

Minutes of a Meeting of Staploe Parish Council held at 7.45pm on Tuesday 16th July 2019 in the Village Hall at Wyboston

Present:

J. Ibbett (Chairman)	D. Smith
V. Zwetsloot (Vice Chairman)	L. Crawford (Clerk)
J. Thomson	Three members of the public
R. Squire	

Apologies for absence: Borough Cllr. T. Wootton

2019/059. Declarations of interest:

- Cllr. D. Smith, . G. Meola and Cllr. E. Meola re Duloe Common and 37, Duloe
- Cllr. V. Zwetsloot A428
- Cllr. R. Squire re Duloe Common & A428
- The Council received Cllr. V. Zwetsloot's acceptance of office signed on 15th June

2019/060. Minutes of the Annual Council Meeting held on 21st May 2019

Having been previously circulated the minutes were approved as an accurate record of the meeting. Proposed by Cllr. E. Meola and seconded by Cllr. D. Smith.

2019/061. Public Open Forum

Collision at Duloe Butts

A resident reported an accident at Duloe Butts between two cars at 4.30pm that day. The Clerk reported that she had spoken to those involved in order to direct the ambulance to the scene. It appears that a car coming from Staploe direction was travelling too fast and went round the bend at the Butts on the wrong side of the road where it collided with a car coming from Duloe. A man in the car travelling from Duloe was taken to hospital with a head injury and neither of the cars were driveable after the collision. The Clerk has also received feedback from another resident who reported that on three occasions in the last week they had nearly collided with cars coming round Duloe Butts in the middle of the road. The Clerk has reported the collision and the near collisions to Bedford Borough Council Highways Department in support of the need for a reduced speed limit and she has asked whether safety improvements could be considered.

Village Hall Committees / Working Groups

Mark Crawford (Chair of Village Hall Management Working Group) proposed that the Village Hall Management Working Group and the Village Hall Rebuild Working Group should not be merged. This was in response to the resolution to merge them at the last Parish Council meeting in May. This is because he felt the two groups have different roles and the Village Hall Management Committee (VHMC) is only permitted to have limited numbers of people on the committee according to its governing document. In addition, he explained that the members of the VHMC all confirmed at the time that they stood down as trustees that they would like to resume their roles on the committee once it reformed. He explained that the VHMC hoped to reform at the next opportunity and therefore it would not be possible for all members of a combined group to join the VHMC.

He also sought clarification of the process for reforming the VHMC

It was agreed that the process should be that the Village Hall Management Working Group should hold a meeting to agree to reform the VHMC and then write a formal proposal to reform the committee to the Parish Council. The Parish Council would then approve this at their next trustees meeting (which could be called specifically for the purpose if necessary). The next scheduled meeting of the Village Hall Trustees is on Tuesday 15th October at 9pm.

It was agreed that the Village Hall Management Working Group / Committee would meet with members of the Rebuild Working Group to discuss how to structure the Village Hall groups / committees in future.

Speeding

A resident of Staploe requested that the mobile speed sign be returned to Staploe in time for the peak summer wedding season. Mark Crawford explained that it had only been moved to Duloe a few days ago as per the Parish Council's request at their last meeting in order to determine the best timings and locations for Community Speedwatch. It was agreed that he should move it back to Staploe after it had been in place for two weeks.

Tom Tagg has volunteered for Community Speedwatch and signed up for training.

Discussions regarding an additional mobile speed sign are reported under agenda item 2019/070 Highways.

Defibrillator

The Clerk reported that she had received a letter from a resident of Staploe suggesting that the defibrillator be placed where the most people are, or alternatively, one in each hamlet. The Clerk had replied to explain that the idea was that Honeydon is 3 miles from Colmworth's defibrillator whereas Staploe is currently 2 miles from the one at Crosshall and the aim is to have a defibrillator within 2 miles. Further discussion about the defibrillator is reported under the Ward Fund agenda item 2019/064.

Cutting highways verges

A resident reminded the Parish Council that Manor Lane, Honeydon is a public road all the way to the second driveway of Manor Farm and therefore the verges need to be cut along the length of the public road.

The Clerk reported that she had received an anonymous letter requesting that the verges be cut at the junction of Shakers Way and Bushmead Road as the visibility is poor. She has requested a cut around the junctions at both ends of Shakers Way, Cadbury Lane exit to Bushmead Road, Staploe Road (from Wyboston) junction with Lower Honeydon Lane and Upper Staploe exit onto Bushmead Road. A single swath cut will be carried out of all the verges after 10th August and this will include nature reserves (this allows seeding of the wildflowers in the roadside nature reserves).

2019/062. Community Events

It was resolved to cancel the barbecue planned for 15th September as very few councillors can attend and none are available to organise it. Proposed by Cllr. D. Smith. He suggested that events should not be planned until it was clear who would organise them. Councillors were unanimously in agreement.

The Clerk is happy to continue to confirm bookings, make and receive payments for venues / caterers and publicise the events on the website / Facebook as directed by the person with responsibility for organising the event. She confirmed that she and Mark Crawford are happy to be responsible for the Harvest Supper this year with the support of the Village Hall Management Working Group.

Cllr. G. Meola confirmed that she is happy to organise the curry night in February but would prefer not to be involved in any other social events.

It was resolved that the Parish Council should book Colmworth Village Hall for the Harvest Supper on 5th or 12th October depending on availability of the hall and members of the Village Hall Management Working Group. Proposed by Cllr. G. Meola. The hall security deposit of £100 cheque (to be destroyed if not required) will be prepared by the Parish Council, the hire payment of up to £84 be paid from the Village Hall account and all proceeds be paid to the Village Hall. Proposed by Cllr. D. Smith.

2019/063. Planning

Application number	Type	Description	Location	Deadline	Link	Date of letter to planning	Object, Comment or Support	Comment
19/00067/FUL Appeal ref APP/K0235/W/19/3230126	Appeal to the Planning Inspectorate	Demolition of barn and erection of new dwelling and detached garage/workshop/store and change of use of agricultural land to garden land	Honeydon Barn Honeydon Road Colmworth Bedford Bedfordshire MK44 2LY	11/07/2019	19/00028/REF Appeal	04/07/2019	Object	SPC Comments to Planning Inspectorate
19/01177/FUL	Full Planning Application	Two storey side, single storey rear and front porch extensions	Park View Cottages 37 Duloe St Neots PE19 5HP	10/07/2019	19/01177/FUL	09/07/2019	No objection	Three members of Staploe Parish Council considered this application and had no objections.

The comments regarding Honeydon Barn were the same as the Parish Council's objections to the original application. The Clerk will find out where and when the planning inspectorate appeal meeting is due to be held.

2019/064. Ward Report

Staploe Parish Council: Update from Cllr Tom Wootton – July 2019

Roadworks

A number of roadworks are underway in and around Bedford, including Network Rail's reconstruction of the railway bridge on Bromham Road as part of the electrification of the Midland Mainline. This has led to the closure of the bridge from the 24th June, lasting until spring 2020. A diversion is in place via Clapham Road and the A6.

Works are also taking place as part of the Council's Transporting Bedford 2020 road decongestion project with the installation of a new traffic light system and widened roads at Manton Lane and a closure of one lane at Britannia Road adjacent to Bedford Hospital from the 20th July. In addition, works are to begin in late July, lasting until December, to rebuild a one-mile stretch of the A6 at Wilstead.

More details of current roadworks can be found via an interactive map on the Council's website. Search 'Bedford Council Roadworks'.

Black Cat Upgrade and New Bypass

Highways England has announced a consultation on its plan to upgrade the Black Cat roundabout and build a new bypass between the junction and Caxton Gibbet in Cambridgeshire. The roundabout is to be reconfigured and will become three-tier, with the A1 passing beneath the junction and the A421 over it. The new bypass will run south of St Neots before turning north to link with the A428. The estimated cost of the project is £810m - £1.4bn.

For more information on the consultation, which ends on the 28th July, search 'Black Cat Highways England'. The Highways England website provides a useful video showing how the junction will work.

Statement of Community Involvement Consultation

The Council is consulting on its 'Statement of Community Involvement' setting out how it will engage with residents and community groups in relation to planning matters. The document provides details of how publicity and consultation will be undertaken, as well as guidance on community involvement in neighbourhood planning. The consultation ends on the 25th July. For further details see <https://www.bedford.gov.uk/sci>

Bedfordshire Police Grant

Bedfordshire Police has received an £800k grant to tackle gun, gang and knife crime. This sum will be used to establish a Violence Reduction unit where the Police, councils (including the Borough Council), NHS and community groups will share information to identify the drivers of violent crime. The grant is in addition to £1.38m awarded in May and £4.57m in November to address violent crime in Bedfordshire.

Mental Health Resource for Children and Young People

The Bedfordshire Clinical Commissioning Group (BCCG), the organisation responsible for organising local NHS services, and Bedford Borough Council have commissioned a new online mental health resource for children and young people.

The service, called 'Kooth', offers emotional and wellbeing support to children and young people aged 11 – 19. It provides one-to-one counselling and self-help materials on issues including exam stress and anxiety for 1700 users logging in every day around the country. For more information see <https://www.kooth.com/>

Ward Fund

I have now been provided with details of the Council Ward Fund to support community schemes in the Ward in 2019/20. Please do get in touch if you would like to discuss any potential projects. The following deadlines apply: highways and greenspace – 13th

September; litter bins / salt bins – 22nd November, and; projects supporting external organisations – 13th December.

'Shared Lives' Initiative

In June the Council promoted its Shared Lives scheme which sees volunteer carers provide short or long term support for individuals with adult learning disabilities. The aim is for the carer to share their everyday life through activities such as going to the cinema, a football match or community event.

For more information search 'Bedford Shared Lives', email sharedlives@bedford.gov.uk or call 01234 228426. An allowance is payable to carers.

Over 70s Exercise Classes

The Council is running a programme of exercise classes for over 70s during the summer. The sessions, covering sports such as archery and table tennis, cost £4 each and will be held at the Athletics Stadium, Bunyan Centre and Bedford Central Library. For further details call 01234718835 or search 'Bedford Council exercise classes'

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

- **Ward Fund.** Consider options for ward funding:
 - Defibrillator in Honeydon. Cllr. J. Thomson due to get three quotes and talk to the Chestnuts. **It was resolved that Honeydon was the best location** as it is furthest from other defibrillators and well used by cyclists.
 - Larger dog bin in Woodhouse Lane. The dog waste bin in Woodhouse Lane is emptied by the Borough Council on a two-week cycle. It is regularly overflowing by the end of the two-week cycle. The Clerk presented two quotes from Glasdon and Wybone. **It was resolved to buy the large Wybone bin for £181.67 as soon as possible using contingency funds since it was needed before the Ward Fund would be available.** It was agreed to move the existing bin further down Woodhouse Lane. Proposed by Cllr. J. Thomson and seconded by Cllr. R. Squire. The Clerk will check that Bedford Borough Council will empty an extra bin if it is installed. Cllr. R. Squire agreed to install it.
 - **It was resolved that the Clerk should find out how much we might get if we sold the CCTV camera and DVD player** since it will be at least a year and probably more before it can be reused by which time technology may have moved on and the camera will have lost value. Proposed by Cllr. G. Meola.

2019/065. Finance

- The receipts and payments were checked and proposed for payment by Cllr. R. Squire and seconded by Cllr. V. Zwetsloot and are listed on p7
- The bank reconciliation was checked against the bank statement by Cllr. R. Squire and is reported on p8
- Review budget. Regular payments are expected to be £109 under budget. There are expected to be overspends of £44 on salary, £30 on electricity for streetlights & £2 for subscriptions but underspends of £131 on electricity for the hall and containers (now disconnected), £29 insurance, £21 e-mail and £5 audit. We had budgeted to cover all our regular payments from regular income (precept and grass grant) and spend £225

from reserve for elections but now expect to spend only £109 more than our receipts. We expect to receive £39 extra (interest and books) and spend £109 less than budget from our reg budget and £33 more than budget from other payments. The review of budget is presented on p9-11

- Compare savings rates
 - Barclays Base Rate (existing account) 0.4%
 - Scottish Widows Clubs and Association 0.1%
 - Santander would not quote over the phone – I would have to go into branch,
 - It was resolved to continue with Barclays Base Rate savings account at 0.4%
- The Clerk confirmed that we are covered by the Financial Services Compensation Scheme (FSCS) up to £85,000

2019/066. Duloe Common

- Tree ownership / surveys / works. Cllr. R. Squire has confirmed that the trees beyond the concrete post along the footpath are his responsibility. The Clerk confirmed that the Common is on the Parish Council asset register as common land and therefore we are responsible for the land. She had previously believed the trees were owned by Hail Weston Farms but they have confirmed that their boundary is the wire fence and the trees are our side of the boundary. The Clerk advised that the Parish Council should survey the trees. Andrew Brightman quoted £180 to survey all the trees. **It was resolved to reconfirm the price excluding the trees owned by Cllr. R. Squire but that the Council would approve a survey up to £150 to be paid out of contingency / available reserves.** Proposed by Cllr. J. Ibbett.

2019/067. Duloe Village Hall

- Report from the Village Hall Rebuild / Management Working Group. The group await plans from the architect and are due to meet him on Thursday 25th July.
- Terms of reference for the combined group. This was covered in the Open Forum – the two groups will meet to discuss this.
- **It was resolved to charge £2.50 per table for hire of tables, and £0.50 per chair. Hire of crockery would be free but with a £10 security deposit and an agreement that breakages should be replaced.** Proposed by Cllr. J. Thomson and seconded by Cllr. D. Smith.
- Adam Tarran has kindly volunteered to inspect the play area, village hall and containers and empty the litter bin. The Clerk has met with him to explain what the inspections involve and given him the checklist for inspections. He will e-mail the Clerk weekly to confirm that the inspection has been done. The Clerk will cover when he is away. **It was resolved to get keys cut for him at a cost of up to £15**

July 2019

Summary of Transactions for Staploe Parish Council for Approval at Meeting in:						Jul-19
Main Account Payments						
Ref	Date	Payee	Details	Type of transaction	Cheque Number	Amount
29	05/06/2019	Bradgate fencing	Duloe Common grass cutting 3/8	Standing order		£6.08
30	05/06/2019	Bradgate fencing	Duloe Field grass cutting 3/8	Standing order		£157.50
31	05/06/2019	M Ibbett	Highways grass cutting 3/8	Standing order		£180.00
32	06/06/2019	Opus Energy	Electricity for street lights 21st April to 21st May	Direct Debit		£21.23
49	10/06/2019	1&1 Internet	One month's e-mail hosting	Direct Debit		£1.80
35	20/06/2019	Duloe Village Hall	Annual maintenance payment	BACS		£150.00
37	05/07/2019	Bradgate fencing	Duloe Common grass cutting 4/8	Standing order		£6.08
38	05/07/2019	Bradgate fencing	Duloe Field grass cutting 4/8	Standing order		£157.50
39	05/07/2019	M Ibbett	Highways grass cutting 4/8	Standing order		£180.00
40	05/07/2019	Bedford Borough Council	Grass cutting refund (BBC paid double in error)	BACS		£1,389.51
41	08/07/2019	Opus Energy	Electricity for street lights	Direct Debit		£19.42
42	09/07/2019	1&1 Internet	One month's e-mail hosting	Direct Debit		£2.40
43	16/07/2019	L. Crawford	Expenses (Jun-Jul)	Cheque	100913	£8.12
44	16/07/2019	Wyboston Village Hall	Hall hire for July meeting	BACS		£19.50
45	16/07/2019	Cartridgesave	Yellow ink cartridge	BACS		£89.03
47	16/07/2019	Play Safety	Annual ROSPA inspection	BACS		£82.20
Total						£2,470.37
Main Account Receipts						
Ref	Date	Payee	Details	Type of transaction	Reference	Amount
28	30/05/2019	HMRC	VAT refund 2018-19	Credit		£1,688.81
36	21/06/2019	Bedford Borough Council	Grass cutting grant (paid double in error)	Credit		£2,779.02
Total						£4,467.83
Savings Account Receipts						
Ref	Date	Payee	Details	Type of transaction	Reference	Amount
46	03/06/2019	Barclays Bank	Interest	Credit		£3.00
48	01/07/2019	Barclays Bank	Interest	Credit		£2.85
Total						£5.85
Transfers						
Ref	Date	Recipient / Payee	Details	Type of transaction	Community Account Transfer	Savings Account Transfer
33	17/06/2019	Staploe Parish Council Savings	Transfer to hall rebuild reserve	Transfer	-£1,950.00	
34	17/06/2019	Staploe Parish Council Savings	Transfer to hall rebuild reserve	Transfer		£1,950.00
Posted balances after the above transactions clear						
Community Account 30833940				£8,532.83		
Base Rate Savings 43461580				£10,255.89		
Payments Account 13099075				Zero		

STAPLOE PARISH COUNCIL BANK RECONCILIATION 1st APRIL 2019 TO 09/07/2019							
Date of bank statement			09/07/2019	Line of cash book:		53	
Prepared by Mrs. Lucy Crawford, Parish Clerk							
				BARCLAYS			
DATE				Community Account 30833940			
				Receipts	Payments	Transfers	Balance
1-Apr-19	Balance bf		£5,776.12				
9-Jul-19	Posted balance per accounts		£8,731.68	£20,242.83	£15,337.27	-£1,950.00	<u>£8,731.68</u>
Unpresented cheques / uncleared payments:							
	Information Commissioner Data Protection Fee						
	Total				£35.00		
9-Jul-19	Balance as per bank statement		£8,766.68				
9-Jul-19	Posted balance - cleared balan		-£35.00				
9-Jul-19	Balance cf		£8,731.68				
				BARCLAYS			
				Base Rate Savings 43461580			
				Receipts	Payments	Transfers	Balance
1-Apr-19	Balance bf		£8,294.49				
9-Jul-19	Posted balance as per accounts		£10,255.89	£11.40	£0.00	£1,950.00	<u>£10,255.89</u>
9-Jul-19	Balance as per bank statement		£10,255.89				
9-Jul-19	Posted balance - cleared balance		£-				
9-Jul-19	Balance cf		£10,255.89				
				BARCLAYS			
				Payments Account 13099075			
				Receipts	Payments	Transfers	Balance
1-Apr-19	Balance bf		£-				
9-Jul-19	Posted balance as per accounts		£-	£0.00	£0.00	£0.00	<u>£0.00</u>
9-Jul-19	Balance as per bank statement		£-				
9-Jul-19	Posted balance - cleared balance		£-				
9-Jul-19	Balance cf		£-				
Summary for all accounts				Receipts	Payments	Transfers	Balance
1-Apr-19	Balance bf		£-				
9-Jul-19	Balance per accounts		£18,987.57	£20,254.23	£15,337.27	£-	<u>£18,987.57</u>
9-Jul-19	Balance per bank statements		£19,022.57				<u>£19,022.57</u>
9-Jul-19	Balance cf		£18,987.57				

July 2019

Staploe Parish Council Reserves		09/07/2019			
Earmarked Reserve	Funds Reserved 01/04/2019	Receipts to reserve to 09/07/2019	Payments from reserve to 09/07/2019	Balance close of 09/07/2019	Comment
Village Hall Rebuild Fund	£6,260.00	£1,950.00		£8,210.00	
CIL Money	£1,483.80			£1,483.80	From Topham End Farm. £120 used towards street lights. Remainder to be used for Village Hall rebuild.
Heater refund (from Ward Fund 2018)	£660.00			£660.00	Refund for Village Hall heaters. (£140 used towards bus shelter, remainder to be used to purchase items for new hall).
Election fund	£550.00			£550.00	
Transparency Code Grant	£125.50		£58.30	£67.20	Bought laptop in 2018. Use remainder for software subscriptions.
Literature & info fund	£48.41			£48.41	
Total earmarked reserves	£9,127.71	£1,950.00	£58.30	£11,019.41	
Available reserves	£4,942.90			£7,391.25	
Total funds	£14,070.61			£18,410.66	
Earmarked reserves = funds set aside for a specific purpose. These can only be allocated to another purpose if the council passes a resolution to do so.					
Available reserves = total balance in the accounts less the earmarked reserves. This should be 50-100% of our precept ie. £5250 - £10500					
Therefore £7391.25 is within the recommended range.					

Staploe Parish Council Review of Budget July 2019					
	Budget to Mch 2020	Actual to July 2019	Forecast to end March 2020	Forecast less Budget	Comment
Regular Receipts					
Precept	£10,500.00	£5,250.00	£10,500.00	£-	
Council tax support grant	£-	£-	£-	£-	Grant phased out
Interest	£20.00	£11.40	£34.20	£14.20	
Grass cutting	£1,389.51	£1,389.51	£1,389.51	£-	
Total Regular Receipts	£11,909.51	£6,650.91	£11,923.71	£14.20	
Other Receipts					
Newsletter advertising	£-	£-		£-	
Ward Fund	£-	£-		£-	
Payments received in error		£11,889.51	£11,889.51	£11,889.51	£10,500 extra precept + £1389.51 extra grass grant (both paid by BBC in error)
Solar Farm Payment			£8,700.00	£8,700.00	
Other (eg. f.ball deposit, refunds, proceeds from social events / book sales)	£-	£25.00	£25.00	£25.00	£25 book sales
Total Other Receipts	£-	£11,914.51	£20,614.51	£20,614.51	
Total Receipts	£11,909.51	£18,565.42	£32,538.22	£20,628.71	Solar Farm not in budget. Interest receipts likely to be higher than budget by approx £14
Regular Payments (from precept)					
	Budget to Mch 2020	Actual to July 2019	Forecast to end March 2020	Forecast less Budget	Comment
Clerk's salary & pension	£3,943.75	£1,050.91	£3,987.83	£44.08	Remain on Salary Point 25 but 2% increase for all points.
Clerk's PAYE	£-	£-		£-	
Clerk's employment expenses	£288.00	£37.81	£288.00	£-	Monthly mileage (£6) and Working From Home Allowance (£18)
Total staff costs	£4,231.75	£1,088.72	£4,275.83	£44.08	
Audit Fees	£65.00	£60.00	£60.00	-£5.00	Moved from two internal audits to one after year end and no external audit
Councillors Expenses	£30.00	£-	£30.00	£-	
Clerk's Other Expenses eg. postage & sundries	£60.00	£3.12	£60.00	£-	Postage and sundries
Training	£110.00	£-	£110.00	£-	£50 Clerk's training, may use £30 for 2 x Cllrs training
Highways Grass Cutting	£1,200.00	£600.00	£1,200.00	£-	Quote from Mark Ibbett
Insurance	£385.00	£356.05	£356.05	-£28.95	Norris & Fisher fixed price at £358.23 but may increase if new assets purchased.

July 2019

	Budget to Mch 2020	Actual to July 2019	Forecast to end March 2020	Forecast less Budget	Comment
Power to street lights	£300.00	£85.34	£330.00	£30.00	Moved to LED but elec prices due to increase from December
Elec (CCTV & containers)	£150.00	£18.50	£18.50	-£131.50	Disconnected
Maintainance (street lights, speed signs, field, containers, play area & planters)	£450.00	£-	£450.00	£-	
Play Area Inspection	£68.00	£68.50	£68.50	£0.50	
Play Area Works (assets purchased)	£150.00	£-	£150.00	£-	Eg new litter bin
Regular payments continued	Budget to Mch 2020	Actual to July 2019	Forecast to end March 2020	Forecast less Budget	Comment
Play Area Works (consumables / labour)	£-	£-	£-	£-	Repairs etc.
Playing field grass & hedge cutting	£1,192.00	£525.00	£1,192.00	£-	Grass cutting and treatment (Bradgate £1092) 1 extra grass cut (£45) + £55 towards hedge cutting in 2020
Duloe Common grass & hedge cutting	£40.53	£20.28	£40.53	£-	Grass cutting
Subs (SLCC / BATPC)	£159.00	£161.00	£161.00	£2.00	BATPC. + share SLCC with Colmworth
Admin	£374.00	£111.61	£374.00	£-	£35 Info commissioner, stationary items and printer cartridges bought direct, prof advice, social events.
Literature & info	£-	£-	£-	£-	
Software & email subscriptions	£60.00	£23.47	£39.47	-£20.53	Staploepc.org.uk e-mail domains budgeted £5 pm in 2019 but will be £2. Software costs £44 for MS Office & £7.50 for anti virus shared with Colmworth and will be met from reserve so listed under "other payments" this year.
Other assets (eg. street furniture / tools / office equipment). Excl. playing field/ play area)	£-	£-	£-	£-	
Village Hall Hire	£234.00	£37.00	£234.00	£-	Budget assumes 7 PC meetings, 2 committee / Playing Field meetings and £15 towards each of 3 social events. Two meetings so far.
Village Hall Works / Maintenance	£150.00	£150.00	£150.00	£-	£150 for regular VH maintenance payment.
Newsletter	£250.00	£-	£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. First edition due soon.
Contingency	£300.00	£-	£300.00	£-	
Total regular payments	£9,959.28	£3,308.59	£9,849.88	-£109.40	Reg payments due to be £109 under budget. There were overspends of £44 on salary and £30 elec for lights & £2 subs but underspends of £131 on elec for containers, £29 insurance, £21 e-mail and £5 audit.
Regular receipts - regular payments	£1,950.23	£3,342.32	£2,073.83	£123.60	£1950 extra precept to save for hall rebuild. We are forecast to spend £109 less than reg budget and receive £14 more in interest.

July 2019

	Budget to Mch 2020	Actual to July 2019	Forecast to end March 2020	Forecast less Budget	Comment
Other payments (met from additional receipts eg. grants or earmarked reserves)					
					Comment
Ward Fund assets purchased		£-	£-	£-	
Ward Fund donations		£-	£-	£-	
Other assets purchased from earmarked res		£58.30	£58.30	£58.30	Software from transparency code grant
Village Hall payments from earmarked reserve		£-	£-	£-	
Payments from other earmarked reserves		£-	£-	£-	
Hall hire for harvest supper		£-	£-	£-	Assume ticket sales in other receipts cover this cost.
Elections	£225.00	£-	£200.00	-£25.00	To be paid from reserve (total reserve is £550)
Other payments (refunds etc.)		£11,889.51	£11,889.51	£11,889.51	Refund for mistaken precept and grass payments
Total Other Payments	£225.00	£11,947.81	£12,147.81	£11,922.81	£11923 over budget. £11890 due to refunding mistakes. £33 of other overspend (£58 for software purchases not in budget but a saving of £25 expected for elections).
Total Payments	£10,184.28	£15,256.40	£21,997.69	£11,813.41	
Transfers to reserves					
Village Hall rebuild savings to earmarked reserve	£1,950.00	£1,950.00	£1,950.00	£-	
Solar Farm Payment			£8,700.00	£8,700.00	To be transferred to Village Hall reserve
CIL income				£-	
Total transfers to reserves	£1,950.00	£1,950.00	£10,650.00	£8,700.00	Solar farm payment was not in budget
Total Payments & Transfers to Reserve	£12,134.28	£17,206.40	£32,647.69	£20,513.41	
Total receipts - (total payments & transfers to reserve)	-£224.77	£1,359.02	-£109.47	£115.30	We had budgeted to cover all our regular payments from regular income (precept and grass grant) and spend £225 from reserve for elections but now expect to spend only £109 more than our receipts. We are due to receive £39 extra (interest and books) and spend £109 less than budget from our reg budget and £33 more than budget from other payments.

2019/068. Choose electricity supplier

Unfortunately, SSE had made a mistake in their quote for the previous meeting. The current fixed contract is with Opus Energy and expires on 29th December 2019. It costs £330.79 per year at the current rates (but this will increase significantly at the end of the contract). We have £300 per year in the budget.

Supplier	Annual Cost	Contract length (months)
Eon	344.65	36
SSE Protect	343.19	48
Opus 12m	327.33	12
Opus 48m	333.49	48

Although Opus are £9 cheaper than SSE for the 48 month contract and £15 cheaper for the 12 month contract the Clerk recommended the SSE contract because all costs are fixed including non-energy costs whereas Opus regularly try to increase the non-energy costs on their contracts and she has had to spend a lot of time negotiating that these costs be removed. **It was resolved to accept the SSE contract for 48 months. The additional £43.19 in the budget can be transferred from the savings on electricity for the containers and CCTV.** Proposed by Cllr. D. Smith and seconded by Cllr. R. Squire.

2019/069. Broadband in Honeydon

- The Clerk reported that the project to deliver fibre to the premises in Honeydon has been delayed until the end of August because Openreach needed to close a road to fell a tree.

2019/070. Highways and Speeding

- The speed limit between Staploe and Duloe is to be reviewed in late summer 2019.
- Cllr. E. Meola asked whether the Council would like a second mobile speed indicator from Morelock Signs if funds were donated to cover the cost. Councillors were unanimously in agreement that they would.
- A428 / Black Cat. It was resolved to send the following response proposed by Cllr. J. Thomson and seconded by Cllr. D. Smith:

“Staploe Parish Council support the scheme but we are concerned that there are not enough safety stopping areas on the new dual carriageway eg. in case of breakdown.

We also thought it would be good to make the bridges wider in case the road needs to be extended to three lanes in the future.

We are also concerned that local roads will be used as rat runs during the construction phase, including Duloe village in our parish in particular, because this often happens when there are traffic disruptions on the A1 between Little Paxton and the Black Cat and was a daily occurrence during the most recent improvement works on the Black Cat in 2014/2015. Duloe village has a 30mph speed limit, which is routinely ignored by a significant proportion of this additional "through traffic". We would like some funding for chicanes or bumps to reduce traffic speeds in Duloe during construction.

Finally, we are concerned that Wintringham Park will be finished before the new dual carriageway is built and we feel that the development should not have been permitted

before the new dual carriageway was constructed as the traffic will be terrible in the interim."

2019/071. E-mail hosting

- The Clerk reported that she has moved to 1&1 Basic for £2 per month plus annual domain renewal of £10 per year.

2019/072. Hire of Parish Assets

- It was resolved not to make the following available for hire:
 - Projector & screen.
 - Mower / hedge trimmer

2019/073. Borough Consultations

- Houses in multiple occupancy. It was resolved not to comment on this consultation.

2019/074. Policies. The following policies were reviewed and adopted by the Parish Council:

- Data breach response. Updated with latest insurance details and 1&1 Ionos contacts. Proposed by Cllr. J. Ibbett.
- Retention policy. No changes. Proposed by Cllr. D. Smith.
- Privacy notice for staff and volunteers. Removed references to credit checks and added the fact that Clerk and Councillors contact details are shared on the website and changed the review dates. Proposed by Cllr. E. Meola
- General privacy notice. Removed references to biometric and genetic data. Proposed by Cllr. G. Meola.
- Schedule of processing for parish news. Updated some references to obtaining consent to confirm that the proposals are in place. Proposed by Cllr. R. Squire.
- Data protection policy. Updated to change the councillor responsible for data protection to Cllr. J. Ibbett not Cllr. R. Squire due to the change in chair. Proposed by Cllr. J. Ibbett.
- Data audit. Updated the Clerk's e-mail address, added that the CCTV is not in action at the moment, explained that we have dedicated e-mails but not everyone is using them yet, explained that the consents for parish news e-mails are now in place and that council documents were sorted and those not to be retained or archived were securely destroyed or deleted in April. Proposed by Cllr. J. Thomson.
- Guide to published information – no changes. Proposed by Cllr. V. Zwetsloot.
- CCTV policy. No changes to the policy but Cllr. G. Meola proposed that we consider selling the CCTV and DVD player. The Clerk will investigate options.

2019/075. Clerk's Contract

- This was reviewed with no changes.
- Home working risk assessment. It was resolved to accept the Clerk's home working risk assessment conducted by the chair and vice chair of Colmworth Parish Council in June. Proposed by Cllr. R. Squire.

The meeting closed at 9.13pm