

Minutes of a Meeting of Staploe Parish Council Held on Thursday 21st March 2024 Online on Teams After the Annual Parish Meeting Which Started at 7pm.

The meeting was held online due to illness. Therefore it was not a legal meeting. However, decisions will be ratified at the next Parish Council meeting on 16th May.

Present: Cllr. J. Ibbett, Cllr. P. Yockney, Cllr. V. Zwetsloot, Cllr. G. Meola, L. Crawford and one member of the public

Apologies for absence: Cllr. E. Meola and Cllr. J. Thomson.

2024/015. Declarations of Interest.

Cllr. J. Ibbett declared an interest in the planning application at Yew Tree Cottage because she owns the land opposite.

2024/016. Approve Minutes of the Parish Council Meeting held on Thursday 18th January 2024

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

2024/017. Consider Options for Social Event

It was resolved that the Clerk should ask the Wade-Gerys if we could do a parish walk to / from Bushmead Priory and have a tour of the Priory.

It was resolved to hold another fish and chip night in October for the harvest supper providing there is sufficient demand to cover hall hire. We would need to charge for fish and chips. If we add £2 to the cost of the fish and chips to cover hall hire and we subsidise hall hire by £15 then the Clerk will find out how many people would need to attend in order to cover the cost of the hall hire.

2024/018. A428 Project Grant Funding.

- **Community Fund up to £15,000**
 - We made one application for approximately £10k play equipment, £2k noticeboard and £3k fixed speed sign. It could only be for capital costs so we couldn't apply for help to get the village hall to the next stage. We have yet to hear about this application.
- **Social Value Fund with grants between £15,000 and £200,000.**
 - we made three applications:
 - average speed cameras (for £190K). This was rejected because any application would need to come from Bedford Borough Council as they are the Highway Authority. The Clerk will ask whether the Borough Council can apply on our behalf.
 - to purchase the ex traveller site at Upper Staploe and create a biodiversity site (£75K). This was rejected because we do not own the land and therefore there is uncertainty that we would be successful in our bid.
 - rebuilding the hall (£200K). This was rejected because we do not have planning permission. We can reapply when we have permission.

2024/019. Planning

Application number	Type	Description	Location	Deadline	Link
24/00380/FUL	Full Planning Application	Erection of detached triple garage	Yew Tree Cottage Honeydon Bedford Bedfordshire MK44 2LP	27/03/2024	24/00380/FUL
It was resolved not to object to this planning application. Proposed by Cllr. G. Meola and seconded by Cllr. V. Zwetsloot.					
24/00106/FUL	Full Planning Application	Single storey side extension following removal of existing conservatory and new balcony.	Lower Goodwick Farm Begwary Bedford Bedfordshire MK44 2NX	19/02/2024	24/00106/FUL
24/00106/FUL We did not comment on this application.					
24/00226/CPNR	Change of Use	Prior notification for change of use from an Agricultural building to a flexible use within Use Classes B8, C1 or E (Under 150 sq.m of floorspace).	Lower Honeydon Farm Honeydon Bedford Bedfordshire MK44 2LR	05/02/2024	24/00226/CPNR
24/00226/CPNR As this is under 150 sq m floorspace it is simply notified to the Borough Council. They have no determining powers and we are unable to comment as a Parish Council.					

2024/020. Proposed Eastpark Solar Farm

- Report from Cllr. G. Meola on a meeting of the Parish Councils on 13th February.
There was good attendance from the parish councils and the meeting was hosted by Tim Price.

We spoke about how we would communicate with residents; newsletters, notice boards, parish council meetings.

We also spoke about; land grading, meeting with Richard Fuller MP, need to meet with Jonathan Djanogly MP, community benefit scheme, screening.

Mr Price (not parish councillor) gave an update on his progress to date – he had also met with Richard Fuller.

Think biggest issue is – who is HOST Authority and who is considered Neighbouring Authority – think Mr Fuller implied Bedford was not HOST – issue - would another authority invest time and money on something not wholly in their area?

Think we (Staploe Parish) need to agree what our issues are.

Suggest:

- 1) access point – Sharpes Barn,*
- 2) access track – level/speed of traffic now and in future,*
- 3) access track where it crosses a right of way,*
- 4) cabling through our parish linking to Sub Station.*
- 5) any development at substation to link cabling.*

Felt we needed to understand the process, please see summary below.

National Infrastructure Planning Process – The Planning Act 2008 (PA2008)

Overview of Information accessible on National Infrastructure Planning Inspectorate (.gov.uk) website:

There are 6 stages:

Stage 1 - Pre-Application

- Applicant has Statutory duty to carry out consultation on proposals.*
- Planning Inspectorate cannot consider representation about merit of proposals at this stage.*

Stage 2 -Acceptance

- Applicant submits Application.*
- Planning Inspectorate has 28 days to decide whether the Application meets standards required to be accepted for examination.*

Stage 3 -Pre-Examination

- The Public able to register with the Planning Inspectorate to become an Interested Party by making a Relevant Representation – summary of the person's views on the Application made in writing.*
- An Examining Authority is also appointed at this stage.*
- All Interested Parties will be invited to attend a Preliminary Meeting run by the Examining Authority.*
- No formal statutory timeframe for this stage but normally takes 3 months.*

Stage 4 -Examination

Planning Inspectorate has 6 months to carry out Examination.

During 6 month period those who have Registered by making a Relevant Representation are invited to provide more detail of their views in writing, which will be considered by the Examining Authority

Stage 5 - Recommendation and Decision

Planning Inspectorate must prepare a report on the Application within 3 months of the close of the 6 month Examination Stage. The Secretary of State then has 3 months to make a Decision.

Stage 6 - Post Decision

Once Decision has been issued, there is a 6 week period in which the Decision can be challenged in the High Court. Process known as Judicial Review.

ROLE OF OUR LOCAL AUTHORITY* IN THE PROCESS AT DIFFERENT STAGES

Evidence and opinions of a local authority help shape decisions.*

Stage 1 - Pre-Applications – Local Authority

- Planning Inspectorate will consult with local authority* on Applicant's Environmental Impact Assessment Scoping Report – local authority* has 28 days to comment.*
- Local Authority* should be consulted on by Applicant about the Statement of Community Consultation (SoCC) – how Applicant proposes to consult with local community.*
- Applicant is required to carry out statutory consultation with the local authority* (and others) – Applicant is required to take into account any relevant responses.*

Stage 2 - Acceptance Stage – Local Authority

- *Local authority* will be asked by the Inspectorate to provide a statement on adequacy of the Applicant's consultation - within 14 days of receipt of application.*

Stage 3 - Pre – Examination stage – Local Authority

- *Applicant publishes that the application has been accepted by the Planning Inspectorate. HOST authority automatically registered as Interested Party, neighbouring authorities must register.*
- *Host and neighbouring authorities should submit a Relevant Representation via Planning Inspectorate website re initial issues to the scheme.*
- *Timeframe for registering is decided by Applicant but is not less than 30 days.*

Stage 4 - Examination stage – Local Authority

- *Examining Authority will invite Local Authority* to submit a Local Impact Report. Local Authority* should use the pre applications stage to begin work on the Local Impact Report as the deadline will be early in the examination stage.*
- *Local Impact Report should comment on potential impacts and provide evidence about characteristics of area.*
- *Local authority* is encouraged to work with Applicant to produce Statements of Common Ground.*

Stage 5 - Recommendation and Decision Stage – Local Authority

- *Local Authority* needs to be aware that the Examining Authority has 3 months to write to the Secretary of State. The Secretary of State has 3 months to make a decision.*

Stage 6 - Post Decision Stage – Local Authority

- *Provides Local Authority a 6 week window to legally challenge the Secretary of States decision.*

**Is this HOST and Neighbouring Authority or both – we need clarification.*

SUMMARY

Recommendations:

Be aware of and plan:

- *Timeline – Process*
- *Timeline – Local Authority**
- *What stage are we at re process including Local Authority* timeframes?*
- *We need to know who is considered the HOST Authority* and who is considered NEIGHBOURING Authority, as scheme crosses Local Authority boundaries – will they be treated the same in this process?*
- *Who is our contact re Host Authority?*
- *Who is our Contact re Neighbouring Authority*
- *When/how do we get sight of the Applicant's Application to the Inspectorate?*
- *Examining Authority – who is it made up of?*
- *Has Local Authority* commented on the Applicant's Environmental Impact Assessment Scoping Report – can we see comments?*
- *Statutory Consultation with Local Authority* and others?*
- *Has the Local Authority* been consulted on re Statement of Community Consultation (SoCC)?*
- *Local Authority's* Statement of Adequacy re consultation – do we get to see it?*
- *Local Authority's* Local Impact Report - do we get sight of?*
- *Statements of Common Ground?*

- *(W)e Register as Interested Parties and submit Relevant Representations – together and/or separately?*
- *Interested Parties – encourage all residents to Register?*
- *Relevant Representations – encourage all residents who have Registered as Interested Parties to Submit their views?*
- *Preliminary Meeting run by Examining Authority – encourage all residents who have Registered and Submitted to attend?*
- *Prepare/plan/ attend Preliminary meeting?*
- *Examination stage – encourage all residents who have Registered and Submitted to provide more detail if required/desired to Examining Authority.*
- *Prepare/plan/submit more detail if necessary?*
- *When/how do we get sight of the final Decision?*
- *Understand Judicial Review and costs?*
- Next steps re National Infrastructure Planning Process
 - Establish which stage we are at in the process: Stage 1. Pre-application. Currently East Park are requesting a list of organisations to be consulted.
 - Create a timeline: this task was not assigned.
 - Find out who host local authority is and who neighbouring authority is and contacts for them. Clerk to find out.
 - Arrange another meeting to look at the above. There will be a meeting on 27th March. Cllr. G. Meola will try to attend.
 - The Clerk is in discussions with UK Power Networks to understand what the capacity is for new solar connections at Eaton Socon Substation.

2024/021. Village Hall, Community Cabins, Playing Field and Football Club

- Paving slabs, aggregate and sand purchased for path.
- PAT testing complete
- The Clerk confirmed that Adam Taran is still inspecting the playing field. The inspection checklist was reviewed without amendment.
- A picnic bench has been broken. The Clerk will get a quote for a wood vs resin one to replace it and we will consider using the ward fund.

2024/022. Insurance Claim for Street Light (Duloe Butts)

- The street light at Duloe Butts was damaged in November when hit by a vehicle during icy weather. Cost to replace bracket and control box £385 + VAT. Cost of reconnection £2469 +VAT. Cost to replace lantern if it doesn't work on reconnection £318+VAT. Next step is to pay for the reconnection. Insurance excess £125. Our insurers have agreed to pay for the repair and reconnection (less the excess). The Clerk will pay for reconnection in April. It was resolved that the payment can be made even though the meeting is online. This is because the funds will be reimbursed by our insurers. Proposed by Cllr. J. Ibbett and seconded by Cllr. V. Zwetsloot.

2024/023. Highways and Rights of Way

- new grit bin in Honeydon Road. The Borough Council have approved the installation of a grit bin on Honeydon Road providing cars don't park on the bend to spread the grit. The Clerk is awaiting a quote for the Borough to fill with salt before making the purchase.
- new hedges – position in relation to footpaths. Cllr. G. Meola reported that Richard Squire has realigned some rights of way in line with the GPS coordinates. FP16 behind Duloe Common – the realigned path is to the right of the track. FP16 on the southern approach to the barrow the

hedges were planted across the path by mistake and have now been removed. The southern end of BW29 is now to the right of the track when walking north.

- ground nesting bird and livestock signs / letters to Hunts Post. It was resolved to write the following to the Hunts Post: *“Staploe parish is a popular dog walking area. We are lucky enough to have a lot of ground nesting birds such as skylarks, corn buntings and partridge in the fields around Staploe and Duloe. As these birds build their nests on the ground Staploe Parish Council would like to request that dog walkers keep their dogs on a lead if they are not able to remain on the path to avoid nests being disturbed between the start of April and the end of July. Thank you. We also have some livestock which may not be immediately apparent from the tracks and footpaths. Therefore, please keep dogs within sight and under control throughout the year. Thank you.”* Proposed by Cllr. G. Meola and seconded by Cllr. J. Ibbett. The Clerk will also put notices at the access to the tracks.

2024/024. Ex Traveller Site Update

On 11th January 2024 at Bedford County Court the Judge agreed an order for the sale of the land. The terms of the order are that the landowner now has until 12th February to settle the debt. That has not happened so Bedford Borough Council will take possession of the land and can sell it. The means of selling the property are to be considered by the Council. Any funds left over from the sale after the debts have been settled will go to the landowner.

2024/025. Consider how best to thank / acknowledge volunteers

- Freedom of the Parish. This would be a good way to thank people who have provided an extended period of extensive service to the parish. Cllr. P. Yockney will research a list of criteria.
- Thank you cards. It was resolved to prepare thank you cards for those who do inspections for us. The Clerk will arrange this.

2024/026. Finance

- Receipts and payments were displayed online and will be examined against the invoices and proposed by Cllr. J. Ibbett and Cllr. P. Yockney after the meeting. They are listed on p8-9
- The bank reconciliation was displayed online in the meeting and is listed on p10-12 and will be checked against the bank statements by Cllr. J. Ibbett and Cllr. P. Yockney after the meeting.
- The balance of earmarked reserves was displayed online in the meeting and is listed on p13-14
- The performance against budget to date was displayed online at the meeting and is listed on p15-19
- The schedule of regular payments for 2024-25 was presented, and will be examined against the budget after the meeting by Cllr. J. Ibbett and Cllr. P. Yockney.
- Banking: the Unity Trust savings account is open and £31,000 was transferred into the account on 9th February. The Unity interest rate is 2.77% vs Barclays 1.5%

2024/027. Assets

- Defibrillators
 - Two new ones have been received. 50% funding from government, 50% from Ward Fund. One has been installed by the post box at Falling Water House and will be inspected by the Clerk and the other one at Duloe Community Cabins and will be inspected by Adam Tarran.
 - It was resolved that the Clerk should offer £35 to hosts at Falling Water House to cover electricity costs.

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- The Clerk has sent a draft hosting agreement to the new owner of the Old Chapel. The new owner has requested that Nicola Ledwich resume inspections of the Honeydon defibrillator.
- Asset inspection. The Clerk has completed this and taken photos.
- Review street light inventory. The street light inventory was reviewed without amendment except to note that the light at Duloe Butts has yet to be reconnected.

2024/028. Review Policies and Regulations

- Having been previously circulated a new safeguarding policy was adopted.
- Having been previously circulated the Financial Regulations were reviewed. A few minor amendments were made. The Unity Trust Bank account has now been added and the regulations have been amended to explain that we can't pay the Clerk's pension by cheque because Bedfordshire Pension Scheme no longer accepts cheques.
- Having been previously circulated the general Parish Council risk assessment was revised to include Unity Trust account, updated details re electricity contracts, water leaks at the cabins, pitch hire audits, CIL reporting and defibrillators.
- The Community Cabin risk assessment was updated to include risk of burns and scalds in the kitchenette.

The meeting closed at 9pm

Next meeting: 16th May 2024

Summary of Transactions for Staploe Parish Council for Approval at Meeting on:

21/03/2024

Main Account Payments

Ref	Date	Payee	Details	Type of transaction	Cheque / Ref Number	Amount
134	19/01/2024	SSE Electricity	Electricity for street lights	BACS		£29.72
139	05/02/2024	EDF Energy	Electricity for cabins	Direct Debit		£18.08
142	16/02/2024	Banks Electrical	Connecting defibrillator at Duloe cabins	BACS		£192.60
145	16/02/2024	Wyboston Village Hall	Hall hire Jan PC meeting	BACS		£20.00
146	16/02/2024	NRH Heating & Plumbing	Repairs to burst pipes in cabins	BACS		£210.00
147	20/02/2024	Anglian Water Business (Wave)	Water and sewerage cabins	Direct Debit		£42.04
148	27/02/2024	SSE Electricity	Electricity for street lights	Direct Debit		£30.72
149	04/03/2024	Anglian Water Business (Wave)	Water and sewerage cabins	Direct Debit		£6.30
151	06/03/2024	EDF Energy	Electricity for cabins	Direct Debit		£22.56
152	14/03/2024	BRCC	Green Infrastructure Plan	BACS		£2,938.80
153	14/03/2024	Sally Chapman	Tour of parish and first meeting Sept 2023	BACS		£482.40
154	21/03/2024	L. Crawford	Clerk's expenses Jan-Mch	Cheque	100963	£40.05
155	24/03/2024	L. Crawford	Clerk's salary Q4 Jan - Mch	Cheque	100964	£1,156.19
156	24/03/2024	Bedfordshire Pension Fund	Clerk's pension Q4 Jan-Mch	BACS		£376.73
164	24/03/2024	Bradgate Fencing	Grass cutting playing field & Common 18th March	BACS	0	£178.20
Total						£5,744.39

Debit Card Account Payments

Ref	Date	Payee	Details	Type of transaction	Cheque / Ref Number	Amount
143	16/02/2024	Amazon Business	Laptop charger and file dividers	Debit card		£35.65
144	16/02/2024	Amazon Business	External hard disk	Debit card		£70.65
160	23/02/2024	Amazon Business	Dell charger	Debit card		£26.90
161	26/02/2024	Supreme Industries	Paving, aggregate and sand for cabin path	Debit card		£527.50
162	29/02/2024	Supreme Merchants	Pallets for cabin path materials (returnable)	Debit card		£64.80
163	29/02/2024	B&Q	Paint to touch up village signs	Debit card		£5.50
Total						£731.00

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Main Account Receipts						
Ref	Date	Payee	Details	Type of transaction	Reference	Amount
None						
Total						£0.00
Barclays Savings Account Receipts						
Ref	Date	Payee	Details	Type of transaction	Reference	Amount
157	19/02/2024	Amazon Business	Dell charger refund	Credit		£26.66
Total						£26.66
Unity Savings Account Receipts						
Ref	Date	Payee	Details	Type of transaction	Reference	Amount
None						
Total						£0.00
Transfers						
Ref	Date	Recipient	Details	CommAcc	Debit Card Account	Barclays Savings Account
135	25/01/2024	Staploe Main to payments	Transfer to purchase paving for playing field path, grit b	-£821.92	£0.00	£0.00
136	25/01/2024	Staploe Payments from main	Transfer to purchase paving for playing field path, grit b	£0.00	£821.92	£0.00
137	30/01/2024	Staploe Savings to Main	Transfer to Main to set up Unity Account	£0.00	£0.00	-£15,142.00
138	30/01/2024	Staploe Main from Savings	Transfer from Savings to set up Unity Account	£15,142.00	£0.00	£0.00
140	09/02/2024	Staploe Main to Unity	Transfer to open Unity Savings Account	-£31,000.00	£0.00	£0.00
141	09/02/2024	Staploe Unity from Main	Transfer to open Unity Savings Account	£0.00	£0.00	£0.00
158	15/03/2024	Staploe Savings to Main	Transfer to cover costs to next tranche of precept	£0.00	£0.00	-£6,000.00
159	15/03/2024	Staploe Main from Savings	Transfer to cover costs to next tranche of precept	£6,000.00	£0.00	£0.00
Total				-10679.92	821.92	-21142
	payment not yet made					
Posted balances after the above transactions clear						
Community Account 30833940				£4,265.17		
Debit Card Acc 13099075				£140.79		
Base Rate Savings 43461580				£7,003.01		
Unity Savings 20496487				£31,000.00		
Total				£42,408.97		

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STAPLOE PARISH COUNCIL BANK RECONCILIATION 1st APRIL 2023 TO 19 Mar 2024

Date of bank statement	19/03/2024						
Prepared by Mrs. Lucy Crawford, Parish Clerk					Date prepared:	19/03/2024	
Balance per bank statements as at:	19/03/2024						
Barclays Community (Current) Account 30833940						£6,036.48	
Barclays Payments (Debit Card) Account 13099075						£140.79	
Barclays Base Rate Savings Account 4361580						£7,003.01	
Unity Trust Savings Account 20496487						£31,000.00	
Total bank balance						£44,180.28	
Petty cash float						£0.00	
Less un-presented cheques:							
L. Crawford expenses Nov-Dec						£20.14	
						£20.14	
Add: un-banked cash at:	19/03/2024					£0.00	
Net balances as at:	19/03/2024					£44,160.14	
The net balances to the Cash Book (receipts and payments account) for the year to date are as follows:							
CASH BOOK							
Opening Balance 1st APRIL 2023						£26,616.57	
Add: Receipts to date						£45,705.27	
Less: Payments to date						£28,161.70	
Closing balance per cash book as at:	19/03/2024					£44,160.14	

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				BARCLAYS					
DATE				Community Account 30833940					
				Receipts		Payments		Transfers	
								Balance	
1-Apr-23	Balance bf		£15,689.77						
19-Mar-24	Posted balance per accounts		£31,000.00		£45,419.00		£25,793.53	-£29,298.90	£6,016.34
Unpresented cheques / uncleared payments:									
Total						£0.00			
19-Mar-24	Balance as per bank statement		£6,036.48						
19-Mar-24	Posted balance - cleared balance		£24,963.52	Equal to unpresented cheque					
19-Mar-24	Balance cf		£31,000.00						
				BARCLAYS					
				Base Rate Savings 43461580					
				Receipts		Payments		Transfers	
								Balance	
1-Apr-23	Balance bf		£10,906.30						
19-Mar-24	Posted balance as per accounts		£140.79		£259.61		£0.00	-£4,162.90	£7,003.01
19-Mar-24	Balance as per bank statement		£7,003.01						
19-Mar-24	Posted balance - cleared balance		-£6,862.22						
19-Mar-24	Balance cf		£140.79						
				BARCLAYS					
				Payments Account 13099075					
				Receipts		Payments		Transfers	
								Balance	
1-Apr-23	Balance bf		£20.50						
19-Mar-24	Posted balance as per accounts		£6,016.34		£26.66		£2,368.17	£2,461.80	£140.79
19-Mar-24	Balance as per bank statement		£140.79						
19-Mar-24	Posted balance - cleared balance		£5,875.55						
19-Mar-24	Balance cf		£6,016.34						

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UNITY TRUST BANK									
Instant Access Savings 20496487									
					Receipts		Payments	Transfers	Balance
1-Apr-23	Balance bf		£-						
19-Mar-24	Posted balance as per accounts		£7,003.01		£0.00		£0.00	£31,000.00	<u>£31,000.00</u>
19-Mar-24	Balance as per bank statement		£31,000.00						
19-Mar-24	Posted balance - cleared balance		-£23,996.99						
19-Mar-24	Balance cf		£7,003.01						

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Staploe Parish Council Reserves				19/03/2024						
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	19/03/2024	19/03/2024	19/03/2024	31/03/2024	31/03/2024	31/03/2024		
					Breakdown	Total			Breakdown	Total
Dennybrook Planning		£386.75				£386.75				£386.75
Village Hall Rebuild Reserve	General Village Hall Rebuild Fund	£5,762.90	£1,500.00		£7,262.90			£7,262.90		
	Heater refund (from Ward Fund 2018)	£660.00		£630.00	£30.00			£30.00	Used for CCTV April 2023 as well as Ward Fund from 2022/23	
	Total Village Hall Rebuild Reserves	£6,422.90	£1,500.00	£630.00		£7,292.90				£7,292.90
Ward Fund										
		£765.00	£1,404.98	£2,169.98		£0.00	£0.00	£0.00	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).	
Community Infrastructure Levy										
	Tally Ho Corner Farm 22/6/2023	£0.00	£6,730.38	£0.00	£6,730.38		£0.00	£6,730.38		
	Lower Goodwick Farm 22/6/2023	£0.00	£5,000.94	£0.00	£5,000.94		£0.00	£5,000.94		
	Upper Goodwick Farm Cottage 22/6/2023	£0.00	£3,818.05	£0.00	£3,818.05		£0.00	£3,818.05		
	Honeydon Barn 28/11/2023	£0.00	£1,679.66	£0.00	£1,679.66		£0.00	£1,679.66		
	Total CIL Reserves	£0.00	£17,229.03	£0.00		£17,229.03				£17,229.03
RAIDIUS fund		£706.41				£706.41				
Election fund		£510.29		£45.73		£464.56				
Literature & info fund		£30.86				£30.86				
Grass & hedge cutting field		£307.00	£75.00			£382.00				
Hedge cutting Duloe Common		£135.00				£135.00				
Play area assets		£53.38				£53.38				
Maintenance		£0.00				£0.00				
Defibrillator		£320.00	£50.00	£370.00		£0.00			Towards replacing batteries / pads. £219 spent in 2023/24	
Asset replacement (eg. laptop, noticeboards)		£383.19	£125.00	£508.19		£0.00			£125 from precept + £233.15 from refunded cartridges	
Tree works		£736.00	£53.00			£789.00			Towards inspections and works on Duloe Common and Duloe Playing Field.	
Neighbourhood Plan		£5,914.00	£9,763.00	£8,937.51		£6,739.49	£0.00	£6,739.49	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		£868.00		£278.50		£589.50			Saving £434 per year for 3 years to do a formal inspection in 2023/24. The actual cost was only £367.50 but £345 spent on repairs.	
Gov domain (alternate 1-3s)		£55.00		£55.00		£0.00			£110 to paid in Sept 2023. £55 from precept and £55 from reserve.	

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Earmarked Reserve Category	Category breakdown	Funds Reserved	Receipts to reserve to	Payments from reserve to	Balance to	Receipts forecast to	Payments forecast to	Balance forecast to	Comment
		01/04/2023	19/03/2024	19/03/2024	19/03/2024	31/03/2024	31/03/2024	31/03/2024	
Jubilee party		£83.56			£83.56			£83.56	Funds allocated in Jan 2022 from underspend in admin budget
Coronation Party		£2,738.48	£214.00	£2,951.88	£0.60		£0.00	£0.60	Awards for All grant spent on coronation, fish and chip night and remainder to be used for paving slabs.
Football Club Deposit		£100.00			£100.00			£100.00	
Decking Savings		£0.00	£500.00		£500.00			£500.00	
Total earmarked reserves		£20,129.07	£48,143.04	£15,946.79	£35,096.29			£35,096.29	
VAT (negative figure means we are owed VAT)		-£1,865.98	£1,865.98	£1,919.12	-£1,919.12		£29.70	-£1,948.82	
Available reserves ex VAT		£8,353.48			£10,982.97			£9,352.35	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 (higher than ex VAT because VAT usually owed)								£7,403.53	
Total funds ex VAT		£28,482.55			£46,079.26			£44,448.64	
Total funds incl VAT (matches balance bf)		£26,616.57			£44,160.14			£42,499.82	
Earmarked reserves = funds set aside for a specific purpose. These can only be allocated to another purpose if the council passes a resolution to do so.									
Available reserves = total balance in the accounts less the earmarked reserves. This should be 50-100% of our precept ie. £7162 - £14324									
Therefore £9352.35 is within the recommended range									

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Staploe Parish Council Performance Against Budget 2023 - 2024	Actual to 31st Mch 2023	Budget to Mch 2024	Forecast to 31st March 2024	Forecast less budget	Comment
		7.4%			% increase vs 2022-23
Regular Receipts					
Precept	£13,336.00	£14,323.84	£14,324.00	£0.16	
Interest	£16.29	£1.00	£259.61	£258.61	Interest rates have increased and savings have increased
Cabin hire	£396.00	£500.00	£500.00	£-	
Total Regular Receipts	£13,352.29	£14,824.84	£15,083.61	£258.77	
Other Receipts					
Newsletter advertising	£20.00	£-	£10.00	£10.00	
Ward Fund	£1,403.66	£-	£1,404.98	£1,404.98	£639 Paid late for 2021/22. Used for electrical work at cabins. £765 for CCTV in car park March 2023
Neighbourhood Plan Grant	£7,914.00	£-	£9,763.00	£9,763.00	
Donations for Local Plan advice & campaign	£-	£-	£-	£-	
Ticket sales from social events	£65.89		£214.00	£214.00	2022-23 Jubilee £30 ticket sales and £35.89 proceeds from dog show tickets and food (after costs). 2023-24 Coronation ticket sales £204 + £10 for fish & chip ticket sales
CIL income	£-		£17,229.03	£17,229.03	Community Infrastructure Levy for agricultural barn conversions. To be spent on infrastructure projects within 5 years.
Police road safety grant	£3,890.00		£-	£-	For new fixed speed sign in Duloe in 2022/23
RAIDIUS	£706.41			£-	Remaining funds from campaign against traveller site raised in 2007
Football Club deposit	£100.00			£-	
Awards for All - Coronation grant	£3,100.00			£-	
Other (eg. refunds, proceeds from social events / book sales)	£433.15	£-	£255.22	£255.22	2022/23 £233.15 in refunded goods (ex VAT) for ink cartridges returned when we changed printer +£160 defibrillator contribution (Kents) + £40 cash from first aid course ticket sales. 2023/24 £233.01 from insurers for replacement litter bin + £22.21 refund for laptop charger
Total Other Receipts	£18,029.11	£-	£28,876.23	£28,876.23	
Total Receipts	£31,381.40	£14,824.84	£43,959.84	£29,135.00	Extra regular receipts in 2023/24 due to increased interest rates forecast to be £259 higher than budget. Other receipts not in budget are: CIL income £17,229, NDP grant £9763, an insurance claim £233, ticket sales for coronation / fish & chips £214, a refund £22 and £10 other (advertising).

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Regular Payments (from precept)					
	Actual to 31st Mch 2023	Budget to Mch 2024	Forecast to 31st March 2024	Forecast less budget	Comment
Clerk's salary & pension	£4,669.13	£4,868.01	£4,929.73	£61.72	Remain on Salary Point 17 but budget assumed 5% increase in 2023/24. 5 hours per week for PC (see Neighbourhood Plan below for extra hour). In fact pay increase was 7.2%. Budget assumed ER pension contributions would increase to 27.8% but in fact remained at 26.8%
Clerk's PAYE		£-		£-	
Clerk's salary & pension extra hour per week for Neighbourhood Plan	£933.82	£973.60	£985.95	£12.35	To assist with the neighbourhood plan (admin not grant funded)
Total staff costs	£5,602.95	£5,841.61	£5,915.68	£74.07	Salary increased by 7.2% not 5% as predicted. Small saving due to ER pension contributions not increasing.
Audit Fees	£270.00	£270.00	£285.00	£15.00	External; £210, internal £75
Councillors Expenses	£-	£30.00	£-	-£30.00	
Clerk's employment expenses	£331.25	£312.00	£282.61	-£29.39	Mileage and Working From Home Allowance (£18 / month)
Clerk's Other Expenses eg. postage & sundries	£50.60	£40.00	£15.34	-£24.66	Postage and sundries.
Training	£60.00	£80.00	£-	-£80.00	
Highways Grass Cutting	£-	£-	£-	£-	Responsibility given back to Borough
Insurance	£506.24	£515.00	£549.24	£34.24	Norris & Fisher pulled out of 3 year deal
Power to street lights	£339.45	£343.20	£283.40	-£59.80	Missing a payment due to change in contract - will fall in next financial year
Elec (CCTV & cabins)	£163.94	£283.29	£261.23	-£22.06	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. Not as much consumption as expected.
Water and sewerage for cabins	£121.06	£130.00	£195.37	£65.37	Fixed costs £195. Water and foul water costs £3.71 per m3. More consumption than expected.
Maintainance (street lights, speed signs, benches, play area & planters)	£6.30	£200.00	£223.52	£23.52	2023-24: £98.66 village sign stickers + £41 for first aid kit for cabins +£70 battery for speed indicator+£9.48 towards defib installation in Duloe+£4.58 paint for village signs
Defib maintenance & elec costs	£-	£35.00	£35.00	£-	£35 for electricity charge. Replacement pads met from "Other Payments" - from reserve. Replaced pads in November 2023 (adult) and Feb 2024 (child) for £218.98 then every 3 years.
Play Area Inspection	£70.00	£70.00	£75.00	£5.00	
Play Area Works (assets purchased)	£-		£-	£-	

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Regular payments continued	Actual to 31st Mch 2023	Budget to Mch 2024	Forecast to 31st March 2024	Forecast less budget	Comment
Play Area Works (consumables / labour)	£141.12		£-	£-	Replaced cradle swing seat in 2022/23 - counts as consumable
Community cabins and picnic area	£1,024.34	£300.00	£175.00	-£125.00	2022/23 Repairs (cables, taps, leaks) £227 plus burying cables & fixing drain £750 plus signage and cleaning products. Repairs to burst pipes Feb 2024
Playing field grass & maintenance	£875.00	£1,330.00	£1,124.16	-£205.84	Needed only 8 cuts. £24.16 for new padlock.
Duloe Common grass	£70.00	£110.00	£88.00	-£22.00	Needed only 8 cuts
Tree surveys and works		£200.00	£200.00	£-	2022/23 £120 survey of Duloe Common met from earmarked reserve - see other payments. 2023/24 £250 survey of Playing Field. £200 from precept and £50 from reserves
Street light inspection / repairs		£434.00	£434.00	£-	earmarked reserve. Repairs and insurance claim for damaged light in Nov 23 due to be paid in April 24
Subs (SLCC / BATPC)	£206.00	£206.00	£209.00	£3.00	BATPC £93 + SLCC £112
Admin	£185.15	£257.00	£92.65	-£164.35	£35 Info commissioner, stationary items (£30.20) and printer ink (£27.45)
Web & e-mail hosting, software subs	£291.52	£350.00	£318.30	-£31.70	Eyelid £100 web support + Cloudnext web hosting £100 + £63 software. Gov domain of £110 every 2 years paid in Sep 2023. £55 of the gov domain cost met from reserve. See "Other Payments"
Other assets (eg. street furniture / tools / office equipment). Excl. playing field/ play area)	£-	£-	£327.27	£327.27	£25.96 towards new laptop. (Remaining cost met from earmarked reserves. Total cost £534.15) + £95.02 towards defibrillators. (Remaining cost met from Ward Fund. Total cost £1500) + £125 towards replacement bin for Shakers Way (remaining cost £233 from insurance see other payments from reserve) + £58.87 hard drive +£22.42 laptop charger
Village Hall Hire	£204.50	£300.00	£120.00	-£180.00	Hall hire for parish council meetings. £95 hall hire for fish & chip night met from coronation reserve (see "Other Payments"). No additional meetings required.
Village Hall Works / Maintenance	£258.36	£365.64	£365.00	-£0.64	Contribution towards insurance
Newsletter	£233.57	£369.10	£112.97	-£256.13	Only one issue in 23/24
Other			£76.21	£76.21	Laptop charger £22.21 - refunded - see other receipts + £54 for three pallets for paving materials. To be refunded on return.
Contingency	£-	£150.00	£-	-£150.00	
Total regular payments	£11,011.35	£12,521.84	£11,763.95	-£757.89	We are forecast to spend £758 less than we budgeted in our regular payments (which we aim to match to precept). This is due to reductions in: newsletter printing (£256), grass cutting (£228), village hall hire (£180), admin (£164), contingency not needed (£150), cabin maintenance (£125), training (£80), power to street lights (£60) and £140 of other savings (software, expenses, electricity to cabins). These savings were offset by increases in assets purchased (£327), items which were refunded or will be refunded (£76), staff costs (£74), water / sewerage costs (£65), and £81 of other unbudgeted spending (insurance, maintenance etc.)

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Regular transfers to reserve (from precept)					
Village Hall Savings	£1,400.00	£1,500.00	£1,500.00	£-	
Hedge cutting savings (field & common)	£75.00	£75.00	£75.00	£-	
Asset replacement savings	£125.00	£125.00	£125.00	£-	Clerk's laptop and printer £600 every 5 years
Tree surveys and works savings	£253.00	£53.00	£53.00	£-	Survey cost £360 every 3 years (£120pa). Works £400 every three years (£133pa)
Defibrillator replacement parts	£50.00	£50.00	£50.00	£-	
Street light inspection savings	£434.00			£-	Formal inspection due in 2023/24
Decking replacement savings		£500.00	£500.00		
Gov domain (alternate years)	£55.00			£-	£110 every other year (Sep 21, 23, 25 etc)
Total Regular transfers to reserve (from precept)	£2,392.00	£2,303.00	£2,303.00	£-	
Regular payments + regular transfers to reserve	£13,403.35	£14,824.84	£14,066.95	-£757.89	
Regular receipts - regular payments & transfers to reserve	-£51.05	£-	£1,016.66	£1,016.66	
Other payments (met from additional receipts eg. grants or earmarked reserves)					
	Actual to 31st Mch 2023	Budget to Mch 2024	Forecast to 31st March 2024	Forecast less budget	Comment
Local Plan advice and campaign				£-	
Ward Fund assets purchased	£-		£2,169.98	£2,169.98	£765 spent on CCTV for hall car park in May 2023 + £1404.98 on new defibs in Jan 2024
Other assets purchased from earmarked res	£199.96		£741.20	£741.20	£534.15 for laptop. £508.19 from earmarked reserve. £25.96 from admin. £233.01 for replacement litter bin. Met from insurance payment. Excess of £125 paid from other assets in regular budget.
Village Hall payments from earmarked reserve	£790.00	£500.00	£630.00	£130.00	Support for insurance in 2021/22. £790 for land transfer in 2022/23. £630 towards CCTV replacement in car park (from heater refund) spent in April 2023.
Tree surveys and works	£120.00	£200.00	£50.00		Survey Duloe Common. £200 met from precept

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Defibrillator replacement parts / maintenance		£150.00	£370.00		Adult and child battery packs £218.98 + contribution to installation at Duloe £151.02
Gov domain		£55.00	£55.00		Biennial payment of £110. £55 from reserve, £55 from precept.
Payments from other earmarked reserves	£30.00	£-	£-	£-	2022-23 £30 payment to caterer for jubilee lunch.
Elections			£45.73	£45.73	Election recharge
Speed sign (met by police grant)	£3,890.00		£-	£-	New fixed speed sign in Duloe.
Street light inspections		£868.00	£278.50	-£589.50	Inspection £367.50 covered under regular budget + repairs £345 topped up from this reserve
Hall hire for social events (met from ticket receipts)	£40.00			£-	First aid course contributions
Neighbourhood Plan costs met by grant	£2,000.00		£3,023.51	£3,023.51	For green infrastructure review and planning consultant
Neighbourhood Plan unspent grant refunds	£6,288.07		£5,914.00	£5,914.00	
Coronation - marquee, food, decorations, etc. (Awards for All grant)	£361.52		£2,951.88	£2,951.88	£667.50 marquee + £809.56 salads etc. +£290 hog roast + £51.35 drinks. £95 hall hire for fish & chips + £442 fish & chips + £156.89 games, decorations etc. +439.58 materials for path at cabins
Other payments (refunds etc.)				£-	
Total Other Payments	£13,719.55	£1,773.00	£16,229.80	£14,456.80	
Total Payments	£24,730.90	£14,294.84	£27,993.75	£13,698.91	
Other transfers to reserves (not from precept)					
RAIDIUS	£706.41			£-	Received from V. Zwetsloot 15th August 2022 - remains of campaign against traveller site in Upper Staploe
Total other transfers to reserves	£706.41	£-	£-	£-	
Total Payments & Transfers to Reserve	£27,829.31	£16,597.84	£30,296.75	£13,698.91	
Total receipts - (total payments & transfers to reserve)	£3,552.10	-£1,773.00	£13,663.09	£15,436.09	We are forecast to spend £13663 less than we receive this year. This is largely due to receiving a large amount of CIL funding and unspent neighbourhood plan grants and planned spending from earmarked reserves.