

Minutes of A Meeting of Staploe Parish Council
held at
7.35pm on Tuesday 19th March 2019 in the Village Hall at Wyboston

Present:

Cllr. J. Ibbett (Chair), Cllr. R. Squire, Cllr. V. Zwetsloot, Cllr. G. Meola, Cllr. E. Meola, Cllr. J. Thomson, Cllr. D. Smith, L. Crawford (Clerk), Borough Cllr. T. Wootton and 6 members of the public.

2019/020. Declarations of Interest

Cllr. R. Squire – solar farm and bridleways

Cllr. D. Smith – parking in Duloe

Cllr. J. Ibbett and Cllr. J. Thomson – School Farm

2019/021. Minutes of the meeting held on 19th February 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. Ibbett.

2019/022. Community Events

- Curry Night Saturday 2nd March Colmworth Village Hall. 45 people attended and we made a profit of £248 to be transferred to Duloe Village Hall's account. Maisie J's catering (based in Staploe) did an excellent job.
- Litter pick 10th March. 15 volunteers attended and collected 26 bags of rubbish.
- **It was resolved to host a barbecue at Duloe Playing Field on Sunday 15th September.** Maisie J. to cater again. Proposed Cllr. J. Thomson and seconded by Cllr. R. Squire.

2019/023. Planning

- It was resolved that the Parish Council would not object to the following planning application. Proposed by Cllr. R. Squire and seconded by Cllr. D. Smith.

Application number	Type	Description	Location	Deadline	Link
19/00394/LDE	Certificate of Lawful Use and Development Application	Use of barn as a residential single dwelling	School Farm Barn, Honeydon, Bedford MK44 2LP	21/03/2019	19/00394

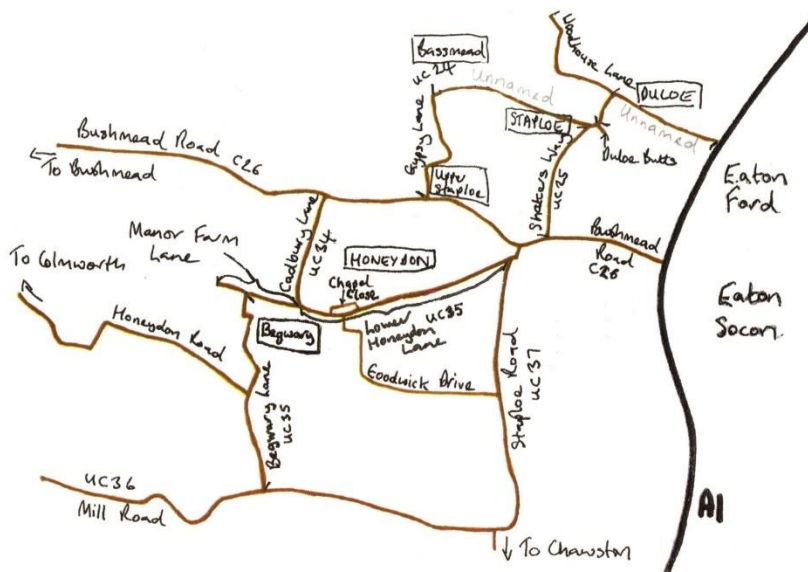
2019/024. Highways, Rail and Rights of Way

- The Clerk reported the following responses regarding road names:
 - Duloe
 - No name 9 votes
 - Ushers Lane 6 votes
 - Staploe
 - No name 20 votes

- Brewers Lane 6 votes
- Honeydon
 - Lower Honeydon Lane 29 votes
 - Brook Lane 2 votes
- **It was resolved to follow the majority votes and continue with no road names for the main road in Duloe and Staploe and name the road past Lower Honeydon Farm and Chestnuts “Lower Honeydon Lane”.**
 Proposed by Cllr. G. Meola and seconded by Cllr. R. Squire. Cllr. G. Meola suggested that we reserve the suggestions for Ushers Lane and Brewers Lane in case we need to name these roads in the future.

○

Road Names in Staploe Parish



- Improving the bridleway network (or informal arrangements for access for horse riders) in Honeydon. **It was resolved to thank the resident who had prepared maps requesting improved bridleways and suggest that they contact the relevant person at Bedford Borough Council.** Proposed by Cllr. J. Thomson and seconded by Cllr. D. Smith.
- **It was resolved that Cllr. J. Thomson would hold a meeting with the Highways Department to discuss the possibility of the introduction of weight / length / width restrictions in Honeydon / Begwary around the bends near Dairy Farm.** Proposed by Cllr. J. Thomson and seconded by Cllr. J. Ibbett.
- Report on meeting with the Highways Department 16th January. The Clerk reported that she had met with Tony Langstaff and Dave Murphy of Bedford Borough Council Highways Dept. They identified a number of potholes which needed filling and these have been done. In addition she requested:
 - additional horse signs in all three villages
 - a date for when Bushmead Road will be resurfaced (we have subsequently been informed that it will not be resurfaced only top dressed).
 - the bend sign in the hedge near Dairy Farm will be moved as it is not visible and the location is unsuitable (now done).
 - posts collapsing and railings missing or damaged near Brookside and East Cottage. First reported 2015. Tony explained that this was ordered a year ago

- and is with engineering awaiting a road closure. All damaged key clamps to be repaired and railings replaced along this stretch of road.
- Reinststate white lines on Bushmead Road from Upper Staploe to Bushmead Cross. (Now complete).
- Deep gullies at edge of road near Manor Farm need filling as people are losing tyres (some were done and others not – the Clerk will chase this).
- Report of preferred option for A428 and Black Cat. See Borough Cllr. T. Wootton's Ward Report 2019/028
- East West rail routes from Bedford to Cambridge. From January – March a consultation was held on route options for the EWR line between Oxford, Milton Keynes, Bedford and Cambridge, with the potential in the future to extend further to Norwich. There are 5 options, 3 of which mention the use of an unspecified 'Bedford South' station, which could be the Wixams station or an alternative site. Conversely, 2 of the options see the line going through the town centre and linking with the existing Bedford Midland station. The latter two options also use a more northerly route which could pass through Wilden.

2019/025. Assets

- Honeydon bus shelter was re-roofed and the bench replaced at the end of January.
- The new street lights were installed on 21st February and the Clerk and Councillors have received lots of positive feedback.
- **It was resolved to install a dark green Topsy litter bin from Glasdon in the layby in Shakers Way.** (£247.68). There were 4 votes in favour of this bin and one in favour of the Topsy Royale. A parishioner from Staploe has kindly offered to empty it into the Village Hall bin and the Clerk will prepare a risk assessment for this.
- The asset register was updated to include new values for the street lights and the bus shelter and the litter bin will be added as soon as it arrives.
- Asset and document inspection. The Clerk has inspected the assets and confirmed that they all still exist. She has also checked the documents in Cllr. R. Squire garage and they are still present and dry.
- Archiving documents. The Clerk will be archiving older Parish Council documents at Bedford archive on 17th April.
- The Clerk presented the inspection records for Playing Field, Play Area, Hall and containers for examination by Councillors.

2019/026. Broadband

- Cllr. V. Zwetsloot attended the broadband meeting with Alistair Burt (MP) on 1st March on behalf of Staploe parish. The meeting was well attended – particularly by those who are in “black holes” where there are no plans to improve the broadband service. Residents of Honeydon are due to be upgraded to fibre to the premises by June 2019 but Upper Staploe and Bassmead are not expected to receive any improvements. **It was resolved that the Clerk should arrange a meeting on a Friday with Cllr. R. Squire, Cllr. V. Zwetsloot and Alistair Burt to discuss how to proceed with a Community Fibre Partnership and that we should arrange a survey of actual broadband speeds in the parish in the next newsletter.** Proposed by Cllr. R. Squire and seconded by Cllr. V. Zwetsloot.

2019/027. Solar Farm Payment

- The Deed of Community Benefit and Anti-Bribery form for the solar farm donation of £8,700 from the developers of the Solar Farm at Little Staughton Airfield were approved and signed and councillors agreed that this should be allocated towards rebuilding the hall if the project goes ahead. Proposed by Cllr. J. Thomson and seconded by Cllr. E. Meola.

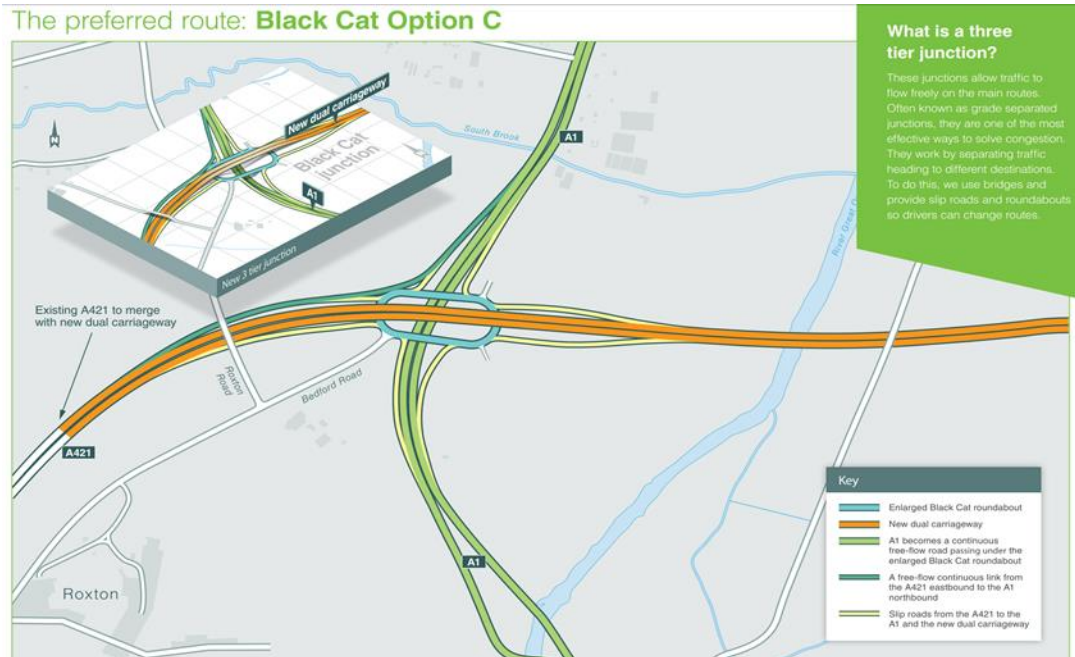
2019/028. Ward Report

- The Wyboston Ward Forum Meeting was held on Thursday, 28th February 2019 at Roxton Parish Hall.
 - Police. PC Kerry Jones PC Jones reported on local crime figures for the 3 months up to 28th February 2019. She also drew everyone's attention to 'Beds ALERT', a free, computerised community messaging system run by Bedfordshire Police which offers information about crimes, incidents and events in local areas. You can join Beds ALERT by signing up online at www.bedsalert.co.uk PC Jones also stated that a rural Facebook page would be available soon. PC Jones discussed the new Community Section Notice Warning which replaces ASBOs and is proving to be quite effective for a variety of anti-social crimes. When questioned about Parish funded PCSOs, as brought up by PCCO Kathryn Holloway, PC Jones was unable to comment but had sought further clarification from Bedfordshire Police and promised she would update us at a later date.
 - Highways. Andrew Prigmore confirmed that Bedford Borough Council will be installing 7 average speed cameras in the Borough this financial year with 98 parishes requesting to be considered for further cameras. When allocating funding for cameras, Bedford Borough Council considers speed related accident statistics, vulnerable pedestrians, locations with evidence of continual high speed and also some match funding from Parish Councils. The recipients of the 7 average speed cameras have each contributed £10K towards the cameras.
 - ROW. April Quinn explained that the Borough are seeking to identify historic "lost ways". In response to a question she explained that footpaths could be changed into bridleways and bridleways into footpaths by opening a public consultation. Any change would be subject to specific criteria being met before being determined by The Magistrate.
- Ward Fund. The bus shelter was repaired in January. The asbestos was removed and a new roof and bench added.
- Borough Cllr. T. Wootton's Ward Report.

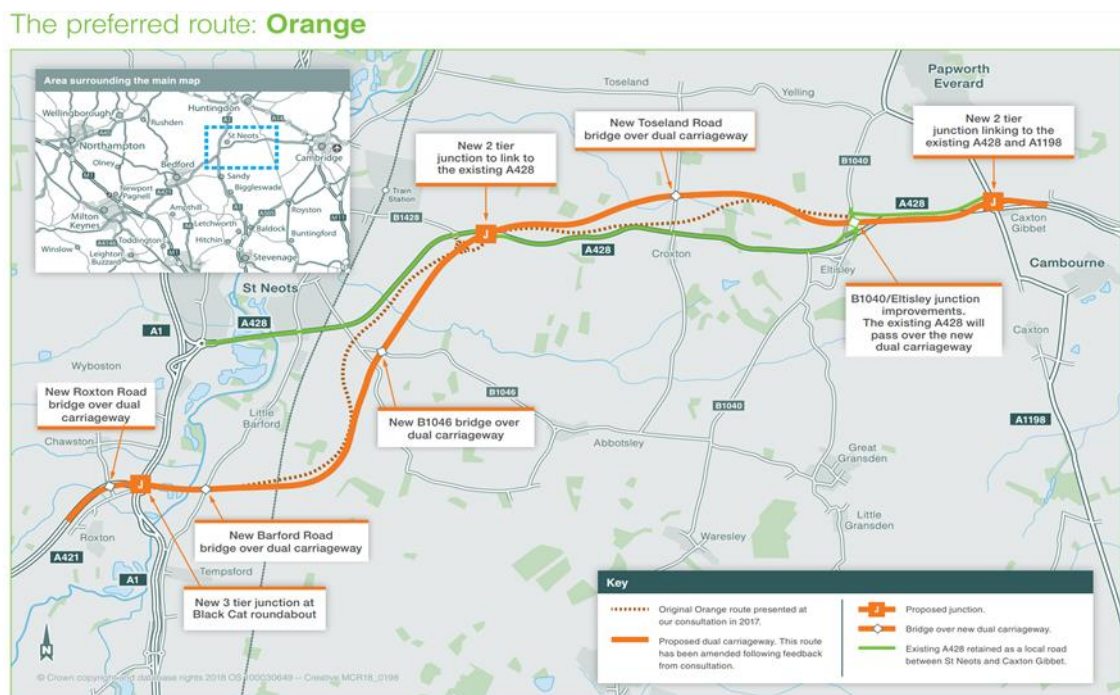
Black Cat Upgrade

Following a public consultation which received over 4000 responses, Highways England has announced the preferred option to upgrade the Black Cat roundabout and the selected route for a new bypass between the junction and Caxton Gibbet in Cambridgeshire.

The roundabout is to be reconfigured as per the below diagram taken from the Highways England website. The junction will become three-tier, with the A1 passing beneath the junction and the A421 over it.



The preferred route for the bypass is provided below. Highways England is of the view that it will remove traffic from the A428 to Cambridge and reduce rat running on local roads. The estimated cost of the project is £810m - £1.4bn. For more information see <https://highwaysengland.co.uk/projects/a428-black-cat-to-caxton-gibbet/>



Bromham Road Bridge

Network Rail began demolishing and reconstructing the railway bridge over Bromham Road in the town centre on the 4th March. This work is being undertaken to enable the electrification of the Midland Main Line.

Pedestrian access will still be allowed, but the road will be partially closed, meaning that drivers will need to follow a diversion via Clapham Road. There are signs that the works are having an effect on congestion across the town.

Council Website

You may have seen that the Council has a new website as of December 2018. A feature of the new site is the inclusion of 'customer journeys' which aim to make it easier to report or discuss certain issues. For example, residents can now report potholes, graffiti and noise nuisance using the website. New customer journeys are undergoing testing and are being added to the site incrementally. See www.bedford.gov.uk

Green Bins

The Council is reminding residents that green waste collections resumed on the 1st March. Collections days can be found at <http://apps.bedford.gov.uk/bcs/search.aspx>

Voter Registration

Borough residents have until the 12th April to register should they wish to vote in the local elections on the 2nd May. Details of how to register can be found at <https://www.gov.uk/register-to-vote>

The election on the 2nd May will be for the Mayor, Borough Councillors and Parish Councillors.

Advice for Families

The Borough Council has a website which provides advice on a range of services designed to support families including child behaviour support, early years and childcare and youth clubs. For more details see <https://earlyhelp.bedford.gov.uk/home.aspx>

Power Cut Support for Vulnerable People

UK Power Networks (UKPN), the organisation responsible for maintaining electricity lines and cables, is raising awareness of a scheme to assist vulnerable people in the event of a power cut.

Pensioners, families with young children and people with disabilities, health conditions or special needs can be provided with accommodation, meals and home visits if necessary.

Applications to join UKPN's Priority Services Register can be submitted via www.ukpowernetworks.co.uk/priority, 08001699970 or emailpsr@ukpowernetworks.co.uk.

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

2019/029. Parking in Duloe

- Two residents have mentioned that parking is an issue in Duloe along the main road. Councillors considered whether to remove the bench to provide more parking on the verge. **It was resolved that the bench should be retained and the Clerk should ask the Bedford Borough Council Highways representative for advice when he visits.** Proposed by Cllr. E. Meola and seconded by Cllr. R. Squire. Cllr. E. Meola kindly offered to paint the bench when the weather improves.

2019/030. Finance

- The receipts and payments were approved by Cllr. V. Zwetsloot and Cllr. J. Ibbett and are listed on p8
- The bank reconciliation was signed by Cllr. V. Zwetsloot and is shown on p9
- The budget for 2018/19 was reviewed and is listed on pp10-13
- Reserves were listed on p14. **It was resolved that the CIL money should be allocated to be used for the hall rebuilding project and that £800 heater refund be used to purchase something for the hall in the future.** Proposed by Cllr. J. Thomson and seconded by Cllr. R. Squire. It was agreed that the Council should consider a reserve for replacing the Clerk's laptop in the next budget.
- The financial regulations were reviewed and the new payments account and village hall accounts added.
 - Staploe Parish Payments Account has a simple mandate ie only the Clerk's authorisation is required and it has a debit card for the Clerk's use. This is for making online purchases which cannot be made by bank transfer or cheque. The amount to be paid will be authorised at a Parish Council meeting and then transferred into the payments account by online banking under the authorisation of a Councillor. The Clerk will then use the debit card to make payment. There is no overdraft facility so there is no possibility of spending more than has been approved by a Councillor.
 - A new clause was added: *16.3 Staploe Parish Council are currently sole managing trustees of Duloe and Staploe Village Hall (from January 2019). In the event that a new managing committee is formed and new managing trustees are appointed to manage the charity then control of the bank account will be handed to the managing trustees.*
- Having been previously circulated the list of regular payments for 2019/20 was authorised by Cllr. V. Zwetsloot and Cllr. J. Ibbett. This enables listed payments to be made between meetings providing the payment is then signed off at the next meeting by two Councillors.

2019/031. Play Area

- The Clerk presented three quotes to replace the rotten edging at the play area and fill the gaps (which are now very large in places). **It was resolved to accept the quote from Russell Harley for £390.** Proposed by Cllr. V. Zwetsloot and seconded by Cllr. J. Ibbett.

Summary of Transactions for Staploe Parish Council for Approval at Meeting in:					Mar-19	
Main Account Payments						
Date	Payee	Details	Type of transaction	Cheque Number / Reference	Amount	
15/01/2019	Wyboston, Chawston & Colesden Village Hall	Hall hire for Jan meeting	BACS		£24.50	
18/01/2019	Banner Solutions	50% invoice for completion of removing asbestos from	BACS		£189.00	
29/01/2019	Colmworth Village Hall	Remaining payment for curry night 2nd March	BACS		£34.00	
04/02/2019	Neil Irons	Re-roofing the bus shelter	BACS		£750.00	
06/02/2019	Opus Energy	Electricity for street lights 22nd Dec to 21st Jan 2019	Direct Debit		£51.53	
11/02/2019	1&1 Ionos	E-mail accounts 23rd Jan to 23rd Feb 2019	Direct Debit		£1.19	
15/02/2019	JCB Printing	Printing hamlets voice (February)	BACS		£87.00	
20/02/2019	Cartridge save	Cartridge Save Black ink cartridge	BACS		£82.01	
20/02/2019	BATPC	VAT training course	BACS		£20.00	
20/02/2019	Bradgate Fencing	Grass cutting on the Playing Field (gift to the charity)	BACS		£1,261.76	
21/02/2019	Duloe Playing Field	Refund for grass cutting (to be paid as a gift from PC	BACS		-£1,261.76	
21/02/2019	Wyboston Village Hall	Hall hire for meeting Tuesday 19th Feb	BACS		£20.00	
21/02/2019	K&M Lighting Services	Installation of new LED street lights	BACS		£5,544.00	
06/03/2019	Opus Energy	Street lighting 22nd Jan to 18th Feb 2019	Direct Debit		£45.61	
11/03/2019	Andy Muskett	Q3 Street light maintenance	BACS		£90.00	
19/03/2019	L. Crawford	Clerk's expenses Jan-Feb	Cheque	100906	£24.28	
19/03/2019	Andy Muskett	Q4 street light maintenance	BACS		£90.00	
19/03/2019	Russell Harley	Replacing edging at play area	BACS		£390.00	
19/03/2019	Wicksteed Leisure	Tile adhesive	BACS		£28.20	
19/03/2019	Glasdon	Litter bin for Shakers Way	BACS		£297.22	
19/03/2019	Wyboston Village Hall	Hall hire for March meetings	BACS		£42.00	
20/03/2019	Duloe Village Hall	Proceeds from curry night	BACS		£248.00	
24/03/2019	L. Crawford	Clerks's Salary 4th Quarter (Jan-Mch)	Cheque	100907	£791.84	
24/03/2019	Bedfordshire Pension Fund	Clerk's pension 4th Quarter (Jan-Mch)	Cheque	100908	£220.96	
Total					£8,021.12	
Main Account Receipts						
Date	Payee	Details	Type of transaction	Reference	Amount	
06/03/2019	Cash receipts	Ticket sales for curry night (after caterer paid)	BACS		£305.00	
20/03/2019	HMRC	VAT refund for 2017/18	Credit		£1,245.68	
Total					£1,245.68	
Savings Account Receipts						
Date	Payee	Details	Type of transaction	Reference	Amount	
01/02/2019	Barclays	Interest on savings account	Credit		£3.72	
Total					£3.72	
Transfers						
Payee	Details	Type of transaction	Type of transaction	Reference	CommAcc	Savings Acc
21/02/2019	Transfer SPC savings to SPC main	Street light reserves to purchase LED lights	Transfer	0		-£3,016.20
21/02/2019	Transfer SPC savings to SPC main	Street light reserves to purchase LED lights	Transfer	0	£3,016.20	
Posted balances after the above transactions clear						
Community Account 30833940					£5,818.12	
Base Rate Savings 43461580					£8,294.49	

March 2019

STAPLOE PARISH COUNCIL BANK RECONCILIATION 1st APRIL 2018 TO 9/03/2019

Date of bank statement 09/03/2019 Line of cash book: 128

Prepared by Mrs. Lucy Crawford, Parish Clerk

BARCLAYS							
Community Account 30833940							
DATE				Receipts	Payments	Transfers	Balance
1-Apr-18	Balance bf		£8,768.68				
9-Mar-19	Posted balance per accounts		£6,754.13	£15,986.31	£17,634.78	-£366.08	<u>£6,754.13</u>
Unpresented cheques / uncleared payments:							
	None						
	Total				£0.00		
9-Mar-19	Balance as per bank statement		£6,754.13				
9-Mar-19	Posted balance - cleared balance		£-				
9-Mar-19	Balance cf		£6,754.13				
BARCLAYS							
Base Rate Savings 43461580							
				Receipts	Payments	Transfers	Balance
1-Apr-18	Balance bf		£7,898.32				
9-Mar-19	Posted balance as per accounts		£8,294.49	£30.09	£0.00	£366.08	<u>£8,294.49</u>
9-Mar-19	Balance as per bank statement		£8,294.49				
9-Mar-19	Posted balance - cleared balance		£-				
9-Mar-19	Balance cf		£8,294.49				
Summary for all accounts				Receipts	Payments	Transfers	Balance
1-Apr-18	Balance bf		£16,667.00				
9-Mar-19	Balance per accounts		£15,048.62	£16,016.40	£17,634.78	£-	<u>£15,048.62</u>
9-Mar-19	Balance per bank statements		£15,048.62				<u>£15,048.62</u>
9-Mar-19	Balance cf		£15,048.62				

Staploe Parish Council Review of Budget Mch 2019

	Actual 2017/18	Budget 2018/19	Forecast to 31st Mch 2019	Forecast less budget	Comment
Regular Receipts					
Precept	£9,900.00	£10,091.00	£10,091.00	£-	
Interest	£18.32	£20.00	£30.09	£10.09	We assumed we would transfer street light reserves out earlier in the year so assumed interest would be lower than it was.
Grass cutting	£1,389.51	£1,389.51	£1,389.51	£-	
Council tax support grant	£139.00	£-	£-	£-	Grant phased out
Total Regular Receipts	£11,446.83	£11,500.51	£11,510.60	£10.09	
Other Receipts					
Newsletter advertising	£-	£-	£-	£-	
Ward Fund	£1,000.00	£-	£1,500.00	£1,500.00	£700 towards containers in April 2018 and £800 towards bus shelter in Sept 2018.
Transparency Code Grant	£1,006.29	£-	£-	£-	
Donation for speed sign	£2,100.00	£-	£-	£-	
Ticket sales from social events covering hall hire		£-	£121.00	£121.00	Harvest supper and curry night (£136) less £15 contribution from PC from regular hall hire budget (added to profits donated to hall)
Other (eg. f.ball deposit, refunds, proceeds from social events / book sales)	£234.36	£-	£2,685.80	£2,685.80	£800 heater refund (£1000 less £200 VAT to be refunded), £33 harvest supper (profit), £1605 CIL, £248 curry night (profit)
Total Other Receipts	£4,340.65	£-	£4,306.80	£4,306.80	
Total Receipts	£15,787.48	£11,500.51	£15,817.40	£4,316.89	Excess of receipts over budget due to other receipts & extra interest.
Regular Payments (from precept)					
	Actual 2017/18	Budget 2018/19	Forecast to 31st Mch 2019	Forecast less budget	Comment
Clerk's salary & pension	£3,595.79	£3,815.57	£3,815.55	-£0.02	
Clerk's PAYE	£-	£-	£-	£-	
Clerk's employment expenses	£254.47	£288.00	£312.75	£24.75	Budgeted £6pa mileage. Actually £8pm - travel to Wyboston.
Total staff costs	£3,850.26	£4,103.57	£4,128.30	£24.73	
Audit Fees	£160.00	£60.00	£30.00	-£30.00	Moved from two internal audits to one after year end and no external audit
Councillors Expenses	£-	£30.00	£-	-£30.00	Not claimed
Clerk's Other Expenses eg. stationary, printing, po	£47.93	£48.00	£20.77	-£27.23	Printing and stationary now purchased direct under admin. Padlock and sundries for containers.
Training	£40.00	£110.00	£20.00	-£90.00	£20 for Clerk's VAT training. None for Councillors.
Highways Grass Cutting	£1,386.56	£1,487.65	£1,016.74	-£470.91	The Borough's contractor cut the grass in error.

March 2019

Regular payments continued	Actual 2017/18	Budget 2018/19	Forecast to 31st Mch 2019	Forecast less budget	Comment
Insurance	£410.46	£410.46	£358.23	-£52.23	Moved to Norris & Fisher in 2018 which saved money
Power (street lights)	£515.27	£488.00	£483.44	-£4.56	
Elec (CCTV & containers)	£60.00	£-	£211.12	£211.12	Purchased containers in April
Maintenance (street lights, speed signs, & play area)	£590.80	£450.00	£540.70	£90.70	Street light maintenance £300 + £196.27 for noticeboard & Hamlets Exchange + £36.73 bolts for heaters, padlock and keys for storage container + £7.70 bulb for containers
Play Area Inspection	£66.50	£68.00	£66.50	-£1.50	
Play Area Works (assets purchased)	£120.95	£150.00	£-	-£150.00	
Play Area Works (consumables / labour)	£-	£-	£493.00	£493.00	Re-edging play area and filling gaps (£390) + glue and filler
Playing field grass & hedge cutting	£-	£1,092.00	£1,101.71	£9.71	£1051 paid for grass cutting +£50 transferred to Playing Field account for sundries eg padlock for field chain
Duloe Common grass & hedge cutting	£-	£-	£40.05	£40.05	Did not budget for this - previously cut by volunteers
Subs (SLCC / BATPC)	£145.00	£159.00	£149.50	-£9.50	BATPC. + share SLCC with Colmworth
Admin	£214.32	£374.00	£378.47	£4.47	£35 Info commissioner, stationary items (£57.66), printer cartridges (£205.81), £80 small claims court (heaters).
Literature & info	£60.00	£-	£-	£-	
Software & email subscriptions	£-	£-	£10.89	£10.89	Did not budget for email domain names. Software purchased using Transparency Code funds see "Other Payments"
Other assets (eg. street furniture / tools / office equipment). Excl. playing field/ play area)	£-	£-	£251.36	£251.36	£251.36 litter bin Shakers Way. Other assets eg. football containers, laptop, and street lights listed under "other payments" purchased using grants or earmarked reserves.
Village Hall Hire	£278.00	£270.00	£203.00	-£67.00	Budget assumed 7 PC meetings (in case additional one re A1), 2 committee meetings and £15 towards 3 social events. In fact we held 8 meetings, no committee meetings and used the £15 towards two social events. Wyboston committee room is cheaper than Duloe Hall was.
Village Hall Works	£250.00	£150.00	£164.22	£14.22	Clearing blocked drains at hall / containrs
Newsletter	£158.40	£250.00	£253.20	£3.20	£81 for 16 pages or £60 for 12. Assume 4 issues of 12 or 3 of 16. We published 3 issues of 16pp
Contingency		£300.00		-£300.00	
Total regular payments	£8,354.45	£10,000.68	£9,921.20	-£79.48	Underspend vs budget of £-79 due to underspends of £471 (Highways grass), £300 contingency, £150 Playing field assets, £90 training, £67 hall hire and £155 other eg. audit, insurance, subs. The underspend was mitigated by additional spending of £251 (litter bin in other assets), £493 (edging play area), £211 (electricity for containers), £90 (maintenance noticeboard) £40 (grass Duloe Common) and £68 other eg. Clerk's travel, e-mail domains, jetting drains.

March 2019

Regular transfers to reserves (from precept)					
Village Hall rebuild savings to earmarked reserve	£1,350.00	£750.00	£750.00	£-	
Street light replacement savings to earmarked reserve	£750.00	£750.00	£-	-£750.00	Spent on street lights Feb 2019 (see "Other payments")
Regular transfers to reserve (from precept)	£2,100.00	£1,500.00	£750.00	-£750.00	We didn't transfer £750 to reserve for street lights because we used it to buy the lights in February 2019.
	Actual 2017/18	Budget 2018/19	Forecast to 31st Mch 2019	Forecast less budget	Comment
Regular payments + regular transfers to reserve	£10,454.45	£11,500.68	£10,671.20	-£829.48	We transferred £750 less of our regular income to reserve than we budgeted and underspent by £86 on our regular budget.
Regular receipts - regular payments & transfers to reserve	£992.38	-£0.17	£839.40	-£839.57	We received £10 extra regular income (interest), we spent £86 less than budgeted out of regular income but transferred £750 less to reserve from precept.
Other payments (met from additional receipts eg. grants or earmarked reserves)					
	Actual 2017/18	Budget 2018/19	Forecast to 31st Mch 2019	Forecast less budget	Comment
Ward Fund assets purchased	£-	£-	£1,500.00	£1,500.00	Ward fund of £700 towards football containers + £800 towards bus shelter Feb 2019
Ward Fund donations	£1,000.00	£-	£-	£-	
Other assets purchased from earmarked reserve	£-	£-	£940.00	£940.00	£800 from earmarked reserve created from underspend in 2017/18 budget used towards purchasing containers, £140 from heater refund used towards bus shelter
Village Hall payments from earmarked reserve	£150.00	£-	£-	£-	Used towards heaters in 2017/18
Payments from other earmarked reserves	£71.59	£-	£604.15	£604.15	£404.15 for laptop & software (from Transparency Code fund), £200 football club deposit returned
Mobile speed sign (met by donation)	£2,100.00	£-	£-	£-	Purchased 2017/18
Hall hire for social events		£-	£121.00	£121.00	Covered by other receipts (ticket sales). £15 of the total of £136 spent on hall hire for social events was met from regular hall hire budget.
Street light replacement			£4,620.00	£4,620.00	£4500 from street light reserve & £120 CIL money
Other donations made by SPC	£-	£-	£266.00	£266.00	To Village Hall - profit from Harvest Supper & Curry Night +£15 from reg hall hire (£281 total)
Total Other Payments	£3,321.59	£-	£8,051.15	£8,051.15	
Total Payments	£11,676.04	£10,000.68	£17,972.35	£7,971.67	

March 2019

Other Transfers to Reserve					
Heater refund			£660.00	£660.00	£800 received but £140 used for bus shelter
CIL income			£1,484.00	£1,484.00	Received £1604, £120 spent on street lights
Total other transfers to reserve	£-	£-	£2,144.00	£2,144.00	
Total Payments & Transfers to Reserve	£13,776.04	£11,500.68	£20,866.35	£9,365.67	£9365.67 higher than budget due to additional payments made using ward funding or earmarked reserves (£8051.15) + extra transfers to reserve for CIL and heater refund (£2284) less £750 used for street lights not transferred to reserve and an underspend in regular costs (£-79).
Total receipts - (total payments & transfers to reserve)	£2,011.44	-£0.17	-£5,048.95	-£5,048.78	We expect payments and transfers to reserve to be £5049 higher than our receipts this year. This is due to use of earmarked reserves to buy: the containers (£800), the Clerk's laptop etc from Transparency Code funds (£404), repayment of the football club's deposit (£200) and the street lights (£3750 from earmarked reserve + £750 from precept. Less the underspend in our regular budget of £86.

In Summary (figures rounded)

We have received around £4317 more receipts than budgeted due to £1500 ward funding used for containers and bus shelter, £800 refund for heaters and £1604 CIL money. We also received £402 for harvest supper ticket sales (which covered hall hire and a donation to the hall). We underspent in our regular budget by £79 due to £471 (Highways grass), £300 contingency not used, £150 Playing field assets, £90 training, £69 hall hire and £155 other eg. audit, insurance, subs. This underspend was mitigated by additional spending of £251 (litter bin in other assets), £493 (edging play area), £211 (electricity for containers), £90 (maintenance noticeboard), £40 (grass Duloe Common) and £68 other eg. Clerk's travel, e-mail domains, jetting drains.

In addition we spent £8051 of other unbudgeted payments. These came from Ward Funding, other receipts such as ticket sales for social events and £5154 of earmarked reserves: £3750 on replacing the street lights, £800 on the containers, £404 from the Transparency Code reserve to buy a laptop for the Clerk and £200 to refund the football club's deposit. The use of earmarked reserves resulted in payments being £5049 higher than receipts.

Reserves Forecast 31st Mch 2019					
Fund Name	Funds Reserved	Income to reserve to	Expenditure from reserve to	Balance close of	Comment
	01/04/2018	31/03/2019	31/03/2019	31/03/2019	
Street light replacement fund	£3,750.00	£750.00	£4,500.00	£0.00	
Football Club Deposit	£200.00		£200.00	£0.00	Deposit repaid 15th June 2018
Village Hall Rebuild Fund	£5,510.00	£750.00		£6,260.00	
CIL Money	£0.00	£1,603.80	£120.00	£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)	£0.00	£800.00	£140.00	£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	£529.65		£404.15	£125.50	Bought laptop, one year MS Office & virus subs. Keep remainder for next yr subs
Football Containers	£800.00		£800.00	£0.00	Bought containers April 2018 using earmarked reserve created from underspend in 2017/18 budget.
Ward Fund for Football Containers	£0.00	£700.00	£700.00	£0.00	Purchased April 2018
Ward Fund for bus shelter	£0.00	£800.00	£800.00	£0.00	Completed Jan 2019
Literature & info fund	£48.41			£48.41	
Total earmarked reserves	£11,388.06	£5,403.80	£7,664.15	£9,127.71	
Available reserves	£5,278.94			£4,984.90	
Total funds	£16,667.00			£14,112.61	
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 i.e. £5045 - £10091					
Therefore £4984.9 is £60 below the recommended range.					

2019/032. Nomination papers for Parish Council election 2nd May 2019.

Councillors completed their nomination papers for the Clerk to submit to Bedford Borough Council on 27th March.

2019/033. Policies

- the risk assessment was reviewed and updated with revised regimes for inspection of the LED lights and to include matters relating to the management of Duloe Village Hall where we are acting as sole trustees. A separate risk assessment has been prepared for the hall which is referred to in the Parish Council risk assessment.
- The health and safety policy was updated to include Duloe and Staploe Village Hall

2019/034. Police and crime

- Police Crime Commissioner Katherine Holloway has proposed that rural parishes may wish to fund a PCSO for £31,200 per year. **It was resolved that the Clerk should reply to explain that the Parish Council do not wish to pursue this offer and do not believe that rural parishes should have to pay twice for adequate policing.**

2019/035. Overview and Scrutiny Committee

- The Parish Council did not have any matters for Bedford Borough Council's Overview and Scrutiny Committee to look at in 2019

2019/036. Software and e-mail domain renewals

- It was resolved that the Council should use money remaining in the software reserve (£125.50) to:
 - renew the 1&1 domain for staploepc.org.uk e-mails for up to £12 per year
 - renew virus check for the Clerk's laptop for up to £20
 - renew MS Office 365 Personal up to £50
- Cllr. J. Thomson proposed and Cllr. J. Thomson seconded the above proposal
- It was agreed that Councillors who have not yet signed up to their 1&1 e-mail account should do so before the next meeting. The Clerk will circulate instructions again.

Next meeting:

- Annual Meeting of the Parish Council Tuesday 21st May
- Playing Field Trustees in July