Staple Parish Council
Staple Village Hall
Wednesday 12th November 2025
7.30pm

Minutes

85/25	**Apologies** Apologies were received from Cllr Bartlett. All other councillors were present: CouncillorMartin (Vice Chairperson) and Councillors Ewart, Kirk, Davis-Marks, Loukes and Rogers-Hudson. Cllr Martin Porter – Dover District Councillor. Cllr Peters Evans –Kent County Councillor. 4 members of the public and the Clerk.
86/25	**Minutes** The Vice-Chairpersonwelcomed and thanked councillors for attending and the minutes of the previous meeting were agreed as accurate.Proposed: Cllr Kirk. Seconded: Cllr Loukes All agreed
87/25	**Matters Arising** None.
88/25	**Declarations of Interest** Cllr Kirk declared an interest in the request for £1000 from Village Hall Committee

Meeting adjourned for Public Session. (Max 15 mins)

A resident raised issues regarding overgrown hedgesin the Parish. Actions Cllr Davis-Marks to contact Glenn andCllr Loukes to contact Hulme Farm.

A resident raisedDurlock Road is not suitable for heavy good vehicles due to repeated incidents includinga 2-lorry accident and suggested 7.5 tonne weight restriction. Cllr Martin invited Cllr Evans (KCC) to comment who noted drainage issues in the Parish and suggested correct signage needs to be provided by KCC. Clerk to email Cllr Evans (KCC). Cllr Loukes suggestion to place on HIPwhich can be updated every 6 months and reviewed byLezanne César (East Region Highways KCC) to include 7.5 tonne weight restriction and no HGVs signage.

Two residents presented drawings that will be submitted for planning permission at the end of the week. Cllr Davis-Marks inspect site earlier in the year and noted a supportive comment can be given. Residents spoken to care facility atThe Hollies and neighbour next to The Hollies who are both in full support.

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89/25	**Finance** Payments: • Finance and Correspondence Report circulated in meeting and reconciliation statement has been circulatedto Councillors • Cllr Loukes made contact with Parish Council Software company about the cheque not cashed but they say it was paid in on 28th April 2025. Cllr Loukes cannot find this cleared cheque in our accounts so it remains uncleared. • DDC Rural England Prosperity Fund Grant applicationgrant has been approved (Wooden Shed Grant) 11/11/25 at 2122 hrs. Faculty required (planning permission) from Canterbury Diocese Authority. It is recommended that the shed in flat pack form is ordered immediately to be stored in the Churchyard until the faculty arrives (or we are directed otherwise). The outlay at this time would be £2320 and we would receive back from the Grant £1933 on submission of invoice. Cllr Loukes to ensure guaranteed delivery by supplier by end of the year. • VAT reclaim procedures to be investigated and to determine if retrospective reclaimsare possible by Clerk • Approval of Deborah O'Brien as Internal auditor – unanimous agreement on decision Vice Chairperson signed letterto be returned to parish council to pay £160 • Approval of £37.40 for ink and paper for Cllr Roger LoukesProposed: Cllr Martin and Seconded: Cllr Kirk • Approval of a donation of £50 to RBL Poppy Day Appeal. Cheque raised for wreath £75. Total to be paid to Royal British Legion (Staple Branch)£125. Proposed: Cllr Martin and Seconded: Cllr Kirk • Invoices for Harmer and Sons total £2,095.20. An invoice has been received. Proposed: Cllr Loukes and seconded by Cllr Martin. Contractor was praised for accommodating event schedules and providing quality service. Discussion raised the option to seek competitive quotes in future to ensure value. • Application received from Village Hall for £1000 annual grant. Proposed: Cllr Davis-Marks and Seconded: Cllr Ewart. • Cllr Loukes shared cheques and invoices to be signed. • Cllr Loukes circulated 2026/7 Budget • Update on Barclays issues remain frustrating. The council agree unanimously to explore moving account to Unity Trust Bank

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	~noted charge of £6 a month. Clerk to obtain transfer requirements and paperwork from Unity to initiate the move. • Cllr Kirk noted formal thank you to Cllr Loukes and Cllr Martin shared deepest thanks for support acting asClerk andongoing finance support.
90/25	**To receive the Clerk's report and correspondence** • New Clerk appointed as Lucy Denny • Deborah O'Brien approved as Internal Auditor • Cllr Martin to lead on Internal Audit Action Plan progress
91/25	**Reports** • District Councillor –Cllr Martin Porter report received. Signs to be installed along A257, continues to advocate for average speed cameras but acknowledge ongoing challenges with funding. • County Councillor – Cllr Peter Evans, newly appointed Kent County Councillor outlined the upcoming Local Government Reorganisation plans.Kent County Council decision making on the reorganisation will conclude by the end of the month before Government review. Cllr Martin thanked Cllr Evans for his attendance, who confirmed he would aim to attend 1 in 3 Staple Parish Council Meetings and it was agreed if Cllr Evans was unable to attend a Parish Council Meeting a written report would be providedand his colleague Cllr Bridget Porter would attend. • Village Hall and Recreation Grounds – Cllr Kirk informed the council that the Village Hall has secured a grant for £9,300 for secure fence to be installed around play area. • Highways (SID, Speedwatch, footpaths) – Speedwatch session logged 9 speeders out of 52 vehicles some exceeding 40 mph on narrow roads used by pedestrians and horses, highlighting ongoing speeding risk. Cllr Loukes to retrieve SID along Durlock Road to present findings at next meeting. • Footpaths – Maintenance of footpaths remains challenging due to farming activity the footpaths along the Hulme estate and orchards should be reinstated after agricultural activities. Cllr Loukes will keep an eye on the situation. • Planning

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	• <u>Planning applications:</u> • There are 3 new applications.No objections. 1 application approved • It has been notedregarding car port that has been built on a property in Durlock road and the parish council is unaware of any planning application. Cllr Davis-Marks to investigate further. • Kent Police – No report Beat Policeman on sick leave – apologies received from Beat Sergeant in charge.
92/25	**Maintenance** • Bus stop, Shatterling– Cllr Kirk informed contractor will book in work depending on availability. • Signs re-paint. - Cllr Bartlett to report on inspection of the road signs and see how many needs re-painting. • Overgrown hedges. Concernswere raised regarding the hedges on both side of Staple Road Cllr Davis-Marks to contact Glenn and Cllr Loukes to contact Hulme Farms who will be approached and requested to cut back their hedges for the sake of road safety.
93/25	**Any other Business** • Cllr Davis-Marks noted plans are underway for 100th Anniversary of the Staple Branch of Royal British Legion in September 2026 with potential involvement of the National President. • **The council noted that the December meeting will conclude with mince pies and mulled wine kindly provided by The Black Pig** Meeting closed 21:08pm
94/25	**Date of next SPC meeting** The next SPC meeting is scheduled for Wednesday10th December 2025at 7.30p.m.

Lucy Denny Clerk 18/11/2025

Signed as a true record: _____

Date: _____

Position: _____

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