

Minutes of A Meeting of Staploe Parish Council Held at 7.45pm on Thursday 20th July 2023 in the Village Hall at Wyboston

Present: Cllr. J. Ibbett (Chair), Cllr. V. Zwetsloot, Cllr. J. Thomson, Cllr. E. Meola, Lucy Crawford (Clerk), Borough Councillor Julie Cox, and two members of the public.

Apologies for absence: Cllr. P. Yockney and Cllr. G. Meola.

2023/048. Declarations of Interest and Registers of Members Interests

Cllr. J. Ibbett declared an interest in the discussions about Whitehouse Farm as she knows the owners of the business operating there.

2023/049. Public Open Forum

HGV's in Honeydon

A resident from Honeydon reported that there have been numerous large HGV's using / attempting to use Manor Farm Lane despite it being unsuitable for HGV's. Some of these were accessing Whitehouse Farm but some may also have been accessing Coxfield. Whilst she appreciates that access is permitted to properties / businesses located on the road even if it is signed as unsuitable for HGV's she explained that the road is wholly unsuitable – it is single track with no verge, steep banks and a 90 degree bend at Dairy Farm. Lorries are leaning over as they go round the bend and residents are concerned that a lorry may shed its load or tip over onto this listed cottage. She had spoken to one lorry driver who said he was following his sat nav to Whitehouse Farm. The police have told the business at Whitehouse Farm to use Mill Road. She asked how we get sat navs to recognise it is unsuitable for HGV's and whether we could improve the signage, write to the business owners etc. She emphasised that she does not want the bend at Dairy Farm to be improved or the road widened but she would like to stop large HGV's accessing Manor Farm Lane. (See 2023/057. Highways and Rights of Way for response).

CIL Funds

The Clerk reported that her husband Mark Crawford had requested that the Parish Council consider spending the £15,549.37 of Community Infrastructure Levy (CIL) money received on rebuilding the village hall in Duloe.

Solar Farm at High Wood

A resident of Staploe responded to the amended plans for the solar farm at High Wood. He said he is now generally supportive. However, he did have some comments.

1. He feels that it is very important that the hedges are planted early and at the right time and that they are maintained adequately to ensure that they establish well. He said there should be a penalty if the hedges do not establish within eg. 2 years. He feels that it took far too long to plant them at the existing solar farm and then the ones that died were not replaced at the first opportunity.
2. He suggested that since the whole area is currently skylark breeding territory the small amount of breeding territory provided was insufficient compensation and should be expanded. He emphasised how many skylarks we have in the area and how important they are.
3. He understood that the landowner did not own the land between High Wood and Huntingdon Wood but asked whether the landowner could attempt to buy a strip for this purpose.
4. He asked what benefit there would be to the local community eg. cheaper electricity, community funding for a new village hall etc.

- Lucy Crawford (speaking as a member of the public) stated that she supports the scheme and appreciates the addition of the new footpaths, the commitment to piling only between 09:00 and 17:00 Monday to Friday (excluding bank holidays) and the biodiversity maintenance plan. She is keen to see the hedgerows established as soon as possible after the scheme starts.

Roadside Nature Reserves and Safety Cuts

Cllr. V. Zwetsloot reported that she had seen a near miss on the Bushmead Road between Two Brewers and Upper Staploe. The vegetation in the roadside nature reserves was so overgrown that it completely hid a runner and a car had to swerve dramatically at the last minute to miss the runner. She requested more frequent safety cuts of the reserves on bends and at junctions. Others agreed. The Clerk will request this.

Cllr. V. Zwetsloot reported that she didn't think the Bath Asparagus was as prolific this year. She asked whether the current cutting regime was the best for it and wondered whether the reduced cuts since we expanded the nature reserves were reducing the numbers.

The Clerk reported that she had surveyed the Bath Asparagus quite extensively with botanists from the Bedfordshire Natural History Society in June. They were impressed to see how prolific it was and seemed satisfied with the cutting regime although they were surprised we cut as early as mid August. I explained that the Bath Asparagus has seeded by then. It is possible that it has been affected by the drought last year or that it has been affected by the additional cuts done in error a few years ago. It does take a few years to reach flowering from seed.

Social Events

Cllr. J. Thomson and Cllr. V. Zwetsloot will organise a fish and chip night in Colmworth Village Hall in October with bingo or a beetle drive or similar with the remaining Awards for All grant (£1123.59).

Streetlight Electricity Contract

The electricity contract with SSE for the unmetered supply to our street lights is not due to end until the end of December but Cardinal Energy have suggested we look at a new contract asap as prices are rising and they don't expect them to fall before the end of December. We can lock into a new contract now to commence at the end of December. However, the prices quoted from SSE would mean instead of paying £343 per year as we currently do we would be paying £1,508.66. The Clerk will seek alternative quotes. This was not on the agenda for this meeting because the contract was not due to end for 5 months. However, Councillors agreed that the Clerk could confirm a contract at the lowest price available without waiting until the next meeting in November providing competitive quotes were circulated to councillors for comment before the decision is made.

2023/050. Approve Minutes of the Parish Council Meeting held on Thursday 18th May 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. E. Meola.

2023/051. Resignation of Cllr. D. Smith and Councillor Vacancy

Following his move out of the parish Cllr. D. Smith has resigned as a Councillor. Cllr. J. Ibbett will arrange a thank you card.

The Clerk has informed the Borough Council who will send a notice of casual vacancy. If ten local government electors for the parish of Staploe give notice within a period of 14 days (excluding bank holidays and weekends) following publication of the notice to Laura Church, Returning Officer, at:

Room 326, Democratic and Electoral Registration Services, Borough Hall, Cauldwell Street, Bedford, MK42 9AP, that they wish an election to be held to fill the vacancy, then a by-election will be held. If no request is received, the parish can co-opt to fill the vacancy.

2023/052. Borough Cllr. J. Cox's report

High level Borough Items

• ***By-election in Wyboston Ward, Bedford Borough***

Conservative candidate Julie Cox has been elected Borough Councillor for Wyboston ward following the by-election on 29 June 2023.

The turnout was 34% with the votes split:

- *Conservative Candidate, Julie Cox – 610*
- *Labour Candidate, Ian Robert James Nicholls – 34*
- *Liberal Democrat, Thomas Luke Townsend – 323*

The total seats now held on Bedford Borough Council are:

- *Conservative Party – 14*
- *Green Party – 3*
- *Independents – 2*
- *Labour Party – 14*
- *Liberal Democrat – 13*

• ***Summer holiday voucher scheme***

Bedford Borough Council is continuing to distribute supermarket vouchers to thousands of families across the Borough over the summer holidays.

The vouchers are funded through the Government's Household Support Grant which is distributed through Department for Work and Pensions.

Over 7000 children will benefit from the scheme.

• ***East West Rail (EWR)***

The Council is currently reviewing the details of the proposals to better understand the implications for the people of Bedford Borough.

For reference the current Mayor has previously stated the below which was included on the previous report,

“While we do support investment into our Borough, improved rail links and the EWR project in principle, we have always been clear that any decision involving the loss of homes and destruction of families, lives and countryside would be completely unacceptable.

“The selection of route E would involve a pointless six-line track despite EWR accepting the fact a four-track proposal was feasible and would avoid the destruction of homes.”

He said there was a sense of frustration and anger at the event as “residents felt ignored.

I want to leave no doubt that, unlike my predecessor, I will do everything in my power to ensure their concerns and views are heard.”

- **Local Plan 2040 hearings**

The hearing sessions of the Examination of the Bedford Local Plan will be held in two blocks and opened at 12 midday on Monday 12 June 2023.

Block 1 hearings have concluded, the 2nd block will take place:

- *Week 3: Monday 11 September to Friday 15 September.*
- *Week 4: Monday 18 September to Friday 22 September.*

- **Bedford Borough Council left with £2.27m overspend**

It has been reported that the previous administrations balanced budget for 2022/23 has resulted in a £2.27m overspend. The overspend is mostly due to costs from demand led services such as Children’s placements, Adult placements and temporary accommodation.

- **Fusion**

The previous administration had not organised the end of the Fusion contract which is coming to an end in January 2024.

Contracts of this size and scope require at least 18-24 months (2 years) of lead time to organise its closure and test markets for a suitable replacement – the previous administration had not organised its closure which leaves the current Council just 6 months to make arrangements.

This leaves the Borough Council facing £2.5m in additional financial pressures.

Wider Borough Items

- **POP Bedford launches summer programme at Midland Road creative art space**

The new pop-up creative art space on Midland Road is opening this Wednesday (12 July) for a summer-long programme of creative workshops, artist workspace and exhibitions for the people of Bedford – most of which will be free.

- **Bedford Borough Council tackles fly-tipping**

The mini-recycling site on Old Ford End Road, Queen’s Park has seen 20 Fixed Penalty Notices (FPNs) being issued following an increase in illegal dumping of rubbish.

These sites only take specific materials for recycling such as glass bottles and jars, clothes and shoes, with everything put in the bins provided. There was a trend of residents leaving bags of rubbish and bulky waste at the sites which has led to the FPNs being issued.

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To combat the issue, the Council has installed CCTV cameras at various mini-recycling sites across Bedford Borough.

- ***Beds Urban Sketchers display art at The Higgins Bedford***

A new art display from the Beds Urban Sketchers group opens on 30 June 2023 at The Higgins Bedford and will run until the end of February 2024 and admission is free to all visitors.

- ***Greyfriars police station redevelopment***

Planning permission has been secured for the redevelopment of Greyfriars police station by DLP Planning Ltd behalf of the Police and Crime Commissioner of Bedfordshire.

The redevelopment could see 105 new homes plus 'town centre uses' on the ground floor of the building.

The redevelopment forms a key part of regenerating Bedford Town Centre through the Town Deal which will make significant investment to Bedford Borough.

- ***Solar power for Bedford Borough residents***

The community-led initiative, Solar Together, is returning.

The community led sees residents coming together to invest in renewables through a group-buying scheme for solar panels and battery storage. These measures are aimed to help energy generation, cut carbon emissions and save on energy bills.

- ***Bedford Borough Council launches bike donation scheme***

Bedford Borough Council is again calling on the generosity of residents and is announcing a second bike recycling initiative.

Bedford Borough Council is partnering with local charities and donated bikes will go to Bedford Borough residents who are most in need. As well as the health benefits of cycling, this scheme aims to give people the increased independence that cycling can offer.

Road closures

- ***Paula Radcliffe Way***

Multiple repairs are taking place along Paula Radcliffe Way with the first phase of the resurfacing confirmed to begin on Monday, 24th July.

The southbound carriageway, leading towards Bedford, will be closed until early September.

During these closures, traffic will be diverted through Clapham, allowing for the uninterrupted progress of the project.

The lengths affected are:

- *Southbound closure from Clapham north slip road to The Great Ouse roundabout 24th July to 1st September 2023.*

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- *Southbound closure will be opened before the Northbound closure is commenced.*
- *Northbound closure from The Great Ouse Roundabout to Oakley north slip road 21st August to 27th October 2023.*

2023/053. Planning Applications

- Consider how to respond to the amendments to the application for a proposed solar farm at High Wood (Bedford ref 22/01998/MAF, Hunts ref 22/01998/MAF)

Councillors had not seen the biodiversity maintenance management plan and felt they would like to read it before confirming their response. The Clerk will forward it to them. It was resolved that the final response could be prepared by e-mail without further meetings. Their initial draft response for planning purposes was as follows:

We support this scheme with the following provisos:

- 1. There shall be a condition in place that new hedgerows, trees and biodiversity be created at the first opportunity after the scheme commences eg. hedgerows to be planted in the first autumn after the scheme commences and skylark nesting areas in the first spring. There shall be checks made and weeds should be controlled 4 times per year, three of which should be between April and October (not just 2 times as per the plan) during the first 4 years. Dead saplings / whips shall be replaced at the first opportunity eg. the first autumn. There should be financial penalties if this does not happen. The reason for this is that it took several years for the hedges to be planted at the existing solar farm and then they were planted in a very dry year, died and have yet to be replanted. If they had been planted at the first opportunity they would be offering considerable screening by now.*
- 2. There shall be an increased area of skylark nesting habitat as these are a very important feature of our local countryside. Nesting skylarks produce up to three broods every year to sustain the population. Skylarks nest on the ground, in vegetation which average 50cm high. This vegetation must be open enough to give the birds easy access to the ground. Whilst they will forage over the solar panels research has shown that they are unlikely to breed among the panels.*
- 3. We remain unconvinced that this scheme should be treated as a stand alone, separate scheme. It looks very much like an extension to us as the panels are directly adjacent to the existing ones and we would like an explanation from Bedford Borough Council (not just from the developer) about why they do not think this should be considered as a National Infrastructure Project. Otherwise it makes no sense to have a threshold for National Infrastructure Projects set at 50mW. Developers can simply develop large schemes in a piecemeal fashion.*

Best wishes,

Lucy Crawford

Clerk to Staploe Parish Council

In addition it was resolved to raise the question of whether the landowner could explore buying a strip of land to use as a wildlife corridor between High Wood and Huntingdon Wood and to ask the developer for further details about any community benefit eg. reduced price electricity or funds towards a project such as rebuilding the village hall.

Proposed by Cllr. V. Zwetsloot and seconded by Cllr. E. Meola.

2023/054. Village Hall, Community Cabins, Playing Field and Football Club.

- Play area inspection report. The play area was inspected on 14th July. The only issues were algal growth on the safety tiles which might make them slippery and some cracks between the tiles which need filling. The Clerk will seek quotes to clean and repair the surfaces.
- Play area inspection checklist. This was reviewed without amendment.
- Business rates on cabins. We have received confirmation that we qualify for Small Business Rate Relief and therefore there is nothing to pay.
- The playing field annual return for 2022-23 is due to be submitted to the Charity Commission. However, the website is currently switching over to a new system so the service will not be available until the end of August. However there were zero receipts and zero payments. All grass cutting payments are made by the Parish Council as a gift to the charity and additional cuts to maintain the pitches to a standard suitable to play football are carried out by the club.. There is no income as any money received from the Football Club is for hiring the cabins and is therefore Parish Council income.
- It was resolved to look again at the quotes for decking and Cllr. E. Meola will obtain quotes for paving slabs.
- It was resolved to get quotes for testing the ground under the old hall site for asbestos in case the hall committee decide to build part of the foundations before the planning permission expires in November.
- Cllr. E. Meola reported that he and fellow residents of Woodhouse Lane have said it is a pleasure to have the St. Neots Youth Girls Football Team using the Playing Field and he requested that the Clerk feed this back to the club.

2023/055. Consider projects for Community Infrastructure Levy funds received (£15,549.37)

It was resolved to circulate a questionnaire asking residents explaining how the money can be used and asking how they would like it spent. Borough Councillor Julie Cox to send an example she used in Roxton.

2023/056. Consider Projects for the Ward Fund (approx. £500 to £1000)

It was resolved that Cllr. E. Meola and Cllr. J. Thomson will provide three quotes for supply and installation of an awning to cover the decking area at the Community Cabins. The deadline to supply the quotes is end of August so we can apply in early September.

2023/057. Highways and Rights of Way

- Large HGV's using (and getting stuck in) Manor Farm Lane. It was resolved that:
 - Cllr. E. Meola and Cllr. J. Ibbett should visit the business operating at Whitehouse Farm and request that they put a map with instructions on their delivery notes requesting that Manor Farm Lane is not used and also asking that they put a "no right turn" sign outside the farm to deter vehicles from turning into Manor Farm Lane.
 - The Clerk will ask highways / the landowner whether we can have a sign on the verge of Lower Honeydon Lane at the junction with Staploe Road advising that there is no access to Whitehouse Farm for HGV's
 - The Clerk will investigate how to ensure sat navs do not advise HGV's to take this route.

2023/058. Neighbourhood Plan Update

We applied for £7,914 in grant funding from Locality for 2022-23 and spent only £2000 on the first stage of the Green Infrastructure Review. We had to return the unspent grant (£5,914) after year end on 31st March and we will apply again when Locality grant applications reopen (expected shortly).

Meanwhile we are holding a Neighbourhood Development Plan meeting on 26th July to consider whether to include design codes in the plan and agree a budget for the coming year which will form the basis for our grant application.

2023/059. Traveller site update following hearing on 3rd July

The hearing was adjourned as the landowner's solicitor contacted Bedford Borough Council on 30th June and the judge wanted her to have an opportunity to seek full representation. He also requested a new valuation of the site. Bedford Borough Council are progressing the valuation and expect another hearing in around three months (the date is not yet fixed).

2023/060. Agree designs for village signs

The Clerk presented quotes from Bedford Borough Council reprographics department for replacing the faded vinyl stickers on our village signs.



Replacing the existing stickers with the same stickers would cost £64.53 ex VAT. 16 stickers. 3 each side in Staploe and Duloe and 2 each side in Honeydon. If we changed to the coronation one there would be an additional charge of £17.71 to set up the new sticker design. If we put a red border around the Staploe logo to match the Bedfordshire one there would be an additional charge of £17.71

It was resolved to replace the Festival of Britain logos with Coronation logos and upgrade the Staploe logo to include a red border to match the Bedford Borough logo. Total cost will therefore be £99.95 which will come from the maintenance budget. Proposed by Cllr. E. Meola and seconded by Cllr. V. Zwetsloot.

2023/061. Clerk's Appraisal

The appraisal was held on 11th July with Cllr. P. Yockney, Cllr. J. Ibbett, Cllr. G. Meola.

Targets were agreed. The highest priority ones related to preparation of a timeline for the Neighbourhood Plan, preparing finances for Councillors to examine 2 days before meetings, and deadlines for publication of minutes.

2023/062. Finances

- Allocate reserves. **It was resolved to keep the Dennyborook and RAIDIUS funds earmarked in case of the need for a future campaign and to use the remaining Jubilee funds (£83.56) towards the autumn fish and chip night. Cllr. E. Meola will also get quotes for creating a paved path to the cabins and decking as that was part of the original Awards for All proposal.** The CIL money was transferred to savings. Reserves are shown on p11-12
- Performance against budget is shown on p13-16
- VAT for 2022-2023 was reclaimed (£1,865.98)
- Receipts and payments were examined against the invoices and the schedule of regular payments by Cllr. J. Thomson and Cllr. V. Zwetsloot and are presented on p17-18.

- The bank reconciliation was examined against the bank statements by Cllr. V. Zwetsloot and is presented on p19-20
- Savings rates. We are forecast to have £26,955.71 in earmarked reserves on 31st March 2024. We currently have a savings account with Barclays which yields 1% interest. We are restricted in which banks we can use as not many offer community accounts with dual authorisation but several Clerks have recommended Unity Bank. They offer an interest rate of 2.62% which could yield up to £706 interest over the year. There is an annual cost of £72 for the current account and you cannot have a savings account without a current account. **It was resolved to open a current account and savings account with Unity Bank.** Proposed by Cllr. J. Ibbett and seconded by Cllr. V. Zwetsloot.

	Barclays	Unity
Balance	£26,955.71	£26,955.71
Interest rate	1.00%	2.62%
Interest earned	£269.56	£706.24
Cost	£0.00	£72.00
Interest after costs	£269.56	£634.24

- **It was resolved to remove Cllr. D. Smith as a signatory to the bank accounts following his resignation.** Proposed by Cllr. J. Ibbett and seconded by Cllr. J. Thomson.
 - The Clerk confirmed that business bank accounts such as ours benefit from the FSCS and are covered for up to £85K. Our insurance provides us with a fidelity guarantee up to £50K. It was resolved that this was adequate.

2023/063. Consider replacement of Clerk's laptop (purchased April 2018).

It was resolved to replace the Clerk's laptop at a cost of £536.99 from PC World. This was to ensure that it is covered by the latest security. There is £508 available in the asset replacement reserve for this purpose and the remainder will come from contingency funds. Proposed by Cllr. J. Thomson and seconded by Cllr. J. Ibbett.

2023/064. Possible data breach and response

A resident reported that their name and address was appearing in internet searches associated with a planning decision notice on our website. They believed that this was a data breach. The notice was in the public domain on Bedford Borough Council's planning portal and therefore Bedford Borough Council did not consider this to be a data breach. However, the Clerk has apologised to the resident and deleted all decision notices from the parish website. She now simply provides the link to the planning portal and this will prevent the information appearing in internet searches.

2023/065. Luton Airport Stack

The aircraft stacking routes into London Luton Airport (LLA) changed in February 2022. This change is known as "Air Deployment 6" or AD6. It has increased aircraft noise in our area. London Luton Airport plans to expand passenger numbers from 18 to 32 million passengers a year, with operations extending to 21 hours a day.

The Parish Council have previously objected that the associated Civil Aviation Authority (CAA) consultation process was poorly publicised and carried out during the pandemic so that the majority of affected residents were unaware of the plans and unable to object. The CAA post implementation review is still ongoing and due to complete on the 22nd September 2023. There is a campaign to redesign or abandon AD6 with groups such as RELAS (Reject Luton Airport Stacking) and some local MPs campaigning to reverse the changes.

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Details of how to complain are available on our website:

<https://staploe-pc.gov.uk/luton-airport-stack-complaints/>

The Clerk will request the minutes of the public meeting held on 17th July in Gamlingay.

2023/066. Review Policies

- Data Protection, GDPR and CCTV. These policies were reviewed without amendment.
- Complaints procedure. This policy was reviewed without amendment.
- The Clerk confirmed that the required documents are published online as per the transparency code for smaller councils and the key documents can be accessed from this page:

<https://staploe-pc.gov.uk/our-parish-council/published-information-for-the-public/>

The meeting closed at 10pm

Next meeting: Thursday 21st September

Staploe Parish Council Reserves				19/07/2023					
Earmarked Reserve Category	Category breakdown	Funds Reserved	Receipts to reserve to	Payments from reserve to	Balance to		Balance forecast to		Comment
		01/04/2023	19/07/2023	19/07/2023	19/07/2023		01/04/2024		
					Breakdown	Total	Breakdown	Total	
Dennybrook 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
Community Infrastructure Levy		£0.00	£15,549.37	£0.00		£15,549.37		£15,549.37	
RAIDIUS fund		£706.41				£706.41		£706.41	
Election fund		£510.29				£510.29		£510.29	
Literature & info fund		£30.86				£30.86		£30.86	
Grass & hedge cutting field		£307.00	£75.00			£382.00		£382.00	
Hedge cutting Duloe Common		£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		£0.00	£110 to pay in Sept 2023. £55 from precept and £55 from reserve.

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Earmarked Reserve Category	Category breakdown	Funds Reserved	Receipts to reserve to	Payments from reserve to	Balance to	Balance forecast to	Comment
		01/04/2023	19/07/2023	19/07/2023	19/07/2023	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	£204.00	£1,818.89	£1,123.59	£0.00	Awards for All grant
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	£63,182.37	£53,883.89	£28,662.55	£26,955.71	
VAT (negative figure means we are owed VAT)		-£1,865.98	£1,865.98	£714.77	-£714.77	£0.00	
Available reserves ex VAT		-£42,321.42			£9,381.70	£9,479.06	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		£28,482.55			£38,044.25	£36,434.77	
Total funds incl VAT (matches balance bf)		£26,616.57			£37,329.48	£36,434.77	
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 £9479.06 is within the recommended range							

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Staploe Parish Council Performance Against Budget 2023 - 2024	Budget to Mch 2024	Actual to 19th July 2023	Forecast to 31st March 2024	Forecast less budget	Comment
Regular Receipts					
Precept	£14,323.84	£7,162.00	£14,323.84	£-	
Interest	£1.00	£22.74	£250.00	£249.00	
Regular income from cabin hire	£500.00	£125.00	£500.00	£-	
Grass cutting	£-		£-	£-	
Total Regular Receipts	£14,824.84	£7,309.74	£15,073.84	£249.00	Interest rates and reserves have increased significantly.
Other Receipts				£-	
Newsletter advertising	£-		£-	£-	
Ward Fund	£-		£-	£-	£765 Ward Fund received in 2022/23; spent in April 2023
Neighbourhood Plan Grant	£-		£-	£-	
Donations for Local Plan advice & campaign			£-	£-	
Ticket sales from social events		£204.00	£204.00	£204.00	£204 ticket sales for non residents Coronation Lunch
CIL income		£15,549.37	£15,549.37	£15,549.37	
Payments received in error (from Borough)			£-	£-	
Solar Farm Payment			£-	£-	
Police grant for cabins			£-	£-	
Police road safety grant (for Duloe fixed speed sign)			£-	£-	
Occasional income from cabin hire			£-	£-	
Other (eg. f.ball deposit, refunds, proceeds from social events / book sales)	£-		£-	£-	
Total Other Receipts	£-	£15,753.37	£15,753.37	£15,753.37	
Total Receipts	£14,824.84	£23,063.11	£30,827.21	£16,002.37	High in 23/24 due to CIL receipts
Regular Payments (from precept)					
	Budget to Mch 2024	Actual to 19th July 2023	Forecast to 31st March 2024	Forecast less budget	Comment
Clerk's salary & pension	£4,868.01	£1,149.98	£4,868.01	£-	Remain on Salary Point 17 but assumes 5% increase. 5 hours per week for PC (see Neighbourhood Plan below for extra hour). Pay increase yet to be negotiated. Budget assumed pension of 27.8% but remained at 26.8%
Clerk's PAYE	£-	£-	£-	£-	
Clerk's salary & pension extra hour per week for Neighbourhood Plan	£973.60	£230.00	£973.60	£-	To assist with the neighbourhood plan (admin not grant funded)
Total staff costs	£5,841.61	£1,379.98	£5,841.61	£-	
Audit Fees	£270.00	£75.00	£275.00	£5.00	Internal audit costs increased to £75. External audit will be required due to CIL receipts.
Councillors Expenses	£30.00	£-	£30.00	£-	
Clerk's employment expenses	£312.00	£73.13	£312.00	£-	Monthly mileage (£8) and Working From Home Allowance (£18)
Clerk's Other Expenses eg. postage & sundries	£40.00	£7.20	£40.00	£-	Postage and sundries.

July 2023

Regular Payments (from precept continued)					
	Budget to Mch 2024	Actual to 19th July 2023	Forecast to 31st March 2024	Forecast less budget	Comment
Training	£80.00		£80.00	£-	£50 Clerk's training, £30 for 2 x Cllrs training
Highways Grass Cutting	£-		£-	£-	Given back to Borough
Insurance	£515.00	£549.24	£549.24	£34.24	Fixed deal at £485.54 but we had to reinsure and we included the phone box
Power to street lights	£343.20	£85.47	£343.20	£-	Fixed contract with SSE for another 3 years.
Elec (CCTV & cabins)	£283.29	£92.29	£283.29	£-	EDF fixed until 8/5/2025
Water and sewerage for cabins	£130.00	£46.74	£130.00	£-	Fixed costs £102.50 Water and foul water costs £3.08 per m3
Maintainance (street lights, speed signs, benches, play area & planters)	£200.00	£70.00	£200.00	£-	2021 fixed drain cover at hall. 22-23 & 23-24 Budgeted for: £0 for planters + £200 for other maintenance eg. noticeboards, benches, play area etc. £70 for new speed sign battery.
Defib costs	£35.00	£-	£35.00	£-	£25 in case electricity charge. £220 to replace pads and batteries every 3 years. Due in 2023/24. £210 to be met from reserves (see other payments) + £10 from regular payments (precept)
Play Area Inspection	£70.00	£-	£70.00	£-	
Play Area Works (assets purchased)		£-		£-	
Play Area Works (consumables / labour)	£-	£-	£-	£-	
Community cabins and picnic area	£300.00	£-	£300.00	£-	For minor repairs etc. See transfers to reserve for savings for decking replacement
Playing field grass	£1,330.00	£550.00	£1,330.00	£-	Grass cutting for ten cuts (excluding weed treatments).
Duloe Common grass	£110.00	£44.00	£110.00	£-	Grass cutting - 10 cuts.
Tree surveys and works	£200.00	£-	£200.00	£-	2022-23 £120 survey of Duloe Common came from earmarked reserve. £200 for Playing Field survey in summer 2023 Remaining £53 saved towards future surveys and works - see "Regular transfers to reserve"
Street light inspection	£434.00	£434.00	£434.00	£-	Budgeted for £1302 in 2023/24 £434 from precept and remainder from reserves. In fact it was £367.50 for inspection + £345 for repairs (£712.50 total) of which £434 was met from regular payments and remainder from earmarked reserves.
Subs (SLCC / BATPC)	£206.00	£209.00	£209.00	£3.00	BATPC £94 + SLCC £112 on 6hrs / wk
Admin	£257.00	£97.31	£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	£350.00	£63.31	£350.00	£-	Budget assumed Eyelid £100 web support + Cloudnext £120 + £75 software. Gov domain of £110 every 2 years is due in Sep 2023 (£55 from reserve). Actually software was only £63.31

July 2023

	Budget to Mch 2024	Actual to 19th July 2023	Forecast to 31st March 2024	Forecast less budget	Comment
Regular payments continued					
Other assets (eg. street furniture / tools / office equipment). Excl. playing field/ play area)	£-		£-	£-	
Village Hall Hire	£300.00	£36.00	£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 Insurance	£365.64	£365.00	£365.64	£-	Charity insurance.
Newsletter	£369.10		£369.10	£-	Assumes 2 issues of 24 pages and one of 20
Donations				£-	
Other				£-	
Contingency	£150.00		£150.00	£-	
Total regular payments	£12,521.84	£4,177.67	£12,564.08	£42.24	
Regular transfers to reserve (from precept)				£-	
Village Hall Savings	£1,500.00	£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	£53.00	£53.00	£53.00	£-	Survey cost £360 every 3 years (£120pa). Works £400 every three years (£133pa). £253pa for tree surveys and works. £200 to be used for a survey at the playing field in summer 2023.
Defibrillator	£50.00	£50.00	£50.00	£-	To save for replacement batteries and pads. Every 3 years 2024, 2027 etc.
Street light inspection savings				£-	Budgeted for formal inspection to cost £1302 in 2023/24. £434 from precept and £868 from reserves. In fact cost only £367.50 for the inspection and £345 for repairs. Need inspecting every 6 years so reduce savings from 2024/25.
Decking replacement savings	£500.00	£500.00	£500.00	£-	Minimum quote is £5000
Gov domain (alternate years)				£-	£110 every other year (Sep 21, 23, 25 etc). To be paid from regular budget and earmarked reserves in Sep 2023
Total Regular transfers to reserve (from precept)	£2,303.00	£2,303.00	£2,303.00	£-	
Regular payments + regular transfers to reserve	£14,824.84	£6,480.67	£14,867.08	£42.24	We are forecast to spend £42 more than our budget from precept.
Regular receipts - regular payments & transfers to reserve	£-	£829.07	£206.76	£206.76	We budgeted for regular receipts and transfers to reserve to match regular payments. We have made some savings on street light inspections

July 2023

Other payments (met from additional receipts eg. grants or earmarked reserves)					
	Budget to Mch 2024	Actual to 19th July 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	£1395 CCTV - partially met from ward fund received 2022/23
Ward Fund other purchases (new website)				£-	
Other assets purchased from earmarked res		£630.00	£630.00	£630.00	CCTV - partially met from reserve for hall heaters returned in 2018
Village Hall payments from earmarked reserve	£500.00		£500.00	£-	Planning application and demolition of hall in 2020/21. Support for insurance in 2021/22. Reapply for planning in 2023/24?
Repairs to bridge at Old Chapel, Honeydon				£-	Cost shared with Thomas Morris
Payments from other earmarked reserves	£405.00		£405.00	£-	Sept 2023 £55 for .gov domain (remainder from precept). Tree survey on playing field August 2023 £200. £150 defib replacement pads and battery in November 2023
Police grant for cabins				£-	
Speed sign (met by police grant)				£-	
Elections				£-	
Mobile speed sign (met by donation)				£-	
Street light inspections	£868.00	£278.50	£278.50	-£589.50	
Refunds to Borough for payments made in error				£-	
Social Events		£1,818.41	£1,818.41	£1,818.41	Coronation Lunch
Hall hire for social events (met from ticket receipts)				£-	
Neighbourhood Plan costs met by grant				£-	
Neighbourhood Plan unspent grant refunds		£5,914.00	£5,914.00	£5,914.00	
Other donations made by SPC				£-	
Other payments (refunds etc.)				£-	
Total Other Payments	£1,773.00	£9,405.91	£10,310.91	£8,537.91	
Total Payments	£14,294.84	£13,583.58	£22,874.99	£8,580.15	
Other transfers to reserves (not from precept)					
RAIDIUS				£-	Received in September 2022. Funds from campaign against traveller site in Upper Staploe in 2007
Village Hall rebuild savings to earmarked reserve				£-	
Asset replacement				£-	
Solar Farm Payment				£-	
Local Plan advice and campaign				£-	
CIL income			£15,549.37	£15,549.37	
Awards for All Coronation grant			£1,123.59	£1,123.59	Remaining funds from Awards for All Grant
Maintenance				£-	
Extra grass & hedge cutting on field & common				£-	
Play area assets				£-	
Total other transfers to reserves	£-	£-	£16,672.96	£16,672.96	
Total Payments & Transfers to Reserve	£16,597.84	£15,886.58	£41,850.95	£25,253.11	
Total receipts - (total payments & transfers to reserve)	-£1,773.00	£7,176.53	-£11,023.74	-£9,250.74	

July 2023

Summary of Transactions for Staploe Parish Council for Approval at Meeting on:						20/07/2023
Main Account Payments						
Ref	Date	Payee	Details	Type of transaction	Cheque / Ref Number	Amount
34	22/05/2023	SSE Electricity	Electricity for street lights	Direct Debit	0	£28.61
35	08/06/2023	EDF Energy	Electricity for cabins	Direct Debit	0	£39.43
36	09/06/2023	BHIB	Annual insurance	BACS	0	£549.24
37	19/06/2023	SSE Electricity	Electricity for street lights	Direct Debit	0	£29.28
41	06/07/2023	Bradgate Fencing	Grass cutting 18th May	BACS	0	£178.20
44	07/07/2023	EDF Energy	Electricity for cabins	Direct Debit	0	£18.08
43	10/07/2023	Anglian Water	Water bill 6th May to 17th May	Direct Debit	0	£9.91
40	06/07/2023	Bradgate Fencing	Grass cutting 18th April	BACS	0	£178.20
42	13/06/2023	Wyboston Village Hall	Committee room 18th May	BACS	0	£20.00
45	14/07/2023	Bradgate Fencing	Grass cutting 5th June	BACS	0	£178.20
49	19/07/2023	Information Commissioners Office	Data protection fee	Direct Debit	0	£35.00
54	20/07/2023	L. Crawford	Expenses June 2023	Cheque	100955	£7.20
55	20/07/2023	Play Safety	Annual play area inspection	BACS		£90.00
Total						£1,361.35
Debit Card Account Payments						
Ref	Date	Payee	Details	Type of transaction	Cheque / Ref Number	Amount
53	20/07/2023	Amazon Business	Printing ink	Debit card	0	£32.77
Total						£32.77

July 2023

Main Account Receipts							
Ref	Date	Payee	Details	Type of transaction	Reference	Amount	
38	26/06/2023	Bedford Borough Council	CIL transfer	Credit	0	£15,549.37	
39	30/06/2023	HMRC	VAT refund	Credit	0	£1,865.98	
50	19/07/2023	RA & JLB Thomson	Guest coronation lunch tickets	Credit	0	£48.00	
Total						£17,463.35	
Savings Account Receipts							
Ref	Date	Payee	Details	Type of transaction	Reference	Amount	
48	05/06/2023	Barclays	Interest on savings	Credit	0	£22.74	
Total						£22.74	
Transfers							
Ref	Date	Recipient	Details	CommAcc	Debit Card Account	Savings Account	Total
46	17/07/2023	Main to savings	Earmarked reserves	-£16,979.10	£0.00	£0.00	
47	17/07/2023	Savings from main	Earmarked reserves	£0.00	£0.00	£16,979.10	
51	20/07/2023	Main to payments	Transfer for printing ink	-£32.77	£0.00	£0.00	
52	20/07/2023	Payments from main	Transfer for printing ink	£0.00	£32.77	£0.00	
Total				-17011.87	32.77	16979.1	0
Posted balances after the above transactions clear							
Community Account 30833940				£9,269.87			
Debit Card Acc 13099075				£21.50			
Base Rate Savings 43461580				£27,908.14			

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STAPLOE PARISH COUNCIL BANK RECONCILIATION 1st APRIL 2023 TO Jul 19 2023									
Date of bank statement			19/07/2023						
Prepared by Mrs. Lucy Crawford, Parish Clerk							Date prepared:		19/07/2023
Balance per bank statements as at:			19/07/2023						
	Barclays Community (Current) Account 30833940								£9,399.84
	Barclays Payments (Debit Card) Account 13099075								£21.50
	Barclays Base Rate Savings Account 4361580								£27,908.14
Petty cash float									£0.00
Less unpresented cheques:									
	Cheque number								£0.00
Add: un-banked cash at:			19/07/2023						£0.00
Net balances as at:			19/07/2023						£37,329.48
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									£24,929.09
Less: Payments to date									£14,216.18
Closing balance per cash book as at:			19/07/2023						£37,329.48

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		BARCLAYS							
DATE		Community Account 30833940							
				Receipts		Payments	Transfers	Balance	
1-Apr-23	Balance bf	£15,689.77							
19-Jul-23	Posted balance per accounts	£9,399.84		£24,906.35		£14,140.21	-£17,056.07	<u>£9,399.84</u>	
Unpresented cheques / uncleared payments:									
	Total					£0.00			
19-Jul-23	Balance as per bank statement	£9,399.84							
19-Jul-23	Posted balance - cleared balance	£-							
19-Jul-23	Balance cf	£9,399.84							

		BARCLAYS							
		Base Rate Savings 43461580							
				Receipts		Payments	Transfers	Balance	
1-Apr-23	Balance bf	£10,906.30							
19-Jul-23	Posted balance as per accounts	£27,908.14		£22.74		£0.00	£16,979.10	<u>£27,908.14</u>	
19-Jul-23	Balance as per bank statement	£27,908.14							
19-Jul-23	Posted balance - cleared balance	£-							
19-Jul-23	Balance cf	£27,908.14							

		BARCLAYS							
		Payments Account 13099075							
				Receipts		Payments	Transfers	Balance	
1-Apr-23	Balance bf	£20.50							
19-Jul-23	Posted balance as per accounts	£21.50		£0.00		£75.97	£76.97	<u>£21.50</u>	
19-Jul-23	Balance as per bank statement	£21.50							
19-Jul-23	Posted balance - cleared balance	£-							
19-Jul-23	Balance cf	£21.50							