

## **Minutes of a Meeting of Staploe Parish Council Held at 7.45pm on Thursday 18<sup>th</sup> July 2024 in the Village Hall at Wyboston**

**Present:** Cllr. G. Meola (Chair until Cllr. J. Ibbett arrived), Cllr. E. Meola, Cllr. J. Thomson, Cllr. J. Ibbett (joined at 7.55pm), L. Crawford, Neil Waterson (of Cambridge Power – for the Cobholden solar application) and three members of the public.

Apologies for absence: Cllr. P. Yockney.

### **2024/048. Declarations of Interest and Registers of Members Interests**

Cllr. G. Meola and Cllr. E. Meola updated their members interests.

There were no declarations of interest for items on the agenda.

### **2024/049. Public Open Forum**

#### **Cobholden Solar Scheme:**

Resident from Staploe: we need solar energy to provide renewable energy. It appears to be a good scheme in a sensible location and there are plans to screen the two adjacent homes. He supports this scheme.

Neighbour to the site: supports solar energy but would like to see more solar panels on roofs first. There are hardly any solar panels on the new houses in Wintringham or in the new estates in the area. Why not put them there first? The landowners have done what they can to limit the impact for him but he will be sad to lose his view. He is keen to emphasise the need for maintenance of screening planting.

A. Brightman (landowner) – maintenance of the landscaping is a key priority for them.

Resident from Staploe: are the maintenance and landscaping plans enforceable within the planning system?

Neil Waterson: Bedford Borough Council will require a landscaping plan and an ecological management plan. These include 15 year maintenance and management plans which form part of the planning conditions which are enforceable.

L. Crawford (speaking as a member of the public): the proximity to Eaton Socon substation and classification of the land as largely grade 3 make this location more suitable than most. She expressed her thanks to the landowners for selecting a considerate developer and not going directly to the highest bidder. She expressed a desire to see a new right of way created as part of the scheme to connect Shakers Way to footpath 24. This footpath runs behind the proposed scheme but is currently impossible to access without walking along the Bushmead Road and it begins on a dangerous bend of Lower Honeydon Lane. It would be good to see a safer access route.

Neighbouring resident: are the panels likely to change the way he hears the A1 noise?

Cllr. J. Thomson: if inverters are found to be noisy can they introduce further mitigation?

Cllr. G. Meola. Will wind blowing through the panels create noise?

Neil Waterson: they do not have any data on how the panels might change the sound of the A1 but he feels it is unlikely that they will increase the sound of the A1. The inverters are placed away from residential areas. The panels are low to the ground relative to eg. wind turbines so wind blowing through the frames rarely causes much noise.

Neighbouring resident: would it be possible to create a bank and plant the new screening hedge on top of the bank; adding some more mature plants? This would create a screen between his property and the solar farm faster.

Neil Waterson: this may be possible but the plants would be more susceptible to water stress.

#### Bushmead Road Closure

Before the meeting a resident of Duloe expressed to Cllr. E. Meola some frustration that there has been a lot of fuss about the 6 week closure of Bushmead Road and the higher numbers of speeding cars in Staploe and Honeydon but the resident does not feel that the same level of concern has been extended to the regular speeding cars in Duloe. Councillors asked him to relay that the Parish Council are doing what they can about speeding in Duloe. They had the white gates installed, white lines narrowing the road, introduced a 40mph speed limit in the approach to Duloe from Eaton Socon, and introduced a fixed speed sign which is permanently in place. Various speed measures have been discussed but are not considered suitable for Duloe eg. speed bumps are noisy for nearby residents and would require additional lighting, as would chicanes. Average speed cameras are under discussion but will be expensive to install and maintain. We have applied for grants but we have not been successful yet. However we are planning to try again. They suggested that Cllr. E. Meola invite the resident to join the Speedwatch team as there is currently no representative from Duloe.

Cllr. E. Meola proposed that Duloe be a 20mph zone from the white gates to Shakers Way.

The Clerk explained that if we were to be successful in getting average speed cameras the 20mph zones would need to revert to 30mph because the cameras require the same speed limit throughout the average speed area and the police will not issue speed fines for 20mph zones (but the Clerk will double check the latter.

#### **2024/050. Approve minutes of the Parish Council meeting held on Thursday 16th May 2024**

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

#### **2024/051. Borough Councillor Sira's report**

Borough Councillor Sharan Sira was elected as our new Conservative Borough Councillor in a by-election on 4<sup>th</sup> July 2024 following the resignation of Julie Cox.

The Clerk sent her an invitation to the meeting but is not certain her e-mail address was correct as she is very new in the post and the Clerk does not have contact details yet.

## 2024/052. Planning

| Application number | Type                               | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Location                                                                                  | Deadline   | Link                         |
|--------------------|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|------------|------------------------------|
| 24/01306/S73       | Variation of Condition Application | Demolition of existing barn and outbuildings. Reconfiguration and alterations to existing dwelling to include single storey side/rear extension to form kitchen, entrance hallway, indoor swimming pool, fitness room, orangery and ancillary accommodation. Conversion of barn to form garage/annexe including alterations, including variation of approved plans condition 1 attached to 22/01384/FUL to allow for raising of the ridge height of the adjoining outbuilding, reconfiguration of the roof line to avoid obscuring a roof light in the barn and changes to windows in the adjoining outbuilding. | Falling Water House 34<br>Staploe Lane<br>Staploe St<br>Neots<br>Bedfordshire<br>PE19 5JA | 01/08/2024 | <a href="#">24/01306/S73</a> |

Staploe Parish Council had previously approved this application. It was resolved not to object to this minor change in the roof height and configuration of the windows. Proposed by Cllr. G. Meola and seconded by Cllr. J. Thomson.

| Application number | Type                                   | Description                                                                                                                                                                                                                                                                                                                                                                                              | Location                                                                     | Deadline                                      | Link                         |
|--------------------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-----------------------------------------------|------------------------------|
| 24/00858/MAF       | Major Full & Change of Use Application | Installation of a solar array of up to 49.9MW AC, comprising; ground mounted fixed tilt bifacial solar panels; string inverters; transformers; storage containers; underground cables and conduits; access tracks; security fences; CCTV; temporary construction compound and associated infrastructure; planting scheme; creation of, and alterations to, vehicular access; and other associated works. | Land To The North And South Of Bushmead Road Staploe And West Of Eaton Socon | 21 June 2024 extension requested to 18th July | <a href="#">24/00858/MAF</a> |

Cllr. J. Thomson: we should request that the working hours be 8am to 6pm Monday to Friday and 8am to 12 midday on Saturdays with no work on Sundays or Bank Holidays.

Cllr. G. Meola: would like to request that there be ringfenced funding for maintenance and replacement of landscaping features as required

Cllr. E. Meola: supports solar schemes in general. Is the long term aim to keep this scheme within the remit of Cambridge Power or to sell to another business and if so will the terms be maintained?

Neil Waterson: Cambridge Power have a funding partner alongside them. The intention is to retain and manage the scheme but he cannot give long term cast iron guarantees. There are detailed contracts in place with the landowner which include obligations for restoration after use (currently at 40 years). There will be an ESCROW or bond in place for restoration. The landowners are local and care about the local environment. They are very engaged with the process.

Cllr. E. Meola. Expressed thanks to Cambridge Power for engaging with the Parish Council and listening to our concerns.

Cllr. G. Meola: the main wildlife issue in our area is the protection of skylarks.

Neil Waterson: the Wildlife Trust have raised some queries and these comments are available on the Bedford Borough Council website. There are biodiversity enhancements across the scheme and fewer skylark pairs have been identified in this area than in the High Wood scheme. Cambridge Power are taking advice on minimising impact on the skylarks. The scheme is unlikely to be used for grazing.

**It was resolved to respond in the following way:**

**“We would like to express our support for this application for the following reasons:**

- We recognise the need for renewable energy. This project will contribute to achieving net zero emissions.**
- We recognise the merits of this scheme which seems well thought out with good landscape and biodiversity mitigation measures**
- It seems a good diversification scheme for the local landowner for land which is not highly productive and is grade 3 agricultural land**
- The scheme is positioned directly adjacent to the Eaton Socon electricity substation**
- The landowner and developer have both engaged with the Parish Council throughout the process and listened to our concerns**

**We do have a number of comments to make:**

- It is imperative that the mitigation measures for landscaping and biodiversity are well maintained. Hedges and trees which are planted must be watered, weeded and replaced as required. They should be planted as soon as is practicable. We have seen instances where it has taken years to plant the hedges at Little Staughton airfield / High Wood solar farm and once planted many died.**
- We would like working hours during construction to be 8am to 6pm Monday to Friday and 8am to 12 midday on Saturdays with no work on Sundays or Bank Holidays.**
- We would like to propose that there is an ESCROW account set up for maintenance and decommissioning in case the developer sells the site or goes out of business.**
- We believe that it should be policy for solar to go on roofs first – there are very few solar panels in new developments in the area.**
- Our parish now has one 50MW solar farm at Little Staughton / High Wood, a second 50MW farm proposed at High Wood and this 50MW proposal at Cobholden and there is the additional 400MW East Park solar farm proposed between St Neots and Kimbolton with pipes and an access track in our parish. We support this scheme at Cobholden but we are concerned about the cumulative effect on the landscape and biodiversity of the geographical clustering of further solar farms. We would like to know how further solar development in our area can be avoided to prevent intensive clustering in one area.”**

Proposed by Cllr. E. Meola and seconded by Cllr. J. Ibbett. Unanimous support.

| Application number | Type         | Description       | Location                                               | Deadline       | Link                         |
|--------------------|--------------|-------------------|--------------------------------------------------------|----------------|------------------------------|
| 24/00651/AGR       | Agricultural | Agricultural Road | Bushmead Farm<br>Bushmead Rd.<br>Colmworth<br>MK44 2LH | Not applicable | <a href="#">24/00651/AGR</a> |

This is not a planning application; the Parish Council are not consultees and it has already been approved. It is for an agricultural road at Bushmead Farm (near Bushmead Cross). Councillors examined the application and had no concerns.

#### **2024/053. Village Hall, Community Cabins, Playing Field and Football Club.**

- The RoSPA play area inspection has reported the usual minor issues of the slats being too far apart on the green bench, the safety tiles showing some shrinkage and there is algae on the safety tiles. None of these are high risk. However, there was a missing bolt on the roof of the climbing frame which has now been replaced.
- The play area inspection checklist (for Adam Tarran) was reviewed by Councillors and inspection of the defibrillator was added.
- Business rates on cabins – have been confirmed as zero by Bedford Borough Council.
- The Playing field annual return for 2023-24 (zero receipts and payments) has yet to be reported to the Charity Commission because the site is not accepting entries. The Clerk has reported this to the Charity Commission.

#### **2024/054. Consider Projects for the Ward Fund (approx. £500 to £1000)**

The Clerk explained that a resident of Staploe was in discussions with the Mayor about average speed cameras and the ward fund was mentioned as a possible source of funds.

It was resolved to apply for a new noticeboard in Duloe because average speed cameras will cost £50K to install and £10 per year to maintain so £1000 from the ward fund will not make a material difference. Proposed by Cllr. J. Thomson and seconded by Cllr. E. Meola.

#### **2024/055. Highways and Rights of Way**

- Road closure Bushmead Road. Councillors expressed their frustration that the measures that had been agreed in a meeting of Staploe Parish Council, Bedford Borough Council Highways Department and Anglian Water were not implemented until several days after the road was closed. By that time most vehicles were not following the official diversion and were travelling through Staploe and Honeydon. Many were speeding and they were regularly driving onto the roadside nature reserves causing significant damage. It became unsafe to walk in the hamlets. Councillors were also disappointed by the response from Andrew Prigmore implying that the Parish Council had asked for the pipe to be replaced and disruption was inevitable. **It was resolved that the Clerk and the Chair will compose a letter expressing our disappointment.**
- **It was resolved that the Clerk should prepare a speed sign policy regarding placement of the two signs.** Proposed by Cllr. G. Meola and seconded by Cllr. J. Ibbett.
- The Road closure in Lower Honeydon Lane has been postponed indefinitely due to harvest.
- Roxton Bridge will be closed on the weekend of 27<sup>th</sup> July

- Following a complaint from a walker that FP4 and 5 in Duloe were inaccessible due to overgrown vegetation Glen Daniels and Richard Squire have agreed to cut the paths.
- **It was resolved to request a definitive map modification order to connect Footpath 8 and 8A (south of Eaton Socon substation) to the A1 underpass on Footpath A9 north of Wyboston. At the moment footpath 8A leads to a set of steps which cross the A1 at ground level – and it is therefore a dead end leading nowhere. There is already a clearly defined track / path leading from 8A to the underpass.** Proposed by Cllr. E. Meola and seconded by Cllr. J. Ibbett.
- Footpath 7 which leads from the Bushmead Road at Upper Staploe to Lower Honeydon Lane east of Lower Honeydon Farm will remain closed until 22<sup>nd</sup> January 2025 while Anglian Water work on installing the new water pipe.
- The Speedwatch team have been active in the parish recently.
- 1. 26th June, 07:30-08:30 – Staploe, in the 20 mph zone at Falls Farm for cars heading west. 4 vehicles were exceeding the allowable speed of 24mph and were reported to Bedfordshire Police by Mark Potts. During this period the speedsign at the east end of Staploe recorded 38 vehicles heading west and 23 vehicles heading east.
- 2. 2nd July, 07:30-08:30 – Honeydon, in the 40 mph zone opposite Bates' Farm for cars heading west. No vehicles were exceeding the allowable speed of 46mph. During this period a vehicle count recorded 25 vehicles heading west and 21 vehicles heading east.
- Mark Potts has requested approval for another Speedwatch location at the east end of Staploe and is waiting for the police to carry out a location risk assessment.

#### 2024/056. Neighbourhood Plan Update

- Consider endorsing Green Infrastructure Plan. **It was resolved to write to landowners about the proposed green spaces first and the Clerk will visit them in person – harvest permitting. Also to make it clearer that the Parish Council and NDP Steering Committee do not intend to designate the green spaces without the consent of the landowners.** Proposed by Cllr. J. Ibbett and seconded by Cllr. G. Meola.
- **It was resolved to designate the Playing Field as a Local Green Space.** Proposed by Cllr. J. Ibbett and seconded by Cllr. J. Thomson.
- Consider endorsing Housing Needs Assessment and the Design Codes. Councillors would like more time to read these before responding at the next meeting.
- Consider invoice of £500 for assessing extra green spaces. **It was resolved that the Parish Council should apply to Locality for a separate grant for this and pay for this additional work only if successful.**
- Consider communication with landowners re green spaces. **It was resolved to write to landowners, making clear that the Parish Council / Neighbourhood Plan team will only proceed to designation if the landowners agree.**
- Neighbourhood Plan budget for 2024/25. **It was resolved to accept the budget proposed by the NDP Steering Committee (which will be funded by Locality).**

| Neighbourhood Plan Budget for 2024-25                            |                      |                                                                                               |
|------------------------------------------------------------------|----------------------|-----------------------------------------------------------------------------------------------|
| Item                                                             | Budget (cost ex VAT) | Comments                                                                                      |
| Planning consultant fees for writing plan                        | 5668.4               | Sally Chapman                                                                                 |
| Planning consultant travel expenses                              |                      | Included                                                                                      |
| HRA Screening Report                                             |                      | £700 - excluded because unlikely to be needed and can apply for technical support if required |
| Parish Online annual subscription                                | 48                   |                                                                                               |
| Printing & graphic design                                        | 357                  | For printed flyers and newsletters & design of final survey                                   |
| Stationary and print cartridges                                  | 20                   |                                                                                               |
| Mileage for members / project manager eg. deliveries / publicity | 20                   |                                                                                               |
| Postage                                                          | 50                   | For return of questionnaires and other correspondence                                         |
| Hall hire                                                        | 120                  |                                                                                               |
| Refreshments at public meetings                                  | 100                  | Tea, coffee, cake etc.                                                                        |
| Survey Monkey Account                                            | 204                  |                                                                                               |
| <b>Total budget for 2024-25</b>                                  | <b>6,587.40</b>      |                                                                                               |
| Total spent Apr 2020 - March 24                                  | 7,546.11             |                                                                                               |
| Remaining funds available from £18K maximum grant                | 10,453.89            |                                                                                               |
|                                                                  |                      |                                                                                               |
| Remaining Grant available less budget                            | 3,866.49             |                                                                                               |

- **It was resolved that the Clerk should request that the hedges along the eastern side of Shakers Way and those along Manor Farm Lane be trimmed to improve visibility after September (not permitted before then due to nesting birds). Also that the roadside nature reserves be given a safety cut to improve visibility. Particularly on bends and junctions.** Proposed by Cllr. E. Meola and seconded by Cllr. J. Ibbett.

#### 2024/057. Social Events

- Fish and Chip night - £100 donation offered towards hall hire. However, the Clerk has proposed that the £83.53 remaining funds from the Jubilee party be used for this purpose. These funds did not come from a grant. If necessary some of the £180 social event reserve could be made available. . **It was resolved to use the Jubilee funds and social reserve if needed to cover hall hire.** Proposed by Cllr. G. Meola and seconded by Cllr. J. Thomson.

#### 2024/058. St Neots Museum Request for Donation

**It was resolved to donate £50 from unearmarked reserves to the museum.** Proposed by Cllr. E. Meola and seconded by Cllr. J. Thomson.

#### 2024/060. Police – new Sergeant Sarah Cluff and new inspector

Sarah Cluff has taken on the role as the Sergeant of the Community North Rural Policing Team based at Riseley Police Station and they also have a new Police Inspector, Russell Goldsmith. They are encouraging residents to sign up to Beds Connect. The Clerk will post details on the parish website. **It was resolved that Cllr. E. Meola will continue as the Parish representative for policing matters and attend the priority setting meetings where possible.**

#### 2024/061. Consider Options for Accounting software

Our internal auditor strongly recommended that the Clerk should start using an accounting package to save time and improve auditing (eg. sharing information with the auditor easily online). The auditor recommended Quickbooks but this is not designed for Parish Councils and would not assist us in preparing the end of year accounting statements. The Clerk reported that the following software packages are available for Parish Councils:

| Accounting Package             | Set up fees | Ongoing annual cost | 3 year cost | Designed for Parish Councils | Advantages                                                                                                 | Disadvantages                                                                                                                                         |
|--------------------------------|-------------|---------------------|-------------|------------------------------|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Scribe</b>                  | 149         | 432                 | 1445        | Yes                          | Acknowledged to be best for Parish Councils. Does everything we want. Excellent customer service / support | Expensive                                                                                                                                             |
| <b>Rialtas Alpha</b>           | 736         | 192                 | 1369.6      | Yes                          | Does most things we want.                                                                                  | Likely to increase costs in 2025. Lots of extra charges not included. Can't delete payments                                                           |
| <b>Easy PC Accounts</b>        | 0           | 78                  | 234         | Yes                          | Very cheap. Recommended by another Clerk                                                                   | One man band, limited support, no ability to split payments, can't upload invoices                                                                    |
| <b>Parish Council Accounts</b> | 0           | 119.88              | 279.72      | Yes                          | Cheap and in theory does what we need                                                                      | Trial software - hence free for first 8 months. But may have issues - hence the free trial. Potential to waste time setting it up if it doesn't work. |

Councillors were strongly in favour of the Clerk using the best option available so that it will save her time. This is likely to be Scribe. However, the Clerk requested that she start the trial with Parish Council Accounts to see how it goes and see if this could be a more cost effective solution. **It was resolved that she should try “Parish Council Accounts” but that if there were issues funds were pre-authorised for her to sign up to a premium account with Scribe and the funding should come from unearmarked reserves.** Proposed by Cllr. G. Meola and seconded by Cllr. J. Ibbett.

# Staploe Parish Council July 2024

## 2024/064. Finances

- The performance against budget was presented by the Clerk and is shown below:

| Staploe Parish Council Performance Against Budget 2024 - 2025 | Actual to 31st<br>Mch 2024 | Budget to Mch<br>2025 | Actual to 18th<br>July 2024 | Forecast to 31st<br>March 2025 | Forecast less<br>budget | Comment                                                                                    |
|---------------------------------------------------------------|----------------------------|-----------------------|-----------------------------|--------------------------------|-------------------------|--------------------------------------------------------------------------------------------|
|                                                               |                            | 1.3%                  |                             |                                |                         | % increase vs 2023-24                                                                      |
| <b>Regular Receipts</b>                                       |                            |                       |                             |                                |                         |                                                                                            |
| Precept                                                       | £14,324.00                 | £14,513.48            | £7,257.00                   | £14,513.48                     | £-                      |                                                                                            |
| Interest                                                      | £381.06                    | £500.00               | £242.27                     | £500.00                        | £-                      |                                                                                            |
| Cabin hire                                                    | £500.00                    | £500.00               | £125.00                     | £500.00                        | £-                      |                                                                                            |
| <b>Total Regular Receipts</b>                                 | <b>£15,205.06</b>          | <b>£15,513.48</b>     | <b>£7,624.27</b>            | <b>£15,513.48</b>              | <b>£-</b>               |                                                                                            |
| <b>Other Receipts</b>                                         |                            |                       |                             |                                |                         |                                                                                            |
| Newsletter advertising                                        | £10.00                     | £-                    |                             |                                | £-                      |                                                                                            |
| Ward Fund                                                     | £1,404.98                  | £-                    |                             |                                | £-                      |                                                                                            |
| Neighbourhood Plan Grant                                      | £9,763.00                  | £-                    | £6,587.00                   | £6,687.00                      | £6,687.00               | Locality paid £100 less than budget by mistake. Remaining £100 due shortly                 |
| Donations for Local Plan advice & campagin                    | £-                         | £-                    |                             | £-                             | £-                      |                                                                                            |
| Ticket sales from social events                               | £214.00                    |                       |                             |                                | £-                      |                                                                                            |
| CIL income                                                    | £17,229.03                 |                       | £-                          | £-                             | £-                      |                                                                                            |
| Insurance claims                                              |                            |                       |                             | £2,344.00                      | £2,344.00               | Insurance payout expected for street light (less £125 excess)                              |
| Other (eg. refunds, proceeds from social events / book sales) | £255.22                    | £-                    | £-                          | £45.40                         | £45.40                  | Refund expected for MS Office                                                              |
|                                                               |                            |                       |                             |                                |                         |                                                                                            |
| <b>Total Other Receipts</b>                                   | <b>£28,876.23</b>          | <b>£-</b>             | <b>£6,587.00</b>            | <b>£9,076.40</b>               | <b>£9,076.40</b>        | Excess receipts due to the Neighbourhood Plan grant and insurance payout for street light. |
| total incl VAT                                                |                            |                       |                             |                                |                         |                                                                                            |
| Total excl precept                                            |                            |                       |                             |                                |                         |                                                                                            |
|                                                               |                            |                       |                             |                                |                         |                                                                                            |
| <b>Total Receipts</b>                                         | <b>£44,081.29</b>          | <b>£15,513.48</b>     | <b>£14,211.27</b>           | <b>£24,589.88</b>              | <b>£9,076.40</b>        |                                                                                            |

# Staploe Parish Council July 2024

| Regular Payments (from precept)                                          |                            |                       |                             |                                |                         |                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------|----------------------------|-----------------------|-----------------------------|--------------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                          | Actual to 31st<br>Mch 2024 | Budget to Mch<br>2025 | Actual to 18th<br>July 2024 | Forecast to 31st<br>March 2025 | Forecast less<br>budget | Comment                                                                                                                                                                                                                       |
| Clerk's salary & pension                                                 | £4,929.73                  | £5,176.28             | £1,232.43                   | £5,176.28                      | £-                      | Remain on Salary Point 17 but budget assumed 5% increase in 2023/24 when in fact it was 7% and 5% in 2024/25. 5 hours per week for PC (see Neighbourhood Plan below for extra hour). ER pension contributions remain at 26.8% |
| Clerk's PAYE                                                             |                            | £-                    |                             |                                | £-                      |                                                                                                                                                                                                                               |
| Clerk's salary & pension extra hour per week for Neighbourhood Plan      | £985.95                    | £1,035.25             | £246.49                     | £1,035.25                      | £-                      |                                                                                                                                                                                                                               |
| <b>Total staff costs</b>                                                 | <b>£5,915.68</b>           | <b>£6,211.53</b>      | <b>£1,478.92</b>            | <b>£6,211.53</b>               | <b>£-</b>               |                                                                                                                                                                                                                               |
|                                                                          |                            |                       |                             |                                |                         |                                                                                                                                                                                                                               |
| Audit Fees                                                               | £285.00                    | £320.00               | £250.00                     | £450.00                        | £130.00                 | External; £200, internal £250. Internal audit more expensive as Kim not available.                                                                                                                                            |
| Councillors Expenses                                                     | £-                         | £30.00                | £-                          | £30.00                         | £-                      |                                                                                                                                                                                                                               |
| Clerk's employment expenses                                              | £282.61                    | £312.00               | £89.33                      | £312.00                        | £-                      | Monthly mileage (£8) and Working From Home Allowance (£18)                                                                                                                                                                    |
| Clerk's Other Expenses eg. postage & sundries                            | £15.34                     | £40.00                | £6.65                       | £40.00                         | £-                      | Postage and sundries.                                                                                                                                                                                                         |
| Training                                                                 | £-                         | £80.00                | £-                          | £80.00                         | £-                      | £50 Clerk's training, £30 for 2 x Cllrs training                                                                                                                                                                              |
| Insurance                                                                | £549.24                    | £549.24               | £596.71                     | £596.71                        | £47.47                  | New defibrillators purchased                                                                                                                                                                                                  |
| Power to street lights                                                   | £283.40                    | £604.02               | £-                          | £524.02                        | -£80.00                 | Fixed contract with SSE until 30th Sep 2026                                                                                                                                                                                   |
|                                                                          |                            |                       |                             |                                |                         |                                                                                                                                                                                                                               |
| Elec (CCTV & cabins)                                                     | £261.23                    | £320.00               | £101.48                     | £320.00                        | £-                      | 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                                            | £195.37                    | £240.00               | £52.14                      | £240.00                        | £-                      | Fixed costs £102.50 Water and foul water costs £3.08 per m3                                                                                                                                                                   |
| Maintainance (street lights, speed signs, benches, play area & planters) | £214.04                    | £200.00               | £21.18                      | £200.00                        | £-                      | eg. noticeboards, benches, play area etc.                                                                                                                                                                                     |
| Defib costs                                                              | £35.00                     | £35.00                | £-                          | £35.00                         | £-                      | £35 for electricity to owner of the Old Chapel. £150 maintenance per year after two years - save for this in reserves.                                                                                                        |
| Play Area Inspection                                                     | £75.00                     | £75.00                | £78.00                      | £78.00                         | £3.00                   |                                                                                                                                                                                                                               |
| Play Area Works (assets purchased)                                       | £-                         |                       | £-                          | £-                             | £-                      |                                                                                                                                                                                                                               |

# Staploe Parish Council July 2024

|                                                                                                 | Actual to 31st<br>Mch 2024 | Budget to Mch<br>2025 | Actual to 18th<br>July 2024 | Forecast to 31st<br>March 2025 | Forecast less<br>budget | Comment                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------|----------------------------|-----------------------|-----------------------------|--------------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Regular payments continued</b>                                                               |                            |                       |                             |                                |                         |                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Play Area Works (consumables / labour)                                                          | £-                         |                       | £-                          | £-                             | £-                      |                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Community cabins and picnic area                                                                | £175.00                    | £300.00               | £3.15                       | £300.00                        | £-                      | Repairs (cables, taps, leaks) £227 plus burying cables & fixing drain £750 plus signage and cleaning products.                                                                                                                                                                                                                                                                                                      |
| Playing field grass                                                                             | £1,124.16                  | £1,330.00             | £550.00                     | £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                                                                              | £88.00                     | £110.00               | £44.00                      | £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                    |                       | £-                          |                                | £-                      | Saving into earmarked reserve for surveys and works                                                                                                                                                                                                                                                                                                                                                                 |
| Street light inspection                                                                         | £434.00                    | £-                    | £-                          | £-                             | £-                      | Saving into earmarked reserve for surveys and works                                                                                                                                                                                                                                                                                                                                                                 |
| Subs (SLCC / BATPC)                                                                             | £209.00                    | £209.00               | £112.00                     | £209.00                        | £-                      | BATPC £93 + SLCC £95 if Clerk on 5 hrs / wk but £112 if on 6hrs / wk                                                                                                                                                                                                                                                                                                                                                |
| Admin                                                                                           | £92.65                     | £200.00               | £30.99                      | £200.00                        | £-                      | £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                                                             | £318.30                    | £295.00               | £61.98                      | £261.98                        | -£33.02                 | Assumes Eyelid £100 web support + Cloudnext £100 + £75 software. Gov domain of £110 every 2 years is due in Sep 2023. £55 to be transferred to reserve in 2024/25 - see transfers to reserve. £45.40 paid to Currys PC World for MS Office in duplicate - allocated to Other Payments and refunded                                                                                                                  |
| Other assets (eg. street furniture / tools / office equipment). Excl. playing field/ play area) | £336.75                    | £-                    | £125.00                     | £125.00                        | £125.00                 | Excess payable for reconnecting the street light                                                                                                                                                                                                                                                                                                                                                                    |
| Village Hall Hire                                                                               | £120.00                    | £300.00               | £24.00                      | £300.00                        | £-                      | Budget assumes 1 APM 3 hrs @£10 /hr, 1 public meeting 2.5 hours @£10/hr, 10 PC / committee meetings of 2.5 hrs @ £8/hr) and £15 towards each of 3 social events.                                                                                                                                                                                                                                                    |
| Village Hall Works / Maintenance                                                                | £365.00                    | £375.59               | £375.59                     | £375.59                        | £-                      | Contribution towards insurance                                                                                                                                                                                                                                                                                                                                                                                      |
| Newsletter                                                                                      | £112.97                    | £369.10               | £64.99                      | £369.10                        | £-                      | 2 issues                                                                                                                                                                                                                                                                                                                                                                                                            |
| Donations                                                                                       | £-                         |                       | £-                          | £-                             | £-                      |                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Other                                                                                           | £76.21                     |                       |                             |                                | £-                      |                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Contingency                                                                                     | £-                         | £150.00               |                             | £150.00                        | £-                      |                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Total regular payments</b>                                                                   | <b>£11,763.95</b>          | <b>£12,655.48</b>     | <b>£4,066.11</b>            | <b>£12,847.93</b>              | <b>£192.45</b>          | We are forecast to spend £192 more than we budgeted in our regular payments (which we aim to match to precept). This is due to additional costs for the internal audit (£130), excess payable on repairing the street light (£125), insurance (£47) and inspections (£3), less a saving of £80 on our street light electricity due to government support for small businesses and £33 saving in our software costs. |
| <b>Regular transfers to reserve (from precept)</b>                                              |                            |                       |                             |                                |                         |                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Village Hall Savings                                                                            | £1,500.00                  | £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                                                                  | £53.00                     | £253.00               | £253.00                     | £253.00                        | £-                      | Survey cost £360 every 3 years (£120pa). Works £400 every three years (£133pa)                                                                                                                                                                                                                                                                                                                                      |
| Defibrillator                                                                                   | £50.00                     | £50.00                | £50.00                      | £50.00                         | £-                      | Needs to increase to £288 next year because of two new defibrillators                                                                                                                                                                                                                                                                                                                                               |
| Street light inspection savings                                                                 | £-                         | £300.00               | £300.00                     | £300.00                        | £-                      | Formal inspection due in 2023/24 and then 2029/30                                                                                                                                                                                                                                                                                                                                                                   |
| Decking replacement savings                                                                     | £500.00                    | £500.00               | £500.00                     | £500.00                        | £-                      |                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Gov domain (alternate years)                                                                    | £-                         | £55.00                | £55.00                      | £55.00                         | £-                      | £110 every other year (Sep 21, 23, 25 etc)                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Total Regular transfers to reserve (from precept)</b>                                        | <b>£2,303.00</b>           | <b>£2,858.00</b>      | <b>£2,858.00</b>            | <b>£2,858.00</b>               | <b>£-</b>               |                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Regular payments + regular transfers to reserve</b>                                          | <b>£14,066.95</b>          | <b>£15,513.48</b>     | <b>£6,924.11</b>            | <b>£15,705.93</b>              | <b>£192.45</b>          |                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Regular receipts - regular payments &amp; transfers to reserve</b>                           | <b>£1,138.11</b>           | <b>£-</b>             | <b>£700.16</b>              | <b>-£192.45</b>                | <b>-£192.45</b>         |                                                                                                                                                                                                                                                                                                                                                                                                                     |

# Staploe Parish Council July 2024

| Other payments (met from additional receipts eg. grants or earmarked reserves)                             |                         |                    |                          |                             |                      |                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------|-------------------------|--------------------|--------------------------|-----------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Blue italics indicate that the payment came from earmarked reserves rather than additional receipts</i> | Actual to 31st Mch 2024 | Budget to Mch 2025 | Actual to 18th July 2024 | Forecast to 31st March 2025 | Forecast less budget | Comment                                                                                                                                                                     |
| Local Plan advice and campaign                                                                             |                         |                    |                          |                             | £-                   |                                                                                                                                                                             |
| Village Hall payments from earmarked reserve                                                               | £630.00                 |                    |                          | £-                          | £-                   | £630 towards CCTV replacement in car park (from heater refund) spent in April 2023.                                                                                         |
| Ward Fund assets purchased                                                                                 | £2,169.98               |                    |                          | £-                          | £-                   | £765 spent on CCTV for hall car park in May 2023 and remainder on defibrillators                                                                                            |
| CIL income                                                                                                 |                         |                    |                          |                             | £-                   |                                                                                                                                                                             |
| RAIDIUS                                                                                                    |                         |                    |                          |                             | £-                   | Remains of campaign against traveller site in Upper Staploe                                                                                                                 |
| Playing field & common grass cutting                                                                       |                         |                    | £148.50                  | £148.50                     | £148.50              | Payment for a cut in August 2023 invoiced late in April 2024                                                                                                                |
| Tree surveys and works                                                                                     | £50.00                  |                    |                          | £-                          | £-                   |                                                                                                                                                                             |
| Defibrillator replacement parts / maintenance                                                              | £218.98                 |                    |                          |                             | £-                   |                                                                                                                                                                             |
| Gov domain                                                                                                 | £-                      |                    |                          |                             | £-                   |                                                                                                                                                                             |
| Elections                                                                                                  | £45.73                  |                    |                          |                             | £-                   |                                                                                                                                                                             |
| Assets replaced with insurance income                                                                      |                         |                    | £2,344.00                | £2,344.00                   | £2,344.00            |                                                                                                                                                                             |
| Other assets purchased from earmarked res                                                                  | £901.70                 |                    |                          | £-                          | £-                   | Printer purchased from cartridge refunds                                                                                                                                    |
| Tree surveys and works                                                                                     |                         |                    |                          |                             | £-                   |                                                                                                                                                                             |
| Neighbourhood Plan costs met by grant                                                                      | £3,023.51               |                    |                          | £6,687.00                   | £6,687.00            | For NDP consultant                                                                                                                                                          |
| Neighbourhood Plan unspent grant refunds                                                                   | £5,914.00               |                    | £6,739.49                | £6,739.49                   | £6,739.49            | Repayment of unspent grant - to be used next year.                                                                                                                          |
| Street light inspections                                                                                   | £278.50                 |                    |                          |                             | £-                   |                                                                                                                                                                             |
| Hall hire for social events (met from ticket receipts)                                                     | £-                      |                    |                          |                             | £-                   |                                                                                                                                                                             |
| Social event reserve                                                                                       |                         |                    | £102.69                  | £102.69                     | £102.69              | Used remaining Jubilee funds and some of the social event reserve                                                                                                           |
| Other payments from earmarked reserves                                                                     |                         |                    |                          |                             | £-                   |                                                                                                                                                                             |
| Other payments (duplicates, refunds etc.)                                                                  |                         |                    | £45.50                   | £45.50                      | £45.50               | MS Office duplicate payment - to be refunded                                                                                                                                |
| <b>Total Other Payments</b>                                                                                | <b>£16,239.28</b>       | <b>£-</b>          | <b>£9,380.18</b>         | <b>£16,067.18</b>           | <b>£16,067.18</b>    |                                                                                                                                                                             |
| <b>Total Payments</b>                                                                                      | <b>£28,003.23</b>       | <b>£12,655.48</b>  | <b>£13,446.29</b>        | <b>£28,915.11</b>           | <b>£16,259.63</b>    |                                                                                                                                                                             |
| <b>Other transfers to reserves (not from precept)</b>                                                      |                         |                    |                          |                             |                      |                                                                                                                                                                             |
| Defibrillator replacement parts / maintenance                                                              |                         |                    |                          |                             | £-                   |                                                                                                                                                                             |
| Asset replacement                                                                                          |                         |                    |                          |                             | £-                   |                                                                                                                                                                             |
| Solar Farm Payment                                                                                         |                         |                    |                          |                             | £-                   |                                                                                                                                                                             |
| Local Plan advice and campaign                                                                             |                         |                    |                          |                             | £-                   |                                                                                                                                                                             |
| Maintenance                                                                                                |                         |                    |                          |                             | £-                   |                                                                                                                                                                             |
| Extra grass & hedge cutting on field & common                                                              |                         |                    | £79.50                   | £79.50                      | £79.50               | From underspend in 2023/24 (late invoice for August cut paid from this reserve in April 2024)                                                                               |
| Cabin maintenance                                                                                          |                         |                    | £125.00                  | £125.00                     | £125.00              | From underspends in 2023/24                                                                                                                                                 |
| Social event reserve                                                                                       |                         |                    | £77.31                   | £77.31                      | £77.31               | From underspends in 2023/25                                                                                                                                                 |
| Freedom of the Parish scroll                                                                               |                         |                    | £150.00                  | £150.00                     | £150.00              | From underspends in 2023/26                                                                                                                                                 |
| Play area assets                                                                                           |                         |                    |                          |                             | £-                   |                                                                                                                                                                             |
| <b>Total other transfers to reserves</b>                                                                   | <b>£-</b>               | <b>£-</b>          | <b>£431.81</b>           | <b>£431.81</b>              | <b>£431.81</b>       |                                                                                                                                                                             |
| <b>Total Payments &amp; Transfers to Reserve</b>                                                           | <b>£30,306.23</b>       | <b>£15,513.48</b>  | <b>£16,736.10</b>        | <b>£32,204.92</b>           | <b>£16,691.44</b>    |                                                                                                                                                                             |
| <b>Total receipts - (total payments &amp; transfers to reserve)</b>                                        | <b>£13,775.06</b>       | <b>£-</b>          | <b>-£2,524.83</b>        | <b>-£7,615.04</b>           | <b>-£7,615.04</b>    | We are forecast to spend £7615 more than we receive this year. This is largely due to returning the unspent NDP grant received last year and changes to earmarked reserves. |

# Staploe Parish Council July 2024

- The receipts and payments were examined against the invoices and the schedule of regular payments and authorised by Cllr. J. Thomson and Cllr. J. Ibbett .

| Summary of Transactions for Staploe Parish Council for Approval at Meeting on: |            |                        |                                                        |                     |                     | 18/07/2024 |  |  |
|--------------------------------------------------------------------------------|------------|------------------------|--------------------------------------------------------|---------------------|---------------------|------------|--|--|
| Main Account Payments                                                          |            |                        |                                                        |                     |                     |            |  |  |
| Ref                                                                            | Date       | Payee                  | Details                                                | Type of transaction | Cheque / Ref Number | Amount     |  |  |
| 16                                                                             | 22/05/2024 | Colmworth Village Hall | Hire for fish & chips 12th October                     | BACS                | 0                   | £52.00     |  |  |
| 21                                                                             | 03/06/2024 | Anglian Water - Wave   | Water and sewerage for the cabins                      | Direct Debit        | 0                   | £6.60      |  |  |
| 17                                                                             | 06/06/2024 | EDF Energy             | Electricity for cabins                                 | Direct Debit        | 0                   | £34.83     |  |  |
| 26                                                                             | 03/07/2024 | Duloe Village Hall     | Contribution for insurance                             | BACS                | 0                   | £375.59    |  |  |
| 27                                                                             | 05/07/2024 | EDF Energy             | Electricity for cabins                                 | Direct Debit        | 0                   | £20.32     |  |  |
| 28                                                                             | 10/07/2024 | Bradgate Fencing       | Grass cutting on the playing field and common x 2 in M | BACS                | 0                   | £356.40    |  |  |
| 29                                                                             | 10/07/2024 | Bradgate Fencing       | Grass cutting on the playing field and common in April | BACS                | 0                   | £178.20    |  |  |
| 30                                                                             | 10/07/2024 | Wyboston Village Hall  | Village Hall hire May 2024                             | BACS                | 0                   | £24.00     |  |  |
| 31                                                                             | 10/07/2024 | Playsafety Ltd         | Play Area Inspection                                   | BACS                | 0                   | £93.60     |  |  |
| 33                                                                             | 18/07/2024 | L. Crawford            | Clerk's expenses April - June                          | BACS                | 0                   | £98.93     |  |  |
| 34                                                                             | 18/07/2024 | Bradgate Fencing       | Grass cutting on the playing field and common in June  | BACS                | 0                   | £178.20    |  |  |
| Total                                                                          |            |                        |                                                        |                     |                     | £1,418.67  |  |  |
| Debit Card Account Payments                                                    |            |                        |                                                        |                     |                     |            |  |  |
| Ref                                                                            | Date       | Payee                  | Details                                                | Type of transaction | Cheque / Ref Number | Amount     |  |  |
| 18                                                                             | 21/05/2024 | Peterborough Print     | Hamlets Voice update                                   | Debit card          | 0                   | £64.99     |  |  |
| 22                                                                             | 06/06/2024 | Tesco                  | Snacks for D-Day beacon                                | Debit card          | 0                   | £4.74      |  |  |
| 23                                                                             | 07/06/2024 | Tesco                  | Toilet rolls for cabins                                | Debit card          | 0                   | £3.15      |  |  |
| 24                                                                             | 08/06/2024 | Top End Stores         | Sawdust to mark D Day walk trail                       | Debit card          | 0                   | £5.00      |  |  |
| 37                                                                             | 18/07/2024 | Amazon Business        | Paper, lubricant for defib cabinets & bin bags         | Debit card          | 0                   | £56.40     |  |  |
| Total                                                                          |            |                        |                                                        |                     |                     | £134.28    |  |  |

# Staploe Parish Council July 2024

| Main Account Receipts                              |                      |                                           |                                               |                     |                    |                          |                       |         |
|----------------------------------------------------|----------------------|-------------------------------------------|-----------------------------------------------|---------------------|--------------------|--------------------------|-----------------------|---------|
| Ref                                                | Date                 | Payee                                     | Details                                       | Type of transaction | Reference          | Amount                   |                       |         |
| 19                                                 | 31/05/2024           | HMRC                                      | VAT reserve                                   | Credit              | 0                  | £1,914.67                |                       |         |
| 32                                                 | 12/07/2024           | Groundwork UK                             | Neighbourhood Plan grant                      | Credit              | 0                  | £6,587.00                |                       |         |
| Total                                              |                      |                                           |                                               |                     |                    | £8,501.67                |                       |         |
|                                                    |                      |                                           |                                               |                     |                    |                          |                       |         |
| Barclays Savings Account Receipts                  |                      |                                           |                                               |                     |                    |                          |                       |         |
| Ref                                                | Date                 | Payee                                     | Details                                       | Type of transaction | Reference          | Amount                   |                       |         |
| 20                                                 | 03/06/2024           | Barclays Bank                             | Interest on savings                           | Credit              | 0                  | £28.90                   |                       |         |
| Total                                              |                      |                                           |                                               |                     |                    | £28.90                   |                       |         |
|                                                    |                      |                                           |                                               |                     |                    |                          |                       |         |
| Unity Savings Account Receipts                     |                      |                                           |                                               |                     |                    |                          |                       |         |
| Ref                                                | Date                 | Payee                                     | Details                                       | Type of transaction | Reference          | Amount                   |                       |         |
| 25                                                 | 30/06/2024           | Unity Bank                                | Interest on savings                           | Credit              | 0                  | £213.37                  |                       |         |
| Total                                              |                      |                                           |                                               |                     |                    | £213.37                  |                       |         |
|                                                    |                      |                                           |                                               |                     |                    |                          |                       |         |
| Transfers                                          |                      |                                           |                                               |                     |                    |                          |                       |         |
| Ref                                                | Date                 | Recipient                                 | Details                                       | CommAcc             | Debit Card Account | Barclays Savings Account | Unity Savings Account | Total   |
| 35                                                 | 18/07/2024           | Staploe Parish Council main to payments   | Transfer to buy paper, lubricant and bin bags | -£56.40             | £0.00              | £0.00                    | £0.00                 | -£56.40 |
| 36                                                 | 18/07/2024           | Staploe Parish Council payments from main | Transfer to buy paper, lubricant and bin bags | £0.00               | £56.40             | £0.00                    | £0.00                 | £56.40  |
| Total                                              |                      |                                           |                                               | -56.4               | 56.4               | 0                        | 0                     | 0       |
|                                                    |                      |                                           |                                               |                     |                    |                          |                       |         |
|                                                    | payment not yet made |                                           |                                               |                     |                    |                          |                       |         |
|                                                    |                      |                                           |                                               |                     |                    |                          |                       |         |
| Posted balances after the above transactions clear |                      |                                           |                                               |                     |                    |                          |                       |         |
| Community Account 30833940                         |                      |                                           |                                               | £6,267.24           |                    |                          |                       |         |
| Debit Card Acc 13099075                            |                      |                                           |                                               | £2.92               |                    |                          |                       |         |
| Base Rate Savings 43461580                         |                      |                                           |                                               | £7,031.91           |                    |                          |                       |         |
| Unity Savings 20496487                             |                      |                                           |                                               | £31,334.82          |                    |                          |                       |         |
| Total                                              |                      |                                           |                                               | £44,636.89          |                    |                          |                       |         |

# Staploe Parish Council July 2024

- The bank reconciliation and reserves are presented below and the bank reconciliation was compared with the bank statement by Cllr. G. Meola.

| STAPLOE PARISH COUNCIL BANK RECONCILIATION 1st APRIL 2024 TO 18 Jul 2024                               |                                                 |  |  |  |                |            |                   |
|--------------------------------------------------------------------------------------------------------|-------------------------------------------------|--|--|--|----------------|------------|-------------------|
| Date of bank statement                                                                                 | 18/07/2024                                      |  |  |  |                |            |                   |
| Prepared by Mrs. Lucy Crawford, Parish Clerk                                                           |                                                 |  |  |  | Date prepared: | 18/07/2024 |                   |
| Balance per bank statements as at:                                                                     | 18/07/2024                                      |  |  |  |                |            |                   |
|                                                                                                        | Barclays Community (Current) Account 30833940   |  |  |  |                |            | £6,921.10         |
|                                                                                                        | Barclays Payments (Debit Card) Account 13099075 |  |  |  |                |            | £2.92             |
|                                                                                                        | Barclays Base Rate Savings Account 4361580      |  |  |  |                |            | £7,031.91         |
|                                                                                                        | Unity Trust Savings Account 20496487            |  |  |  |                |            | £31,334.82        |
|                                                                                                        | <b>Total bank balance</b>                       |  |  |  |                |            | <b>£45,290.75</b> |
| Petty cash float                                                                                       |                                                 |  |  |  |                |            | <b>£0.00</b>      |
| Unpresented cheques / uncleared payments:                                                              |                                                 |  |  |  |                |            |                   |
|                                                                                                        | Clerk's pension                                 |  |  |  |                |            | £376.73           |
|                                                                                                        |                                                 |  |  |  |                |            | <b>£376.73</b>    |
| Add: un-banked cash at:                                                                                | 18/07/2024                                      |  |  |  |                |            | <b>£0.00</b>      |
| Net balances as at:                                                                                    | 18/07/2024                                      |  |  |  |                |            | <b>£44,914.02</b> |
| 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 2024                                                                         |                                                 |  |  |  |                |            | £42,655.42        |
| Add: Receipts to date                                                                                  |                                                 |  |  |  |                |            | £16,125.94        |
| Less: Payments to date                                                                                 |                                                 |  |  |  |                |            | £13,867.34        |
| Closing balance per cash book as at:                                                                   | 18/07/2024                                      |  |  |  |                |            | <b>£44,914.02</b> |

Staploe Parish Council July 2024

|                                           |                                                      |  |           |                            |  |            |           |                  |
|-------------------------------------------|------------------------------------------------------|--|-----------|----------------------------|--|------------|-----------|------------------|
|                                           |                                                      |  |           | BARCLAYS                   |  |            |           |                  |
| DATE                                      |                                                      |  |           | Community Account 30833940 |  |            |           |                  |
|                                           |                                                      |  |           | Receipts                   |  | Payments   | Transfers | Balance          |
| 1-Apr-24                                  | Balance bf                                           |  | £4,390.17 |                            |  |            |           |                  |
| 18-Jul-24                                 | Posted balance per accounts                          |  | £6,544.37 | £15,883.67                 |  | £13,729.47 | £0.00     | <u>£6,544.37</u> |
| Unpresented cheques / uncleared payments: | Uncleared payment: Clerk's pension April - June 2024 |  |           |                            |  |            |           |                  |
|                                           |                                                      |  |           |                            |  |            |           |                  |
|                                           | Total                                                |  |           |                            |  | £376.73    |           |                  |
|                                           |                                                      |  |           |                            |  |            |           |                  |
| 18-Jul-24                                 | Balance as per bank statement                        |  | £6,921.10 |                            |  |            |           |                  |
| 18-Jul-24                                 | Posted balance - cleared balance                     |  | -£376.73  |                            |  |            |           |                  |
| 18-Jul-24                                 | Balance cf                                           |  | £6,544.37 |                            |  |            |           |                  |
|                                           |                                                      |  |           |                            |  |            |           |                  |
|                                           |                                                      |  |           | BARCLAYS                   |  |            |           |                  |
|                                           |                                                      |  |           | Base Rate Savings 43461580 |  |            |           |                  |
|                                           |                                                      |  |           | Receipts                   |  | Payments   | Transfers | Balance          |
| 1-Apr-24                                  | Balance bf                                           |  | £7,003.01 |                            |  |            |           |                  |
| 18-Jul-24                                 | Posted balance as per accounts                       |  | £7,031.91 | £28.90                     |  | £0.00      | £0.00     | <u>£7,031.91</u> |
| 18-Jul-24                                 | Balance as per bank statement                        |  | £7,031.91 |                            |  |            |           |                  |
| 18-Jul-24                                 | Posted balance - cleared balance                     |  | £-        |                            |  |            |           |                  |
| 18-Jul-24                                 | Balance cf                                           |  | £7,031.91 |                            |  |            |           |                  |
|                                           |                                                      |  |           |                            |  |            |           |                  |
|                                           |                                                      |  |           | BARCLAYS                   |  |            |           |                  |
|                                           |                                                      |  |           | Payments Account 13099075  |  |            |           |                  |
|                                           |                                                      |  |           | Receipts                   |  | Payments   | Transfers | Balance          |
| 1-Apr-24                                  | Balance bf                                           |  | £140.79   |                            |  |            |           |                  |
| 18-Jul-24                                 | Posted balance as per accounts                       |  | £2.92     | £0.00                      |  | £137.87    | £0.00     | <u>£2.92</u>     |
| 18-Jul-24                                 | Balance as per bank statement                        |  | £2.92     |                            |  |            |           |                  |
| 18-Jul-24                                 | Posted balance - cleared balance                     |  | -£0.00    |                            |  |            |           |                  |
| 18-Jul-24                                 | Balance cf                                           |  | £2.92     |                            |  |            |           |                  |

Staploe Parish Council July 2024

| UNITY TRUST BANK                |                                  |  |            |  |          |  |          |           |                          |
|---------------------------------|----------------------------------|--|------------|--|----------|--|----------|-----------|--------------------------|
| Instant Access Savings 20496487 |                                  |  |            |  |          |  |          |           |                          |
|                                 |                                  |  |            |  | Receipts |  | Payments | Transfers | Balance                  |
| 1-Apr-24                        | Balance bf                       |  | £31,121.45 |  |          |  |          |           |                          |
| 18-Jul-24                       | Posted balance as per accounts   |  | £31,334.82 |  | £213.37  |  | £0.00    | £0.00     | <b><u>£31,334.82</u></b> |
| 18-Jul-24                       | Balance as per bank statement    |  | £31,334.82 |  |          |  |          |           |                          |
| 18-Jul-24                       | Posted balance - cleared balance |  | £-         |  |          |  |          |           |                          |
| 18-Jul-24                       | Balance cf                       |  | £31,334.82 |  |          |  |          |           |                          |

# Staploe Parish Council July 2024

| Earmarked Reserve Category                   | Category breakdown                         | Funds Reserved | Receipts to reserve to | Payments from reserve to | Balance to | Receipts forecast to | Payments forecast to | Balance forecast to | Comment                                                                                                                                       |
|----------------------------------------------|--------------------------------------------|----------------|------------------------|--------------------------|------------|----------------------|----------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
|                                              |                                            | 01/04/2024     | 16/05/2024             | 16/05/2024               | 16/05/2024 | 31/03/2025           | 31/03/2025           | 31/03/2025          |                                                                                                                                               |
|                                              |                                            |                |                        |                          | Breakdown  | Total                |                      | Breakdown           | Total                                                                                                                                         |
| Dennybrook Planning                          |                                            | £386.75        |                        |                          |            | £386.75              |                      | £386.75             |                                                                                                                                               |
| Village Hall Rebuild Reserve                 | General Village Hall Rebuild Fund          | £7,262.90      | £1,500.00              |                          | £8,762.90  |                      |                      | £8,762.90           |                                                                                                                                               |
|                                              | Heater refund (from Ward Fund 2018)        | £30.00         |                        |                          | £30.00     |                      |                      | £30.00              | Used for CCTV April 2023 as well as Ward Fund from 2022/23                                                                                    |
|                                              | <b>Total Village Hall Rebuild Reserves</b> | £7,292.90      | £1,500.00              | £0.00                    |            | £8,792.90            |                      | £8,792.90           |                                                                                                                                               |
| Ward Fund                                    |                                            |                |                        |                          |            |                      |                      |                     | CCTV for hall car park in May 2023 (Ward Fund received in 2022/23), £1404.98 for two new defibrillators (plus match funding from government). |
|                                              |                                            | £0.00          |                        |                          |            | £0.00                | £0.00                | £0.00               |                                                                                                                                               |
| Community Infrastructure Levy                |                                            |                |                        |                          |            |                      |                      |                     |                                                                                                                                               |
|                                              | Tally Ho Corner Farm 22/6/2023             | £6,730.38      |                        |                          | £6,730.38  | £0.00                |                      | £6,730.38           |                                                                                                                                               |
|                                              | Lower Goodwick Farm 22/6/2023              | £5,000.94      |                        |                          | £5,000.94  | £0.00                |                      | £5,000.94           |                                                                                                                                               |
|                                              | Upper Goodwick Farm Cottage 22/6/2023      | £3,818.05      |                        |                          | £3,818.05  | £0.00                |                      | £3,818.05           |                                                                                                                                               |
|                                              | Honeydon Barn 28/11/2023                   | £1,679.66      |                        |                          | £1,679.66  | £0.00                |                      | £1,679.66           |                                                                                                                                               |
|                                              | <b>Total CIL Reserves</b>                  | £17,229.03     | £0.00                  | £0.00                    |            | £17,229.03           |                      | £17,229.03          |                                                                                                                                               |
| RAIDIUS fund                                 |                                            | £706.41        |                        |                          |            | £706.41              |                      | £706.41             |                                                                                                                                               |
| Election fund                                |                                            | £464.56        |                        |                          |            | £464.56              |                      | £464.56             |                                                                                                                                               |
| Literature & info fund                       |                                            | £30.86         |                        |                          |            | £30.86               |                      | £30.86              |                                                                                                                                               |
| Grass & hedge cutting field                  |                                            | £382.00        | £228.00                | £228.00                  |            | £382.00              |                      | £382.00             | £148.50 2 for two grass cuts in 2023/24 were invoiced in 2024/5                                                                               |
| Hedge cutting Duloe Common                   |                                            | £135.00        | £37.00                 |                          |            | £172.00              |                      | £172.00             |                                                                                                                                               |
| Play area assets                             |                                            | £53.38         |                        |                          |            | £53.38               |                      | £53.38              |                                                                                                                                               |
| General Maintenance                          |                                            | £0.00          |                        |                          |            | £0.00                |                      | £0.00               |                                                                                                                                               |
| Cabin Maintenance                            |                                            | £0.00          | £125.00                |                          |            | £125.00              |                      | £125.00             |                                                                                                                                               |
| Defibrillator                                |                                            | £0.00          | £50.00                 | £0.00                    |            | £50.00               |                      | £50.00              | Towards replacing batteries / pads. £219 spent in 2023/24                                                                                     |
| Asset replacement (eg. laptop, noticeboards) |                                            | £0.00          | £125.00                | £508.19                  |            | -£383.19             |                      | -£383.19            | £125 from precept + £233.15 from refunded cartridges                                                                                          |
| Tree works                                   |                                            | £789.00        | £253.00                |                          |            | £1,042.00            |                      | £1,042.00           | Towards inspections and works on Duloe Common and Duloe Playing Field.                                                                        |

## Staploe Parish Council July 2024

| Earmarked Reserve Category                                                       | Category breakdown | Funds Reserved    | Receipts to reserve to | Payments from reserve to | Balance to        | Receipts forecast to | Payments forecast to | Balance forecast to | Comment                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------|--------------------|-------------------|------------------------|--------------------------|-------------------|----------------------|----------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                  |                    | 01/04/2023        | 16/05/2024             | 16/05/2024               | 16/05/2024        | 31/03/2024           | 31/03/2024           | 31/03/2024          |                                                                                                                                                                                                                                                                                                |
| Neighbourhood Plan                                                               |                    | £6,739.49         | £0.00                  | £6,739.49                | £0.00             |                      | £0.00                | £0.00               | Balance from 2021-22 repaid. £3023.51 for green infrastructure review and planning advice. £6739 to be repaid and a new application made in 2024/25                                                                                                                                            |
| Street light inspection                                                          |                    | £589.50           | £300.00                | £0.00                    | £889.50           |                      |                      | £889.50             | Saving £434 per year for 3 years to do a formal inspection in 2023/24. The actual cost was only £367.50 but £345 spent on repairs.                                                                                                                                                             |
| Gov domain (alternate years)                                                     |                    | £0.00             | £55.00                 | £0.00                    | £55.00            |                      |                      | £55.00              | £110 to paid in Sept 2023. £55 from precept and £55 from reserve.                                                                                                                                                                                                                              |
| Social Events                                                                    |                    | £83.56            |                        |                          | £83.56            |                      |                      | £83.56              | Funds allocated in Jan 2022 from underspend in admin budget. £83.56 unspent. £180 saving in hall hire costs in 2023/24 allocated to reserve in 2024/25 or social events                                                                                                                        |
| Football Club Deposit                                                            |                    | £100.00           |                        |                          | £100.00           |                      |                      | £100.00             |                                                                                                                                                                                                                                                                                                |
| Decking Savings                                                                  |                    | £500.00           | £500.00                |                          | £1,000.00         |                      |                      | £1,000.00           |                                                                                                                                                                                                                                                                                                |
| <b>Total earmarked reserves</b>                                                  |                    | <b>£97,341.72</b> | <b>£48,601.00</b>      | <b>£52,903.68</b>        | <b>£30,793.01</b> |                      |                      | <b>£30,793.01</b>   |                                                                                                                                                                                                                                                                                                |
| <b>VAT (negative figure means we are owed VAT)</b>                               |                    | <b>-£1,865.98</b> | <b>£1,865.98</b>       | <b>£1,919.12</b>         | <b>-£1,919.12</b> |                      | <b>£29.70</b>        | <b>-£1,948.82</b>   |                                                                                                                                                                                                                                                                                                |
| Available reserves ex VAT                                                        |                    | -£52,820.32       |                        |                          | £10,990.78        |                      |                      | £9,338.55           | 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. |
| Available reserves incl VAT (usually lower than ex VAT because VAT usually owed) |                    |                   |                        |                          | £9,071.66         |                      |                      | £7,389.73           |                                                                                                                                                                                                                                                                                                |
| <b>Total funds ex VAT</b>                                                        |                    | <b>£44,521.40</b> |                        |                          | <b>£41,783.79</b> |                      |                      | <b>£40,131.56</b>   |                                                                                                                                                                                                                                                                                                |
| <b>Total funds incl VAT (matches balance bf)</b>                                 |                    | <b>£42,655.42</b> |                        |                          | <b>£39,864.67</b> |                      |                      | <b>£38,182.74</b>   |                                                                                                                                                                                                                                                                                                |

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. £7257 - £14513

Therefore £9338.55 is within the recommended range

**2024/065. Policies**

- Savings rates. Barclays savings account yields 1.51% interest and Unity Trust yields 2.75% The Council is limited in the options for savings accounts available due to the need for a community account with complex mandates but Unity appears to offer the best available interest rates and a smaller share of our savings are kept in the Barclays account as it offers greater flexibility.
- FSCS cover and fidelity guarantee. The Clerk confirmed that the Financial Services Compensation Scheme covers all our accounts. Our insurance policy offers fidelity protection of up to £50K. This was deemed to be adequate given the controls in place – detailed in our Financial Regulations.
- Data Protection, GDPR and CCTV. These policies were reviewed along with the data audit questionnaire. A few minor amendments were made eg. contact details, information about the location of cloud storage, the need for one councillor to undergo GDPR training with the Parish Council (although he is an expert in his professional capacity) and there being no need for cookie consents as we only use essential cookies on our website). Minor changes were made to the data protection policy eg. the fact that Councillors use dedicated e-mail addresses and the distribution of news is now via the website.
- Complaints procedure. This was reviewed without amendment.
- Confirm required documents are published online as per transparency code. The Clerk has checked the list of documents and these have been published and are accessible on our website.

The meeting closed at 10.15pm