

Minutes of a Meeting of Staploe Parish Council Held at 7.45pm on Thursday 17th November 2022 in the Meeting Room at Wyboston Village Hall

Present: Cllr. G. Meola (Chair for this meeting), Cllr. D. Smith, Cllr. P. Yockney, Lucy Crawford (Clerk) and two members of the public.

Apologies for absence: Cllr. E. Meola, Cllr. V. Zwetsloot, Cllr. J. Ibbett, Cllr. J. Thomson and Borough Cllr. T. Wootton.

2022/084. Declarations of Interest

Cllr. G. Meola declared an interest in the Playing Field and Community Cabins as she lives opposite.

2022/085. Public Open Forum

Bushmead Road Closures

The Clerk explained that the frequent closures on this road usually relate to leaking / burst pipes. Anglian Water are due to replace the pipe next year but it is not straightforward as they have to get it from the water tower at Bushmead Road, Eaton Socon, across the A1.

Due to problems in Honeydon in the past the Parish Council usually request that the roads to Honeydon be closed except for access whenever Bushmead Road is closed. The Parish Council have received two messages from parishioners about this recently. One asking that the roads be closed to all through traffic in Honeydon (even for access) and another asking that the roads through Honeydon remain open with no restrictions.

- **A member of the public who lives on the Bushmead Road** and who was in attendance expressed concern about this explaining that if the roads to Honeydon are closed except for access this is very time consuming for the residents who live on the Bushmead Road. She has to make frequent trips to Eaton Socon and to drive around via Wilden as per the official diversion means that fuel costs mount up due to the additional mileage and her neighbours feel the same. When she attempted to go through the closure last time workmen threatened to fine her. The Clerk will send the member of the public the e-mail address of the team responsible at Anglian Water (as they are responsible for most closures).
- **Messages received from members of the public before the meeting:**
- **A resident of Honeydon.** "access only" simply isn't adequate as sat navs and those familiar will still take the route. The only solution is to CLOSE the hamlet as a through route. I'd be relatively confident most residents would happily suffer minor inconvenience of a slightly longer route themselves than have the serious risk of excess volume of speeding traffic passing by. I remind you that my son has to walk and wait by the unpaved roadside for school, likely the only child that does this now, so not something considered by most, but many resident dog owners walk the route also. Its frankly a miracle that an accident hasn't already occurred on the bend at the bottom of Goodwick Drive. Even with normally low traffic volumes, I've witnessed two very near misses with tractors meeting traffic on this bend in recent months. It is also necessary for Anglian Water's own tanker contractor to park on the inside of this bend to empty the sewage treatment plant. When this occurs the bend is completely blind in both directions, and depending on the size of the vehicle and quality of the tanker parking this can involve driving on the verge to pass. Thanks.

- **Two residents of Honeydon:** we campaigned several years ago to get the traffic diverted away from Honeydon whenever Bushmead Road (BM Road) is closed and we were horrified to read that someone has requested that there should be no such restrictions in future. Manor Farm Lane and Begwary Lane (from Dairy Farm to Hillside Bungalow) are single track. These lanes are used by pedestrians, cyclists, hoseriders and farm machinery, and on the stretch of Begwary Lane from its junction with Manor Farm Lane there is no footpath and no verge, and so no possibility of escape from traffic. The drivers who use these lanes as a shortcut often speed and are inconsiderate to non-vehicular traffic. They chew up such verges as we have when they pull over to allow oncoming vehicles to pass. Walking the lanes during such times is a nightmare. Although there is now signage in place warning that the lanes are unsuitable for lorries, these are still occasionally disregarded, and I think many more HGV drivers would follow their sat navs and so ignore the restrictions if BM Road was closed and traffic was not diverted. I took photographs of the pandemonium which routinely occurred during BM Road closures before traffic was diverted or restricted, including those of 40 ton articulated lorries trying to navigate the corner by Dairy Farm, and a logjam of some 5 or 6 cars on the same corner. In the past we have had to go out and direct the traffic, to navigate lorries around the corner, and give directions to car drivers who are lost. I've attached some of the photos and I'm happy for you to use them. **Please note this is a sample of the photos and that these were all taken on the same day!!** Finally, I note that several potholes have re-opened on Begwary Lane since the last BM Road closure a couple of weeks ago. The lanes near us are not in good condition; the deterioration in the road surface adversely affects cyclists and pedestrians and is a cost to Beds Council, which frequently has to visit to effect repairs. In this email I have explained the effect that the extra traffic has on our part of Honeydon, but I have no doubt our neighbours elsewhere in the village are similarly affected and share our concerns. We strongly oppose the request not to close the roads through Honeydon at all when BM Road is closed. We are horrified by the prospect of a return to the days of a complete 'free for all'. Although the second request not to allow access to Honeydon residents (I assume we'd have to approach our homes by another route) is radical, it is infinitely preferable. We cannot expect any temporary diversion (such as those we have at present) to be 'policed', so closing the road into Honeydon entirely is the only way to ensure we're not deluged by traffic. I have spoken (by text) to [two other residents of Honeydon] about the request for the roads through Honeydon to remain open in the event of Bushmead Road being closed. Both are opposed to the idea.

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- **A resident of Staploe:** When the Bushmead Road is closed, traffic should be allowed to pass through Honeydon, except for HGVs. Signage/barriers/chicanes to prevent HGVs using the route should be provided. Access to Roxton via the Two Brewers and Chawston should be maintained on all occasions (except if work is taking place on the Bushmead Road at the Two Brewers junction). Forcing residents of the parish to take the ridiculously long diversion via Hail Weston and Little Staughton is completely unacceptable. While I appreciate that there will be an increase in traffic through Honeydon when the Bushmead Road is closed, this is in reality only on very limited occasions. Those of us who live in Staploe have to face the increased traffic volume, speeding and bad behaviour on a daily basis due to the blight we suffer from the Bassmead wedding venue. If Honeydon is closed when the Bushmead Road is closed then there will be a very strong case to permanently close Staploe to prevent the wedding traffic continuing to plague the village.
- **A resident of Honeydon:** I wanted to note my concerns regarding the problems encountered when the (all too frequent) Bushmead Road is closed (usually due to water leaks). As a resident of Honeydon, we immediately begin seeing increased traffic coming through the village with a number of (large) commercial vehicles, looking for a quick way through to surrounding link roads. This causes a number of issues: larger vehicles are totally unsuitable to pass through the single lane roads. Local residents out dog walking are at risk - traffic passing through the village is usually travelling at much higher speeds, putting residents at risk. Road surface condition suffers with the increased traffic and, in places, becomes dangerous with large pot-holes. I would like to request that in the event that Bushmead Road or any other surrounding road access is closed, that we can close access to non-local traffic coming into Honeydon. Thank you
- **A resident of Honeydon:** I have been approached by other parishioners that are unable to attend tonight with some thoughts. They would prefer the road closed with access only signs, with the orange barriers across the main part of the road to show the closure. Another suggestion would be traffic lights through the village to force vehicles to slow down, especially with the single track parts of the village. There have been 2 or 3 people that have come close to being run over during the time the road was closed and it is impossible to walk the dogs, so we really need to do something. Many thanks.
- **A resident of Begwary:** as a resident of Begwary and having to travel frequently to Staploe, I can appreciate the concern expressed by the resident in Bushmead Road about closing the roads through Honeydon. Equally, Honeydon residents might quite reasonably resent all the traffic passing through Honeydon. Much of that traffic then uses Honeydon Road, with issues for all the cyclists and horseriders who regularly use it too. Interestingly, there are several Honeydon residents who regularly drive along Honeydon Road at considerable speed (there is no speed limit)! Perhaps it would be appropriate to allow access through Honeydon for anyone living in the parish rather than just in Honeydon, because those are the drivers who would actually be affected most by the inconvenience. I use that route between two and four times most days and the difference a diversion would make in terms of time, fuel and environmental impact, would be significant. In the future, perhaps it would be appropriate to consider measures which would prevent wide vehicles trying to access the single track section of road. Most tractors use the track through the field by the post box. There could also be much better signage stopping large vehicles from the Begwary end by Lower Goodwick Farm.
- **A resident of Staploe:** the roads through Honeydon should be closed except for access when the Bushmead Road is closed. The gridlock we have seen in Honeydon in the past when there was no road closure was dangerous and unworkable. I believe residents who are most affected eg. who live on the Bushmead Road could be given special permission to drive through the closures but otherwise there should be no through traffic.
- **The outcome is reported under item 2022/91. Highways and Rights of Way.**

Definitive Map Modification Orders

A resident from Staploe: I used to ride around these areas and none of those routes [proposed in the orders] were rights of way.

A resident from Staploe: I have lived in Staploe and walked the area for 20 years and these routes have never been rights of way.

A resident from Staploe: I strongly support all three applications to re-establish the lost bridleways identified. For too long farmers have been allowed to destroy our countryside and restrict our ability to ride/walk in the countryside. This will only get worse with the rush to build solar farms. All efforts to maintain existing, and recover lost, footpaths and bridleways must be fully supported. With the restrictions on our amenity with the new solar farms, these three bridleways will to some extent offset these restrictions by providing additional circular routes for the public to use.

Community Orchard at Ex Traveller Site

Posted on website on 7/11/2022 by Staploe Parish Council:

Bedford Borough Council are attempting to recover the costs they incurred when returning the ex traveller site in Upper Staploe to agricultural use. In order to do so they are going to court and may sell the land to recover the costs. The Parish Council are planning to enter a "Community Right to Bid" on the land which would enable us to bid for the land. We would have to compete with other bidders at market prices but it would give us 6 months to get funds together to make a bid. The Parish Council are proposing to make it a community orchard. We would like to hear your thoughts on the matter. The land has not been valued yet so it may be beyond the means of local donations but we thought it would be worth asking if people think it's a good idea. It might be somewhere that residents can donate a tree, assist with maintenance and harvesting, or donate toward the purchase of the land. It has quite good footpath access from Staploe, Duloe and Honeydon. We thought it might help bring the community together, give us good locally produced fruit and help the environment as well as turning this unsightly piece of land into somewhere more positive. The site is in Upper Staploe on the Bushmead Road just east of the turn to Staploe on the northern side of the road. There used to be horses grazing in the field and a lot of fly tipping. There are footpaths heading north across the site and south just east of the site.

Please could you e-mail me to say whether you:

1. Support the idea but would not consider getting involved
2. Support the idea and can offer some time but no money to the project
3. Support the idea and can offer a small amount of funding to eg. buy a tree
4. Support the idea and can offer a larger contribution towards purchase of the land
5. Do not support the idea

Thank you.

1. A resident of Staploe:

“What a lovely idea, xxxx and I often walk from Begwary to Colmworth Country Park and I always think what a nice place to have locally. Yyyy and I would be in favour of the project and would be able to donate a small amount of cash but we would be available to volunteer with up keep.”

2. A resident of Duloe:

A mix of (3) and (4) potentially.

3. A resident of Staploe:

“This sounds like an excellent idea which we would definitely support with a donation towards the cost. “

4. A resident of Staploe

Great idea - option 3 from me. Potentially could add in/create some wildflower areas/pollinator/beneficial insect refuges/wildlife pond too which I'd happily help with.

5. A resident of Staploe

I can see the advantage of not letting this land fall into the wrong hands, but I have doubts about whether such a purchase is a good idea. From my experience, it is relatively easy to raise money to buy a piece of land but much more difficult to ensure that it is properly managed afterwards. This site is not near the main centres of the parish, and most people would have to go to it by car. The risk is that it would be unseen by most people and forgotten. Early enthusiasm could easily tail off. An orchard is an excellent idea, but it would need to be managed through pruning the trees, removing diseased fruit, cutting the grass and hedges, etc, and I am not sure how the problem of fly-tipping would be dealt with. All that said, if the Parish does decide to go ahead, I would be willing to contribute to the cost of buying the land.

6. A resident of Honeydon

Afraid I don't support this. Location simply isn't convenient for anyone. I've seen a few community orchards (and allotments) over recent years and they work well but only if on the door step. A few fruit trees in a corner of the playing field would be far more suitable I'm sure. Or perhaps Mr Squire could be called upon to donate a more convenient plot (adjoining the playing field?) whilst he surrounds the parish with his solar metropolis?

Footpath for Honeydon requires a stretch of Bushmead road to be walked, it's getting on for 1.5 miles from us as one of the closest residents, and the majority of properties have gardens of above average size. No one from here would use it, I'm sure.

Can't really see what benefit such a plot would be to anyone other than the adjoining neighbour, who I'm sure will be one of the interested parties, if only to stop someone else.

I would suggest better to allow a private self-build development on such a plot. Perhaps possible at this stage for the Parish Council or Bedford Borough Council to have a covenant applied enforcing requirement for super eco build should planning ever be permitted?

7. A resident of Upper Staploe

I would support the bid a give some funds.

8. A resident of Staploe

It's a nice idea, but it's such an out of the way place, not close to any of our hamlets, so I can't really support this. I don't know how the Parish Council will be able to find sufficient funding to make an offer at commercial rates. Most of the parish would not contribute to costs to fight 10,000 houses, so I don't think this will attract any real funding from parishioners. In any event, surely the PC and it's funds should be focussed on a new village hall. This will just dilute that focus.

If the PC were looking at green activities, I would be prepared to contribute to planting a tree, so long as it was in a place where it would get seen.

9. A resident of Duloe

With the current cost of living crisis, inflation and energy costs, I think this is a total waste of money, we haven't got a village hall, we haven't got the CCTV camera working, we have lots of antisocial behaviour, and now the Council want to waste money buying a piece of land in the middle of nowhere and expect it's parishioners to maintain it. The council should be addressing the problems on their "to do list" and not be wasting time and funds on "blue sky" projects.

All at [an address in Duloe], are totally against.

Other Issues for the Public Forum

Cllr. G. Meola reported that Duloe Lane is signed unsuitable for HGV's but huge HGV's access College Farm and drive onto their verge creating huge ruts. They have had to hire a rotavator several times to repair the damage.

The Clerk explained that HGVs always have right of access even if the road is unsuitable for HGV's. However, she agreed to write to the landowner.

2022/086. Approve the minutes of the meeting held on 29th September 2022

Having been previously circulated the minutes were approved with one amendment. Proposed by Cllr. P. Yockney and seconded by Cllr. G. Meola.

2022/087. Borough Cllr. T. Wootton's report

No report was provided.

2022/088. Planning Applications

Application number	Type	Description	Location	Deadline	Link
22/02094/FUL	Full planning application	The change of use of land to garden, change in materials and fenestration layout to the approved dwellings (external works to dwellings approved under application 21/03166/CPNQ), installation of solar panels to the rear elevation, change to hardstanding to front and new boundary fences and entrance gates.	Tall Ho, Gypsy Lane, Upper Staploe PE19 5JF	14/11/2022	22/02094/FUL
It was resolved to respond with no objection. The extended garden goes beyond what is permitted under a Class Q conversion but is a modest extension which is proportionate. We would suggest that permitted development rights be removed to restrict new outbuildings and structures being added to the site. Proposed by Cllr. G. Meola and seconded by Cllr. D. Smith.					
22/02286/S73A	Retrospective planning application	Single storey rear extension incorporating existing outbuildings (development already carried out)	50 Staploe Lane Staploe St Neots Bedfordshire PE19 5JA	23/11/2022	22/02286/S73A
It was resolved to respond in support of this application. The rear extension has been in place for many years, it does not overlook anyone and there have been no objections. Proposed by Cllr. P. Yockney and seconded by Cllr. G. Meola.					
22/02258/FUL	Full planning application	Conversion and change of use of agricultural barns to two dwellings, with associated garden areas and parking	Lower Goodwick Farm, Begwary Bedford Bedfordshire	16/11/2022	22/02258/FUL

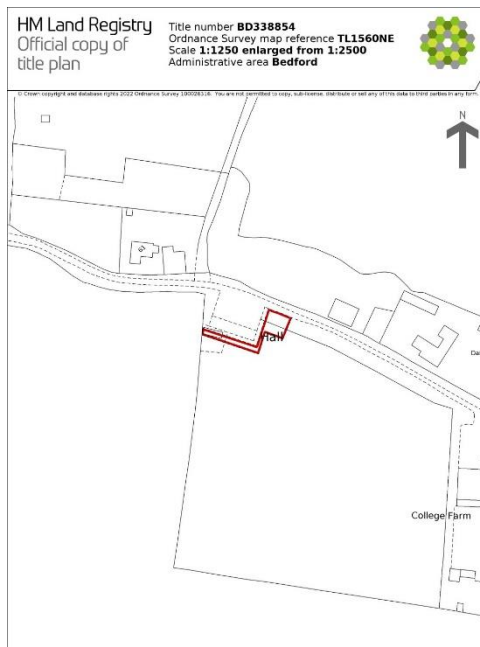
It was resolved not to object to this application because it replaces existing buildings and the development is in character with the rural location. Proposed by Cllr. D. Smith and seconded by Cllr. P. Yockney.

22/02163/FUL	Full planning application	Erection of greenhouse in rear garden	Old Farm Cottage, Staploe	14/11/2022	22/02163/FUL
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It was resolved to respond in support of this application because Staploe Parish Council believe this greenhouse will be an attractive addition to the garden. Proposed by Cllr. G. Meola and seconded by Cllr. D. Smith.

2022/089. Village Hall, Community Cabins, Playing Field and Football Club (8.30-8.40)

- The land transfer from Playing Field to Hall has been made in order to extend the hall in future to the dimensions of the planning application. See plan of new land area transferred to the Village Hall charity edged in red below.



- Quotes for replacement decking. At the last meeting it was agreed to get quotes to pave the decking area. The Clerk asked two builders who had quoted to replace the decking and they said that paving would be more expensive. However, the football club have repaired the decking for now. **It was resolved to add £500 to the budget to save towards replacing the decking in the future. Meanwhile the Clerk will keep an eye out for grants and we may be able to use CIL money if we receive some in the future.** (Some of the barn conversions are likely to generate some CIL money unless they are self build projects).
- Quotes for replacing CCTV: **it was resolved to accept the quote from JDSI for £765 ex VAT for a two camera system and to apply for ward funds for this.**

This official copy is incomplete without the preceding notes page.

- Quotes to bury the electrical and CCTV cables, fix the drain cover next to the cabins and put the security post in place. **It was resolved to accept the quote from Mark Compton (who originally dug the trench for the drain) for £750 ex VAT.**
- Items i, ii, and iii were proposed by Cllr. G. Meola and seconded by Cllr. D. Smith.
 - Confirm receipt of Football Club insurance and correct goal storage. The Clerk has requested a copy of the insurance and confirmation of goal post storage according to the FA rules. Cllr. G. Meola requested a copy of the club's risk assessment.
 - Consider village hall requests for the Parish Council to:
 - Adopt the post and chain on the land transferred to the village hall
 - Include any trees on village hall land in our playing field tree inspections and maintenance budgets
 - Pay for burying the electrical and CCTV cables and closing the western access to the playing field on Village Hall site.
 - Include checking of the car park railings in the playing field inspections

- e. Pay the insurance cost of £365.64 (Norris and Fisher)
- f. Include the insurance costs of £365.64 in our budget for next year.
- o **It was resolved that the Parish Council will accept all of the above responsibilities and costs (a-f).** Proposed by Cllr. P. Yockney and seconded by Cllr. D. Smith.
- **It was resolved that the Clerk should check with Bedford Borough Council whether demolition of the Village Hall constitutes start of works for planning purposes.**

2022/090. Consider request for litter bin at southern end of Shakers Way and in Woodhouse Lane

This follows a request from a resident. Previously the Borough Council told us they would not empty any litter bins for us if we installed them. However, when we did install one Bedford Borough Council's fly tipping team started emptying it (unofficially) because it saved them a lot of time. However, they will not confirm in writing that they will empty the bin for us because it is an unofficial arrangement. The Clerk has obtained two quotes for bins. Glasdon Topsy Royale £224.12 ex VAT and Broxap Maelor Trafflex £228.95 ex VAT.

It was resolved that the Clerk should write to Bedford Borough Council and request a formal commitment to empty the bin before we purchase one. Proposed by Cllr. D. Smith and seconded by Cllr. P. Yockney.

2022/091. Highways and Rights of Way

- Consider requests from parishioners not to close the roads to Honeydon at all (a resident living on the Bushmead Road) and another to close them completely – not allowing access for residents (a resident from Honeydon) when Bushmead Road is closed (eg. to repair leaks). Councillors were conscious of the mayhem caused when the roads through Honeydon were open and the Bushmead Road was closed. They did not think that enforcement of eg. HGV bans would be effective and traffic lights would be unlikely to be deployed just as a deterrent / traffic calming measure; however, they decided that a complete closure to all traffic would cause considerable inconvenience to residents. **Therefore, it was resolved to request that Anglian Water / Bedford Borough Council continue to close the roads to Honeydon except for access whenever the Bushmead Road is closed but to also request that residents of the Bushmead Road and Begwary be allowed access.** Letters from the Parish Council could be provided to these residents. Proposed by Cllr. D. Smith and seconded by Cllr. P. Yockney.
- Consider request from a resident of Honeydon for new bridleways to be created if the Cobholden solar farm goes ahead. **It was resolved to wait until there is a planning application for this solar farm before making this request.** Proposed by Cllr. G. Meola, seconded by Cllr. P. Yockney.
- Consider definitive map modification orders (DMMO's) proposed by the British Horse Society for bridleways:
 - o next to Danvers Thatch in Staploe running parallel to Bassmead Manor drive.
 - o the track that goes from Hook Wood, behind Home Wood at Bassmead and comes out near the wedding venue car park.
 - o from the end of Woodhouse Lane up the permissive path along the hedge line on the county boundary (not the track which runs parallel to Woodhouse Lane) to link up with the solar farm access track towards Sharps Barn.
- **It was resolved to respond to the DMMO applications in the following way: “We support access to the countryside which these rights of way would provide providing they do not affect residents ability to enjoy their homes and gardens (BED 0290 appears to pass through the garden of Danvers Thatch and very close to a dwelling at Bassmead so this should be considered) and providing that they do not incur costs which impact on the profitability of**

the businesses / landowners involved. In terms of evidence Parish Councillors have seen people walking the eastern end of the track referred to in BED-0233 – this section now forms part of the access track for the solar farm. We have also received representations from two residents stating that they have not seen these routes 0290, 0291 and 0233 being used as rights of way despite walking or riding in the area for many years. We would also note that we received one other communication from a parishioner supporting the applications in order to improve access to the countryside but no evidence was provided relating to their use as rights of way.” Proposed by Cllr. P. Yockney and seconded by Cllr. D. Smith.

2022/092. Ex Traveller Site Upper Staploe

- Update on the court hearings where Bedford Borough Council is attempting to recover costs from the owners. Ian Johnson of Bedford Borough Council sent the following to the Clerk on 19th October. “Just to provide further detail on the 7th October hearing. The judge requested further service of the papers on the defendant (because they were not present and hadn’t made a representation) and made an order that the next hearing is listed for some point after 56 days following the date of 7th October. The earliest hearing we would therefore get is the 2nd December and I have requested confirmation from our legal team of the date when available. If we are successful, the Order of Sale would normally direct the Owner to put the land on for sale. However, as her whereabouts are unknown, it is likely that the Council would act as some form of trustee and aim to get the best value from the sale. We might not be able to sell directly to the Parish unless it is for a ‘fair’ sale, i.e. it would need to be advertised/ auctioned for anyone to apply. It is paramount that we act transparently and fairly when dealing with the land. I will raise your request for a covenant with our legal team and let you know their view.
- Consider application for Community Right to Bid on the land to create a Community Orchard.

It was resolved to approve the application drafted by the Clerk and register this field as a community asset with a Community Right to Bid. This does not commit the Parish Council to purchase the field; it just gives them the option to bid and gives them six months to raise the funds needed. Proposed by Cllr. G. Meola and seconded by Cllr. P. Yockney.

2022/093. Finances

- The receipts and payments were inspected against invoices and schedule of payments by Cllr. D. Smith and Cllr. G. Meola and approved for payment. They are presented on p12-13
- The bank reconciliation was inspected against the bank statement by Cllr. P. Yockney and is presented on p14-15.
- The balance of earmarked reserves is presented on p16 and shows that the available reserves are forecast to be £7652 at the end of March 2023 which is within the recommended range. Available reserves (total balance in the accounts less the earmarked reserves) should be 50-100% of our precept ie. £6668 - £13336.
- Consider how to allocate RAIDIUS¹ funds. **It was resolved to wait until the court decision regarding the ex Traveller Site (due in December).** Proposed by Cllr. G. Meola and seconded by Cllr. D. Smith.
- Performance against budget to date is presented on p17-20 and show that the Council is forecast to spend £1217 more than budgeted out of our regular income (precept). This is

¹ RAIDIUS = Residents Against Illegal Development In Upper Staploe – a campaign group set up when the Traveller Site was developed in Upper Staploe in 2007. Following enforcement action the land was vacated in 2015.

largely to bury the cables at the cabins, to replace the swing seat and to cover contracted increases in the Clerk's salary.

- **It was resolved to approve the budget and precept for 2023/24 presented on p21-24. This requires a precept of £14 324 which is a 7.4% increase on last year.** Proposed by Cllr. G. Meola, seconded by Cllr. D. Smith. The increase is partly due to the contractual pay rise due to the Clerk, and partly due to the need to save to replace the decking at the Community Cabins. This means an annual increase of £7.38 per Band D council tax payer in the parish (14p per week).
- Confirm whether receipts or payments are likely to exceed £25K and budget for external audit accordingly (this year and next). Both receipts and payments are forecast to exceed £25K this financial year. In 2023-2024 the budget is forecast to be below this threshold at around £15000 but if any grants are received eg for Neighbourhood Planning, CIL money, solar farm payments we may exceed this threshold. Therefore we have budgeted for an external audit which costs £200.
- Consider need for a 3 year financial forecast. It was resolved that this is not currently needed but that the council should revisit this if we rebuild the village hall.

2022/094. Review Policies and registers

- The asset registers were reviewed and are presented on p25-26
- The policy for viewing and commenting on planning applications was reviewed with one minor amendment. The policy referred to an e-mail distribution list which is no longer used as our web posts are automatically sent to all our subscribers. The policy was updated accordingly.
- The allowances for Councillor and Clerk's allowances were reviewed. The Clerk claims £18 per month working from home allowance and Clerk's and Councillors claim 45p per mile for mileage. It was resolved to accept these without amendment.

2022/095. Agree meeting dates for 2023

- The dates are presented on p27

The meeting closed at 9.30pm

Staploe Parish Council November 2022

Summary of Transactions for Staploe Parish Council for Approval at Meeting on:						17/11/2022
Main Account Payments						
Ref	Date	Payee	Details	Type of transaction	Cheque / Ref Number	Amount
92	10/10/2022	EDF Energy	Electricity for cabins	Direct debit	0	£11.00
93	21/10/2022	SSE Energy	Electricity for street lights	Direct debit	0	£30.96
100	04/11/2022	Wyboston Village Hall	First aid course in October	BACS	0	£45.00
94	30/09/2022	Bradgate Fencing	Grass cutting playing field & Common 6 of 8	Standing order	0	£162.00
95	10/10/2022	Banks Electrical	Repairing cabin electrical cable	BACS	0	£144.00
96	24/10/2022	Cloud Next	Premium website hosting	BACS	0	£119.98
101	07/11/2022	Wyboston Village Hall	Hall hire for PC meeting 29th Sep	BACS	0	£32.00
102	07/11/2022	Wellers Law Group	Legal fees for transfer of land field to hall	BACS	0	£940.00
103	08/11/2022	EDF Energy	Power for community cabins	Direct debit	0	£4.08
104	17/11/2022	L. Crawford	Clerk's expenses October - November	Cheque	100949	£16.48
105	23/12/2022	L. Crawford	Clerk's pay Q3	Cheque	100950	£1,229.93
106	23/12/2022	Bedfordshire Pension Fund	Clerk's pension Q3	BACS	0	£401.93
107	17/11/2022	Brightman Brothers	Tree safety report Duloe Common	BACS	0	£144.00
108	20/11/2022	Wave	Water and sewage for cabins	Direct debit	0	£41.74
109	19/11/2022	SSE Energy	Electricity for street lights	Direct debit	0	£28.61
110	20/11/2022	Bradgate Fencing	Grass cutting playing field & Common 7 of 8	Standing order	0	£162.00
Total						£3,513.71
Debit Card Account Payments						
Ref	Date	Payee	Details	Type of transaction	Cheque / Ref Number	Amount
None						
Total						£0.00

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Main Account Receipts						
Ref	Date	Payee	Details	Type of transaction	Reference	Amount
99	03/11/2022	St Neots Town Youth Football Club	Quarterly payment for cabins (Nov - Jan)	Credit	0	£125.00
Total						£125.00
Savings Account Receipts						
Ref	Date	Payee	Details	Type of transaction	Reference	Amount
91	03/10/2022	Barclays	Interest on savings	Credit	0	£0.10
97	01/11/2022	Barclays	Interest on savings	Credit	0	£0.09
98	08/11/2022	Barclays	Interest on savings	Credit	0	£0.02
Total						£0.21
Transfers						
Ref	Date	Recipient	Details	CommAcc	Debit Card Account	Savings Account
None						
Total				0	0	0
Posted balances after the above transactions clear						
Community Account 30833940				£17,474.11		
Debit Card Acc 13099075				£34.68		
Base Rate Savings 43461580				£10,890.77		

Staploe Parish Council November 2022

STAPLOE PARISH COUNCIL BANK RECONCILIATION 1st APRIL 2022 TO 15/11/2022								
Date of bank statement			15/11/2022					
Prepared by Mrs. Lucy Crawford, Parish Clerk								
				BARCLAYS				
				Community Account 30833940				
DATE				Receipts		Payments	Transfers	Balance
1-Apr-22	Balance bf		£9,318.50					
15-Nov-22	Posted balance per accounts		£19,258.87	£28,794.05		£18,412.90	-£440.78	<u>£19,258.87</u>
Unpresented cheques / uncleared payments:								
	None							
15-Nov-22	Balance as per bank statement		£19,258.87					
15-Nov-22	Posted balance - cleared balance		£-					
15-Nov-22	Balance cf		£19,258.87					
				BARCLAYS				
				Base Rate Savings 43461580				
				Receipts		Payments	Transfers	Balance
1-Apr-22	Balance bf		£10,890.01					
15-Nov-22	Posted balance as per accounts		£10,890.77	£0.76		£0.00	£0.00	<u>£10,890.77</u>
15-Nov-22	Balance as per bank statement		£10,890.77					
15-Nov-22	Posted balance - cleared balance		£-					
15-Nov-22	Balance cf		£10,890.77					

Staploe Parish Council November 2022

				BARCLAYS				
				Payments Account 13099075				
				Receipts		Payments	Transfers	Balance
1-Apr-22	Balance bf		£-					
15-Nov-22	Posted balance as per accounts		£34.68		£0.00	£406.10	£440.78	<u>£34.68</u>
15-Nov-22	Balance as per bank statement		£34.68					
15-Nov-22	Posted balance - cleared balance		£-					
15-Nov-22	Balance cf		£34.68					
Summary for all accounts				Receipts		Payments	Transfers	Balance
1-Apr-22	Balance bf		£20,208.51					
15-Nov-22	Balance per accounts		£30,184.32		£28,794.81	£18,819.00	£-	<u>£30,184.32</u>
15-Nov-22	Balance per bank statements		£30,184.32					
15-Nov-22	Balance cf		£30,184.32					

Staploe Parish Council November 2022

Staploe Parish Council Reserves			17/11/2022						
Earmarked Reserve Category	Category breakdown	Funds Reserved 01/04/2022	Receipts to reserve to 17/11/2022	Payments from reserve to 17/11/2022	Balance to 17/11/2022		Balance forecast to 31/03/2023		Comment
					Breakdown	Total	Breakdown	Total	
Dennybrook Planning		£386.75				£386.75		£386.75	
Village Hall Rebuild Reserve									£108.36 used to pay for hall committee insurance
	General Village Hall Rebuild Fund	£5,152.90	£1,400.00	£790.00	£5,762.90		£4,492.90		
	Heater refund (from Ward Fund 2018)	£660.00			£660.00		£660.00		
	Total Village Hall Rebuild Reserves					£6,422.90		£5,152.90	Infrastructure payment for Anglian Water for connection to main due in 2022 £570 and solicitors for transfer of land £700
RAIDIUS fund		£0.00	£706.41	£0.00		£706.41		£706.41	
Election fund		£510.29				£510.29		£510.29	
Literature & info fund		£30.86	£0.00	£0.00		£30.86		£30.86	
Grass & hedge cutting field		£262.00	£45.00			£307.00		£307.00	
Hedge cutting Duloe Common		£105.00	£30.00			£135.00		£135.00	
Play area assets		£53.38				£53.38		£53.38	
Maintenance		£0.00		£0.00		£0.00		£0.00	
Defibrillator		£110.00	£50.00			£160.00		£160.00	Towards replacing batteries / pads
Asset replacement (eg. laptop, noticeboards)		£225.00	£358.15	£199.96		£383.19		£383.19	£125 from precept + £233.15 from refunded cartridges. Bought a printer for £199.96
Tree works		£603.00	£253.00	£120.00		£736.00		£736.00	Towards inspections and works on Duloe Common and Duloe Playing Field.
Neighbourhood Plan		£6,288.07	£7,914.00	£6,288.07		£7,914.00		£0.00	Balance from 2021-22 repaid. £7914 expected in October 2022 but due to be spent before 31/3/2022
Street light inspection		£434.00	£434.00			£868.00		£868.00	Saving £434 per year for 3 years to do a formal inspection in 2023/24
Gov domain (alternate years)		£0.00	£55.00			£55.00		£55.00	
Jubilee party		£0.00	£110.00	£26.44		£83.56		£83.56	Funds allocated in Jan 2022 from underspend in admin budget. Most costs covered by ticket sales. Only needed to use £26.44 of the reserve funds
Football Club deposit		£0.00	£100.00	£0.00		£100.00		£100.00	
						£0.00		£0.00	
Total earmarked reserves		£14,434.50	£11,455.56	£7,424.47		£18,465.59		£9,668.34	
VAT (negative figure means we are owed VAT)		-£1,582.31	£1,582.31	£1,376.96		-£1,376.96		-£1,376.96	
Available reserves ex VAT		£7,356.32				£13,095.69		£7,652.40	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 or zero because it is paid in arrears.
Total funds ex VAT		£21,790.82				£31,561.28		£17,320.74	
Total funds incl VAT (matches balance bf)		£20,208.51				£30,184.32		£15,943.78	

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. £6668 - £13336

Therefore £7652.4 is within the recommended range

Staploe Parish Council November 2022

Staploe Parish Council Performance Against Budget 2022 - 2023	Actual 2021/22	Budget to Mch 2023	Actual to 17th Nov 2022	Forecast to 31st Mch 2023	Forecast less budget	Comment
		5.0%				% increase vs 2021-22
Regular Receipts						
Precept	£12,702.00	£13,335.73	£13,336.00	£13,335.73	£-	
Interest	£0.99	£-	£0.76	£1.30	£1.30	
Grass cutting	£1,389.51	£-	£-	£-	£-	Responsibility given back to Borough
Total Regular Receipts	£14,092.50	£13,335.73	£13,336.76	£13,337.03	£1.30	
Other Receipts						
Newsletter advertising	£-	£-	£10.00	£10.00	£10.00	
Ward Fund		£-	£638.66	£638.66	£638.66	Paid late for 2021/22. Used for electrical work at cabins.
Neighbourhood Plan Grant	£7,872.00	£-	£7,914.00	£7,914.00	£7,914.00	
Donations for Local Plan advice & campaign	£7,554.11	£-	£-	£-	£-	
Ticket sales from Jubilee			£65.89	£65.89	£65.89	£30 ticket sales and £35.89 proceeds from dog show tickets and food (after costs)
CIL income			£-	£-	£-	
Police grant for cabins	£2,000.00		£-		£-	
Police road safety grant			£3,890.00	£3,890.00		For new fixed speed sign in Duloe
Income from cabin hire			£271.00	£521.00		Assumes £500 from the football club
VAT refunds			£46.63	£46.63		
RAIDIUS			£706.41	£706.41		Remaining funds from campaign against traveller site raised in 2007
Football Club deposit			£100.00	£100.00		
Other (eg. refunds, proceeds from social events / book sales)	£937.89	£-	£233.15	£233.15	£233.15	2022/23 £233.15 in refunded goods (ex VAT) for ink cartridges returned when we changed printer
Total Other Receipts	£18,364.00	£-	£13,875.74	£14,125.74	£8,861.70	
Total Receipts	£32,456.50	£13,335.73	£27,212.50	£27,462.77	£8,863.00	High in 2021 due to Dennybrook donations.

Staploe Parish Council November 2022

Regular Payments (from precept)						
	Actual 2021/22	Budget to Mch 2023	Actual to 17th Nov 2022	Forecast to 31st Mch 2023	Forecast less budget	Comment
Clerk's salary & pension	£4,181.71	£4,398.24	£2,204.26	£4,664.24	£266.00	Remain on Salary Point 17 but budget assumed 2% increase in 2022/23 but joint committee (unions / govmt) have agreed a rise of approx 7.7%. 5 hours per week for PC (see Neighbourhood Plan below for extra hour)
Clerk's PAYE	£-	£-			£-	
Clerk's salary & pension extra hour per week for Neighbourhood Plan	£836.34	£879.61	£440.85	£932.85	£53.24	To assist with the neighbourhood plan (admin not grant funded)
Total staff costs	£5,018.05	£5,277.85	£2,645.11	£5,597.09	£319.24	
Audit Fees	£265.00	£265.00	£270.00	£270.00	£5.00	External; £200, internal £70
Councillors Expenses	£-	£30.00		£30.00	£-	
Clerk's employment expenses	£320.18	£312.00	£170.10	£312.00	£-	Monthly mileage (£8) and Working From Home Allowance (£18)
Clerk's Other Expenses eg. postage & sundries	£7.92	£40.00	£22.89	£40.00	£-	Postage and sundries.
Training		£80.00	£60.00	£80.00	£-	£50 Clerk's training, £30 for 2 x Cllrs training
Highways Grass Cutting	£1,300.00	£-		£-	£-	Responsibility given back to Borough
Insurance	£511.78	£511.78	£506.24	£506.24	-£5.54	Norris & Fisher pulled out of 3 year deal
Power to street lights	£339.14	£343.20	£227.52	£343.20	£-	Fixed contract with SSE until 1st Jan 2024
Elec (CCTV & cabins)	£130.34	£283.29	£102.77	£283.29	£-	Electricity prices have increased. Now in 2 year deal with EDF 25p per day standing charge (similar) but big increase in consumption to 35.6p per kwh
Water and sewerage for cabins	£191.11	£130.00	£72.07	£130.00	£-	Fixed costs £102.50 Water and foul water costs £3.08 per m3
Maintainance (street lights, speed signs, benches, play area & planters)	£150.00	£200.00	£-	£200.00	£-	2021 fixed drain cover at hall. 22-23 Budgeted for: £0 for planters + £200 for other maintenance eg. noticeboards, benches, play area etc.
Defib costs	£-	£25.00		£25.00	£-	No maintenance first 2 yrs. £25 in case electricity charge. £150 maintenance per year after two years - save for this in reserves.
Play Area Inspection	£68.50	£70.00	£70.00	£70.00	£-	
Play Area Works (assets purchased)	£-			£-	£-	

Staploe Parish Council November 2022

Regular payments continued	Actual 2021/22	Budget to Mch 2023	Actual to 17th Nov 2022	Forecast to 31st Mch 2023	Forecast less budget	Comment
Play Area Works (consumables / labour)	£-		£141.12	£141.12	£141.12	Replaced cradle swing seat
Community cabins and picnic area	£438.58	£300.00	£227.33	£1,050.00	£750.00	Repairs (cables, taps, leaks) £227 plus burying cables & fixing drain £750
Playing field grass	£989.37	£1,209.00	£875.00	£1,209.00	£-	Grass cutting £1209 for ten cuts (excluding weed treatments)
Duloe Common grass	£90.00	£100.00	£70.00	£100.00	£-	Grass cutting - 10 cuts
Tree surveys and works	£-				£-	
Subs (SLCC / BATPC)	£205.00	£215.25	£206.00	£206.00	-£9.25	BATPC £93 + SLCC £95 if Clerk on 5 hrs / wk but £112 if on 6hrs / wk
Admin	£255.75	£257.00	£171.03	£257.00	£-	£35 Info commissioner, stationary items (£80) and printer cartridges bought direct (£100), other eg. prof advice, social events (£42).
Literature & info	£-	£-		£-	£-	
Web & e-mail hosting, software subs	£391.80	£275.00	£191.52	£291.52	£16.52	Assumes Eyelid £100 web support + Cloudnext £100 + £75 software. Gov domain of £110 every 2 years is due in Sep 2023. £55 transferred to reserve in 2022/23 - see transfers to reserve
Other assets (eg. street furniture / tools / office equipment). Excl. playing field/ play area)	£-	£-	£-	£-	£-	
Village Hall Hire	£213.50	£311.00	£113.00	£311.00	£-	Budget assumes 1 APM 3 hrs @£12 /hr, 1 public meeting 2.5 hours @£12/hr, 10 PC / committee meetings of 2.5 hrs @ £8/hr) and £15 towards each of 3 social events. Actually one meeting was held online due to Clerk having Covid and there have been no social events other than Jubilee (Harvest Supper cancelled).
Village Hall Works / Maintenance	£150.00	£258.36	£258.36	£258.36	£-	Contribution towards insurance.
Newsletter	£329.75	£300.00	£116.78	£300.00	£-	Assumes 2 issues of 24 pages at £150 per issue.
Donations				£-	£-	
Other	£43.13				£-	Countryside Code signs in 2021.
Contingency		£150.00		£150.00	£-	
Total regular payments	£11,408.90	£10,943.73	£6,516.84	£12,160.82	£1,217.09	Unbudgeted payments include £750 to bury cable and fix drain at cabins + £320 extra for Clerk's salary & pension +£141 replacement swing seat
Regular transfers to reserve (from precept)						
Village Hall Savings	£1,500.00	£1,400.00	£1,400.00	£1,400.00	£-	
Hedge cutting savings (field & common)	£75.00	£75.00	£75.00	£75.00	£-	
Asset replacement savings	£125.00	£125.00	£125.00	£125.00	£-	Clerk's laptop and printer £600 every 5 years
Tree surveys and works savings	£253.00	£253.00	£253.00	£253.00	£-	Survey cost £360 every 3 years (£120pa). Works £400 every three years (£133pa)
Defibrillator	£50.00	£50.00	£50.00	£50.00	£-	
Street light inspection savings	£434.00	£434.00	£434.00	£434.00	£-	Formal inspection to cost approx £1302 in 2023/24
Gov domain (alternate years)	£-	£55.00	£55.00	£55.00	£-	£110 every other year (Sep 21, 23, 25 etc)
Total Regular transfers to reserve (from precept)	£2,437.00	£2,392.00	£2,392.00	£2,392.00	£-	
Regular payments + regular transfers to reserve	£13,845.90	£13,335.73	£8,908.84	£14,552.82	£1,217.09	
Regular receipts - regular payments & transfers to reserve	£246.60	£-	£4,427.92	-£1,215.79	-£1,215.79	We budgeted for regular receipts and transfers to reserve to match regular payments.
Other payments (met from additional receipts eg. grants or earmarked reserves)						
	Actual 2021/22	Budget to Mch 2023	Actual to 17th Nov 2022	Forecast to 31st Mch 2023	Forecast less budget	Comment
Local Plan advice and campaign	£7,167.36				£-	
Ward Fund assets purchased	£638.00				£-	
Other assets purchased from earmarked res			£199.96	£199.96	£199.96	Printer purchased from cartridge refunds

Staploe Parish Council November 2022

Village Hall payments from earmarked reserve	£100.00		£790.00	£1,360.00	£1,360.00	Support for insurance in 2021/22. £570 for sewage conection & £790 for land transfer in 2022/23
Repairs to bridge at Old Chapel, Honeydon	£330.00				£-	Cost shared with Thomas Morris
Payments from other earmarked reserves	£17.55		£150.00	£120.00	£120.00	2022 tree survey on Duloe Common £120. £30 payment to caterer for jubilee lunch
Police grant for containers	£2,000.00				£-	
Elections					£-	
Speed sign (met by police grant)			£3,890.00	£3,890.00	£3,890.00	
Street light replacement					£-	
Refunds to Borough for payments made in error					£-	
Hall hire for social events (met from ticket receipts)					£-	
Neighbourhood Plan costs met by grant	£1,583.93			£7,914.00	£7,914.00	For green infrastructure review and landscape character assessment
Neighbourhood Plan unspent grant refunds	£6,015.42		£6,288.07	£6,288.07	£6,288.07	
Other donations made by SPC	£-				£-	
Other payments (refunds etc.)	£706.41				£-	£706.41 RADIUS funds returned to bank - bounced in 2021-22.
Total Other Payments	£18,558.67	£-	£11,318.03	£19,772.03	£19,772.03	
Total Payments	£29,967.57	£10,943.73	£17,834.87	£31,932.85	£20,989.12	
Other transfers to reserves (not from precept)						
RAIDIUS			£706.41	£706.41	£706.41	Received from V. Zwetsloot 15th August
Play area assets					£-	
Total other transfers to reserves	£386.75	£-		£706.41	£706.41	
Total Payments & Transfers to Reserve	£32,791.32	£13,335.73	£20,226.87	£35,031.26	£21,695.53	
Total receipts - (total payments & transfers to reserve)	-£334.82	£-	£6,985.63	-£7,568.49	-£7,568.49	

Staploe Parish Council November 2022

Staploe Parish Council Budget 2023 - 2024	Actual 2021/22	Forecast to 31st Mch 2023	Budget to Mch 2024	Comment
			7.4%	%increase vs 2022-23
Regular Receipts				
Precept	£12,702.00	£13,335.73	£14,323.84	
Interest	£0.99	£1.09	£1.00	
Regular income from cabin hire		£500.00	£500.00	
Grass cutting	£1,389.51	£-	£-	
Total Regular Receipts	£14,092.50	£13,836.82	£14,824.84	
Other Receipts				
Newsletter advertising		£10.00	£-	
Ward Fund		£638.00	£-	
Neighbourhood Plan Grant	£7,872.00	£7,914.00	£-	
Donations for Local Plan advice & campaign	£7,554.11			
Ticket sales from social events		£65.89		
CIL income				
Payments received in error (from Borough)				
Solar Farm Payment	0			
Police grant for cabins	2000			
Police road safety grant (for Duloe fixed speed sign)		£3,890.00		
Occasional income from cabin hire		£21.00		
Other (eg. f.ball deposit, refunds, proceeds from social events / book sales)	937.89	£1,086.19	£-	Clerk refund of duplicate salary payment in 2020. RADIUS funds £706.41 shown as receipt and payment (bounced), £166 from Thomas Morris for bridge repairs, £36 other (mower and refunds).
Total Other Receipts	£18,364.00	£13,625.08	£-	
Total Receipts	£32,456.50	£27,461.90	£14,824.84	High in 20/21 due to NDP grant and in 2021 due to Dennybrook donations.
Regular Payments (from precept)				
	Actual 2021/22	Forecast to 31st Mch 2023	Budget to Mch 2024	Comment
Clerk's salary & pension	£4,181.71	£4,355.48	£4,868.01	Remain on Salary Point 17 but assumes 5% increase. 5 hours per week for PC (see Neighbourhood Plan below for extra hour)
Clerk's PAYE	£-	£-	£-	
Clerk's salary & pension extra hour per week for Neighbourhood Plan	£836.34	£871.10	£973.60	To assist with the neighbourhood plan (admin not grant funded)
Total staff costs	£5,018.05	£5,226.58	£5,841.61	
Audit Fees	£265.00	£270.00	£270.00	Moved from two internal audits to one after year end at £70. Likely to need an external audit due to Neighbourhood Development Grants and campaign donations
Councillors Expenses	£-	£30.00	£30.00	
Clerk's employment expenses	£320.18	£312.00	£312.00	Monthly mileage (£8) and Working From Home Allowance (£18)
Clerk's Other Expenses eg. postage & sundries	£7.92	£40.00	£40.00	Postage and sundries.
Training	£-	£80.00	£80.00	£50 Clerk's training, £30 for 2 x Cllrs training
Highways Grass Cutting	£1,300.00	£-	£-	Given back to Borough

Staploe Parish Council November 2022

Regular Payments (from precept continued)				
	Actual 2021/22	Forecast to 31st Mch 2023	Budget to Mch 2024	Comment
Insurance	£511.78	£506.24	£515.00	Fixed deal at £485.54 but if we purchase any assets or insure Village Hall assets the cost will increase
Power to street lights	£339.14	£343.20	£343.20	Fixed contract with SSE for another 3 years.
Elec (CCTV & cabins)	£130.34	£283.29	£283.29	EDF fixed until 8/5/2025
Water and sewerage for cabins	£191.11	£130.00	£130.00	Fixed costs £102.50 Water and foul water costs £3.08 per m3
Maintainance (street lights, speed signs, benches, play area & planters)	£150.00	£200.00	£200.00	2021 fixed drain cover at hall. 22-23 & 23-24 Budgeted for: £0 for planters + £200 for other maintenance eg. noticeboards, benches, play area etc.
Defib costs	£-	£25.00	£35.00	No maintenance first 2 yrs. £25 in case electricity charge. £220 to replace pads and batteries every 3 years. Due in 2023/24. £210 to be met from reserves + £10 from precept
Play Area Inspection	£68.50	£70.00	£70.00	
Play Area Works (assets purchased)	£-	£-		
Play Area Works (consumables / labour)	£-	£141.12	£-	
Community cabins and picnic area	£438.58	£300.00	£300.00	For minor repairs etc. See transfers to reserve for savings for decking replacement
Playing field grass	£989.37	£1,209.00	£1,330.00	Grass cutting for ten cuts (excluding weed treatments).
Duloe Common grass	£90.00	£100.00	£110.00	Grass cutting - 10 cuts.
Tree surveys and works	£-	£-	£200.00	2022-23 £120 survey of Duloe Common came from earmarked reserve. £200 for Playing Field survey in summer 2023 Remaining £53 saved towards future surveys and works - see "Regular transfers to reserve"
Street light inspection			£434.00	£1302 in 2023/24 £434 from precept and remainder from reserves
Subs (SLCC / BATPC)	£205.00	£206.00	£206.00	BATPC £94 + SLCC £112 on 6hrs / wk
Admin	£255.75	£257.00	£257.00	£35 Info commissioner, stationary items (£80) and printer cartridges bought direct (£100), other eg.prof advice, social events (£42).
Literature & info	£-	£-	£-	
Web & e-mail hosting, software subs	£391.80	£275.00	£350.00	Assumes Eyelid £100 web support + Cloudnext £120 + £75 software. Gov domain of £110 every 2 years is due in Sep 2023. £55 transferred to reserve in 2022/23.
Other assets (eg. street furniture / tools / office equipment). Excl. playing field/ play area)	£-	£-	£-	
Village Hall Hire	£213.50	£236.00	£300.00	Budget assumes 1 APM 3 hrs @£10/hr, 1 public meeting 2.5 hours @£10/hr, 10 PC / committee meetings of 2.5 hrs @ £8/hr) and £15 towards each of 3 social events.
Regular payments continued	Actual 2021/22	Forecast to 31st Mch 2023	Budget to Mch 2024	Comment
Village Hall Works / Maintenance	£150.00	£258.36	£365.64	Charity insurance.
Newsletter	£329.75	£300.00	£369.10	Assumes 2 issues of 24 pages and one of 20
Donations				
Other	£43.13	£30.00		Countryside Code signs in 2021.
Contingency		£150.00	£150.00	
Total regular payments	£11,408.90	£10,978.79	£12,521.84	

Staploe Parish Council November 2022

Regular transfers to reserve (from precept)				
Village Hall Savings	£1,500.00	£1,400.00	£1,500.00	
Hedge cutting savings (field & common)	£75.00	£75.00	£75.00	
Asset replacement savings	£125.00	£125.00	£125.00	Clerk's laptop and printer £600 every 5 years
Tree surveys and works savings	£253.00	£253.00	£53.00	Survey cost £360 every 3 years (£120pa). Works £400 every three years (£133pa). £253pa for tree surveys and works. £200 to be used for a survey at the playing field in summer 2023.
Defibrillator	£50.00	£50.00	£50.00	To save for replacement batteries and pads. Every 3 years 2024, 2027 etc.
Street light inspection savings	£434.00	£434.00		Formal inspection to cost approx £1302 in 2023/24. £434 from precept and £868 from reserves. Need inspecting every 6 years so reduce savings to £217 per year from 2024/25.
Decking replacement savings			£500.00	Minimum quote is £5000
Gov domain (alternate years)	£-	£55.00		£110 every other year (Sep 21, 23, 25 etc). To be paid from regular budget and earmarked reserves in Sep 2023
Total Regular transfers to reserve (from precept)	£2,437.00	£2,392.00	£2,303.00	
Regular payments + regular transfers to reserve	£13,845.90	£13,370.79	£14,824.84	
Regular receipts - regular payments & transfers to reserve	£246.60	£466.03	£-	We are budgeting for regular receipts and transfers to reserve to match regular payments.
Other payments (met from additional receipts eg. grants or earmarked reserves)				
	Actual 2021/22	Forecast to 31st Mch 2023	Budget to Mch 2024	Comment
Local Plan advice and campaign	£7,167.36			
Ward Fund assets purchased	£638.00			
Ward Fund other purchases (new website)		£-		
Other assets purchased from earmarked res		£199.96		
Village Hall payments from earmarked reserve	£100.00	£1,270.00	£500.00	Planning application and demolition of hall in 2020/21. Support for insurance in 2021/22. Reapply for planning in 2023/24?
Repairs to bridge at Old Chapel, Honeydon	£330.00			Cost shared with Thomas Morris
Payments from other earmarked reserves	£17.55	£120.00	£405.00	Sept 2023 £55 for .gov domain (remainder from precept). Tree survey on playing field August 2023 £200. £150 defib replacement pads and battery in November 2023
Police grant for cabins	£2,000.00			
Speed sign (met by police grant)		£3,890.00		
Elections				
Mobile speed sign (met by donation)				
Street light inspections			£868.00	
Refunds to Borough for payments made in error				
Hall hire for social events (met from ticket receipts)				
Neighbourhood Plan costs met by grant	£1,583.93	£7,914.00		
Neighbourhood Plan unspent grant refunds	£6,015.42	£6,288.07		
Other donations made by SPC		£-		
Other payments (refunds etc.)	706.41			Clerk's salary refund (duplicate payment in 2020-21). £706.41 RADIUS funds returned to bank - bounced in 2021-22
Total Other Payments	£18,558.67	£19,682.03	£1,773.00	
Total Payments	£29,967.57	£30,660.82	£14,294.84	

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Other transfers to reserves (not from precept)				
RAIDIUS		£706.41		Received in September 2022
Village Hall rebuild savings to earmarked reserve	£-			
Asset replacement				
Solar Farm Payment	£-			
Local Plan advice and campaign	£386.75			
CIL income				
Maintenance	£-			
Extra grass & hedge cutting on field & common	£-			
Play area assets	£-			
Total other transfers to reserves	£386.75	£706.41	£-	
Total Payments & Transfers to Reserve	£32,791.32	£33,759.23	£16,597.84	
Total receipts - (total payments & transfers to reserve)	-£334.82	-£6,297.33	-£1,773.00	

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Staploe Parish Council Asset Register 15th November 2022						
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	2022	East entrance to Duloe	£3,890.00	£3,890.00	Grant from Police road safety grant
SPC11	1 Etesia 18" Mower	May-04	Community cabins	£0.00	£0.00	Sold for £30 cash in April 2021. Previously valued at £480.24
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	£0.00	N/A	Replaced June 2022 - previously valued at £199.98
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

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Code	Item	Date purchased	Location	Cost Value for audit	Replacement value for insurance	
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 samaritan 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 Mitras £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	
SPC42	Printer Epson Ecotank ET 2850 Serial # ZAEZ001533	Jun-22	Clerk's office	£199.96	£199.96	Bought from Amazon
DVH1-58	Community Cabin contents owned by Village Hall				£6,311.00	£38.35
	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 2022 because the seats 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			£42,652.95	£69,397.66	
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					

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Day	Date	Location	Meeting Start Time	Booking time	Notes
Thursday	19th January 2023	Wyboston Village Hall (meeting room)	7.45pm	7.30-10.30	Followed by a meeting of Duloe and Staploe Village Playing Field Charity
Thursday	16th March 2023	Wyboston Village Hall (Main Hall)	7.00pm	7.00-10.00	Annual Parish Meeting (when the PC report back to parishioners and residents raise any matters of their choice) followed by a parish council meeting
Thursday	18th May 2023	Wyboston Village Hall (meeting room)	7.45pm	7.30-10.30	Annual Meeting of the Parish Council (when we elect our chairman)
Thursday	20th July 2023	Wyboston Village Hall (meeting room)	7.45pm	7.30-10.30	
Thursday	21 st September 2023	Wyboston Village Hall (meeting room)	7.45pm	7.30-10.30	Followed by AGM of Duloe and Staploe Village Playing Field Charity
Thursday	19th Oct 2023	Wyboston Village Hall (meeting room)	7.45pm	7.30-9.30	Finance Committee meeting - budget
Thursday	16 th November 2023	Wyboston Village Hall (meeting room)	7.45pm	7.30-10.30	