

Minutes of a Meeting of Staploe Parish Council Held at 7.45pm on Thursday 21st September 2023 in the Village Hall at Wyboston

Present: Cllr. E. Meola (Chair), Cllr. G. Meola, Cllr. J. Thomson, Cllr. P. Yockney, Lucy Crawford (Clerk) and a representative from Bassmead Barns wedding venue.

Apologies for absence: Cllr. V. Zwetsloot, Cllr. J. Ibbett.

2023/067. Declarations of Interest and Registers of Members Interests

Cllr. G. Meola and Cllr. E. Meola live opposite the playing field.

2023/068. Public Open Forum

Cllr. G. Meola: the paved path owned over the BPHA land adjacent to Duloe Common is now dangerous and need repairing as a matter of urgency. Also, one of the trees they planted has died and needs replacing. Lucy Crawford will report this again.

The highway bend sign at the top of the hill in Duloe near College Farm has been knocked over and needs replacing. Lucy Crawford will report this.

The venue manager from Bassmead Manor Barns wedding venue explained that the application for an office would not create any additional traffic or increase the number of weddings but would simply improve the working conditions for existing staff. He also explained that the building would not be visible from the drive.

The Department for Levelling Up, Housing & Communities is consulting about reforming the way Local Development Plans are made. The National Association of Town and Parish Councils (NALC), of which Staploe Parish Council is a member, have prepared a statement in response to this which is summarised below:

- The government wants to see local planning authorities (LPAs) reviewing their local plans every five years. NALC believes that this is impractical for LPAs and Neighbourhood Planning groups whose plans are aligned to Local Plans. The emphasis should be on the quality and soundness of the plans.
- NALC does not support any diminution of local councils statutory right to comment on planning issues at all stages of their evolution, whether they be development planning matters or spatial planning policies.
- NALC will support a soundly based planning system which represents the most reliable tool for the sustainable allocation of land, and which represents the three pillars of sustainability equally, ie. social, economic and environmental factors.
- NALC is arguing for the complete removal of the whole concept of National Development Management Policies (NDMPs) which will have the effect of unjustly trumping any local or neighbourhood plan.

Councillors agreed to respond in line with the advice from NALC but to add the following comments about making plans:

- We think there should be a strict deadline in the “Call for Sites” when making a Local Plan. During the recent Local Plan 2040 consultations in Bedford Borough some enormous sites were submitted 8 months after the deadline and one other huge site was submitted on the day that the public consultation closed. But Bedford Borough Council said they had to consider them in the same way as all the other sites submitted within the deadline. This seemed wrong to us as it meant that there was no opportunity for residents to meet to discuss their response or gather information or publicise it before responding. We would like Local Plans to keep to strict deadlines.
- We also felt that it was wrong that the potential site for 11,000 homes was advertised as being a site of 2,500 homes in the Local Plan to 2040 with no mention that the site was due to increase to 11,000 by 2050. It should be made clear during the consultation process if a site is designed to increase over a period of time.
- The Borough also described our area as urban because we are the other side of the A1 from the market town of St Neots – when in fact we are probably one of the most rural, lowest density, best quality agricultural land in the Borough. This skewed people’s responses in the consultation. If plans are rushed through these kind of mistakes are more likely.
- we were concerned that the number of homes being imposed on the Borough was so huge. Bedford Borough currently has 78K homes and is expected to build 27K by 2040. This is a huge increase. We were told that if the Borough Council challenge the numbers they could end with no valid plan in place and a “tilted balance” in favour of development – which seems unreasonable to the Parish Council and our residents.
- the National Planning Policy Framework states that development should be avoided on the highest grade agricultural land. However, the landowners pay for the assessment of this grading when they propose new developments. Therefore it is not objective. The Parish Council are concerned that good quality agricultural land is being lost.
- We agree that it is good to remove the need to demonstrate a 5 year housing supply and any other measures to improve protection from speculative development
- there should be more consideration for those with poor internet services in rural areas
- resources should be provided to small settlements when large housing developments are proposed in their area. Funds are available for Neighbourhood Plans but these are very specific and no extra admin time is funded. When a small parish (eg. Staploe with 300 residents) is threatened with new developments as we were of between 4000 and 11000 homes it takes huge amounts of time and money for the Parish Council to publicise it, assist residents in responding, read all the documents, meet with interested parties, get professional advice and formulate a response. None of this is covered by Neighbourhood Planning as a large settlement such as these would be strategic rather than locally lead. It would be helpful if funds could be made available for admin time and professional advice in such circumstances during the Local Plan consultation if strategic proposals are made in a parish. This should not just be available if the development makes it into the Local Plan – by that stage it is too late to make much difference.

Cllr. P. Yockney expressed how difficult it is for Parish Councillors to respond to complex documents like this without the necessary expertise. Lucy Crawford explained that BATPC is there to help to an extent. Cllr. J. Thomson suggested we ask for people to let us know if they have any particular skills they would be happy for us to call on if needed.

2023/069. Approve Minutes of the Parish Council Meeting held on Thursday 21st July 2023

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

2023/070. Borough Cllr. J. Cox's report

Borough Councillors Report – July/August 2023

High level Borough Items

- **Councillor Jane Walker tables motion to give care leavers 'protected characteristic' status**

Councillor Jane Walker moved a motion with full cross party support at Full Council on July 12, 2023

The motion solidifies the Council's commitment to prioritising the well-being of care-experienced young people at the heart of everything the Council does. The motion allowed the council to become one of only forty in the country to recognise care-experienced people as a group who are subject to discrimination and protect them from this.

- **Rural Affairs Grant**

A friendly reminder that the Rural Affairs Grant is open for applications. The Scheme invites applications from rural organisations or rural Parish Councils for capital expenditure for projects that are in the interests of their local inhabitants.

Further information can be found on the Council website here: <https://www.bedford.gov.uk/benefits-and-support/grants-and-funding/grants-and-funding-towns-and-organisations>. If you have any problems accessing your saved form or any other problems with the form, please email CommunityWelfare@bedford.gov.uk

The Council has also streamlined how it determines Rural Affairs Grants. The previous Rural Affairs Committee that had been responsible for determining grants meet only 12 times in the last 10 years, with an equal number of meetings (12) being cancelled. During 2017 until late 2021 no meetings were held – the current executive determined the committee had not been functioning at a sustainable level to support residents and thus the process has been streamlined.

- **Kerbside glass collection scheme**

The Council is looking to trial kerbside glass collection in a number of different areas of the borough.

The Council is currently looking into the rounds and types of vehicles/containers that this trial will need – alongside a plan to have collections taking place with different containers and different [collection] frequencies within the trial period. A precise date has not been set but we expect that the trial period may start this year.

- **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 to invest into Homeless service**

Bedford Councils Homelessness and Temporary Accommodation service does not have the staff to meet service demands.

The number of homeless families or individuals needing temporary accommodation has increase by 181%, going from 220 in April 2020 to 620 in April 2023. The missing resources mean the Council now face £5.7m in potential overspends in order to keep the service running for the next financial year.

The current administration is outlining a plan to invest in this service to address the issues.

- **Caterlink**

Bedford Borough Council offers a buyback school meal service which is contracted out to Caterlink. The contract ended at the end of the 2022/23 academic year requiring the Council to either retender or cease the service.

The original tender, agreed by the previous administration, received no bids with potential bidders citing contract length, capped meal price, meal transport & waste costs as barriers to bidding. As a result, the Council was left insufficient lead-time to re-tender the original contract or make it viable for schools to undertake individual re-tendering processes. Instead of ceasing the service the Council has re-negotiated the contract with incumbent provider Caterlink so the Council can continue to operate this service on behalf of the schools.

The most financially sustainable option negotiated means the school meal price is now £2.72 for primary and £2.82 for secondary schools which is an increase of (22p) £2.40 for Primary and (12p) £2.60 for Secondary.

- **Leisure Contract**

Fusion Lifestyle have been informed that the Council do not intend to trigger the clause in the contract that would allow the contract to be extended beyond that expiry date [31 January 2024].

More information on the Council's leisure strategy will be released in the later part of this year.

- **Council Overspend**

Under the previous administration the Borough Council has a £2.269 million budget overspend for the financial year 2022/23. The Current administration is working to balance the books and keep the Council financially resilient.

Wider Borough Items

- **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.

- **Tennis/LTA funding**

The previous administration entered negotiation with the (Lawn and Tennis Association) LTA in 2021 to secure funding that would improve the Tennis provision in Bedford Borough. The funding would bring many of the Borough's courts, which are currently in a poor/dangerous condition, up to a good condition.

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To secure this funding it was agreed that a financially sustainable model would be needed to maintain the courts – meaning a small fee would be charged to use the courts. The previous administration agreed to implement a fee at (Addison Howard Park, Allen Park, Linden Road, Mowsbury Park, Russel Park, and Southfields Park) – 21 courts in total.

Bedford Park had been left out the agreement as an assessment was being carried out to assess the root damage from trees. The assessment found the damage from tree roots to be extensive, to protect the trees and surrounding habitat/wildlife the current administration choose to re-ordinate the tennis courts away from the trees.

This means the tennis capacity at Bedford Park tennis courts will be reduced from 9 courts to 3 to safeguard the environment. The same financial sustainability model agreed by the previous administration will also be extended to Bedford Park – securing further LTA funding and bringing the poorly maintained courts up to a good condition.

2023/071. Planning Applications

- Consider how to respond to the following applications:

Application number	Type	Description	Location	Deadline	Link
23/01712/FUL	Full planning application	Erection of new office building	Basmead Manor Staploe St Neots PE19 5JB	11/09/2023 extension to 22/9/2023	23/01712/FUL

It was resolved to support this application. Although it is a new building in open countryside it will not increase the amount of traffic or the number of weddings hosted at the venue. It will simply improve the welfare of the existing staff and the level of service to existing guests. The office is single storey and will not be visible from the drive and the design is in keeping with the surrounding agricultural style buildings. Therefore Councillors support the application. They would like to state that speeding traffic remains an issue at the wedding venue and any efforts to reduce this would be appreciated. Proposed by Cllr. E. Meola and seconded by Cllr. P. Yockney.

Application number	Type	Description	Location	Deadline	Link
23/01984/FUL	Full planning application	Operational works to enable access to and conversion of Barn from Agricultural Use to Class E(g(i)) (use allowed under appeal reference APP/K0235/W/21/3283941 (21/01948/CPNR))	Sharps Barn Kimbolton Road Hail Weston St Neots PE19 5JX	09/10/2023	23/01984/FUL

Staploe Parish Council considered the related application 22/01919/FUL for conversion of these barns at their meeting on 29th September 2022 and resolved to support it. They considered that this would be an enhancement to the area and a good use of existing buildings. Therefore, it was resolved to support this application for access and conversion.

- Report on a meeting between representatives of Staploe Parish Council and Cambridge Power about a proposed application to build a solar farm at Cobholden (screening opinion sought in 2021 on application 21/02240/EIASCR).

Meeting Between Cambridge Power and Representatives of Staploe Parish Council on 13th September 2023 regarding the proposed solar farm at Cobholden. Held at 49, Woodhouse Lane at 7.30pm

Present: Neil Waterson (Cambridge Power), Claire Norris (Cambridge Power), Claire Hewett (Engena Planning), Cllr. E. Meola, Cllr. G. Meola, Cllr. P. Yockney and Lucy Crawford (Parish Clerk)

NW - Cambridge Power are hoping to submit a planning application by the end of the year and subject to planning permission being secured it was expected that construction would start in spring 2025. Construction would take approximately 9 months. Once permission is granted they would address the following in more detail: landscaping, biodiversity, construction hours, archaeology, lighting and surface water drainage with specific conditions expected requiring submission and approval of details prior to construction.

CH – hedges and biodiversity would be planted in the autumn following the scheme completion. They would be maintained throughout the lifetime of the scheme. It would be a 49MW solar farm across circa 80ha connecting to Eaton Socon substation.

It would utilise the infrastructure within the approved Battery Energy Storage System (BESS) which would store and release energy to the grid.

Cllr. G. Meola: concerned about creep.

NW: the landowners don't own much of the adjacent land and the site is capped by the grid capacity at the substation. They do not intend to extend beyond a 49MW solar farm plus the BESS.

Cllr. P. Yockney: please make the biodiversity net gain more tangible. What will be gained from what baseline?

NW: the biodiversity schemes will concentrate on native species and there will be screening with woodland planting from Duloe up to the top of the hill.

Lucy Crawford: would it be possible to create a circular walk incorporating the existing rights of way and create car parking so that the rights of way can be accessed more easily.

NW: the Brightman Brothers tree surgery business may have an ongoing role in maintenance of the hedges and trees etc.

Lucy Crawford: will there be ongoing monitoring of the planting etc.?

CH: yes and there will be monitoring reports submitted to Bedford Borough Council which Cambridge Power will copy to us. Monitoring normally occurs in year 1, 3, 5, 7 and then 5 yearly.

Lucy Crawford: emphasised the importance of monitoring and replanting of biodiversity

Cllr. G. Meola: please could the hedge cutting include cutting of the hedge along Shakers Way as it often encroaches on the road / verge.

NW: decommissioning is covered by an insurance backed scheme so even if Cambridge Power were to go into administration the decommissioning costs would be covered. It would also be a condition of the planning permission (as is the case for the approved battery storage scheme). At the moment solar panel recycling is limited but it is increasing so hopefully in 40 years there will be recycling technology available.

Cllr. P. Yockney: what CCTV will there be?

NW: a perimeter fence with regular inward facing CCTV cameras.

Cllr. G. Meola: will the noisy equipment be situated away from homes?

NW: yes. These will be in the middle of the site within the yellow boundaries on the map and there will be noise impact assessments submitted with the planning application.

Lucy Crawford: will there be sheep and if so will the fences be dog proof?

NW: sheep are unlikely to be introduced but the fences do have to have some gaps in them for wildlife.

Cllr. E. Meola: what is the community benefit fund?

NW: £400/MW per year for life so approximately £20K available per year. £2K of this will go into an education fund and the remainder will be split between Staploe and Wyboston parishes with the lion's share coming to Staploe due to 100% of the panels being in our parish.

All Councillors agreed that it would be best for Cambridge Power to determine the split rather than for the two Parish Councils to arrange it between us.

The meeting finished at 9pm

- It was resolved to arrange a separate public meeting about how to use CIL and solar funds on zoom. Proposed by Cllr. P. Yockney and seconded by Cllr. E. Meola.

2023/072. Consider whether to request defibrillators for Duloe (at the Community Cabins) and Tythe Farm, Staploe Road, Wyboston. (8.18-8.25)

- Currently there is a defibrillator in Honeydon (PC owned) and at Bassmead, Staploe (privately owned). Current maintenance cost per defibrillator for replacement pads is £63 per year. We don't pay for the electricity (approximately £20 per year) thanks to Thomas Morris who kindly provide the electricity for free.
- We will have £151 in reserve for defibrillator maintenance after replacing the pads in Honeydon. This could be used towards installation / maintenance of new defibrillators
- If defibrillators were donated for Duloe and Tythe Farm then Peter Banks (of Honeydon) has kindly offered to install them for free. Richard Sheard at Tythe Farm has offered to mount them for us at Tythe Farm. We would need to pay around £85 per year for maintenance and electricity.
- We would need to add an extra £85 per defibrillator to our precept per defibrillator per year.
- It was resolved to apply for defibrillators for Duloe and Tythe Farm from the government and also to chase Richard of St Neots Town Youth to see when their defibrillator for Duloe might arrive.
- The government will be offering some fully funded defibrillators and some match funded defibrillators. A new defibrillator and cabinet costs £1280. **It was resolved to allocate £1280 of unearmarked reserve towards purchasing / match funding one or two defibrillators. Duloe would be the priority, followed by Tythe Farm.**

2023/073. Fish and Chip night Saturday 18th November

- There will be a fish and chip night which is free to residents at Colmworth Village Hall at 6pm with food being served at 6.30pm followed by bingo. Bring drinks and a dessert to share. Registration required. Invited guests (non-residents) £10 / adult £5 /child. We have space for 80 people on a first come first served basis. The deadline to register is 4th November. This will be funded with the remains of the Awards for All grant for the Coronation (£1036.57). Cllr. J. Thomson will arrange bingo.
- It was resolved to circulate CIL / solar money questionnaires at the fish and chip night.

2023/074. Village Hall, Community Cabins, Playing Field and Football Club.

- Quotes for testing the asbestos in the soil under the old village hall site have been supplied to the Village Hall Committee who are due to meet soon.
- Planning permission expires November 2023 and the architect has advised that it would be best to allow this to lapse and reapply when ready to build.
- Playing Field Annual Return. The Charity Commission have a new website and the Clerk has registered on this new site but it is not open to receive 2023 annual returns yet. She will submit the return when the site is open to receive it.
- First aid kit for cabins.. **It was resolved to upgrade the first aid kit in the cabins at a cost of £28.53 ex VAT.**

2023/075. Street Light Electricity Contract

- Existing contract with SSE costs £343 per year. Due to end at the end of December 2023.
- SSE have quoted an annual cost of:
 - 1 year contract: £636.40
 - 2 year contract: £632.85
 - 3 year contract: £621.27
- No other suppliers will quote for an unmetered supply with such low usage as ours.
- **It was resolved to enter into a 3 year contract with SSE with 10% flexibility either side of £621.27 as these are spot prices.** Proposed by Cllr. E. Meola and seconded by Cllr. J. Thomson.

2023/076. Highways and Rights of Way

- Cyclist incident on Bushmead Road. Mr Neal was hit by a car at 4.50pm near Duke's Spinney on Bushmead Road while cycling towards Colmworth on 10th August. Fortunately he did not hit the ground but had grazes, bruises and tyre marks down his right side. He appears to have been hit by the whole of the left side of the car. The driver didn't stop. The incident was reported to the police but the cyclist did not capture a number plate so they couldn't follow up.
- **It was resolved to report the incident to Bedford Borough Council Highways Department and renew our request for a reduced speed limit on the Bushmead Road.** Proposed by Cllr. E. Meola and seconded by Cllr. P. Yockney.

2023/077. Neighbourhood Plan Update

The Green Infrastructure Review consultation has now ended and BRCC are compiling the report. The Steering Group will be meeting the newly appointed planning consultant Sally Chapman tomorrow (22/9/2023) who will be helping them to write the plan.

2023/078. Traveller site update

- A new valuation has been prepared and the court hearing due at 2pm on 20th September was postponed due to lack of judicial availability.

2023/079. • Survey on how to use Community Infrastructure Levy £15,549.37 and potential “Deed of Community Benefit” for solar farm at High Wood £20K (if it goes ahead).

To date there have been 15 responses to the CIL consultation.

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|--|---|
| • Contribute to average speed cameras in Staploe and Duloe | 7 |
| • Contribute to rebuilding the village hall in Duloe | 2 |
| • New play equipment in Duloe | 2 |
| • Traffic free route to Eaton Socon from Duloe | 2 |
| • Traffic calming infrastructure eg. chicanes in Staploe | 1 |
| • Traffic free route from Staploe to Eaton Socon | 1 |

To date there have been 9 ideas submitted to the solar farm deed of benefit consultation:

- Contribute to rebuilding of village hall in Duloe x 3
- Traffic free route on Duloe Road from farm buildings down to Duloe Butts to complement the traffic free route from Duloe to Eaton Socon
- footpaths from Duloe to the graffiti bridge making St Neots safer to access
- Extend the average speed cameras across as much of area as possible. Let's slow the traffic, save lives, help the environment all in 1 go
- Planting nature area
- Could this be added to the average speed fund?
- Whatever is second on the list above!

It was resolved to hold a separate public meeting to discuss how to use these funds and potential funds from Cobholden Solar Farm on zoom. Proposed by Cllr. P. Yockney and seconded by Cllr. E. Meola.

2023/080. Police

- PCC Festus Akinbusoye has extended an invitation to all Parish Councillors to attend the Annual Parish Council Meeting Wednesday 11th October in Marston Moretaine. Cllr. E. Meola agreed to attend.

2023/081. Consider how to improve communication within the Parish Council

- Three options were considered:
 1. Monthly Parish Council meetings. This would create a lot of additional work for the Clerk.

2. Zoom update meetings (no decisions as they have to be made in public) between PC meetings – these would be informal and optional but a good way to encourage everyone to read their e-mails and respond
3. Continue to communicate by e-mail between meetings every two months. This isn't working very well at present as many Councillors don't respond.

It was resolved to trial option 2. Proposed by Cllr. P. Yockney and seconded by Cllr. E. Meola.

2023/082. Finances

- Receipts and payments were checked against the invoices and approved for payment by Cllr. P. Yockney and Cllr. E. Meola. These are listed on p11-12
- Bank reconciliation was checked against the bank statement by Cllr. P. Yockney. It is shown on p13-14
- The reserves are shown on p15-16
- The performance against budget is shown on p17-21
- Savings account with Unity. The account is in the process of being opened. The Clerk just needs to gather some more information from Councillors before submitting the forms.
- Audit results. Mazars have completed the external audit of the Parish Council's Annual Return of accounts for 2022-2023 and found them to be in accordance with proper practices. No matters gave cause for concern. The audited accounts will be published on the noticeboard and website.
- Review standing orders. Having been previously circulated these were approved without amendment.

2023/083. Check Minute book

The minute book was presented to Councillors and they agreed that the signed minutes are being filed appropriately.

Next meeting: Thursday 16th November

Summary of Transactions for Staploe Parish Council for Approval at Meeting on:						21/09/2023
Main Account Payments						
Ref	Date	Payee	Details	Type of transaction	Cheque / Ref Number	Amount
56	21/07/2023	SSE Electricity	Electricity for street lights	Direct Debit	0	£30.96
57	07/08/2023	EDF Energy	Electricity for cabins	Direct Debit	0	£18.08
61	08/08/2023	Wyboston Village Hall	Hall hire for July meeting	BACS	0	£20.00
64	21/08/2023	SSE Electricity	Electricity for street lights	Direct Debit	0	£28.61
65	22/08/2023	Anglian Water	Water & sewage for cabins	Direct Debit	0	£45.65
66	30/08/2023	EDF Energy	Electricity for cabins	Direct Debit	0	£14.26
62	04/09/2023	Anglian Water	Water & sewage for cabins	Direct Debit	0	£6.30
68	12/09/2023	Colmworth Village Hall	Fish & Chip night	BACS	0	£87.50
71	12/09/2023	Easiprint	Printing green infrastructure survey	BACS	0	£48.91
72	12/09/2023	Bradgate Fencing	Invoice 1463 Grass Cutting 3rd July	BACS	0	£178.20
75	18/09/2023	Cloudnext	Biennial .gov domain hosting	BACS	0	£132.00
77	21/09/2023	L. Crawford	Parish Clerk's expenses July - August	Cheque	100956	£16.35
84	21/09/2023	Easiprint	Printing Hamlets Voice Sept 2023	BACS	0	£112.97
85	21/09/2023	SSE Electricity	Electricity for street lights	Direct Debit	0	£30.12
86	24/09/2023	L. Crawford	Clerk's pay Q2 (July - Sep)	Cheque	100957	£1,082.45
87	24/09/2023	Bedfordshire Pension Fund	Clerk's pension Q2 (Jul-Sep)	BACS	0	£351.53
88	21/09/2023	Mazars	External audit fee	BACS		£252.00
Total						£2,455.89
Debit Card Account Payments						
Ref	Date	Payee	Details	Type of transaction	Cheque / Ref Number	Amount
60	31/08/2023	PC World Business	Purchase of Clerk's new laptop	Debit card	2023/67	£640.98
89	19/09/2023	Amazon Business	Padlock for field	Debit card	0	£28.99
80	21/09/2023	Amazon Business	First aid equipment for cabins	Debit card	0	£48.98
83	21/09/2023	The Defib Pad	Replacement adult defib pads	Debit card	0	£112.79
Total						£831.74

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Main Account Receipts							
Ref	Date	Payee	Details	Type of transaction	Reference	Amount	
63	09/08/2023	St Neots Town Youth Football Club	1st Quarter cabin & pitch hire June-Aug	Credit	0	£125.00	
90	19/09/2023	Nichola Gooch	One full page advert in Hamlets Voice	Credit	0	£10.00	
Total						£135.00	
Savings Account Receipts							
Ref	Date	Payee	Details	Type of transaction	Reference	Amount	
67	04/09/2023	Barclays	Interest on savings	Credit	0	£55.71	
Total						£55.71	
Transfers							
Ref	Date	Recipient	Details	CommAcc	Debit Card Account	Savings Account	Total
58	09/08/2023	Main to payments	Transfer to purchase laptop	-£643.78	£0.00	£0.00	
59	09/08/2023	Payments from main	Transfer to purchase laptop	£0.00	£643.78	£0.00	
69	12/09/2023	Main to payments	To purchase padlock for field	-£28.99	£0.00	£0.00	
70	12/09/2023	Payments from main	To purchase padlock for field	£0.00	£28.99	£0.00	
73	18/09/2023	Main to payments	Transfer to purchase village signs	-£98.66	£0.00	£0.00	
74	18/09/2023	Payments from main	Transfer to purchase village signs	£0.00	£98.66	£0.00	
78	21/09/2023	Main to payments	To purchase first aid equipment for cabins	-£48.98	£0.00	£0.00	
79	21/09/2023	Payments from main	To purchase first aid equipment for cabins	£0.00	£48.98	£0.00	
81	21/09/2023	Main to payments	To purchase adult defib pads	-£112.79	£0.00	£0.00	
82	21/09/2023	Payments from main	To purchase adult defib pads	£0.00	£112.79	£0.00	
Total				-933.2	933.2	0	0
	payment not yet made						
Posted balances after the above transactions clear							
Community Account 30833940				£6,016.93			
Debit Card Acc 13099075				£25.32			
Base Rate Savings 43461580				£27,963.85			

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STAPLOE PARISH COUNCIL BANK RECONCILIATION 1st APRIL 2023 TO Sep 19 2023							
Date of bank statement	19/09/2023						
Prepared by Mrs. Lucy Crawford, Parish Clerk					Date prepared:	19/09/2023	
Balance per bank statements as at:	19/09/2023						
	Barclays Community (Current) Account 30833940						£8,021.32
	Barclays Payments (Debit Card) Account 13099075						£121.64
	Barclays Base Rate Savings Account 4361580						£27,963.85
Petty cash float							£0.00
Less unpresented cheques:							
	Cheque number	100955					£7.20
Add: un-banked cash at:	19/09/2023						£0.00
Net balances as at:	19/09/2023						£36,106.81
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							£25,109.80
Less: Payments to date							£15,725.42
Closing balance per cash book as at:	19/09/2023						£36,000.95

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BARCLAYS								
Community Account 30833940								
DATE				Receipts		Payments	Transfers	Balance
1-Apr-23	Balance bf		£15,689.77					
19-Sep-23	Posted balance per accounts		£8,014.12	£25,031.35		£14,847.88	-£17,859.12	<u>£8,014.12</u>
Unpresented cheques / uncleared payments:								
	Total					£7.20		
19-Sep-23	Balance as per bank statement		£8,021.32					
19-Sep-23	Posted balance - cleared balance		-£7.20					
19-Sep-23	Balance cf		£8,014.12					
BARCLAYS								
Base Rate Savings 43461580								
				Receipts		Payments	Transfers	Balance
1-Apr-23	Balance bf		£10,906.30					
19-Sep-23	Posted balance as per accounts		£27,963.85	£78.45		£0.00	£16,979.10	<u>£27,963.85</u>
19-Sep-23	Balance as per bank statement		£27,963.85					
19-Sep-23	Posted balance - cleared balance		£-					
19-Sep-23	Balance cf		£27,963.85					
BARCLAYS								
Payments Account 13099075								
				Receipts		Payments	Transfers	Balance
1-Apr-23	Balance bf		£20.50					
19-Sep-23	Posted balance as per accounts		£22.98	£0.00		£877.54	£880.02	<u>£22.98</u>
19-Sep-23	Balance as per bank statement		£121.64					
19-Sep-23	Posted balance - cleared balance		-£98.66					
19-Sep-23	Balance cf		£22.98					

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Staploe Parish Council Reserves				19/09/2023					
Earmarked Reserve Category	Category breakdown	Funds Reserved	Receipts to reserve to	Payments from reserve to	Balance to		Balance forecast to		Comment
		01/04/2023	19/09/2023	19/09/2023	19/09/2023		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		£7,262.90		£7,262.90		
	Heater refund (from Ward Fund 2018)	£660.00		£630.00	£30.00		£30.00		Used for CCTV April 2023 as well as Ward Fund from 2022/23
	Total Village Hall Rebuild Reserves	£6,422.90	£1,500.00	£630.00		£7,292.90		£7,292.90	
Ward Fund		£765.00	£0.00	£765.00		£0.00		£0.00	CCTV for hall car park in May 2023 (Ward Fund received in 2022/23)
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	
Defibrillator		£320.00	£50.00			£370.00		£165.00	Towards replacing batteries / pads. £205 to be spent in 2023/24
Asset replacement (eg. laptop, noticeboards)		£383.19	£125.00	£508.19		£0.00		£0.00	£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		£5,962.91		-£48.91		£0.00	Balance from 2021-22 repaid
Street light inspection		£868.00		£278.50		£589.50		£589.50	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		£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	19/09/2023	19/09/2023	19/09/2023	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	£1,905.91	£1,036.57	£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		£20,129.07	£18,056.37	£10,105.51	£28,079.93	£26,887.27	
VAT (negative figure means we are owed VAT)		-£1,865.98	£1,865.98	£897.51	-£897.51	-£897.51	
Available reserves ex VAT		£8,353.48			£8,818.53	£7,512.17	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			£36,898.46	£34,399.44	
Total funds incl VAT (matches balance bf)		£26,616.57			£36,000.95	£33,501.93	
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 £7512.17 is within the recommended range							

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Staploe Parish Council Performance Against Budget 2023 - 2024	Actual to 31st Mch 2023	Budget to Mch 2024	Actual to 19th Sep 2023	Forecast to 31st March 2024	Forecast less budget	Comment
		7.4%				%increase vs 2022-23
Regular Receipts						
Precept	£13,336.00	£14,323.84	£7,162.00	£14,323.84	£-	
Interest	£16.29	£1.00	£78.45	£178.45	£177.45	Interest rates have increased and savings have increased
Cabin hire	£396.00	£500.00	£250.00	£500.00	£-	
Total Regular Receipts	£13,352.29	£14,824.84	£7,490.45	£15,002.29	£177.45	
Other Receipts						
Newsletter advertising	£20.00	£-		£10.00	£10.00	
Ward Fund	£1,403.66	£-			£-	£639 Paid late for 2021/22. Used for electrical work at cabins.
Neighbourhood Plan Grant	£7,914.00	£-		£9,763.00	£9,763.00	£765 for CCTV in car park March 2023
Donations for Local Plan advice & campaign	£-	£-		£-	£-	
Ticket sales from social events	£65.89		£204.00	£204.00	£204.00	2022-23 Jubilee £30 ticket sales and £35.89 proceeds from dog show tickets and food (after costs). 2023-24 Coronation ticket sales
CIL income	£-		£15,549.37	£15,549.37	£15,549.37	
Police grant for cabins	£-			£-	£-	
Police road safety grant	£3,890.00			£-	£-	For new fixed speed sign in Duloe
RAIDIUS	£706.41				£-	Remaining funds from campaign against traveller site raised in 2007
Football Club deposit	£100.00				£-	
Awards for All - Coronation grant	£3,100.00				£-	
Other (eg. refunds, proceeds from social events / book sales)	£433.15	£-		£-	£-	2022/23 £233.15 in refunded goods (ex VAT) for ink cartridges returned when we changed printer +£160 defibrillator contribution (Kents) + £40 cash from first aid course ticket sales.
Total Other Receipts	£18,029.11	£-	£15,753.37	£25,526.37	£25,526.37	
Total Receipts	£31,381.40	£14,824.84	£23,243.82	£40,528.66	£25,703.82	Extra regular receipts in 2023/24 due to increased interest rates forecast to be £177 higher than budget. Other receipts forecast but not in budget are: CIL income £15,549, NDP grant £9763, ticket sales for coronation £204 and £10 other (advertising).

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Regular Payments (from precept)						
	Actual to 31st Mch 2023	Budget to Mch 2024	Actual to 19th Sep 2023	Forecast to 31st March 2024	Forecast less budget	Comment
Clerk's salary & pension	£4,669.13	£4,868.01	£1,149.98	£4,829.92	-£38.09	Remain on Salary Point 17 but budget assumed 5% increase in 2023/24. 5 hours per week for PC (see Neighbourhood Plan below for extra hour). Budget assumed ER pension contributions would increase to 27.8% but in fact remained at 26.8%
Clerk's PAYE		£-			£-	
Clerk's salary & pension extra hour per week for Neighbourhood Plan	£933.82	£973.60	£230.00	£965.98	-£7.62	To assist with the neighbourhood plan (admin not grant funded)
Total staff costs	£5,602.95	£5,841.61	£1,379.98	£5,795.90	-£45.71	Small saving due to ER pension contributions not increasing.
Audit Fees	£270.00	£270.00	£75.00	£285.00	£15.00	External; £200, internal £75
Councillors Expenses	£-	£30.00		£30.00	£-	
Clerk's employment expenses	£331.25	£312.00	£73.13	£312.00	£-	Monthly mileage (£8) and Working From Home Allowance (£18)
Clerk's Other Expenses eg. postage & sundries	£50.60	£40.00		£40.00	£-	Postage and sundries.
Training	£60.00	£80.00		£80.00	£-	£50 Clerk's training, £30 for 2 x Cllrs training
Highways Grass Cutting	£-	£-		£-	£-	Responsibility given back to Borough
Insurance	£506.24	£515.00	£549.24	£549.24	£34.24	Norris & Fisher pulled out of 3 year deal
Power to street lights	£339.45	£343.20	£142.23	£411.08	£67.88	Fixed contract with SSE until end Dec 2023. Then assumes £615.08 per year for 2 years.
Elec (CCTV & cabins)	£163.94	£283.29	£123.09	£283.29	£-	Electricity prices have increased. Now in 2 year deal with EDF 25p per day standing charge (similar) but big increase in consumption to 35.6p per kwh
Water and sewerage for cabins	£121.06	£130.00	£98.69	£213.55	£83.55	Fixed costs £195. Water and foul water costs £3.71 per m3
Maintenance (street lights, speed signs, benches, play area & planters)	£6.30	£200.00	£70.00	£200.00	£-	2021 fixed drain cover at hall. 22-23 Budgeted for: £0 for planters + £200 for other maintenance eg. noticeboards, benches, play area etc.
Defib costs	£-	£35.00		£35.00	£-	£25 in case electricity charge. £74 maintenance per year - save for this in reserves - see "Other Payments" - from reserve. Replace pads in November 2023 (adult) and Feb 2024 (child) then every 3 years.
Play Area Inspection	£70.00	£70.00	£75.00	£75.00	£5.00	
Play Area Works (assets purchased)	£-			£-	£-	

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Regular payments continued	Actual to 31st Mch 2023	Budget to Mch 2024	Actual to 19th Sep 2023	Forecast to 31st March 2024	Forecast less budget	Comment
Play Area Works (consumables / labour)	£141.12			£-	£-	Replaced cradle swing seat - counts as consumable
Community cabins and picnic area	£1,024.34	£300.00		£300.00	£-	Repairs (cables, taps, leaks) £227 plus burying cables & fixing drain £750 plus signage and cleaning products.
Playing field grass	£875.00	£1,330.00	£711.66	£1,330.00	£-	Grass cutting £1209 for ten cuts. We are likely to only need 9 (one due in March). Save £110 to reserve to pay in April
Duloe Common grass	£70.00	£110.00	£55.00	£110.00	£-	Grass cutting - budgeted for 10 but one due in March so 9 total. Save £10 to reserve to pay in April
Tree surveys and works		£200.00		£200.00	£-	£120 survey of Duloe Common met from earmarked reserve - see other payments
Street light inspection		£434.00	£434.00	£434.00	£-	
Subs (SLCC / BATPC)	£206.00	£206.00	£209.00	£209.00	£3.00	BATPC £93 + SLCC £95 if Clerk on 5 hrs / wk but £112 if on 6hrs / wk
Admin	£185.15	£257.00	£62.45	£200.00	-£57.00	£35 Info commissioner, stationary items (£80) and printer cartridges bought direct (£100), other eg. prof advice, social events (£42).
Literature & info	£-	£-		£-	£-	
Web & e-mail hosting, software subs	£291.52	£350.00	£118.31	£350.00	£-	Assumes Eyelid £100 web support + Cloudnext £100 + £75 software. Gov domain of £110 every 2 years is due in Sep 2023. £55 of the gov domain cost met from reserve. See "Other Payments"
Other assets (eg. street furniture / tools / office equipment). Excl. playing field/ play area)	£-	£-	£25.96	£25.96	£25.96	£25.96 towards new laptop. Remaining cost met from earmarked reserves. Total cost £534.15
Village Hall Hire	£204.50	£300.00	£56.00	£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. £87.50 hall hire for fish & chip night met from coronation reserve (see "Other Payments")
Village Hall Works / Maintenance	£258.36	£365.64	£365.00	£365.00	-£0.64	Contribution towards insurance
Newsletter	£233.57	£369.10		£369.10	£-	3 issues
Contingency	£-	£150.00		£150.00	£-	
Total regular payments	£11,011.35	£12,521.84	£4,623.74	£12,653.12	£131.28	We are forecast to spend £105 more than we budgeted in our regular payments (which we aim to match to precept). This is due to increases in: street light electricity (£84) and water / sewerage costs (£68), insurance (£34) and other costs - audit, play area inspection and subs (£23). This is forecast to be offset by reductions in admin (£57), and staff costs (pension has not increased as budgeted).

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Regular transfers to reserve (from precept)						
Village Hall Savings	£1,400.00	£1,500.00	£1,500.00	£1,500.00	£-	
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	£53.00	£53.00	£53.00	£-	Survey cost £360 every 3 years (£120pa). Works £400 every three years (£133pa)
Defibrillator	£50.00	£50.00	£50.00	£50.00	£-	
Street light inspection savings	£434.00				£-	Formal inspection due in 2023/24
Decking replacement savings		£500.00	£500.00	£500.00		
Gov domain (alternate years)	£55.00				£-	£110 every other year (Sep 21, 23, 25 etc)
Total Regular transfers to reserve (from precept)	£2,392.00	£2,303.00	£2,303.00	£2,303.00	£-	
Regular payments + regular transfers to reserve	£13,403.35	£14,824.84	£6,926.74	£14,956.12	£131.28	
Regular receipts - regular payments & transfers to reserve	-£51.05	£-	£563.71	£46.17	£46.17	
Other payments (met from additional receipts eg. grants or earmarked reserves)						
	Actual to 31st Mch 2023	Budget to Mch 2024	Actual to 19th Sep 2023	Forecast to 31st March 2024	Forecast less budget	Comment
Local Plan advice and campaign					£-	
Ward Fund assets purchased	£-		£765.00	£765.00	£765.00	£765 spent on CCTV for hall car park in May 2023
Other assets purchased from earmarked res	£199.96		£508.19	£534.15	£534.15	£534.15 for laptop. £508.19 from earmarked reserve. £25.96 from admin
Village Hall payments from earmarked reserve	£790.00	£500.00	£630.00	£1,130.00	£630.00	Support for insurance in 2021/22. £790 for land transfer in 2022/23. £630 towards CCTV replacement in car park (from heater refund) spent in April 2023. £500 for planning application in 2024.
Repairs to bridge at Old Chapel, Honeydon					£-	Cost shared with Thomas Morris
Payments from other earmarked reserves	£150.00	£405.00	£55.00	£474.00	£69.00	2022 tree survey on Duloe Common £120. £30 payment to caterer for jubilee lunch. 2023-24 £200 tree survey playing field + £205 defibrillator replacement parts +£55 .gov domain
Police grant for containers					£-	
Elections					£-	
Speed sign (met by police grant)	£3,890.00				£-	New fixed speed sign in Duloe.
Street light inspections		£868.00	£278.50	£278.50	-£589.50	Inspection £367.50 covered under regular budget + repairs £345 x2 topped up from this reserve
Refunds to Borough for payments made in error					£-	
Hall hire for social events (met from ticket receipts)	£40.00				£-	First aid course contributions
Neighbourhood Plan costs met by grant	£2,000.00		£48.91	£9,763.00	£9,763.00	For green infrastructure review and landscape character assessment
Neighbourhood Plan unspent grant refunds	£6,288.07		£5,914.00	£5,914.00	£5,914.00	
Coronation - marquee, food, decorations, etc. (Awards for All)	£361.52		£1,905.91	£3,100.00	£3,100.00	£667.50 marquee + £809.56 salads etc. +£290 hog roast + £51.35 drinks. £87.50 hall hire for fish & chips. Assume remainder will be spent before year end
Other payments (refunds etc.)					£-	£706.41 RADIUS funds returned to bank - bounced in 2021-22.
Total Other Payments	£13,719.55	£1,773.00	£10,105.51	£21,958.65	£20,185.65	
Total Payments	£24,730.90	£14,294.84	£14,729.25	£34,611.77	£20,316.93	

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Other transfers to reserves (not from precept)						
RAIDIUS	£706.41				£-	Received from V. Zwetsloot 15th August 2022 - remains of campaign against traveller site in Upper Staploe
Play area assets					£-	
Total other transfers to reserves	£706.41	£-	£-	£-	£-	
Total Payments & Transfers to Reserve	£27,829.31	£16,597.84	£17,032.25	£36,914.77	£20,316.93	
Total receipts - (total payments & transfers to reserve)	£3,552.10	-£1,773.00	£6,211.57	£3,613.89	£5,386.89	We are forecast to spend £3640 less than we receive this year. This is largely due to receiving a large amount of CIL funding and then spending or returning grants received last year or planned spending from earmarked reserves.