

Minutes of A Meeting of Staploe Parish Council Held in the Committee Room at Wyboston Village Hall at 7.45pm on Thursday 20th January 2022

Present: Cllr. J. Ibbett, Cllr. J. Thomson, Cllr. V. Zwetsloot, Cllr. E. Meola, Cllr. D. Smith and Lucy Crawford (Clerk), one member of the public and Councillor Stephen Moon (standing in for Borough Cllr. T. Wootton).

Apologies for absence: Cllr. G. Meola

2022/001. Declarations of interest

Cllr. E. Meola declared an interest in the vacancy as the applicant is his brother-in-law. Cllr. J. Ibbett declared an interest in the planning application at School Farm as she owns adjacent land.. Cllr. V. Zwetsloot declared an interest in the planning application at her property at Tally Ho.

2022/002. Approve Minutes of the Parish Council Meeting held on 18th November 2021

Having been previously circulated the minutes were approved as an accurate record of the meeting. Proposed by Cllr. V. Zwetsloot and Cllr. J. Thomson.

2022/003. Public Open Forum

A resident from Honeydon reported that litter is particularly bad at the moment and suggested regular community litter picking sessions. See agenda item 2022/011.

The Bushmead Road is currently closed for resurfacing and the resident reported that very large horse boxes and HGV's are getting stuck at the corner near Dairy Farm. Residents have often had to marshal traffic. The road closure signage does not say access *for residents only*. The Clerk has already complained to the Borough Council about this. People are ignoring the "road closed except for access". The resident requested an HGV ban on the road. However, Cllr. J. Ibbett explained that this would not be possible because farm vehicles need access and the Clerk explained that the Parish Council have already been told that an HGV ban would not be possible. The Clerk will check whether sat nav systems record the road as "unsuitable for HGVs" and update if possible.

The resident reported that a lot of debris was left on the road and verges when the hedges were cut in Manor Farm Lane recently. This caused issues for residents. He suggested that it would be helpful if they had advance notice of hedge cutting so that they don't get stuck when the vehicle is working and so that they can offer to help clear up. The Clerk explained that hedge cutting is the responsibility of the neighbouring landowners and their contractors so it would be best to approach the landowners about this. She may be able to help find out who owns which pieces of land if necessary.

Some of the nature reserve posts have fallen over in Manor Farm Lane and Begwary Lane. Some were old posts which had rotted. The Clerk will check the posts and request replacements.

The public open forum closed at 8.07pm

2022/004. Councillor Vacancy

Phillip Yockney from Duloe applied for a position on the Council in October 2021. At the last meeting in November it was resolved to keep the position open for a little longer in order to see if anyone from Staploe would come forward. It was resolved to co-opt Phillip to the position as no one from Staploe had applied. Proposed by Cllr. D. Smith, seconded by Cllr. J. Ibbett. Councillors were unanimously in favour.

2022/005. Consider whether to introduce a Parish Community Recognition Award (J. Thomson)

It was resolved to “crown” a King and Queen of the parish at the Queens Jubilee Community Lunch in June. Cllr. J. Thomson and Cllr. V. Zwetsloot will prepare criteria for the Clerk to publish online.

2022/006. Planning Applications

Application number	Type	Description	Location	Deadline	Link
21/02743/S73A	Change of use	Change of use to Equestrian Centre with horse & rider training and associated activities (Development already carried out)	School Farm Honeydon Bedford Bedfordshire MK44 2LP	27/12/2021	21/02743/S73A
On 22nd December the Parish Council responded to this application in the following way: “Staploe Parish Council met on 18th November 2021. It was resolved to object to this application on the basis that: • it will increase traffic (and in particular large horse boxes) on what is a narrow, high sided, single track road. • equestrian centres often have bright, tall arena lights which would increase light pollution in a very rural area. • equestrian centres may use loud speakers for events which may cause noise disturbance in this very quiet rural area Councillors have viewed the amended plans and their objections still stand.”					
21/03166/CPNQ	Prior Notification for Change of Use from an agricultural building to a dwellinghouse(s)	Change of use from an agricultural building to a dwellinghouse	Tall Ho, Gypsy Lane, Upper Staploe	07/01/2022	21/03166/CPNQ
On 7th January the Parish Council responded to this application in the following way: “Staploe Parish Council considered 21/02211/CPNQ at their meeting on 13th September and resolved to support it. The access is improved now that the hedge has been cut back and there is a 40mph limit on Gypsy Lane. They have resolved to support it again in this application for the same reasons.”					

- **Lawful Development Certificate Application at Little America Industrial Estate** (in Huntingdonshire near the parish boundary). 21/02698/CLED | Lawful Development Certificate for Existing Use as B2 (General Industrial) and B8 (Open Storage) | Units 11 12 14 And 16 Little America Industrial Estate Moor Road Great Staughton. <https://staploe-pc.gov.uk/planning-application-at-little-america/>
“‘It was resolved to object to this application for the following reasons: Staploe Parish Council would like to object to this application for a lawful development certificate. We do not believe that there is sufficient evidence of continuous use as B2 and B8. We are also concerned that this is a site of historical significance and B2 and B8 classifications could harm historical assets. We are concerned that the existing use creates harmful fumes and smoke which affects residential properties in our parish. Future uses may pollute / affect the water courses in our parish - this has occurred in the past. The application is for an extensive site. We object to this.

The lawful development certificate should only apply to the footprint of the existing historic buildings - no more.”

2022/007. Community Cabins

- Progress. The Clerk reported that she had sought alternative quotes for the electrical work. Only one electrician came out and said he couldn't match the quote from Peter Banks. The total cost is expected to be £1500 for electrical work to reopen the cabins and to fix the tap in the kitchen. Tom Wootton has approved the Ward Funds of £638 being diverted to this project. The Clerk has asked the police if we can divert the remaining £212 of their grant to this project. She is waiting to hear but thinks it is very likely that they will approve it because we can't reconnect the CCTV without doing this electrical work. **It was resolved to fund the remaining £650 from unearmarked reserve.** Proposed by Cllr. J. Thomson and seconded by Cllr. V. Zwetsloot.
- Water leak. The Clerk checked the water meter at Duloe Community Cabins on 16th January and found that it was turning rapidly. She turned off the water at the meter and Mark Compton has found and repaired a leak in the pipe at the first joint that connects to the existing blue pipe under the cabin. It appears that we have lost 94m³ of water which has cost us approx. £140 in water charges. Anglian Water are not yet charging for sewage despite us connecting to the sewer on 24th March 2021 and the Clerk has challenged this. Therefore there may be an additional cost for sewage on the leak of £1.59 per m³ = £152.64 The Clerk will ask Anglian Water to wave the sewage charge given that it did not leak into the sewage system.

2022/008. Local Plan

- Councillor Moon kindly attended the meeting in place of Borough Cllr. T. Wootton who has not been able to comment on the Local Plan due to a conflict of interest. A piece of land which forms part of his family farm has been submitted as part of Dennybrook in the call for sites. Councillor Moon is the Borough Councillor who represents Great Barford and also has a lot of experience in planning matters and so he is standing in for Borough Cllr. T. Wootton to provide feedback for Parish Councils on the Local Plan in his stead.
- In Councillor Moon's opinion Gill Cowie of Bedford Borough Council was correct to inform us that there are no grounds to object to late submissions in the Call for Sites. The planning inspector will expect them to be considered.
- Councillor Moon advised that we highlight the errors in the consultation process at the next stage of the consultation and to the planning inspector. Eg. the fact that the local plan consultation stated Dennybrook would be a development of 2500 homes without making it clear that this is the first stage in development of 11,000 homes and the issues and options paper stating that our parish was urban and a brownfield site He also advised that we look at the site assessment documents for Eaton Bank and challenge any errors as soon as possible. He also agreed that coalescence with St Neots would be an important defence. He felt that highways are likely to be a significant issue for Dennybrook. He is not as familiar with Eaton Bank so less able to comment.
- Cllr. V. Zwetsloot explained that St Neots sewage treatment plant can barely cope with the current situation and are very concerned about new developments at Wintringham Park. They suggested to her that further development could risk overwhelming the plant. Councillor Moon suggested we make this point to the inspector.
- Councillor Moon explained that there are no extra steps required of the Borough Council when planning a new town than when considering any other planning application.
- He explained that there is a duty to cooperate with neighbouring authorities when plans involve development near county boundaries. Therefore all the councils involved should be

discussing the plans and he believes that Bedford Borough Council have invited St. Neots Town Council and Huntingdonshire District Council to cooperate.

- Cllr. J. Thomson expressed concern that many of the promises made by developers were never fulfilled eg. the rail station at the Wixams has yet to be built and there is less green space in the development than originally planned. Councillor Moon agreed that the powers Local Authorities have over developers are weak. Developers can apply to vary conditions on the basis of viability and it can be hard to challenge this.
- Statutory authorities such as Bedford Borough Council have to work with the emergency services but this is not a planning matter unless it is not possible to get to the new homes by road.
- The East West rail route will be announced by the end of June which is a little later than expected.
- Councillor Moon advised that submissions can be made to the inspector in the next stage of the Local Plan without risking there being no valid Local Plan in place and ending up in a position of the balance being in favour of development (tilted balance). He explained that there would be time for changes to be made in response to the inspector's report if he / she found the draft plan to be unsound.
- Councillors asked about developments in government planning policy (eg. the government have said greenfield sites should not be used for housing but Bedford Borough Council say government targets cannot be met using brownfield land – how will government policy reconcile these two?). Councillor Moon advised that the demand for housing in the Oxford Cambridge Arc appears to be diminishing and that the next review of housing policy is likely to reduce the number of homes needed in the area but it is likely to be too late for us. He explained that there were not many brownfield sites in Bedford Borough so the planners are forced to consider greenfield sites.
- He recommended that we respond to the next stage of the consultation based on our own comments and save any fund raising to pay for representation at the final hearing if development is proposed in our parish. He thought we were more likely to be heard by the inspector than by the Borough Council.
- The Clerk reported the results of the precept consultation re planning advice. On 17th December we invited residents to choose between two options:
 - Option 1 (raise funds for planning advice from the parish precept) 39.58% of the responses (19 households) voted for this option
 - Option 2 (ask residents to donate without using the parish precept) 60.42% of the responses (29 households) voted for this option. There were 48 responses in total out of a tax base of 132 so a response rate of 36% which is typical for a local election.
- Consider next steps for further planning advice for the parish (including whether to work with neighbouring parishes). **It was resolved that if development is proposed in our parish we would raise funds for representation at the final hearing as Councillor Moon advised rather than raise funds for representation to the Borough Council. It was resolved to raise these funds as voluntary contributions rather than to use the precept. It was resolved to state a preference for donations to be made by transfer to the Parish Council bank account (which does not incur fees) but to use Crowdfunder as a backup if necessary (as some people seem to prefer it to making a transfer). Crowdfunder is preferable to Just Giving because it allows the use of a business account. It was resolved to wait and see which (if any) development sites in our parish are proposed in the draft Local Plan before deciding whether to work with neighbouring Parish Councils to raise funds for representation in a hearing.** Proposed by Cllr. V. Zwetsloot and seconded by Cllr. E. Meola.
- Next steps re the Parish Council's complaint re Local Plan deadlines. The Borough Council have advised that the correct avenue to raise these issues is via their consultations exercises

and to the planning inspectors and it cannot be handled as a formal complaint to the Borough Council.

2022/009. Village Hall

The Village Hall Committee have requested assistance with insurance costs. They would like £100 in February and a further £258.36 in April. **It was resolved to pay this money out of the Village Hall earmarked reserve.** Proposed by Cllr. J. Ibbett and seconded by Cllr. V. Zwetsloot.

2022/010. Jubilee Weekend Thursday 2nd June to Sunday 5th June

- **It was resolved to have a bonfire (not an official beacon as they cost £450) on the evening of Thursday 2nd June at Mount Pleasant. Richard Squire has agreed that we can use his land at Mount Pleasant.**
- **It was resolved to hold a Big Jubilee Lunch on Sunday 5th June.**
- **It was resolved not to increase the precept to pay for this but to use £110 remaining in the admin budget for this purpose and to prepare a budget for activities before deciding how to fund them.** Proposed by Cllr. J. Thomson and seconded by Cllr. V. Zwetsloot.

2022/011. Police and Crime

- Police priority setting meeting 10th January. Noone attended from Staploe parish.
- Police precept consultation. This was asking to raise the precept by the equivalent of £10 per year for a band D home. It was advertised on our website and in our post notifications. The consultation closed on 20th January.
- Littering. The Clerk explained that a regular littering offender had been reported to the police. **It was resolved that the Clerk would remind residents that they can sign up as litter picking volunteers with Bedford Borough Council. To sign up they can complete this form online and select "Community Champions". The Borough Council will contact the residents who sign up at which point they should explain that they would like to do some litter picking in Staploe Parish and would like to borrow some equipment. Here is the form: https://bedford-self.achieveservice.com/service/Volunteering_Registration_Form**
- **In addition it was agreed that the Clerk would find out if we can carry out a community litter pick in March.** Proposed by Cllr. D. Smith and seconded by Cllr. V. Zwetsloot. Communal litter picking events were not permitted in March 2020 or 2021 but may be allowed again now.

2022/012. Finances

- Mandate changes and online signatures. In order to revise the bank mandates Cllr. J. Ibbett needs to become a signatory and she needs to present her ID to Barclays for this to proceed. We only have one signatory to the online bank account at present – Cllr. J. Thomson. Cllr. V. Zwetsloot is due to become an online signatory and needs to call the bank to arrange this. The Clerk emphasised that getting the mandate changed and a second online signatory arranged is a very high priority and the current situation represents a significant risk to the Parish Council. Cllr. J. Ibbett and Cllr. V. Zwetsloot agreed to expedite this with the bank.
- The receipts and payments were examined against the invoices by Cllr. J. Thomson and Cllr. V. Zwetsloot and proposed for payment. They are presented on p7-8
- The Clerk explained that her printer will soon require a new imaging kit which would cost £210 ex VAT. She has researched other printers and the best option appears to be an Epson Ecotank 2850 for £213.73 ex VAT and the ink is much cheaper than the Lexmark at 0.1p per page. **It was resolved to use cheap, low yield compatible cartridges until the imaging kit runs out, to sell any remaining genuine Lexmark cartridges on ebay and to buy an Epson Ecotank printer using the £225 asset replacement fund when the imaging kit runs out.**

- Bank reconciliation. This was examined against the bank statements by Cllr. D. Smith and signed as an accurate record. This is presented on p9-10
- Performance against budget. This is presented on p10-13
- Reserves. These are presented on p14
- Agree precept and budget for 2022-23. **It was resolved to approve the budget presented on p15-19 and apply for a precept of £13,336. This represents a total increase of £634 on 2021/22 to meet the cost of increased energy prices, insurance costs for the village hall committee, and works to the community cabins.** This represents £4.73 per year for an average band D property which is an increase of 5% on 2020-21. Proposed by Cllr. E. Meola and seconded by Cllr. J. Ibbett.

2022/013. Policies

- The internal audit process was reviewed and approved.
- The equality and diversity policy was reviewed without amendment
- It was resolved that a covid risk assessment for the play area was no longer needed.

2022/014. Consultations

- Bedfordshire Fire and Rescue are consulting on their precept (deadline 31st January)
- Police precept consultation (deadline 20th January) – see agenda item 2022/011

2022/015. Agree dates of future meetings

- It was resolved to hold the Annual Parish Meeting and a Parish Council meeting on Thursday 31st March 2022 in the hope that the draft Local Plan will be available.
- A schedule of meetings was agreed for the year and is presented on p20

The meeting closed at 10.20pm

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Summary of Transactions for Staploe Parish Council for Approval at Meeting on:						20/01/2022
Main Account Payments						
Ref	Date	Payee	Details	Type of transaction	Cheque / Ref Number	Amount
156	08/12/2021	British Gas Trading	Electricity for cabins 19th Oct to 19th Nov	Direct debit	0	£8.52
157	08/12/2021	Norris and Fisher	Extra insurance for hall contents	BACS	0	£8.75
158	08/12/2021	Wyboston Village Hall	November PC meeting in main hall	BACS	0	£36.00
162	23/12/2021	SSE Energy	Electricity for street lights	Direct debit	0	£29.28
164	05/01/2022	Anglian Water	Water and sewage bill Community Cabins	Direct debit	0	£130.76
165	07/01/2022	British Gas Trading	Electricity for cabins	Direct debit	0	£8.24
163	29/12/2021	Eyelid Productions	Annual web support	BACS	0	£100.00
170	22/01/2022	SSE Energy	Electricity for street lights	Direct debit	0	£32.49
171	20/01/2022	L. Crawford	Expenses	Cheque	100943	£36.62
172	20/01/2022	Cartridgesave	Cyan cartridge (low yield)	BACS	0	£29.39
176	01/02/2022	Duloe and Staploe Village Hall	Support with insurance	BACS		£100.00
Total						£520.05
Debit Card Account Payments						
Ref	Date	Payee	Details	Type of transaction	Cheque / Ref Number	Amount
161	15/12/2021	Zoom	Monthly subscription	Debit card	0	£14.39
168	17/01/2022	Zoom	Monthly subscription	Debit card	0	£14.39
173	20/01/2022	Amazon Business	Printer pickup wheels & notebooks	Debit card	0	£21.69
Total						£50.47
Main Account Receipts						
Ref	Date	Payee	Details	Type of transaction	Reference	Amount
Total						£0.00

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Savings Account Receipts						
Ref	Date	Payee	Details	Type of transaction	Reference	Amount
155	01/12/2021	Barclays	Interest on savings	Credit	0	£0.09
169	01/01/2022	Barclays	Interest on savings	Credit	0	£0.10
Total						£0.19
Transfers						
Ref	Date	Recipient	Details	CommAcc	Debit Card Account	Savings Account
159	10/12/2021	Staploe Parish Council Main to Payments	For Zoom	-£14.39	£0.00	£0.00
160	10/12/2021	Staploe Parish Council Payments from Main	For Zoom	£0.00	£14.39	£0.00
166	10/01/2022	Staploe Parish Council Main to Payments	For Zoom	-£14.39	£0.00	£0.00
167	10/01/2022	Staploe Parish Council Payments from Main	For Zoom	£0.00	£14.39	£0.00
174	20/01/2022	Staploe Parish Council Main to Payments	For printer wheels & notebooks	-£21.69	£0.00	£0.00
175	20/01/2022	Staploe Parish Council Payments from Main	For printer wheels & notebooks	£0.00	£21.69	£0.00
Total				-50.47	50.47	0
Posted balances after the above transactions clear						
Community Account 30833940				£12,883.92		
Debit Card Acc 13099075				£14.00		
Base Rate Savings 43461580				£10,889.85		

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STAPLOE PARISH COUNCIL BANK RECONCILIATION 1st APRIL 2021 TO 16/01/2022								
Date of bank statement			16/01/2022					
Prepared by Mrs. Lucy Crawford, Parish Clerk								
				BARCLAYS				
				Community Account 30833940				
DATE				Receipts		Payments	Transfers	Balance
1-Apr-21	Balance bf		£3,548.47					
16-Jan-22	Posted balance per accounts		£13,203.94	£36,855.29		£27,244.57	£44.75	<u>£13,203.94</u>
Unpresented cheques / uncleared payments:								
	None							
	Total					£0.00		
16-Jan-22	Balance as per bank statement		£13,203.94					
16-Jan-22	Posted balance - cleared balan		£-					
16-Jan-22	Balance cf		£13,203.94					
				BARCLAYS				
				Base Rate Savings 43461580				
				Receipts		Payments	Transfers	Balance
1-Apr-21	Balance bf		£10,889.02					
16-Jan-22	Posted balance as per accounts		£10,889.85	£0.83		£0.00	£0.00	<u>£10,889.85</u>
16-Jan-22	Balance as per bank statement		£10,889.85					
16-Jan-22	Posted balance - cleared balance		£-					
16-Jan-22	Balance cf		£10,889.85					

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BARCLAYS								
Payments Account 13099075								
				Receipts		Payments	Transfers	Balance
1-Apr-21	Balance bf	£438.14						
16-Jan-22	Posted balance as per accounts	£14.00		£5.98		£385.37	-£44.75	<u>£14.00</u>
16-Jan-22	Balance as per bank statement	£14.00						
16-Jan-22	Posted balance - cleared balance	£0.00						
16-Jan-22	Balance cf	£14.00						
Summary for all accounts								
				Receipts		Payments	Transfers	Balance
1-Apr-21	Balance bf	£14,875.63						
16-Jan-22	Balance per accounts	£24,107.79		£36,862.10		£27,629.94	£-	<u>£24,107.79</u>
16-Jan-22	Balance per bank statements	£24,107.79						
16-Jan-22	Balance cf	£24,107.79						

Staploe Parish Council Performance Against Budget 2021 - 2022	Budget to Mch 2022	Actual to 20th January 2022	Forecast to 31st Mch 2022	Forecast less Budget	Comment
Regular Receipts					
Precept	£12,701.85	£12,702.00	£12,702.00	£0.15	£12702 requested - has to be a whole number
Interest	£-	£0.83	£1.66	£1.66	
Grass cutting	£1,389.51	£1,389.51	£1,389.51	£-	
Total Regular Receipts	£14,091.36	£14,092.34	£14,093.17	£1.81	
Other Receipts					
Neighbourhood Plan		£7,872.00	£7,872.00	£7,872.00	
Donations for Dennybrook		£7,554.11	£7,554.11	£7,554.11	
Newsletter advertising	£-			£-	
Ward Fund	£-		£638.00	£638.00	For cabins

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Staploe Parish Council Performance Against Budget 2021 - 2022	Budget to Mch 2022	Actual to 20th January 2022	Forecast to 31st Mch 2022	Forecast less Budget	Comment
Ticket sales from social events				£-	
CIL income				£-	
Police VERU grant for containers		£2,000.00	£2,000.00	£2,000.00	For reroofing and reconnecting CCTV
Other (eg. deposits, refunds, proceeds from social events / book sales)	£-	£917.39	£917.39	£917.39	£706.41 RADIUS funds - cheque credited and then "bounced" so has to be shown as a receipt and payment - Cllr. V. Zwetsloot investigating. £166 contribution from Thomas Morris for bridge repairs at Old Chapel. £30 cash for selling mower. £9 book sales. £5.98 refund for postage from PC World. (May receive refund from Cartridgesave for approx £233.15 but not certain yet so excluded).
Total Other Receipts	£-	£18,343.50	£18,981.50	£18,981.50	
Total Receipts	£14,091.36	£32,435.84	£33,074.67	£18,983.31	Difference matches "other receipts" plus interest.
Regular Payments (from precept)					
	Budget to Mch 2022	Actual to 20th January 2022	Forecast to 31st Mch 2022	Forecast less Budget	Comment
Clerk's salary & pension	£4,277.86	£3,122.60	£4,277.86	£-	Remain on Salary Point 17 but assumes 2.75% increase. 5 hours per week for the PC (NDP 1 hour per week shown separately). Pay increase has not been finalised by unions and government yet.
Clerk's PAYE	£-			£-	
Clerk's salary & pension extra hour per week for Neighbourhood Plan	£896.50	£624.52	£896.50	£-	One hour per week to assist with the neighbourhood plan (admin not grant funded). Salary point 17 plus pension.
Total staff costs	£5,174.36	£3,747.12	£5,174.36	£-	
Audit Fees	£260.00	£265.00	£265.00	£5.00	£200 for external audit and £65 for internal.
Councillors Expenses	£30.00		£30.00	£-	
Clerk's employment expenses	£312.00	£254.48	£312.00	£-	Monthly mileage (£8) and Working From Home Allowance (£18)
Clerk's Other Expenses eg. postage & sundries	£40.00	£7.26	£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	£1,300.00	£1,300.00	£-	Mark Ibbett - 2 single swathe cuts plus 1 full swathe plus one extra cut in the urban area.
Insurance	£450.00	£511.78	£511.78	£61.78	Insurance increased
Power to street lights	£343.00	£286.22	£343.00	£-	Fixed contract
Elec (CCTV & containers)	£50.00	£114.12	£131.12	£81.12	
Water and sewerage for containers	£100.00	£153.10	£357.06	£257.06	Leak cost approx 90m3 = £277.20. Retrospective foul water charge of 203.96 expected. If not before year end save to reserve.
Community cabin & picnic area maintenance & works	£100.00	£36.58	£676.58	£576.58	Extra electrical & plumbing work needed.
Other Maintenance (street lights, speed signs, benches, play area & planters)	£100.00	£150.00	£150.00	£50.00	Budgeted for: £0 for planters + £100 for other maintenance eg. noticeboards, benches, play area etc. Used £150 to repair manhole at village hall site

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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	£70.00	£68.50	£68.50	-£1.50	
Play Area Works (assets purchased)				£-	
Play Area Works (consumables / labour)	£30.00			-£30.00	May need materials for gap filling
Playing field grass & m'nance	£1,300.00	£864.37	£864.37	-£435.63	We only needed 8 cuts - we had budgeted for 10 at £1300 for ten cuts (excluding weed treatments - done by Rod Thompson for free) plus £13.33 for padlock
Duloe Common grass	£110.00	£80.00	£80.00	-£30.00	Grass cutting - 8 cuts needed but we budgeted for 10 cuts
Tree surveys and works				£-	Budget assumed no works in 2021/22 but money is saved to reserve for future works - see "Regular transfers to reserve"
Subs (SLCC / BATPC)	£205.00	£205.00	£205.00	£-	BATPC £93 + SLCC inc from £95 to £112 - moved to 6hrs / wk
Admin	£374.00	£264.56	£374.00	£-	£35 Info commissioner, £31.68 stationary, £22.96 printer spare parts, £174.92 printer cartridges, no social events (budgeted for £42). Assume we keep £110 underspend for Jubilee?
Web & e-mail hosting, software subs	£345.00	£391.80	£391.80	£46.80	Budgeted for Eyelid & Cloudnext yr 3 package £270 (£90 for .gov every 2 yrs) for website + £75 software. Actuals include £35.97 for Zoom subs before NDP grant started paying for this but a little less for software.
Other assets (eg. street furniture / tools / office equipment). Excl. playing field/ play area)	£-			£-	
Village Hall Hire	£201.00	£177.50	£252.50	£51.50	Budget assumed 1 APM 3 hrs @£12 /hr, (5 PC meetings of 2 hrs, 1 PC of 3 hrs, 2 committee of 1 hr) at £8/hr and £15 towards each of 3 social events. Actual costs included 4 meetings in large halls (2 in July, 1 in Aug & Sep). Still have APM to go and £15 towards a social event?
Village Hall Works / Maintenance	£150.00	£150.00	£150.00	£-	£150 for regular VH payment (remaining £100 met from reserves). All used to pay for insurance
Newsletter	£355.00	£206.42	£355.00	£-	Dennybrook flyer £206.42. Assume one more newsletter.
Other		£43.13	£43.13	£43.13	£43.13 for Countryside Code signs
Contingency	£150.00		£150.00	£-	
Total regular payments	£11,654.36	£9,276.94	£12,225.20	£570.84	See notes below
We are forecast to exceed budget by £570.84 We are forecast to exceed budget for: works at the cabins £576.58, electricity and water for the cabins £338.18, insurance costs £61.78, hall hire £51.50, £50 maintenance, £46.80 zoom subs, £43.13 countryside code signs and £5 audit fees. Payments in excess of budget total £1172.97. However, we are forecast to underspend vs budget by £435.63 for grass cutting on the field, £80 for training, £30 for play area maintenance, £30 for grass cutting on the common, £25 defibrillator electricity and £1.50 for the play area inspection. Payments below budget total £602.13 Therefore overall overspend is £1172.97-£602.13 = £570.84					

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Regular transfers to reserve (from precept)					
Village Hall Savings	£1,500.00	£1,400.00	£1,500.00	£-	Transferred £1500 to earmarked reserve but used £100 to assist with insurance (see other payments)
Hedge cutting savings	£75.00	£75.00	£75.00	£-	
Asset replacement savings	£125.00	£125.00	£125.00	£-	Saving to replace Clerk's laptop and printer £600 every 5 years. May be needed for new printer
Tree surveys and works savings	£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	£-	
Street light inspection savings	£434.00	£434.00	£434.00	£-	Formal inspection to cost approx £1302 in 2023/24
Total Regular transfers to reserve (from precept)	£2,437.00	£2,337.00	£2,437.00	£-	£100 used to support Village Hall Committee with insurance costs
Regular payments + regular transfers to reserve	£14,091.36	£11,613.94	£14,662.20	£570.84	
Regular receipts - regular payments & transfers to reserve	£-	£2,478.40	-£569.03	-£569.03	We budgeted for regular receipts and transfers to reserve to match regular payments. Regular payments exceeded budget by £176.88 and we received some unbudgeted interest.
Other payments (met from additional receipts eg. grants or earmarked reserves)					
	Budget to Mch 2022	Actual to 20th January 2022	Forecast to 31st Mch 2022	Forecast less Budget	Comment
Neighbourhood Plan Costs		£1,583.93	£1,955.92	£1,955.92	Zoom subscription, planning advice, surveymonkey. Green infrastructure review likely to be next financial year
Neighbourhood Plan Grant Refunds		£6,015.42	£6,015.42	£6,015.42	Unspent grant from 20/21
Local plan advice and campaign		£7,167.36	£7,167.36	£7,167.36	For planning advice and highways note + banners
Ward Fund assets purchased			£638.00	£638.00	For cabins
Other assets purchased from earmarked res				£-	
Village Hall payments from earmarked reserve		£100.00	£100.00	£100.00	£100 towards insurance in February 2022
Repairs to bridge at Old Chapel, Honeydon		£330.00	£330.00	£330.00	£166 contributed by Thomas Morris, £164 from our maintenance reserve.
Payments from other earmarked reserves		£17.55	£17.55	£17.55	Footpath map
VERU / Police grant for cabins		£1,490.00	£2,000.00	£2,000.00	For works to cabin roofs and electrical work
Elections				£-	
Hall hire for social events (met from ticket receipts)				£-	
Other payments (refunds etc.)		£706.41	£706.41	£706.41	£706.41 RADIUS funds refunded to bank (cheque bounced - funds not available).
Total Other Payments	£-	£17,410.67	£18,930.66	£18,930.66	
Total Payments	£11,654.36	£26,687.61	£31,155.86	£19,501.50	
Other transfers to reserves (not from precept)					
Local plan advice and campaign	£-	£386.75	£386.75	£386.75	
CIL income					
Total other transfers to reserves	£-	£386.75	£386.75	£386.75	
Total Payments & Transfers to Reserve	£14,091.36	£29,411.36	£33,979.61	£19,888.25	
Total receipts - (total payments & transfers to reserve)	£-	£3,024.48	-£904.94	-£904.94	See notes below

Most unbudgeted payments / transfers to reserve are met by extra receipts except: Unbudgeted receipts not transferred to reserve: £30 mower + £9 book sales + £5.98 postage refund + £1.66 interest + £0.15 extra precept = £46.79 Unbudgeted payments from reserve: bridge £164 + Village Hall £100 + map £17.55 = £281.55. Unbudgeted regular spending (from precept) £570.84. Neighbourhood plan payments (£6015+£1755) less receipts (£7872) = £99.34 Total = £281.55+£570.84+£99.34 -£46.79 = £904.94

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Staploe Parish Council Reserves				16/01/2022					
Earmarked Reserve Category	Category breakdown	Funds Reserved 01/04/2021	Receipts to reserve to 16/01/2022	Payments from reserve to 16/01/2022	Balance to 16/01/2022		Balance forecast to 31/03/2022		Comment
					Breakdown	Total	Breakdown	Total	
									Receipts and payments exclude RADIUS funds of £706.41 - cheque was cashed and then refunded by the bank - Cllr. V. Zwetsloot investigating. £3320 received in bank account and £4234.11 in Just Giving. £4320 paid for planning advice. £2760 for Highways advice. £87.36 for 8 banners.
Dennybrook Planning		£0.00	£7,554.11	£7,167.36		£386.75		£386.75	
Village Hall Rebuild Reserve	General Village Hall Rebuild Fund	£3,752.90	£1,500.00	£0.00	£5,252.90		£5,152.90		£100 used to pay for hall committee insurance
	Heater refund (from Ward Fund 2018)	£660.00			£660.00		£660.00		
	Total Village Hall Rebuild Reserves					£5,912.90		£5,342.90	Infrastructure payment for Anglian Water for connection to main due in 2021 £570
Election fund		£510.29				£510.29		£510.29	
Literature & info fund		£48.41	£0.00	£17.55		£30.86		£30.86	£17.55 for copy of definitive map
Grass & hedge cutting field		£217.00	£45.00			£262.00		£262.00	
Hedge cutting Duloe Common		£75.00	£30.00			£105.00		£105.00	
Play area assets		£53.38				£53.38		£53.38	
Maintenance		£164.13		£164.13		£0.00		£0.00	Old Chapel bridge repairs
Defibrillator		£60.00	£50.00			£110.00		£110.00	Towards replacing batteries / pads
Asset replacement (eg. laptop, noticeboards)		£100.00	£125.00			£225.00		£0.00	Likely to need to replace printer soon.
									Towards inspections and works on Duloe Common and Duloe Playing Field.
Tree works		£350.00	£253.00			£603.00		£603.00	
									Balance from 2020-21 repaid £6015. £1500 Parker Planning advice. Zoom 11.99 per month. Admin and printing etc. Forecast payments to end March £1955.92
Neighbourhood Plan		£6,015.42	£7,872.00	£7,599.35		£6,288.07		£5,916.08	Saving £434 per year for 3 years to do a formal inspection in 2023/24
Street light inspection		£0.00	£434.00			£434.00		£434.00	
Total earmarked reserves		£12,006.53	£10,309.00	£7,781.03		£14,534.50		£13,754.26	
VAT (negative figure means we are owed VAT)		-£4,426.26	£4,426.26	£1,250.07		-£1,250.07		-£1,556.21	
									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.
Available reserves ex VAT		£7,295.36				£10,823.36		£7,466.44	
Total funds ex VAT		£19,301.89				£25,357.86		£21,220.70	
Total funds incl VAT (matches balance bf)		£14,875.63				£24,107.79		£19,664.49	
Earmarked reserves = funds set aside for a specific purpose. These can only be allocated to another purpose if the council passes a resolution to do so.									
Available reserves = total balance in the accounts less the earmarked reserves. This should be 50-100% of our precept ie. £6351 - £12702									
Therefore £7466.44 is within the recommended range									

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Staploe Parish Council Budget 2022 - 2023	Actual 2020/21	Forecast to 31st Mch 2022	Budget to Mch 2023	Comment
			5.0%	%increase vs 2021-22
Regular Receipts				
Precept	£11,554.00	£12,702.00	£13,335.73	
Interest	£13.80	£1.66	£-	
Grass cutting	£1,389.51	£1,389.51	£-	
Total Regular Receipts	£12,957.31	£14,093.17	£13,335.73	
Other Receipts				
Newsletter advertising		£-	£-	
Ward Fund	£900.00	£638.00	£-	
Neighbourhood Plan Grant	£6,439.00	£7,872.00	£-	
Donations for Local Plan advice & campaign		£7,554.11		
Ticket sales from social events				
CIL income				
Payments received in error (from Borough)				
Solar Farm Payment	0			
Police VERU grant for containers	5000	£2,000.00		
Other (eg. f.ball deposit, refunds, proceeds from social events / book sales)	840.19	£917.39	£-	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	£13,179.19	£18,981.50	£-	
Total Receipts	£26,136.50	£33,074.67	£13,335.73	High in 20/21 due to NDP grant and in 2021 due to Dennybrook donations.

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Regular Payments (from precept)				
	Actual 2020/21	Forecast to 31st Mch 2022	Budget to Mch 2023	Comment
Clerk's salary & pension	£4,130.39	£4,277.86	£4,398.24	Remain on Salary Point 17 but assumes 2% 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	£-	£896.50	£879.61	To assist with the neighbourhood plan (admin not grant funded)
Total staff costs	£4,130.39	£5,174.36	£5,277.85	
Audit Fees	£260.00	£265.00	£265.00	Moved from two internal audits to one after year end at £65. Likely to need an external audit due to Neighbourhood Development Grants and campaign donations
Councillors Expenses	£-	£30.00	£30.00	
Clerk's employment expenses	£302.85	£312.00	£312.00	Monthly mileage (£8) and Working From Home Allowance (£18)
Clerk's Other Expenses eg. postage & sundries	£11.58	£40.00	£40.00	Postage and sundries.
Training	£-		£80.00	£50 Clerk's training, £30 for 2 x Cllrs training
Highways Grass Cutting	£1,300.00	£1,300.00	£-	Given back to Borough
Insurance	£444.83	£511.78	£511.78	Fixed deal at £485.54 but if we purchase any assets or insure Village Hall assets the cost will increase
Power to street lights	£338.50	£343.00	£343.20	Fixed contract with SSE for another 3 years.
Elec (CCTV & cabins)	£-	£131.12	£283.29	1 year fixed contract with British Gas Lite until April 2022. Assume 33% increase
Water and sewerage for cabins		£153.10	£130.00	Fixed costs £102.50 Water and foul water costs £3.08 per m3
Maintainance (street lights, speed signs, benches, play area & planters)	£672.57	£150.00	£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	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	£68.50	£70.00	
Play Area Works (assets purchased)	£-	£-		

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Regular payments continued	Actual 2020/21	Forecast to 31st Mch 2022	Budget to Mch 2023	Comment
Play Area Works (consumables / labour)	£16.87	£-		
Community cabins and picnic area	£188.58	£676.58	£300.00	
Playing field grass	£965.06	£864.37	£1,209.00	Grass cutting £1209 for ten cuts (excluding weed treatments)
Duloe Common grass	£90.14	£80.00	£100.00	Grass cutting - 10 cuts
Tree surveys and works	£550.00	£-		2020-21 £200 survey of PF, £350 works PF, (£350 works Common not needed but saved to reserve for future). Assume no works in 2021/22 but that money is saved to reserve for future works - see "Regular transfers to reserve"
Subs (SLCC / BATPC)	£185.00	£205.00	£215.25	BATPC £93 + SLCC £95 if Clerk on 5 hrs / wk but £112 if on 6hrs / wk
Admin	£327.27	£374.00	£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	£233.05	£391.80	£275.00	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
Other assets (eg. street furniture / tools / office equipment). Excl. playing field/ play area)	£-	£-	£-	
Village Hall Hire	£-	£252.50	£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.
Village Hall Works / Maintenance	£150.00	£150.00	£258.36	Contribution towards insurance.
Newsletter	£340.44	£355.00	£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	£10,575.63	£12,021.24	£10,943.73	

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Regular transfers to reserve (from precept)				
Village Hall Savings	£1,500.00	£1,500.00	£1,400.00	
Hedge cutting savings (field & common)	£150.00	£75.00	£75.00	
Asset replacement savings	£100.00	£125.00	£125.00	Clerk's laptop and printer £600 every 5 years
Tree surveys and works savings	£350.00	£253.00	£253.00	Survey cost £360 every 3 years (£120pa). Works £400 every three years (£133pa)
Defibrillator	£60.00	£50.00	£50.00	
Street light inspection savings		£434.00	£434.00	Formal inspection to cost approx £1302 in 2023/24
Gov domain (alternate years)	£-	£-	£55.00	£110 every other year (Sep 21, 23, 25 etc)
Total Regular transfers to reserve (from precept)	£2,160.00	£2,437.00	£2,392.00	
Regular payments + regular transfers to reserve	£12,735.63	£14,458.24	£13,335.73	
Regular receipts - regular payments & transfers to reserve	£221.68	-£365.07	£-	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 2020/21	Forecast to 31st Mch 2022	Budget to Mch 2023	Comment
Local Plan advice and campaign		£7,167.36		
Ward Fund assets purchased	£900.00	£638.00		
Ward Fund other purchases (new website)		£-		
Other assets purchased from earmarked res				
Village Hall payments from earmarked reserve	£15,626.40	£100.00		Planning application and demolition of hall in 2020/21. Support for insurance in 2021/22
Repairs to bridge at Old Chapel, Honeydon	£-	£330.00		Cost shared with Thomas Morris
Payments from other earmarked reserves	£443.82	£17.55		£280 street light inspection £142 extra cuts on playing field, £64 noticeboard repairs, £54 new wood for picnic benches. From earmarked reserves. In 2021/22 we purchased a footpath map.
VERU grant for containers	£5,000.00	£2,000.00		
Elections				
Mobile speed sign (met by donation)				
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	£423.58	£1,955.92		
Neighbourhood Plan unspent grant refunds		£6,015.42		
Other donations made by SPC		£-		
Other payments (refunds etc.)	830.19	£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	£23,223.99	£18,930.66	£-	
Total Payments	£33,799.62	£30,951.90	£10,943.73	

SPC January 2022

Other transfers to reserves (not from precept)				
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	£-	
Total Payments & Transfers to Reserve	£35,959.62	£33,775.65	£13,335.73	
Total receipts - (total payments & transfers to reserve)	-£9,823.12	-£700.98	£-	

SPC January 2022

Day	Date	Location	Meeting Start Time	Booking time	Notes
Thursday	20th January 2022	Wyboston Village Hall (meeting room)	7.45pm	7.30-10.30	Followed by a meeting of Duloe and Staploe Village Playing Field Charity
Thursday	31 st March 2022	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	19th May 2022	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 2022	Wyboston Village Hall (meeting room)	7.45pm	7.30-10.30	
Thursday	15 th September 2022	Wyboston Village Hall (meeting room)	7.45pm	7.30-10.30	Followed by AGM of Duloe and Staploe Village Playing Field Charity
Thursday	20th Oct 2022	Wyboston Village Hall (meeting room)	7.45pm	7.30-9.30	Finance Committee meeting - budget
Thursday	17 th November 2022	Wyboston Village Hall (meeting room)	7.45pm	7.30-10.30	