Staple Parish Council
Staple Village Hall
Wednesday 9 July 2025
7.30pm

Minutes

55/25	**Apologies: Cllr Bartlett, Rogers-Hudson, Ewart.** Present: Cllrs Martin (Chair) Loukes, Kirk and Davis-Marks, the Clerk and 4 members of the public.
56/25	**Minutes** To agree the minutes of the previous meeting. *Proposed: Cllr Kirk, Seconded: Cllr Loukes. All Agreed.* Cllr Martin signed the minutes.
57/25	**Matters Arising** There were no matters arising.
58/25	**Declarations of Interest** There were no declarations of interst.

Meeting adjourned for Public Session. (Max 15 mins)

The ongoing issue of the fire at Mill Road was discussed. It burns continuously with an acrid smoke and residents believe burning material is being brought on to the site. Residents and the council continue to report it to DDC.

Local hedges are very overgrown, narrowing roads and shortening sight lines. As hedge-trimming time approaches, it was felt that a letter to local property owners of dense hedges asking them to cut back hard this year was the best, first step. Cllr Loukes will draft a letter.

The sign at Summerfield nursery is too low and restricts sight lines. The clerk will contact KHS. The drain at Buckland Lane is blocked due to silt caused by Buckland Lane being used as a rat run. The resident will send a pin to the clerk who will contact KHS.

Initialled: _____ Date_____

59/25 **Finance**

- To approve payments as presented at this meeting

Bank Reconciliation Staple Parish Council				
03/07/2025				
		Cashbook Opening Balance	Cheque no.	**9958.10**
Cashbook since last reconciliation.				
	07 April 2025	ART Software	468	-119.88
	09 April 2025	KALC	465	-279.32
	17 April 2025	Sophie Gaskain	466	-386.32
	17 April 2025	St James PCC	464	-414.50
	25 April 2025	HMRC SDDS	DD	-116.04
	28 April 2025	HMRC	467	-226.20
	08 May 2025	Zurich Municipal	470	-396.80
	08 May 2025	Precept		12990.72
	08 May 2025	Sophie Gaskain	469	-356.10
	08 May 2025	kalc	472	-35.27
	10 June 2025	Mrs D O'Brien	473	-150.00
	10 June 2025	Sophie Gaskain	474	-356.10
To sign	03 July 2025	Roger Loukes	477	-140.37
To sign	03 July 2025	Sophie Gaskain	478	-356.10
To sign	03 July 2025	HMRC	479	-231.60
		Cashbook Closing Balance		**19384.22**
Bank Statement	Community Account Bank Statement			20093.27
	Business Premium Account			2199.49
			Total	**22292.76**
Less unreconciled Cheques	07 April 2025	ART Software	468	-119.88
	09 April 2025	KALC	465	-279.32
	17 April 2025	St James PCC	464	-414.50
	08 May 2024	Zurich Municipal	470	-396.80
	08 May 2025	Sophie Gaskain	169	-356.10
	12 March 2025	St James PCC	463	-72.50
	08 May 2025	kalc	472	-35.27
	10 June 2025	Mrs D O'Brien	473	-150.00
	10 June 2025	Sophie Gaskain	474	-356.10
	03 July 2025	Roger Loukes	477	-140.37
	03 July 2025	Sophie Gaskain	478	-356.10
	03 July 2025	HMRC	479	-231.60
Total unprepresented items.				**-2908.54**
Bank account Balance less unpresented cheques.				**19384.22**
Difference between cashbook and reconciled balance				**0.00**

Proposed: Cllr Loukes Seconded: Cllr Martin. All agreed.

Cllr Kirk signed the cheques. Cllr Loukes took the cheque book to give to Cllr Bartlett for the second signature. He will then post the cheques to the clerk. The clerk asked that this could happen quickly as there is a cheque to HMRC that must be sent off quickly.

- To consider cash balances and bank reconciliation.

It is currently not possible to reconcile the bank accounts due to the new bank mandates currently working their way through the Barclays verification system.

- To consider Budget vs Actual spending 2025/26

Staple Parish Council Income and Expenditure account
Budget Vs. Actual July 2025

	25/26 Budget		25/26 Actual	Notes
Receipts				
	13372	Precept	12990.72	Agreed 2% rise in Precept
	1000	KALC grant	0	
	2000	VAT	0	Yet to reclaim. Pending
	16372		**12990.72**	
Expenses				
	5100	Clerk's Wages	1810.64	1/3 of year.
	551	Clerk's Expenses	217.82	
	100	Office Expenses	119.88	Web expenses - to retitle next year.
	160	Audit Costs	150	
	100	Training	0	
	495	Insurance	396.8	
	780	Subs and Pubs	314.59	
	300	Asset Repairs		
	2000	Highways	140.37	Speed camera
	1838	Landscaping		
	500	Equipment purchase of assets	414.5	lawnmower
	600	Election		
		Entertainment	55	APM
	500	Savings		
	1000	Grants Donations		
	14024		**3619.6**	

To accept the budget vs. Actual spending statement.
Proposed: Cllr Kirk. Seconded Cllr Loukes. All agreed.

60/25 **To receive the Clerk's report and correspondence**

- Internal Audit Report Action Plan

The action plan was discussed. Most of the action points are for the clerk to work away at which she will do, particularly over August when we have no meeting. It was agreed the clerk will approach our insurers for a quote for insurance of the assets. The new radar purchased this month will be added to the assets. The clerk will forward a draft contract for herself with the policies to go with this (created by a council of a similar size and based on the NALC template) to Cllr Martin for Staple Parish Council to review. The clerk re-iterated that this draft was not created by her, but by another council, and that any contract needed to be reviewed by Staple.

	The council needs to appoint a councillor to inspect the council assets around November. It was agreed to defer this till September when hopefully all councillors could attend. To accept the Internal Audit Action Plan *Proposed: Cllr Loukes. Seconded: Cllr Kirk. All agreed*. • KALC local government survey The council considered this survey. It was agreed that if anyone had any strong feelings about any of the issues contained within, to email the clerk by Friday and she will submit it on that basis.
61/25	**Reports** • *District Councillor*. Our DDC councillor report has been received and forwarded to the councillors. • *County Councillor.* No report has been received and no apologies have been sent from our KCC councillor. It was agreed that KCC actions would be emailed to him after each meeting if he was unable to attend. • *Village Hall and Recreation Grounds*. No updates at this time. • *Highways* Speedwatch and SID have been in use and progress on installing a average speed camera on the A257 will have to go back to the beginning with the new KCC Highways councillor. Footpaths adjacent to farm land are currently being maintained. There are two footpaths that used to be maintained by KCC and are currently overgrown. Cllr Loukes will forward the locations to the clerk. The clerk will then approach Harmers for a quote to do this work twice a year. • *Planning* <u>New Applications</u> Barn At Staple Farm Durlock Road Staple Kent Ref. No: CON/21/00141/A | Received: Wed 02 Jul 2025 | Validated: Thu 03 Jul 2025 | Status: Awaiting decision – The council had no comments.

	Erection of a rear extension, which would extend beyond the rear wall of the original house by 4.00m, for which the maximum height would be 3.00m 6 Jubilee Cottages Lower Road Staple Canterbury CT3 1LH Ref. No: 25/00748 | Received: Mon 30 Jun 2025 | Validated: Tue 01 Jul 2025 | Status: Awaiting decision – The council was supportive. Removal of existing paint finishes and repaint brickwork to side west elevation. Reed Cottage Buckland Lane Staple CT3 1JZ Ref. No: 25/00714 | Received: Sun 22 Jun 2025 | Validated: Fri 04 Jul 2025 |Status: Awaiting decision – The council was supportive. Prior approval for the change of use of agricultural buildings to 7 dwellinghouses together with associated building operations Animal Farm Mill Road Staple CT3 1LB Ref: 25/00739 Recd: Wed 25 Jun 2025 Validated: Thu 26 Jun 2025 Status: Awaiting Decision (Q) – The council had no comments. <u>Appeal against Enforcement</u> Land South East of Mill Cottage Mill Road Staple Kent Ref. No: 25/00017/S174 | Received: Tue 10 Jun 2025 | Status: Appeal in progress Cllr Davis-Marks has drafted a letter to Mr Nadeem Aziz who is Chief Executive of DDC objecting strongly to the lack of planning enforcement at this site. The clerk will top and tail this letter and send it from SPC, copying in other DDC parishes. • *Kent Police* . The report from PC Bowler has been received and forwarded to the councillors. Cllr Loukes noted that PC Bowler has taken possession of an e-bike and that this was a much better way for him to get around his villages.
62/25	**Maintenance** • Bus stop, Shatterling • Signs repaint. A potential contractor has been approached to do this work. Cllr Kirk will follow this up.
63/25	**Any other Business**

	• VJ Day. Staple British Legion is having an event at Gander Court on the 17th August. There may also be a 'Street party' in the car park of the Black Pig on the 15th August but this has yet to be confirmed. • Land SE of Mill Cottage – This was discussed under Planning.
64/25	**Date of next SPC meeting** The next SPC meeting is scheduled for Wednesday 10th September 2025 at 7.30p.m.

Sophie Gaskain (Clerk)

10/07/25

Signed as a true record: _____

Date: _____

Position: _____