

Minutes of a Meeting of Staploe Parish Council Held at Wyboston Village Hall at 7.45pm on Thursday 18th November 2021

Present:

Cllr. J. Ibbett (Chair), Cllr. V. Zwetsloot, Cllr. J. Thomson, Cllr. E. Meola, Cllr. G. Meola, Lucy Crawford (Clerk) and 13 members of the public.

Apologies for absence: Cllr. D. Smith and Borough Cllr. T. Wootton.

2021/133. Declarations of interest

Cllr. G. Meola and Cllr. E. Meola declared an interest in the councillor vacancy as their brother-in-law has applied.

Cllr. J. Thomson and Cllr. J. Ibbett declared an interest in the planning application for School Farm as they live nearby or own adjoining land.

2021/134. Approve Minutes of the Parish Council Meeting held on 30th September and the Finance Committee Meeting on 21st October 2021

Having been previously circulated the minutes of the Parish Council meeting were proposed as an accurate record of the meeting by Cllr. G. Meola and seconded by Cllr. J. Thomson.

Having been previously circulated the minutes of the Finance Committee Meeting were proposed as an accurate record of the meeting by Cllr. V. Zwetsloot and seconded by Cllr. J. Ibbett.

2021/135. Public Open Forum

A resident from Duloe: concerned that if the Parish Council raise funds for Dennybrook with Colmworth this won't cover Eaton Bank.

Cllr. G. Meola: there would be some crossover but it is likely that focus on Eaton Bank would be lost. Residents in Duloe would be surrounded by the development at Eaton Bank so they are particularly vulnerable but concerned that Colmworth Parish Council would control the purse strings and Eaton Bank would not get the attention required.

Cllr. J. Ibbett: we are a small parish and there would be some advantages in joining forces.

A resident from Duloe: agreed but we might lose control of how the finances were spent.

Cllr. J. Thomson: could terms be drawn up?

Cllr. V. Zwetsloot: on the flip side we could miss out on good planning advice if we don't join up.

A resident from Staploe: proposed that we make it a condition of joining forces that the planning consultant must focus on Eaton Bank and our other sites (Manor Farm, Cobholden and Duloe Field).

Cllr. E. Meola: we need a conversation with Colmworth to ask for equal emphasis on other sites in our parish.

Cllr. G. Meola: we could pay separately for Troy to update their last response to the Local Plan prepared for Colmworth regarding Dennybrook to cover other sites in our parish to familiarise themselves with Eaton Bank and other sites in our parish. There could be a separate fund-raising initiative for this.

Cllr. J. Thomson: much of Little Barford seems to be up for sale. Please send us ideas on how to fund raise for planning advice – would it be best to increase the precept to cover this?

Cllr. V. Zwetsloot: some residents are not concerned about development and are more concerned about keeping their bills down. The Finance Committee worked hard to try and minimise increases because households are struggling.

Cllr. J. Thomson: the PC could add a proportion to the precept and then top up with additional donations.

A resident from Staploe: concerned that our Borough Councillor Tom Wootton is conflicted and therefore our parish has no voice on the Borough Council.

Lucy Crawford: Borough Cllr. T. Wootton says that there is unlikely to be a vote on where development occurs anyway.

A resident from Duloe : but we don't get any "inside information" on what is happening in the Borough because Tom is not involved.

Lucy Crawford: we can ask Stephen Moon for an update – he can't vote on our behalf but he will be involved with discussions at the Borough Council.

Cllr. G. Meola: asked the Clerk to check what response we have had to the formal complaint to Bedford Borough Council regarding the late submission of Eaton Bank

Cllr. V. Zwetsloot: the letter from Troy Planning was very good. She asked the Clerk to ask Colmworth Parish Council if we can make it public.

Cllr. E. Meola: asked the Clerk to check whether Eaton Bank responses from the Parish Council and residents were counted as formal responses to the Local Plan consultation. The Clerk said they were not and that Gill Cowie had confirmed this – she will forward the relevant communication again. However, the Parish Council were told to submit the comments anyway as they help the planners when they assess the site.

Cllr. J. Thomson asked whether the Clerk could ask landowners / the Borough Council to cut the hedges in Manor Farm Lane (Honeydon) and Begwary Lane (Begwary), in particular near Dairy Farm and Hillside Bungalow.

The open forum closed at 8.43pm and 7 members of the public left.

2021/136. Councillor Vacancy and Co-option

Cllr. G. Meola and Cllr. E. Meola left the room.

Councillors thanked the resident from Duloe for applying for the councillor vacancy. The Clerk confirmed that there is nothing to prevent several relatives serving on a parish council together. It was resolved not to co-opt yet but to leave the vacancy open to see if a resident from Staploe would come forward in the future as they felt it was important to have a representative from Staploe (the largest hamlet in the parish) if possible. Proposed by Cllr. J. Thomson and seconded by Cllr. V. Zwetsloot. Unanimous.

2021/137. Consider the Options for BT Fibre to the Premises in our parish

A resident from Duloe explained that BT Openreach are offering a government scheme providing vouchers of £1500 per household (or £3000 per business) to pay for the infrastructure to connect homes and businesses to fibre broadband to the premises. He has offered to circulate some flyers about this and find out the cost of installation from roadside to home. It was agreed that more information was needed. The resident from Duloe who has been promoting the scheme will find out more.

2021/138. Planning Applications

Application number	Type	Description	Location	Deadline	Link
21/02743/S73A	Retrospective planning application	Change of use to equestrian centre with horse and rider training and associated activities (development already carried out)	School Farm, Honeydon, Bedford MK44 2LP	22/11/2021	21/02743/S73A

Cllr. J. Thomson and Cllr. J. Ibbett left the room. It was resolved to object to this application on the grounds that Cadbury Lane is not suitable for large numbers of horse boxes and to express concern that equestrian arenas often use tall floodlights and loud speakers unsuited to a rural community such as Honeydon. There was also some concern about how muck heaps would be managed to prevent harm to the environment. Proposed by Cllr. V. Zwetsloot and seconded by Cllr. G. Meola.

An application for a static caravan for a farm worker came in after the agenda was published. Normally an application for a new mobile home would be classed as a major application in the parish council's policy for responding to planning applications and it would therefore require a formal discussion (on the agenda) at a parish council meeting. However, it was resolved that this could be considered a minor application since it is for a farm worker and therefore is permitted under Policy 68 Accommodation for Rural Workers of Bedford Borough Council Local Plan 2030.

It was resolved not to object as the application is for an agricultural worker and the mobile home would be within the curtilage of the farmyard.

Application number	Type	Description	Location	Deadline	Link
21/02976/COU	Change of Use	Change of use of land for the temporary siting of static caravan to provide accommodation for farm worker for a period of up to 2 years	Lower Honeydon Farm Honeydon Bedford Bedfordshire MK44 2LR	09/12/2021	21/02976/COU

The Clerk reported the following:

19/00308/S73A The appeal against the refusal of permission for the recreational building at Yew Tree Cottage, Honeydon has been dismissed (so permission is still refused).

21/01412/S73A The retrospective planning permission application for a barn conversion to form a dwelling (Development already carried out) at the Farm Outbuildings at Tythe Farm Staploe Road Wyboston has been refused.

The policy for viewing planning applications was reviewed and it was resolved not to make any changes.

2021/139. Local Plan

- Consider whether to join forces with Colmworth (and potentially other parishes) to raise funds for further planning advice re Dennybrook
- If we do decide to raise funds consider whether to contribute funds from the precept and / or carry out further fund raising.

It was resolved to:

- Ask Colmworth Parish Council for more information about how funds would be used and meet them as a whole Parish Council
- Ask Colmworth Parish Council to include other sites in our parish in the advice
- Get a quote from Troy to update their response to the Local Plan Consultation to cover other sites in our parish eg. distance from a train station etc.
- Consult parishioners on increasing the precept by £6500 to pay for planning advice and call for pledges towards planning advice (in lieu of increasing precept or as well as increasing precept).
- The Clerk to research alternatives to Just Giving – the latter requires use of a personal bank account.

2021/140. Community Cabins

- Progress. The roof has been repaired but the electrician has said he needs to do quite a lot of work before they can be reconnected.

Container 1 (toilets/changing rooms)

- Cable entry into the container needs replacing as there seems to be an ingress of water
- Several issues with the distribution board that deem it to be upgraded (screw for cover missing, incorrect breakers used/ no additional ways to be able to install new socket outlets/ RCD main switch that didn't allow for individual circuits to trip.
- There are no emergency lights these will need to be installed as it's open to the public.

Cost to do: £850.00 plus vat (materials and labour)

Container 2 (kitchen)

- distribution board needs to be upgraded
- SWA (steel wire armoured cable) hasn't been earthed correctly
- Emergency lighting needs to be installed.

Cost: £450 for materials and labour.

- The Clerk will seek alternative quotes and ask VERU and Borough Cllr. T. Wootton whether we can divert funds from weatherproofing to electrical works. We have £212 left of our VERU grant which was to be used to reconnect the CCTV and install some extra sockets and

we have applied for £638 from the Ward Fund towards materials, plumbing and weatherproofing of the cabins. **It was resolved to ask whether these funds can be used for these electrical works instead as we can't open the cabins without an electrical connection. Total grants to be diverted: £850. It was resolved to use up to £450 of unearmarked reserves to meet the remaining costs for electrical connection but to seek alternative quotes.**

- Cllr. E. Meola generously offered to arrange the painting at his expense. Councillors thanked him for his generosity. He also offered to see if he could get a discount on the paint we need.
- The Clerk will seek donations of an under tabletop fridge and a Hoover
- Puppy training class hire. **Having been previously circulated by the Clerk it was resolved to accept the terms of hire for the cabins and field without amendment and accept the hire providing the terms are acceptable to the hirer.**

2021/141. Village Hall

Request for assistance with insurance from the Village Hall Committee. **It was resolved to support the Village Hall Committee by paying any insurance costs they cannot meet up to a maximum of £500 (likely to be nearer £400). Some funds may be required before year end and these will be funded out of the village hall rebuild earmarked reserve. The insurance quote is not yet available but the agreed contribution doe 2022/23 will be included in the precept in January.**

Proposed by Cllr. J. Ibbett and seconded by Cllr. V. Zwetsloot.

2021/142. Mayor's meeting 23rd November 2021 7.30-9pm

The Clerk reported that the Mayor has emphasised that this meeting is primarily to offer an opportunity to our parishioners to discuss why Eaton Bank has to be considered despite it being submitted so late. Other items are on the agenda but this is the main focus of the meeting. It was agreed that Cllr. G. Meola and Cllr. J. Thomson would kindly distribute flyers and that Cllr. J. Ibbett as chair would emphasise the need for respectful, polite discussion during her introduction.

2021/143. Bedford Association of Town and Parish Council (BATPC) AGM – report from Cllr. J. Ibbett

Bedford Borough Council attended and said they are looking at the Local Plan and the new sites. The government have told councils that they have to consider sites even if submitted after the Call for Sites deadline. They will be consulting on the next stage of the plan in the summer. Cllr. J. Ibbett pointed out that people will be away in the summer so she suggested they extend the consultation period. The East West Rail preferred route will be announced in early 2022. The A428 Black Cat “order to proceed” is expected in October 2022. There was discussion about infrastructure and the town centre. They are keen to focus growth around new rail stations. They have been given a very high housing target and have tried to push back on this to government but they are also trying to get as much as possible back for residents and ensure infrastructure goes in before houses. Cllr. J. Ibbett asked about sites submitted after the deadline and how the Borough would consult on them. She was told that the Borough cannot formally consult on these but residents can send comments.

2021/144. Grass cutting and open spaces

- Highways. **It was resolved to give the grass cutting responsibility back to the Borough Council for the 2022 season.** The nature reserves are now well marked so there is less risk of them being cut inappropriately and we should get more urban cuts (i.e. in the 30mph zone) if the Borough are responsible. (The grass cutting grant from the Borough Council only pays for 3 cuts but the Borough should cut the urban area 6 times during the season). Proposed by Cllr. V. Zwetsloot and seconded by Cllr. J. Thomson

- Open Spaces. **It was resolved to accept Bradgate's quote for £1209 for 10 cuts on the field and hall footprint and £100 for 10 cuts on the common.** Proposed by Cllr. V. Zwetsloot and seconded by Cllr. J. Thomson
- **It was resolved to spend up to £300 from the tree works earmarked reserve to deal with the damaged branch at Duloe Common.** Proposed by Cllr. J. Thomson and seconded by Cllr. G. Meola

2021/145. Review asset register

The asset register was reviewed and adopted as an accurate record and is displayed on p8&9. **It was resolved to insure the Village Hall assets under our insurance.** These are stored in the cabins which are owned by the Parish Council. Based on a value of £6,310.83 the additional annual cost to the Parish Council will be £16.22 for the items kept at the Community Cabins. Proposed by Cllr. J. Ibbett and seconded by Cllr. V. Zwetsloot

2021/146. Review Councillor and Clerk's allowances and expenses

- **Councillor and Clerk's allowances and expenses were reviewed and it was resolved that Councillors and the Clerk could claim expenses with receipts where appropriate (not required for postage stamps) and mileage at 45p per mile. The Clerk's working from home allowance should remain at £18 per month.**

2021/147. Finances

- Update on mandate changes / online signatures. Mandate change forms have been completed to add Cllr. J. Ibbett and remove Richard Squire and Susan Trolley from the Barclays mandate (we thought the latter had been removed years ago but apparently it was never actioned). This awaits Cllr. J. Ibbett visiting a branch to verify ID. Cllr. V. Zwetsloot will call Barclays to be added as an online signatory.
- The Receipts and payments were checked against the invoices and proposed for payment by Cllr. G. Meola and Cllr. J. Thomson and are presented on p10-11, and they also signed the schedule of regular payments.
- The bank reconciliation was checked against the bank statement by Cllr. V. Zwetsloot and is presented on p12-13.
- Review performance against budget to date. The only significant confirmed variation vs budget since September is that we spent £150 repairing the drain cover for the hall and cabin sewage connection. This came out of the maintenance budget of £100 so increases our unbudgeted payments from precept by £50 from £433 forecast in September to £483 forecast now. There are a number of uncertainties in the budget such as:
 - how much it will cost to repair the electrics at the cabins (we were expecting to contribute £200 towards maintenance at the cabins when we reviewed the budget in September) and how much of this can come from grants. Current quote is £1300. We have agreed up to £450 may need to come from unearmarked reserves so this would increase the unbudgeted payments from £483 to £733
 - how much the Village Hall Committee will need for their insurance (£150 in budget – already contributed – but more is likely to be required and this will come from the Village Hall Rebuild Reserve if it is needed before 31st March 2022.
- **Reserves.** These were reviewed by the Clerk and are presented on p14. She has changed the method of calculating the effect of VAT on our unearmarked reserves as we were owed VAT at the start of the year and so the VAT is now being shown as a negative figure at the start of the financial year. The figures shown assume we spend £300 on cabin maintenance and nothing on insurance for the hall charity. The available reserves forecast for the 31st March 2022 are therefore looking healthier at £6,849 once we account for VAT owed correctly. The

recommended range is 50-100% of the annual precept (£6351-£12702). Therefore we expect to have £498 over the minimum threshold (£6351) before we pay anything more for hall insurance or electrical works at the cabins. If we assume that the Ward Fund and remaining VERU grant can be used to contribute to the electrical works we are likely to need to contribute up to £450 which is £150 more than anticipated in the figures presented in our review of reserves on p14). This leaves a buffer of £350 before we fall below the minimum threshold of £6351.

- **Agree precept for 2022-23. It was resolved that this should be postponed until January to enable us to clarify the costs likely to be required for works at the cabins and hall charity insurance and consult parishioners about contributions to planning advice for the Local Plan.** Proposed by Cllr. V. Zwetsloot and seconded by Cllr. J. Ibbett.

2021/146. Consultations

Having been previously circulated it was resolved not to make any comment on the consultations listed below.

- Environmental permitting regulations. Cllr. V. Zwetsloot reviewed and proposed not to comment.
- Bedford Borough Corporate Plan Consultation. No comments made.
- Bedford Borough Domestic Abuse Strategy Consultation. The Clerk asked a parishioner with relevant training to review this consultation and they were happy with the proposals. Councillors agreed not to comment.

Date of next meeting Thursday 20th January 2022

SPC Minutes November 2021

Staploe Parish Council Asset Register 15th November 2021						
Code	Item	Date purchased	Location	Cost Value for audit	Replacement value for insurance	
	Village equipment					
SPC1	1 Bus Shelter Honeydon	Unknown	Honeydon	£940.00	£1,000.00	Not installed by Staploe Parish Council. Noone claims ownership so assume we are responsible. Asbestos roof removed and new non-asbestos roof added and bench replaced in February 2019
SPC2	21 LED Street lights	Feb-19	All over the parish	£4,620.00	£4,620.00	K&M Lighting installed 21st Feb 2019
SPC2a	1 street light column in Duloe	Unknown	Duloe	£1,000.00	£1,000.00	Estimate
SPC3	3 Seats	1990's	Staploe, Duloe Playing Field, Duloe village	£1,707.65	£2,032.00	One seat on playing field (in addition to the one by the play area listed under playground equipment), one by Duloe telephone box, one in Staploe. One in Honeydon was removed due to repeated vandalism.
SPC4	2 dog bins. One in Staploe and one at Village Hall	2 bought 1/03/2012 (Staploe and Vill Hall)	Staploe and Village Hall	£129.00	N/A	3 bins purchased Mar 12. One destroyed by firework Nov 2013
SPC5	Dog bin (originally at Woodhouse Lane bridleway but moved to end of Woodhouse Lane Oct 2019)	1 bought 21st May 2013	End of Woodhouse Lane	£83.66	N/A	
SPC6	Dog bin at A1 bridge	1 bought 31/1/2014 (fire proof, A1 bridge, Duloe)	A1 Bridge	£203.00	£293.00	
SPC7	3 English Oak Notice Boards	1999	Staploe (Falls Farm), Duloe Common, Honeydon (Chestnuts)	£3,974.95	£3,699.00	
SPC8	1 Aluminium notice board (Vill Hall)	21/01/2014	Community cabins	£407.57	£426.51	
SPC9	1 Telephone Box	2011	Staploe	£1.00	N/A	Community asset. Bought for £1 from BT
SPC10	1 Vehicle Activated Sign, eastern entrance to Duloe	2008	East entrance to Duloe	£5,975.75	£8,556.15	/2000 from Staploe Parish Council and remainder from "Confident Communities Fund Bedford Borough Council"
SPC11	1 Etesia 18" Mower	May-04	Community cabins	£0.00	£0.00	Sold for £30 cash in April 2021
SPC14.1	CCTV camera & pole	Jan-15	Hall car park	£1,314.86	£1,663.96	CCTV Mounted In hall car park. DVD player in storage container
SPC14.2	DVD Player	Jan-15	Community cabins	£50.00	£50.00	
SPC15	5 planters	Nov 2015 and March 2016	2 in Duloe, 2 in Staploe, one in Honeydon	£766.62	N/A	3 purchased Nov 2015, 3 more March 2016 from Primrose. One broken in Honeydon 2017
SPC16	1 dog waste sign playing field litter bin	15th March 2016	Playing field litter bin	£24.88	N/A	From Bedford Borough Council. One was lost when the hall was demolished (original cost £24.87)
SPC17	1 lions head water pump near Bridgeside in Staploe	19th Century	Bridgeside, Staploe	£1.00	N/A	Community asset.
SPC18	Hard drive for CCTV data	May-16	Gerardine Meola, 49, Woodhouse Lane, Duloe	£48.78	N/A	Gerardine Meola is custodian
SPC19	Projector	Feb-17	Clerk's office	£239.98	N/A	Clerk is custodian
SPC20	Screen	Feb-17	Community cabins	£47.99	N/A	In storage container
SPC21	Lexmark CX410de Printer / scanner	Feb-17	Clerk's office	£199.98	N/A	Clerk's office
SPC22	Hard drive for Clerk (blue My Passport)	Jan-18	Clerk's office	£55.99	N/A	Clerk's office
SPC23	Vario mobile speed sign ex Morelock	Mar-18	Duloe or Honeydon (mobile)	£2,100.00	£2,100.00	Moves between Duloe and Honeydon. Mark Crawford is responsible for it.
SPC24	Lenovo laptop incl software for Clerk	Apr-18	Clerk's office	£404.00	£404.00	Clerk's office
SPC25	30 foot converted container - changing rooms & toilets. Community Cabin	Apr-18	Duloe Playing Field	£1,000.00	£12,000.00	Bought from Staploe and Duloe Football Club. Replacement value increased Mch 2021 (quote from KDP Portable Accommodation Services 25th Mch 21)
SPC26	20 foot converted container - kitchen and store room. Community Cabin	Apr-18	Duloe Playing Field	£500.00	£8,000.00	Bought from Staploe and Duloe Football Club. Replacement value increased Mch 2021 (quote from KDP Portable Accommodation Services 25th Mch 21)
SPC27	Glasdon Topsy Royale litter bin in Shakers Way	Mar-19	Shakers Way	£247.68	£247.68	
SPC28	Wybone metal dog bin bridleway, Woodhouse Lane	Oct-19	Bridleway, Woodhouse Lane	£181.67	£181.67	Replaced the plastic bin which was moved to the end of Woodhouse Lane
SPC29	Morelock mobile speed sign (to be kept in Staploe)	Sep-19	Staploe	£2,443.00	£2,443.00	Tom Tagg is responsible for it.
SPC30	Heartsine samarian pad 360P defibrillator plus paediatric pads and heated, lockable cabinet	Mar-20	The Old Chapel, Chapel Close, Honeydon	£1,320.99	£1,320.99	Installed on the Old Chapel, Honeydon on 16th November 2020
SPC31	Website staploe-pc.gov.uk	Mar-20		£420.00	£600.00	Initial setup included a £300 discount because we signed up with 45 other councils.
SPC32	4 Picnic tables behind the village hall	Apr-18	Duloe Playing Field	£1.00	£1,000.00	4 tables would cost approx £250 each to replace
SPC33	GRP Kiosk at Village Hall car park	Mar-21	Village Hall Car Park, Duloe	£900.00	£900.00	From Miras £614.57 cabinet + £285.43 installation costs
SPC34	Fridge freezer	Apr-18	Community cabins	£1.00	£0.00	Donated when we bought Community Cabins - wouldn't replace it if stolen
SPC35	Small swing bins (toilets) x 2	Apr-18	Community cabins	£2.00	£10.00	Donated when we bought Community Cabins
SPC36	Water heaters toilets x 2	Apr-18	Community cabins	£2.00	£90.00	Donated when we bought Community Cabins
SPC37	Water heater kitchen	Apr-18	Community cabins	£1.00	£92.00	Donated when we bought Community Cabins
SPC38	Wall mounted fan heaters x 5	Apr-18	Community cabins	£5.00	£180.70	Donated when we bought Community Cabins
SPC39	Mirrors x 2	Apr-18	Community cabins	£2.00	£15.00	Donated when we bought Community Cabins
SPC40	A frame signs x 3	Apr-18	Community cabins	£3.00	£171.00	Donated when we bought Community Cabins
SPC41	Planks of wood for picnic table repairs x 2	Sep-20	Community cabins	£22.35	£22.35	

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Code	Item	Date purchased	Location	Cost Value for audit	Replacement value for insurance	
	Playground Equipment:					
	2006		Duloe Playing Field			
	Item					
PF1	Single arch swing with cradle seat			£1,014.00	£1,567.77	No change despite replacing seat in 2103 because they are treated as consumable items
PF2	Cradle swing safety surfacing			£420.00	£649.37	
PF3	Single arch swing with flat seat			£1,003.00	£1,550.77	
PF4	Flat swing safety surfacing			£546.00	£844.19	
PF5	Multi play system			£3,646.00	£5,637.18	
PF6	Multi play safety surfacing			£875.00	£1,352.86	
PF7	Cransley metal seat			£415.00	£641.64	
PF8	Cransley litter bin			£299.00	£462.29	
PF9	Installation of cradle swing			£380.00	£587.53	
PF10	Installation of cradle swing safety surface			£612.00	£946.23	
PF11	Installation of flat swing			£380.00	£587.53	
PF12	Installation of flat swing safety surface			£714.00	£1,103.94	
PF13	Installation of multi play system			£600.00	£927.68	
PF14	Installation of multi play safety surfacing			£1,275.00	£1,971.31	
PF15	Installation of seat			£158.00	£244.29	
PF16	Installation of litter bin			£121.00	£187.08	
PF17	security fencing during installation			£300.00	£463.84	
PF18	Secure storage during installation			£300.00	£463.84	
PF19	Carriage			£410.39	£634.52	
PF20	Roadware covered litter bin		Nov-17	£120.95	£120.95	
	Subtotal			£13,589.34	£20,944.80	
	Total			£44,900.34	£74,063.81	
Where VAT was reclaimed the values exclude VAT. Values for the play area include installation costs as advised by BDO to L. Crawford May 2013						
Changed from previous year						
Asset register costs increased from £44,505.45 to £45,380.58 between 31st March 2020 and 31st March 2021. An increase of £876.13. We bought a GRP kiosk £900 but a dog waste sign was destroyed when the hall was demolished £24.87						

SPC Minutes November 2021

Summary of Transactions for Staploe Parish Council for Approval at Meeting on:						18/11/2021
Main Account Payments						
Ref	Date	Payee	Details	Type of transaction	Cheque / Ref Number	Amount
125	08/10/2021	British Gas Trading	Electricity for cabins	Direct debit	0	£9.04
130	16/10/2021	M Compton Groundworks	Repairs to manhole at playing field	BACS	0	£150.00
131	16/10/2021	Wyboston Village Hall	Hall hire for 30th Sept	BACS	0	£4.00
132	21/10/2021	SSE Energy	Electricity for street lights	Direct debit	0	£29.28
133	30/09/2021	Bradgate Fencing	Grass cutting playing field & Common 6 of 8	Standing order	0	£139.66
134	30/09/2021	Mark Ibbett	Highways grass cutting 6 of 8	Standing order	0	£180.00
138	02/11/2021	Reed Roofing Ltd	Mineral finish to cabin roofs	BACS	0	£1,788.00
139	08/11/2021	British Gas Trading	Electricity for cabins 19 Sep to 19 Oct	Direct debit	0	£9.63
145	01/11/2021	Bradgate Fencing	Grass cutting playing field & Common 7 of 8	Standing order	0	£139.66
146	01/11/2021	Mark Ibbett	Highways grass cutting 7 of 8	Standing order	0	£180.00
148	19/11/2021	SSE Energy	Electricity for street lights	Direct debit	0	£30.12
149	30/11/2021	Bradgate Fencing	Grass cutting playing field & Common 8 of 8	Standing order	0	£139.66
150	30/11/2021	Mark Ibbett	Highways grass cutting 8 of 8	Standing order	0	£300.00
151	21/11/2021	Cloudnext	Premium domain hosting	Direct debit	0	£95.98
152	24/12/2021	L. Crawford	Q3 Pay Oct - Dec	BACS	100941	£992.27
153	24/12/2021	Bedfordshire Pension Fund	Q3 Pension Oct-Dec	BACS	0	£310.77
154	18/11/2021	Parker Planning	Balance of NDP support	BACS		£600.00
Total						£5,098.07
Debit Card Account Payments						
Ref	Date	Payee	Details	Type of transaction	Cheque / Ref Number	Amount
129	15/10/2021	Zoom	Monthly subscription	Debit card	0	£14.39
144	15/11/2021	Amazon Business	Light for cabins	Debit card	0	£20.99
147	15/11/2021	Zoom	Monthly subscription	Debit card	0	£14.39
Total						£49.77

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Main Account Receipts						
Ref	Date	Payee	Details	Type of transaction	Reference	Amount
128	08/10/2021	C. Woolley	Proceeds from Hamlets Exchange book sales	Credit	0	£9.00
Total						£9.00
Savings Account Receipts						
Ref	Date	Payee	Details	Type of transaction	Reference	Amount
124	01/10/2021	Barclays	Interest on savings	Credit	0	£0.09
135	01/11/2021	Barclays	Interest on savings	Credit	0	£0.09
Total						£0.18
Transfers						
Ref	Date	Recipient	Details	CommAcc	Debit Card Account	Savings Account
126	11/10/2021	Staploe Main to Payments	For Zoom	-£14.39	£0.00	£0.00
127	11/10/2021	Staploe Payments from main	For Zoom	£0.00	£14.39	£0.00
136	02/11/2021	Staploe Parish Council Main to Payments	To purchase light for cabins	-£5.26	£0.00	£0.00
137	02/11/2021	Staploe Parish Council Payments from Main	To purchase light for cabins	£0.00	£5.26	£0.00
140	10/11/2021	Staploe Parish Council Main to Payments	For Zoom	-£14.39	£0.00	£0.00
141	10/11/2021	Staploe Parish Council Payments from Main	For Zoom	£0.00	£14.39	£0.00
142	11/11/2021	Staploe Parish Council Main to Payments	To purchase light for cabins	-£15.73	£0.00	£0.00
143	11/11/2021	Staploe Parish Council Payments from Main	To purchase light for cabins	£0.00	£15.73	£0.00
Total				-34.04	34.04	0
Posted balances after the above transactions clear						
Community Account 30833940				£13,454.27		
Debit Card Acc 13099075				£14.00		
Base Rate Savings 43461580				£10,889.66		

STAPLOE PARISH COUNCIL BANK RECONCILIATION 1st APRIL 2021 TO 17/11/2021									
Date of bank statement			17/11/2021						
Prepared by Mrs. Lucy Crawford, Parish Clerk									
				BARCLAYS					
DATE				Community Account 30833940					
				Receipts		Payments	Transfers	Balance	
1-Apr-21	Balance bf		£3,548.47						
17-Nov-21	Posted balance per accounts		£15,923.07		£36,855.29	£24,554.22	£73.53	<u>£15,923.07</u>	
Unpresented cheques / uncleared payments:									
	None								
	Total					£0.00			
17-Nov-21	Balance as per bank statement		£15,923.07						
17-Nov-21	Posted balance - cleared balance		£-						
17-Nov-21	Balance cf		£15,923.07						
				BARCLAYS					
				Base Rate Savings 43461580					
				Receipts		Payments	Transfers	Balance	
1-Apr-21	Balance bf		£10,889.02						
17-Nov-21	Posted balance as per accounts		£10,889.66		£0.64	£0.00	£0.00	<u>£10,889.66</u>	
17-Nov-21	Balance as per bank statement		£10,889.48						
17-Nov-21	Posted balance - cleared balance		£0.18						
17-Nov-21	Balance cf		£10,889.66						

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					BARCLAYS			
					Payments Account 13099075			
					Receipts		Payments	Transfers
								Balance
1-Apr-21	Balance bf		£438.14					
17-Nov-21	Posted balance as per accounts		£14.00		£5.98	£356.59	-£73.53	<u>£14.00</u>
17-Nov-21	Balance as per bank statement		£14.00					
17-Nov-21	Posted balance - cleared balance		£0.00					
17-Nov-21	Balance cf		£14.00					
Summary for all accounts					Receipts		Payments	Transfers
								Balance
1-Apr-21	Balance bf		£14,875.63					
17-Nov-21	Balance per accounts		£26,826.73		£36,861.91	£24,910.81	£-	<u>£26,826.73</u>
17-Nov-21	Balance per bank statements		£26,826.55					
17-Nov-21	Balance cf		£26,826.73					

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Staploe Parish Council Reserves				17/11/2021					
Earmarked Reserve Category	Category breakdown	Funds Reserved 01/04/2021	Receipts to reserve to 17/11/2021	Payments from reserve to 17/11/2021	Balance to 17/11/2021		Balance forecast to 31/03/2022		Comment
					Breakdown	Total	Breakdown	Total	
									Receipts and payments exclude RADIUS funds of £706.41 - cheque was cashed and then refunded by the bank - Cllr. V. Zwetsloot investigating. £3320 received in bank account and £4234.11 in Just Giving. £4320 paid for planning advice. £2760 for Highways advice. £87.36 for 8 banners.
Dennybrook Planning		£0.00	£7,554.11	£7,167.36		£386.75		£386.75	
Village Hall Rebuild Reserve	General Village Hall Rebuild Fund	£3,752.90	£1,500.00	£0.00	£5,252.90		£5,252.90		?? Used to pay for hall committee insurance
	Heater refund (from Ward Fund 2018)	£660.00			£660.00		£660.00		
	Total Village Hall Rebuild Reserves					£5,912.90		£5,342.90	Infrastructure payment for Anglian Water for connection to main due in 2021 £570
Election fund		£510.29				£510.29		£510.29	
Literature & info fund		£48.41	£0.00	£17.55		£30.86		£30.86	£17.55 for copy of definitive map
Grass & hedge cutting field		£217.00	£45.00			£262.00		£262.00	
Hedge cutting Duloe Common		£75.00	£30.00			£105.00		£105.00	
Play area assets		£53.38				£53.38		£53.38	Towards installing the defibrillator, inspection of lights, noticeboard repairs
Maintenance		£164.13		£164.13		£0.00		£0.00	Old Chapel bridge repairs
Defibrillator		£60.00	£50.00			£110.00		£110.00	
Asset replacement (eg. laptop, noticeboards)		£100.00	£125.00			£225.00		£225.00	
Tree works		£350.00	£253.00			£603.00		£603.00	
Neighbourhood Plan		£6,015.42	£7,872.00	£7,575.37		£6,312.05		£0.00	Balance from 2020-21 repaid £6015. £1500 Parker Planning advice. Zoom 11.99 per month.
Street light inspection		£0.00	£434.00			£434.00		£434.00	
Total earmarked reserves		£12,006.53	£10,309.00	£7,757.05		£14,558.48		£8,063.18	
VAT (negative figure means we are owed VAT)		-£4,426.26	£4,426.26	£1,245.49		-£1,245.49		-£2,267.49	
Available reserves ex VAT		£7,295.36				£13,513.74		£6,848.73	Balance forecast is opening balance ex VAT plus ((forecast total receipts ex VAT less forecast total payments ex VAT) less earmarked reserves). Actuals are based on ((bank balances less earmarked reserves) less VAT). VAT balance is always negative balance because it is paid in arrears.
Total funds ex VAT		£19,301.89				£28,072.22		£14,911.91	
Total funds incl VAT (matches balance bf)		£14,875.63				£26,826.73		£12,644.42	
Earmarked reserves = funds set aside for a specific purpose. These can only be allocated to another purpose if the council passes a resolution to do so.									
Available reserves = total balance in the accounts less the earmarked reserves. This should be 50-100% of our precept ie. £6351 - £12702									
Therefore £6848.73 is within the recommended range									