Staple Parish Council
Staple Village Hall
Wednesday 10th June 2026
7.30pm

Minutes

1.	**Apologies:** KCC Cllr Evans, Cllr Kirk, Cllr Rogers-Hudson **Resolved:** To accept the apologies received. **Present:** Cllr Bartlett (Chair), Cllr Martin (Vice-Chair), Cllr Cornwell, Cllr Loukes, Cllr Davis-Marks and DDC Cllr Porter plus 7 members of the public and Lucy Denny the Parish Clerk.
2.	**Minutes** The minutes of the Parish Council Meeting held on 13th May 2026 were agreed as accurate. Proposed: Cllr Davis-Marks Seconded: Cllr Loukes Agreed by all Cllrs present and signed by Cllr Davis-Marks who was Acting Chair for the meeting.
3.	**Declarations of Acceptance of Office** Chair and Vice Chair signed Declarations of Acceptance of Office.
4.	**Matters Arising** There were no matters arising from the minutes.
5.	**Declarations of Interest** Cllr Bartlett declared an interest in Planning Application 26/00495 (Land East of The Courtyard, Durlock Road) and advised that he would withdraw from the meeting during consideration of that application.

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

Footpaths Concern was raised regarding the condition of the public footpath adjacent to Church Farm, which was reported to be significantly overgrown.

Verges and Litter Residents raised concerns regarding verge cutting on Buckland Lane and the resulting shredding of litter into the verges. It was noted that:

- A resident had reported the issue to Kent County Council.
- Additional volunteers would be welcome at future village litter picks.
- The next litter pick would take place on 5 July 2026.
- An article could be placed in The Escallop to encourage participation.

The Council agreed the matter should be raised with KCC Cllr Evans.

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6.	**Finance** **Cash Balances and Bank Reconciliation** The Clerk presented the current financial position and bank balances. Members noted that all funds had now been transferred from Barclays to Unity Trust Bank. The total cash held by the Council stood at £23,943.59. Resolved: To note the financial report and bank reconciliation. **Accounts for the Year Ended 31 March 2026** • Members considered the accounts for the year ended 31 March 2026. Resolved: Accounts be approved. • The following payments were considered: o Clerk's Salary and expenses - £538.33 Members approved the Clerk's salary, associated PAYE payment to HMRC and related expenses as detailed on the payment schedule. o Reimbursement to Cllr Trevor Bartlett in respect of payment made for the servicing of the Parish Council lawnmower used at the Old Churchyard, St James Church - £262.68 o To consider approval of invoice for Deborah O'Brien for conducting Internal Audit service for AGAR 2025/2026 - £160.00 o Resolved**:** That the above payments be approved for payment. **Unity Trust Bank Savings Account** • The Clerk reported that the application for the Unity Trust Bank Instant Access Savings Account had been submitted. Remaining signatory documentation was signed by those present.
7.	**Annual Governance and Accountability Return (AGAR) 2025/26** • Internal Audit Report 2025/26 • Members received and noted the Internal Auditor's Report. It was agreed that the Clerk would implement the recommendations where appropriate during the coming year. • Resolved: To receive and note the Internal Auditor's Report for 2025/26. • Annual Governance Statement (Section 1) Members considered the Annual Governance Statement. Resolved: To approve Section 1 – Annual Governance Statement 2025/26. The Chair and Clerk signed the Statement. • Accounting Statements (Section 2) Members considered the Accounting Statements for the year ended 31 March 2026. Resolved: To approve Section 2 – Accounting Statements 2025/26. The Chair signed the Accounting Statements. • Certificate of Exemption Members considered the Certificate of Exemption. The Clerk confirmed: • Gross Income: £14,979.43

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	• Gross Expenditure: £13,655.33 Both figures were below the £25,000 threshold. Resolved: To approve the Certificate of Exemption for 2025/26. • Explanation of Variances Members considered and noted the explanation of variances for 2025/26. • Bank Reconciliation Members considered the bank reconciliation as at 31 March 2026. The reconciled balance of £11,710.80 agrees to the Council's bank accounts and rounds to £11,711 as reported in the AGAR Accounting Statements. • Members considered the bank reconciliation as at 31 March 2026. Resolved: To approve the bank reconciliation as at 31 March 2026. • Public Rights 2025/26 Accounts Members considered the proposed dates for the exercise of public rights in respect of the 2025/26 accounts. Resolved: Notice publication date: 16 June 2026 Inspection period: 17 June 2026 to 28 July 2026
8.	**InPost Locker Proposal – Staple Village Hall** Members considered an initial proposal for the installation of an InPost Locker at Staple Village Hall. Discussion included: • Potential income generation. • Security concerns. • Potential increase in vehicle movements. • Size and location requirements. • Responsibility for ownership and maintenance. • Experience of similar facilities elsewhere. • Resolved: To defer consideration pending receipt of further information from the Village Hall Committee. Action: Clerk to seek additional information.
9.	**Reports** • District Councillors Report – A written report received with thanks and circulated. Changes in Parish Council Chairpersons Following the recent Dover District Council AGM, Sue Beer has been made Chairperson of DDC with David Cronk as Deputy. All the parishes have recently had their AGMs and from that there have been some changes in Chairpersons. We would like to thank all those outgoing Chairs and welcome John Tanner (Ash), Sue Baker (Goodnestone), Martin Smith (Wingham) to this role. Dover District Paddling Pool at Walmer now open for the summer Just in time for the upcoming school holidays the Padding Pool is now open. After School Sports Sessions All youngsters in the district, aged 5-18 can come and try something new. It's free and takes place in Pencester Gardens, Dover, 3.30-5.30pm. Sports include football, badminton, swingball, pannah football skills and more. No need to book. Come along, get active and have fun with friends. Community Governance Review – Draft Recommendations

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	Draft recommendations have been made from the responses received so far but DDC would like to hear from residents in the district on the recommendation that have been made. The consultation closes on Friday 7th August at 5pm. Find the details on the DDC website. Kearsney Abbey Play area temporary closure The Play area will be closed on 26th May and reopen in times for the summer holidays whilst the upgrade takes place • County Councillor Report – A written report received and circulated. • Village Hall Report – The Council noted the report from Cllr Kirk that the perimeter fence around the tranquil garden had now been completed. Country Fayre - A request was received from the Chairman of the Country Fayre Committee for temporary closure of the Recreation Ground on Sunday 21 June 2026. Resolved: To approve temporary closure of the Recreation Ground for the duration of the Country Fayre. • Highways - A257 Petition Members received an update regarding the ongoing campaign seeking improved road safety measures along the A257, including a reduction in vehicle speeds and the introduction of additional road markings. It was reported that an ePetition had been launched through Kent County Council and would remain open from 19 May 2026 until 19 August 2026. Members noted that further signatures were required for the petition to reach the threshold necessary for formal consideration by Kent County Council. It was noted that residents could support the campaign by signing the ePetition online. Parking Charges Petition - Members received an update regarding a petition opposing proposed changes to parking arrangements within Dover District, including higher parking charges, three-hour parking limits and the potential loss of free village car parks. It was noted that additional signatures were required for the petition to proceed and members discussed ways of promoting awareness of the campaign locally. • Speedwatch - Maximum recorded speed of 48mph during Speedwatch sessions. Maximum SID recorded speed of 55mph. Approximately 11,000 vehicle movements recorded. Average speed of 24.9mph.T he Council recorded its thanks to all Community Speedwatch volunteers. Parking Concerns - Members considered correspondence from a resident regarding vehicles parked near Barnsole Road and on bends creating visibility concerns. Resolved: Clerk to contact PC John Bowles seeking advice and assistance. Clerk to write to the vehicle owners requesting consideration of safer parking arrangements. • Footpaths - An update was provided regarding the overgrown footpath adjacent to Church Farm. It was reported that contact had been made with the owner via the architects involved in the site.

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	• **Planning Applications** 26/00460 – Animal Farm, Mill Road, Staple Prior approval for change of use of agricultural building into 7 dwelling. Members considered correspondence received from a resident raising concerns regarding Class Q eligibility. Resolved: The Clerk to write to Dover District Council seeking clarification on the issues raised and to forward the resident's concerns for consideration. 26/00495 – Land East of The Courtyard, Durlock Road Erection of 5 dwellings, vehicular access, associated parking and landscaping. Cllr Bartlett left the meeting and took no part in the discussion. Members heard representations both in support of and in opposition to the proposal. Discussion included: • Highway safety and access arrangements. • Potential use of existing access points. • Infrastructure capacity. • Water pressure concerns. • Housing need within the parish. • Traffic generation. • Construction access and contractor parking. Resolved: To defer submission of Parish Council comments pending further consideration by members and consultation with absent councillors. Cllr Bartlett returned to the meeting. • Police – Members noted the police correspondence circulated prior to the meeting.
10.	**Any other Business** • Water Leak – Fleming Road - Cllr Cornwell reported a further incident involving water flowing onto Fleming Road. It was noted that the issue had been reported to Southern Water. The matter would continue to be monitored. Village Gates - Members were advised that repairs to the Village gates were expected to be completed before the Country Fayre.
12.	**Date of next SPC meeting** The next SPC meeting is scheduled for Wednesday 15th July 2026 at 7:30pm.

Signed: _____

Date: _____

Position: _____