

**Minutes of a Meeting of Staploe Parish Council held at 7.45pm on Tuesday 19th
November 2019 at Wyboston Village Hall**

Present: Cllr. J. Ibbett (Chair), Cllr. V. Zwetsloot (arrived 8.10pm), Cllr. R. Squire, Cllr. J. Thomson, Cllr. E. Meola, Cllr. D. Smith (arrived 8.50pm)

Apologies for absence: Cllr. G. Meola (unwell), Borough Cllr. T. Wootton

2019/095. Declarations of interest

Cllr. J. Ibbett declared an interest in the highways grass cutting and proposal to cut the playing field for hay as her husband is the highways grass contractor and has quoted to cut the playing field for hay.

2019/096. Minutes of the Parish Council Meeting held on 24th October 2019

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

2019/097. Public Open Forum

Two residents asked when the speed limits proposed at the last meeting would be implemented. The Clerk agreed to find out.

A resident asked what was happening about the Bushmead Road (resurfacing and speed limits). The Clerk explained that this had been raised at the Ward Forum meeting in October and it had been agreed to hold a meeting with Bedford Borough Council Highways Department and representatives from Staploe, Colmworth, Bolnhurst and Little Staughton Parish Councils in February.

Cllr. R. Squire requested that the Parish Council write a formal letter of thanks to Alistair Burt MP for his support on matters of concern in the past and his attendance at parish events. Councillors agreed.

2019/098. Borough Councillor Tom Wootton's report

Hospital Merger

The Chief Executive of Bedford Hospital told a recent meeting of the Borough Council's Health Committee that the merger with Luton & Dunstable is set to be completed by April 2020. This follows the receipt of £99.5m from the Department for Health to upgrade facilities at Luton & Dunstable Hospital including a new intensive care block, delivery suite and operating theatres.

The merger, announced in autumn 2017, pledged to protect key services at Bedford Hospital including A & E, maternity and paediatrics. The meeting heard that some smaller services may be combined on a single site, but 95% of services would be unaffected.

Putnoe Walk in Centre

The Bedfordshire Clinical Commissioning Group (BCCG), the organisation responsible for organising NHS services locally, has stated its intention to renew the contract for the Putnoe Walk in Centre (WIC) for a further year to September 2021.

The Putnoe WIC (but not the main GP surgery) was threatened with closure last year after the decision to open the Urgent Treatment Centre, which has a 'walk in' element, on the Bedford Hospital site. It was ultimately agreed that the Putnoe WIC would remain open with reduced hours. The Council's Health Committee has heard that it continues to receive a high number of patients.

Rural Crime

Bedfordshire Police undertook a range of targeted activities as part of Rural Crime Week of Action from the 7th October. Actions addressed issues such as motoring offences, illegal fishing and fly-tipping. Bedfordshire Police has published a Rural Crime Handbook, primarily for businesses, setting out advice on how to make it more difficult for criminals to operate. Search 'Bedfordshire Rural Crime Handbook' for more information.

Temporary Accommodation Investment

A meeting of all Borough councillors in October agreed investment of £10m to purchase and provide the Council's own housing supply to support individuals and families at risk of homelessness. This is an 'invest to save' measure designed to reduce payments to private landlords.

'Safe and Well Visits'

Bedfordshire Fire and Rescue Service provides Safe and Well Visits on the benefit of elderly and vulnerable people. These are designed to check over houses to identify safety hazards and provide advice to improve wellbeing and prevent crime. Email safeandwell@bedsfire.com if you know of someone who might benefit.

Flu Jab

The NHS advises that you should have a flu jab if you are:

- 65 years old or over
- pregnant
- have certain medical conditions
- living in a long-stay residential care home or another long-stay care facility
- receive a carer's allowance, or you're the main carer for an elderly or disabled person

Contact your GP or local pharmacy for further details.

School Admissions

The admissions process for transfer to secondary schools in the Borough closed on the 31st October, but remains open until the 15th January 2020 for children beginning primary school in September 2020. For more information search 'Bedford school admissions' or call 01234718120.

'Active Adults' Exercise Classes

The Council is taking bookings for its 'Active Adults' exercise class programme including football, golf and walking, which started on the 23rd September (for those aged 35 and over). There are also classes available for those aged 75 and above. For more details search 'Active Adults Bedford'

Cllr Tom Wootton: 07771575227 / tom.wootton@bedford.gov.uk

2019/099. Consider road names for Staploe

A consultation was circulated to residents of Staploe in advance of the meeting. It explained that the Parish Council have been informed that Duloe and Staploe **must** have road names now. This is related to the national gazetteer which is used for delivery services, emergency services etc. Previous consultations demonstrated that residents preferred these roads to remain unnamed and we asked if they could just be named "Staploe" and "Duloe" but this was rejected as it is perceived by the Borough Council to be too confusing. Originally, we had followed the Borough Council's guidance from their road naming policy that we could not use a road name which is used nearby and change the ending. However, after much discussion with Bedford Borough Council they have consulted with Royal Mail and agreed that we can use Duloe **Lane** (we can't use Duloe **Road** as there is a Duloe Road in Eaton Socon), and Staploe **Lane** (we can't use Staploe **Road** as there is one between us and Wyboston).

The Clerk received the following responses:

Name	Staploe Lane	Ushers Lane	The Street	North View & Brookside
Total	29	10	2	9

It was resolved to adopt Staploe Lane. Proposed by Cllr. R. Squire and Cllr. E. Meola and Councillors voted unanimously in favour.

2019/100. Consider road names for Duloe

See agenda item 2019/099 for the background to this consultation. The Clerk received the following responses:

Name	Duloe Lane	Brewers Lane	The Street	Green Lane	Ferndale Lane
Total	12	2	2	0	0

It was resolved to adopt Duloe Lane. Proposed by Cllr. R. Squire and Cllr. E. Meola and Councillors voted unanimously in favour.

2019/101. Consider options for new parish website

Our website service, Project Involve or Bedsparishes, run by Cambridge Open systems (COS) was provided free to Parish and Town Councils through Bedford Borough Council (BBC). COS decided to serve notice on Bedford Borough Council and the service will terminate at the end of March 2020 with the loss of all data. There are new website accessibility regulations which all public bodies must now meet.

A group of Clerks representing 11 Councils in Bedfordshire have researched the options and recommend Eyelid Productions Ltd, to provide a WordPress based content management system (CMS) and CloudNext for hosting, domain name and e-mail at a cost of £550 in the first year, £180 in year 2 and £270 in year 3 (as the .gov domain name costs £90 every two years).

The alternative would be for the Clerk to build a website using another provider eg. 1&1 Ionos (£96 per year for a Wordpress website) but 1&1 Ionos cannot guarantee that this will meet the accessibility requirements so the Clerk would need to research the requirements carefully & may need training, she would need to be trained in using Wordpress (approx. £150) and we would need to factor in the cost of additional hours for the Clerk.

It was resolved to adopt the Eyelid / Cloudnext option at a cost of £550 using Ward Funding if available (we have received notification that Ward Funding is very likely to be available for the full amount). Proposed by Cllr. J. Ibbett and seconded by Cllr. J. Thomson.

2019.102 Agree the Budget for 2020-2021

It was resolved that the Parish Council should assume that:

- the Eyelid / Cloudnext website would be met from Ward Funds
- the defibrillator would also be met from Ward Funds (as previously advised),
- the tree survey for the playing field would cost £200 and we would need to pay for £350 works on the playing field (already quoted) and £350 works to deal with dead branches and possible ash dieback on Duloe Common
- the playing field should not be grown for hay but cut regularly at a cost of £1092 (Cllr. J. Ibbett abstained from the discussion and voting).
- the Scribe accounting package would not be adopted in 2020/21
- any unused funds for play area works would be transferred to reserves for next year and therefore funds for play area works were not included in the budget under regular payments.

It was resolved to adopt the budget as presented on pp5-7 which requires a precept of £11,554 which is an increase of 10% on 2019/20. The increase will help to cover tree works, and year 2 website costs. This would mean a band D property in the Parish would pay approximately £87.53 per year for the parish proportion of their Council Tax. This assumes a Council Tax base of 132 Council Tax payers in the parish. Proposed by Cllr. R. Squire and seconded by Cllr. E. Meola. Councillors voted unanimously in favour.

2019.103 Other Finances

- The receipts and payments are presented on p8. These were proposed for payment by Cllr. V. Zwetsloot and seconded by Cllr. E. Meola.
- The bank reconciliation is presented on p9. This was checked against the bank statement by Cllr. R. Squire
- Review budget to date.
 - A breakdown of the receipts and payments to date was presented by the Clerk and a forecast to the end of March.
 - She forecast that the regular receipts (precept, grass cutting grant and interest) would be £20 higher than budget due to additional interest from savings.

Other receipts (which were not in the budget and were used to fund other payments or saved to earmarked reserve) are expected to be £24,939 higher than expected. This is because the Borough Council paid us £11,890 by mistake which was refunded (under “other payments”), £8,700 is expected as a donation from the Solar Farm in January and will be saved in reserve for rebuilding the village hall, £2,443 was received as a donation to purchase a second speed sign and £1,882 Ward Funds will be received for a new website and a defibrillator. £25 were received from book sales in the Hamlets Exchange.

- The Clerk forecast that there would be an underspend vs budget on our regular payments (which come from precept) of £200 at the end of March. This was because she predicts there will be £182 of unspent contingency funds, £170 unspent maintenance funds, £132 unspent on electricity for the containers and CCTV at the playing field, £76 unspent on printing the newsletter as we are likely to have only two issues this year and £73 of other underspends (on insurance, Clerk’s expenses, e-mail costs and audit costs). These underspends were mitigated by unbudgeted extra payments from precept of £182 for a new large dog bin, £170 for tree surveys and works and around £80 on other items such as the Clerk’s salary, and power for the street lights.
- Other payments (not met from precept) of £16,472 were / will be met from other income (mistaken payments made by the Borough, Ward Funds, donations etc.) or from earmarked reserves (eg. the election reserve, software purchased using the Transparency Code grant which has been kept in reserve).
- We should hold between 50-100% of our annual precept in unearmarked reserves so £5188.16 is marginally below the recommended range of £5,250 to £10,500
- It was resolved that a three-year forecast of Revenue and Capital Receipts and Payments and legal, and locum Clerk reserves were not required and that election reserves of £350 to £474 (depending on the final cost of the 2019 parish election) were adequate. It was resolved to create a new “Asset replacement reserve” and add £100 per year to this in future budgets and set aside any unspent funds from the play area maintenance budget into an earmarked reserve for the play area at the end of March 2020. A hedge cutting reserve is also to be created to save for hedge cutting at the Playing Field and Duloe Common. Proposed by Cllr. J. Ibbett and seconded by Cllr. E. Meola.
- The Clerk reported that the Council has already exceeded the £25,000 threshold for receipts and are likely to do so for payments by the end of March. Therefore, we will need to pay £200 for an external audit. At the moment this will be paid for by the Borough Council because it was caused by their error in paying us too much precept but if we decide to demolish the village hall before the end of March (which seems likely) then we may exceed the threshold even without the Borough’s error in which case we will need to fund the external audit out of Parish Council funds.
- The asset register was reviewed and is presented on pp10-11

Staploe Parish Council Budget 2020 - 2021	Actual 2018/19	Forecast to 31st Mch 2020	Budget to Mch 21	Comment
			10.0%	%increase vs 2019-20
Regular Receipts				
Precept	£10,091.00	£10,500.00	£11,553.98	
Council tax support grant	£-	£-	£-	
Interest	£30.09	£39.63	£-	May spend hall savings so no interest
Grass cutting	£1,389.51	£1,389.51	£1,389.51	
Total Regular Receipts	£11,510.60	£11,929.14	£12,943.49	
Other Receipts				
Newsletter advertising	£-	£-	£-	
Ward Fund	£1,500.00	£1,881.50	£-	1331.50 for defibrillator + £550 for new website in 2019. Nothing in budget for 2020
Donation for speed sign	£-	£2,443.00	£-	
Ticket sales from social events	£121.00			
CIL income	1603.8			
Payments received in error (from Borough)		£11,889.51		
Solar Farm Payment		£8,700.00		
Other (eg. f.ball deposit, refunds, proceeds from social events / book sales)	£1,281.00	£25.00	£-	18-19 refund and 19-20 book sales
Total Other Receipts	£4,505.80	£24,939.01	£-	
Total Receipts	£16,016.40	£36,868.15	£12,943.49	V. high in 19-20 due to payments in error from Borough and solar farm payment
Regular Payments (from precept)				
	Actual 2018/19	Forecast to 31st Mch 2020	Draft Budget to Mch 21	Comment
Clerk's salary & pension	£3,815.55	£3,987.83	£4,100.45	Remain on Salary Point 25 but 2% increase for all points.
Clerk's PAYE	£-	£-	£-	
Clerk's employment expenses	£312.75	£288.00	£336.00	Monthly mileage (£10 - increased as no longer shared with Colmworth) and Working From Home Allowance (£18)
Total staff costs	£4,128.30	£4,275.83	£4,436.45	
Audit Fees	£30.00	£60.00	£265.00	Moved from two internal audits to one after year end but likely to need an external audit of 2019/20 accounts
Councillors Expenses	£-	£30.00	£30.00	
Clerk's Other Expenses eg. postage & sundries	£20.77	£40.00	£50.00	Postage and sundries. No longer shared with Colmworth
Training	£20.00	£110.00	£110.00	£50 Clerk's training, £30 for 2 x Cllrs training
Highways Grass Cutting	£1,016.74	£1,200.00	£1,200.00	Assume Mark Ibbett again
Insurance	£358.23	£356.05	£385.00	Norris & Fisher fixed price at £358.23 but may increase if new assets purchased eg defibrillator

Regular payments continued	Actual 2018/19	Forecast to 31st Mch 2020	Budget to Mch 21	Comment
Power to street lights	£483.44	£330.00	£343.00	Electricity prices will increase from 1st Jan 2020 - new contract.
Elec (CCTV & containers)	£211.12	£18.50	£-	Disconnected 2018
Maintainance (street lights, speed signs, field, containers, play area & planters)	£540.70	£50.00	£300.00	Budgeted for: £100 for planters + £200 for other maintenance eg. noticeboards, benches, play area etc.
Defib costs		£230.00	£60.00	Installation and £30 elec 19/20. 20/21 Electricity only (no maintenance first 2 yrs). £150 maintenance per year after two years
Play Area Inspection	£66.50	£68.50	£68.00	
Play Area Works (assets purchased)	£-	£150.00	£-	This was for eg. a new swing seat or replacement litter bin but any unspent funds from this cost code at the end of Mch 2020 will be placed in reserve for future use and therefore nothing has been budgeted in 2020/21.
Play Area Works (consumables / labour)	£493.00	£-		
Playing field grass & hedge cutting	£1,101.71	£1,195.00	£1,048.04	Grass cutting (Bradgate £851.04 for cutting excluding treatments - to be done by Rod Thompson for free) 2 extra grass cuts (£61 each) plus £75 towards hedge cutting in future.
Duloe Common grass & hedge cutting	£40.05	£40.53	£155.00	Grass cutting + £75 towards hedge cutting in future
Tree surveys and works	£-	£170.00	£900.00	£200 survey of PF, £350 works PF, £350 works Common
Subs (SLCC / BATPC)	£149.50	£161.00	£184.00	BATPC £95 + SLCC £89
Admin	£378.47	£374.00	£374.00	£35 info commissioner, stationary items and printer cartridges bought direct, prof advice, social events.
Literature & info	£-	£-	£-	
Software & email subscriptions	£11.88	£41.47	£240.00	Assumes Eyelid & Cloudnext yr 2 package £180 + £60 software.
Other assets (eg. street furniture / tools / office equipment). Excl. playing field/ play area)	£251.36	£181.67	£-	2019/20 Large dog bin £182
Village Hall Hire	£203.00	£234.00	£245.00	Budget assumes 7 PC meetings, 2 committee / Playing Field meetings and £15 towards each of 3 social events.
Village Hall Works / Maintenance	£164.22	£150.00	£150.00	£150 for regular VH maintenance payment.
Newsletter	£253.20	£174.00	£250.00	£81 for 16 pages or £60 for 12. Assume 4 issues of 12 or 3 of 16. Likely to be 3 issues of 16pp
Contingency		£118.33	£500.00	Increased from £300 to rebuild unearmarked reserves. Currently (in Nov 2019) forecast to end yr below the recommended minimum of approx £5500.
Total regular payments	£9,922.19	£9,758.88	£11,293.49	
Regular transfers to reserve (from precept)	£750.00	£1,950.00	£1,650.00	£1500 for Village Hall rebuild. £100 asset replacement
Regular payments + regular transfers to reserve	£10,672.19	£11,708.88	£12,943.49	
Regular receipts - regular payments & transfers to reserve	£838.41	£220.26	£-	In 2019/20 we expect our regular receipts to be £20 higher than budgeted and regular payments to be £200 lower than budget. In 2020-21 we are budgeting for regular receipts to match the regular payments and transfers to reserve.

Other payments (met from additional receipts eg. grants or earmarked reserves)				
	Actual 2018/19	Forecast to 31st Mch 2020	Budget to Mch 21	Comment
Ward Fund assets purchased	£1,500.00	£1,881.50		Ward fund of £700 used towards containers in April 2018 and £800 towards fixing bus shelter in Jan 2019. £1000 toward defib in Dec 2019
Other assets purchased from earmarked res	£940.00	£58.30		Underspend from 2017/18 budget earmarked & used to buy containers + £700 ward fund
Village Hall payments from earmarked reserve	£-	£-		
Payments from other earmarked reserves	£604.15	£-		£404.15 for laptop & software (from Transparency Code fund), £200 football club deposit returned in 2018/19
Elections		£200.00		Paid from reserve (total reserve is £550). Likely to be between £176 and £200 for 2019 parish election.
Mobile speed sign (met by donation)	£-	£2,443.00		
Street light replacement	£4,620.00	£-		£4500 from reserves and £1140 from CIL money
Refunds to Borough for payments made in error		£11,889.51		Refunds to Borough for payments made in error
Hall hire for social events (met from ticket receipts)	£121.00			
Other donations made by SPC	£266.00	£-		To Village Hall. Profit from harvest supper and curry night + £15 from reg hall hire (£281 total).
Total Other Payments	£8,051.15	£16,472.31	£-	
Total Payments	£17,973.34	£26,231.19	£11,293.49	
Other transfers to reserves (not from precept)				
Heater refund	£660.00			
CIL income	£1,484.00			Remainder used for street lights
Solar Farm Payment		£8,700.00		
Total other transfers to reserves	£2,144.00	£8,700.00	£-	
Total Payments & Transfers to Reserve	£20,867.34	£36,881.19	£12,943.49	
Total receipts - (total payments & transfers to reserve)	-£4,850.94	-£13.04	£-	

Main Account Payments						
Ref	Date	Payee	Details	Type of transaction	Cheque Number	Amount
74	04/10/2019	JCB Printing	Printing the Hamlets Voice	BACS		£87.00
75	21/09/2019	Opus Energy	Electricity for street lights	Direct Debit		£19.89
76	07/10/2019	Bradgate fencing	Duloe Common grass cutting 7/8	Standing order		£6.08
77	07/10/2019	Bradgate fencing	Duloe Field grass cutting 7/8	Standing order		£157.50
78	07/10/2019	M Ibbett	Highways grass cutting 7/8	Standing order		£180.00
80	07/10/2019	Wyboston Village Hall	Hall hire for Ward Forum	BACS		£40.00
81	09/10/2019	1&1 Internet	One month's e-mail hosting	Direct Debit		£2.40
82	28/10/2019	James Stirling	Travel expenses to Ward Forum (presenting on websites)	BACS		£17.10
83	28/10/2019	Duloe Village Hall	Parish Council contribution to harvest supper	BACS		£15.00
84	04/11/2019	Wybsoton Village Hall	Hall hire for Ward Forum (duplicate payment by mistake)	BACS		£40.00
85	05/11/2019	Bradgate fencing	Duloe Common grass cutting 8/8	Standing order		£6.08
86	05/11/2019	Bradgate fencing	Duloe Field grass cutting 8/8	Standing order		£157.50
87	05/11/2019	M Ibbett	Highways grass cutting 8/8	Standing order		£180.00
88	06/11/2019	1&1 Internet	One month's e-mail hosting	Direct Debit		£2.40
89	06/11/2019	Opus Energy	Electricity for street lights	Direct Debit		£22.40
90	06/11/2019	Viking Direct	Lever arch file, ring binder and envelopes	BACS		£26.06
91	19/11/2019	L. Crawford	Expenses (Jul-Oct)	Cheque	100917	£51.63
92	24/12/2019	L. Crawford	Clerk's salary Oct - Dec	Cheque	100918	£814.97
93	24/12/2019	Bedford Borough Council	Clerk's pension Oct - Dec	Cheque	100919	£235.94
Total						£2,061.95
Main Account Receipts						
Ref	Date	Payee	Details	Type of transaction	Reference	Amount
Total						£0.00
Savings Account Receipts						
Ref	Date	Payee	Details	Type of transaction	Reference	Amount
79	01/10/2019	Barclays Bank	Interest on savings account	Credit		£3.26
91	01/11/2019	Barclays Bank	Interest on savings account	Credit		£3.49
Total						£6.75
Transfers						
Ref	Date	Recipient / Payee	Details	Type of transaction	Community Account Transfer	Savings Account Transfer
None						
Posted balances after the above transactions clear						
Community Account 30833940				£8,879.67		
Payments Account 13099075				£0.00		
Base Rate Savings 43461580				£10,269.72		

STAPLOE PARISH COUNCIL BANK RECONCILIATION 1st APRIL 2019 TO 13/11/2019							
Date of bank statement			13/11/2019	Line of cash book:		99	
Prepared by Mrs. Lucy Crawford, Parish Clerk							
				BARCLAYS			
				Community Account 30833940			
DATE				Receipts	Payments	Transfers	Balance
1-Apr-19	Balance bf		£5,776.12				
13-Nov-19	Posted balance per accounts		£9,982.21	£27,935.83	£21,779.74	-£1,950.00	<u>£9,982.21</u>
Unpresented cheques / uncleared payments:							
	None						
	Total				£0.00		
13-Nov-19	Balance as per bank statement		£9,982.21				
13-Nov-19	Posted balance - cleared balan		£-				
13-Nov-19	Balance cf		£9,982.21				
				BARCLAYS			
				Payments Account 13099075			
				Receipts	Payments	Transfers	Balance
1-Apr-19	Balance bf		£-				
13-Nov-19	Posted balance as per accounts		£-	£0.00	£0.00	£0.00	<u>£0.00</u>
13-Nov-19	Balance as per bank statement		£-				
13-Nov-19	Posted balance - cleared balance		£-				
13-Nov-19	Balance cf		£-				
				BARCLAYS			
				Base Rate Savings 43461580			
				Receipts	Payments	Transfers	Balance
1-Apr-19	Balance bf		£8,294.49				
13-Nov-19	Posted balance as per accounts		£10,269.72	£25.23	£0.00	£1,950.00	<u>£10,269.72</u>
13-Nov-19	Balance as per bank statement		£10,269.72				
13-Nov-19	Posted balance - cleared balance		£-				
13-Nov-19	Balance cf		£10,269.72				
Summary for all accounts				Receipts	Payments	Transfers	Balance
1-Apr-19	Balance bf		£14,070.61				
13-Nov-19	Balance per accounts		£20,251.93	£27,961.06	£21,779.74	£-	<u>£20,251.93</u>
13-Nov-19	Balance per bank statements		£20,251.93				<u>£20,251.93</u>
13-Nov-19	Balance cf		£20,251.93				

Code	Item	Date purchased	Cost Value for audit	Replacement value for insurance	
	Village equipment				
SPC1	1 Bus Shelter Honeydon	Unknown	£940.00	£1,000.00	Not installed by Staploe Parish Council. Noone claims ownership so assume we are responsible. Asbestos roof removed and new non-asbestos roof added and bench replaced in February 2019
SPC2	21 LED Street lights	Feb-19	£4,620.00	£4,620.00	K&M Lighting installed 21st Feb 2019
SPC2a	1 street light column in Duloe	Unknown	£1,000.00	£1,000.00	Estimate
SPC3	3 Seats	1990's	£1,707.65	£2,032.00	One seat on playing field (in addition to the one by the play area listed under playground equipment), one by Duloe telephone box, one in Staploe. One in Honeydon was removed due to repeated vandalism.
SPC4	2 dog bins. One in Staploe and one at Village Hall	2 bought 1/03/2012 (Staploe and Vill Hall)	£129.00	N/A	3 bins purchased Mar 12. One destroyed by firework Nov 2013
SPC5	Dog bin (originally at Woodhouse Lane bridleway but moved to end of Woodhouse Lane Oct 2019)	1 bought 21st May 2013	£83.66	N/A	
SPC6	Dog bin at A1 bridge	1 bought 31/1/2014 (fire proof, A1 bridge, Duloe)	£203.00	£293.00	
SPC7	3 English Oak Notice Boards	1999	£3,974.95	£3,699.00	
SPC8	1 Aluminium notice board (Vill Hall)	21/01/2014	£407.57	£426.51	
SPC9	1 Telephone Box	2011	£1.00	N/A	Community asset. Bought for £1 from BT
SPC10	1 Vehicle Activated Sign	2008	£5,975.75	£8,556.15	£2000 from Staploe Parish Council and remainder from "Confident Communities Fund Bedford Borough Council"
SPC11	1 Elsia 18" Mower	May-04	£480.24	£980.43	
SPC12	1 Stihl Bushwacker	May-04	£319.82	£461.57	
SPC13	1 Stihl Hedge trimmer + accessories	Nov-15	£336.90	£405.87	Bought from Ibbetts
SPC14	CCTV camera	Jan-15	£1,364.86	£1,713.96	In storage container
SPC15	5 planters	Nov 2015 and March 2016	£766.62	N/A	3 purchased Nov 2015, 3 more March 2016 from Primrose. One broken in Honeydon 2017
SPC16	2 dog waste signs (Village Hall & litter bin)	15th March 2016	£49.75	N/A	From Bedford Borough Council
SPC17	1 lions head water pump near Bridgeside in Staploe	19th Century	£1.00	N/A	Community asset.
SPC18	Hard drive for CCTV data	May-16	£48.78	N/A	Gerardine Meola is custodian
SPC19	Projector	Feb-17	£239.98	N/A	Clerk is custodian
SPC20	Screen	Feb-17	£47.99	N/A	Behind bar in Village Hall
SPC21	Lexmark CX410de Printer / scanner	Feb-17	£199.98	N/A	Clerk's office
SPC22	Hard drive for Clerk (blue My Passport)	Jan-18	£55.99	N/A	Clerk's office
SPC23	Vario mobile speed sign ex Morelock	Mar-18	£2,100.00	£2,100.00	Moves between Duloe and Staploe. Mark Crawford is responsible for it.
SPC24	Lenovo laptop incl software for Clerk	Apr-18	£404.00	£404.00	Clerk's office
SPC25	30 foot converted container - changing rooms & toilets located on playing field	Apr-18	£1,000.00	£1,000.00	Bought from Staploe and Duloe Football Club
SPC26	20 foot converted container - kitchen and store room located on playing field	Apr-18	£500.00	£500.00	Bought from Staploe and Duloe Football Club
SPC27	Glasdon Topsy Royale litter bin in Shakers Way	Mar-19	£247.68	£247.68	
SPC28	Wybone metal dog bin bridleway, Woodhouse Lane	Oct-19	£181.67	£181.67	Replaced the plastic bin which was moved to the end of Woodhouse Lane
SPC29	Morelock mobile speed sign (to be kept in Staploe)	Sep-19	£2,443.00	£2,443.00	Tom Tagg is responsible for it.

Code	Item	Date purchased	Cost Value for audit	Replacement value for insurance	
	Playground Equipment:	2006			
	Item				
PF1	Single arch swing with cradle seat		£1,014.00	£1,567.77	No change despite replacing seat in 2103 because they are treated as consumable items
PF2	Cradle swing safety surfacing		£420.00	£649.37	
PF3	Single arch swing with flat seat		£1,003.00	£1,550.77	
PF4	Flat swing safety surfacing		£546.00	£844.19	
PF5	Multi play system		£3,646.00	£5,637.18	
PF6	Multi play safety surfacing		£875.00	£1,352.86	
PF7	Cransley metal seat		£415.00	£641.64	
PF8	Cransley litter bin		£299.00	£462.29	
PF9	Installation of cradle swing		£380.00	£587.53	
PF10	Installation of cradle swing safety surface		£612.00	£946.23	
PF11	Installation of flat swing		£380.00	£587.53	
PF12	Installation of flat swing safety surface		£714.00	£1,103.94	
PF13	Installation of multi play system		£600.00	£927.68	
PF14	Installation of multi play safety surfacing		£1,275.00	£1,971.31	
PF15	Installation of seat		£158.00	£244.29	
PF16	Installation of litter bin		£121.00	£187.08	
PF17	security fencing during installation		£300.00	£463.84	
PF18	Secure storage during installation		£300.00	£463.84	
PF19	Carriage		£410.39	£634.52	
PF20	Roadware covered litter bin	Nov-17	£120.95	£120.95	
	Subtotal		£13,589.34	£20,944.80	
	Total		£40,795.51	£50,384.97	
Where VAT was reclaimed the values exclude VAT. Values for the play area include installation costs as advised by BDO to L. Crawford May 2013					
Changed from previous year					

2019.104 Policies

- The Council reviewed the policy for viewing planning applications and some links were updated.

2019.105 Review Clerk and Councillors Expenses / Allowances

- It was agreed to continue the following allowances:
 - Clerk's home working allowance £18 per month
 - Clerk's travel £0.45 per mile
 - Councillor's travel £0.45 per mile
 - Councillor's other expenses reclaimed at cost
 - Councillor's allowances not used
- Proposed by Cllr. J. Ibbett and seconded by Cllr. J. Thomson

2019.106 Highways and speeding

- Speeding:
 - the Clerk will obtain contact details and permission to circulate them amongst all the volunteers involved in Community Speedwatch and she will find out how to access the speedwatch equipment.
 - PC Kerry Jones conducted some speed checks in Duloe on 18th November 07:53- 08:50 hours. She recorded:
 - 42 vehicles going 30MPH and below
 - 3 vehicles below the limit for prosecution
 - 2 vehicles issued with a speed ticketShe has said that she will leave Duloe on the list of villages needing speed enforcement and will get to the area as and when she can.
- **Manor Farm Lane, Honeydon - Railings.** James Salmon of Bedford Borough Council Highways Department e-mailed the Clerk on 17th November and reported: “The railings at this location are life-expired and gradually failing along the hedgeline/watercourse bank edge, thus offering little containment to passing vehicles. Consequently, we have completed a risk assessment in accordance with a Department for Transport guidance note about the provision of road restraint systems on local authority roads. This has concluded that the site is a low risk site, as the traffic flows are very low, the road is relatively straight and it has a good accident record over the last ten years. The only solution that would offer reasonable containment would be to construct an extensive retaining wall, which would then provide edge support to a new vehicle restraint system. So instead we propose to remove the railings, paint a white line near the road edge and install one “Watercourse alongside road” sign (see image below) at each end of the affected stretch of road. We would also ensure that the road was surfaced in accordance with our routine resurfacing programme to maintain suitable skid resistance for passing vehicles.



We accept that this is not a full replacement of edge protection, but the risks are low compared to other issues on our highway network and we have provided some mitigation in the lining and signage works.”

It was resolved that the Clerk should ask residents of Manor Farm Lane to log any incidents.

- Cllr. J. Thomson reported that the flooding in Cadbury Lane and the northern end of Begwary Lane were bad and needed attention. A new gully pot is needed at the bottom of Cadbury Lane and the grips and drains on Begwary Lane need to be cleared out as there is water pouring down the road. The Clerk will report this.

2019.107 Bedford Borough Consultation

- Housing Assistance Policy. The Parish Council decided not to comment on this.

The meeting closed at 9.10pm