:</td> <td>Balance on a/c 150</td> <td style="text-align: right;">10,728.41</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;">0.00</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;">-1,620.00</td> </tr> <tr> <td></td> <td>Predicted bank statement</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">12,348.41</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;">12,348.41</td> </tr> <tr> <td></td> <td>Difference</td> <td style="text-align: right; border-bottom: 3px double black;">0.00</td> </tr> </table> </div> <p style="margin-left: 40px;">Cllr Bartlett will try and find the cheque for £9.60 that he needs to cash!</p> <ul style="list-style-type: none"> To consider Budget and Precept request for 25/26 <p>The budget was reviewed.</p>	<u>Date</u>	<u>Type</u>	<u>Reference</u>	<u>Reference 2</u>	<u>Debit</u>	<u>Credit</u>	<u>R.</u>	09/10/2024	Expenditure	Dover DC	Flyer printing		9.60	N	13/11/2024	Expenditure	Village Hall	Grant Insurance		1,000.00	N	08/01/2025	Expenditure	HMRC	HMRC		112.60	N	08/01/2025	Expenditure	Sophie Gaskain	Clerk		497.80	N					0.00	1,620.00		Summary:	Balance on a/c 150	10,728.41		Reconciled payments in	0.00		Reconciled payments out	0.00		Unreconciled payments in	0.00		Unreconciled payments ou	-1,620.00		Predicted bank statement	12,348.41		Entered bank statement value	12,348.41		Difference	0.00
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		24/25 Budget	25/26 Budget	
Receipts				
	Precept	12736	12990.72	102%
	KALC grant	1000	1000	
	VAT		100	
		13736	14090.72	
Expenses				
	Clerk's Wages	5460	5100	NALC level 19 + 10% April
	Clerk's Expenses	350	551	WFH + mileage
	Office Expenses		100	supplies
	Audit Costs		160	recommended auditor
	Training	400	100	for new councillor to replace Linda?
	Insurance	450	495	Assumes 10% uplift
	Subs and Pubs	250	780	KALC, Website and Accounts
	Asset Repairs	0	300	
	Highways	1000	2000	not determined
	Landscaping	1750	1838	5%
	Equipment purchase of assets	400	500	not determined
	Election	25	600	Should make provision for a by election
	Savings	1000	500	Have large surplus from 2425
	Grants Donations	1100	1000	village hall insurance grant
		12185	14024	
	Surplus (deficit)	1551	66.72	

It was proposed to increase the precept by 2% (in line with inflation). This would mean that the precept requested would be £12990.72.

Proposed: Cllr Kirk Secoded: Cllr Davies-Mark

All agreed.

6/25

To receive the Clerk's report and correspondence

It was proposed to accept the letter of engagement of the proposed Internal Auditor.

Proposed: Cllr Loukes. Secoded: Cllr Kirk.

All agreed.

Cllr Loukes will forward the police newsletter to the Escallop.

Cllr Davies Marks will draft a notice for the Escallop to see if a vulnerable person's co-ordinator could be found for the village given the cold weather.

The clerk will draft Standing Orders and Financial Regs for the next meeting.

7/25

Reports:

- District Councillor – Received.
- County Councillor – KCC is having a whole cabinet meeting on Devolution on the 9th January.
- Village Hall and Recreation Grounds – Nothing currently.
- Highways

The SID will be moving to Lower Road. The average speed in The Street was 26.1mps which was positive. Speedwatch will recommence sessions at the end of January.

Footpath maintenance is a continual issue. The council will contact local landowners in the Spring before regrowth starts to occur.

The fingerpost at Animal Farm needs re-siting. Cllr Martin has received an estimate. It was proposed to accept this estimate.

Proposed: Cllr Kirk. Secoded: Cllr Martin

All agreed.

- Planning. The planning report was received.

	<p>Cllr Davies-Marks received a reply from the Ombudsman stating that they could not investigate due to his letter being from a public body. They only accept complaints from individuals. Cllr Loukes will forward this letter to other parish clerks so that they are aware of this restriction. Cllr Davies-Marks will forward his letter to Cllr Rogers-Hudson who will submit it as an individual.</p> <p>The pond at the residential development on the site of Summerfield Nursery is not as illustrated on the planning application. In addition, the council would like an update on the site. The clerk will contact the developer to ask them to attend the next meeting.</p> <ul style="list-style-type: none"> • Kent Police – Report received • Update on Drains – The drains are running freely.
8/25	Highways Improvement Plan. No current update.
9/25	Update on the Black Pig The pub is currently closed. There is no statement from Stonegate at the moment.
10/25	Any other Business The Barnsole Settlement Plan was looked at. VE Day Commemoration was considered. This will go on the agenda for next month to discuss. The clerk will forward the minutes to the Escallop in time for the Jan/Feb edition. The date and guest speaker for the APM in April / May will go on the agenda for next month.
11/25	Date of next SPC meeting The next SPC meeting is scheduled for Wednesday 12 th February at 7.30 p.m.

Sophie Gaskain (Clerk)

9/1/25

Signed as a true record: _____

Date: _____

Position: _____