

Minutes of a Meeting of Staploe Parish Council Held at 7.45pm on Thursday 21st November 2024 in the Village Hall at Wyboston Village Hall.

Present: Cllr. J. Ibbett (Chair), Cllr. J. Thomson, Cllr. G. Meola and Lucy Crawford (Clerk) and three members of the public.

Apologies for absence: Cllr. E. Meola (attending training)

2024/082. Declarations of Interest

None

2024/083. Public Open Forum

Resident 1 from Staploe reported that she had met with the Deputy Mayor of Bedford Borough, Borough Cllr. S. Sira, and a representative from Bedford Highways Department on Monday 18th November. They propose that they put a monitoring strip with data cables across Staploe Lane to find out how best to manage traffic and speeding. Potential actions might involve:

- A consultation to move all of Staploe Lane to 20mph (currently only the western end of the village is at 20mph)
- Introduction of a permanent solar powered speed sign at the eastern end of Staploe (approx. £4,000).
- Introduction of narrow road sign with road markings at Falling Water House.

Councillors thanked her for her efforts and asked her to find out what the cost implications might be for the Parish Council (if any) for the capital cost, insurance and maintenance. The Clerk will put this on the agenda for the Parish Council meeting in January.

Resident 2 – also from Staploe voiced her support for the proposed measures explaining how the speeding traffic affects her family and she feels her grandchildren who are regular visitors are at risk.

The Clerk reported that the Turners have kindly offered to manage Honeydon speed sign and charge the batteries.

Several people present commented that drainage at Duloe Butts is poor – water from the field drain goes onto the road and causes icy conditions. This resulted in a lorry skidding and colliding with a lamppost and streetlight in November last year. The Clerk will ask Highways to look.

Resident 1 from Staploe reported that the bank opposite Bakers Cottage 50, Staploe is collapsing into the brook. The Clerk will report this to Bedford Borough Council Highways Department.

Resident 3 from Two Brewers reported that there have been numerous accidents with cars in the ditch just outside the Two Brewers on the Bushmead Road in recent weeks. He would like to see a 50mph speed limit implemented with 40mph between Shakers Way and Cadbury Lane. The Clerk will put this on the agenda for the January meeting and arrange a meeting with the Highways Department to discuss options. She has reported the damage to the two road signs following the accident on 17th November. The traffic using the Bushmead Road has been extremely heavy recently at weekends because the Black Cat roundabout on the A1 was closed.

Cllr. J. Ibbett reported subsidence on Staploe Road (the road from Wyboston to Lower Honeydon Lane – particularly at the northern end. This is making the road very uneven. The Clerk will report this.

The road edges are bad on Lower Honeydon Lane and in parts of Duloe. The Clerk will report this.

Councillors suggested that there should be an on-site meeting with the Highways Department to discuss safety at the Two Brewers junction, on the Bushmead Road, at the junction between Staploe Road and Lower Honeydon Lane and at Duloe Butts. To discuss road signs, markings, speeds etc. The Clerk will arrange this.

The grips need digging out on the Bushmead Road and the drain under the road may need attention.

Cllr. G. Meola asked when the road name signs for Duloe Lane, Staploe Lane, Lower Honeydon Lane and Upper Staploe will be installed. The Clerk will chase this.

2024/084. Approve minutes of the Parish Council meeting held on Thursday 26th September 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.

2024/085. Borough Councillor Sira's report

2024/086. Planning Reports

Application number	Type	Description	Location	Deadline	Link
24/01819/FUL	Full Planning Application	Erection of solar PV array	Land North Of Staploe Lane Staploe Bedfordshire. [In the north western corner of the field east of Bassmead Barns wedding venue next the junction of bridleway 27 and 29].	22/11/2024	24/01819/FUL

This application was discussed at our meeting on 26th September on the basis of information from the landowner before the application had been validated by Bedford Borough Council. It was resolved not to comment. The application is reported here with the reference number for information purposes.

Application number	Type	Description	Location	Deadline	Link
24/02036/FUL	Full Planning Application	Installation of air source heat pumps.	Basmead Manor Barns Staploe St Neots PE19 5JB	02/12/2024	24/02036/FUL

Following examination of these plans online Councillors agreed to support this minor application by e-mail. Councillors did not feel that there was any need to delay the application to discuss it at a meeting.

Application number	Type	Description	Location	Deadline	Link
24/01937/FUL	Full Planning Application	Demolition of existing industrial units; facade alterations to existing buildings including new windows/doors and facing materials; external courtyard proposals including, parking, amenity, access and bin storage to facilitate Prior Notification application under class MA to be submitted at a later date. .	Farm Buildings At Tythe Farm Staploe Road Wyboston Bedfordshire	05/11/2024	24/01937/FUL

Following examination of these plans online Councillors agreed to support this minor application by e-mail. The Parish Council had supported the previous application for 7 homes following a discussion at a Parish Council meeting. Therefore, it was decided to support this similar application for a smaller number of homes with the following response:

“Comments:

- We support this application for similar reasons given for the last application on this site: 23/02102/FUL. Our response to that application was that although in theory it was development in open countryside the site is effectively brownfield development, the homes would be replacing / converting existing buildings, and the built footprint will be reduced because some buildings will be demolished. The Parish Councillors felt that the plans would provide an aesthetic improvement to the existing farmyard and an improvement to the area around the listed building of Tythe Farm House. They felt that it was unlikely to create a significant increase in traffic vs the current light industrial traffic already experienced.
- We do have some concerns which we feel need to be addressed:
 - We would like to see some affordable housing included in the scheme. 3 homes have already been created under Class Q agricultural conversions, and this will create a further 6 homes. It would be good to see an affordable home included in the plans.
 - We are concerned that there are further barns on the site for which applications might be made for conversion in the future and this piecemeal development might avoid the requirements for inclusion of affordable homes.
 - We would like to see a high degree of energy efficiency in the design and for solar panels to be added to all the roofs and EV charging points for each new home.
 - We would like to clarify whether this site is actually connected to the mains sewer as stated. We are not sure but would like to ask that this be checked.”
- The two new barns at Lower Goodwick are being developed. These were granted on appeal in August 2023 under planning application 22/02258/FUL.
- The Clerk will chase / check CIL payments for Cottage Farm, and the barn conversions at the Chestnuts in Honeydon.

2024/087. Consider how to respond to the East West Rail non statutory consultation.

[East West Rail | Consultation 2024](#)

The consultation opened on 14th November and will close on 24th January. Councillors and the Clerk had not had sufficient time to read the many documents associated with the application. **It was resolved to review all the documents and meet to prepare a response in the new year before the deadline.** Proposed by Cllr. G. Meola and seconded by Cllr. J. Ibbett.

2024/088. Village Hall, Community Cabins, Playing Field and Football Club.

- Village Hall. Cllr. G. Meola reported that questionnaires were circulated in October / November asking whether residents wanted a new village hall and whether they would consider volunteering / serving as a trustee. Approximately 34 responses were received. The village hall committee will report back to the parish council with recommendations shortly.
- Community Cabins
 - Lock repairs. The Clerk reported that a locksmith came out to make emergency repairs to the left cabin lock £30 +VAT. The locksmith was concerned about the chubb lock on the right cabin which he says could fail and leave us locked out. He recommends a new lock which is estimated to be £258 + VAT fitted. If it fails it could be very expensive to drill it out as it is a metal door. It was resolved to replace the chubb lock using remaining maintenance funds in the budget plus CIL funding if needed. Proposed by Cllr. J. Thomson and seconded by Cllr. G. Meola.
 - Condensation and mould issues – dehumidifiers cost approximately £160 each or extractors. It was resolved to explore other options such as air vents/ granule trays. Proposed by Cllr. J. Thomson and seconded by Cllr. G. Meola.
 - Frost protection. Quote received from James Kumara approximately £1020 for 4 downflow heaters on a dedicated circuit. It was resolved to investigate other options such as bar heaters. Proposed by Cllr. J. Thomson and seconded by Cllr. G. Meola.
 - Cllr. G. Meola offered to look for a volunteer to obtain three quotes to renovate the interior of the cabins.
 - Decking – panels in the corner by the doors are bending. The supporting timbers below are rotting, and the Clerk believes there is a risk that they may fail. Three quotes have been obtained previously. Will George was the cheapest and he quoted £6830 to replace the decking. It was resolved to accept his quote. Proposed by Cllr. J. Ibbett and seconded by Cllr. J. Thomson. Cllr. J. Thomson asked the Clerk to find out whether it would be possible to install a pergola / awning over the decking to provide shelter from rain / shade.
 - Consider whether we could make use of the Mayor's Climate Change fund eg. to install solar panels on the roof of the cabins. Councillors agreed that the Clerk should obtain quotes for solar panels on the roofs of the cabins.

2024/089. CCTV

- **Consider whether to pay £150 per year for CCTV maintenance.**

The camera was unable to assist with the recent car break in because it was out of focus. The installers (JDSI) have now serviced the cameras and refocussed them at a cost of £75. They recommend servicing twice annually in April and October for £75 plus VAT per service. **It was resolved to accept this quote for regular maintenance for £150 per year.** Proposed by Cllr. G. Meola and seconded by Cllr. J. Thomson.

2024/090. Highways and Rights of Way

- Village Gates at Tythe Farm, Staploe Road, Wyboston. A resident who lives near Tythe Farm in Wyboston parish has asked whether Staploe Parish Council would support the installation of village gates (similar to those in Duloe) at each end of the 40mph speed limit at Tythe Farm. One set of gates would be in Staploe Parish and one set in Wyboston Parish. They also asked whether we would consider contributing financially to the installation of the pair in Staploe parish if Bedford Borough Council would not supply them. Estimated at £622 per gate (4 required, 2 of which would be in our parish). **It was**

resolved to use any CIL money which arises from planning proposals at Tythe Farm for this purpose. Proposed by Cllr. G. Meola and seconded by Cllr. J. Ibbett.

- A428 Social Value Fund. Average Speed Camera application – second attempt. Consider whether a consultation is required re maintenance costs. It was resolved to apply for average speed cameras again for Duloe and Staploe as before. It will require that Staploe reverts to a 30mph speed limit throughout. Councillors will meet at a future date to discuss the consultation regarding this.
- Map modification order for footpath 8A behind Cobholden. The Clerk has the correct forms but she needs supporting evidence from people who have walked the path over the years on signed witness statements. This is proving challenging but she is still trying.
- Manor Farm grit bin still has not been replaced or filled. The Clerk will chase this.
- The streetlight on the triangle in Honeydon is still not working properly. The Clerk will ask Andy Muskett to take another look and replace if necessary.
- The roof of the bus shelter in Honeydon has been damaged by an HGV. The company responsible have offered to repair it. The Clerk will chase them.

2024/091. Social Events

- The fish and chip night on 12th October was well attended. There is £36 outstanding for a last minute booking which didn't materialise. Councillors resolved to cover this cost from unearmarked reserves.

2024/092. Ward Fund

- A new noticeboard for Duloe has been ordered from Harry Stebbing with carved lettering. It will cost £1678 for the noticeboard plus £120 for the carved lettering saying STAPLOE PARISH COUNCIL and £60 for delivery. The ward fund will cover £1,678 and it was resolved to use CIL funds to cover the balance of £180 as agreed at our September meeting.

2024/093. Clerk's Pay Agreement and Allowances

- The national pay agreement between the government and unions has been finalised and will be backdated to April 2024. We had budgeted for a 5% increase, but it will be a 4.5% increase for pay point 17. This means we will save £30 vs budget over the year (including pension savings). The Clerk is now being paid £15.58 per hour for 6 hours per week. 5 for the Parish Council and 1 hour per week for the Neighbourhood Plan.
- The Clerk's allowances were reviewed: her working from home allowance remains at £18 per month, and her mileage at 45p per mile.

2024/094. Examine the Asset Register

This was updated and circulated before the meeting.

2024/095. Finances

- Performance against budget is presented on p7-12
- Receipts and payments were checked against the invoices and proposed for payment by Cllr. G. Meola and seconded by Cllr. J. Thomson. They are presented on p13
- The bank reconciliation was checked against the bank statements by Cllr. J. Ibbett and is presented on p14

- **It was resolved to adopt the budget for 2025-26 which is presented on p15-21.** Key changes compared to the 2024-25 budget are:
 - Significant reductions:
 - £500 savings to replace the decking removed (due to be replaced in January 2025)
 - £70 less for office costs as the new printer is using less ink
 - Significant increases:
 - £412 for Scribe accounting package
 - £278.50 for salary increase for the Clerk (set by unions / government)
 - £185 for defibrillator maintenance / parts
 - £150 for maintaining the CCTV
 - £140 extra for internal audit (local auditor no longer auditing councils)

We have assumed we will earn £225 less interest as rates are due to fall.

It was resolved to demand a precept of £15,510 (£115.76 per year for a band D property) which is an increase of 6.86% (an increase of £7.44 per year vs the current year for a band D property). Proposed by Cllr. J. Ibbett and seconded by Cllr. G. Meola. These figures assume the council tax base (the number of households paying council tax) has not changed and remains at 133.98.

- The Clerk confirmed that the turnover is likely to exceed the £25K threshold for the external audit and so the external audit costs have been included in the budget
 - It was resolved that there was no need for a 3 year forecast.
 - It was resolved not to create an additional earmarked reserves for legal fees or a locum Clerk but that the Clerk should report back to the Council on how locum Clerks work and what the cost would be.
- Barclays savings interest rates reduced from 1.5% to 1.4% from 19th December 2024
- Unity Trust Bank savings interest rates reduced from 2.77% to 2.62% in September 2024

2024/096. Policies

- The policy for viewing and commenting on planning applications was reviewed without amendment.

Next meeting: Thursday 16th January

The meeting closed at 10.20pm

November 2024 Forecast to Year End - Net Position Vs Budget

Regular Receipts	Net Position (forecast vs budget)	Comment
01 Regular Receipts	£448.77	Extra interest receipts vs budget
02 Other Receipts	£0.00	
Regular Payments (budgeted to be met by regular receipts)		
03 Staff Costs	£76.73	Clerk's salary increase 4.5% not 5% as per budget
04 Grounds Maintenance	£15.50	No tree works forecast but extra grass cutting
05 Community Cabins	£307.96	Assumes no works other than adjusting the lock. Budget was £300
06 Street Lights	£20.54	
07 Asset Inspection & Maintenance	£27.48	Includes £75 for CCTV maintenance out of £200 "other maintenance" budget
08 Other Assets Purchased	£0.00	
09 Administration	-£199.76	Scribe costs of £36 per month not in budget. £140 extra audit fees
10 Communication	£104.11	Assumes only one newsletter - not two as per budget
11 Social Events	£33.75	Paid out of reserves and ticket sales
12 Donations	-£50.00	To St Neots Museum
13 Other Payments	£0.00	
Total	£785.08	

14 Earmarked Reserves	Net position vs budget	
Village Hall savings	£0.00	
CIL Honeydon Barn	-£344.95	For Honeydon Road grit bin and £180 towards Duloe noticeboard
Neighbourhood Plan	-£6,741.49	Repayment of grant for 2023/24
Tree inspection and works	£0.00	
RAIDIUS funds	£0.00	
Street light inspections & repairs	-£125.00	Cost of repairs not covered by insurance claim
Decking savings	£0.00	
Election fund	£0.00	
Dennybrook campaign fund	£0.00	
Extra grass & hedge cutting (field &	-£148.50	A grass cut from 2023/24 invoiced late
Football Club deposit	£0.00	
Social events	-£141.86	Used for D-Day events and fish and chip night
Play area assets	£0.00	
Literature & information	£0.00	
Insurance claims	£0.00	
CIL Upper Goodwick	£0.00	
CIL Goodwick Farm	£0.00	
CIL Tally Ho	£0.00	
Gov domain	£0.00	
Cabin maintenance	£0.00	
Defib parts & maintenance	£0.00	
Freedom of Parish	£0.00	
Asset replacement (office)	£0.00	
CIL (New)	£0.00	
SUB TOTAL	-£7,501.80	

Forecast of Year End Position

Total funds in bank account 1/4/2024	£42,655.42
Total earmarked reserves 1/4/2024	£35,482.44
VAT owed 1/4/2024	£1,914.67
Total general fund 1/4/2024	£9,087.65
Total receipts forecast to 31/3/2025	£27,293.77
Total payments forecast to 31/3/2025	£31,202.97
Total receipts to reserve forecast to 31/3/2025	£9,654.00
Total transfers to reserve forecast to 31/3/2025	£3,541.00
Total payments from reserve forecast to 31/3/2025	£17,155.80
Total transfers from reserve forecast to 31/3/2025	£0.00
Total earmarked reserves forecast to 31/3/2025	£31,521.64
Total general fund forecast to 31/3/2025	£9,139.25

November 2024

Staploe Parish Council

20 November 2024 (2024 - 2025)

Receipts and Payments Forecast

All Cost Centres and Codes (Between 01/12/2024 and 31/03/2025)

01 Regular Receipts

Code	Title	Receipts					Payments					Net Position	
		Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position	
1	Precept	14,513.00	14,514.00		14,514.00	1.00						1.00	
2	Bank interest	500.00	485.77	450.00	935.77	435.77						435.77	
3	Community Cabin hire	500.00	387.00	125.00	512.00	12.00						12.00	
SUB TOTAL		15,513.00	15,386.77	575.00	15,961.77	448.77						448.77	

02 Other Receipts

Code	Title	Receipts					Payments					Net Position	
		Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position	
5	Ward Fund		1,678.00		1,678.00	1,678.00		1,678.00		1,678.00	-1,678.00		
6	Donations for campaigns												
7	Ticket sales for social events												
9	Newsletter advertising												
10	Other (eg. refunds, book sales)												
SUB TOTAL			1,678.00		1,678.00	1,678.00		1,678.00		1,678.00	-1,678.00		

03 Staff Costs

Code	Title	Receipts					Payments					Net Position	
		Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position	
11	Clerk's salary						6,211.53	2,957.84	3,223.20	6,181.04	30.49	30.49	
12	Clerk's employment expenses (WFHA & mileage)						312.00	159.08	140.00	299.08	12.92	12.92	
13	Clerk's training						50.00		16.68	16.68	33.32	33.32	
8	SUB TOTAL						6,573.53	3,116.92	3,379.88	6,496.80	76.73	76.73	

November 2024

04 Grounds Maintenance

04 Grounds Maintenance						Receipts		Payments				Net Position	
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position	
14	Playing Field grass cutting						1,330.00	1,237.50	266.00	1,503.50	-173.50	-173.50	
15	Duloe Common grass cutting						110.00	99.00	22.00	121.00	-11.00	-11.00	
16	Tree surveys & works						200.00				200.00	200.00	
SUB TOTAL							1,640.00	1,336.50	288.00	1,624.50	15.50	15.50	

05 Community Cabins

05 Community Cabins						Receipts		Payments			Net Position	
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
17	Electricity for cabins						320.00	206.05	106.68	312.73	7.27	7.27
18	Water & sewerage for cabins						240.00	106.69	100.00	206.69	33.31	33.31
19	Community Cabin maintenance						300.00	32.62		32.62	267.38	267.38
SUB TOTAL							860.00	345.36	206.68	552.04	307.96	307.96

06 Street Lights

06 Street Lights						Receipts		Payments			Net Position	
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
20	Power to street lights						604.02	382.12	201.36	583.48	20.54	20.54
21	Street light inspection & repairs											
SUB TOTAL							604.02	382.12	201.36	583.48	20.54	20.54

November 2024

07 Asset Inspection & Maintenance

07 Asset Inspection & Maintenance						Receipts		Payments			Net Position	
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
22	Play area inspection						75.00	78.00		78.00	-3.00	-3.00
24	Defibrillator costs						35.00	10.37	35.00	45.37	-10.37	-10.37
25	Other maintenance						200.00		66.68	66.68	133.32	133.32
26	Play area works (consumables / labour)											
59	Sundries for playing field							17.47		17.47	-17.47	-17.47
60	CCTV maintenance							75.00		75.00	-75.00	-75.00
SUB TOTAL							310.00	180.84	101.68	282.52	27.48	27.48

08 Other Assets Purchased

08 Other Assets Purchased		Receipts					Payments					Net Position	
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position	
23	Play area works (assets purchased)												
27	Other assets purchased												
SUB TOTAL													

09 Administration

09 Administration		Receipts					Payments					Net Position	
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position	
28	Audit fees						320.00	460.00		460.00	-140.00	-140.00	
29	Councillors expenses						30.00		10.00	10.00	20.00	20.00	
30	Clerk's other expenses (postage & sundries)						40.00	17.30	13.32	30.62	9.38	9.38	
31	Councillor training						30.00				30.00	30.00	
32	Insurance						549.24	596.71		596.71	-47.47	-47.47	
33	Subscriptions						209.00	212.00		212.00	-3.00	-3.00	
34	Hall hire (meetings)						255.00	72.00	63.75	135.75	119.25	119.25	
35	Web costs & IT						295.00	418.96	144.00	562.96	-267.96	-267.96	
36	Other administration						200.00	48.33	55.00	103.33	96.67	96.67	
58	Office costs							16.63		16.63	-16.63	-16.63	
10	SUB TOTAL						1,928.24	1,841.93	286.07	2,128.00	-199.76	-199.76	

November 2024

10 Communication

10 Communication												
		Receipts					Payments				Net Position	
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
37	Newsletter						369.10	64.99	200.00	264.99	104.11	104.11
SUB TOTAL							369.10	64.99	200.00	264.99	104.11	104.11

11 Social Events

11 Social Events		Receipts					Payments				Net Position	
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
38	Social events						45.00		11.25	11.25	33.75	33.75
SUB TOTAL							45.00		11.25	11.25	33.75	33.75

12 Donations

12 Donations		Receipts					Payments				Net Position	
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
39	Village Hall support						375.59	375.59		375.59		
40	Other donations							50.00		50.00	-50.00	-50.00
SUB TOTAL							375.59	425.59		425.59	-50.00	-50.00

13 Other Payments

13 Other Payments		Receipts					Payments			Net Position		
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
41	Other payments											
SUB TOTAL												

November 2024

14 Earmarked Reserves

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
42	Village Hall savings											
43	CIL Honeydon Barn							344.95		344.95	-344.95	-344.95
44	Neighbourhood Plan		6,587.00		6,587.00	6,587.00		6,741.49	6,587.00	13,328.49	-13,328.49	-6,741.49
45	Tree inspection and works											
46	RAIDIUS funds											
47	Street light inspections & repairs							125.00		125.00	-125.00	-125.00
48	Decking savings											
49	Election fund											
50	Dennybrook campaign fund											
51	Extra grass & hedge cutting (field & Common)							148.50		148.50	-148.50	-148.50
52	Football Club deposit											
53	Social events		338.00		338.00	338.00		479.86		479.86	-479.86	-141.86
54	Play area assets											
55	Literature & information											
56	Insurance claims			2,729.00	2,729.00	2,729.00		2,729.00		2,729.00	-2,729.00	
62	CIL Upper Goodwick											
63	CIL Goodwick Farm											
64	CIL Tally Ho											
65	Gov domain											
66	Cabin maintenance											
67	Defib parts & maintenance											
68	Freedom of Parish											
69	Asset replacement (office)											
70	CIL (New)											
SUB TOTAL			6,925.00	2,729.00	9,654.00	9,654.00		10,568.80	6,587.00	17,155.80	-17,155.80	-7,501.80

Summary

12	NET TOTAL	15,513.00	23,989.77	3,304.00	27,293.77	11,780.77	12,705.48	19,941.05	11,261.92	31,202.97	-18,497.49	-6,716.72
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November 2024

Receipts and Payments November 2024							
Receipts							
Reference	Invoice Date	Cashed Date	Description	Customer	Net	VAT	Total
092	11.11.2024	11.11.2024	Community Cabin hire	St Neots Town Youth Football Club	£125.00	£0.00	£125.00
092	30.09.2024	16.11.2024	Interest on Unity savings	Unity Trust Bank	£217.20	£0.00	£217.20
087	31.10.2024	01.11.2024	Ward Fund	Bedford Borough Council	£1,678.00	£0.00	£1,678.00
086	25.10.2024	25.10.2024	Ticket sales for social events	Resident	£20.00	£0.00	£20.00
078	14.10.2024	14.10.2024	Ticket sales for social events	Resident	£28.00	£0.00	£28.00
077	14.10.2024	14.10.2024	Ticket sales for social events	Resident	£24.00	£0.00	£24.00
076	14.10.2024	14.10.2024	Ticket sales for social events	Resident	£16.00	£0.00	£16.00
075	14.10.2024	14.10.2024	Ticket sales for social events	Resident	£38.00	£0.00	£38.00
074	08.10.2024	08.10.2024	Ticket sales for social events	Resident	£32.00	£0.00	£32.00
072	30.09.2024	30.09.2024	Ticket sales for social events	Resident	£16.00	£0.00	£16.00
070	26.09.2024	26.09.2024	Ticket sales for social events	Resident	£32.00	£0.00	£32.00
068	20.09.2024	20.09.2024	Ticket sales for social events	Resident	£52.00	£0.00	£52.00
067	18.09.2024	18.09.2024	Ticket sales for social events	Resident	£16.00	£0.00	£16.00
Payments							
Reference	Date	Cashed Date	Description	Supplier	Net	VAT	Total
096	21.11.2024		New noticeboard for Duloe	Harry Stebbing	£1,858.00	£371.60	£2,229.60
095	24.12.2024		Clerk's pension	Bedfordshire Pensions	£427.42	£0.00	£427.42
094	24.12.2024		Clerk's pay Q3	L. Crawford	£1,304.52	£0.00	£1,304.52
093	21.11.2024		Clerk's expenses Sep - Oct	L. Crawford	£11.15	£0.00	£11.15
091	19.11.2024		Electricity for Community Cabins	EDF Energy	£33.30	£1.66	£34.96
090	14.11.2024	14.11.2024	Grass cutting Field & Common	Bradgate	£297.00	£59.40	£356.40
089	01.11.2024	04.11.2024	CCTV maintenance	James Dougan (JDSI)	£75.00	£15.00	£90.00
088	01.11.2024	01.11.2024	Accounting software	Starboard Systems	£36.00	£7.20	£43.20
085	25.10.2024	25.10.2024	Electricity for street lights	SSE Eergy	£49.62	£3.34	£52.96
084	22.10.2024	22.10.2024	Web hosting	Cloud Next Limited	£99.98	£20.00	£119.98
083	21.10.2024	22.10.2024	Locksmith for cabins	Matt Gearing (Gearing Locksmiths)	£30.00	£6.00	£36.00
082	21.10.2024	22.10.2024	Food for social event	Graham & Julia Ashley (Codswallop)	£378.00	£0.00	£378.00
081	22.10.2024	22.10.2024	Grass cutting Field & Common	Bradgate	£148.50	£29.70	£178.20
080	22.10.2024	22.10.2024	Wyboston Village Hall hire	Wyboston Village Hall	£24.00	£0.00	£24.00
079	17.10.2024	17.10.2024	Electricity for Community Cabins	EDF Energy	£22.81	£1.14	£23.95
073	01.10.2024	01.10.2024	Accounting software	Starboard Systems	£36.00	£7.20	£43.20
071	26.09.2024	26.09.2024	Electricity for street lights	SSE Eergy	£51.28	£3.45	£54.73
069	24.09.2024	25.09.2024	Grass cutting Field & Common	Bradgate	£148.50	£29.70	£178.20

Staploe Parish Council

Prepared by: Lucy CRAWFORD
Name and Role (Clerk/RFO etc)

Date: 21/11/2024

Approved by: Jo Ibbett
Name and Role (RFO/Chair of Finance etc)

Date: 21/11/24.

A	Bank Reconciliation at 16/11/2024		
	Cash in Hand 01/04/2024		42,655.42
	ADD Receipts 01/04/2024 - 16/11/2024		25,904.44
			68,559.86
	SUBTRACT Payments 01/04/2024 - 16/11/2024		19,194.21
	Cash in Hand 16/11/2024 (per Cash Book)		49,365.65
B	Cash in hand per Bank Statements		
	Petty Cash 17/09/2024	0.00	
	Barclays Main Account 17/09/2024	10,749.47	
	Barclays Payments (Debit Card) A 17/09/2024	5.95	
	Barclays Savings Account 17/09/2024	7,058.21	
	Unity Trust Savings Account 17/09/2024	31,552.02	
			49,365.65
	Less unrepresented payments		
			49,365.65
	Plus unrepresented receipts		
	Adjusted Bank Balance		49,365.65
A = B Checks out OK			

Staploe Parish Council

19 November 2024 (2024 - 2025)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/12/2024 and 31/03/2025)

6.86% % increase

01 Regular Receipts		Current Year 2024 - 2025								Next Year 2025-2026				Notes		
		Receipts				Payments				Savings to reserve	Receipts	Payments	Savings to reserve		Next year less current year	
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total		Budget	Budget				
1	Precept	14,513.00	14,514.00		14,514.00						15,510.00					Equal to budgeted payments and savings to reserve less other regular receipts
2	Bank interest	500.00	485.77	450.00	935.77						275.00				-225.00	Interest rates due to fall
3	Community Cabin hire	500.00	387.00	125.00	512.00					500.00			0.00			
SUB TOTAL		15,513.00	15,386.77	575.00	15,961.77					15,288.00			-225.00			
02 Other Receipts		Current Year 2024 - 2025								Next Year 2025-2026						
		Receipts				Payments				Savings to reserve	Receipts	Payments	Savings to reserve	Next year less current year		
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total		Budget	Budget				
5	Ward Fund		1,678.00		1,678.00		1,658.00		1,658.00					0.00		
6	Donations for campaigns													0.00		
7	Ticket sales for social events												0.00			
9	Newsletter advertising												0.00			
10	Other (eg. refunds, book sales)												0.00			
SUB TOTAL			1,678.00		1,678.00		1,658.00		1,658.00				0.00			

November 2024

		Current Year 2024 - 2025								Next Year 2025-2026				
03 Staff Costs														
		Receipts				Payments				Receipts	Payments	Savings to reserve	Next year less current year	
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget			
11	Clerk's salary				6,211.53		2,957.84	3,223.20	6,181.04		6,490.03		278.50	Set by government and unions. Assume 5% increase
12	Clerk's employment expenses (WFHA & mileage)				312.00		159.08	140.00	299.08		312.00		0.00	
13	Clerk's training				50.00			16.68	16.68		50.00		0.00	
	SUB TOTAL				6,573.53		3,116.92	3,379.88	6,496.80		6,852.03		278.50	
04 Grounds Maintenance		Current Year 2024 - 2025								Next Year 2025-2026				
		Receipts				Payments				Receipts	Payments	Savings to reserve	Next year less current year	
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget			
14	Playing Field grass cutting				1,330.00		1,237.50	266.00	1,503.50		1,330.00		0.00	
15	Duloe Common grass cutting				110.00		99.00	22.00	121.00		110.00		0.00	
16	Tree surveys & works				200.00						200.00		0.00	
	SUB TOTAL				1,640.00		1,336.50	288.00	1,624.50		1,640.00		0.00	
05 Community Cabins		Current Year 2024 - 2025								Next Year 2025-2026				
		Receipts				Payments				Receipts	Payments	Savings to reserve	Next year less current year	
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget			
17	Electricity for cabins				320.00		206.05	106.68	312.73		380.00		60.00	Increase for frost protection
18	Water & sewerage for cabins				240.00		106.69	100.00	206.69		290.00		50.00	Water bills due to increase 20%
19	Community Cabin maintenance				300.00		32.62		32.62		300.00		0.00	
	SUB TOTAL				860.00		345.36	206.68	552.04		970.00		110.00	

November 2024

Current Year 2024 - 2025										Next Year 2025-2026			
06 Street Lights		Budget	Receipts			Budget	Payments			Receipts	Payments	Savings	Next year
Code	Title		Actual	Forecast	Total		Actual	Forecast	Total	Budget	Budget	to reserve	less current year
20	Power to street lights					604.02	382.12	201.36	583.48		604.37		0.35
21	Street light inspection & repairs						125.00		125.00				0.00
SUB TOTAL						604.02	507.12	201.36	708.48		604.37		0.35
Current Year 2024 - 2025										Next Year 2025-2026			
07 Asset Inspection & Maintenance		Budget	Receipts			Budget	Payments			Receipts	Payments	Savings	Next year
Code	Title		Actual	Forecast	Total		Actual	Forecast	Total	Budget	Budget	to reserve	less current year
22	Play area inspection					75.00	78.00		78.00		78.00		3.00
24	Defibrillator costs					35.00	10.37	35.00	45.37		35.00		0.00
25	Other maintenance					200.00		66.68	66.68		200.00		0.00
26	Play area works (consumables / labour)												0.00
59	Sundries for playing field						17.47		17.47				0.00
60	CCTV maintenance						75.00		75.00		150.00		150.00
SUB TOTAL						310.00	180.84	101.68	282.52		463.00		153.00
Current Year 2024 - 2025										Next Year 2025-2026			
08 Other Assets Purchased		Budget	Receipts			Budget	Payments			Receipts	Payments	Savings	Next year
Code	Title		Actual	Forecast	Total		Actual	Forecast	Total	Budget	Budget	to reserve	less current year
23	Play area works (assets purchased)												0.00
27	Other assets purchased												0.00
SUB TOTAL													0.00

Necessary or camera goes out of focus

November 2024

09 Administration		Current Year 2024 - 2025								Next Year 2025-2026			
		Receipts				Payments				Receipts	Payments	Savings	Next year
		Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget	to reserve	less current year
Code	Title												
28	Audit fees					320.00	460.00		460.00		460.00		140.00
													Switched from local auditor
29	Councillors expenses					30.00		10.00	10.00		30.00		0.00
30	Clerk's other expenses (postage & sundries)					40.00	17.30	13.32	30.62		40.00		0.00
31	Councillor training					30.00					30.00		0.00
32	Insurance					549.24	596.71		596.71		600.00		50.76
33	Subscriptions					209.00	212.00		212.00		209.00		0.00
34	Hall hire (meetings)					255.00	72.00	63.75	135.75		257.50		2.50
35	Web costs & IT					295.00	418.96	144.00	562.96		707.00		412.00
													Signed up to Scribe
36	Other administration					200.00	48.33	55.00	103.33		60.00		-140.00
													Some split into office costs. Ink much cheaper
58	Office costs						16.63		16.63		70.00		70.00
	SUB TOTAL					1,928.24	1,841.93	286.07	2,128.00		2,463.50		535.26
10 Communication		Current Year 2024 - 2025								Next Year 2025-2026			
		Receipts				Payments				Receipts	Payments	Savings	Next year
		Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget	to reserve	less current year
Code	Title												
37	Newsletter					369.10	64.99	200.00	264.99		369.10		0.00
	SUB TOTAL					369.10	64.99	200.00	264.99		369.10		0.00

November 2024

11 Social Events

		Current Year 2024 - 2025							Next Year 2025-2026			
		Receipts			Payments				Receipts	Payments	Savings to reserve	Next year less current year
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget	
38	Social events					45.00		11.25	11.25		45.00	0.00
	SUB TOTAL					45.00		11.25	11.25		45.00	0.00

12 Donations

		Current Year 2024 - 2025							Next Year 2025-2026			
		Receipts			Payments				Receipts	Payments	Savings to reserve	Next year less current year
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget	
39	Village Hall support					375.59	375.59		375.59		390.00	14.41
40	Other donations						50.00		50.00			0.00
	SUB TOTAL					375.59	425.59		425.59		390.00	14.41

13 Other Payments

		Current Year 2024 - 2025							Next Year 2025-2026			
		Receipts			Payments				Receipts	Payments	Savings to reserve	Next year less current year
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget	
41	Other payments											0.00
	SUB TOTAL											0.00

November 2024

14 Earmarked Reserves

		Current Year 2024 - 2025								Next Year 2025-2026			
		Receipts				Payments				Receipts	Payments	Savings to reserve	Next year less current year
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget	Budget	
42	Village Hall savings											1500	0.00
43	CIL Honeydon Barn						364.95		364.95				0.00
44	Neighbourhood Plan		6,587.00		6,587.00		6,741.49	6,587.00	13,328.49				0.00
45	Tree inspection and works											253	0.00
46	RAIDIUS funds												0.00
47	Street light inspections & repairs						125.00		125.00			300	0.00
48	Decking savings											0	-500.00
49	Election fund												0.00
50	Dennybrook campaign fund												0.00
51	Extra grass & hedge cutting (field & Common)						148.50		148.50			75	0.00
52	Football Club deposit												0.00
53	Social events		338.00		338.00		479.86		479.86				0.00
54	Play area assets												0.00
55	Literature & information												0.00
56	Insurance claims			2,604.00	2,604.00		2,604.00		2,604.00				0.00
62	CIL Upper Goodwick												0.00
63	CIL Goodwick Farm												0.00
64	CIL Tally Ho												0.00
65	Gov domain										55		0.00

We are charged £110 in alternate years. We save to reserve in "off" years.

November 2024

[illegible]