**Staple Parish Council**
**Staple Village Hall**
**Wednesday 11th March 2026**
**7.30pm**

**Minutes**

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| **1.** | **Apologies:** Cllr Martin (Vice-Chair) and KCC Cllr Evans<br>**Present:** Cllr Bartlett (Chair), Cllr Loukes, Cllr Kirk, Cllr Rogers-Hudson, Cllr Davis-Marks, DDC Cllr Martin plus 3 members of the public and Lucy Denny the Parish Clerk. |
| **2.** | **Minutes**<br>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**<br>There were no matters arising from the minutes. |
| **4.** | **Declarations of Interest**<br>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)**

It was noted that Staple is a rural community and that growers work hard within the law. Observations were made regarding footpaths crossing agricultural land, including their condition following routine farming operations. It was acknowledged that weather conditions may affect access and maintenance.

Regarding hedge growth along Staple Road, the Clerk confirmed that the landowner has arranged for hedge cutting to be carried out within the next month, and that nearby footpaths will be reviewed once field conditions allow access.

Highways matters were also raised, including a sign having fallen into the bank, a damaged “turn round” sign on Durlock Road, and concerns regarding a crossroads width restriction. These matters will be raised with Kent County Council.



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| **5.** | **Finance**<br>• To approve payments as presented at this meeting:<br>o Members considered a discretionary donation towards the printing costs of The Escallop community magazine.<br>o **RESOLVED:** That Staple Parish Council make a discretionary donation of **£100** towards the printing costs of the parish magazine.<br>Proposed: Cllr Kirk Seconded: Cllr Davis-Marks<br>o Members received an update on the replacement shed at St James' Churchyard. Shed is being stored free of charge. Approval expected from DDC.<br>o Members considered approval of Clerks Salary and expenses Total £589.12<br>o **RESOLVED:** To approve payment.<br>Proposed: Cllr Kirk Seconded: Cllr Loukes<br><br>• Members noted the February bank reconciliation.<br>It was requested that, in addition to bank reconciliation figures, members receive regular reports showing actual expenditure and income against the agreed annual budget.<br>**RESOLVED:** That monthly budget monitoring reports be provided going forward.<br><br>• Unity Trust Account Opening Update - The Clerk reported that £2,000 had been transferred into the Unity Trust account to facilitate future payments. Following this transfer, the Barclays current account balance stood at £7,490.35. Members discussed transferring routine banking activity to Unity once the April precept had been received into Barclays.<br>• Members also considered opening a Unity Trust Instant Access Savings Account to enable reserve funds to earn interest, noting that transfers between current and savings accounts should remain flexible.<br>**RESOLVED:** That an Instant Access Savings Account be opened with Unity Trust Bank. That, once the April precept is received into Barclays, the remaining balance be transferred to Unity Trust Bank as appropriate.<br>Proposed: Cllr Davis-Marks Seconded: Cllr Kirk |



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| **6.** | **Clerk's report and correspondence**<br>• The VAT reclaim spreadsheet had been prepared and the Clerk intended to submit the reclaim the following week.<br>• The Clerk reported that work was continuing through the internal auditor's checklist.<br>• The Clerk reported correspondence from a resident regarding large vehicles having difficulty turning left from Durlock Road into Lower Road, allegedly causing damage to kerbs and signage. Photographs had been circulated.<br>• Members discussed possible causes, including deliveries to local businesses or Southern Water, and agreed that signage and road layout may need review.<br>• **RESOLVED:** That the issue be raised with Kent County Council Highways and that the photographs be passed on to Cllr Peter Evans.<br>• The Clerk advised that a payment of £286.15 to HMRC was due in respect of PAYE deductions and could be made from the Unity Trust account.<br>• **RESOLVED:** To approve payment of £286.15. |
| **7.** | **Vacancy on the Parish Council**<br>Dover District Council had confirmed that no election had been called during the statutory notice period and therefore the vacancy could now be filled by co-option. A candidate, Patricia Cornwell, was present and willing to serve.<br>**RESOLVED:** That Patricia Cornwell be co-opted to Staple Parish Council.<br>Proposed: Cllr Davis-Marks Seconded: Cllr Rogers-Hudson<br>All members present voted in favour. Cllr Cornwell then joined the Council. |
| **8.** | **Reports**<br>• 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.<br>• County Councillor – No apologies or written report were received from KCC Cllr Peter Evans. DDC Cllr Martin confirmed he is expected to meet Cllr Evans 13/03/2026 and could pass on questions. Cllr Davis-Marks praised resurfacing of Barnsole Road. Cllr Rogers-Hudson raised concerns over potholes on Mill Road.<br>• Village Hall and Recreation Grounds – Cllr Kirk reported: |

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| | ○ successful litter pick event<br>○ continued use of recreation ground garden area<br>○ quote requested for fencing and gate<br>○ topsoil delivered<br>○ roof contractor to investigate leak at no labour cost<br>• Highways (SID, Speedwatch, footpaths) –<br>○ Speedwatch: 11 operators. 2 cancelled due to weather. 2 session completed.<br>○ SID: Total Vehicles recorded was 12,906 vehicles average speed 26.1 mph. Sid to be moved to Durlock Road.<br>○ A257 Petition: To reduction of speed along Shatterling section of Roman Road. Supported by the police. Members supported petition for:<br>○ 40mph speed limit<br>○ double white lines<br>**RESOLVED:** Staple Parish Council supports the A257 safety petition.<br>Proposed: Cllr Rogers-Hudson Seconded: Cllr Kirk<br>• Footpaths: Members received an update on public rights of way within the parish and noted current issues.<br><br>**Planning Applications**<br>The following planning applications were considered:<br><br>• **26/00064 – St James Church, The Street, Staple** – Erection of an outbuilding (following demolition of shed)<br>• **26/00114 – The Poplars, Barnsole Road, Staple** – Erection of a two-storey side extension<br>• **26/00105 – Church Farm, The Street, Staple** – Change of use of agricultural buildings to storage (Use Class B8), including alterations and erection of a plant/utility building<br>• **26/00052 – Durlock Bridge Farm, Durlock Road, Staple** – Erection of a single storey rear extension<br><br>**Decisions Noted**<br>Members noted the following decisions:<br><br>• The Frog & Orange, Shatterling – Discharge of condition (Approved) |



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| | • Land SW of Flemings House – Discharge of condition (Approved)<br>• The Old Nursery, School Lane – Rear extension (Approved)<br><br>**Ongoing Applications, Enforcement & Appeals**<br>Members noted:<br><br>• Ongoing planning applications at Barnsole Vineyard and The Rookery<br>• Enforcement investigations at Little Shatterling Farm and Crofters Lodge<br>• An ongoing appeal relating to land south east of Mill Cottage, Mill Road<br><br>• Kent Police – No representative present. It was noted that police presence will increase and attendance at Speedwatch sessions is expected. |
| **9.** | **Maintenance**<br>• Signs re-paint – completed. Wooden gateway signs structurally sound. Fingerpost at Buckland Lane requires repair<br>• Overgrown hedges – update noted under public session. |
| **10.** | **Any other Business**<br>• Bus Services - Members discussed lack of viable service. Kent Coast Volunteering scheme highlighted (cost-based service). **RESOLVED:** Information to be included in parish magazine.<br>• A257 Group - Cllr Loukes invited Cllr Cornwell to attend future meetings. |
| **11.** | **Date of next SPC meeting**<br>The next SPC meeting is scheduled for Wednesday 8th April 2026 at 7:00pm and followed by the Annual Parish Meeting at 7.30pm. |

Meeting closed at 8:45pm

Signed as a true record: _____

Date: _____

Position: _____



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