

Minutes of a Meeting of Staploe Parish Council held Online at 8pm on Saturday 25th March 2021 on Zoom

Present: Cllr. J. Ibbett (Chair), Cllr. V. Zwetsloot (Vice Chair), Cllr. G. Meola, Cllr. E. Meola, Cllr. D. Smith, Cllr. J. Thomson, Lucy Crawford (Clerk), Borough Cllr. T. Wootton and two members of the public.

Apologies for absence: none

2021/027. Declarations of interest

Cllr. V. Zwetsloot declared an interest in the notification for change of use at Tally Ho as it is on her property.

Cllr. G. Meola declared an interest in the playing field and will abstain from any decisions regarding the football club. Cllr. E. Meola also declared an interest in the playing field as it is opposite the Meola's property. Cllr. R. Squire declared an interest in the playing field as he farms the land adjacent.

Cllr. D. Smith declared an interest in Duloe Common.

2021/028. Approve the Minutes of the Parish Council Meeting held on 6th March 2021 and approve the revised minutes of the Parish Council Meeting held on 25th February 2021

Having been previously circulated it was resolved to approve the minutes as an accurate record of the meeting. Proposed by Cllr. G. Meola and seconded by Cllr. V. Zwetsloot.

2021/029. Public Open Forum

A resident asked for more information about 2021/034 and the potential closure of Woodhouse Lane after the village hall. He wanted to know whether it would be closed only for cars and he expressed concern that people would continue to use the lane and therefore they would park in the village which could cause further problems. The Clerk explained that four residents (two couples) had suggested that the Lane could be closed in their responses to the Neighbourhood Plan questionnaire. There have been informal discussions about this in the past but Andrew Prigmore explained that it would be difficult and the Parish Council had not made any resolution about it or consulted residents. The agenda item is to discuss whether there is a need to consult residents or investigate the option further.

Lucy Crawford expressed her concern as a member of the public that if the lane was closed after the village hall then people would park in the hall car park and on the grass verge which could create issues for those wanting to use the hall, cabins or playing field in the future and some of the antisocial behaviour would move to College Farm or into the centre of the village. She did not feel that gating or closing the village hall car park would be a good idea since the playing field in Colmworth is rarely used now that the village hall car park has been closed to non-hirers.

Lucy also advised that she had advertised the need for a replacement editor for the newsletter in the last issue in October and had no response. She has produced one more issue (due to be delivered on 27th and 28th March) and made a second call for volunteers but if there are none then she will not be producing any more newsletters. Councillors agreed to help recruit a new volunteer.

Cllr. R. Squire suggested that it would be good to interview some of the older residents before it was too late. Cllr. J. Thomson offered to talk to someone with relevant experience who may be

able to create a list of questions to ask older residents. Cllr. R. Squire has an article he can share about a plane crash.

2021/030. Planning Report

- 21/00461/CPNQ Prior Notification for Change of Use from an agricultural building to a dwelling house(s) (Use Class C3) including associated building operations reasonably necessary to convert the building. This is not a planning application because it relates to development that is permitted by Government Regulation. Tally Ho, Gypsy Lane, Upper Staploe. The Parish Council are not consulted on permitted development and Councillors did not wish to comment on the notification.
- Issues at Little America industrial estate. The Clerk has written to Huntingdon District Council, Bedford Borough Council, and a number of other agencies as agreed at our Parish Council meeting in February. A planning application has been received by Huntingdonshire District Council for fencing and CCTV cameras at Robins Hangar. 21/00530/FUL. There will be a meeting regarding this with representatives from 4 parishes and officers from Bedford Borough Council on Monday 29th March.

2021/031. Social Events

- Curry night on zoom. Cllr. J. Thomson and Cllr. G. Meola will be hosting an online curry night and quiz with food provided by Jane Arnold (Masie J's Catering) on Friday 9th April.
- It was resolved to arrange an afternoon tea to launch the renovated cabins at some stage in the summer when outdoor gatherings are permitted and to set a date at the next meeting in May.

2021/032. Neighbourhood Plan

- Receive the results of the first neighbourhood plan questionnaire. The Clerk summarised the results of the first questionnaire.
 - The number of households responding was 50. Total respondents 78 of which two were business owners in the parish who did not live here. There are 269 on the electoral role. 52% of respondents plan to work from home regularly in the future. 27% work or own a business in the parish.
 - The main things people liked about living in the parish were: the rural location, peace and quiet, countryside views, open / green space and the proximity to town / amenities (yet in a rural quiet location). The main thing people didn't like was speeding traffic. The next most popular response was that there was nothing they didn't like followed by fly tipping / litter, poor broadband and lack of a pub or shop.
 - Respondents were keen to protect the countryside the rural feel, the quiet, the open space, and the wildlife. In the future respondents would like a new village hall, most would like the parish to stay the same but proportionate small-scale development was also a popular response and many wanted to retain the rural feel. Respondents were keen to protect all green areas or as much as possible.
 - 33% felt there was a need for new housing in the parish, 36% felt there was not and 31% felt there was a need only under certain circumstances eg. if local people needed houses, if it was small scale or if infrastructure improved. When asked how many new houses they would be willing to accept the most popular range was 0-20 with the average choice being approximately 10 houses. For those that felt there was a need for new homes the most popular

type of housing was family homes followed by bungalows. No-one felt there was a need for flats.

- Respondents were keen to see the natural environment preserved as it is. The second most popular choice was to plant more trees. Respondents would like to see improved maintenance of the roads, traffic calming in the villages and an improved bus service. When asked how they would like to see leisure services improved by far the most popular response at almost 50% of respondents said that they would like a new village hall. Respondents were keen for either rural businesses or no new businesses in the parish. They were keen to see broadband improved / provided to everyone in the parish and kept up to date and they were keen to see rights of way retained and well maintained.
- When asked how we could reduce our impact on climate change the most popular choices were to promote green energy use, plant trees and make our homes more energy efficient.
- The greatest concerns for the future of the parish were excessive development, being subsumed into a town and the hamlets losing their identity.
- A number of ideas were proposed regarding reducing our impact on climate change and the Clerk has put three parishioners in contact with each other to see if they can research some of their proposals further.

2021/033. Street lights

- The Clerk displayed the inventory of street lights and reported that she had done a visual inspection before the meeting. Light number 20 in Begwary outside Ward Cottages appears to have been hit by a lorry and the bracket needs replacing. Unfortunately, the control box is one of the eight which contain asbestos. Andy Muskett has quoted £265 to repair the bracket, and control box. K&M lighting have quoted £285 without replacing the control box. **It was resolved to accept Andy Muskett's quote.** Proposed by Cllr. R. Squire and seconded by Cllr. J. Ibbett.

2021/034. Highways

- There will be a meeting re the Bushmead Road on 29th March 2021 with representatives of Staploe, Little Staughton, Bolnhurst and Keysoe, and Colmworth Parish Councils with officers present from Bedford Borough Council planning and highways to discuss:
 - Maintenance
 - Anglian Water closures
 - Traffic re Little Staughton industrial estate
 - Issues at Little America
- Consider whether to consult the parish re closing Woodhouse Lane after the hall. Cllr. G. Meola suggested we investigate how to make it special eg. a nature reserve. Cllr. E. Meola suggested it would reduce the levels of antisocial behaviour. Cllr. V. Zwetsloot suggested bridleway gates might be a good solution if we closed it. Cllr. R. Squire suggested that we find out whether this is possible first. **It was resolved to find out whether it is possible to close a road and what is involved before discussing this further.** Proposed by Cllr. R. Squire and seconded by Cllr. D. Smith

2021/035. Insurance

Our four-year fixed deal with Norris and Fisher expires at the end of May. The Clerk has requested quotes, but the cabins are currently insured for £1500 (purchase price) which was

challenged by Came and Company who thought they were underinsured. A quick quote from the company who installed them (KDP Portable Accommodation) have quoted £20,000 as a replacement cost since they are fitted out with doors, windows, toilets, and a kitchen and they are non-standard container sizes. **It was resolved that the Clerk should seek insurance quotes including the containers (cabins) at £20,000.** Proposed by Cllr. R. Squire and seconded by Cllr. D. Smith.

2021/036. Defibrillator and bridge

- Consider offering to contribute to the repair of the bridge. Cllr. R. Squire has tried to source the extra-long sleepers required to repair the bridge without success. The relevant piece of wood is 305cm x 30cm x 15cm thick. Mark Compton has offered to repair it with scaffolding planks at a cost of £330. We have £164.13 set aside for this in earmarked reserve (saved when Peter Banks connected the defibrillator for free). **It was resolved to offer the £164.13 to Thomas Morris towards the repair and send them Mark Compton's quote.** Proposed by Cllr. R. Squire and seconded by Cllr. E. Meola.
- Inspections. Nicola Ledwich continues to inspect the defibrillator weekly. The Parish Council would like to thank her for her efforts.

2021/037. Containers / cabins

- Reconnection. A 3-phase electrical connection has been made to the GRP kiosk by the hall car park and will be connected to the cabins on 31st March. The cabins are being connected to the mains sewer and to water and this work is underway and should be complete on Monday 29th March.
- Renovation. Ged, Charlotte and Lucy have compiled a list of tasks needed to get the cabins ready for opening and put the list on Doodle poll. Four parishioners have offered to help with most of the tasks and a request for volunteers has also gone out in the newsletter.
- Electricity and water. Our electricity is currently with Eon on a variable rate standing charge of 79p per day and 22p per kwh. Cardinal Energy (a broker) have sought competitive rates and the cheapest was British Gas Business Lite for a one-year contract at a standing charge of 26.17p per day and a unit rate of 16.52p per kWh. **It was resolved to accept the British Gas quote for a one-year contract.** Proposed by Cllr. J. Thomson and seconded by Cllr. V. Zwetsloot. The Clerk has also sought competitive quotes for the water and sewage supply but Wave (Anglian Water business) were the only company prepared to quote at the following rates:

Water fixed pa	Water per unit	Sewage (foul) fixed pa	Sewage per unit
£48.00	£1.42	£54.50	£1.59

- Consider whether to pay £96 for a lawful development certificate to use cabins as a pop-up café. **It was resolved that Cllr. G. Meola would research this further including the cost of installing a hand wash sink and wall lining.**
- Consider reconnecting the CCTV (Peter Banks has quoted £250). **It was resolved that Cllr. E. Meola would research this further and see if there are better CCTV options available, how much we could get if we sold the old CCTV camera and how much it would cost to install an improved version or get another quote for reconnecting the existing CCTV.** Proposed by Cllr. E. Meola and Cllr. R. Squire. Councillors asked the Clerk to reinstate the CCTV signs.

2021/038. Playing Field

- Consider requesting that the Playing Field charity lease the field to the Parish Council for a nominal value of £1 to enable the Parish Council to maintain the field and recover the

VAT while also being able to collect hire income. **It was resolved to make this request to the Playing Field Charity Trustees and investigate a lease.** Proposed by Cllr. G. Meola and seconded by Cllr. J. Ibbett.

- Consider a proposal from Daniel Woodhead for Eaton Park Rangers to use the playing field. Cllr. E. Meola expressed concerns regarding the club's need for a new cabin for showers. They would need planning permission, who would own the showers. He feels we should cut the grass, charge hirers and make a fixed offer – these are the facilities and not accept adaptations. He is also concerned about adult football. Cllr. D. Smith, Cllr. R. Squire, Cllr. J. Thomson and Cllr. J. Ibbett also expressed concern about adapting the facilities. Cllr. J. Thomson also added that maintenance costs and demand for the cabins are unknown at the cabins at the moment and if we hired out to a football club we might need to pay for cleaners and it might restrict our options regarding the village hall. **It was resolved to decline Daniel Woodhead's offer.** Proposed by Cllr. E. Meola and seconded by Cllr. R. Squire
- Cllr. R. Squire offered to remove the gate in his hedge and replant the hedge. He also kindly agreed to reinstate the post and chain by the hall car park once the building work is complete. **It was resolved to accept these offers. It was also resolved to spend up to £11 on a bike lock to secure the gate while the playing field access chain is down.** Proposed by Cllr. E. Meola and seconded by Cllr. J. Ibbett

2021/039. Fly tipping, litter, dog waste and visitor parking / driving issues

- Consider how to manage the fly tipping in the layby on the Bushmead Road in Upper Staploe. There is a sofa, mattress, tyres, and lots of rubbish. It has been reported to Bedford Borough Council but they say it is private land and therefore it is not their responsibility. Cllr. V. Zwetsloot reported that there was a significant population of rats in the area as a result of all the litter and that it is now being used as a latrine for van drivers. Cllr. G. Meola said how often people turned to look as they drove past and that this was a hazard so close to a blind corner. The Clerk has asked that Bedford Borough Council clear it and charge it to the debt outstanding on the land. **It was resolved to raise it at the Bushmead Road meeting on 29th March.** Proposed by Cllr. R. Squire and seconded by Cllr. V. Zwetsloot.
- Litter picking. Due to Covid restrictions Bedford Borough Council are not permitting groups of litter picking but they are supplying litter picking kits to individual volunteers and a number of volunteers in the parish have signed up to the scheme. Our Duke of Edinburgh volunteer is also doing regular litter picking.
- Consider how to manage issues related to the increased number of visitors in the parish eg. inconsiderate parking / driving, littering and dog waste. **It was resolved that Cllr. R. Squire and Cllr. D. Smith would research suitable signs to remind people to park considerately, pick up dog waste and take litter home.**

2021/040. Finances

- The receipts and payments and schedule of regular payments were checked against the invoices and schedule in advance of the meeting and proposed for payment by Cllr. R. Squire and seconded by Cllr. J. Thomson. They are presented on p7.
- The bank reconciliation was checked against the bank statements by Cllr. R. Squire and Cllr. J. Thomson in advance of the meeting. This is presented on p8&9 along with the reserves on p10
- Review performance against budget. This is presented on pp11-14 and shows that we expect to spend £526 less than we had budgeted from our precept. This is because we expect to save £1382 vs budget (£500 contingency not required, £350 tree works not needed on the Common, £245 saved on hall hire due to Covid, £110 training, £47 less

admin - less printing as online meetings, £130 saved on other costs eg. less travel for the Clerk due to Covid). There were unbudgeted additional payments of £856. This comprised £373 extra maintenance - street lights, £186 paint & sundries for cabins, £100 extra highways grass cutting, £90 newsletter, and £107 other (insurance, zoom, salary, play area consumables, common grass cutting)

2021/041. Policies

- Review financial regulations. This was postponed until May
- Review risk assessments. This was postponed until May

2021/042. Asset Inspection. This was presented by the Clerk and approved subject to the increase in value of the cabins to £20,000.

2021/043. View inspection reports for:

- play area, playing field, containers and village hall (now demolished). The Clerk presented the inspection reports which are in the form of e-mails from Adam Tarran regarding the hall, containers and playing field.

Next meeting: Annual Meeting of the Parish Council on Thursday 20th May.

The meeting closed at 9.55pm

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Summary of Transactions for Staploe Parish Council for Approval at Meeting on:						25/03/2021
Main Account Payments						
Ref	Date	Payee	Details	Type of transaction	Cheque / Ref Number	Amount
110	21/01/2021	M. Ibbett	Extra highways cut	BACS	0	£120.00
111	21/01/2021	Lanes for Drains	Inspecting the drain playing field	BACS	0	£150.00
114	22/01/2021	UK power Networks	For 3 phase connection	BACS	0	£3,208.80
117	02/02/2021	Eon	New 3 phase meter in GRP	BACS	0	£157.86
130	19/02/2021	SSE Energy	Electricity for street lights	Direct debit	0	£27.77
135	05/03/2021	K P Cowley	Hall demolition	BACS	0	£9,840.00
137	19/03/2021	SSE Energy	Electricity for street lights	Direct debit	0	£27.77
122	25/03/2020	Lanes for Drains	Inspecting the lateral drain VH	BACS	2020/122	£474.00
139	25/03/2021	Cowley and Gray Ltd	Removal of floor slab at Village Hall	BACS	0	£3,180.00
140	25/03/2021	L. Crawford	Clerk's salary Q4	Cheque	0	£835.89
141	25/03/2021	Bedfordshire Pension Scheme	Clerk's pension Q4	BACS	0	£250.71
142	25/03/2021	Printhut	March newsletter Issue 31	BACS	0	£176.77
143	25/03/2021	L. Crawford	Expenses	Cheque	0	£80.75
144	25/03/2021	Andy Muskett	Replace bracket & control box street light 20	BACS	0	£318.00
145	30/03/2021	Banks Electrical	Installation of GRP & reconnection of cabins	BACS	0	£2,004.00
146	30/03/2021	Mark Compton	Finishing hall floor slab	BACS	0	£350.00
147	30/03/2021	Mark Compton	Drainage and water connection for cabins	BACS	0	£2,800.00
148	25/03/2021	Regal paints	Paint for containers	Debit card	0	£198.00
Total						£24,200.32
Debit Card Account Payments						
Ref	Date	Payee	Details	Type of transaction	Cheque / Ref Number	Amount
116	01/02/2021	Mitras	GRP kiosk	Debit card	0	£737.48
120	02/02/2021	Anglian Water	To connect to sewer	Debit card	0	£616.00
121	12/02/2021	Bedford Borough Council	Building Control for drain	Debit card	0	£277.16
131	15/02/2021	Zoom	Monthly subscription	Direct debit	0	£14.39
126	15/02/2021	Survey Monkey	Advantage Account Annual Payment	Debit card	2020/126	£384.00
136	15/03/2021	Zoom	Monthly subscription	Direct debit	0	£14.39
138	23/03/2021	Screwfix	Decking treatment & keysafe	Debit card	0	£24.98
Total						£2,068.40
Main Account Receipts						
Ref	Date	Payee	Details	Type of transaction	Reference	Amount
123	12/02/2021	Groundwork UK	Neighbourhood Plan Grant	Credit	0	£6,439.00
129	15/02/2021	Bedford Borough Council	Ward Fund for GRP Kiosk	Credit	0	£900.00
Total						£7,339.00
Payment Account Receipts						
Ref	Date	Payee	Details	Type of transaction	Reference	Amount
Total						£0.00
Savings Account Receipts						
Ref	Date	Payee	Details	Type of transaction	Reference	Amount
115	01/02/2021	Barclays	Interest	Credit		£0.16
132	01/03/2021	Barclays	Interest for February	Credit		£0.16
Total						£0.32
Transfers						
Ref	Date	Recipient	Details	Main Account	Debit Card Account	Savings Account
112	22/01/2021	Staploe Main to Payments	To pay for GRP kiosk	-£1,197.60	£0.00	£0.00
113	22/01/2021	Staploe Payments from main	To pay for GRP kiosk	£0.00	£1,197.60	£0.00
118	02/02/2021	Staploe Main to Payments	To pay Anglian Water connect to sewer	-£616.00	£0.00	£0.00
119	02/02/2021	Staploe Payments from main	To pay Anglian Water connect to sewer	£0.00	£616.00	£0.00
124	15/02/2021	Staploe Main to Payments	To pay for Survey Monkey Subscription	-£384.00	£0.00	£0.00
125	15/02/2021	Staploe Payments from main	To pay for Survey Monkey Subscription	£0.00	£384.00	£0.00
127	10/02/2021	Staploe Main to Payments	Building Control for drain	-£277.16	£0.00	£0.00
128	10/02/2021	Staploe Payments from main	Building Control for drain	£0.00	£277.16	£0.00
133	04/03/2021	Staploe Savings to Main	Transfer to pay for hall demolition	£0.00	£0.00	-£9,840.00
134	04/03/2021	Staploe Main from Savings	Transfer to pay for hall demolition	£9,840.00	£0.00	£0.00
Total				£7,365.24	£2,474.76	-£9,840.00
Posted balances after the above transactions clear						
Community Account 30833940						£3,859.70
Debit Card Acc 13099075						£445.88
Base Rate Savings 43461580						£10,889.02

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STAPLOE PARISH COUNCIL BANK RECONCILIATION 1st APRIL 2020 TO 23/03/2021										
Date of bank statement			23/03/2021		Line of cash book:			143		
Prepared by Mrs. Lucy Crawford, Parish Clerk										
BARCLAYS										
Community Account 30833940										
DATE				Receipts		Payments		Transfers		Balance
1-Apr-20	Balance bf		£15,270.03							
23-Mar-21	Posted balance per accounts		£14,527.82	£27,523.91		£24,791.39		-£3,474.73		<u>£14,527.82</u>
Unpresented cheques / uncleared payments:										
	Total									
23-Mar-21	Balance as per bank statement		£14,527.82							
23-Mar-21	Posted balance - cleared balance		£-							
23-Mar-21	Balance cf		£14,527.82							
BARCLAYS										
Base Rate Savings 43461580										
				Receipts		Payments		Transfers		Balance
1-Apr-20	Balance bf		£10,281.77							
23-Mar-21	Posted balance as per accounts		£10,889.02	£13.80		£0.00		£593.45		<u>£10,889.02</u>
23-Mar-21	Balance as per bank statement		£10,889.02							
23-Mar-21	Posted balance - cleared balance		£-							
23-Mar-21	Balance cf		£10,889.02							

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				BARCLAYS			
			Debit Card Account 13099075				
				Receipts	Payments	Transfers	Balance
1-Apr-20	Balance bf	£-					
23-Mar-21	Posted balance as per accounts	£470.86	£12.00	£2,422.42	£2,881.28		<u>£470.86</u>
Unpresented cheques / uncleared payments:							
	Total						
23-Mar-21	Balance as per bank statement	£470.86					
23-Mar-21	Posted balance - cleared balance	£-					
23-Mar-21	Balance cf	£470.86					
Summary for all accounts				Receipts	Payments	Transfers	Balance
1-Apr-20	Balance bf	£25,551.80					
23-Mar-21	Balance per accounts	£25,887.70	£27,549.71	£27,213.81	£-		<u>£25,887.70</u>
23-Mar-21	Balance per bank statements	£25,887.70					
23-Mar-21	Balance cf	£25,887.70					

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Staploe Parish Council Reserves				25/03/2021				
Earmarked Reserve Category	Category breakdown	Funds Reserved 01/04/2020	Receipts to reserve to 25/03/2021	Payments from reserve to 25/03/2021	Payments from reserve forecast to 31/03/2021	Balance forecast to 31/3/2021		Comment
						Breakdown	Total	
Village Hall Rebuild Reserve	General Village Hall Rebuild Fund	£7,202.50	£1,500.00		£4,699.60	£4,002.90		VAT advice £75, demolition of hall and some of reconnection costs
	Ticket sales social events	£493.00		£493.00	£493.00	£0.00		These cannot be used to fund payments if we are to reclaim VAT. Used to pay for planning application for hall.
	CIL Money	£1,483.80		£1,483.80	£1,483.80	£0.00		From Topham End Farm. £120 used towards street lights in 2019. £220 used for planning application for hall + £1263.80 towards reconnection costs Mch 2021
	Heater refund (from Ward Fund 2018)	£660.00			£0.00	£660.00		Refund for Village Hall heaters. (£140 used towards bus shelter, remainder to be used to purchase items for new hall).
	Solar Farm Funding	£8,700.00		£8,700.00	£8,700.00	£0.00		Used for hall demolition
	Total Village Hall Rebuild Reserves	£18,539.30	£1,500.00	£10,676.80	£15,376.40		£4,662.90	
Election fund		£510.29			£0.00		£510.29	
Transparency Code Grant		£67.20		£67.20	£67.20	£0.00		Bought laptop in 2018. Used remainder for software subscriptions 2019 & 2020
Literature & info fund		£48.41			£0.00		£48.41	
Grass & hedge cutting field		£142.00	£75.00		£0.00		£217.00	£75 saved to reserve for hedge cutting.
Hedge cutting Duloe Common		£0.00	£75.00	£0.00	£0.00		£75.00	
Play area assets		£150.00		£96.62	£96.62		£53.38	Wood for picnic benches & wood treatment
Maintenance		£444.13		£280.00	£280.00		£164.13	Street light inspection £280. Remainder to be used towards repairing bridge at Old Chapel and noticeboard repairs but may be next financial year.
Defibrillator		£0.00	£60.00				£60.00	For replacement battery pack / pads in future
Asset replacement (eg. laptop, noticeboards)		£0.00	£100.00		£0.00		£100.00	
Tree works		£0.00	£350.00				£350.00	
VERU Grant		£0.00	£5,000.00	£2,269.00	£5,000.00		£0.00	Due to be spent by 31st March 2021
Neighbourhood Plan		£0.00	£6,439.00	£487.58	£487.58		£5,951.42	£31.58 postage, £72 newsletter printing, £384 Survey Monkey
Total earmarked reserves		£19,901.33	£13,599.00	£13,877.20	£21,307.80		£12,192.53	
Available reserves		£5,650.47					£3,002.07	
Total funds		£25,551.80					£15,194.60	
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 i.e. £5777 - £11554								
Therefore £3002.07 is below the recommended range. However, we are expecting a VAT refund of £4311.43 in May which will take us to £7313.50 which is within the recommended range								

Staploe Parish Council Review of 2020-2021 Budget Mch 2021				
	Budget to end Mch 2021	Forecast to end Mch 2021	Forecast less Budget	Comment
Regular Receipts				
Precept	£11,553.98	£11,554.00	£0.02	
Interest	£-	£13.80	£13.80	
Grass cutting	£1,389.51	£1,389.51	£-	
Total Regular Receipts	£12,943.49	£12,957.31	£13.82	
Other Receipts				
Newsletter advertising	£-		£-	
Ward Fund	£-	£900.00	£900.00	
Neighbourhood Plan		£6,439.00		
Payments received in error	£-		£-	
Police VERU grant for containers	£-	£5,000.00	£5,000.00	
Social event ticket sales	£-		£-	
CIL Money	£-	£-	£-	
Other (eg. f.ball deposit, refunds, proceeds from social events / book sales)	£-	£840.19	£840.19	Clerk refunded duplicate salary payment £830.19+refund £10
Total Other Receipts	£-	£13,179.19	£13,179.19	
Total Receipts				
Total Receipts	£12,943.49	£26,136.50	£13,193.01	

Regular Payments (from precept)				
	Budget to Mch 2020	Forecast to end Mch 2021	Forecast less Budget	
Clerk's salary & pension	£4,100.45	£4,130.39	£29.94	
Clerk's PAYE	£-	£-	£-	
Clerk's employment expenses	£336.00	£302.85	-£33.15	Less travel to meetings
Total staff costs	£4,436.45	£4,433.24	-£3.21	We assumed a pay rise of 2% but in fact it was 2.75%
Audit Fees	£265.00	£260.00	-£5.00	
Councillors Expenses	£30.00	£-	-£30.00	
Clerk's Other Expenses eg. postage & sundries	£50.00	£11.58	-£38.42	
Training	£110.00	£-	-£110.00	
Highways Grass Cutting	£1,200.00	£1,300.00	£100.00	Agreed an extra cut in the urban areas for £100 funded from contingency
Insurance	£385.00	£433.60	£48.60	New assets purchased
Power to street lights	£343.00	£338.50	-£4.50	
Elec (CCTV & containers)	£-	£-	£-	
Maintainance (street lights, speed signs, field, containers, play area & planters)	£300.00	£672.57	£372.57	£585 repairs to street light brackets+£41 for reflectors for nature posts + 46.52 sundries eg. survey paint, covid gel, bin bags for litter bins. (£280 street light inspection, £51.92 for wood protection came from earmarked reserves).
Defibrillator costs	£-		£-	See transfers to reserve £60
Play Area Inspection	£68.00	£68.50	£0.50	
Play Area Works (assets purchased)	£-	£-	£-	
Play Area Works (consumables / labour)	£-	£16.87	£16.87	Sealant and lubricants. (£44.70 for wood for picnic benches came from earmarked reserve).
Cabins	£-	£185.83	£185.83	Paint and key safe. £5000 other cabin costs came from VERU grant
Playing field Maintenance	£973.04	£960.90	-£12.14	Grass cutting (budgeted for 10 cuts plus £75 for hedge cutting reserve - see transfers to reserve)
Duloe Common grass & hedge cutting	£80.00	£90.14	£10.14	We needed an extra cut due to wet weather. £75 transferred to reserve for hedge cutting - see transfers to reserve
Tree surveys & works	£900.00	£550.00	-£350.00	£200 survey, £350 works. Budgeted £350 for works on the Common. Not needed this year but transferred to reserve.
Subs (SLCC / BATPC)	£184.00	£185.00	£1.00	

SPC 25th March 2021

Regular payments continued	Budget to Mch 2020	Forecast to end Mch 2021	Forecast less Budget	
Admin	£374.00	£327.27	-£46.73	£35 Info commissioner, printer cartridges £242, stationary items, other eg. hand sanitiser, disinfectant spray, hazard tape, masks
Literature & info	£-	£-	£-	
Software & email subscriptions	£240.00	£233.05	-£6.95	Cloudnext website and e-mail plus software and zoom. £67.20 met from earmarked reserves from transparency code grant
Other assets (eg. street furniture / tools / office equipment). Excl. playing field/ play area)	£-	£-	£-	
Village Hall Hire	£245.00	£-	-£245.00	None due to covid
Village Hall Works / Maintenance	£150.00	£150.00	£-	
Newsletter	£250.00	£340.44	£90.44	Changed printer and longer newsletter
Donations			£-	
Other			£-	
Contingency	£500.00	£-	-£500.00	
				We expect to spend £526 less than we had budgeted. This is because we expect to save £1382 vs budget (£500 contingency not required, £350 tree works not needed on the Common, £245 saved on hall hire due to Covid, £110 training, £47 less admin - less printing as online meetings, £130 saved on other costs eg. less travel for the Clerk due to Covid). There were unbudgeted additional payments of £856. This comprised £373 extra maintenance - street lights, £186 paint & sundries for cabins, £100 extra highways grass cutting, £90 newsletter, and £107 other (insurance, zoom, salary, play area consumables, common grass cutting).
Total regular payments	£11,083.49	£10,557.49	-£526.00	
Regular receipts - regular payments	£1,860.00	£2,399.82	£539.82	

Other payments (met from additional receipts eg. grants or earmarked reserves)				
Ward Fund assets purchased		£900.00	£900.00	£614.57 GRP kiosk. £285.43 installation
Village Hall payments from earmarked reserve		£15,376.40	£15,376.40	Planning application, VAT advice, demolition, reconnection of services
VERU Grant for containers		£5,000.00	£5,000.00	To reconnect water, drains and electricity to cabins
Payments from other earmarked reserves		£443.82	£443.82	£280 street light inspection, £96.62 wood and treatment picnic benches, £67.20 software and web
Neighbourhood plan	£-	£487.58		Survey Monkey £384 plus postage and contribution to newsletter printing
Other payments (refunds etc.)		£830.19	£830.19	Clerk's salary refund
Total Other Payments	£-	£23,037.99	£23,037.99	
Total Payments	£11,083.49	£33,595.48	£22,511.99	
Transfers to reserves				
Village Hall rebuild savings to earmarked reserve	£1,500.00	£1,500.00	£-	
Asset replacement reserve eg. computer, printer	£100.00	£100.00	£-	
CIL income			£-	
Maintenance (for defibrillator, play area and noticeboards)			£-	
Defibrillator maintenance	£60.00	£60.00	£-	
hedge cutting on field	£75.00	£75.00	£-	
hedge cutting on Duloe Common	£75.00	£75.00	£-	
Tree works	£350.00	£350.00	£-	Works not carried out on Duloe Common in 2020/21
Total transfers to reserves	£2,160.00	£2,160.00	£-	
Total Payments & Transfers to Reserve	£13,243.49	£35,755.48	£22,511.99	
Balances expected on 31st March 2021:				
	Unearmarked	Earmarked	Total	
	£3,002.07	£12,192.53	£15,194.60	
We should hold between 50-100% of our annual precept in unearmarked reserves so £3002.07 is below the recommended range of £5,777 to £11,554				
However, we are due a VAT refund of £4311.43 in May which will bring us up to £7313.50				