

Minutes of a Meeting of Staploe Parish Council held Online at 7.45pm on Thursday 21st January 2021 on Zoom

Present: Cllr. J. Ibbett (Chair), Cllr. V. Zwetsloot (Vice Chair), Cllr. J. Thomson (from 8.15pm), Cllr. R. Squire, Cllr. G. Meola, Cllr. E. Meola, Cllr. D. Smith, L. Crawford, Borough Cllr. T. Wootton (from 8.15pm) and two members of the public.

Apologies for absence: none

2021/001. Declarations of Interest.

Cllr. G. Meola and Cllr. E. Meola declared an interest in the planning application as one of the applicants is Cllr G. Meola's sister.

Cllr. R. Squire, Cllr. G. Meola and Cllr. E. Meola declared an interest in the playing field as they live or farm on adjacent land.

Cllr. J. Ibbett declared an interest in the highways verge cutting as her husband is the incumbent contractor.

Cllr. D. Smith declared an interest in Duloe Common as he lives in an adjacent property.

2021/002. Approve the Minutes of the Parish Council Meeting and the Meeting of the Trustees of Duloe and Staploe Playing Field held on 17th December 2020

Having been previously circulated the minutes were approved as an accurate record of the meetings.

Proposed by Cllr. G. Meola and Cllr. J. Ibbett

2021/003. Public Open Forum

The new owners of 60, The Butts explained their plans for the house. There are currently multiple single skin extensions which are cold and damp with different floor heights. They want to consolidate the extensions and improve the design.

The Clerk reported that their neighbours at The Butts had stated that they were happy with the plans. Their only concern was that the sewers have been backing up during heavy rain. It was recommended that this be reported to Anglian Water as it is not a material planning consideration.

2021/004. Borough Cllr. T. Wootton's report

COVID-19 update

The United Kingdom was placed into a National Lockdown on Monday 4 January. You must not leave, or be outside of your home except where necessary. You may only leave the home if you have a reasonable excuse such as:

- *Essential activities*
- *Fulfilling legal obligations*
- *Education and childcare*
- *Meeting others and care*
- *Exercise and recreation*
- *Medical reasons, harm and compassionate visits*
- *Communal worship and life events*
- *seek medical assistance or avoid injury, illness or risk of harm (including domestic abuse)*
- *attend education or childcare - for those eligible*

You can exercise or visit a public outdoor place:

- *by yourself*

- with the people you live with
- with your support bubble
- or, when on your own, with 1 person from another household

Colleges, primary (reception onwards) and secondary schools will remain open for vulnerable children and the children of critical workers. All other children will learn remotely until February half term.

You can find more information about the national lockdown regulations on: [National lockdown: Stay at Home - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/lockdown-guidance)

As of the 10th Jan in Bedford there has been 9086 cases since the start of the Pandemic and there has been 1430 registered cases in Bedford in the last 7 days. This means there have been 825.2 people per 100,000 in Bedford, even though this is a decrease of 72.7 per 100,000 these number still show how rapidly the virus is currently spreading.

If you would like the latest COVID snapshot (as of 10th Jan) please find it below:

<https://bbcdevwebfiles.blob.core.windows.net/webfiles/Social%20Care%20Health%20and%20Community/Covid19/Covid19-weekly-statistics-13Jan.pdf>

More information available at: <https://www.bedford.gov.uk/social-care-health-and-community/public-health/coronavirus/>

COVID test centres in Bedford

There is continued testing in Bedford at Borough Hall and Prebend Street car parks as well as University of Bedfordshire's Polhill Campus

Test results from these sites should come back with 24-72 hours.

The government has updated its advice on testing. If you have any of the symptoms of Coronavirus, you can ask for a test through the NHS website or phone 119.

There are two walk through testing centres in Bedford for residents showing symptoms of Coronavirus.

Drive-through testing is available 6 days/week at Gilbert Hitchcock House, Bedford Hospital and 5 days/week at Borough Hall. Both can be booked through the national testing website.

If you're an essential worker (see list [here](#)) you can apply for priority testing through GOV.UK by following the guidance for essential workers on the government website.

You can also get tested through this route if you have symptoms of coronavirus and live with an essential worker.

If you are unable to get to a testing centre, you can order a home testing kit through the national testing website.

You can find further details on testing on the government webpages.

More information is available here: <https://www.bedford.gov.uk/social-care-health-and-community/public-health/coronavirus/covid-19-testing/>

Vaccine rollout

The vaccine is currently being rolled out in Bedford by the Bedfordshire Clinical Commission Group. The NHS has written to all over 80's residents saying that they can have jabs at Stevenage, however if they would like the jab in Bedford they will have to wait until they are called for an appointment. This letter was essentially to highlight a shortcut for those 80s residents who are able to travel to Stevenage, however everyone who has been written to will be able to receive a vaccination in Bedford borough.

Petition to improve flood defences

Over the Christmas period there was flooding in the borough. This is becoming a more regular occurrence due to the weather being dry for long periods before having heavy amounts of rain. Therefore, a petition has been started to call for more action to be taken to

increase flood protection in the Borough. You can find more information here:
<http://chnq.it/VYvBwZ8q>

Business Support Grants for Local Businesses

With the announcement that Bedford Borough entered Tier 4 from Saturday 19 December, businesses that are required to close will be receiving a business support grant.

These grants are set and funded by the Government at a national level and administered by Bedford Borough Council.

Businesses that received a grant from the Council due to the last national lockdown because their business was required to close, and are required to close again due to Tier 4 restriction will be paid automatically. These businesses have already been contacted by the Council to let them know when to expect their grant.

In addition, if a local business ratepayer believes they are eligible for this grant funding but did not receive a grant during the last lockdown they are asked to fill out the online form at www.bedford.gov.uk/bsg which will be available from Monday 21 December.

Any businesses who have not received the grant but believe they should have should contact Bedford Borough Council to discuss the matter and should there be problems they should contact their Ward Councillor.

PSPO to Tackle Street Drinking Comes Into Force

Following public consultation, Bedford Borough Council has approved a Public Space Protection Order (PSPO) to tackle street drinking and related anti-social behaviour in the area of Bedford town centre. This replaces the old Alcohol Free Zones.

This PSPO is set to come into force from Wednesday 16 December and is set to remain in place for three years initially.

This PSPO would prohibit people consuming alcohol or having an open container of alcohol in the defined area, to prevent anti-social behaviour. It covers the town centre from the Embankment in the south, St Cuthbert's Street in the east, Landsdowne Road, Roff Avenue and De Parys Avenue in the north, and Ashburnham Road in the west.

Once in place, the Order gives the Police and authorised officers' powers to enforce against those breaking it. This enforcement can range from asking the person to surrender the alcohol, issuing a Community Protection Notice, a criminal behaviour order, to issuing a fixed penalty notice. The Council will continue to offer support for people where appropriate, such as referral to alcohol support services.

This PSPO proposal followed a wide-ranging consultation conducted by the Bedford Borough Community Safety Partnership in 2019, where alcohol-related anti-social behaviour in the town centre came back as a key concern for people.

In the consultation to introduce this Order, 90.7% of the over 500 respondents agreed or strongly agreed with the proposal.

Public Reminded to Report Dead Wildfowl to DEFRA

Following confirmation of some bird flu cases in Bedford's wild bird population, the Council is reminding people to contact DEFRA if they spot any dead swans, geese, ducks or any other wild birds.

Avian Influenza (bird flu) spreads from bird to bird by direct contact or through contaminated body fluids or faeces, or via contaminated feed, water or by dirty vehicles, clothing and footwear. It isn't an airborne virus.

An 'Avian Influenza Prevention Zone' was declared across the whole of England in November, and from today all bird keepers in England are required to keep their birds indoors.

Public Health advises that the risk to public health from bird flu is very low. While some strains can pass to humans, it is very rare and requires very close contact between the human and infected birds.

Nevertheless, the public are reminded to not touch or pick up any dead or visibly sick birds. If you find any dead wild birds such as swans, geese or ducks you should report them the DEFRA helpline on 03459 33 55 77. There will be notices going up along the Embankment with this information and further advice.

Executive meeting on Wednesday 6 January 2021

Bedford Borough Safeguarding Children Board Annual Report is available here:

<http://www.councillorsupport.bedford.gov.uk/documents/s52805/Item%2006%20BBSCB%20Annual%20Report%202019%20-%202020%20covering%20report.pdf>

Adoption of housing strategy to cover 2021-26. The Housing strategy is available here:

<http://www.councillorsupport.bedford.gov.uk/documents/s52809/Item%2007%20Housing%20Strategy%20Appendix%20B.pdf>

Transfer of environmental agency control measures at Duckmill and Newnham Weir

<http://www.councillorsupport.bedford.gov.uk/documents/s52810/Item%2008%20Transfer%20of%20Environment%20Agency%20public%20safety%20measures.pdf>

5. Details

The Local Government Finance Act 1992 requires the Council to determine the estimated surplus/deficit on the Collection Fund as at 31 March in respect of Council Tax prior to 15 January. This will enable the precepting authorities to take into account their share of any surplus or deficit before finalising their precepts for 2021/2022.

The table below identifies the actual surplus as at 31 March 2020, the estimated deficit on the Collection Fund relating to Council Tax as at 31 March 2021, and how the deficit is to be shared in accordance with current regulations:

Estimated Deficit Calculation		£		£
Balance in the Collection Fund relating to Council Tax as at 31 March 2020 after allowing for bad debts				615,000
Less: Surplus/(Deficit) paid in 2020/2021 (based on forecast made in previous year)				
Bedford Borough Council	434,318			
The Police & Crime Commissioner for Bedfordshire	57,124			
Bedfordshire Fire & Rescue Authority	27,828			
				519,270
				95,730
Add: Estimated Surplus/(Deficit) in 2020/2021				(1,151,613)
Estimated Surplus/(Deficit) at 31 March 2021 for Distribution (see below)				(1,055,883)
Share of Estimated Surplus/(Deficit) Calculation		2020/2021 Precept	% ⁽²⁾	Share of Deficit
		£		£
Bedford Borough Council (including Parishes) ⁽¹⁾	97,244,328	83.62%		(882,961)
The Police & Crime Commissioner for Bedfordshire	12,925,401	11.11%		(117,360)
Bedfordshire Fire & Rescue Authority	6,119,287	5.26%		(55,562)

5.25 The analysis below sets out the calculation of the proposed 2021/2022 Council Tax Base:

	<u>2021/2022</u> <u>Band D Equivalent</u> <u>Properties</u>	<u>2020/2021</u> <u>Band D Equivalent</u> <u>Properties</u>	<u>Notes</u>
Gross Tax Base taking into account the current dwellings shown in the Valuation List as at 30 November	67,992.89	66,790.79	Note 1
• Reduction due to Council Tax Support discounts	(8,679.50)	(5,691.47)	
• Adjustment due to anticipated growth	502.86	771.75	
Adjusted Tax Base	<u>59,816.25</u>	<u>61,871.07</u>	
• Less Provision for Losses on Collection of 1.50%	(897.25)	(928.07)	Note 2
Recommended Tax base 2021/2022	<u>58,919.00</u>	<u>60,943.00</u>	
Increase / (Decrease)	(2,024.00)		
Increase / (Decrease) as %	<u>(3.32%)</u>		

Executive meeting on 20 January

The Bedford Borough Council Executive hopes to approve an increase in core Council Tax of 1.99% supplemented by a 1.75% Adult Social Care Precept, totalling 3.74% giving an average Band D Council Tax of £1,624.14

You can find more details about their budget proposals here:

<http://www.councillorsupport.bedford.gov.uk/documents/s53056/Item%2014%20-%20Revenue%20Budget%202021-22.pdf>

Councillor Coombes responds to local residents concerns about planning

Cllr Coombes gave support for local residents who have been experiencing issues with the Planning Department urging them to listen to residents' concerns. As I am sure you are aware many parishes have experienced a multitude of problems with Bedford Borough's Planning Department and you may be interested to listen to his speech here:

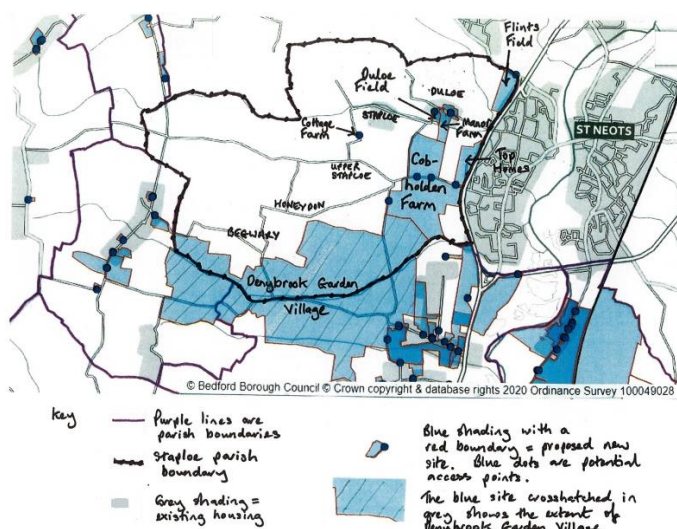
<https://www.facebook.com/BedfordConservativeGroup/videos/1322776161391837>

2021/005. Planning

Councillors were unanimously in support of the application which they felt was well planned. It was resolved to support the following planning application. Proposed by Cllr. V. Zwetsloot and seconded by Cllr. R. Squire.

Application number	Type	Description	Location	Deadline	Link
20/03066/FUL	Full Planning Application	Demolition of annex and garages. One and two storey front, side and rear extensions and external alterations to remodel existing dwelling. Erection of new detached garage with home office over	60 The Butts Duloe St Neots PE19 5HT	03/02/2021	20/03066/FUL

Report on the Updated Call for Sites from Bedford Borough Council



The north west corner of the Cobholden Farm site has been withdrawn and a new site name Duloe Field has been added since the sites were first published in September 2020.

Cllr. E. Meola and Cllr. G. Meola asked whether this site was submitted after the deadline and whether any other sites may be entered. The Clerk will find out.

2021/006. Consider quotes from grass cutting contractors.

Cllr. J. Ibbett did not participate in the discussion regarding the highways grass cutting because she had declared an interest.

All prices ex VAT				
Contractor	Playing Field and Common		Highways	
	8 cuts	Each extra cut	2 single + 1 full cut	Each extra urban cut
Andy Worboys	1000	125	1560	128
Bradgate	931.04	116.38		
M Ibbett			1200	100

Further quotes were sought but not received.

It was resolved to accept Bradgate's quote for the Playing Field and Common and Mark Ibbett's quote for the highways grass cutting.

Cllr. D. Smith asked the Clerk to send Bradgate a photo indicating which area needs to be cut as it is not always very clear from the map in the specification.

2021/007. Converted containers at the Playing Field

- The parish council considered quotes to reconnect to water, drains and electricity. £5000 available from our VERU grant. The following options were presented by the Clerk:
 1. Disconnect the hall for demolition £454. Leave the containers unconnected.
 2. Disconnect the hall for demolition and connect the (single phase) electricity to a GRP cabinet outside the hall £4188. No money from VERU – would have to use earmarked hall funds when we demolish the hall.
 3. Disconnect the hall for demolition and connect the containers via a GRP cabinet (single phase) and repair the drain to the septic tank. £6538 (£5000 from VERU grant + £1538 from our funds).
 4. Disconnect the hall for demolition and connect the containers via a GRP cabinet (triple phase) and repair the drain to the septic tank. £9369 (£5000 from VERU grant + £4369 from our funds).

from our funds – not possible from unearmarked reserves – would have to use some hall funds.

5. Disconnect the hall for demolition and connect the containers via a GRP cabinet (single phase) and connect to the main sewer. £10,672 (£5000 from VERU + £5672 from hall funds)
6. Disconnect the hall for demolition and connect the containers via a GRP cabinet (triple phase) and connect to the main sewer. £13,503 (£5000 from VERU + £8,503 from hall funds)

It was resolved to select option 6. Proposed by Cllr. J. Thomson and seconded by Cllr. E. Meola. Councillors were unanimously in favour.

- Councillors received the following report (italicised) from Cllr. G. Meola and Cllr. V. Zwetsloot on the vision and purpose for the containers. Comments in capitals were added by the Clerk using information she had available. Councillors unanimously agreed that the pros of reconnecting the containers outweighed the cons. There was some discussion about what the containers and playing field should be used for eg. child vs adult sport, whether any particular sports are preferred, seasons of use etc. It was agreed that the general principals of the vision should be adopted but that a future, more detailed, discussion about what should be permitted would be required. Proposed by Cllr. R. Squire and seconded by Cllr. E. Meola. Cllr. D. Smith was particularly keen that residents should have access to the toilets so they can use the playing field and play area more easily.

Proposal – Containers – Noel Bates Memorial Playing Field

Vision Statement; *should be linked to vision in the Neighborhood Plan and Playing Field Deed*

Possible Objectives - *as owned by SPC objectives should aim to:*

- *Provide and promote a facility which can be used in a variety of ways, which enhances the use of the playing field, the children's play equipment on the playing field and the village hall, which is inclusive and not exclusive, which is appropriate and proportionate and is all year round.*
- *Promote health, well-being and a sense of community.*
- *Provide a facility for all our parishioners regardless of, location within our parish, age, gender or ability, and the wider community.*
- *Provide a facility which respects the local environment, its flora and fauna, the open countryside around it and the hamlet of Duloe.*
- *Enables fundraising activities for the benefit of the containers and the village hall.*

Current position:

The containers were purchased by and are owned by Staploe Parish Council and stand on land owned by the playing field Charity. The containers are managed by Staploe Parish Council.

Comprises of two separate containers; first container has a storage area accessed via cargo doors, a separate kitchen with a window to the decking and a kitchen storage area accessed via the decking. Second container has two changing rooms with windows and male/female toilets with access to decking.

Externally:

- *Signage, decking and benches.*

Internal Fixtures and Fittings:

- *Electric consumer unit – not sure if it serves both containers. THE FUSE BOX IS CURRENTLY IN THE HALL*

- Electric water heater – not sure if toilets also have water heaters **YES THEY DO**
- Heaters – not checked. **THEY ARE FAN HEATERS MOUNTED ON THE WALL AND MOST DON'T WORK.**
- Sink in kitchen
- Two toilets and two sinks plus a urinal
- Lighting – **WORKING BEFORE THE ELECTRICITY WAS SWITCHED OFF**

Costs to date and current 2021-22 budget:

- £1500 for the purchase of the containers,
- £? costs to resolve elapsed planning. **NONE**
- **BUDGET £50 for electricity (standing charge £73 per year plus usage) IF WE HIRE IT OUT WE WILL RECHARGE SOME OF THE STANDING CHARGE PLUS USAGE**
- **BUDGET IS £100 for water rates (standing charge £47.50 per year plus usage)**
- **BUDGET IS £200 for maintenance, which also includes streetlights, notice boards and containers.**

Possible activities:

Formal:

- Rugby
- Football
- Cricket
- Hockey
- Archery
- Midweek training
- Boot camp
- Dog training/agility groups
- Playgroup/soft play groups
- Summer outdoor yoga/pilates groups
- Summer Children's Activity Groups

Informal:

- Walking
- Running – could we mark out a running track?
- General exercise
- Ball games: cricket, rounders, badminton, volleyball – could we provide basic equipment?
- Dog socialization group
- Kite flying
- Stargazing
- General relaxation

As a focal/starting point – to enable greater, local access to such activities:

- Rambling groups

- Running groups
- Nordic walking groups
- Orienteering groups
- Cycling groups
- Trail running groups
- Hiking groups

Other:

- Pop up takeaway café (fundraising). We could aim to offer voluntary or paid work experience to young people.
- Latch key access, for members of the parish only, to use toilet facilities or possibly more - would need to be something that is signed up to and conditions of use outlined. This might promote families having activity days on playing field or picnics
- SPC organized gatherings, for example: fundraising, events to mark seasonal or religious events (for example, Christmas with carols or Diwali festival of light), summer picnic, harvest barbecue, memorial gatherings.
- Creation of an Allotment as enables access to toilet facilities and water.

PROS and CONS of re-establishing and updating the containers to a usable minimum standard.

PROS

- Establishes a useable place for community engagement as listed above.
- Encourages a sense of community by using volunteers to make containers fit for purpose.
- Spring, summer and autumn hire for outdoor gatherings which can contribute to running costs.

- Provides an opportunity for holding fundraising events/activities for the benefit of the containers and the village hall rebuild project.
- Supports applications for funding for the village hall rebuild project, as it demonstrates commitment and an active approach to use of (limited) facilities to enable community engagement and fundraising.
- Supports the development of a business plan for the village hall as the work done to build a database of groups and organizations who might use such facilities can be used and developed by the VHC.
- Would meet VERU grant outcome 2; “containers are made available for use by young people’s groups, for example: sports groups, child minder groups or for children’s parties/activities.”
- The re-establishing of utility services by using the £5000 VERU grant might save these costs for the village hall rebuild project.
- The containers can be used by workmen re demolition /rebuilding work, saving cost of hiring temporary facilities.
- It enables the Community Payback scheme to be used to help with; repainting, grass and hedge cutting and general upkeep of the playing field and containers.

CONS

- Possible £? of unbudgeted funds might have to be used to re-establish utilities.
- Might need; building/contents/public liability insurance, pay separate council tax/business rate council tax, additional bins, to obtain licenses/certificates re health and safety or food hygiene and fire safety/first aid/security equipment.
- Current budgeted funds would not cover bringing up to minimum standard and possibly cover running costs.
- The containers might need to be moved at some point, together with the children’s play area, to enable the rebuilding of the village hall. The cost of relocation and re-installation, which might include a concrete base for the containers and soft bases for the play area has not been budgeted.
- Decking may present a risk if not kept cleaned and may need to be removed/changed – not budgeted for.
- The contents of the old village hall are stored in both containers, including 70 chairs and 13 tables – a decision would need to be made to either retain and find storage elsewhere or discard.

Next Steps:

Agree all, some or none of the above
 Research/audit/cost
 Revise budgets
 Recruit volunteers
 Undertake any works required
 Establish hire costs/agreements
 Establish database
 Create marketing plan

Our vision and objectives should be reviewed when the village hall is rebuilt.

2021/008. Highways and Speeding

- Potholes, culverts, signs and flooding. The Clerk normally does a tour of the parish with a highways officer at this time of year. This year she has sent videos with a list of issues.

- Proposed barrier on parts of Lower Honeydon Road to prevent verge erosion into ditch (requested by a Honeydon resident). The Clerk has included this issue in the above reports to Bedford Borough Council. Cllr. J. Ibbett expressed concern that the edges of the road were poorly resurfaced and residents were experiencing tyre damage. The Clerk will report the edge issue as well.
- Proposed Upper Staploe signs. Cllr. V. Zwetsloot explained that delivery drivers are finding it difficult to find properties in Upper Staploe. She proposed that we request signs to be installed. One flat against the hedge of Bushmead Road at the T junction and another just north of Cottage Farm.
- Speeding – speed limit signs. A resident had objected to the 20mph zone and Bedford Borough Council needed to ask them to retract their objection before proceeding. The objection has now been withdrawn so the new speed limit signs will be erected shortly.

2021/009. Neighbourhood Plan

- Councillors considered a request from the Steering Group to fund 1 hour per week of admin time for the Clerk to prepare agendas, minutes and research / advise on preparation of the plan. This cannot be funded from grants. Steering Group volunteers are happy to assist with the plan but advised that they would like the consistency of one person carrying out these tasks. Cost to the Parish Council of 1 hour per week for one year including pension would be £896.50. It was resolved to amend the budget to include this additional time. Proposed by Cllr. V. Zwetsloot and seconded by Cllr. D. Smith.

2021/010. Duke of Edinburgh Volunteer

- A 13 year old has offered to volunteer to do one hour per week for the Parish Council for three months. Ideas were to ask him to make a children's activity for the newsletter eg. wordsearch or crossword, do some litter picking, fold and deliver NDP questionnaires / newsletters, sweep decking at the village hall, take photos for the website / newsletter, manual hedge cutting in Duloe, clean the Hamlets Exchange, help rearrange the contents and clean the containers, help remove Himalayan Balsam, painting posts by the streams.
- Cllr. J. Ibbett offered to help with risk assessments.

2021/011. Playing Field and Village Hall

- The Clerk reported that John Bass (last executor of the estate of Noel Bates) had signed a witnessed letter giving permission for the containers to remain indefinitely and for the land to be transferred from the Playing Field Charity to the Village Hall Charity for the extension of the hall and the extended car park.
- It was resolved to appoint Cllr. G. Meola, Cllr. J. Ibbett and Cllr. E. Meola as representatives of Staploe Parish Council to the Village Hall Management Committee and to request that the Village Hall Committee consider amending the deed to permit the Parish Council three representatives on the hall committee. Cllr. E. Meola is currently the representative for the Village Hall Rebuild Committee but this is no longer in existence.
- It was resolved to authorise demolition costs (£7650 + VAT) for the village hall. Proposed by Cllr. E. Meola and seconded by Cllr. D. Smith.

2021/012. Consider the arrangements for the internal audit

It was resolved to approve the arrangements for the internal audit. Kim Webb will conduct a single audit in April. There was one outstanding action from the previous review of the audit arrangements which was that Cllr. E. Meola should attend the new councillor induction course. He will consider attending one of the upcoming online courses.

2021/013. Finance

- Receipts, payments and schedule of payments were checked against the invoices in advance of the meeting by Cllr. E. Meola and Cllr. J. Ibbett who proposed the receipts and payments be accepted. The list is presented on p12-13
- Bank reconciliation and reserves were checked against the bank statements in advance of the meeting by Cllr. E. Meola and Cllr. J. Ibbett and presented on p14-15
- Review performance against budget. This was circulated in advance of the meeting and is presented on p16-20
- It was resolved to revise the budget and precept to include payment requested by the Neighbourhood Plan Steering Group in agenda item 2021/009.
- It was resolved to retain the existing bank signatories and to retain the existing direct debits for electricity, and the payment to the Information Commissioner's office for our data protection registration. Also to continue to pay for grass cutting by standing order.
- Approve the list of regular payments for 2021/22

2021/014. Policies

- The equality and diversity policy was reviewed and accepted without amendment.
- The disciplinary and grievance policies were reviewed and accepted without amendment.

The meeting closed at 10pm

Main Account Payments						
Ref	Date	Payee	Details	Type of transaction	Cheque / Ref Number	Amount
94	21/01/2021	Eyelid	Annual website support	BACS	0	£100.00
95	20/11/2020	SSE Energy	Electricity for street lights	Direct debit	0	£30.96
96	16/01/2021	Brightman Brothers	Tree work at Duloe Playing Field	BACS	0	£420.00
97	21/12/2020	SSE Energy	Electricity for street lights	Direct debit	0	£28.61
105	21/01/2021	SSE Energy	Electricity for street lights	Direct debit	0	£32.49
106	21/01/2021	Cartridgesave	Blue ink cartridge	BACS	0	£100.13
Total						£712.19
Debit Card Account Payments						
Ref	Date	Payee	Details	Type of transaction	Cheque / Ref Number	Amount
91	20/11/2020	Amazon Business	Reflectors & screws for nature posts	Debit card	0	£49.26
102	15/01/2021	Zoom	One month zoom subscription	Debit card	0	£14.39
109	21/01/2021	Amazon Business	Staples and year planner	Debit card	0	£10.67
Total						£74.32
Main Account Receipts						
Ref	Date	Payee	Details	Type of transaction	Reference	Amount
Total						£0.00
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
103	01/12/2020	Barclays	Interest for November	Credit	0	£0.16
104	04/01/2021	Barclays	Interest for December	Credit	0	£0.19
Total						£0.35
Transfers						
Ref	Date	Recipient	Details	Main Account	Debit Card Account	Savings Account
92	20/11/2020	Staploe Main to Payments	To pay for reflectors	-£50.00	£0.00	£0.00
93	20/11/2020	Staploe Payments from main	To pay for reflectors	£0.00	£50.00	£0.00
98	24/11/2020	Staploe Main to Payments	To pay for reflectors	-£10.00	£0.00	£0.00
99	24/11/2020	Staploe Payments from main	To pay for reflectors	£0.00	£10.00	£0.00
100	11/01/2021	Staploe Main to Payments	To pay for 3 months zoom subs	-£43.17	£0.00	£0.00
101	11/01/2021	Staploe Payments from main	To pay for 3 months zoom subs	£0.00	£43.17	£0.00
107	21/01/2021	Staploe Main to Payments	To pay for staples and wall planner	-£10.67	£0.00	£0.00
108	21/01/2021	Staploe Payments from main	To pay for staples and wall planner	£0.00	£10.67	£0.00
Total				-£113.84	£113.84	£0.00
Posted balances after the above transactions clear						
Community Account 30833940				£13,354.91		
Debit Card Acc 13099075				£39.52		
Base Rate Savings 43461580				£20,728.70		

STAPLOE PARISH COUNCIL BANK RECONCILIATION 1st APRIL 2020 TO 15/01/2021

Date of bank statement	15/01/2021	Line of cash book:	106
Prepared by Mrs. Lucy Crawford, Parish Clerk			

BARCLAYS							
Community Account 30833940							
DATE			Receipts	Payments	Transfers	Balance	
1-Apr-20	Balance bf	£15,270.03					
15-Jan-21	Posted balance per accounts	£14,343.00	£20,184.91	£10,283.44	-£10,828.50	<u>£14,343.00</u>	
Unpresented cheques / uncleared payments:							
	Total						
15-Jan-21	Balance as per bank statement	£14,343.00					
15-Jan-21	Posted balance - cleared balance	£-					
15-Jan-21	Balance cf	£14,343.00					

BARCLAYS							
Base Rate Savings 43461580							
			Receipts	Payments	Transfers	Balance	
1-Apr-20	Balance bf	£10,281.77					
15-Jan-21	Posted balance as per accounts	£20,728.70	£13.48	£0.00	£10,433.45	<u>£20,728.70</u>	
15-Jan-21	Balance as per bank statement	£20,728.70					
15-Jan-21	Posted balance - cleared balance	£-					
15-Jan-21	Balance cf	£20,728.70					

				BARCLAYS				
				Debit Card Account 13099075				
				Receipts	Payments	Transfers	Balance	
1-Apr-20	Balance bf	£-						
15-Jan-21	Posted balance as per accounts	£39.52	£12.00	£367.53	£395.05		<u>£39.52</u>	
Unpresented cheques / uncleared payments:								
	Total							
15-Jan-21	Balance as per bank statement	£39.52						
15-Jan-21	Posted balance - cleared balance	£-						
15-Jan-21	Balance cf	£39.52						
Summary for all accounts			Receipts	Payments	Transfers	Balance		
1-Apr-20	Balance bf	£25,551.80						
15-Jan-21	Balance per accounts	£35,111.22	£20,210.39	£10,650.97	£0.00	<u>£35,111.22</u>		
15-Jan-21	Balance per bank statements	£35,111.22						
15-Jan-21	Balance cf	£35,111.22						

Staploe Parish Council Reserves				15/01/2021				
Earmarked Reserve Category	Category breakdown	Funds Reserved 01/04/2020	Receipts to reserve to 15/01/2021	Payments from reserve to 15/01/2021	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	£75.00	£75.00	£8,627.50		VAT advice £75
								These cannot be used to fund payments if we are to reclaim VAT. Used to pay for planning application for hall.
	Ticket sales social events	£493.00		£493.00	£493.00	£0.00		
	CIL Money	£1,483.80		£220.00	£220.00	£1,263.80		From Topham End Fam. £120 used towards street lights in 2019. £220 used for planning application for hall
	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			£0.00	£8,700.00		
	Total Village Hall Rebuild Reserves	£18,539.30	£1,500.00	£788.00	£788.00		£19,251.30	
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	£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	£0.00	£5,000.00		£0.00	Due to be spent by 31st March 2021
Total earmarked reserves		£19,901.33	£8,660.00	£2,019.82	£7,019.82		£20,829.51	
Available reserves		£5,650.47					£6,169.28	
Total funds		£25,551.80					£26,998.79	
						£00.000		
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. £5777 - £11554								
Therefore £6169.28 is within the recommended range.								

Staploe Parish Council Review of 2020-2021 Budget Jan 2021					
	Budget to end Mch 2021	Actual to Date (21/1/2021)	Forecast to end Mch 2021	Forecast less Budget	Comment
Regular Receipts					
Precept	£11,553.98	£11,554.00	£11,554.00	£0.02	
Interest	£-	£13.48	£14.44	£14.44	
Grass cutting	£1,389.51	£1,389.51	£1,389.51	£-	
Total Regular Receipts	£12,943.49	£12,956.99	£12,957.95	£14.46	
Other Receipts					
Newsletter advertising	£-			£-	
Ward Fund	£-			£-	
Payments received in error	£-			£-	
Police VERU grant for containers	£-	£5,000.00	£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	£840.19	Clerk refunded duplicate salary payment £830.19+refund £10
Total Other Receipts	£-	£5,840.19	£5,840.19	£5,840.19	
Total Receipts	£12,943.49	£18,797.18	£18,798.14	£5,854.65	

Regular Payments (from precept)					
Clerk's salary & pension	£4,100.45	£3,097.79	£4,130.36	£29.91	
Clerk's PAYE	£-	£-	£-	£-	
Clerk's employment expenses	£336.00	£204.30	£286.30	-£49.70	Less travel to meetings
Total staff costs	£4,436.45	£3,302.09	£4,416.66	-£19.79	We assumed a pay rise of 2% but in fact it was 2.75%
Audit Fees	£265.00	£260.00	£260.00	-£5.00	
Councillors Expenses	£30.00	£-	£-	-£30.00	
Clerk's Other Expenses eg. postage & sundries	£50.00	£6.96	£10.96	-£39.04	
Training	£110.00	£-	£30.00	-£80.00	£30 for Emilio to do New Councillor Induction
Highways Grass Cutting	£1,200.00	£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	£433.60	£48.60	New assets purchased
Power to street lights	£343.00	£285.58	£343.00	£-	
Elec (CCTV & containers)	£-	£-	£50.00	£50.00	Due to be reconnected
Maintainance (street lights, speed signs, field, containers, play area & planters)	£300.00	£407.57	£407.57	£107.57	£320 repairs to street lights after September+46.52 sundries eg. survey paint, covid gel, bin bags for litter bins. (£280 street light inspection, £51.92 for wood protection, and £44.70 for wood for picnic benches came from earmarked reserves).
Defibrillator costs	£-	£-	£-	£-	See transfers to reserve £60
Play Area Inspection	£68.00	£68.50	£68.50	£0.50	
Play Area Works (assets purchased)	£-	£-	£-	£-	
Play Area Works (consumables / labour)	£-	£16.87	£16.87	£16.87	Sealant and lubricants
Playing field Maintenance	£973.04	£960.90	£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	£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	£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	£185.00	£1.00	

Regular payments continued	Budget to Mch 2020	Forecast to end March 2020		Forecast less Budget	
Admin	£374.00	£327.32	£374.00	£-	£35 Info commissioner, printer cartridges £242, stationary items, other eg. hand sanitiser, disinfectant spray, hazard tape, masks
Literature & info	£-	£-	£-	£-	
Software & email subscriptions	£240.00	£209.07	£276.27	£36.27	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	£-	£25.00	-£220.00	Assume two meetings in person in the new year.
Village Hall Works / Maintenance	£150.00	£150.00	£150.00	£-	
Newsletter	£250.00	£235.67	£335.67	£85.67	Changed printer and longer newsletter
Donations				£-	
Other				£-	
Contingency	£500.00	£-	£-	-£500.00	Assume we don't need to use contingency
Total regular payments	£11,083.49	£8,689.27	£10,284.14	-£799.35	We expect to spend £799 less than we had budgeted. This is because we expect to save £786 vs budget (£500 contingency not required, £350 tree works not needed on the Common, £220 saved on hall hire due to Covid, £80 training, £50 less travel for the Clerk due to Covid, £69 saved on other expenses, £17 other (playing field maintenance and audit)). There were unbudgeted additional payments of £487. This comprised £108 extra maintenance, £100 extra highways grass cutting, £86 newsletter, £50 extra electricity for containers when reconnected, and £143 other (insurance, zoom, salary, play area consumables, common grass cutting).
Regular receipts - regular payments	£1,860.00	£4,267.72	£2,673.81	£813.81	

Other payments (met from additional receipts eg. grants or earmarked reserves)					
Ward Fund assets purchased				£-	
Ward Fund other purchases				£-	
Ward Fund donations				£-	
Other assets purchased from earmarked res				£-	
Village Hall payments from earmarked reserve		£793.00	£793.00	£793.00	Planning application + VAT advice
VERU Grant for containers			£5,000.00	£5,000.00	To reconnect water and electricity to containers
Payments from other earmarked reserves		£443.82	£443.82	£443.82	£280 street light inspection, £96.62 wood and treatment picnic benches, £67.20 software and web
Elections				£-	
Speed sign				£-	
Social event costs covered by ticket sales				£-	
Social event profits donated				£-	
Other payments (refunds etc.)		£830.19	£830.19	£830.19	Clerk's salary refund
Total Other Payments	£-	£2,067.01	£7,067.01	£7,067.01	
Total Payments	£11,083.49	£10,756.28	£17,351.15	£6,267.66	

Transfers to reserves

Village Hall rebuild savings to earmarked reserve	£1,500.00	£1,500.00	£1,500.00	£-	
Asset replacement reserve eg. computer, printer	£100.00	£100.00	£100.00	£-	
CIL income				£-	
Maintenance (for defibrillator, play area and noticeboards)				£-	
Defibrillator maintenance	£60.00	£60.00	£60.00	£-	
hedge cutting on field	£75.00	£75.00	£75.00	£-	
hedge cutting on Duloe Common	£75.00	£75.00	£75.00	£-	
Tree works	£350.00	£350.00	£350.00	£-	Works not carried out on Duloe Common in 2020/21
Total transfers to reserves	£2,160.00	£2,160.00	£2,160.00	£-	
Total Payments & Transfers to Reserve	£13,243.49	£12,916.28	£19,511.15	£6,267.66	

Balances expected on 31st March 2021:

	Unearmarked	Earmarked	Total
	£6,169.28	£20,829.51	£26,998.79

We should hold between 50-100% of our annual precept in unearmarked reserves so £6169.28 is within the recommended range of £5,777 to £11,554