

Minutes of A Meeting of Staploe Parish Council held at 7.45pm on Thursday 16th January 2020 at Wyboston Village Hall

Present: Cllr. V. Zwetsloot (Chair), Cllr. R. Squire, Cllr. D. Smith, Cllr. J. Thomson, L. Crawford (Clerk) and one member of the public. Borough Cllr. T. Wootton joined at 8.10pm

Apologies for absence: Cllr. J. Ibbett, Cllr. G. Meola and Cllr. E. Meola

2020/001. Declarations of interest

Cllr. D. Smith declared an interest in Duloe Common as he is a neighbour

Cllr. R. Squire declared an interest in the Woodland Weddings planning application at Bassmead.

2020/002. Minutes of the Parish Council Meeting held on 19th November 2019

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

2020/003. Public Open Forum

Mark Potts asked whether there had been any progress re the speed limit review. The Clerk has not received any but will chase this.

He also asked how best to proceed with speedwatch. The Clerk agreed to forward details of the person who holds the equipment (Clive Burchett) and proposed that the speedwatch team coordinate amongst themselves the best date.

He proposed setting up a village Whatsapp group to circulate information about suspicious behaviour / crime. The Parish Council agreed that it was a good idea. He offered to set it up independently of the Parish Council but the Clerk will publicise it in the next newsletter.

Cllr. J. Thomson offered to organise a curry night on 28th February with a raffle in aid of the village hall and a tea with cake competition and sale for Father's Day on 21st June at the Playing Field using her marquee. She will need 5 volunteers to help set it up. Councillors supported the suggestion and decided not to arrange an event for VE Day.

2020/004. Borough Councillor Tom Wootton's report

The Ward Fund will be available again in 2020 with approximately £1000 for each parish. James Stonebridge has left the Council and there will be a gap of approximately 6 months until he is replaced.

The Ward Forum will be held on 24th February at Wyboston and a wireless broadband expert will present at the meeting. It would be helpful to have some information about the number of residents experiencing slow speeds and the speeds they get in advance of the meeting.

Government inspectors are examining Bedford Borough's Local Plan 2030 and are expected to push for a very large number of houses after 2030.

It appears likely that the E-W rail route will come north of Bedford.

There is a planning application for a large hangar at Little Staughton Airfield. There are likely to be 10 flights per day and 75 vehicle movements. This might make maintenance of Bushmead Road more of a priority.

2020/005. Planning Report

The Clerk reported the following responses to planning applications received:

Application number	Type	Description	Location	Deadline	Link	Date of letter to planning	Object, Comment or Support	SPC Comment
19/02537/FUL	Change of use	Change of use of Agricultural land to a outdoor wedding area with associated structures and landscaping and erection of 'honeymoon pod'.	Basmead Manor Barns Staploe St Neots PE19 5JB	08/01/2020	19/02537/FUL	07/01/2020	No objection	Three members of Staploe Parish Council considered this application and had no objections.
19/02526/C PNQ	Prior notification for change of use. Not a planning application (permitted development).	Change of use from agricultural buildings to three dwellinghouses	Lower Goodwick Farm, Begwary, Bedfordshire MK44 2NX	13/01/2020	19/02526/CPNQ			Not a planning application. Parish Council made no comment.

2020/006. Confirm grass cutting contracts for 2020

- Highways. Quotations were invited from 4 contractors. Two quoted and M. Ibbett was selected.
- Open Spaces. Quotations were invited from 4 contractors. Two quoted and Bradgate were selected. Cllr. D. Smith proposed that the Parish Council offer to pay this as a gift to Duloe and Staploe Village Playing Field Charity. Cllr. D. Smith proposed and Cllr. R. Squire seconded. Cllr. J. Thomson suggested that if the village hall is rebuilt the hall committee might consider contributing to grass cutting on the field as it is used by their hirers.

Proposed by Cllr. V. Zwetsloot and seconded by Cllr. R. Squire

2020/007. Consider how to prevent traffic driving across Duloe Common (instead of using the grasscrete track).

The resident responsible is driving across R. Squire's land so he offered to have a word and if that doesn't work he will put more secure posts in the ground. The grasscrete track is now easier to access since some of the vegetation has been cleared. The Clerk will ask BPHA to reinstate the fence.

2020/008. New parish website

This is now live and most information has been transferred across but the Clerk still has some work to do to ensure all the information is transferred before the old website is shut down. Councillors and the Clerk will have new e-mail addresses.

The new website is available at: <https://staploe-pc.gov.uk/>

The Clerk's new e-mail is clerk@staploe-pc.gov.uk but she has not switched to this yet as it is not set up on all her devices yet.

2020/009. Highways and Speeding

- Bushmead Road
 - **It was resolved to formally request a 50mph speed limit on the Bushmead Road.**
 - **It was resolved to make another formal request for Bushmead Road to be resurfaced and for the culverts / grips to be dug out.**
 - Both proposed by Cllr. R. Squire and seconded by Cllr. J. Thomson
- Speeding and speedwatch. Tom Tagg is now managing the speed data for the mobile speed sign in Staploe and Mark Crawford is managing the data for the one in Honeydon / Duloe. The Clerk agreed to ask for a summary report of the data from both.
- Cllr. J. Thomson reported that drainage was still a problem on Begwary Lane (on the hill from Hillside Bungalow to Dairy Farm in Honeydon) and at the bottom of Cadbury Lane in Honeydon.

2020/010 Review the Internal Audit Process

Having been previously circulated the process was approved. There will be one audit in April by Kim Webb. Proposed by Cllr. R. Squire and seconded by Cllr. V. Zwetsloot.

2020/011 Finances

- Receipts and payments were checked against the list of regular payments and the invoices and proposed for payment by Cllr. V. Zwetsloot and Cllr. J. Thomson. They are presented on p4
- The bank reconciliation was signed by Cllr. R. Squire and is presented on p5
- The bank mandate currently has Cllr. R. Squire and Cllr. J. Thomson as online signatories and Cllr. V. Zwetsloot, and Cllr. D. Smith as offline signatories. It was unanimously resolved not to change signatories.
- Councillors reviewed the direct debits (for electricity, 1&1 e-mail and the Information Commissioners Office) and standing orders (to grass cutting contractors) and these were approved – details available in the list of regular payments.
- It was resolved to approve the list of regular payments for 2020-21. Proposed by Cllr. R. Squire and seconded by Cllr. D. Smith.

2020/012 Policies

- The equality and diversity policy was reviewed
- Revised Disciplinary and Grievance policies were adopted. These follow the new model policies issued by the National Association of Local Councils.

The next meeting will be on Thursday 19th March after the Annual Parish Meeting which will be held at the earlier time of 7pm in the main hall of Wyboston Village Hall.

The meeting closed at 8.50pm

January 2020

Summary of Transactions for Staploe Parish Council for Approval at Meeting in:						Jan-20
Main Account Payments						
Ref	Date	Payee	Details	Type of transaction	Cheque Number	Amount
95	05/12/2019	Opus Energy	Elec for street lights 22nd Oct to 20th Nov	Direct Debit		£24.84
96	06/12/2019	Cloud Next	Dot gov domain	BACS		£108.00
97	06/12/2019	Cloud Next	Premium hosting	BACS		£47.98
99	09/12/2019	1&1 Internet	One month's e-mail hosting	Direct Debit		£2.40
101	23/12/2019	Opus Energy	Electricity for street lights 21st Nov- 22nd Dec	Direct Debit		£27.72
102	07/01/2020	Eyelid Productions	Website development & support	BACS		£420.00
103	08/01/2020	1&1 Internet	One month's e-mail hosting	Direct Debit		£2.40
104	16/01/2020	Cartridgesave	Magenta print cartridge	BACS		£88.50
105	16/01/2020	L. Crawford	Expenses	Cheque	100920	£18.91
106	06/01/2020	Opus Energy	Electricity for street lights (final Opus bill 23-30th Dec)	Direct Debit		£6.65
107	16/01/2020	Caroline Kent	Litter pickers	Cheque		£5.87
108	16/01/2020	Wyboston Village Hall	Hall hire for Jan meeting (overpaid by £40 in early Nov)	BACS		£8.00
Total						£761.27
Main Account Receipts						
Ref	Date	Payee	Details	Type of transaction	Reference	Amount
94	05/12/2019	Bedford Borough Council	Ward Fund for new website	Credit		£500.00
Total						£500.00
Savings Account Receipts						
Ref	Date	Payee	Details	Type of transaction	Reference	Amount
98	02/12/2019	Barclays Bank	Interest	Credit		£3.49
100	02/01/2020	Barclays Bank	Interest	Credit		£3.49
Total						£6.98
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				£8,618.40		
Payments Account 13099075				£0.00		
Base Rate Savings 43461580				£10,276.70		

January 2020

STAPLOE PARISH COUNCIL BANK RECONCILIATION 1st APRIL 2019 TO 11/01/2020									
Date of bank statement			11/01/2020						
Prepared by Mrs. Lucy Crawford, Parish Clerk									
				BARCLAYS					
DATE				Community Account 30833940					
				Receipts		Payments	Transfers	Balance	
1-Apr-19	Balance bf		£5,776.12						
11-Jan-20	Posted balance per accounts		£8,746.33	£28,435.83		£23,515.62	-£1,950.00	<u>£8,746.33</u>	
Unpresented cheques / uncleared payments:									
	Bedfordshire Pension Fund					£235.94			
	Total					£235.94			
11-Jan-20	Balance as per bank statement		£8,982.27						
11-Jan-20	Posted balance - cleared balance		-£235.94	Equal to unpresented cheque					
11-Jan-20	Balance cf		£8,746.33						
				BARCLAYS					
				Payments Account 13099075					
				Receipts		Payments	Transfers	Balance	
1-Apr-19	Balance bf		£-						
11-Jan-20	Posted balance as per accounts		£-	£0.00		£0.00	£0.00	<u>£0.00</u>	
11-Jan-20	Balance as per bank statement		£-						
11-Jan-20	Posted balance - cleared balance		£-						
11-Jan-20	Balance cf		£-						
				BARCLAYS					
				Base Rate Savings 43461580					
				Receipts		Payments	Transfers	Balance	
1-Apr-19	Balance bf		£8,294.49						
11-Jan-20	Posted balance as per accounts		£10,276.70	£32.21		£0.00	£1,950.00	<u>£10,276.70</u>	
11-Jan-20	Balance as per bank statement		£10,276.70						
11-Jan-20	Posted balance - cleared balance		£-						
11-Jan-20	Balance cf		£10,276.70						
Summary for all accounts				Receipts		Payments	Transfers	Balance	
1-Apr-19	Balance bf		£14,070.61						
11-Jan-20	Balance per accounts		£19,023.03	£28,468.04		£23,515.62	£-	<u>£19,023.03</u>	
11-Jan-20	Balance per bank statements		£19,258.97					<u>£19,258.97</u>	
11-Jan-20	Balance cf		£19,023.03						