

Minutes of a Meeting of Staploe Parish Council Held at 8pm on Thursday 16th March 2023 in the Meeting Room of Wyboston Village Hall.

Present: Cllr. J. Ibbett (Chair), Cllr. D. Smith, Cllr. P. Yockney, Cllr. G. Meola, Lucy Crawford (Clerk), one member of the public

Apologies for absence: Cllr. J. Thomson, Cllr. V. Zwetsloot and Cllr. E. Meola.

2023/017. Declarations of Interest

Cllr. G. Meola lives near the hall and cabins

2023/018. Public Open Forum

A resident requested that the speed limit be changed to 20mph in Duloe all the way from Duloe Butts and 20mph all the way through Staploe.

A resident sent a message to the Clerk in advance of the meeting requesting that no more trees be planted on the verge near the eastern Staploe sign as the residents enjoy their view.

2023/019. Approve the minutes of the meeting held on 2nd February 2023

Having been previously circulated the minutes were approved as an accurate record of the meeting. Proposed by Cllr. J. Ibbett and seconded by Cllr. G. Meola.

2023/020. Planning Applications

Consider the following planning application:

Applica tion number	Type	Description	Location	Deadli ne	Link
23/00330/ FUL	Full planni ng applic ation	Erection of wooden shed in rear garden	Barn At Lower Goodwick Farm Begwary Lane Begwary Bedford MK44 2NX	04/04/2023	23/00330/FUL

It was resolved to support this application. Although the barn was converted under Class Q and this does not permit outbuildings the shed is of a reasonable size and its shiplap timber construction and felt roof will be in keeping with the area. Proposed by Cllr. D. Smith and seconded by Cllr. G. Meola.

The Parish Council made no comment on the following planning application on 20/02/23:

Applicati on number	Type	Description	Location	Deadli ne	Link
23/00238/ FUL	Full plannin g applicat ion	Single storey rear and side extension.	31A Staploe Lane Staploe St Neots Bedfordshire PE19 5JA	01/03/2023	23/00238/FUL

Staploe Parish Council March 2023

2023/021. Village Hall, Community Cabins, Playing Field and Football Club

- The Clerk confirmed receipt of the Football Club's public liability insurance and safeguarding policy. She has requested that they prepare a risk assessment and sent them a template.
- CCTV for hall car park – results of the public consultation. 17 households responded to the consultation. All were in favour of installing the new CCTV and NPR cameras including the football club.
- Tree planting 18th March. The Woodland Trust have supplied 15 trees as part of the Queen's Green Canopy (part of the Jubilee celebration) and these will be planted by volunteers on Saturday 18th March at 2pm. They will be used to fill the gap in the hedge on the playing field where the gate was installed (now removed) and any other gaps in the boundary. Two trees will be planted on Duloe Common – one to replace a tree which has died.
- The Clerk has prepared a risk assessment for the cabins and a manual to remain in the cabins with instructions.
- It was resolved to approve the purchase of some centrefeed blue roll and some food safe sanitising spray for surfaces in the kitchen and also three signs saying "Fragile roof do not climb".

2023/022. Coronation Celebrations

- Grant for £3100 received for hog roast, sides, drinks and for the footpath to be repaired from Awards for All.
- Hog roast 7th May. There will be a hog roast at 12.30pm on Sunday 7th May. Residents will need to register by 6th April and food and soft drinks will be provided for free. Maisie J's catering will provide catering, sides and hog roast alternatives for vegetarians and vegans. The hog roast will be supplied by a local supplier from Little Staughton.
- Litter pick 8th May / 13th May – consider whether to purchase litter picking equipment. It was resolved to do the litter pick when the equipment is available on Saturday 13th May at 2pm meeting at the playing field.

2023/023. Elections

- Report from the Clerk. 2023 is an election year. The Mayoral, Borough, Ward and Parish elections will take place on 4th May. Councillors will all formally retire from their posts on Tuesday 9th May when the newly elected councillors take office. This includes councillors who were co-opted or elected via a by election and have not served a 4 year term. Councillors are welcome to consent to nomination as Parish Councillors again at the elections. The Clerk will advertise and invite others to submit nomination papers as well. The formal notice of the election will be given on 20th March. The deadline for the nomination forms to be submitted is 4th April but they need to hand delivered and I will deliver whichever forms I have received on Monday 27th March. Expenses forms need to be submitted even if you have none. Parish Councillors are unlikely to have any election campaign expenses.
- All four Councillors present completed their election nomination forms. The Clerk will meet with the remaining Councillors on a future occasion to complete theirs.

2023/024. Highways and Rights of Way

- Bushmead Road –speeding, maintenance and closures. Bedford Borough Council Highways Department have confirmed that they will be conducting a traffic survey on the Bushmead Road just after Easter when the schools go back. The parishes on or affected by the Bushmead Road have decided to approach the Highways Department independently to discuss issues of concern to them. We have reported our concerns as follows:
 - Unblock the drain / culvert at the junction with Lower Honeydon Lane

Staploe Parish Council March 2023

- Anglian Water replace the pipe under the road as it keeps developing leaks. Roads through Honeydon to be closed except for access during the works (but local traffic from Honeydon, Begwary and Bushmead Road needs to be allowed access).
- Improve the surface – particularly between Upper Staploe (junction with Gypsy Lane) and the entrance to Cadbury Lane
- Trim hedges
- Upgrade it to a B road so that it gets more regular maintenance
- Improve drainage and dig out grips
- Speeding and speed limits
 - report from meeting with Bedford Borough Council Highways Department on 9th March. See Appendix A.
 - consider next steps. It was resolved:
 - to request that Duloe be added to the list of villages requiring average speed cameras (currently only Staploe is on the list)
 - to ask whether it would be possible for:
 - Shakers Way to become a 40mph limit
 - to have a 20mph limit throughout Staploe and Duloe (this would make average speed cameras a possibility in future as there would be no change in the speed limit). If we cannot have 20 all the way then ask if we could have 20 through the whole of Duloe down to Duloe Butts and 30 between Staploe and Duloe
 - the speed limits in Honeydon to be reduced from 40 to 30 and 30 to 20.
 - rumble strips to be introduced wherever speed limit changes occur
 - to conduct a follow up consultation on any changes the Borough Council would support
 - The above resolution was proposed by Cllr. P. Yockney and seconded by Cllr. G. Meola.

2023/025. Ex Traveller Site Upper Staploe

- Update on the court hearings where Bedford Borough Council is attempting to recover costs from the owners. The Clerk wrote to the Mayor requesting that a covenant be put on the land to prevent any buildings being erected on it. The Council's Legal Team has advised that they are not able to add a covenant to the land through the current process. The reasons for this have been explained by Bedford Borough Council as follows:

“As we are seeking an order for sale, we would not be the freehold owners of the land, rather gaining a ‘limited permission’ from the Court to deal with the sale if the current owner doesn’t/ isn’t willing to deal with the sale.

If we are exercising the power of sale on behalf of another freehold owner, no covenants for title would be given and it would be made clear that the Council does not warrant the class of title that the buyer will be able to obtain at the Land Registry.

There are several titles of ownership in respect of land. ‘Title Absolute’ would be the best title. However due to the fact that we are selling the land on behalf of another owner, the Council could not guarantee the best title as we are not the owner. We may not be aware of all rights/encumbrances over the land that may be held by third parties. As such a lower title to the ownership of the land would be registered in the Land Registry.

We can’t secure the covenant because we don’t own the land. As we don’t own the land, we cannot guarantee that we know all rights/encumbrances on the land, hence we can only

Staploe Parish Council March 2023

provide a lower title.”

- Update regarding application for Community Right to Bid on the land to create a Community Orchard. There is no further news to report.

2023/026. Grass Cutting

- Review grass cutting contract. The contract with Bradgate Fencing was reviewed and a specification for grass cutting on the Playing Field & Common at Duloe has been sent to them. In summary they will:
 - cut the grass on Duloe Playing Field, cut-strim the piece of land which the old village hall stood, cut the piece of land adjacent to the Village Hall car park and the verge of the playing field, cut to within 1m of the boundary hedge, cut or strim around bollards and bins. There will be 8 cuts between 1st April 2023 and 10th November 2023 and cuttings do not need to be collected.
 - For the sum total of £1100.00 Net + vat
 - If we require any extra cuts above the 8 quoted for the above these would be at a price of £114.50 net + vat per extra cut.
 - If we require any extra cuts to just the field, these would be at the price of £78.50 per extra cut
- Cut the grass on Duloe Common (next to the noticeboard), cut within 1m of the boundary hedge, strim around the noticeboard, village sign and any trees, 8 cuts between April 2023 and November 2023, cuttings not collected.
- For the sum total of £88.00 net + vat
- Eight equal payments of £11.00 net + vat
- Extra cuts £11.00 net + vat per cut.

2023/027. Parish SOS Group

- The Clerk reported that several residents and one other Clerk had expressed concern about the SOS group – in particular that people volunteering might not be adequately trained, supported or equipped. Our insurers suggested that anyone with first aid qualifications should have public liability insurance provided by the organisation that trained them. Having asked other Clerks whether any other parishes do anything similar it appears that no other parishes are doing anything similar but some suggested that residents wanting to help get trained as Community First Responders. Only 4 people had signed up to the group and all were already on the 3 Hamlets Watch Group.
- **It was resolved to ask the resident managing the SOS Whatsapp group to close it and if people need help they can always request it on the 3 Hamlets Group.** Proposed by Cllr. D. Smith and seconded by Cllr. J. Ibbett.

2023/028. Assets and Documents

- Asset inspection. The Clerk has visually inspected all the assets and photographed them.
- Review street light inventory. This was reviewed without amendment.
- The Clerk confirmed that all the documents in R. Squire’s garage have now been removed and are either in Bedford Borough Council archive or in the Clerk’s office.

2023/029. Finances

- The receipts and payments were approved by Cllr. J. Ibbett and seconded by Cllr. D. Smith and are listed on p6-7

Staploe Parish Council March 2023

- The bank reconciliation was checked against the bank statements by Cllr. D. Smith and is presented on p8-9
- The balance of earmarked reserves is presented on p10
- Performance against budget to date is presented on p11-14
- Approve list of regular payments (which can be paid without further approval at meetings). Having been previously circulated and compared with the budget for 2023-24 this was signed by Cllr. G. Meola and Cllr. J. Ibbett.
- Review Financial Regulations. These were reviewed with some minor changes made to dates and one small change under 6.9. It gave the example of paying Bedfordshire Pension Fund by BACS instead of cheque being an exception due to Covid. In fact the pension scheme will no longer accept cheques and as the Clerk is not the direct beneficiary and the pension payments are strictly regulated by Bedfordshire Pension Scheme it was agreed that it was acceptable to continue paying by BACS. Therefore, this was removed as an example of a Covid exception.

2023/030. Review Policies and registers

- The Parish Council's risk assessment was reviewed and updated. Some references to coronavirus were updated. The sections referring to the need for Cllr. J. Ibbett to become a bank signatory and Cllr. V. Zwetsloot to become an online signatory have been updated because this is now in place. References to documents stored in Richard Squires garage have been removed as these documents were collected in 2022.
- a separate risk assessment for the Community Cabins was circulated and approved.

The next meeting will be on 18th May 2023

The meeting closed at 9.30pm

Staploe Parish Council March 2023

Summary of Transactions for Staploe Parish Council for Approval at Meeting on:						16/03/2023
Main Account Payments						
Ref	Date	Payee	Details	Type of transaction	Cheque / Ref Number	Amount
Ref	Date	Payee	Details	Type of transaction	Cheque Number / Reference	Amount
125	08/02/2023	EDF Energy	Power for community cabins	Direct debit	0	£11.00
126	10/02/2023	Fairytale Marquees	Deposit for coronation marquee	BACS	0	£237.00
127	20/02/2023	SSE Energy	Power for street lights	Direct debit	0	£28.61
129	21/02/2023	Wave (Anglian Water)	Water and sewage for cabins	Direct debit	0	£41.73
130	24/02/2023	Colmworth Village Hall	Hall hire for public meeting 9th March	BACS	0	£30.00
131	03/03/2023	EDF Energy	Power for community cabins	Direct debit	0	£26.34
133	07/03/2023	Wave (Anglian Water)	Water and sewage for cabins	Direct debit	0	£1.98
134	08/03/2023	Easiprint Ltd	March Newsletter	BACS	0	£116.79
135	16/03/2023	Colmworth Village Hall	Kitchen and extra time for 9th Mch	BACS	0	£9.50
136	16/03/2023	L. Crawford	Expenses	Cheque	0	£80.86
137	24/03/2023	L. Crawford	Clerk's pay Q4	Cheque	0	£1,082.45
138	24/03/2023	Bedfordshire Pension Fund	Clerk's pension Q4	BACS	0	£351.53
139	20/03/2023	SSE Energy	Power for street lights	Direct debit	0	£27.77
140	18/03/2023	Wyboston Village Hall	Hall hire for meeting on 2nd Feb	BACS	0	£26.00
141	16/03/2023	BRCC	Green infrastructure review	BACS	0	£2,400.00
Total						£4,471.56

Staploe Parish Council March 2023

Debit Card Account Payments					
Ref	Date	Payee	Details	Type of transaction	Cheque / Ref Number Amount
None					
Total					£0.00
Main Account Receipts					
Ref	Date	Payee	Details	Type of transaction	Reference Amount
123	02/02/2023	St Neots Town Youth Football Club	Quarterly payment for cabins (Feb - Apr)	Credit	0 £125.00
124	02/02/2023	Steven Kent	Contribution for defibrillator maintenance	Credit	0 £160.00
128	20/02/2023	LJ & MJ Crawford	Cash contributions for hall hire - first aid training	Credit	0 £40.00
Total					£325.00
Savings Account Receipts					
Ref	Date	Payee	Details	Type of transaction	Reference Amount
132	06/03/2023	Barclays	Interest on savings	Credit	0 £13.52
Total					£13.52
Transfers					
Ref	Date	Recipient	Details	CommAcc	Debit Card Account Savings Account
None					
Total				0	0 0
Posted balances after the above transactions clear					
Community Account 30833940				£12,826.33	
Debit Card Acc 13099075				£34.68	
Base Rate Savings 43461580				£10,906.30	

Staploe Parish Council March 2023

STAPLOE PARISH COUNCIL BANK RECONCILIATION 1st APRIL 2022 TO 13/03/2023									
Date of bank statement	13/03/2023								
Prepared by Mrs. Lucy Crawford, Parish Clerk						Date prepared:	13/03/2023		
Balance per bank statements as at:	13/03/2023								
	Barclays Community (Current) Account 30833940								£16,821.38
	Barclays Payments (Debit Card) Account 13099075								£34.68
	Barclays Base Rate Savings Account 4361580								£10,906.30
Petty cash float									£0.00
Less unpresented cheques / uncleared payments:									
									£26.44
Add: un-banked cash at:	13/03/2023								£0.00
Net balances as at:	13/03/2023								£27,735.92
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 2022									£20,208.51
Add: Receipts to date									£29,900.34
Less: Payments to date									£22,372.93
Closing balance per cash book as at:	13/03/2023								£27,735.92

Staploe Parish Council March 2023

				BARCLAYS					
DATE				Community Account 30833940					
					Receipts		Payments	Transfers	Balance
1-Apr-22	Balance bf		£9,318.50						
13-Mar-23	Posted balance per accounts		£16,794.94		£29,884.05		£21,966.83	-£440.78	<u>£16,794.94</u>
Unpresented cheques / uncleared payments:									
		Viking					£16.94		
		Colmworth Village Hall					£9.50		
	Total						£26.44		
13-Mar-23	Balance as per bank statement		£16,821.38						
13-Mar-23	Posted balance - cleared balance		-£26.44	Equal to unpresented cheques / uncleared payments					
13-Mar-23	Balance cf		£16,794.94						

BARCLAYS								
Base Rate Savings 43461580								
				Receipts	Payments	Transfers	Balance	
1-Apr-22	Balance bf		£10,890.01					
13-Mar-23	Posted balance as per accounts		£10,906.30	£16.29	£0.00	£0.00	<u>£10,906.30</u>	
13-Mar-23	Balance as per bank statement		£10,906.30					
13-Mar-23	Posted balance - cleared balance		£-					
13-Mar-23	Balance cf		£10,906.30					

BARCLAYS								
Payments Account 13099075								
				Receipts	Payments	Transfers	Balance	
1-Apr-22	Balance bf		£-					
13-Mar-23	Posted balance as per accounts		£34.68	£0.00	£406.10	£440.78	<u>£34.68</u>	
13-Mar-23	Balance as per bank statement		£34.68					
13-Mar-23	Posted balance - cleared balance		£-					
13-Mar-23	Balance cf		£34.68					

Staploe Parish Council March 2023

Staploe Parish Council Reserves			13/03/2023							
Earmarked Reserve Category	Category breakdown	Funds Reserved 01/04/2022	Receipts to reserve to 13/03/2023	Payments from reserve to 13/03/2023	Balance to 13/03/2023		Balance forecast to 31/03/2023		Comment	
					Breakdown	Total	Breakdown	Total		
	Dennybrook Planning	£386.75				£386.75		£386.75		
Village Hall Rebuild Reserve	General Village Hall Rebuild Fund	£5,152.90	£1,400.00	£790.00	£5,762.90		£5,762.90		£790 solicitors fees for land transfer	
	Heater refund (from Ward Fund 2018)	£660.00			£660.00		£30.00		£630 towards CCTV replacement	
	Total Village Hall Rebuild Reserves	£5,812.90	£1,400.00			£6,422.90		£5,792.90	Infrastructure payment for Anglian Water for connection to main due in 2022/23 £570 but seems unlikely to be charged before year end so not included.	
RAIDIUS fund		£0.00	£706.41	£0.00		£706.41		£706.41		
Election fund		£510.29				£510.29		£510.29		
Literature & info fund		£30.86	£0.00	£0.00		£30.86		£30.86		
Grass & hedge cutting field		£262.00	£45.00			£307.00		£307.00		
Hedge cutting Duloe Common		£105.00	£30.00			£135.00		£135.00		
Play area assets		£53.38				£53.38		£53.38		
Maintenance		£0.00		£0.00		£0.00		£0.00		
Defibrillator		£110.00	£210.00			£320.00		£320.00	Towards replacing batteries / pads. £160 contribution from Kents Feb 2023	
Asset replacement (eg. laptop, noticeboards)		£225.00	£358.15	£199.96		£383.19		£383.19	£125 from precept + £233.15 from refunded cartridges. Printer £199.96	
Tree works		£603.00	£253.00	£120.00		£736.00		£736.00	Towards inspections and works on Duloe Common and Duloe Playing Field.	
Neighbourhood Plan		£6,288.07	£7,914.00	£6,288.07		£7,914.00		£5,914.00	Balance from 2021-22 repaid. £7914 received in October 2022 but £2000 due to be spent before 31/3/2022	
Street light inspection		£434.00	£434.00	£0.00		£868.00		£868.00	Saving £434 per year for 3 years to do a formal inspection in 2023/24	
Gov domain (alternate years)		£0.00	£55.00	£0.00		£55.00		£55.00	To be used in 2023/24	
Jubilee party		£0.00	£110.00	£26.44		£83.56		£83.56	Funds allocated in Jan 2022 from underspend in admin budget. Most costs covered by ticket sales. Only needed to use £26.44 of the reserve funds	
Coronation party		£0.00	£0.00	£197.50		£197.50		£2,100.00	£3100 from Awards for All for marquee, hog roast, footpath repairs and decorations expected mid March	
Football Club deposit		£0.00	£100.00	£0.00		£100.00		£100.00		
						£0.00		£0.00		
Total earmarked reserves		£21,782.75	£11,615.56	£7,621.97		£18,814.84		£18,482.34		
VAT (negative figure means we are owed VAT)		-£1,582.31	£1,582.31	£1,427.97		-£1,426.66		-£2,056.66		
Available reserves ex VAT		£7,356.32				£10,347.74		£7,556.82	Balance forecast is opening balance ex VAT plus ((forecast total receipts ex VAT less forecast total payments ex VAT) less earmarked reserves). Actuals are based on ((bank balances less earmarked reserves) less VAT). VAT balance is always negative or zero because it is paid in arrears.	
Total funds ex VAT		£21,790.82				£29,162.58		£26,039.16		
Total funds incl VAT (matches balance bf)		£20,208.51				£27,735.92		£23,982.50		

Earmarked reserves = funds set aside for a specific purpose. These can only be allocated to another purpose if the council passes a resolution to do so.

Available reserves = total balance in the accounts less the earmarked reserves. This should be 50-100% of our precept i.e. £6668 - £13336

Therefore £7556.82 is within the recommended range

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10

Staploe Parish Council March 2023

Staploe Parish Council Performance Against Budget 2022 - 2023	Actual 2021/22	Budget to Mch 2023	Actual to 13th Mch 2023	Forecast to 31st Mch 2023	Forecast less budget	Comment
		5.0%				% increase vs 2021-22
Regular Receipts						
Precept	£12,702.00	£13,335.73	£13,336.00	£13,336.00	£0.27	
Interest	£0.99	£-	£16.29	£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	£13,352.29	£16.56	
Other Receipts						
Newsletter advertising	£-	£-	£10.00	£20.00	£20.00	
Ward Fund		£-	£1,403.66	£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	£7,914.00	
Donations for Local Plan advice & campaign	£7,554.11	£-	£-	£-	£-	
Ticket sales from Jubilee			£65.89	£65.89	£65.89	£30 ticket sales and £35.89 proceeds from dog show tickets and food (after costs)
CIL income			£-	£-	£-	
Police grant for cabins	£2,000.00		£-	£-	£-	
Police road safety grant			£3,890.00	£3,890.00	£3,890.00	For new fixed speed sign in Duloe
Income from cabin hire			£396.00	£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	£706.41	Remaining funds from campaign against traveller site raised in 2007
Football Club deposit			£100.00	£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	£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	£-	£14,919.11	£18,029.11	£18,029.11	
Total Receipts	£32,456.50	£13,335.73	£28,271.40	£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).

Staploe Parish Council March 2023

Regular Payments (from precept)						
	Actual 2021/22	Budget to Mch 2023	Actual to 13th Mch 2023	Forecast to 31st Mch 2023	Forecast less budget	Comment
Clerk's salary & pension	£4,181.71	£4,398.24	£3,519.14	£4,669.13	£270.88	Remain on Salary Point 17 but budget assumed 2% increase in 2022/23 but joint committee (unions / govmt) have agreed a rise of approx 7.7% 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	£703.83	£933.82	£54.21	To assist with the neighbourhood plan (admin not grant funded)
Total staff costs	£5,018.05	£5,277.85	£4,222.97	£5,602.95	£325.09	
Audit Fees	£265.00	£265.00	£270.00	£270.00	£5.00	External; £200, internal £70
Councillors Expenses	£-	£30.00		£30.00	£-	
Clerk's employment expenses	£320.18	£312.00	£224.10	£331.25	£19.25	Monthly mileage (£8) and Working From Home Allowance (£18)
Clerk's Other Expenses eg. postage & sundries	£7.92	£40.00	£22.89	£22.89	-£17.11	Postage and sundries.
Training		£80.00	£60.00	£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	£506.24	-£5.54	Norris & Fisher pulled out of 3 year deal
Power to street lights	£339.14	£343.20	£312.99	£339.45	-£3.75	Fixed contract with SSE until 1st Jan 2024
Elec (CCTV & cabins)	£130.34	£283.29	£163.94	£220.00	-£63.29	Electricity prices have increased. Now in 2 year deal with EDF 25p per day standing charge (similar) but big increase in consumption to 35.6p per kwh
Water and sewerage for cabins	£191.11	£130.00	£121.06	£130.00	£-	Fixed costs £102.50 Water and foul water costs £3.08 per m3
Maintainance (street lights, speed signs, benches, play area & planters)	£150.00	£200.00	£-	£200.00	£-	2021 fixed drain cover at hall. 22-23 Budgeted for: £0 for planters + £200 for other maintenance eg. noticeboards, benches, play area etc.
Defib costs	£-	£25.00	£-	£-	-£25.00	No maintenance first 2 yrs. £25 in case electricity charge. £150 maintenance per year after two years - save for this in reserves.
Play Area Inspection	£68.50	£70.00	£70.00	£70.00	£-	
Play Area Works (assets purchased)	£-			£-	£-	
Play Area Works (consumables / labour)	£-		£141.12	£141.12	£141.12	Replaced cradle swing seat - counts as consumable
Community cabins and picnic area	£438.58	£300.00	£977.33	£977.33	£677.33	Repairs (cables, taps, leaks) £227 plus burying cables & fixing drain £750

Staploe Parish Council March 2023

Regular payments continued	Actual 2021/22	Budget to Mch 2023	Actual to 13th Mch 2023	Forecast to 31st Mch 2023	Forecast less budget	Comment
Playing field grass	£989.37	£1,209.00	£875.00	£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	£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	£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	£257.00	£-	£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	£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	£209.00	£244.50	-£66.50	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.
Village Hall Works / Maintenance	£150.00	£258.36	£258.36	£258.36	£-	Contribution towards insurance £258.36
Newsletter	£329.75	£300.00	£233.57	£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	£9,421.24	£11,487.18	£543.45	We are forecast to spend £543 more than we budgeted in our regular payments (which we aim to match to precept). This is due to unbudgeted payments of £677 for burying the cable at the cabins + £325 for staff costs + £141 for a new swing seat +£40 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 + a saving of £67 for village hall hire + £66 saving on newsletter + £63 saving on electricity at the cabins and £110 other underspends (Common grass, defib costs, training, postage, subs etc.).

Staploe Parish Council March 2023

Regular transfers to reserve (from precept)						
Village Hall Savings	£1,500.00	£1,400.00	£1,400.00	£1,400.00	£-	
Hedge cutting savings (field & common)	£75.00	£75.00	£75.00	£75.00	£-	
Asset replacement savings	£125.00	£125.00	£125.00	£125.00	£-	Clerk's laptop and printer £600 every 5 years
Tree surveys and works savings	£253.00	£253.00	£253.00	£253.00	£-	Survey cost £360 every 3 years (£120pa). Works £400 every three years (£133pa)
Defibrillator	£50.00	£50.00	£50.00	£50.00	£-	
Street light inspection savings	£434.00	£434.00	£434.00	£434.00	£-	Formal inspection to cost approx £1302 in 2023/24
Gov domain (alternate years)	£-	£55.00	£55.00	£55.00	£-	£110 every other year (Sep 21, 23, 25 etc)
Total Regular transfers to reserve (from precept)	£2,437.00	£2,392.00	£2,392.00	£2,392.00	£-	
Regular payments + regular transfers to reserve	£13,845.90	£13,335.73	£11,813.24	£13,879.18	£543.45	
Regular receipts - regular payments & transfers to reserve	£246.60	£-	£1,539.05	-£526.89	-£526.89	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 13th Mch 2023	Forecast to 31st Mch 2023	Forecast less budget	Comment
Local Plan advice and campaign	£7,167.36				£-	
Ward Fund assets purchased	£638.00			£765.00	£765.00	CCTV for hall car park
Other assets purchased from earmarked res			£199.96	£199.96	£199.96	Printer purchased from cartridge refunds
Village Hall payments from earmarked reserve	£100.00		£790.00	£1,420.00	£1,420.00	Support for insurance in 2021/22. £790 for land transfer in 2022/23 & £630 towards CCTV replacement in car park (from heater refund)
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	£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	£3,890.00	New fixed speed sign in Duloe.
Hall hire for social events (met from ticket receipts)			£40.00	£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	£6,288.07	
Coronation - marquee, decorations, path etc. (Awards for All)			£197.50	£1,000.00	£1,000.00	
Other payments (refunds etc.)	£706.41				£-	£706.41 RADIUS funds returned to bank - bounced in 2021-22.
Total Other Payments	£18,558.67	£-	£11,555.53	£15,753.03	£15,753.03	
Total Payments	£29,967.57	£10,943.73	£20,976.77	£27,240.21	£16,296.48	
Other transfers to reserves (not from precept)						
RAIDIUS			£706.41	£706.41	£706.41	Received from V. Zwetsloot 15th August 2022
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	£23,368.77	£30,338.62	£17,002.89	
Total receipts - (total payments & transfers to reserve)	-£334.82	£-	£4,902.63	£1,042.79	£1,042.79	Deficit largely due to refunding unspent Neighbourhood Plan grant and making payments from reserves.

Appendix A

Staploe Parish Meeting About Speeding and Speed Limits 9th March 2023 held at 7pm to 7.30pm in Colmworth Village Hall

Present: Cllr. J. Ibbett, Cllr. P. Yockney, Cllr. G. Meola, Cllr. V. Zwetsloot, Andrew Prigmore (Bedford Borough Council Highways Department), Borough Cllr. T. Wootton and 8 members of the public

- In September 2022 the Parish Council consulted residents in the parish regarding speed limits in Duloe.
- The consultation can be found on our website <https://staploe-pc.gov.uk/survey-about-duloe-speed-limits-and-closure-of-woodhouse-lane/>

Duloe Speed Limits - proposed



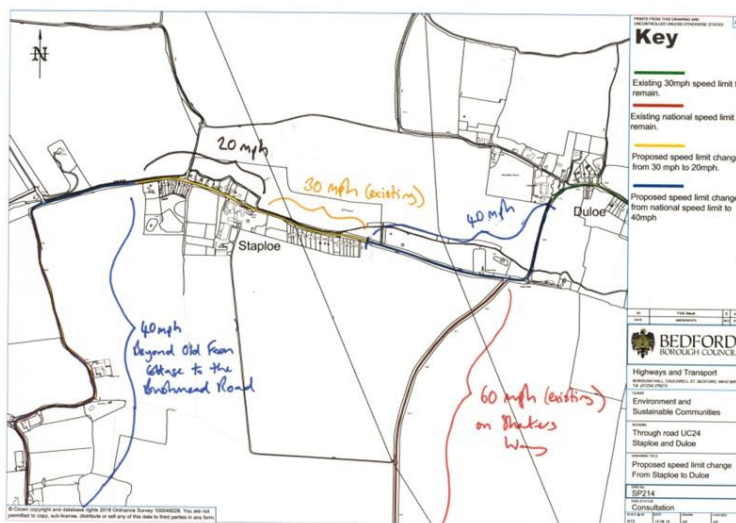
- 29/30 respondents supported the extension of the speed limit from College Farm in Duloe to Duloe Butts. 1 person objected. Comments: waste of time unless enforced; please extend the 20mph zone all the way through Staploe.
- 27/30 respondents supported the reduction of the speed limit throughout Duloe to 20mph. Comments: needs enforcement, need average speed cameras, businesses eg. wedding venue / solar developers should pay for speed cameras, need 20mph in eastern Staploe too, concern re too many speed limit changes in a short distance.
- A resident of Honeydon asked for the 30 and 40 limits to be reduced to 20 and 30
- A Councillor was concerned that many different speed limits would render average speed cameras ineffective.
- NB. Closure of Woodhouse Lane: there were responses from 26 households of which 21 were in favour of closing Woodhouse Lane after number 61 and 5 against. However, of the 5 that were against closing the road, 2 lived closest to the proposed closure. They (and several

Staploe Parish Council March 2023

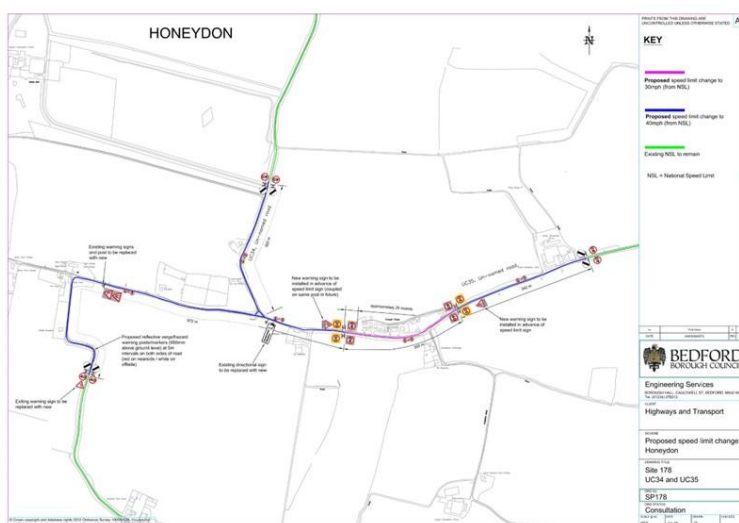
others) expressed concern that it would push the antisocial behaviour into the hall car park nearer their houses. Other comments: likely to increase car parking at the playing field which could be a problem during football matches; closure would be better implemented at the junction with the bridleway to Mount Pleasant; concern about emergency vehicles being cut off; a drop-down bollard better than a horse friendly gate. Therefore the Parish Council resolved not to request a road closure at the moment but to see if operational CCTV can help deter antisocial behaviour.

The Clerk showed slides of the current speed limits in Staploe and Honeydon which are shown below:

Staploe Speed Limits Introduced late 2020



Honeydon Speed Limits Introduced 2018



She also showed speed data from the mobile speed signs. This can be found on our website:

<https://staploe-pc.gov.uk/our-parish-council/speeding/>

Staploe Parish Council March 2023

LC: the feedback from our consultation was that there was support for more 20mph limits in the parish but people felt that there was no point in introducing them unless there was to be proper enforcement. Average speed cameras seem the best option but how would they work in a parish like ours with three hamlets and with variable speed limits and what are the chances of us getting them?

AP: the government say that in order to introduce a 20mph limit there needs to be evidence that the existing traffic is travelling at an average of 24mph or less. If that is not the case then additional traffic calming measures are required such as chicanes or bumps. Because the police are aware that the traffic should be travelling at 24mph already they have decided not to enforce 20mph limits. They have limited resources and say that since their enforcement regime is for 10% +2 and since the traffic is already supposedly at 24 mph there is no need. Even with average speed cameras they don't enforce all the time – they don't have the resources.

AP: putting up signs with new speed limits often does not change behaviour in the longer term. There are several options. Average speed cameras would be the least intrusive and probably most appropriate in a parish such as ours. However, we would need a 30mph limit throughout Staploe and Duloe and 4 cameras. One at the Bassmead end of Staploe, two at the entrance to Shakers Way and one at the eastern end of Duloe. This would cost £170K to install and £5K per year to calibrate. You can't have mobile sets of cameras which you move around due to the cost of moving them and recalibrating.

AP: even with average speed cameras you will still get people doing 70mph+ When assessing speeds the Borough Council and police tend to look at the 85th percentile which gives a better guide of how fast people are going and average speed cameras can really reduce the speed at which 85% of people travel. In Milton Ernest 85% of people were exceeding the speed limit before the cameras were introduced and this became 85% travelling within the speed limit after they were introduced.

AP: unfortunately the money from fines goes to Central Government and Bedford Borough Council do not receive anything. The cost of calibrating all the Average speed cameras in the Borough every year at £5K per camera is enormous (£250K per year at present).

AP: there are currently 98 requests for speed cameras. Staploe is on the list but not Duloe.

Lucy Crawford requested that Duloe be added. She had intended to request average speed cameras for the parish – not necessarily for one village.

AP: since there is evidence of some compliance in our parish we will not move up the list and are very unlikely to get average speed cameras. Compliance: if 85% of vehicles are travelling at 35mph or under in a 30 or 24mph in a 20 mph speed limit. He was pleased to see that the 20mph limit in Staploe appears to have led to long term reductions in speed from an average of near 30mph to an average of nearer 20mph. He said this was the exception.

A member of the public explained that when there is a wedding at Bassmead the volume of traffic in Staploe doubles and the speeds increase. Could chicanes help?

AP: all traffic calming measures need to be lit so we would need to introduce new street light columns for chicanes and bumps which increases the cost and introduces urban features in a rural village which may not be appropriate. Chicanes need a steady flow of traffic or they make matters worse as people speed through them to avoid waiting for oncoming traffic. Bumps are popular except "not outside my house" – because they add noise from vehicles braking, bumping over them and accelerating away and they increase local pollution and can cause wear and tear on car suspension.

A member of the public asked what works best in a rural context.

AP: lights, signs and lines are probably best.

Staploe Parish Council March 2023

A member of the public suggested that £170K for 4 cameras seemed exorbitant – they are not that expensive on the internet.

AP: the procurement process goes out to a formal tender and that was the best price tendered.

Lucy Crawford: when will the survey of Bushmead Road take place?

AP: after the easter holidays

Lucy Crawford: how can we ensure that the roads to Honeydon are closed when the Bushmead Road is closed?

AP: Anglian Water are aware and their director was called into Bedford Borough Council offices to explain why the roads were not closed last time it happened. They do get fined for bad practice. Bedford Borough Council are definitely doing their best to ensure this happens. The issue is particularly challenging when it happens at weekends or late at night.