

Minutes of a Meeting of Staploe Parish Council Held at 7.45pm on Wednesday 19th November 2025 in the Village Hall at Wyboston.

Present: Cllr. J. Ibbett, Cllr. E. Meola, Cllr. G. Meola, Cllr. M. Clark, Cllr. R. Arnold, L. Crawford (Clerk) and one member of the public. Borough Cllr. S. Sira joined the meeting at 8.50pm.

Apologies for absence: Cllr. J. Thomson.

2025/082. Declarations of Interest and Registers of Members Interests

Cllr. G. Meola and Cllr. E. Meola declared an interest in any matters relating to the playing field because they live adjacent to it.

2025/083. Resignation of P. Yockney. Councillor vacancy

The Clerk reported that Cllr. P. Yockney has resigned. The Councillors asked her to pass on their thanks to him for all his work and in particular for his diligence and support with all financial matters. A casual vacancy has therefore arisen, and the Borough Council have been informed and the vacancy advertised. The Clerk has received an expression of interest from a resident of Duloe.

2025/084. Open Forum

There is an abandoned car in the ditch in Woodhouse Lane. This has been reported several times. It is not in the highway so it is the Borough Council's responsibility. They have assured the Clerk they will call her about it tomorrow.

Cllr. G. Meola suggested that we ask St Neots Town Council to consider changing the St Neots place sign on Duloe Road to an Eaton Ford sign. The Clerk will ask the question.

Cllr. J. Ibbett asked the Clerk to put reminders to pick up dog waste on the website.

2025/085. Approve the Minutes of the Parish Council Meeting held on 17th September 2025

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

2025/086. Borough Councillor Sira's report

Cleat Hill

- *The tragic explosion occurred on 19 October 2024, in which, two Borough residents lost their lives.*
- *In the immediate aftermath, the Council worked closely with emergency services to ensure the safety of residents in the area and identify the reason for the explosion, a gas reservoir.*
- *After working to get the area safe for residents, the incurred around £2 million in recovery and response costs. To help address the financial pressures of these added costs, the Council submitted a formal application on 27 March 2025 for financial support under the Bellwin Scheme (a UK scheme for emergency/disaster relief to local authorities) for its "immediate response costs" arising from the October 2024 explosion.*
- *No specific figure has been confirmed by the Government as approved for payment. The reply received by the Council was that they will review the information and then decide what, if any, assistance will be given under the Bellwin Scheme.*
- *The Mayor will be writing to the Government to urge them to provide the financial support Bedford Borough needs following this tragic incident.*

PSPO

- *Following a two-month consultation by the Borough Council, a new three-year Public Spaces Protection Order (PSPO) has been introduced to crack down on persistent anti-social behaviour in Bedford town centre, targeting issues such as street drinking, aggressive begging, spitting, littering, public urination, accessing rooftops or stairwells for anti-social behaviour, and dangerous cycling in pedestrian areas.*
- *The PSPO will be jointly enforced by Council Officers and Bedfordshire police with clear signage being displayed across the town centre.*

Green Waste Consultation

- *Bedford Borough Council has launched its Budget Consultation for 2026/27. One of the options being considered is introducing a charge for green waste (garden waste) collections.*
- *This proposal follows advice from central government civil servants, who have asked the Council to explore all options to improve financial resilience, including service charges already adopted by neighbouring authorities. The suggested fee would be around £1 per week for households using the green bin service.*
- *Many Councillors have previously stated they do not support charging for green waste and opposed its introduction.*

Connect to Work programme

- *Bedford Borough Council is taking part in a new Connect to Work scheme to help local residents get back into employment.*
- *The five-year programme offers 12 months of one-to-one support for people who've been out of work for six months or more - particularly those with health conditions, disabilities, or other barriers to work.*
- *Participants will receive personal coaching, help finding suitable jobs, and ongoing support once they start work to help them stay in employment. The scheme also works closely with services such as mental health, housing, and homelessness support.*

Free Parking

- *From 3 November 2025, Bedford Borough Council will temporarily suspend the 4-hour free parking offer at Allhallows and Lurke Street multi-storey car parks to help protect vital services and stabilise Council finances.*
- *Like many councils across the country, Bedford Borough Council is facing significant financial pressures, with rising costs in Adult Social Care, Children's Services, and Temporary Accommodation, alongside reduced Government funding.*
- *To maintain financial stability, the Council is reviewing all non-essential spending so that essential frontline services can continue to be delivered. While the 4-hour free parking scheme has been popular and successful in supporting town centre businesses, it must be paused temporarily as part of these measures.*
- *The Council remains fully committed to reintroducing free parking once its financial position improves.*
- *In the meantime, residents and visitors can still benefit from:*
 - *2 hours of free parking at Queen Street Car Park (Monday–Saturday)*
 - *Free parking every Sunday across all Council-owned town centre car parks*
 - *Free parking 6pm–8am at Allhallows, Lurke Street, and Queen Street*

Domestic Abuse Survivor Group

- *Bedford Borough Council is inviting survivors of domestic abuse aged 16 and over to join a new Survivor Voice group, helping to shape how support is provided across the Borough.*

- The group will offer a safe and supportive space for people to share their experiences, highlight what helped in their recovery, and suggest ways services could be improved. Members will meet regularly with Council officers and decision-makers, ensuring survivor perspectives directly influence local policy and practice.
- Anyone of any gender, background, or sexual orientation can take part, with around four hours' involvement per month and support from Victim Support throughout.

Glass and Food Recycling

- **Kerbside Glass Recycling**
 - Following a successful trial in several communities, glass will soon be collected in orange-lidded bins across the whole Borough.
 - The trial increased overall recycling tonnage by around 17% and is expected to raise the Borough's kerbside recycling rate by about 6% - with estimations suggesting the move could reduce carbon emissions by over 4,000 tonnes of CO₂ each year.
- **Weekly Food Waste Collection (from April 2026)**
 - Every household will receive a 7-litre kitchen caddy and a 23-litre outdoor caddy with a lockable lid.
 - Around 5,000 tonnes of food waste are expected to be collected each year, turning unavoidable food scraps into renewable energy or compost.
 - The service is fully funded to start, with over £1.9 million in government grants already received for vehicles, containers, and setup.
- Borough Cllr. S. Sira is arranging a Ward Forum meeting to be held online in early December with the new head of planning (Gavin Chinniah) and the Highways department in attendance. Invitations will go out shortly. She hopes to hold the forums every 6 months.

2025/087. Planning.

Application number	Type	Description	Location	Deadline	Link
25/02034/S73	Variation of Condition Application	Renewal of temporary permission for structures and mobile home during the construction of the dwelling approved under application reference 20/00034/FUL, including variation of condition 2 attached to 23/00681/FUL to allow for extension of time for the mobile home and structures to be removed.	Land West Of Woodfield Honeydon Road Colmworth Bedfordshire	11/11/2025 extended to 19/11/2025 for the Parish Council	25/02034/S73
25/00054/REF	Planning Appeal	Permission in Principle for the erection of up to 5 self build dwellings	Land Adjacent To 1 Duloe Lane Duloe St Neots PE19 5HP	13/11/2025	25/00054/REF

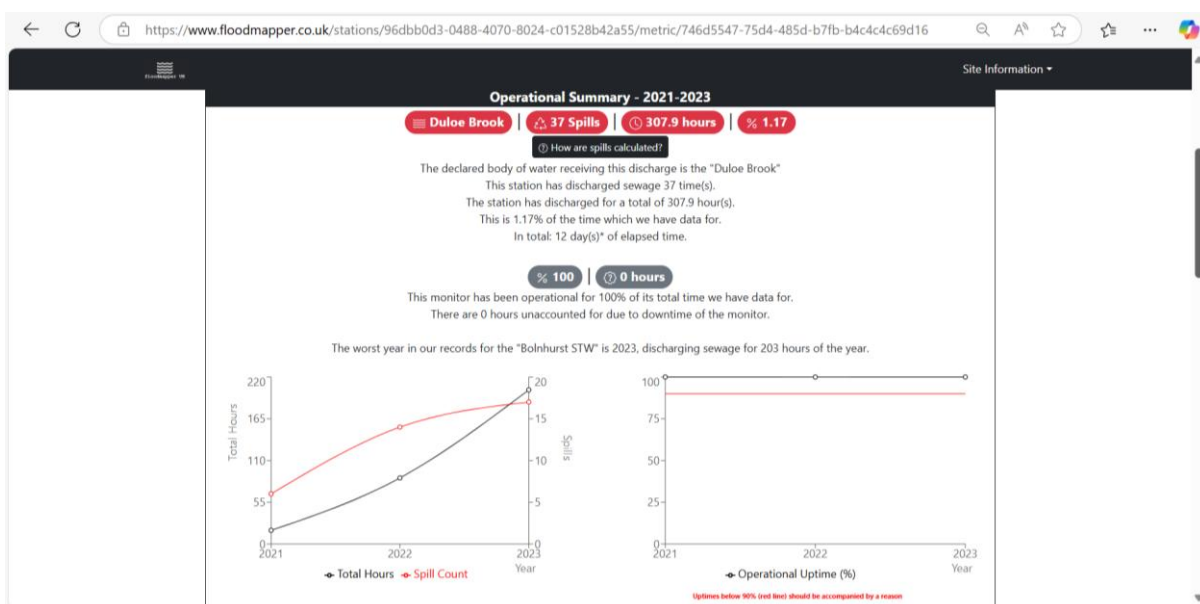
It was resolved to object to 25/02034/S73 on the grounds that the development is taking longer than is necessary and took a long time to get started. Planning permission was granted five years ago and the mobile home permission was renewed 2 years ago. There is no need for further extensions.

It was resolved to send our previous objections to the planning application to the self build homes in Duloe for APP/KO235/W/25/3373730 to the planning inspector. The objections were:

At our meeting on 8th April 2025 Staploe Parish Council resolved to object to this application. The decision was unanimous.

We object for the following reasons:

1. The site is not a sustainable location (a requirement of the National Planning Policy Framework)
 - a. There is no public transport.
 - b. There is no pavement and the verge is uneven and narrow in places with deep ditches and it is unlit therefore it is dangerous to walk along the road either by day or by night
 - c. The road is narrow and poorly maintained with deep ruts and sharp edges to the road making cycling unsafe.
 - d. There are no facilities in the village – no shop, school, doctor etc. Any facilities would be in Cambridgeshire 2km away. Cambridgeshire are not accounting for additional development in our parish when planning their services and infrastructure and the development would bring no benefit to Bedford town.
2. The sewage treatment plant at Duloe is very small and is currently unable to manage the existing capacity. The Parish Council are very concerned that there were 37 sewage spills for a total of 308 hours in 2021-2023 and this is increasing dramatically. See the graph below taken from <https://www.floodmapper.co.uk/stations/96dbb0d3-0488-4070-8024-c01528b42a55/metric/746d5547-75d4-485d-b7fb-b4c4c4c69d16>



3. In Local Plan 2030 and the emerging Local Plan 2040 the whole hamlet and parish including this field was classified as Open Countryside. The Parish have been given no housing needs requirement because the parish is not a key service centre or a rural service centre and it doesn't even have a settlement policy area – this is because it is not a sustainable location; there is no public transport and there are no facilities. When the Borough Council refused planning permission for new houses at Manor Farm in Duloe 23/02335/FUL they stated that:

"The proposed development, including the gated vehicular access, the hardsurfacing, and removal of important hedgerow, would represent inappropriate and unjustified development in the open countryside and result in harm to the intrinsic agricultural character and appearance

of the rural area, as well as to an 'Important' Hedgerow. Furthermore, it is not apparent that there are any material considerations to clearly outweigh the inappropriate development and the other identified harm. Accordingly, the proposed development is contrary to the aims of Policies 7S, 28S, 29, 30, 31 and 40 of the Bedford Borough Local Plan 2030; and the Hedgerows Regulations 1997.

The site is located within a Yellow risk zone for Great Crested Newts and would involve the removal of important mature hedgerow. Insufficient information has been submitted with respect to what the reasonable impacts of the development would be upon protected species and particularly bats, birds and Great Crested Newts. Furthermore, no ecology report has been submitted to demonstrate / evidence how the development would mitigate any impacts or provide a net increase in biodiversity across the site. The proposal therefore conflicts with Policy 42S and 43 of the Bedford Borough Local Plan 2030."

Staploe Parish Council still believe that these objections remain valid. We believe it would urbanise an agricultural landscape in the open countryside. There is a hedgerow along the verge which could be harmed and there are Great Crested Newts in the garden of Anchor Cottage and the pond west of Anchor Cottage and therefore they are likely to be present in this field.

4. We are concerned that this represents a loss of what we believe is grade 2 agricultural land. This is contrary to the policies of the NPPF Chapter 15 which highlights the importance of protecting the best and most versatile (BMV) agricultural land, which includes Grades 1, 2, and 3a. We believe this is likely to be grade 3a or grade 2 land.
5. Our Neighbourhood Plan is undergoing the Regulation 16 consultation which ends on 6th November and it will then be submitted to the examiner. In response to feedback from residents in our initial Neighbourhood Plan questionnaires we have included a policy of introducing strategic gaps. One of these is between Duloe and Eaton Socon and would include this parcel of land. This is to prevent coalescence with Eaton Socon – a suburban, built up area with a markedly different character to that of our very rural hamlets. Our Design Codes have been drawn up with the help of Locality and endorsed by the Parish Council and these also state in policy 01.RC.1 Settlement pattern 1.1:

"Staploe Parish is formed of the three hamlets Staploe, Duloe and Honeydon and includes the smaller, more isolated settlements of Upper Staploe, Begwary, Bassmead and Bushmead. These hamlets form distinct groups of dispersed settlements (refer to Figure 13) within the parish and future development must not disrupt this settlement pattern through building placement that resembles a coalescence village setting (a singular, connected settlement rather than the existing dispersed hamlets)."

This development would represent an encroachment into the gap between Duloe and Eaton Socon which could eventually lead to coalescence.

- **Clerk's report re Huntingdonshire District Council's proposal to incorporate land from our parish and Central Bedfordshire and become a unitary authority.**

The government is implementing what it calls Local Government Re-organisation (LGR) which means the removal of district councils. We don't have district councils in Bedfordshire, but in Cambridgeshire, residents have four levels of local government:

- Parish/Town councils e.g. Gamlingay

- District councils e.g. South Cambs.
- County Councils e.g. Cambridgeshire
- Mayoral authority (Cambridgeshire & Peterborough)

Whereas in Bedfordshire we just have parish/town council and a unitary council (e.g. Central Beds, Bedford Borough, or Luton) above it.

Residents of course have to pay council tax to each tier of local government and the government is arguing that removing district councils will save the public money.

In Cambridgeshire the six district councils (Peterborough City, Fenland, East Cambs., South Cambs., Cambridge City, Huntingdonshire) and one county council (Cambridgeshire) have been trying to come up with a plan to create two unitary councils along the same model as in Bedfordshire.

There has been much disagreement and two weeks ago, Cambridgeshire County Council recommended Option A (see attached) whereby they would go with East Cambs, Cambridge City and South Cambs., leaving Huntingdonshire to work with Peterborough in the north and Fenland in the north. <https://www.bbc.co.uk/news/articles/c5yprvpnnnyo> South Cambs., and Cambridge City liked the general look of this as well, albeit they don't want East Cambs., They chose Option B. The others are yet to decide.

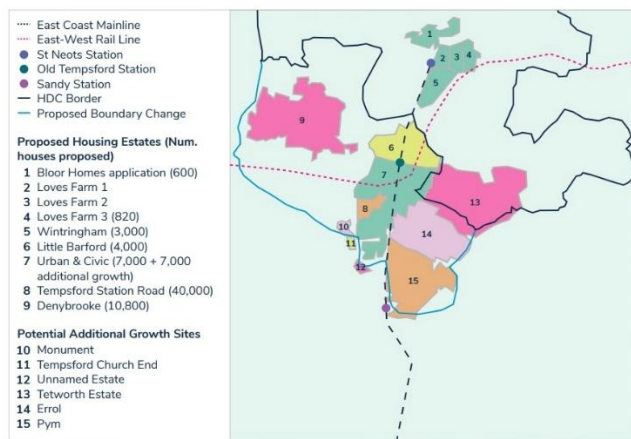
It's hard to split the whole area 50/50, but Option A seems to get closest. The government will make the decision.

The government has cited it wants new unitary councils to have a population of at least 500,000. However, Huntingdonshire (pop: 186,000) is arguing that it is big enough to go it alone if it is allowed to incorporate land and population from neighbouring local authorities including our parish. It argues if a new town is built near Tempsford, it believes the population of the area would rise by 96,000 by 2040, and thus Huntingdonshire would have a population of 317,600. Which is of course still some way short of 500,000.

Although the plan is short on detailed maps, It looks as if Huntingdonshire is proposing to take most of Tempsford, Everton, and some of the outskirts of Sandy; and from Bedford Borough it wants Roxton, Colesden, Chawston, Wyboston and Staploe parish. Huntingdonshire believes the area in question currently contains 7,600 people but it includes a list of proposed developments which includes 10,800 homes in Dennybrook (which was not brought forward in Local Plan 2040).

Our MP Richard Fuller, Borough Cllr. S. Sira, Mayor of Bedford Borough Tom Wootton and Central Bedfordshire Council do not support the proposal. The proposal cannot go ahead without government support. It was resolved to write to Bedford Borough Council to object to this proposal.

Figure •: New Developments Incorporated under Boundary Review.



2025/088. Social Events

- Fish and Chip night Saturday 15th November 6.30pm for 7pm meal at Colmworth Village Hall was a great success and we had 42 people in attendance. The Parish Council would like to thank Codswallop for providing the fish and chips.

2025/089. Village Hall Report (Cllr. G. Meola)

It has not been possible to get the village committee to attend a quorate meeting despite several attempts. As a result Cllr. G. Meola proposed that the amendment to the Village Hall Trust Deed which was made in 2019 be invoked. It states that:

“3. (11) In the event that the Management Committee are unable to appoint sufficient members to act as trustees the Parish Council will act as sole trustee and charity trustee until such time as sufficient members of the Management Committee can be appointed.”

Therefore, **it was resolved that the Parish Council will act as sole trustee and charity trustee until such time as sufficient members of the Management Committee are appointed.** Separate meetings will be held to determine charity business and a separate bank account will be held for the charity. However, the Parish Council’s insurance policy will cover the insurance of the hall assets (tables, chairs, crockery etc.), public liability and fidelity guarantees for the charity. This saves £400 in duplicate insurance for the village hall charity.

2025/090. Community Cabins and Playing Field

- The redundant cess pit located near the hedge behind the play area has been filled in for safety reasons. The Parish Council would like to thank Richard Squire for attending to this for us.
- PAT testing. This was conducted on 24th October. As expected the old microwave and kettle (no longer used and already labelled as having failed) failed the test but the CCTV DVD player also failed. Our CCTV provider JDSI is looking for a replacement power cable for us. It was resolved to approve up to £60 for a new power cable. The Clerk will take the old microwave and kettle to the recycling centre. The Parish Council would like to thank E. Meola for generously donating the services of his electrician for the PAT tests. The PAT testing needs to be carried out annually. E. Meola is happy to continue to provide this free of charge next year.
- Fire safety – risk assessment, servicing and new equipment. COSHH cabinet. This was conducted on 24th October 2025. The assessor made a number of recommendations – see below. It was resolved to purchase signage and a mount for the evacuation plan (up to £20 ex

VAT).

Item No.	Description of Unsatisfactory Condition	Proposed Remedial Action.	Comment
1	Needs to have clearly marked escape routes.	Evacuation plan to be put in the cabins	Clerk to action by 31st December
2	COSHH Storage	need to have a lockable COSHH storage cabinet	Clerk to remove flammable materials by 31st December
3	audible alarm system, assembly point	Evacuation plan	Clerk to mount an evacuation plan. Alarm system not needed - cabins are small & a shout will suffice.
4	kitchen needs one fire blanket in kitchen	Install fire blanket	Installed and signed 7th November
5	foam extinguisher	(Possibly require a foam extinguisher)	Installed and signed 7th November
6	Means of Escape	assembly point signage	Clerk to action by 31st December

- Repairs to the safety surfacing – lottery application decision expected mid Jan 2026
- Ward fund application for trace heating installation to protect pipes in winter. The Ward Fund is not available this financial year. The Clerk has received one quote but the electrician said the trace wires would not work as there was too much pipework to cover. He recommended lagging pipes, draining the system before a really cold spell and keeping heaters on if it is below zero for extended periods – until we are able to insulate the buildings better. Cllr. E. Meola kindly offered to lag the pipes.
- Play area / field and cabin inspector / litter bin emptying – volunteer needed. Hayley Down of Duloe kindly volunteered to inspect the field and defibrillator and Councillors suggested the Clerk ask the football club to empty the litter bin.
- Confirm football club are storing the goals correctly and that their risk assessments and policies are in place. The Clerk has checked the risk assessments and policies and has recommended that they include food safety risks in their risk assessment.
- Cllr. E. Meola reported that traffic was much worse last Saturday. He asked for a copy of the football club agreement and will talk to the Chair of the football club.
- Thanks to Cllr. R. Arnold for bench repairs. These are due to be completed in the coming month.

2025/091. Neighbourhood Plan

- Report from the Clerk. The Neighbourhood Plan Consultation is now complete and the plan was submitted to the independent examiner on 18th November. Locality grants are no longer available so any amendments will need to be funded by the Parish Council.

2025/092. Highways and Rights of Way

- Request from a parishioner from Staploe to deter parking on the bend by Duloe Common where visibility is poor. **It was resolved that the Clerk should supply some notes from the Parish Council for the parishioner to place on the car windscreen.**
- Request from a parishioner from Duloe for a concealed entrance sign just east of the same bend. The Clerk has asked the Borough Council whether they would consider this. **It was resolved to install the sign if the Borough Council will pay for it and supply it.**
- Update re Two Brewers junction. A representative from Bedford Borough Council Highways Department met the owner of the Two Brewers and it was agreed that The white lines at the junction would be repainted now and the centre lines renewed in the spring. White SLOW signs would be painted at the approach to the junction on Bushmead Road, the location has been marked on the road. The grips and ditches are to be checked and dug where necessary, as

they have done down Staploe road. Highways will apply for funding for a 40mph limit on Bushmead Road.

- Damaged grit bin on Honeydon Triangle. This has now been repaired.

2025/093. Assets

- Having been previously circulated the asset register was approved by the Parish Council. It was updated to include the new fencing and gate at the playing field.
- Defibrillator. The Clerk received a message to say that the Medicines and Healthcare Products Regulatory Agency (MHRA) have advised that Stryker's Heartsine Samaritan PAD-Paks with expiry dates between April 17, 2025 – August 1, 2029 may have a potential issue. We have checked the pads as per their advice and ours are unaffected.
- CCTV servicing. It was resolved to spend up to £60 on a replacement power cable for the DVD recorder in the cabins (the recorder failed the PAT test). The Clerk is waiting for a quote for replacement from JDSI who supply and service our CCTV equipment. Meanwhile the CCTV recorder is unplugged.
- Tree works – consider quotes from tree surgeons. Three quotes have been received (see below). However, R. Squire has offered to do the work for us on the trees at the playing field as they are on his boundary and the Clerk will ask Hail Weston Farms if they can help with the trees on Duloe Common and the Highways department if they can help with the Hornbeam near the Staploe sign. It was resolved to approve up to £600 for tree works (from the tree earmarked reserve) if any are needed after R. Squire, Hail Weston Farms and the Highways department have checked the works and responded.

•

Contractor	Quote for PF & Common	Staploe Hornbeam	Total
Cambridge Trees Ltd	1475	300	1775
Brightman Brothers	1700	150	1850
Branching Out	1900		>1900

- The light at Honeydon Triangle was repaired by UK Power Networks in the summer and we have now received a bill for £502 for the repair.

2025/094. High Wood Solar Farm Deed of Community Benefit

- We were due to receive a one off payment of £20k but this is due to expire in August 2026.
- A new contract has been requested. Consider whether to propose a higher level of benefit. e [The current proposal is £400 / MW / year for Eastpark – an equivalent of £20k per year for High Wood solar farm]. **It was resolved to request a higher benefit and to point out the higher rates being paid by other schemes.**
- The Clerk will also find out when the benefit scheme will start paying out for the Cobholden solar scheme.

2025/095. Finances

- The receipts and payments were checked against the invoices and approved for payment by Cllr. J. Ibbett and Cllr. M. Clark. These are presented on p11-12
- The bank reconciliation was checked against the bank statements by Cllr. J. Ibbett and is presented on p13. The reserves are presented on p14.
- It was resolved to adopt the budget for 2026/27 as shown on p15-19. This requires a precept of £16,439 which is an increase of 5.99% (£929). This will cost an additional £6.36 per year on council tax for an average Band D property. The key changes are:

- £660 for extra grass cutting (cutting only once a month is not allowing the grass to mulch in leaving large mounds of grass on the field. We are moving from 8 cuts per year to 12).
 - £150 extra for cabin maintenance and inspections eg. fire extinguisher servicing, PAT testing etc.
 - £100 for speed sign repairs and parts eg replacement batteries.
 - £100 for maintenance of the fencing at the playing field (treating with wood preserver)
 - £50 extra for insurance as we are covering the village hall charity insurance
 - These additional costs will be mitigated to some degree as we will no longer donate to the village hall charity to cover their separate insurance and we have reduced the number of newsletters published. We expect to receive more interest on our savings account than we budgeted last year.
 - For further detail see the full budget on p15-19
 - It was resolved to rename the “Village Hall Rebuild Reserve” to the “Village Hall Rebuild / Cabins” reserve so that it can be used to maintain / improve the cabins if needed.
- Confirm whether the budget is likely to exceed £25K (external audit threshold). At present this looks unlikely. However, if we receive some CIL money or a grant for anything we may exceed the £25K so we have retained the external audit fee in the budget.
 - Bad debt of £68 with Morelock Signs for speed sign battery. We purchased an extra battery for the Honeydon speed sign from Morelock Signs and it was never delivered. They have gone into administration and we are unlikely to receive a refund. We have purchased a replacement battery elsewhere. We can still reclaim the VAT on this bad debt.
 - Consider whether to accept the new lower employer pension contributions for the Clerk’s pension. It was resolved to accept the new lower employer contributions. These will move from 26.8% per year to £17.8% per year plus £300. This means the cost to the Parish Council will fall from £1310 to £1200 per year.
 - The banking mandates were updated to remove P. Yockney and add Cllr. M. Clark and Cllr. R. Arnold.

2025/096. Policies

- The policy for commenting on planning applications was circulated in advance of the meeting and approved without amendment.
- Review Councillor and Clerk’s allowances / expense rates. The Clerk currently claims £18 working from home allowance and 45p per mile for mileage. No changes were proposed.

The meeting closed at 10.10pm

Receipts to Main Account

Payment Ref	Date	Customer	Description	Total
123	14.11.2025	Steve Down (Steve Down)	Ticket sales for social events	£2.40
122	14.11.2025	Lucy Crawford (L. Crawford)	Ticket sales for social events	£3.00
121	14.11.2025	Jane & Ross Thomson	Ticket sales for social events	£8.00
120	14.11.2025	Carolyn Keene	Ticket sales for social events	£3.00
119	13.11.2025	Jane Arnold	Ticket sales for social events	£18.00
117	10.11.2025	Tracey Williamson	Ticket sales for social events	£18.00
118	10.11.2025	Lucy Crawford	Ticket sales for social events	£18.00
116	10.11.2025	St Neots Town Youth Football Club	Community Cabin hire	£125.00
114	10.11.2025	Jane & Ross Thomson	Ticket sales for social events	£53.00
104	06.11.2025	Graham Fry	Ticket sales for social events	£18.00
103	06.11.2025	Josh Zwetsloot	Ticket sales for social events	£18.00
102	06.11.2025	Veronica Zwetsloot	Ticket sales for social events	£18.00
101	05.11.2025	Gerardine Meola	Ticket sales for social events	£27.00
100	05.11.2025	Donna Thompson	Ticket sales for social events	£18.00
099	04.11.2025	James Carter	Ticket sales for social events	£18.00
097	03.11.2025	Nigel Cutts	Ticket sales for social events	£18.00
096	30.10.2025	James Clark (James Clark)	Ticket sales for social events	£18.00
092	20.10.2025	Helen Leach	Ticket sales for social events	£18.00
089	06.10.2025	Aviva	Insurance claim	£377.40
088	03.10.2025	Joan & Frank Squire	Ticket sales for social events	£18.00
090	14.10.2025	Carolyn Keene	Ticket sales for social events	£18.00
094	20.10.2025	Steve Down (Steve Down)	Ticket sales for social events	£61.50
087	03.10.2025	HMRC	VAT refund	£2,799.28
082	25.09.2025	Bedford Borough Council	Grant for Energy Cert from BBCL	£97.50

Receipts to Unity Savings Account

Payment Ref	Date	Customer	Description	Total
086	30.09.2025	Unity Trust Bank	Interest on Unity savings	£123.75

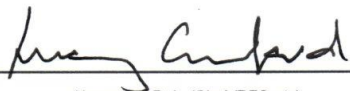
Payments from Main Account

Payment Ref	Date	Supplier	Description	Total
081	02.10.2025	UK Power Networks	Street light repairs	£602.40
083	01.10.2025	Starboard Systems	Accounting software	£43.20
084	31.08.2025	Bradgate	Grass cutting Field & Common	£13.20
084	31.08.2025	Bradgate	Grass cutting Field & Common	£165.00
085	02.10.2025	Will George (W. George Carpentry)	Hamlets Exchange repairs	£216.00
091	16.10.2025	EDF Energy	Electricity for Community Cabins	£40.41
105	29.10.2025	SSE Energy	Electricity for street lights	£61.94
106	30.10.2025	SSE Energy	Electricity for street lights	£43.50
107	03.11.2025	Starboard Systems	Accounting software	£43.20
108	30.09.2025	Bradgate	Grass cutting Field & Common	£165.00
108	30.09.2025	Bradgate	Grass cutting Field & Common	£13.20
109	07.11.2025	Cloud Next Limited	Web hosting	£60.00
111	07.11.2025	Cloud Next Limited	Web hosting	£119.98
112	07.11.2025	Herts Fire Protection	Fire Inspection & service	£340.44
113	07.11.2025	Bradgate	Grass cutting Field & Common	£13.20
113	07.11.2025	Bradgate	Grass cutting Field & Common	£165.00
124	17.11.2025	Graham & Julia Ashley (Codswallop)	Food for social event	£371.00
126	17.11.2025	EDF Energy	Electricity for Community Cabins	£33.94
127	17.11.2025	Anglian Water Business	Water & sewerage for Community Cabins	£55.08
128	24.12.2025	L. Crawford	Clerk's pay Q3	£1,242.49
129	24.12.2025	Bedfordshire Pension Fund	Clerk's pension Q3	£406.22

Payments from Debit Card Account

125	15.11.2025	Tayna Batteries	Replacement battery for Honeydon Speed Indicator	£70.69
-----	------------	-----------------	--	--------

Staploe Parish Council

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

Date: 19/11/25

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

Date: 19/11/25

Bank Reconciliation at 16/11/2025			
A	Cash in Hand 01/04/2025		35,190.42
	ADD		
	Receipts 01/04/2025 - 16/11/2025		23,075.47
			58,265.89
	SUBTRACT		
	Payments 01/04/2025 - 16/11/2025		26,422.60
			31,843.29
A	Cash in Hand 16/11/2025 (per Cash Book)		31,843.29
B	Cash in hand per Bank Statements		
	Petty Cash 16/11/2025	0.00	
	Barclays Main Account 16/11/2025	9,762.30	
	Barclays Payments (Debit Card) Ac 16/11/2025	72.99	
	Barclays Savings Account 16/11/2025	2,931.98	
	Unity Trust Savings Account 16/11/2025	19,076.02	
			31,843.29
	Less unrepresented payments		
			31,843.29
	Plus unrepresented receipts		
B	Adjusted Bank Balance		31,843.29
	A = B Checks out OK		

Staploe Parish Council
Reserves Balance
2025-2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
CIL Tally Ho	1,978.69		1,978.69		0.00
CIL Goodwick Farm	5,000.94		5,000.94		0.00
CIL Upper Goodwick	3,818.05		3,818.05		0.00
CIL Honeydon Barn					0.00
Village Hall Rebuilding Reserve	8,792.90	1,500.00			10,292.90
Tree works & inspections	789.00	453.00	150.00		1,092.00
RAIDIUS funds	706.41				706.41
Street light inspection & repairs	764.50	300.00	502.00	377.40	939.90
Decking savings					0.00
Election fund	464.56				464.56
Dennybrook campaign funds	386.75				386.75
Grass & hedge cutting field and	671.50	75.00			746.50
Deposit for football club	100.00				100.00
Social events	121.70		429.50	391.90	84.10
Play area assets	53.38				53.38
Literature & information	30.86				30.86
Gov domain	55.00				55.00
Neighbourhood Plan Grant	1,888.00		1,888.00		0.00
Community Cabin maintenance	125.00				125.00
Defibrillator parts & maintenanc	50.00	235.00			285.00
Freedom of Parish	150.00				150.00
Insurance claims					0.00
Asset replacement (office)	378.00	125.00			503.00
CIL (New)	3,359.33		304.16		3,055.17
Total Earmarked	29,684.57	2,688.00	14,071.34	769.30	19,070.53
TOTAL RESERVE	29,684.57	2,688.00	14,071.34	769.30	19,070.53
GENERAL FUND					12,242.05
TOTAL FUNDS					31,312.58

Staploe Parish Council

18 November 2025 (2025-2026)

Detailed Budget Summary

5.99% % increase

01 Regular Receipts

		Current Year 2025-2026								Next Year 2026-2027			
Code	Title	Receipts				Payments				Savings	Receipts	Payments	Savings
		Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	to reserve	Budget	Budget	to reserve
1	Precept	15,510.00	15,510.00		15,510.00						16,439.00		
2	Bank interest	275.00	333.03	137.50	470.53						400.00		
3	Community Cabin hire	500.00	375.00	125.00	500.00						500.00		
SUB TOTAL		16,285.00	16,218.03	262.50	16,480.53						16,410.00		125.00

02 Other Receipts

		Current Year 2025-2026								Next Year 2026-2027				Comments
Code	Title	Receipts				Payments				Savings	Receipts	Payments	Savings	
		Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	to reserve	Budget	Budget	to reserve	less current year
5	Ward Fund													
6	Donations for campaigns													
7	Ticket sales for social events													
9	Newsletter advertising													
10	Other (eg. refunds, book sales)		97.50		97.50									£97.50 EPC cabins
76	Deposits													
SUB TOTAL			97.50		97.50									

03 Staff Costs

		Current Year 2025-2026								Next Year 2026-2027			
Code	Title	Receipts				Payments				Savings	Receipts	Payments	Savings
		Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	to reserve	Budget	Budget	to reserve
11	Clerk's salary				6,490.03	3,243.42	3,245.02		6,488.44			6,463.08	-26.95
12	Clerk's employment expenses (WFHA & mileage)				312.00	85.50	140.00		225.50			312.00	0.00
13	Clerk's training				50.00		16.68		16.68			50.00	0.00
SUB TOTAL					6,852.03	3,328.92	3,401.70		6,730.62			6,825.08	-26.95

04 Grounds Maintenance		Current Year 2025-2026								Next Year 2026-2027			
Code	Title	Budget	Receipts			Payments			Savings	Receipts	Payments	Savings	Next year
			Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget	to reserve	less current year
14	Playing Field grass cutting				1,330.00		962.50	133.00	1,095.50		1,944.00		614.00
15	Duloe Common grass cutting				110.00		77.00	11.00	88.00		156.00		46.00
16	Tree surveys & works				200.00		200.00		200.00				-200.00
	SUB TOTAL				1,640.00		1,239.50	144.00	1,383.50		2,100.00		460.00
05 Community Cabins		Current Year 2025-2026								Next Year 2026-2027			
Code	Title	Budget	Receipts			Payments			Savings	Receipts	Payments	Savings	Next year
			Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget	to reserve	less current year
17	Electricity for cabins				380.00		231.05	180.00	411.05		441.00		61.00
18	Water & sewerage for cabins				290.00		141.17	72.50	213.67		290.00		0.00
19	Community Cabin maintenance				300.00		283.70	100.00	383.70		450.00		150.00
	SUB TOTAL				970.00		655.92	352.50	1,008.42		1,181.00		211.00
06 Street Lights		Current Year 2025-2026								Next Year 2026-2027			
Code	Title	Budget	Receipts			Payments			Savings	Receipts	Payments	Savings	Next year
			Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget	to reserve	less current year
20	Power to street lights				604.37		353.50	250.88	604.38		604.42		0.05
21	Street light inspection & repairs												0.00
	SUB TOTAL				604.37		353.50	250.88	604.38		604.42		0.05
07 Asset Inspection &		Current Year 2025-2026								Next Year 2026-2027			
Code	Title	Budget	Receipts			Payments			Savings	Receipts	Payments	Savings	Next year
			Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget	to reserve	less current year
22	Play area inspection				78.00		80.00		80.00		78.00		0.00
24	Defibrillator costs				35.00			35.00	35.00		35.00		0.00
25	Other maintenance				200.00		518.59	66.68	585.27		200.00		0.00
26	Play area works (consumables / labour)												0.00
59	Sundries for playing field												0.00
60	CCTV maintenance				150.00		75.00	75.00	150.00		150.00		0.00
	SUB TOTAL				463.00		673.59	176.68	850.27		463.00		0.00

09 Administration		Current Year 2025-2026								Next Year 2026-2027				
		Receipts				Payments				Savings	Receipts	Payments	Savings	Next year
		Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	to reserve	Budget	Budget	to reserve	less current year
28	Audit fees				460.00	250.00	210.00	460.00			460.00		0.00	
29	Councillors expenses				30.00		10.00	10.00			30.00		0.00	
30	Clerk's other expenses (postage & sundries)				40.00	15.75	13.32	29.07			40.00		0.00	
31	Councillor training				30.00						30.00		0.00	
32	Insurance				600.00	625.11		625.11			650.00		50.00	
33	Subscriptions				209.00	213.00		213.00			213.00		4.00	
34	Hall hire (meetings)				257.50	175.00	72.50	247.50			257.50		0.00	
35	Web costs & IT				707.00	437.99	244.00	681.99			682.00		-25.00	
36	Other administration				60.00	53.40	8.32	61.72			60.00		0.00	
58	Office costs				70.00	189.45	23.32	212.77			70.00		0.00	
SUB TOTAL					2,463.50	1,959.70	581.46	2,541.16			2,492.50		29.00	
10 Communication		Current Year 2025-2026								Next Year 2026-2027				
		Receipts				Payments				Savings	Receipts	Payments	Savings	Next year
		Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	to reserve	Budget	Budget	to reserve	less current year
37	Newsletter				369.10		180.00	180.00			190.00		-179.10	
SUB TOTAL					369.10		180.00	180.00			190.00		-179.10	
11 Social Events		Current Year 2025-2026								Next Year 2026-2027				
		Receipts				Payments				Savings	Receipts	Payments	Savings	Next year
		Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	to reserve	Budget	Budget	to reserve	less current year
38	Social events				45.00	58.50	29.25	87.75			70.00		25.00	
SUB TOTAL					45.00	58.50	29.25	87.75			70.00		25.00	

		Current Year 2025-2026							Next Year 2026-2027					
		Receipts			Payments				Savings	Receipts	Payments	Savings	Next year	
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	to reserve	Budget	Budget	to reserve	less current year
39	Village Hall support					390.00	392.39		392.39			50.00		-340.00
40	Other donations											50		50.00
SUB TOTAL						390.00	392.39	196.20	588.59			100.00		-290.00
		Current Year 2025-2026							Next Year 2026-2027					
		Receipts			Payments				Savings	Receipts	Payments	Savings	Next year	
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	to reserve	Budget	Budget	to reserve	less current year
41	Other payments						1,073.29		1,073.29					0.00
75	Ward Fund													0.00
SUB TOTAL							1,073.29		1,073.29					0.00
Total Regular Payments						13,797.00	8,662.02	5,312.67	13,974.69	0.00	0.00	14,026.00	0.00	229.00
		Current Year 2025-2026							Next Year 2026-2027					
		Receipts			Payments				Savings	Receipts	Payments	Savings	Next year	
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	to reserve	Budget	Budget	to reserve	less current year
42	Village Hall savings									1,500.00			1,500.00	0.00
43	Community Infrastructure Levy													0.00
44	Neighbourhood Plan						1,888.00		1,888.00					0.00
45	Tree inspection and works						150.00	1,092.00	1,242.00	253.00			453.00	0.00
46	RAIDIUS funds													0.00
47	Street light inspections & repairs		377.40		377.40		502.00		502.00	300.00			300.00	0.00
48	Decking savings									500.00			500.00	0.00
49	Election fund													0.00
50	Dennybrook campaign fund													0.00
51	Extra grass & hedge cutting (field & Common)									75.00			0.00	0.00
52	Football Club deposit													0.00
53	Social events		391.90		391.90		371.00		371.00					0.00

54	Play area assets											0.00
55	Literature & information											0.00
56	Insurance claims											0.00
62	CIL Upper Goodwick				3,818.05		3,818.05					0.00
63	CIL Goodwick Farm				5,000.94		5,000.94					0.00
64	CIL Tally Ho				1,978.69		1,978.69					0.00
65	Gov Domain			55.00								-55.00
66	Cabin maintenance											0.00
67	Defib parts & maintenance						235.00			235.00		0.00
68	Freedom of Parish											0.00
69	Asset replacement (office)						125.00			125.00		0.00
70	CIL (new)				304.16		304.16					0.00
77	Speed sign maintenance						0.00			100.00		0.00
78	Barrier maintenance @ field									100.00		0.00
	SUB TOTAL	769.30	769.30	55.00	14,012.84	1,092.00	15,104.84	2,988.00		3,313.00		-55.00

Summary

TOTAL	16,285.00	17,084.83	262.50	17,347.33	13,852.00	23,748.15	6,404.67	30,152.82		16,410.00	14,026.00
--------------	------------------	------------------	---------------	------------------	------------------	------------------	-----------------	------------------	--	------------------	------------------

In 2025/26 we are forecast to spend approximately £178 more than we budgeted in our regular payments but we are also due to receive £195 more in interest than budgeted in our regular receipts. So we should end the year very close to our regular budget which we aim to cover from precept, cabin hire and bank interest. The overspends were largely on enforcement notices for the playing field, speed sign repairs, office costs and cabin maintenance (fire safety) but these were partially offset by fewer grass cuts, fewer newsletters, less mileage for the Clerk, and lower water costs at the cabins vs budget. However, we also spent a significant amount (£15K) of earmarked reserves (mainly Community Infrastructure Levy funds from various barn conversions in the parish) on replacing the decking at the Community Cabins and adding a gate and fencing to the Playing Field. We also expect to use most of our tree reserve for tree works this year.

In 2026/27 the most significant change is that the grass cutting contractors want us to cut the field more frequently which would add approx £660 to the precept. Cabin maintenance also needs to increase to include fire inspections and I recommend we add to a reserve for speed sign maintenance as we regularly need to buy new batteries. Overall this budget will lead to an increase of £929 (6% increase).