

Minutes of a Meeting of Staploe Parish Council held on Tuesday 21st March 2017 after the Annual Parish Meeting which started at 7pm in the Village Hall at Duloe
The meeting opened at 8pm

Present:

R. Squire (Chairman)	J. Thomson
J. Ibbetts (Vice Chairman)	L. Crawford (Clerk)
V. Zwetsloot	Five members of the public
G. Meola	Borough Councillor T. Wootton
D. Smith	

329. Declarations of Interest.

None

330. Councillor vacancy

A parishioner of Staploe has expressed an interest but was unable to attend this meeting.

331. Minutes of the meeting held on 31st January 2017

Having been previously circulated these were approved as an accurate record of the meeting. Proposed by Cllr Squire, seconded by Cllr Smith.

332. Ward Report

- Councillor Wootton's report. See report for the Open Parish Meeting
- Ward Fund – allocate £100 available after returning projector trolley. It was agreed to spend this on an under-sink water heater (Cllr Wootton approved) to be fitted by Cllr Squire and if this was not possible then to use it for a new kettle / urn. Proposed by Cllr Squire, seconded by Cllr Meola.

333. Planning & development

- Traveller site
 - The court hearing regarding the Rooney's request to move back onto the site has been postponed to 3rd April. The Parish Council have written to the Borough Council in support of their injunction preventing the Rooneys using the land for residential purposes.
 - Fly tipping. The Clerk has reported the fly tipping on the site but because it is on private land the Borough Council cannot do much. If it was worse they could get an enforcement order against the land owners to have it cleared but it is not sufficiently bad.
- Bedford Borough Local Plan. Please see the Ward Report in the Open Parish Meeting.

334. A1, A428, Highways and Rights of Way

- A1 proposals – Stakeholder Forum report. Madeline Russell reported that the costs outweigh the benefits for the A1 improvements and the local councils have not finalised their local plans so the project is not progressing fast. The next step is to weight up the costs and benefits of the three packages before bidding for funding for their preferred option at the end of 2017.
- A1 meeting with Alistair Burt 17th March. Cllr Squire, Cllr Wootton, and the Clerk met with Alistair Burt (MP). He explained that the line on the map shown for Package A which goes through our parish is merely an illustration of the concept of "a new road". It is not a proposed route and a new road could go east or west of the current A1. He will request that all future agendas, minutes and reports of Stakeholder meetings or similar regarding the A1 improvement project are sent direct to the Clerk and he will request that there is a second representative for Parish Councils on the Stakeholder Committee. He explained that, even if Package A was the preferred option, a proposed route might not be available until 2018.

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- Setting up an A1 Committee / Working Group. Cllrs Squire, Smith, Meola, and Ibbetts volunteered. It was agreed to make it a working group so that members of the public could join if available.
- A428 / Black Cat improvement consultation. The Clerk visited the exhibition at Wyboston on 21st March. She asked what would happen about the Black Cat roundabout if the A1 moved and was told that the team were used to managing construction projects where the parameters might change. She also asked about the second option for the Black Cat which did not permit all traffic to access all routes. It is envisaged that southbound A1 traffic would access the A428 eastbound at St. Neots rather than at the Black Cat and northbound traffic would access it south of the Black Cat at Sandy. The second option is a two-tier roundabout whereas options 1 and 3 are three tier roundabouts. The lower tier may be able to be below ground level but geo surveys are needed to confirm this.

335. Playing Field, Duloe Common & Village Hall

- Cutting the grass and hedges on Playing Field and Common
 - H. Purser has left the village – need to appoint volunteers / contractors. Cllr Meola agreed to supervise the Community Payback team when cutting hedges on the playing field and common, Cllr Squire agree to arrange for himself or his father to cut the verge at the playing field and Cllr Smith suggested he may be able to cut the grass on Duloe Common.
- Village Hall rebuild project
 - consider whether to await outcome of A1 proposals. Cllr Squire proposed that the project be put on hold for the time being since the grants available don't cover the cost of a rebuild. The Parish Council will continue to save £1500 per year with a view to future refurbishment if further grants become available.
- Inspect the playground inspection record (red book). The Clerk is inspecting the play area weekly and recording this in the red book. Cllr Smith inspected and signed the Play Area inspection record.

336. Police, crime and antisocial behaviour

- Drug dealing in Woodhouse Lane. A parishioner reported seeing drug dealing in Woodhouse Lane on 6th March at 5pm. The Clerk asked them to report it to the police on 101. Cllr Meola explained that the CCTV had not captured the incident as it is currently set to record only after dark. Cllrs agreed that the CCTV camera should be switched to record all the time in case of daytime incidents. Cllr Meola will change the recording times accordingly.

339. Annual asset inspection

- Duloe noticeboard doors – replace? The doors to the noticeboards are rotten. A painter / decorator used wood filler and paint to repair them last year but the filler has cracked and they are no longer water tight. The Clerk received a quote for replacement doors from the manufacturer for £700. In the past Meadowcraft have quoted to refurbish the noticeboards at a cost of £400. Cllr Thomson and Cllr Meola will seek alternative quotes.
- Servicing the mower. Howard Purser had suggested the mower should be serviced but Ian Bygraves explained that it had been used very little last year and is currently running well so he did not think there was any need.
- Printer / scanner now purchased from Transparency Grant. The cost of the printer / scanner was £200. £100 was contributed from the Transparency Code grant. The remaining £100 was met out of Council funds allocated from the salary budget which was under spent due to fewer additional hours being required for the Village Hall rebuild project / A1 study.

340. Vehicle Activated Sign

- Discuss whether to replace batteries (£161.89). Most Councillors had seen the sign working recently and, therefore, they unanimously agreed not to replace the batteries and see whether the increased light levels would fix the problem until the autumn. The batteries could then be replaced in the autumn if necessary. Review in May.

341. Risk assessments

- Parish Council risk assessment. The risk assessment was reviewed and updated with the following changes:
 - p4 instead of rotating bank mandates annually it was changed to “consider need to rotate bank mandates every 2 years in July.” This is because setting up bank mandates is a long and complicated process
 - p7 seek competitive quotes for grass cutting and street light maintenance in January 2019 because we are currently in a three year agreement so no need for annual quotes.
 - p12 removed references to Howard Purser and changed responsibility for tree inspections on the playing field to R. Squire.
 - p18 mentioned the Clerk’s ILCA course
 - p19 confirmed that the pitch hire agreement is now on the website and specified that archive folders are held in R. Squire’s garage.
 - p20 included reference to hedge trimming (it had only referred to strimming and mowing) and changed reference to H. Purser re managing the Community Payback team to G. Meola.
 - p21 in case football club leave there should always be £1500 for grass cutting in unearmarked reserves.
 - p22 D. Smith will act as backup for play area inspections if the Clerk is away
- Risk assessments for volunteers mowing, hedge trimming and strimming
 - These were reviewed and updated to replace references to H. Purser with “the operative”.

342. Written arrangements with contractors / suppliers

- Grass cutting, street light maintenance, electricity supply
- The Clerk presented the written arrangements for inspection by Councillors.

343. Finance.

Summary of Transactions for Staploe Parish Council for Approval at Meeting in:				Mar-17
Payments				
Date	Payee	Details	Cheque Number	Amount
19/02/2017	Opus Energy	Standing charge 22nd Jan - 18th Feb	Direct Debit	£4.22
21/03/2017	L. Crawford	Expenses for Jan & Feb 2017 excl WFH Allowance	100875	£26.63
21/03/2017	L. Crawford	Clerk's salary Jan - Mch 2017 incl WFH allowance	100876	£774.99
21/03/2017	Bedfordshire Pension Fund	Clerk's pension Jan - Mch 2017	100877	£207.81
21/03/2017	JCB Printing	Printing Hamlets Voice Feb issue	BACS payment	£79.20
21/03/2017	Andy Muskett	4th Quarter street lighting	BACS payment	£90.00
21/03/2017	Duloe Village Hall	Hall hire for curry night and Mch PC meeting	BACS payment	£53.00
Total				£1,235.85
Receipts				
Date	Supplier	Details	Cheque # / Ref	Amount
01/02/2017	Barclays	Interest on base rate reward account		£1.59
01/03/2017	Barclays	Interest on base rate reward account		£1.53
08/03/2017	Cash receipt	Proceeds from curry night (3rd Feb)		£40.00
Total				£43.12
Transfers				
Date	Supplier	Details	Cheque # / Ref	Amount
20/03/2017	From Community Account to savings	£60 literature fund less interest		£35.62
Total				£35.62
Posted balances after the above transactions clear				
Community Account 30833940				£5,002.22
Base Rate Savings 43461580				£8,030.00

March 2017

STAPLOE PARISH COUNCIL BANK RECONCILIATION 1st APRIL 2016 TO 21st MARCH 2017

Prepared by Mrs. Lucy Crawford, Parish Clerk

BARCLAYS							
Community Account 30833940							
DATE				Receipts	Payments	Transfers	Balance
1-Apr-16	Balance bf		£4,989.34				
21-Mar-17	Posted balance per accounts		£6,154.65	£11,547.08	£8,330.84	-£2,050.93	<u>£6,154.65</u>
Unpresented cheques / uncleared payments:							
	None				£0.00		
	Total				£0.00		
21-Mar-17	Balance as per bank statm't		£6,154.65				
21-Mar-17	Posted balance - cl'red balance		£-	Equal to unpresented cheques			
21-Mar-17	Balance cf		£6,154.65				

BARCLAYS							
Base Rate Savings 43461580							
				Receipts	Payments	Transfers	Balance
1-Apr-16	Balance bf		£5,913.97				
21-Mar-17	Balance as per accounts		£8,030.00	£65.10	£0.00	£2,050.93	<u>£8,030.00</u>
21-Mar-17	Balance as per bank statement		£8,030.00				
21-Mar-17	Balance cf		£8,030.00				

SUMMARY OF ALL ACCOUNTS							
				Receipts	Payments		Balance
1-Apr-16	Balance bf		£10,903.31				
21-Mar-17	Balance per accounts		£28,369.30	£11,612.18	£8,330.84	£-	<u>£14,184.65</u>
21-Mar-17	Balance per bank statements						<u>£14,184.65</u>
21-Mar-17	Balance cf		£14,184.65				

Reserves

Fund Name	Funds Reserved 1/4/2016	Funds Added	Funds withdrawn	Total Reserves 21/3/2017
Street light replacement fund	£2,250	£750		£3,000
Football Club Deposit	£200			£200
Village Hall Rebuild Fund	£3,000	£1,500	£340	£4,160
Election fund	£550			£550
Literature fund	£60	£60		£120
Total	6,060	£2,310	£340	£8,030

Staploe Parish Council Review of Budget March 2017					
All figures exclude VAT					
	Actual 2015/16	2016/17 budget	Forecast to 31st March 2017	Forecast - budget	Comment
Regular Income					
Interest	£18.31	£20.00	£29.48	£9.48	More funds added to savings so more interest earned
Precept	£8,024.76	£8,422.00	£8,422.00	£-	
Grass cutting	£1,389.51	£1,389.51	£1,389.51	£-	
Total Regular Income	£9,432.58	£9,831.51	£9,840.99	£9.48	
Other Income					
Council tax support grant	£423.00	£278.00	£278.00	£-	
Newsletter advertising	£-	£-	£25.00	£25.00	
Ward Fund	£1,073.32	£-	£570.56	£570.56	
Transparency Code	£-	£-	£227.20	£227.20	
Income from earmarked reserves			£340.00	£340.00	
Other (eg. f.ball deposit / proceeds from social events)	£100.00	£-	£40.00	£40.00	
Total Other Income	£1,596.32	£278.00	£1,480.76	£1,202.76	
Total Income	£11,028.90	£10,109.51	£11,321.75	£1,212.24	
Regular Expenditure					
Audit Fees	£180.00	£190.00	£180.00	-£10.00	
Councillors Expenses	£35.00	£75.00	£-	-£75.00	
Clerk's Expenses	£384.89	£500.00	£292.77	-£207.23	
Clerk's PAYE	£-	£-	£-	£-	Clerk doesn't earn enough to pay tax
Clerk's salary & pension	£2,786.76	£3,641.77	£3,524.17	-£117.60	Budget had not allowed for National Pay Increase in April 2016 (£94). Clerk's Working From Home Allowance included in salary from Jan 2017 as it is now taxable (£18 per month = £54). Some of these hours were met by a grant from the Transparency Code
Training	£80.00	£100.00	£108.25	£8.25	Clerk's ILCA course
Grass Cutting	£1,444.32	£1,522.50	£1,386.56	-£135.94	Parishioners often cut the grass in 30mph zone
Insurance	£435.23	£445.00	£467.04	£22.04	
Power (street lights)	£490.00	£532.00	£524.56	-£7.44	Switched to Opus from Jan 17. Not billed for useage in Jan & Feb. £85 added for this.
Maintainance (street lights, speed signs, field & play area)	£632.19	£570.00	£485.99	-£84.01	2016/17 includes 162 for replacing batteries in 30mph signs. 2017/18 street light maintenance £300 plus £150 mower servicing & £50 fuel, £150 planters

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Play Area Inspection	£65.00	£65.00	£66.50	£1.50	
Play Area Works	£54.50	£150.00	£-	-£150.00	
Secn 137	£-	£100.00	£54.46	-£45.54	Maps and overlays to assist discussions re A1 upgrade
Subs (SLCC / BATPC)	£165.00	£165.00	£167.00	£2.00	
Admin	£109.84	£150.00	£61.76	-£88.24	
Literature & info	£-	£60.00	£-	-£60.00	Postpone to purchase in 2017/18 with Colmworth (plus £60 already in reserve = £120 available).
Assets Purchased (eg. street furniture / tools / office equipment)	£49.75	£150.00	£48.78	-£101.22	2015/16 dog waste signs and stickers for village signs. 2016/17 hard drive for CCTV data.
Village Hall Hire	£210.00	£231.00	£206.00	-£25.00	One committee meeting held at Bassmead
Village Hall Works	£150.00	£150.00	£150.00	£-	Spent £340 on asbestos survey but this came out of the Village Hall reserves so not shown in budget
Newsletter	£221.50	£250.00	£222.75	-£27.25	3 longer issues rather than 4 shorter ones.
Contingency		£300.00		-£300.00	No need to use contingency. Spending below budget.
Total regular expenditure	£7,493.98	£9,347.27	£7,946.59	-£1,400.68	
Regular Savings					
Street light replacement reserve	£750.00	£750.00	£750.00	£-	Transferred to earmarked reserves
Village Hall Rebuild / Replacement reserve	£1,500.00	£1,500.00	£1,500.00	£-	
Total Regular Savings	£2,250.00	£2,250.00	£2,250.00	£-	
Regular Expenditure + Regular Savings	£9,743.98	£11,597.27	£10,196.59	-£1,400.68	
Other Expenditure					
Expenditure from earmarked reserves			£340.00	£340.00	Asbestos survey in hall
Ward Fund purchases	£1,103.52		£559.94	£559.94	2015/15 Hedgetrimmer, and 6 planters. 2016/17 Projector and stand.
Transparency Code purchase	£-	£-	£199.98	£199.98	
Total Other Expenditure	£1,103.52	£-	£1,099.92	£1,099.92	
Total Expenditure & Savings	£10,847.50	£11,597.27	£11,296.51	-£300.76	
Regular Income - Regular Expenditure & Savings	-£311.40	-£1,765.76	-£355.60	£1,410.16	Savings in Clerk's hours, Clerk and Councillors expenses, grass cutting, maintenance and assets purchased. No need to use £300 contingency.
Total Income - Total Expenditure & Savings	£181.40	-£1,487.76	£25.24	£1,513.00	Budgeted to use £1500 of reserves but due to savings in the regular budget plus fewer additional hours needed for the Clerk we will only need to spend approximately £280

In summary there was a significant underspend of £1100 in our budget due to the Clerk not needing to work many additional hours, Clerk and Councillors expenses, maintenance costs, and grass cutting costs were lower than expected and we did not need to use our £300 contingency fund.

- Review financial regulations: this was postponed until the May meeting,
- Rotate bank mandates: due to the time taken to arrange bank mandates Councillors agreed that these should not be rotated annually but rotation should be considered every two years in July
- Approve list of regular payments. The Clerk presented a list of regular payments for salary, pension, street light maintenance and power, and grass cutting to be paid in 2017/18 which were approved by Councillors and will be signed off at each meeting.

344. Clerk's pension

- Ill Health Liability Insurance policy to be aggregated with Beds Pension Fund's policy and Staploe's individual policy will be terminated at the end of March.

345. Newsletter, website and Hamlets Exchange

- It was agreed to advertise for a new newsletter editor to replace Margaret Smith in the next Hamlets Exchange and also to advertise the Eaton Socon Charity.

346. Community Event

- Report back on litter pick 19th March. 19 people volunteered and 48 bags of rubbish were collected. It was agreed to make the litter pick a regular event every March.
- Summer event. Cllrs agreed that a village walk and picnic would be a good idea. Cllr Squire will ask the Wade Geary family if we could visit Bushmead Priory – possibly on 17th September.

347. Training for Councillors

- Cllr Squire will consider undertaking some training

348. Correspondence

- Future of Bedford Hospital – meeting 8th March. Noone attended.
- Police Priority Setting – meeting 21st March. Cllr. Squire had reported to the police that speeding and drug use in Woodhouse Lane were priorities in advance of the meeting but no one was able to attend due to the clash with this Parish Council meeting.
- Post-16 school transport –proposal to increase from £381.90 to £890 per annum. The Parish Council had objected to this but the Borough Council chose to increase the cost anyway. They have stopped school transport altogether for some further education colleges.
- Letter of complaint from Duloe resident with respect to Football Club. See response in minutes of the Open Parish Meeting.

Next meeting Annual Meeting of the Parish Council Tuesday 16th May at 7.45pm.

The meeting closed at 8.55pm