

Minutes of the Annual Meeting of Staploe Parish Council Held at 7.45pm on Thursday 18th May 2023 in Wyboston Village Hall.

Present:

Cllr. J. Ibbett, Cllr. V. Zwetsloot, Cllr. D. Smith, Cllr. G. Meola, Cllr. E. Meola, Lucy Crawford (Clerk) and one member of the public.

Apologies for absence: Cllr. J. Thomson, and Cllr. P. Yockney.

2023/031. Election of Chairman

Cllr. J. Ibbett was nominated by Cllr. V. Zwetsloot and seconded by Cllr. D. Smith. There being no other nominations she was duly elected as chair.

2023/032. Election of Vice Chairman

Cllr. V. Zwetsloot was nominated by Cllr. E. Meola and seconded by Cllr. G. Meola. There being no other nominations she was duly elected as vice chair.

2023/033. Declarations of Acceptance of Office

Cllr. J. Ibbett and Cllr. V. Zwetsloot will sign these after the meeting.

2023/034. Declarations of Interest and Registers of Members Interests

There were no declarations of interest regarding any of the items on the agenda. Members reviewed and updated their registers of interests. Cllr. D. Smith did not have any changes to make other than that he was listed as a member of the A1 working group which no longer exists.

2023/035. Approve Minutes of the Parish Council Meeting held on Thursday 16th March 2023

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

2023/036. Public Open Forum (in blue)

Highways

Cllr. J. Ibbett reported that outside 4, Chapel Close, Honeydon the rock bags supporting the bank are collapsing into the brook on the highways side.

Safety cuts were requested for the junctions and bends of the roadside nature reserves.

Cllr. P. Yockney reported that there are several large potholes in Shakers Way

The Clerk will report these issues to the Borough Council.

Village Signs

New stickers for the village signs were requested. The Clerk will obtain quotes.

Bus Service

The Clerk reported that Grant Palmer have confirmed that “Unfortunately, the 29 service was removed last year due to high operating costs, low patronage and insufficient driver availability. We have no plans to restart this service.”

This was the only bus service operating in the parish and ran from St Neots to Pavenham on Thursdays. Therefore, there is no longer any bus service in the parish.

Average Speed Cameras

The Clerk reported that a resident from Staploe has kindly offered Bedford Borough Council a donation towards average speed cameras.

Traveller Site:

Cllr. V. Zwetsloot reported that there will be a hearing regarding the ex-traveller site in Upper Staploe on 3rd July. If the Borough 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.

The Clerk reported that Anglian Water are seeking to contact the landowners as they wish to lay a new water pipe across the land. The Clerk does not have contact details for the landowners. She also reported that the site had been cleared of most litter and fly tipping during the recent litter pick.

New Defibrillator

Richard Squire has informed the Clerk that his defibrillator is now installed in an external cabinet at Bassmead Barns wedding venue. It is accessible at all times with an access code available from the ambulance service. The Clerk will post the information on the parish website and in the next newsletter.

Planning

A resident of Duloe expressed concern about the revised planning application at Manor Farm and submitted the following letter (shown in italics):

“LPA Ref. 22/00813/FUL Address: Manor Farm, Duloe Lane, Duloe, St Neots, PE19 5HQ

We note the applicants’ submission of further comments to respond to the concerns and objection raised by Staploe Parish Council.

This only addresses some of the concerns raised by the Parish Council and not those raised by other objections. They have not addressed a number of points including, but not limited to: no biodiversity enhancements proposed and no new meaningful landscaping proposed. Therefore, all arguments from the initial objections still stand. We also wish to make further representation and comment on the points set out by the applicants’ agent in turn below.

Principle of Development

It is not stated or argued that the location of the application site is isolated; it is in a countryside location, where a large degree of openness exists, e.g., non-developed area, and also in an unsustainable location.

It is not clear as to what benefits the proposed development brings, except some housing, however this is not outweighed by the significant level of harm it would create.

Whilst the conversion of a redundant building in the countryside may benefit from policy support in principle under Policy 65, the policy also requires that the application demonstrates that:

- “vi. Inherently suitable, in terms of its size, design and construction for the intended re use to be achieved without the need for complete or substantial reconstruction, and*
- vii. The proposal would lead to an enhancement of the immediate setting; and*
- viii. Any extension or alteration would not increase the impact of the site /use on the surrounding countryside, and*
- ix. Any curtilage required is not excessive in size and should relate well to the existing building and landscape, and*
- x. The architectural and historic interest and significance of any designated or non-designated heritage asset will be considered in accordance with Policy 41S, and*
- xi. There would be no adverse impact on biodiversity including Natura 2000 sites in accordance with Policy 42S.” (our emphasis)*

However, it is relevant to note that Policy 65 does not allow for or cover the replacement of redundant agricultural buildings in the countryside. The majority of the proposals include the demolition and replacement of existing structures – that’s 6no. buildings out of the total of 8no. resultant buildings.

Replacement Dwellings

Policy 7 is of relevance to the proposals, however, it clearly sets out the policy objectives for all development in the countryside:

“All development in the countryside must:

- xi. Recognise the intrinsic character and beauty of the countryside; and*
- xii. Not give rise to other impacts that would adversely affect the use and enjoyment of the countryside by others; and*
- xiii. Not give rise to other impacts that would have a significant adverse effect on: the environment, biodiversity, or designated Natura 2000 sites.”*

The application site is neither well related nor has any relationship with the built form of the nearby town of St Neots, which also lies within a different administrative area.

Policy 66 is not relevant to the proposed development.

Conversion

Policy 65 is only relevant to Buildings 1 and 4 and requires compliance with all 11 policy criteria.

Building 1, however, requires significant reconstruction works and alterations and therefore does not meet the above policy. No details of Building 4 have been submitted to fully assess this element of the proposals, therefore also failing to meet the above policy. All other proposed buildings are either a replacement or new built. As such, the proposed development does not accord with Policy 65.

Impact on Character and Appearance

The proposed demolitions will result in the total loss of the vast majority of the existing buildings, which have evidential, historic and aesthetic value, with a regular courtyard 'E-plan' arrangement, typical of Bedfordshire, and are considered to be non-designated heritage assets.

The design and appearance of the proposed development fails to enhance the rural character area, by creating modern houses with an ordinary design, arranged within an urban landscape setting that is out of keeping with the existing rural landscape qualities of the area and thereby clearly failing to respect local distinctiveness.

The proposed development would also result in an inappropriate, overly domesticated appearance, which is substantiated through proposed elements such as garden subdivisions, domestic paraphernalia, car parking and significant hardstanding, cycle sheds, bin storage and fences. Therefore, the scheme can neither be considered as sensitively designed nor to significantly enhance the character and quality of the area, as claimed by the applicants' agent.

Impact on Heritage Assets

It is questionable how securing a long-term sustainable use for the site is regarded as a heritage benefit. The majority of buildings and ancillary structures are new builds, and the site is not a sustainable location for new housing, failing to meet sustainability credentials expected by and set out in the NPPF and the Local Plan.

A clear and strong objection was raised by the Council's Conservation Officer, highlighting the very high level of harm created by the proposed development. This objection is fully supported.

Sustainability

Whilst the edge of the nearby town of St Neots is approx. 800m from the site, the nearest shop is 2km away, the nearest school and health centre are approx. 2.1km away, with Duloe Road up to the A1 bridge on the western edge of St Neots having no footway or street lighting to encourage walking or cycling. There is also no public transport serving Duloe with the nearest bus stop approx. 15mins walk (1.3km) away, also in St Neots.

As such, the proposed development fails to meet NPPF para 105, which states that "significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes". (our emphasis).

The proposed development will also neither be able to enhance or maintain the vitality of any nearby rural communities nor support services in a village nearby, as encouraged by NPPF para 79. Doing shopping and accessing facilities in the nearby town of St Neots will not result in that. (our emphasis)."

2023/037. Appointments and Responsibilities

- A1 Working Group – abolished in 2022
- Staffing committee: Cllr. J. Ibbett, Cllr. G. Meola and Cllr. P. Yockney
- Finance committee – Cllr. V. Zwetsloot, Cllr. D. Smith and Cllr. J. Ibbett.
- BATPC – Cllr. J. Ibbett
- Village Hall Management Committee: Cllr. G. Meola, Cllr. E. Meola and Cllr. J. Thomson were appointed (only two representatives of the Parish Council are required for the committee so they will decide between themselves who will join as an ordinary member and who as a representative of the Parish Council).
- Rights of Way. Gill Tagg.
- Speedwatch. Richard Squire, Mark and Soo Potts, Tom Tagg and Veronica Zwetsloot
- Neighbourhood Plan Steering Group. The Parish Council do not appoint members to this steering group but the members are as follows: Tom Tagg (Chair), Ged Meola (Vice Chair), Charlotte Quince, Damian Smith, Kate Abrahams, Lucy Crawford and Lorraine Jewell.

2023/038. Standing Orders and Terms of Reference

- Parish Council Standing Orders (which includes standing orders for committees such as the staffing committee and finance committee) were circulated prior to the meeting and approved without amendment.
- Neighbourhood Plan Steering Group. These were circulated prior to the meeting and approved without any recommendations for amendments.

2023/039. Local, Mayoral and Parish Election Report

Bedford Borough Council Local Election Results 4th May 2023. The following Councillors were elected:

- 14 Labour councillors
- 13 Conservative councillors
- 13 LibDem councillors
- 3 Green councillors
- 2 Independent councillors

Mayoral election results 4th May 2023. Tom Wootton (Conservative) was elected as the new Mayor. He replaces Dave Hodgson (Lib Dem). This means that we will need to have a by-election for a new Borough Councillor. This will take place on Thursday 29 June 2023.

Parish Council election results. 7 Councillors were nominated for 7 positions on the Parish Council and therefore they were all elected without contest.

It was resolved that the Clerk should write to thank Tom Wootton for many years of service as our Borough Councillor and to wish him well in his new position. Proposed by Cllr. J. Ibbett and seconded by Cllr. E. Meola.

2023/040. Coronation Celebrations

- Coronation Lunch. The Clerk reported that 95 people attended the lunch. Councillors expressed their thanks to Awards for All (Lottery Funds) for their generous donation of £3,100 for the event and to The Crown at Little Staughton and Maisie J's Catering for the supplying the hog roast and salads respectively. Fairytale Marquees of Hail Weston also did an excellent job. The coronation cake competition and rounders game were also a great success.
- Litter pick. The litter picking equipment from Bedford Borough Council was not available on the day of the Big Help Out (Monday 8th May) so we held our litter pick on Saturday 13th May. There were three volunteers who litter picked in Duloe, Shakers Way, Upper Staploe and Honeydon Road. It was agreed that litter picks work better when held in March when the grass is shorter.
- Consider how to use the funds remaining from Awards for All grant – £1123 remaining of which £500 was originally to be used towards a path to the cabins and the remaining £623 is available to be used for a social event. Awards for All have confirmed that we may use the remainder of the grant in any way that is in keeping with the spirit of the original application and we can adjust the amount we spend on social events vs the path. It was resolved to spend the remaining grant on a fish and chip van for the harvest supper followed by bingo and any remaining funds can be used to purchase paving slabs and materials for a path to the cabins.

2023/041. Planning Applications

Consider how to respond to the following planning applications:

Application number	Type	Description	Location	Deadline	Link
23/00911/TPO	Tree Preservation Order	"Two potential 5m hedgerow removals, these may be required to uncover an existing main that was laid close to or under the hedgerow line. As part of a new water main pipeline scheme to improve the network by reducing bursts, the new pipe will connect to the existing network at this point.	Hedgerow at Bushmead Road, Staploe	30/05/2023	23/00911/TPO
It was resolved not to object to this application but to request that the hedgerow be reinstated after the works are complete. Proposed by Cllr. V. Zwetsloot and seconded by Cllr. J. Ibbett.					

May 2023

Application number	Type	Description	Location	Deadline	Link
22/00813/FUL	Full planning application	Demolition of 5 no. redundant agricultural buildings (nos. 05, 06, 07, 08 & 10) and erection of 5 no. replacement dwellings (Use Class C3) ,erection of associated double garage, demolition of redundant agricultural buildings (no.03) and erection of ancillary storage, demolition of redundant agricultural buildings (nos.02, 09 & 16); conversion of 1 no. redundant agricultural building (building 01) to 1 dwelling (C3); the restoration and repair of existing dovecote and conversion into workshop conversion (Use Class E(g (iii))), improvements to the existing access, construction of an internal road and associated car parking, cycle parking, bin collection points and landscaping.	Manor Farm Duloe	09/05/2023	22/00813/FUL

It was resolved to object to this application.

A previous outline planning application (19/02015/OUT in 2019) for three houses on this site was rejected by Bedford Borough Council and the request is now for double that original amount. To use Bedford Council's own wording when rejecting the previous planning application:

1. The proposed residential development is located in the **open countryside** and is not a sustainable form of development.
2. The proposed residential development would introduce an **overly domesticated appearance** to the site ... which would **adversely impact on the existing agricultural and rural landscape character and the historic character and appearance of the location**.
3. The proposed development would result in a **significant loss of evidential, historic and aesthetic value to the existing buildings on site and would harm the character of the non-designated heritage assets and their setting**.
4. The proposed dwellings would be **reliant upon the private car, would not allow occupants to make a meaningful contribution to supporting the vitality and viability of the very limited services and facilities in nearby settlements and would not contribute to the creation of a safe, accessible, and healthy community**.

All these issues still exist. If three houses were not supported then we do not consider 6 to be appropriate or in line with Bedford Borough Council policies. None of the buildings can be developed without complete demolition and rebuild.

May 2023

Staploe Parish Council had previously supported the replacement of the current rather dilapidated barns with 3 homes in application 19/02015/OUT in 2019 as we considered that it would not increase the built area and would improve the amenity of the site. This proposal for 6 homes (8 new buildings) is a far more intensive proposal.

The developers have argued that the external floor area would be reduced by this new proposal, but we would dispute this. “Building 8” is really only a footprint. There is no building left at the moment – just a few bricks. “Building 9” is also not a substantial building. Therefore, we would argue that the real built area would increase with this development, and it would create an intensification of development (effectively forming new housing estate) in what is currently a very low density, ribbon hamlet in open countryside. It is therefore not in keeping with the character of the hamlet and would lose some of the agricultural landscape character. There is no settlement policy area in the parish, so this creates new dwellings in open countryside. There is no public transport and there are no safe pavements to walk to St Neots.

In addition, we are concerned by the idea of the proposed workshop as the road is very narrow and wholly unsuited to additional commercial traffic and it is a residential area unsuited to Class E g iii industrial processes.

We have been informed that there are barn owls nesting in one of the barns and possibly a fox living in one at the moment. We question whether providing owl nest boxes inside a garage (as proposed) will suffice to protect the owls. Whilst there are some measures proposed to protect existing biodiversity these do not constitute a biodiversity net **gain** in our view.

Proposed by Cllr. E. Meola and seconded by Cllr. D. Smith.

Application number	Type	Description	Location	Deadline	Link
23/00846/FUL	Full planning application	Erection of garden shed on concrete base.	The Drying Barn Lower Goodwick Farm Begwary, Bedfordshire MK44 2NX	22/05/2023	23/00846/FUL

It was resolved not to object to this application as it is a modest shed which does not detract from the amenity of the site. Proposed by Cllr. E. Meola and seconded by Cllr. J. Ibbett.

Application number	Type	Description	Location	Deadline	Link
23/00681/FUL	Full planning application	Renewal of temporary permission for structures and mobile home during the construction of the dwelling approved under application reference 20/00034/FUL	Land West Of Woodfield Honeydon Road Colmworth Bedfordshire	26/04/2023	23/00681/FUL

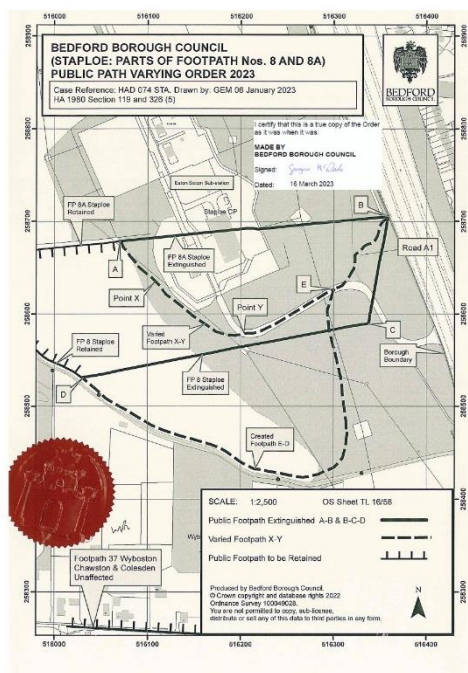
It was resolved to object to this application. Comment: the site is being used as a builders yard. The occupant has built various sheds and lockers to house equipment and has a second mobile home with a sign saying “office” above the door. He demolished the old barn but has not started any building work yet. He has built a road down the west side of the plot and there are various construction vehicles being kept there as a sort of depot. The permission for one mobile home was granted on the basis that he would be living in it while constructing the barn. He is not constructing the barn and is not using it as a domestic site. This is contrary to the permission granted and therefore the Parish Council object.

2023/042. Community Cabins and Playing Field

- **It was resolved to accept the application from St Neots Town Youth Football Club to hire the playing field and cabins for another year from August 2023 to May 2024.** The hire agreement was circulated prior to the meeting and no amendments were made. Proposed by Cllr. G. Meola and seconded by Cllr. J. Ibbett.
- The electricity contract for the cabins with EDF ends 8th May 2025. The Clerk had previously reported that it ended in 2024 so this was a point of clarification.
- The Clerk reported that she received a query from Compliance Visiting at Bedford Borough Council in early March regarding business rates for the Community Cabins. They asked when we started hiring the cabins out. She replied in March to explain when we started hiring them out and making it clear that we are not expecting to pay business rates as we did not do so for the Village Hall and these are community buildings. She did not receive a reply and followed up in April but has still not received a response. She will continue to chase this and keep the Parish Council informed.

2023/043. Rights of Way

- The Clerk reported that Footpath 40 which runs from Woodfield, Honeydon Road, Colmworth in the west to Coxfield, Begwary in the east has been ploughed to edges, it is not marked / sprayed, stiles have been installed rather than gates, and there is a sign warning of danger from a bull. These issues have been reported to the Borough Council.
- Footpath 8 and 8A diversion at Eaton Socon substation. It was resolved not to object to this diversion (see below).



MAP IS NOT TO ORIGINAL SCALE

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Borough Hall
Cauldwell Street, Bedford MK42 9AP
Phone: (01234) 267422 Fax: (01234) 228619
Web: www.bedsford.gov.uk

- Cllr. V. Zwetsloot reported that Footpath 21 in Upper Staploe which runs from Silver Birches on Gypsy Lane in the north to the Bushmead Road to the south is obstructed with saplings and thorns at the southern end where it crosses the ex-traveller site. It is not possible to walk it. The Clerk will report this to the Borough Council.

2023/044. Assets and Insurance

- Review land and asset registers. Having been previously circulated these were approved as accurate. It was resolved to make one amendment to the asset register to insure the red phone box for £2,500
- It was resolved to renew the insurance with BHIB under our current long term fixed arrangement. The quote without the phone box was £544.80. The Clerk will obtain a new quote with the phone box included but it was resolved to approve a premium of up to £580 for insurance for the coming year.

- It was resolved to accept the quote for a new battery required for the Vario speed sign in Staploe (£70 ex VAT delivered). This will come out of the maintenance budget.
- The street lights were inspected by Andy Muskett at a cost of £367. 50 ex VAT. Works are required to replace the bracket and control box (bracket 16) outside East Cottage, Honeydon as there is a hairline crack. Andy has quoted £345 ex VAT to replace these. **It was resolved to undertake these repairs for £345 and the funds will come from the street light inspection reserve as the inspection cost was lower than anticipated.** Proposed by Cllr. D. Smith and seconded by Cllr. E. Meola. The ivy also needs killing at the base of the telegraph pole outside 50, Staploe. It is nearly touching the overheads and it is also wrapping itself around cables. It needs to be killed at the base and then Andy can carefully remove it. The Clerk will check exactly whose land it is on and talk to the owners.

2023/045. Finances

- The internal audit was conducted by Kim Webb of 20, Staploe on 9th May 2023 and circulated to Councillors prior to the meeting. There were no issues to report. It was resolved to pay Kim £110 for her internal audit next year. Proposed by Cllr. J. Ibbett and seconded by Cllr. V. Zwetsloot.
- Approve Governance Statement and Accounting Statements for Annual Return for 2022/23. Having been previously circulated these were approved by the Parish Council and signed by the Clerk as Responsible Financial Officer and the Chair of the Parish Council. The accounting statements, governance statements, internal audit, explanation of variances from

last year's accounting statements, list of earmarked reserves, cash book and the asset register as at 31st March 2023 will be published on the parish website on Monday 19th June and the public may exercise their public right to inspect and make copies of the accounts to be audited and all books between Tuesday 20th June and Monday 31st July.

- Performance against budget 2022-23 and 23-24. This was presented and reported on pp13-20.
 - 2022-23 (see pp13-16). In summary regular receipts were as expected. Other unbudgeted receipts included grants and donations for specific purposes. We spent £68 more than we budgeted in our regular payments (which we aim to match to precept). This is due to unbudgeted payments of £724 for burying the cable at the cabins + £325 for staff costs + £141 for a new swing seat + £51 other (Clerk's mileage, Zoom and audit). Less underspends of £334 as the grass on the playing field and common didn't need cutting in August & one payment will be made in April 2023 + a saving of £193 for maintenance + a saving of £150 as we didn't use our contingency funds + £119 for electricity at the cabins + £107 for village hall hire + £271 other underspends (printing ink, newsletter, councillors expenses, common grass cutting, defibrillator costs, training etc.). Other payments came from grants or earmarked reserves.
 - 2023-24 (see pp17-20). We are forecast to spend £105 less than we budgeted in our regular payments (which we aim to match to precept). This is due to savings on our street light inspections and the clerk's pension contributions not increasing as budgeted. Other receipts and payments will come from grants, donations and earmarked reserves.
- Allocate reserves. The following funds were added to the earmarked reserves as budgeted: Village Hall £1500, grass & hedge cutting at the playing field and common £75, defibrillator replacement parts £50, asset replacement £125, tree works and inspections £53, in addition coronation lunch ticket sales of £156 were added to earmarked reserves. The following funds were paid from earmarked reserve: village hall (for insurance) £365, village hall (from heater refund) used for new CCTV at the hall car park £660, unused Neighbourhood Plan grant repaid £5,914 and Coronation Lunch payments from grant and ticket sales £1818.89. The reserves are shown on pp21-22
- VAT reclaim. £1781.38 due to be reclaimed for 2022-23.
- Review direct debits. Electricity for streetlights (SSE approximately £30 per month) and cabins (EDF varies from £11 to £27 per month), water (Wave / Anglian Water varies but approximately £47 per quarter), Information Commissioner approximately £35 annually).
- Receipts and payments, sign schedule of payments. These were inspected and checked against the invoices. They are presented on p23-24 It was resolved to accept these receipts and payments. Proposed by Cllr. V. Zwetsloot and Cllr. D. Smith.
- Bank reconciliation. This was checked against the bank statement by Cllr. J. Ibbett and is presented on p25-26.

2023/046. Review code of conduct

The code of conduct was reviewed without amendment. Proposed by Cllr. V. Zwetsloot and seconded by Cllr. J. Ibbett.

2023/047. General Power of Competence

- The Council is not eligible to use this power as the Clerk does not have the Certificate in Local Council Administration qualification. However, there are other legal powers available to carry out everything the Council wishes to do so this is not a problem.

The next meeting is scheduled for Thursday 20th July 2023.
The meeting closed at 9.40pm.

May 2023

Staploe Parish Council Performance Against Budget 2022 - 2023	Actual 2021/22	Budget to Mch 2023	Actual to 31st Mch 2023	Actual less budget	Comment
		5.0%			% increase vs 2021-22
Regular Receipts					
Precept	£12,702.00	£13,335.73	£13,336.00	£0.27	
Interest	£0.99	£-	£16.29	£16.29	
Grass cutting	£1,389.51	£-	£-	£-	Responsibility given back to Borough
Total Regular Receipts	£14,092.50	£13,335.73	£13,352.29	£16.56	
Other Receipts					
Newsletter advertising	£-	£-	£20.00	£20.00	
Ward Fund		£-	£1,403.66	£1,403.66	£639 Paid late for 2021/22. Used for electrical work at cabins. £765 for CCTV in car park March 2023
Neighbourhood Plan Grant	£7,872.00	£-	£7,914.00	£7,914.00	
Donations for Local Plan advice & campaign	£7,554.11	£-	£-	£-	
Ticket sales from Jubilee			£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			£396.00	£396.00	Football Club paying £500 per year but we only started in August 2022 so three quarters fall in this financial year.
RAIDIUS			£706.41	£706.41	Remaining funds from campaign against traveller site raised in 2007
Football Club deposit			£100.00	£100.00	
Awards for All - Coronation grant			£3,100.00	£3,100.00	
Other (eg. refunds, proceeds from social events / book sales)	£937.89	£-	£433.15	£433.15	2022/23 £233.15 in refunded goods (ex VAT) for ink cartridges returned when we changed printer +£160 defibrillator contribution (Kents) + £40 cash from first aid course ticket sales.
Total Other Receipts	£18,364.00	£-	£18,029.11	£18,029.11	
Total Receipts	£32,456.50	£13,335.73	£31,381.40	£18,045.67	High in 2021 due to Dennybrook donations. Extra receipts in 2022/23 due to £7914 neighbourhood plan grant + £3890 police grant for sign + £3100 Awards for All for Coronation + £1404 Ward funding + £706 RAIDIUS funds + £1031 other (eg. refunds, deposits, cabin hire, ticket sales, advertising, donations, interest).

May 2023

Regular Payments (from precept)					
	Actual 2021/22	Budget to Mch 2023	Actual to 31st Mch 2023	Actual less budget	Comment
Clerk's salary & pension	£4,181.71	£4,398.24	£4,669.13	£270.88	Remain on Salary Point 17 but budget assumed 2% increase in 2022/23 but joint committee (unions / govt) have agreed a rise of approx 7.7% for the lower pay brackets. 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	£933.82	£54.21	To assist with the neighbourhood plan (admin not grant funded)
Total staff costs	£5,018.05	£5,277.85	£5,602.95	£325.09	
Audit Fees	£265.00	£265.00	£270.00	£5.00	External; £200, internal £70
Councillors Expenses	£-	£30.00	£-	-£30.00	
Clerk's employment expenses	£320.18	£312.00	£331.25	£19.25	Monthly mileage (£8) and Working From Home Allowance (£18)
Clerk's Other Expenses eg. postage & sundries	£7.92	£40.00	£50.60	£10.60	Postage and sundries.
Training		£80.00	£60.00	-£20.00	£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	-£5.54	Norris & Fisher pulled out of 3 year deal
Power to street lights	£339.14	£343.20	£339.45	-£3.75	Fixed contract with SSE until 1st Jan 2024
Elec (CCTV & cabins)	£130.34	£283.29	£163.94	-£119.35	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	£121.06	-£8.94	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	£6.30	-£193.70	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	£-	
Play Area Works (assets purchased)	£-		£-	£-	

May 2023

Regular payments continued	Actual 2021/22	Budget to Mch 2023	Actual to 31st Mch 2023	Actual less budget	Comment
Play Area Works (consumables / labour)	£-		£141.12	£141.12	Replaced cradle swing seat - counts as consumable
Community cabins and picnic area	£438.58	£300.00	£1,024.34	£724.34	Repairs (cables, taps, leaks) £227 plus burying cables & fixing drain £750 plus signage and cleaning products.
Playing field grass	£989.37	£1,209.00	£875.00	-£334.00	Grass cutting £1209 for ten cuts. We are likely to only need 9 (one due in March). Save £110 to reserve to pay in April
Duloe Common grass	£90.00	£100.00	£70.00	-£30.00	Grass cutting - budgeted for 10 but one due in March so 9 total. Save £10 to reserve to pay in April
Tree surveys and works	£-			£-	£120 survey of Duloe Common met from earmarked reserve - see other payments
Subs (SLCC / BATPC)	£205.00	£215.25	£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	£185.15	-£71.85	£35 Info commissioner, stationary items (£64.82) and printer cartridges (£21.18), Jubilee tablewear (£64.15).
Literature & info	£-	£-	£-	£-	
Web & e-mail hosting, software subs	£391.80	£275.00	£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
Village Hall Hire	£213.50	£311.00	£204.50	-£106.50	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) and fewer meetings. £40 also paid out of "other income" from social event ticket sales.
Village Hall Works / Maintenance	£150.00	£258.36	£258.36	£-	Contribution towards insurance £258.36
Newsletter	£329.75	£300.00	£233.57	-£66.43	2 issues
Donations			£-	£-	
Other	£43.13			£-	Countryside Code signs in 2021.
Contingency		£150.00	£-	-£150.00	
Total regular payments	£11,408.90	£10,943.73	£11,011.35	£67.62	We spent £68 more than we budgeted in our regular payments (which we aim to match to precept). This is due to unbudgeted payments of £724 for burying the cable at the cabins + £325 for staff costs + £141 for a new swing seat + £51 other (Clerk's mileage, Zoom and audit). Less underspends of £334 as the grass on the playing field and common didn't need cutting in August & one payment will be made in April 2023 + a saving of £193 for maintenance + a saving of £150 as we didnt use our contingency funds + £119 for electricity at the cabins + £107 for village hall hire + £271 other underspends (printing ink, newsletter, councillors expenses, common grass cutting, defibrillator costs, training etc.).

May 2023

Regular transfers to reserve (from precept)					
Village Hall Savings	£1,500.00	£1,400.00	£1,400.00	£-	
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	£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
Gov domain (alternate years)	£-	£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	£-	
Regular payments + regular transfers to reserve	£13,845.90	£13,335.73	£13,403.35	£67.62	
Regular receipts - regular payments & transfers to reserve	£246.60	£-	-£51.05	-£51.05	We budgeted for regular receipts and transfers to reserve to match regular payments. Actually we received £16 more in interest and spent £543 more than budgeted.
Other payments (met from additional receipts eg. grants or earmarked reserves)					
	Actual 2021/22	Budget to Mch 2023	Actual to 31st Mch 2023	Actual less budget	Comment
Local Plan advice and campaign	£7,167.36			£-	
Ward Fund assets purchased	£638.00		£-	£-	£765 due to be spent on CCTV for hall car park in April 2023
Other assets purchased from earmarked res			£199.96	£199.96	Printer purchased from cartridge refunds
Village Hall payments from earmarked reserve	£100.00		£790.00	£790.00	Support for insurance in 2021/22. £790 for land transfer in 2022/23. £630 towards CCTV replacement in car park (from heater refund) due to be spent in April 2023
Repairs to bridge at Old Chapel, Honeydon	£330.00			£-	Cost shared with Thomas Morris
Payments from other earmarked reserves	£17.55		£150.00	£150.00	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	New fixed speed sign in Duloe.
Hall hire for social events (met from ticket receipts)			£40.00	£40.00	First aid course contributions
Neighbourhood Plan costs met by grant	£1,583.93		£2,000.00	£2,000.00	For green infrastructure review and landscape character assessment
Neighbourhood Plan unspent grant refunds	£6,015.42		£6,288.07	£6,288.07	
Coronation - marquee, decorations, etc. (Awards for All)			£361.52	£361.52	
Other payments (refunds etc.)	£706.41			£-	£706.41 RADIUS funds returned to bank - bounced in 2021-22.
Total Other Payments	£18,558.67	£-	£13,719.55	£13,719.55	
Total Payments	£29,967.57	£10,943.73	£24,730.90	£13,787.17	
Other transfers to reserves (not from precept)					
RAIDIUS			£706.41	£706.41	Received from V. Zwetsloot 15th August 2022 - remains of campaign against traveller site in Upper Staploe
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	£27,829.31	£14,493.58	
Total receipts - (total payments & transfers to reserve)	-£334.82	£-	£3,552.10	£3,552.10	

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Staploe Parish Council Performance Against Budget 2023 - 2024	Actual to 31st Mch 2023	Budget to Mch 2024	Actual to 16th May 2023	Forecast to 31st March 2024	Forecast less budget	Comment
		7.4%				% increase vs 2022-23
Regular Receipts						
Precept	£13,336.00	£14,323.84	£7,162.00	£14,323.84	£-	
Interest	£16.29	£1.00		£-	-£1.00	
Cabin hire	£396.00	£500.00	£125.00	£500.00	£-	
Total Regular Receipts	£13,352.29	£14,824.84	£7,287.00	£14,823.84	-£1.00	
Other Receipts						
Newsletter advertising	£20.00	£-			£-	
Ward Fund	£1,403.66	£-			£-	£639 Paid late for 2021/22. Used for electrical work at cabins.
Neighbourhood Plan Grant	£7,914.00	£-			£-	£765 for CCTV in car park March 2023
Donations for Local Plan advice & campaign	£-	£-		£-	£-	
Ticket sales from social events	£65.89		£156.00	£156.00	£156.00	2022-23 Jubilee £30 ticket sales and £35.89 proceeds from dog show tickets and food (after costs). 2023-24 Coronation ticket sales
CIL income	£-			£-	£-	
Police grant for cabins	£-			£-	£-	
Police road safety grant	£3,890.00			£-	£-	For new fixed speed sign in Duloe
RAIDIUS	£706.41				£-	Remaining funds from campaign against traveller site raised in 2007
Football Club deposit	£100.00				£-	
Awards for All - Coronation grant	£3,100.00				£-	
Other (eg. refunds, proceeds from social events / book sales)	£433.15	£-		£-	£-	2022/23 £233.15 in refunded goods (ex VAT) for ink cartridges returned when we changed printer +£160 defibrillator contribution (Kents) + £40 cash from first aid course ticket sales.
Total Other Receipts	£18,029.11	£-	£156.00	£156.00	£156.00	
Total Receipts	£31,381.40	£14,824.84	£7,443.00	£14,979.84	£155.00	Extra receipts in 2022/23 due to £7914 neighbourhood plan grant + £3890 police grant for sign + £3100 Awards for All for Coronation + £1404 Ward funding + £706 RAIDIUS funds + £1031 other (eg. refunds, deposits, cabin hire, ticket sales, advertising, donations, interest).

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Regular Payments (from precept)						
	Actual to 31st Mch 2023	Budget to Mch 2024	Actual to 16th May 2023	Forecast to 31st March 2024	Forecast less budget	Comment
Clerk's salary & pension	£4,669.13	£4,868.01		£4,829.92	-£38.09	Remain on Salary Point 17 but budget assumed 5% increase in 2023/24. 5 hours per week for PC (see Neighbourhood Plan below for extra hour). Budget assumed ER pension contributions would increase to 27.8% but in fact remained at 26.8%
Clerk's PAYE		£-			£-	
Clerk's salary & pension extra hour per week for Neighbourhood Plan	£933.82	£973.60		£965.98	-£7.62	To assist with the neighbourhood plan (admin not grant funded)
Total staff costs	£5,602.95	£5,841.61	£-	£5,795.90	-£45.71	Small saving due to ER pension contributions not increasing.
Audit Fees	£270.00	£270.00		£275.00	£5.00	External; £200, internal £75
Councillors Expenses	£-	£30.00		£30.00	£-	
Clerk's employment expenses	£331.25	£312.00		£312.00	£-	Monthly mileage (£8) and Working From Home Allowance (£18)
Clerk's Other Expenses eg. postage & sundries	£50.60	£40.00		£40.00	£-	Postage and sundries.
Training	£60.00	£80.00		£80.00	£-	£50 Clerk's training, £30 for 2 x Cllrs training
Highways Grass Cutting	£-	£-		£-	£-	Responsibility given back to Borough
Insurance	£506.24	£515.00		£515.00	£-	Norris & Fisher pulled out of 3 year deal
Power to street lights	£339.45	£343.20	£30.31	£343.20	£-	Fixed contract with SSE until 1st Jan 2024
Elec (CCTV & cabins)	£163.94	£283.29	£37.52	£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	£121.06	£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)	£6.30	£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	£-	£35.00		£35.00	£-	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	£70.00		£70.00	£-	
Play Area Works (assets purchased)	£-			£-	£-	

May 2023

	Actual to 31st Mch 2023	Budget to Mch 2024	Actual to 16th May 2023	Forecast to 31st March 2024	Forecast less budget	Comment
Regular payments continued						
Play Area Works (consumables / labour)	£141.12			£-	£-	Replaced cradle swing seat - counts as consumable
Community cabins and picnic area	£1,024.34	£300.00		£300.00	£-	Repairs (cables, taps, leaks) £227 plus burying cables & fixing drain £750 plus signage and cleaning products.
Playing field grass	£875.00	£1,330.00	£137.50	£1,330.00	£-	Grass cutting £1209 for ten cuts. We are likely to only need 9 (one due in March). Save £110 to reserve to pay in April
Duloe Common grass	£70.00	£110.00	£11.00	£110.00	£-	Grass cutting - budgeted for 10 but one due in March so 9 total. Save £10 to reserve to pay in April
Tree surveys and works		£200.00		£200.00	£-	£120 survey of Duloe Common met from earmarked reserve - see other payments
Street light inspection		£434.00		£367.00	-£67.00	
Subs (SLCC / BATPC)	£206.00	£206.00	£209.00	£209.00	£3.00	BATPC £93 + SLCC £95 if Clerk on 5 hrs / wk but £112 if on 6hrs / wk
Admin	£185.15	£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	£291.52	£350.00	£63.31	£350.00	£-	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 - see transfers to reserve
Village Hall Hire	£204.50	£300.00	£16.00	£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.
Village Hall Works / Maintenance	£258.36	£365.64		£365.00	-£0.64	Contribution towards insurance
Newsletter	£233.57	£369.10		£369.10	£-	2 issues
Contingency	£-	£150.00		£150.00	£-	
Total regular payments	£11,011.35	£12,521.84	£504.64	£12,416.49	-£105.35	We are forecast to spend £105 less than we budgeted in our regular payments (which we aim to match to precept). This is due to savings on our street light inspections and the clerk's pension contributions not increasing as budgeted.
Regular transfers to reserve (from precept)						
Village Hall Savings	£1,400.00	£1,500.00		£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	£53.00		£53.00	£-	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				£-	Formal inspection due in 2023/24
Decking replacement savings		£500.00		£500.00		
Gov domain (alternate years)	£55.00				£-	£110 every other year (Sep 21, 23, 25 etc)
Total Regular transfers to reserve (from precept)	£2,392.00	£2,303.00	£-	£2,303.00	£-	
Regular payments + regular transfers to reserve	£13,403.35	£14,824.84	£504.64	£14,719.49	-£105.35	
Regular receipts - regular payments & transfers to reserve	-£51.05	£-	£6,782.36	£104.35	£104.35	

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Other payments (met from additional receipts eg. grants or earmarked reserves)						
	Actual to 31st Mch 2023	Budget to Mch 2024	Actual to 16th May 2023	Forecast to 31st March 2024	Forecast less budget	Comment
Local Plan advice and campaign					£-	
Ward Fund assets purchased	£-		£765.00	£765.00	£765.00	£765 spent on CCTV for hall car park in May 2023
Other assets purchased from earmarked res	£199.96			£-	£-	Printer purchased from cartridge refunds
Village Hall payments from earmarked reserve	£790.00	£500.00	£630.00	£1,130.00	£630.00	Support for insurance in 2021/22. £790 for land transfer in 2022/23. £630 towards CCTV replacement in car park (from heater refund) spent in April 2023. £500 for planning application in 2024.
Repairs to bridge at Old Chapel, Honeydon					£-	Cost shared with Thomas Morris
Payments from other earmarked reserves	£150.00	£405.00		£405.00	£-	2022 tree survey on Duloe Common £120. £30 payment to caterer for jubilee lunch. 2023-24 £200 tree survey playing field + £205 defibrillator replacement parts
Police grant for containers					£-	
Elections					£-	
Speed sign (met by police grant)	£3,890.00			£-	£-	New fixed speed sign in Duloe.
Street light inspections		£868.00	£-	£690.00	-£178.00	Inspection £367.50 covered under regular budget + repairs £345 x2 from this reserve
Refunds to Borough for payments made in error					£-	
Hall hire for social events (met from ticket receipts)	£40.00				£-	First aid course contributions
Neighbourhood Plan costs met by grant	£2,000.00				£-	For green infrastructure review and landscape character assessment
Neighbourhood Plan unspent grant refunds	£6,288.07		£5,914.00	£5,914.00	£5,914.00	
Coronation - marquee, food, decorations, etc. (Awards for All)	£361.52		£1,767.06	£3,100.00	£3,100.00	£667.50 marquee + £809.56 salads etc. +£290 hog roast + £51.35 drinks. Assume remainder will be spent before year end
Other payments (refunds etc.)					£-	£706.41 RADIUS funds returned to bank - bounced in 2021-22.
Total Other Payments	£13,719.55	£1,773.00	£9,076.06	£12,004.00	£10,231.00	
Total Payments	£24,730.90	£14,294.84	£9,580.70	£24,420.49	£10,125.65	
Other transfers to reserves (not from precept)						
RAIDIUS	£706.41				£-	Received from V. Zwetsloot 15th August 2022 - remains of campaign against traveller site in Upper Staploe
Play area assets					£-	
Total other transfers to reserves	£706.41	£-	£-	£-	£-	
Total Payments & Transfers to Reserve	£27,829.31	£16,597.84	£9,580.70	£26,723.49	£10,125.65	
Total receipts - (total payments & transfers to reserve)	£3,552.10	-£1,773.00	-£2,137.70	-£11,743.65	-£9,970.65	We are forecast to spend £11,744 more than we receive this year. This is largely due to spending or returning grants received last year or planned spending from earmarked reserves.

May 2023

Staploe Parish Council Reserves				12/05/2023					
Earmarked Reserve Category	Category breakdown	Funds Reserved	Receipts to reserve to	Payments from reserve to	Balance to		Balance forecast to		Comment
		01/04/2023	12/05/2023	12/05/2023	12/05/2023		01/04/2024		
					Breakdown	Total	Breakdown	Total	
Planning		£386.75				£386.75		£386.75	
Village Hall Rebuild Reserve	General Village Hall Rebuild Fund	£5,762.90	£1,500.00	£365.00	£6,897.90		£6,327.90		£365 used to pay for hall committee insurance
	Heater refund (from Ward Fund 2018)	£660.00		£660.00	£0.00		£0.00		Used for CCTV April 2023
	Total Village Hall Rebuild Reserves	£6,422.90				£6,897.90		£6,327.90	Infrastructure payment for Anglian Water for connection to main due in 2022 £570
RAIDIUS fund		£706.41							
Election fund		£510.29				£510.29		£510.29	
Literature & info fund		£30.86				£30.86		£30.86	
Grass & hedge cutting		£307.00	£75.00			£382.00		£382.00	
Hedge cutting Duloe		£135.00				£135.00		£135.00	
Play area assets		£53.38				£53.38		£53.38	
Maintenance		£0.00				£0.00		£0.00	Old Chapel bridge repairs
Defibrillator		£320.00	£50.00			£370.00		£370.00	Towards replacing batteries / pads
Asset replacement (eg. laptop, noticeboards)		£383.19	£125.00			£508.19		£508.19	£125 from precept + £233.15 from refunded cartridges
Tree works		£736.00	£53.00			£789.00		£789.00	Towards inspections and works on Duloe Common and Duloe Playing Field.
Neighbourhood Plan		£5,914.00		£5,914.00		£0.00		£0.00	Balance from 2021-22 repaid
Street light inspection		£868.00				£868.00		£523.00	Saving £434 per year for 3 years to do a formal inspection in 2023/24. The actual cost was only £367.50 but £345 is due to be spent on repairs.
Gov domain (alternate years)		£55.00				£55.00		£55.00	

May 2023

Earmarked Reserve Category	Category breakdown	Funds Reserved	Receipts to reserve to	Payments from reserve to	Balance to	Balance forecast to	Comment
		01/04/2023	00/01/1900	00/01/1900	00/01/1900	01/04/2024	
Jubilee party		£83.56			£83.56	£83.56	Funds allocated in Jan 2022 from underspend in admin budget
Coronation Party		£2,738.48	£156.00	£1,818.89	£1,075.59	£1,123.59	£48 expected after meeting
Football Club Deposit		£100.00			£100.00	£100.00	
Decking Savings		£0.00	£500.00		£500.00	£500.00	
Total earmarked reserves		£70,803.97	£2,459.00	£8,757.89	£12,358.77	£11,878.52	
VAT (negative figure means we are owed VAT)		-£1,871.38	£0.00	£458.24	-£2,329.62	£0.00	
Available reserves ex VAT		-£42,316.02			£13,991.48	£7,168.78	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		£28,487.95			£26,350.25	£19,047.30	
Total funds incl VAT (matches balance bf)		£26,616.57			£24,020.63	£19,047.30	
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. £7162 - £14324							
Therefore £7168.78 is just within the recommended range							

May 2023

Summary of Transactions for Staploe Parish Council for Approval at Meeting on:						18/05/2023
Main Account Payments						
Ref	Date	Payee	Details	Type of transaction	Cheque / Ref Number	Amount
3	05/04/2023	Bradgate Fencing	March grass cut	BACS	0	£178.20
4	05/04/2023	JDSI	CCTV for Duloe car park and cabins	BACS	0	£1,674.00
5	05/04/2023	Fairytale Marquees	Marquee for Coronation Lunch	BACS	0	£801.00
6	05/04/2023	Wyboston Village Hall	Village Hall Hire for March meetings	BACS	0	£16.00
9	05/04/2023	BATPC	Annual subscription	BACS	0	£97.00
10	06/04/2023	Groundworks UK	Neighbourhood Plan grant repaid	BACS	0	£5,914.00
13	06/04/2023	SLCC	Annual subscription	BACS	0	£112.00
14	12/04/2023	Jane Arnold (Maisie J's Catering)	Coronation lunch catering	BACS	0	£809.56
22	14/04/2023	EDF Energy	Electricity for cabins	Debit card	0	£13.00
17	21/04/2023	SSE Electricity	Electricity for street lights 2nd Mch to 3rd Apr	Debit card	0	£31.81
21	10/05/2023	Kevin Foscett (The Crown)	Hog roast	BACS	0	£290.00
23	11/05/2023	EDF Energy	Electricity for cabins	Debit card	0	£26.40
25	18/05/2023	Andy Muskett	Street light inspection	BACS	0	£441.00
26	18/05/2023	Andy Muskett	Street light repairs	BACS	0	£414.00
27	18/05/2023	Morelock Signs	Replacement battery for Staploe sign	BACS	0	£84.00
28	18/05/2023	K Webb Ltd	Internal audit	BACS	0	£75.00
29	18/05/2023	Duloe Village Hall	Contribution for insurance	BACS	0	£365.00
30	20/05/2023	Wave	Water bill	Direct Debit	0	£36.83
31	18/05/2023	L. Crawford	Expenses Mch-Apr 2023	Cheque	100953	£63.28
32	18/05/2023	L. Crawford	Clerk's Pay Q1 (Apr-Jun)	Cheque	100954	£1,082.45
33	18/05/2023	Bedfordshire Pension Fund	Clerk's pension Q1 (Apr - Jun)	BACS	0	£351.53
Total						£12,876.06
Debit Card Account Payments						
Ref	Date	Payee	Details	Type of transaction	Cheque / Ref Number	Amount
12	06/04/2023	Currys PC World Business	McAfee virus checker	Debit card	0	£15.98
18	27/04/2023	Microsoft	Microsoft Office 365 Personal	Debit card	0	£59.99
Total						£75.97

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Main Account Receipts						
Ref	Date	Payee	Details	Type of transaction	Reference	Amount
1	04/04/2023	Richard Squire	Coronation lunch payment for guests	Credit	0	£12.00
2	05/04/2023	Garfoot	Coronation lunch payment for guests	Credit	0	£24.00
11	06/04/2023	Ann Eason	Cheque for 2 Coronation lunch guests	Credit	0	£24.00
15	13/04/2023	Bedford Borough Council	First half of precept	Credit	0	£7,162.00
16	21/04/2023	Zwetsloot	Receipt for Coronation lunch guests	Credit	0	£24.00
19	05/05/2023	Meola	Receipt for Coronation lunch guests	Credit	0	£60.00
20	09/05/2023	E. Thompson	Receipt for Coronation lunch guests	Credit	0	£12.00
24	12/05/2023	St Neots Town Youth Football Club	Fourth quarter cabin & pitch hire Mch-May	BACS	0	£125.00
Total						£7,443.00
Savings Account Receipts						
Ref	Date	Payee	Details	Type of transaction	Reference	Amount
None						
Total						£0.00
Transfers						
Ref	Date	Recipient	Details	CommAcc	Debit Card Account	Savings Account
7	05/04/2023	Main account to payments	To purchase MS Office and McAfee virus check	-£76.97	£0.00	£0.00
8	05/04/2023	Payments account from main	To purchase MS Office and McAfee virus check	£0.00	£76.97	£0.00
Total				-76.97	76.97	0
Posted balances after the above transactions clear						
Community Account 30833940				£10,179.74		
Debit Card Acc 13099075				£21.50		
Base Rate Savings 43461580				£10,906.30		

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STAPLOE PARISH COUNCIL BANK RECONCILIATION 1st APRIL 2023 TO May 12 2023									
Date of bank statement	12/05/2023								
Prepared by Mrs. Lucy Crawford, Parish Clerk						Date prepared:	12/05/2023		
Balance per bank statements as at:	12/05/2023								
	Barclays Community (Current) Account 30833940								£13,092.83
	Barclays Payments (Debit Card) Account 13099075								£21.50
	Barclays Base Rate Savings Account 4361580								£10,906.30
Petty cash float									£0.00
Less un-presented cheques:									
	Cheque number								£0.00
Add: un-banked cash at:	12/05/2023								£0.00
Net balances as at:	12/05/2023								£24,020.63
The net balances to the Cash Book (receipts and payments account) for the year to date are as follows:									
CASH BOOK									
Opening Balance 1st APRIL 2023									£26,616.57
Add: Receipts to date									£7,443.00
Less: Payments to date									£10,038.94
Closing balance per cash book as at:	12/05/2023								£24,020.63

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BARCLAYS								
Community Account 30833940								
DATE				Receipts		Payments	Transfers	Balance
1-Apr-23	Balance bf		£15,689.77					
12-May-23	Posted balance per accounts		£13,092.83	£7,443.00		£9,962.97	-£76.97	<u>£13,092.83</u>
Unpresented cheques / uncleared payments:								
	Total					£0.00		
12-May-23	Balance as per bank statement		£13,092.83					
12-May-23	Posted balance - cleared balan		£-					
12-May-23	Balance cf		£13,092.83					
BARCLAYS								
Base Rate Savings 43461580								
				Receipts		Payments	Transfers	Balance
1-Apr-23	Balance bf		£10,906.30					
12-May-23	Posted balance as per accounts		£10,906.30	£0.00		£0.00	£0.00	<u>£10,906.30</u>
12-May-23	Balance as per bank statement		£10,906.30					
12-May-23	Posted balance - cleared balance		£-					
12-May-23	Balance cf		£10,906.30					
BARCLAYS								
Payments Account 13099075								
				Receipts		Payments	Transfers	Balance
1-Apr-23	Balance bf		£20.50					
12-May-23	Posted balance as per accounts		£21.50	£0.00		£75.97	£76.97	<u>£21.50</u>
12-May-23	Balance as per bank statement		£21.50					
12-May-23	Posted balance - cleared balance		£-					
12-May-23	Balance cf		£21.50					