Staple Parish Council
Staple Village Hall
Wednesday 11th February 2026
7.30pm

Minutes

1.	**Apologies:** Cllr Ewart and KCC Cllr Evans **Present:** Cllr Bartlett (Chair), Cllr Martin (Vice-Chair), Cllr Loukes, Cllr Kirk, Cllr Rogers-Hudson, Cllr Davis-Marks, DDC Cllr Martin plus members of the public and Lucy Denny the Parish Clerk.
2.	**Minutes** The minutes of the previous meeting were agreed as accurate. Proposed: Cllr Kirk. Seconded: Cllr Rogers-Hudson. Agreed by all Cllrs present and signed by the Chair.
3.	**Matters Arising** An update was received from Dover District Council dated 15 January confirming that, following review of lighting maps, the street lamp connects to footpaths and DDC will investigate supply to replace the existing light. Cllr Bartlett will request a further update.
4.	**Declarations of Interest** Cllr Bartlett and Cllr Loukes declared a non-pecuniary interest in the Finance item relating to a discretionary donation towards the printing costs of *The Escallop* community magazine.

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

A member of the public updated since the last meeting there had been no further release of foul water onto roads, however noted a recent road traffic incident in Staple.

Cllr Loukes confirmed the information regarding road traffic incidents needs to be collated and shared with KCC.

Members of the public raised concerns regarding potholes in Buckland Lane, Mill Road, Mill Lane, Barnsole Road and Durlock Road, including the quality of recent repair works and loose stone following completion,.

The Chairman confirmed that photographs had been taken and that relevant highways issues, including signage concerns, had been reported.

The Chairman requested that the Clerk contact KCC Councillor Peter Evans to highlight the 11 pothole notifications and to seek an update.

Initialled: _____ Date_____

5.	**Finance** • To approve payments as presented at this meeting: o Members considered a request from Staple Friendly Wildlife for a contribution of £220 towards the purchase of plants for the new garden at the Recreation Ground. **RESOLVED:** To approve a contribution of £220. Proposed: Cllr Davis-Marks Seconded: Cllr Martin o Members considered a discretionary donation towards the printing costs of The Escallop community magazine. Financial information will be provided to enable a decision at the next meeting. o Members received an update on the replacement shed at St James' Churchyard. Cllr Loukes confirmed shed is being stored free of charge and DDC is expected to survey the site 19th February 2026. o Members considered approval of the planning application fee of £298 payable to Dover District Council in relation to replacement shed at St James' Churchyard. **RESOLVED:** To approve payment of £298 for the planning application fee. Proposed: Cllr Kirk Seconded: Cllr Martin o Members considered approval of Clerks Salary and expenses, including Printer £149.70 Total £502.26. o **RESOLVED:** To approve payment. Proposed: Cllr Loukes Seconded: Cllr Davis-Marks o Members considered approval of payment for website hosting and domain renewal (one.com) and reimbursement to Cllr Kirk of £296.10. **RESOLVED:** To approve payment. Proposed: Cllr Kirk Seconded: Cllr Davis-Marks o Members considered the 2026 grounds maintenance quotation from Harmer & Sons. Cllr Martin confirmed last years costs were £68 per cut. **RESOLVED:** To accept the 2026 grounds maintenance quotation. o Proposed: Cllr Kirk Seconded: Cllr Rogers-Hudson • Members noted the December bank reconciliation. • Unity Trust Account Opening Update The Clerk confirmed the account is now operational. It was agreed to cease use of the Barclays account once outstanding

Initialled: _____ Date_____

	payments have been processed and to transfer remaining funds to Unity Trust Bank.
6.	**Clerk's report and correspondence** • Internal Audit 2025/26 updated noted. AGAR approval scheduled for Wednesday 10 June 2026. • VAT reclaim procedure noted. Clerk has created excel report to be submitted to HMRC and is in the process of matching invoices. • Members noted a nomination has been submitted for a KALC Community Award. • The Clerk reported on the Government consultation regarding Local Government Reorganisation in Kent and Medway, including the deadline for responses. • To consider correspondence from Dover District Council regarding the Community Governance Review and to decide whether the Council wishes to recommend any change to the number of parish councillors. **RESOLVED:** To respond confirming that Staple Parish Council supports retaining seven councillors. • The Clerk reported an update from Kent County Council regarding flooding at Chapel Lane. Members noted that further works are required, including ditch works and drainage improvements. • The Clerk reported receipt of the East Kent Joint Independent Parish Remuneration Panel recommendations for 2026–2030. Members noted that payment of allowances remains discretionary. • KALC Training – The Nuts and Bolts of Parish Clerking (24 March 2026). Members noted details of the KALC online training event schedule and approved £60 cost for Clerk to clerk to attend. Proposed: Cllr Davis-Marks Seconded: Cllr Loukes
7.	**Resignation of Councillor** • The Clerk reported the resignation of Cllr Lynne Ewart, with effect from the date of the meeting Wednesday 11th February 2026. Members noted the resignation and thanked Cllr Ewart for her service to the Parish Council. • The Clerk confirmed that following the statutory Notice of Vacancy would be published on12 February 2026 and Dover

Initialled: _____ Date_____

	District Council notified in accordance with the Local Government Act 1972.
8.	**Annual Parish Meeting – Guest Speaker** • Cllr Bartlett confirmed Ripley's Garden Centre will be present as Guest Speaker for Annual Parish Meeting 8th April 2026.
9.	**Reports** • District Councillors – Members noted that a written update had been received from the District Councillors providing general information on district council services and community matters. • County Councillor – No apologies or written report were received from KCC Cllr Peter Evans. Members noted that concerns regarding highways matters would be raised directly with Cllr Evans and a written update requested. • Village Hall and Recreation Grounds – Cllr Kirk noted water leaking into Village Hall kitchen and two contractors have been to review work required. • Highways (SID, Speedwatch, footpaths) – o Speedwatch: 1 session completed and a new Operator has been welcomed. 4 drivers exceeded 35 mph speeding limits. Maximum speed was 37 mph. o SID: Total Vehicles recorded was 21,092 vehicles average speed 25.9 mph. o Footpaths: Members received an update on public rights of way within the parish and noted current issues. o Cllr Rogers-Hudson reported concerns regarding speeding lorries. Residents advised to report via 101. **Planning Applications** Members considered the following new planning applications and raised no objection: • **26/00114** – The Poplars, Barnsole Road – Two storey side extension • **26/00105** – Church Farm, The Street – Change of use of agricultural buildings (Use Class B8) • **26/00052** – Durlock Bridge Farm – Single storey rear extension **Condition Discharge Applications** Members noted the following condition discharge applications:

Initialled: _____ Date_____

	• **CON/22/01700/A** – The Frog and Orange • **CON/25/00533/A** – Land South West of Flemings House **Current Applications – Update** • Members noted that application **26/00026 – The Old Nursery, School Lane** remains pending decision. **Decisions Notified** Members noted the following planning decisions: • **25/01272** – Former Agricultural Barn – Approved • **25/01240** – Land Rear of The Hollies – Refused **Planning Enforcement** • Members noted updates in respect of ongoing planning enforcement investigations at Little Shatterling Farm and Crofters Lodge. No discussion took place. **Appeals** • Members noted the ongoing appeal in respect of **25/00017/S174 – Land South East of Mill Cottage, Mill Road**. • Kent Police – Members noted the written report received.
10.	**Maintenance** • Signs re-paint - Cllr Bartlett shared report on inspection of the road signs to contractor directly. Work will be completed in better weather. • Overgrown hedges – **ACTION**: Clerk to contact landowner regarding hedges. • Street Light on Lower Road – update noted under Matters Arising.
11.	**Any other Business** • Cllr Davis-Marks noted 2026 is 100 years of Royal British Legion Staple Branch on 6th September. Staple Parish Council extended congratulations to Christine Sterba who has been awarded the Gold Award by the County for her Services to the Royal British Legion last month.
12.	**Date of next SPC meeting** The next SPC meeting is scheduled for Wednesday 11th March 2026 at 7.30pm.

Meeting closed at 8:52pm

Initialled: _____ Date_____

Signed as a true record: _____

Date: _____

Position: _____

Initialled: _____ Date_____