

Minutes of a Meeting of Staploe Parish Council Held at 7.45pm on Thursday 2nd February 2023 in the Meeting Room at Wyboston Village Hall.

Present: Cllr. J. Ibbett (Chair), Cllr. V. Zwetsloot, Cllr. J. Thomson, Cllr. E. Meola, Cllr. G. Meola, L. Crawford (Clerk). Borough Cllr. T. Wootton joined at 8.10pm

Apologies for absence: Cllr. P. Yockney, Cllr. D. Smith.

2023/001. Declarations of Interest

None.

2023/002. Public Open Forum

Cllr. G. Meola requested that the Clerk contact Anglian Water to request that they paint the sewage treatment works at Duloe Butts.

2023/003. Approve the minutes of the meeting held on 17th November 2022

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

2023/004. Borough Cllr. T. Wootton's report

No report received.

Borough Cllr. T. Wootton has asked for improved car parking in Bedford town centre and continues to campaign against the northern route for East West Rail. In particular he has expressed concern that it follows a hillier route and the consultation did not include night freight. There have been lots of meetings but no new information is provided at any of them. Richard Fuller MP is campaigning against the northern route. Borough Cllr. T. Wootton is also concerned about the cost of the new station in Bedford, the car park and that the northern route will necessitate demolition of 100 homes in Bedford.

Borough Cllr. T. Wootton suggested that we invite Richard Fuller MP to attend our Parish Council meetings if we have any particular issues to discuss.

Borough Cllr. T. Wootton voted against the Local Plan 2040 with its proposals to build 4000 homes at Little Barford.

2023/005. Planning Applications

The Clerk reported that she had received a planning application for an extension at 31A Staploe.

Application number	Type	Description	Location	Deadline	Link
23/00238/FUL	Full planning application	Single storey rear and side e	31A Staploe	01/03/2023	23/00238/FUL

It was too close to the meeting to be included on the agenda. However, Councillors agreed that it was a minor application and they did not have any comment to make. No objections have been received

from residents. Therefore **it was resolved to respond with no comments**. Proposed by Cllr. J. Thomson and seconded by Cllr. G. Meola.

2023/006. Neighbourhood Plan Update

The Green Infrastructure Survey is open online. The deadline is 13th February. Flyers have gone through every door and the survey has been advertised online. There will be a public meeting on Thursday 9th March in Wyboston Village Hall to discuss this further.

2023/007. Village Hall, Community Cabins, Playing Field and Football Club

- The football club using the Playing Field do not have public liability insurance, a safeguarding policy or a risk assessment. **It was resolved that the Clerk should insist that these are required.**
- **CCTV for hall car park.** It was resolved to accept the quote from James Dougan (JDSI) for £1395 and use the Ward Funding of £765 plus £630 of reserves from the refund for heaters returned in 2018. The Village Hall Committee has been consulted and the Chairman has agreed with the proposal to use these funds for this purpose. Councillors asked the Clerk to confirm that number plate recognition cameras are permitted to record in a car park and a public road.
- Councillors asked the Clerk to investigate whether the Parish Council could apply to Awards for All for a grant to replace decking / lay down slabs, install a disabled ramp and provide a covered awning for the decking area and improve the kitchen in the Community Cabins.
- **It was resolved to agree to the three year contract with Bradgate for grass cutting at the Playing Field and Duloe Common.** This would retain the same rates as those given below for a 3 year period. Proposed by Cllr. G. Meola and seconded by Cllr. J. Thomson.
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Specification for Grass Cutting of the Playing Field & Common at Duloe
Cutting period: 1st April 2023 to 10th Nov 2023

G1205 Playing Field

*Cut the grass on Duloe Playing Field.
Cut-strim the piece of land on which the old Village Hall stood.
Cut the piece of land adjacent to the Village Hall car park.
Cut to within 1m of the boundary hedge.
Cut or Strim around bollards and bins.
8 cuts between 1st April 2023 and 10th November 2023
Cuttings do not need to be collected.*

For the sum total of £1100.00 Net + vat

Eight equal payments of £137.50 net + vat invoiced per month Apr- Nov Inc

*If you were to require any extra cuts above the 8 quoted for the above, we could offer this at a price of £114.50 net + vat per extra cut.
If you required any extra cuts to just the field, we would offer this at the price of £78.50 per extra cut*

G1062 Common Grass Cutting

Cut the grass on Duloe Common

*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.

2023/008. Consider social events to celebrate the Coronation

It was resolved to apply for funding from Awards for All (Lottery funds) of £3100 for a Coronation Lunch on Sunday 7th May. Marquee (Fairytale Marquees) £850, Hog Roast and food £1500, soft drinks £100, decorations and tableware £150, and £500 for paving to make a level path to the cabins from the car park.

The Clerk explained that the deadlines were tight and the funding would only be available a week before the coronation and funding was likely but not 100% guaranteed.

The Clerk provided a quote for a hog roast meal costing £1500 for 60 people and Cllr. J. Thomson provided a quote for a hog roast from The Crown at Little Staughton of £250 which would feed 80-100 people and she will ask Jane Arnold if she would consider doing salads, sides and vegetarian / vegan options. **It was resolved to book the hog roast from The Crown and a caterer (Jane Arnold if possible) up to a total maximum budget for food of £1500. Tableware should be bamboo disposable. It was resolved to hold a cake competition and serve the cakes after the hog roast.**

It was resolved to do a litter pick on Monday 8th May (the Big Help Out). The Clerk will see if the litter pickers are available and if not it was agreed to opt for the following Saturday 13th May.

Proposed by Cllr. J. Thomson and seconded by Cllr. V. Zwetsloot.

2023/009. Aircraft noise

- Cllr. J. Thomson will attend the public meeting of RELAS (Reject Luton Airport Stacking) about aircraft noise on Zoom at 7.30pm on Thursday 23rd February. Info@RELAS.uk facebook.com/groups/RELAS. Members of the public can also attend on Zoom or in person at Little Gransden Village Hall & on Zoom.

2023/010. Highways and Rights of Way

- Bushmead Road – meeting to discuss speeding, maintenance and closures. This is being organised by the Clerk of Little Staughton. No date has been set. We have requested the following:
 - A term time speed and traffic survey with a view to introducing speed limits
 - Unblock the drain / culvert at the junction with Lower Honeydon Lane
 - 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 at Upper Staploe.
 - Trim hedges

- Upgrade it to a B road so that it gets more regular maintenance
 - Improve drainage
- Speeding and speed limits. It was resolved to invite a member of the Highways Department to a meeting at 7-7.30pm on Thursday 9th March immediately preceding the public meeting about the Green Infrastructure Review (7.30pm – 9.30pm).
- Neil Bennett working on behalf of Morrison Energy Services for National Grid contacted the Clerk as they are due to undertake the 4VK Overhead Line refurbishment and one of their pylons run across Woodhouse Lane. They will need to close a section at the end of the road. The closure itself is purely for safety purposes while they pull new cables across and would be managed with TM Marshalls. Although they would apply for the closure for a 2 month period they would only need to close for potentially 6 individual days across that period and these days would be well advertised in the village. They are not due to start any of their works until May/June 2023.



- Neil offered to meet with the Parish Council. **It was resolved that there was no need to arrange a meeting but that Cllr. E. Meola would keep an eye on the impact this might have on activity in the hall car park during the closure.** Proposed by Cllr. E. Meola and seconded by Cllr. G. Meola.

2023/011. Ex Traveller Site Upper Staploe

- Update on the court hearings where Bedford Borough Council is attempting to recover costs from the owners. Following a hearing on 7th October 2022 the judge requested further service of the papers on the defendant (because they were not present and hadn't made a representation). Ian Johnson (planning officer) confirmed that he had received the papers on 24th January and would be serving them on the defendant that week. He explained that if the Borough are successful, the Order of Sale would normally direct the Owner to put the land up 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. He explained that the Borough would need to advertise / auction the land for anyone to apply as it is paramount that they act transparently and fairly when dealing with the land.
- **It was resolved that the Clerk should write to the Mayor requesting that a covenant be placed on the land so that no buildings can be erected on it to prevent further expensive enforcement and remedial action being required in future.** Proposed by Cllr. J. Ibbett and seconded by Cllr. E. Meola.
- The application for a Community Right to Bid on the land to create a Community Orchard was submitted on 20th January and a plan of the site was submitted following a request on 25th January. We await news of the Borough Council's assessment of our application.

2023/012. Defibrillator

- Replacement parts. The adult batteries and pads expire on 1st November 2023 and will cost £94 and the child batteries and pads expire on 1st February 2024 and will cost £126. The Defibpad have plenty in stock. It was resolved to authorise £220 plus VAT to purchase these nearer the expiry date..

- The defibrillator in Honeydon was listed on the national database for the East of England Ambulance Service when it was installed and it has been inspected by Nicola Ledwich in Honeydon weekly since then. However, the system for registration has changed and so the Clerk has now registered it with The Circuit. It appears that the status needs to be updated on The Circuit regularly for them to direct people to it. The Clerk will update the status every 90 days from now on.
- Steve and Caroline Kent have kindly donated £160 towards defibrillator maintenance in the parish and they kindly subsidised a first aid and defibrillator course in October 2022 and February 2023 which was attended by 12 people.
- It was resolved to ask the Football Club to apply for a defibrillator at the playing field.
- It was resolved that the Clerk should invite residents who have first aid skills to sign up to a Staploe SOS Whatsapp group for the parish. The Clerk suggested that this might be best arranged in a private capacity since the Parish Council do not have a dedicated mobile phone number and there may be GDPR implications if the Parish Council handle medical information.. She will invite someone to start and administer the group.

2023/013. Finances

- Receipts and Payments are presented on pp 7-8. Invoices were checked and approved for payment against the list of receipts and payments and regular payments checked against the pre-authorised list by Cllr. G. Meola and Cllr. V. Zwetsloot.
- The bank reconciliation is presented on pp 9-10 and the balance of earmarked reserves on p11. The bank reconciliation was checked against the bank statements by Cllr. J. Ibbett.
- Performance against budget to date is presented on p12-15. This shows that we are forecast to spend £894 more than we had budgeted in our regular payments (which we aim to match to precept). This is due to unbudgeted payments of £750 for burying the cable at the cabins + £265 for staff costs + £141 for a new swing seat +£22 other payments (Zoom and audit). However there were underspends of £218 as the grass on the playing field and common didn't need cutting in August + a saving of £42 for village hall hire + £15 other underspends (subscriptions and insurance).
- Approve list of regular payments for April 2023 -March 2024 (which can be paid without further approval at meetings). It was resolved to accept the list and this was signed by Cllr. J. Ibbett and Cllr. J. Thomson.
- Review mandates, direct debits, standing orders for contracts and other banking arrangements. Cllr. J. Thomson, Cllr. V. Zwetsloot, and Lucy Crawford are online signatories. Whilst the Clerk should not strictly be a signatory to the account; in practice the bank will not communicate with her unless she is. However, all payments are pre-authorised by at least two councillors either on the schedule of regular payments or in a Parish Council meeting as per the Financial Regulations. In addition, Cllr. D. Smith, and Cllr. J. Ibbett are cheque signatories. It was resolved to retain the current mandate arrangements without amendment. The Parish Council have direct debit arrangements with EDF for the electricity bills for the Community Cabins, SSE for the electricity for the street lights, Wave for the water at the Community Cabins and with the Information Commissioner's Office for Data Protection registration. It was resolved to remain with Barclays but to investigate whether any higher interest accounts are available. Proposed by Cllr. J. Thomson and seconded by Cllr. J. Ibbett.
- The Clerk will telephone Cllr. V. Zwetsloot in the evenings to alert her to any payments which need to be authorised.

2023/014. Review Policies and registers

- The internal audit process was reviewed. Kim Webb will be retained as internal auditor and there will be one internal audit per year in April / May. She will report to the Parish

Council and her contact details are available to all Councillors. It was resolved to accept this process without amendment. Proposed by Cllr. E. Meola and seconded by Cllr. J. Ibbett.

- The equality and diversity policy was reviewed without amendment. Proposed by Cllr. J. Ibbett and seconded by Cllr. E. Meola.

2023/015. Clerk's pension employer contribution rates

It was resolved to accept the proposed contribution rates which will remain at 26.8% for the next three years (April 2023-March 2026). (Although contributions are high previous research has shown that it would be more expensive to exit the pension scheme). Proposed by Cllr. J. Ibbett and seconded by Cllr. V. Zwetsloot.

2023/016. Inspections

- Playing field trees. It was resolved to accept a quote of £300 from Brightman Brothers / Richard Arnold to inspect the trees.
- Street lights. The Clerk presented a quote from Electrical Testing for £1297 and one from Andy Muskett for £367.50. It was resolved to use Andy Muskett if possible for electrical and structural safety inspections if the Borough Council will accept this.
Both of the above were proposed by Cllr. J. Thomson and seconded by Cllr. G. Meola.

Next meeting: 16th March in Wyboston Village Hall at the earlier time of 7pm for the Annual Parish Meeting (APM) followed by a shorter Parish Council meeting. The "Cuppa with a Copper" will be included in the APM.

The meeting closed at 10pm.

SPC February 2023

Summary of Transactions for Staploe Parish Council for Approval at Meeting on:						02/02/2023
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
113	05/12/2022	Wave (Anglian Water)	Water and sewage for cabins	Direct debit	0	£5.28
114	13/12/2022	Mark Compton	Burying electrical cables at Duloe Hall site	BACS	0	£750.00
115	19/12/2022	SSE Energy	Electricity for street lights	Direct debit	0	£29.28
116	13/01/2023	EDF Energy	Power for community cabins	Direct debit	0	£26.98
118	16/01/2023	Eyelid Productions	Annual website support	BACS	0	£100.00
119	16/01/2023	Wyboston Village Hall	Hall hire for Nov PC meeting	BACS	0	£16.00
120	16/01/2023	Colmworth Village Hall	Hall hire for first aid course 28th Jan	BACS	0	£50.00
121	21/01/2022	SSE Energy	Electricity for street lights	Direct debit	0	£31.81
122	02/02/2023	Amazon	Paper, ring binders	BACS	0	£47.36
Total						£1,056.71
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
117	16/01/2023	Bedford Borough Council	Ward fund for CCTV	Credit	0	£765.00
Total						£765.00

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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
None						
Total				0	0	0
Posted balances after the above transactions clear						
Community Account 30833940				£16,942.47		
Debit Card Acc 13099075				£34.68		
Base Rate Savings 43461580				£10,892.78		

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STAPLOE PARISH COUNCIL BANK RECONCILIATION 1st APRIL 2022 TO 27/02/2023									
Date of bank statement			27/01/2023						
Prepared by Mrs. Lucy Crawford, Parish Clerk						Date prepared:		27/01/2023	
Balance per bank statements as at:			27/01/2023						
	Barclays Community (Current) Account 30833940								£16,989.83
	Barclays Payments (Debit Card) Account 13099075								£34.68
	Barclays Base Rate Savings Account 4361580								£10,892.78
Petty cash float									£0.00
Less unpresented cheques:									
	Cheque number								£0.00
Add: un-banked cash at:			27/01/2023						£0.00
Net balances as at:			27/01/2023						£27,917.29
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									£29,561.82
Less: Payments to date									£21,853.04
Closing balance per cash book as at:			27/01/2023						£27,917.29

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BARCLAYS								
Community Account 30833940								
DATE				Receipts		Payments	Transfers	Balance
1-Apr-22	Balance bf		£9,318.50					
27-Jan-23	Posted balance per accounts		£16,989.83	£29,559.05		£21,446.94	-£440.78	<u>£16,989.83</u>
Unpresented cheques / uncleared payments:								
	None							
27-Jan-23	Balance as per bank statement		£19,258.87					
27-Jan-23	Posted balance - cleared balan		-£2,269.04					
27-Jan-23	Balance cf		£16,989.83					
BARCLAYS								
Base Rate Savings 43461580								
DATE				Receipts		Payments	Transfers	Balance
1-Apr-22	Balance bf		£10,890.01					
27-Jan-23	Posted balance as per accounts		£10,892.78	£2.77		£0.00	£0.00	<u>£10,892.78</u>
27-Jan-23	Balance as per bank statement		£10,890.77					
27-Jan-23	Posted balance - cleared balance		£2.01					
27-Jan-23	Balance cf		£10,892.78					
BARCLAYS								
Payments Account 13099075								
DATE				Receipts		Payments	Transfers	Balance
1-Apr-22	Balance bf		£-					
27-Jan-23	Posted balance as per accounts		£34.68	£0.00		£406.10	£440.78	<u>£34.68</u>
27-Jan-23	Balance as per bank statement		£34.68					
27-Jan-23	Posted balance - cleared balance		£-					
27-Jan-23	Balance cf		£34.68					

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Staploe Parish Council Reserves				27/01/2023					
Earmarked Reserve Category	Category breakdown	Funds Reserved 01/04/2022	Receipts to reserve to 27/01/2023	Payments from reserve to 27/01/2023	Balance to 27/01/2023		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		£5,192.90		£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					£6,422.90		£5,222.90	Infrastructure payment for Anglian Water for connection to main due in 2022/23 £570 so deducted from balance forecast at year end.
RAIDIUS fund		£0.00	£706.41	£0.00		£706.41		£706.41	
Election fund		£510.29				£510.29		£510.29	
Literature & info fund		£30.86	£0.00	£0.00		£30.86		£30.86	
Grass & hedge cutting field		£262.00	£45.00			£307.00		£307.00	
Hedge cutting Duloe Common		£105.00	£30.00			£135.00		£135.00	
Play area assets		£53.38				£53.38		£53.38	
Maintenance		£0.00		£0.00		£0.00		£0.00	
Defibrillator		£110.00	£50.00			£160.00		£160.00	Towards replacing batteries / pads
Asset replacement (eg. laptop, noticeboards)		£225.00	£358.15	£199.96		£383.19		£383.19	£125 from precept + £233.15 from refunded cartridges. Bought a printer for £199.96
Tree works		£603.00	£253.00	£120.00		£736.00		£736.00	Towards inspections and works on Duloe Common and Duloe Playing Field.
Neighbourhood Plan		£6,288.07	£7,914.00	£6,288.07		£7,914.00		£0.00	Balance from 2021-22 repaid. £7914 received in October 2022 but 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
Football Club deposit		£0.00	£100.00	£0.00		£100.00		£100.00	
Total earmarked reserves		£14,434.50	£11,455.56	£7,424.47		£18,465.59		£9,738.34	
VAT (negative figure means we are owed VAT)		-£1,582.31	£1,582.31	£1,389.01		-£1,389.01		-£1,357.01	
Available reserves ex VAT		£7,356.32				£10,840.71		£7,122.68	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				£29,306.30		£16,861.02	
Total funds incl VAT (matches balance bf)		£20,208.51				£27,917.29		£15,504.01	
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. £6668 - £13336									
Therefore £7122.68 is within the recommended range									

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Staploe Parish Council Performance Against Budget 2022 - 2023	Actual 2021/22	Budget to Mch 2023	Actual to 2nd Feb 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	£-	£2.77	£3.31	£3.31	
Grass cutting	£1,389.51	£-	£-	£-	£-	Responsibility given back to Borough
Total Regular Receipts	£14,092.50	£13,335.73	£13,338.77	£13,339.31	£3.58	
Other Receipts						
Newsletter advertising	£-	£-	£10.00	£10.00	£10.00	
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.
Neighbourhood Plan Grant	£7,872.00	£-	£7,914.00	£7,914.00	£7,914.00	
Donations for Local Plan advice & campaign	£7,554.11	£-	£-	£-	£-	
Ticket sales from Jubilee			£65.89	£65.89	£65.89	£30 ticket sales and £35.89 proceeds from dog show tickets and food (after costs)
CIL income			£-	£-	£-	
Police grant for cabins	£2,000.00		£-	£-	£-	
Police road safety grant			£3,890.00	£3,890.00		For new fixed speed sign in Duloe
Income from cabin hire			£271.00	£396.00		Football Club paying £500 per year but we only started in August 2022 so one quarter is missing.
VAT refunds			£46.63	£46.63		
RAIDIUS			£706.41	£706.41		Remaining funds from campaign against traveller site raised in 2007
Football Club deposit			£100.00	£100.00		
Other (eg. refunds, proceeds from social events / book sales)	£937.89	£-	£233.15	£233.15	£233.15	2022/23 £233.15 in refunded goods (ex VAT) for ink cartridges returned when we changed printer
Total Other Receipts	£18,364.00	£-	£14,640.74	£14,765.74	£9,626.70	
Total Receipts	£32,456.50	£13,335.73	£27,979.51	£28,105.05	£9,630.28	High in 2021 due to Dennybrook donations. Extra receipts in 2022/23 due to £7914 neighbourhood plan grant + £1404 Ward funding + £233 ink cartridge refund + £76 other (tickets, newsletter ad).

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Regular Payments (from precept)						
	Actual 2021/22	Budget to Mch 2023	Actual to 2nd Feb 2023	Forecast to 31st Mch 2023	Forecast less budget	Comment
Clerk's salary & pension	£4,181.71	£4,398.24	£3,519.14	£4,619.24	£221.00	Remain on Salary Point 17 but budget assumed 2% increase in 2022/23 but joint committee (unions / govmt) have agreed a rise of approx 7.7%. 5 hours per week for PC (see Neighbourhood Plan below for extra hour)
Clerk's PAYE	£-	£-			£-	
Clerk's salary & pension extra hour per week for Neighbourhood Plan	£836.34	£879.61	£703.83	£923.85	£44.24	To assist with the neighbourhood plan (admin not grant funded)
Total staff costs	£5,018.05	£5,277.85	£4,222.97	£5,543.09	£265.24	
Audit Fees	£265.00	£265.00	£270.00	£270.00	£5.00	External; £200, internal £70
Councillors Expenses	£-	£30.00		£30.00	£-	
Clerk's employment expenses	£320.18	£312.00	£224.10	£312.00	£-	Monthly mileage (£8) and Working From Home Allowance (£18)
Clerk's Other Expenses eg. postage & sundries	£7.92	£40.00	£22.89	£40.00	£-	Postage and sundries.
Training		£80.00	£60.00	£80.00	£-	£50 Clerk's training, £30 for 2 x Cllrs training
Highways Grass Cutting	£1,300.00	£-		£-	£-	Responsibility given back to Borough
Insurance	£511.78	£511.78	£506.24	£506.24	-£5.54	Norris & Fisher pulled out of 3 year deal
Power to street lights	£339.14	£343.20	£285.73	£343.20	£-	Fixed contract with SSE until 1st Jan 2024
Elec (CCTV & cabins)	£130.34	£283.29	£128.47	£283.29	£-	Electricity prices have increased. Now in 2 year deal with EDF 25p per day standing charge (similar) but big increase in consumption to 35.6p per kwh
Water and sewerage for cabins	£191.11	£130.00	£77.35	£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)	£-			£-	£-	

SPC February 2023

Regular payments continued	Actual 2021/22	Budget to Mch 2023	Actual to 2nd Feb 2023	Forecast to 31st Mch 2023	Forecast less budget	Comment
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	£1,050.00	£750.00	Repairs (cables, taps, leaks) £227 plus burying cables & fixing drain £750
Playing field grass	£989.37	£1,209.00	£875.00	£1,000.00	-£209.00	Grass cutting £1209 for ten cuts. We are likely to only need 9 (one due in March)
Duloe Common grass	£90.00	£100.00	£70.00	£82.00	-£18.00	Grass cutting - budgeted for 10 but one due in March so 9 total
Tree surveys and works	£-				£-	
Subs (SLCC / BATPC)	£205.00	£215.25	£206.00	£206.00	-£9.25	BATPC £93 + SLCC £95 if Clerk on 5 hrs / wk but £112 if on 6hrs / wk
Admin	£255.75	£257.00	£210.50	£257.00	£-	£35 Info commissioner, stationary items (£80) and printer cartridges bought direct (£100), other eg. prof advice, social events (£42).
Literature & info	£-	£-		£-	£-	
Web & e-mail hosting, software subs	£391.80	£275.00	£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
Other assets (eg. street furniture / tools / office equipment). Excl. playing field/ play area)	£-	£-	£-	£-	£-	
Village Hall Hire	£213.50	£311.00	£179.00	£269.00	-£42.00	Budget assumes 1 APM 3 hrs @£12 /hr, 1 public meeting 2.5 hours @£12/hr, 10 PC / committee meetings of 2.5 hrs @ £8/hr) and £15 towards each of 3 social events. Actually one meeting was held online due to Clerk having Covid and there have been no social events other than Jubilee (Harvest Supper cancelled).
Village Hall Works / Maintenance	£150.00	£258.36	£258.36	£258.36	£-	Contribution towards insurance £258.36
Newsletter	£329.75	£300.00	£116.78	£300.00	£-	Assumes 2 issues of 24 pages at £150 per issue.
Donations				£-	£-	
Other	£43.13				£-	Countryside Code signs in 2021.
Contingency		£150.00		£150.00	£-	
Total regular payments	£11,408.90	£10,943.73	£9,193.36	£11,837.82	£894.09	We are forecast to spend £894 more than we budgeted in our regular payments (which we aim to match to precept). This is due to unbudgeted payments of £750 for burying the cable at the cabins + £265 for staff costs + £141 for a new swing seat +£22 other (Zoom and audit). Less underspends of £218 as the grass on the playing field and common didn't need cutting in August + a saving of £42 for village hall hire + £15 other underspends (subs and insurance).

SPC February 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	£11,585.36	£14,229.82	£894.09	
Regular receipts - regular payments & transfers to reserve	£246.60	£-	£1,753.41	-£890.51	-£890.51	We budgeted for regular receipts and transfers to reserve to match regular payments.
Other payments (met from additional receipts eg. grants or earmarked reserves)						
	Actual 2021/22	Budget to Mch 2023	Actual to 2nd Feb 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	£1,990.00	£1,990.00	Support for insurance in 2021/22. £570 for sewage connection & £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	
Street light replacement					£-	
Refunds to Borough for payments made in error					£-	
Hall hire for social events (met from ticket receipts)					£-	
Neighbourhood Plan costs met by grant	£1,583.93			£7,914.00	£7,914.00	For green infrastructure review and landscape character assessment
Neighbourhood Plan unspent grant refunds	£6,015.42		£6,288.07	£6,288.07	£6,288.07	
Other donations made by SPC	£-				£-	
Other payments (refunds etc.)	£706.41				£-	£706.41 RADIUS funds returned to bank - bounced in 2021-22.
Total Other Payments	£18,558.67	£-	£11,318.03	£21,197.03	£21,197.03	
Total Payments	£29,967.57	£10,943.73	£20,511.39	£33,034.85	£22,091.12	
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	£22,903.39	£36,133.26	£22,797.53	
Total receipts - (total payments & transfers to reserve)	-£334.82	£-	£5,076.12	-£8,028.21	-£8,028.21	Deficit largely due to refunding unspent Neighbourhood Plan grant and making payments from reserves.