

Minutes of A Meeting of Staploe Parish Council Held Online at 7.45pm on Thursday 23rd July 2020

Present:

J. Ibbett (Chairman of the Parish Council but unable to chair this meeting due to an unreliable internet connection. She joined at 8.15pm due to internet issues.	D. Smith
V. Zwetsloot joined late due to problems connecting to Skype. She chaired from 8.05	E. Meola
J. Thomson	L. Crawford (Clerk)
G. Meola	Borough Cllr. T. Wootton
R. Squire (Chaired until 8.05)	Two members of the public

Apologies for absence: none

2020/047. Declarations of Interest.

Cllr. D. Smith declared an interest in Duloe Common as he lives adjacent to the Common and Cllr. G. Meola and Cllr. E. Meola declared an interest in Woodhouse Lane as they live in the lane.

2020/048. Approve the Minutes of the Parish Council Meeting held on 21st May2020

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

2020/049. Public Open Forum

Mark Potts explained that those who were trained for Community Speedwatch in the past need to be retrained as the guidance has changed. Mark has offered to be coordinator. Cllr. R. Squire will contact the police to arrange retraining. The Clerk will advise the other volunteers.

A resident of Staploe:

- expressed concern about Bushmead Road and the fact that the Borough have said it will not be resurfaced for 10 years. He asked how much the works on Shrubbery Lane in Wilden had cost. He suggested that Shrubbery Lane was in a better condition than parts of Bushmead Road which had not been resurfaced. The Clerk agreed to raise it with Bedford Borough Council Highways Department.
- asked whether there was to be any limit or conditions applied to the number of flights and routes for the new aircraft hangar in Little Staughton. The Clerk will ask Huntingdonshire District Council.
- asked whether and when Bedford Borough Council are planning to restore green bin collections.

A resident explained that his green bin has been missed despite reporting it. The Clerk will investigate.

Cllr. J. Thomson reported that there is a lot of Himalayan Balsam in the brook between the bus shelter and Lower Honeydon Farm. This is an invasive species and is impeding drainage in the brook. The Clerk will find out who owns the brook and request that it be cleared.

2020/050. Borough Cllr. T. Wootton's Ward Report

Borough Cllr. T. Wootton explained that Councillor Moon in Great Barford has arranged a consortium of villages to work together to challenge why the East-West rail route is coming north of Bedford when the southern route is 50% cheaper, how many tracks there will be and to get answers to technical questions. He explained that it can be difficult to find consultants to help with trains.

2020/051. Planning

• Planning applications

Application number	Type	Description	Location	Deadline	Link	Date of letter to planning	Object, Comment or Support
20/01048/ FUL	Full Planning Application	One and two storey side extension	1 Ward Cottages Begwary Bedford Bedfordshire MK44 2NX	20/07/2020	20/01048/ FUL	17/07/2020	No objection
Two members of Staploe Parish Council considered this application and had no objections.							
20/01082/ COU	Change of use	Change of use of Equestrian Centre, including barns, stables and manege to residential use in connection with School Farm	School Farm Honeydon Bedford Bedfordshire MK44 2LP	29/06/2020	20/01082/ COU	29/06/2020	No objection
Three members of Staploe Parish Council considered this application and there were no objections as it does not create an additional dwelling.							

20/00174/MAF Erection of aircraft maintenance and repair hangar, external plant building, apron hardstanding, car parking, landscaping, installation of foul water treatment plant and surface water drainage. (Cross Local Authority boundary application between Huntingdonshire District Council and Bedford Borough Council) Land At Little Staughton Airfield Little Staughton Bedfordshire.

<http://edrms.bedford.gov.uk/SearchResults.aspx?appNumber=20/00174/MAF>

(Huntingdonshire District Council's reference is 19/02613/FUL). This was approved in February. The Clerk will ask for details of conditions in the planning application and will ask what progress has been made regarding the proposed meeting between Borough Cllr. T. Wootton, Andrew Prigmore, and John Shortland (Bedford Borough Council chief planner and previous head of highways) to meet with Huntingdonshire District Council regarding new developments at Little Staughton and Staughton Moor Industrial Park and the potential development of Moor Road.

- **Bedford Borough Council Local Plan Review**

- An Issues and Options consultation is the first step in deciding the content of the Borough's new local plan. The consultation will run from Tuesday 14th July to 5pm on Friday 4th September 2020. Councillors expressed their concern that the brown option for "Urban-based growth" on p18-21 of the paper proposes a large, high density, urban development covering almost all of our rural parish. Councillors expressed their surprise since the whole of our parish is classed as open countryside. There are no settlement policy areas / planning envelopes delineated in our parish. Any proposals for new dwellings in the parish have been turned down in the past because it is open countryside. The last call for sites yielded one small site for 5 houses in Honeydon and was rejected by Bedford Borough Council. No development of any kind was proposed in the last local plan for our parish. Councillors major concern is that the new issues and options paper states that brown "urban based growth" "makes good use of brownfield and under-used land. Higher density development more appropriate in urban locations". The Clerk contacted Bedford Borough Council planning team on the morning of the meeting and was informed that these are not proposals; simply ideas. However, Councillors remain concerned that the brown option is very misleading and that there is a significant risk that people receiving this consultation document will choose the brown option because it is government policy and everyone's preference to build on brownfield sites before using greenfield sites. However, they would be making a selection based on misleading information. **It was resolved that the Clerk should challenge this and ask for it to be corrected immediately.** Proposed by Cllr. E. Meola. The decision was unanimous.

2020/052. Highways

- A consultation has opened on the speed limit review in Staploe and Duloe. The Clerk will publicise it on social media, the parish website and via the web subscription e-mails.
- Cllr. V. Zwetsloot asked the Clerk to report a pothole on the Bushmead Road between Two Brewers and Gypsy Lane.

2020/053. Antisocial behaviour in Woodhouse Lane

- Antisocial behaviour and suspected criminal activity continues to be a regular occurrence in Woodhouse Lane. The Clerk has already requested a residents meeting with PC Kerry Jones but has not received a reply which is unusual. **It was resolved that the Clerk should try contacting PC Jones again to request a residents meeting and increased patrols in the area. If necessary she should then contact the Police Crime Commissioner and our MP to draw attention to the problem.** Proposed by Cllr. V. Zwetsloot and seconded by Cllr. D. Smith.

2020/054. Community Events

- VJ Day celebrations 15th and 16th August. It was resolved not to arrange any social gatherings as it is still too soon in view of the coronavirus situation. A virtual event eg. a quiz was considered but councillors had struggled to connect to this meeting due to internet issues and it was agreed that a virtual social gathering such as a quiz might present too many technical challenges.

2020/055. Defibrillator

- Thomas Morris Estate Agents have kindly offered to allow us to install the defibrillator on the Chapel in Honeydon and connect to their electrical supply. This will be easier and cheaper than running a cable from the Old Workshop at Chestnuts to the bus shelter. **It was resolved**

to mount the defibrillator on the Chapel but to thank the owners of the Old Workshop for their offer. Proposed by Cllr. J. Thomson and seconded by Cllr. R. Squire.

2020/056. Converted containers behind the village hall

The Parish Council have been informed that they will be awarded a Violence and Exploitation Reduction Unit (VERU) Grant of £5000 to reconnect the containers which comprise changing rooms, toilets and kitchen behind the village hall.

Outcome 1. Electricity and water reconnected to the containers (and drains repaired)

Measure 1. Is there a connection in place?

Outcome 2. Containers are made available for use by young people's groups eg. sports clubs / child minder group / for children's parties / activities?

Measure 2. Have the containers and field been used / hired?

Outcome 3. Reduction in drug dealing and anti-social behaviour in Woodhouse Lane.

Measure 3. Have reported incidents of suspicious activity fallen in Woodhouse Lane?

Grant to be used for:

UK Power cabling work £2213

GRP Kiosk £900

Electricity and plumbing works £1235

Repairs to collapsed drain £652

- **It was resolved to accept the grant.** Proposed by Cllr. R. Squire and seconded by Cllr. D. Smith. The decision was unanimous. Cllr. D. Smith asked the Clerk to find out what happens if we don't meet all the outcomes eg. outcome 3 is not really within our control.
- The containers were installed in 2009 for use by the football club. The Parish Council were granted planning permission but it has come to light that the permission was only for 3 years. **It was resolved to follow our architect's advice and include an application for planning permission to allow the containers to remain in place with the application for the new village hall. It was also resolved that we should keep them once the hall is rebuilt but to consider repainting or cladding them at some stage in the future.** Proposed by Cllr. D. Smith and seconded by Cllr. E. Meola.

2020/057. Roadside Nature Reserves

- New posts have been installed to mark the extended nature reserves. Notes have been added to the posts to explain which verges are covered eg. "Both sides of the road 300m to the right of this post". **It was resolved that we request reflectors for them to improve visibility at night.** Cars sometimes mount the verges – particularly on the narrow roads of Honeydon. Proposed by Cllr. J. Thomson.

2020/058. Consider Options for the Ward Fund

- It was resolved to order new parts for the noticeboard in Duloe (£722.94 ex VAT).

2020/059. Street Lights

It was resolved to ask Andy Muskett to carry out a visual inspection on 20 pole bracket type streetlights to check the structural integrity of the bracket and control box, also to check for asbestos in the control boxes and to label where appropriate for the sum of £280.00 + vat. Some of the earmarked maintenance reserve will be used towards this. Proposed by Cllr. J. Thomson. The decision was unanimous.

We have been advised that it is very difficult and expensive to carry out a structural inspection on the old-fashioned style of street light column outside 3, Duloe and it is likely to be cheaper to replace it.

It was resolved to wait until the September meeting to decide whether to replace or remove the steel column outside 3, Duloe to allow for more consultation with residents. Proposed by Cllr. G. Meola and seconded by Cllr. D. Smith.

2020/060. Playing Field and Play Area

- **Following advice from Bedford Borough Council it was resolved to accept the Staploe Play Park Covid-19 Risk Assessment (also referred to on p25 of SPC Risk Assessment) and reopen the play area with signs to advise that it will not be cleaned and that people should bring their own sanitiser to wipe down the equipment and observe social distancing.** Proposed by Cllr. D. Smith. Unanimous.
- **It was resolved to spend up to £30 on gloves, masks and hand sanitiser to supply to volunteers eg Adam Tarran and Caroline Kent and to keep a small stock for future events / meetings. Adam empties the litter bin at the playing field and inspects the containers, hall and play area for us. Caroline empties the litter bin in Shakers Way into the bins at the Village Hall.**
- **It was resolved to spend up to £70 on materials for repairs and maintenance of the tables and benches and safety surfacing.** Proposed by Cllr. R. Squire. Unanimous.

2020/061. Tree inspections, works and preservation orders

- Tree surveyor Richard Arnold inspected the trees on the playing field on 3rd July. He has presented a list of recommendations for works. Cllr. R. Squire shares the western, eastern and southern boundaries of the field and kindly offered to carry out any works required to the trees on those boundaries (although none were required on the eastern boundary). **It was resolved to accept Andrew Brightman's quote of up to £450 plus VAT to carry out the works required along the boundary with Woodhouse Lane.** Proposed by Cllr. D. Smith. Unanimous. This is within the budget.
- **It was resolved to postpone the decision on whether to request tree preservation orders on any trees in the parish until the next meeting in September to allow time to consult parishioners.** Proposed by Cllr. J. Thomson.

2020/062. Policies

- Transparency code. The Clerk confirmed that all the information specified by the code has been published on the website.

The following policies were circulated before the meeting and were unanimously accepted.

- Parish Council risk assessment (new Coronavirus sections added)
- Play area inspection checklist (includes Coronavirus signs)
- Complaints procedure
- Data protection policy, CCTV policy and the guide to the published information
- Litter bin risk assessment

2020/063. Duloe Common

- Most of the trees and shrubs in front of the BPHA flats in Duloe have been removed in recent years and it has lost much of its amenity. **It was resolved to write to BPHA requesting that the area in front of their flats be landscaped with trees and shrubs in consultation with the local residents.** Proposed by Cllr. E. Meola and seconded by Cllr. J. Thomson. **It was also resolved to ask Andrew Brightman to fell the tree on Duloe Common behind the noticeboard as it is dying (probably because it is overshadowed by the larger trees in the boundary) and replace it further from the boundary. There are funds in the budget for tree works on Duloe Common.** Proposed by Cllr. R. Squire. Unanimous.

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2020/064. Finances

- Having been previously circulated the receipts and payments were proposed by Cllr. R. Squire and Cllr. D. Smith who also signed the schedule of regular payments. These are listed on p6-7
- The bank reconciliation was checked against the bank statements by Cllr. R. Squire and is presented on p8-9
- The reserves are listed on p10
- The Clerk has reclaimed £1,411.21 VAT for 2019-20
- Interest rates on our savings account are due to fall from 0.3% to 0.01% on 24th July. Barclays have advised that there are no alternative savings products available to us with instant access. **It was resolved to accept this rate without looking elsewhere as interest rates are low in most accounts at the moment and we need instant access to the money.** Proposed by Cllr. R. Squire and seconded by Cllr. D. Smith.
- **It was resolved to accept the current limit of £100,000 for our fidelity guarantee.** Unanimous.
- **It was resolved to cancel the standing order for the Clerk's salary and revert to paying it by cheque as it is due to change shortly.** Unanimous.

The meeting closed at 10.08pm

Main Account Payments						
Ref	Date	Payee	Details	Type of transaction	Cheque / Ref Number	Amount
25	19/06/2020	SSE	Electricity for street lights	Direct debit	0	£30.12
27	03/06/2020	Bradgate Fencing	Grass cutting playing field & Common 2 of 8	Standing order	0	£139.66
28	03/06/2020	M. Ibbett	Highways grass cutting 1&2 of 8	Standing order	0	£180.00
31	03/07/2020	Bradgate Fencing	Grass cutting playing field & Common 2 of 8	Standing order	0	£139.66
32	03/07/2020	M. Ibbett	Highways grass cutting 1&2 of 8	Standing order	0	£180.00
34	06/07/2020	JCB Printing	Printing June Newsletter	BACS	570	£84.00
36	24/06/2020	L. Crawford	Clerk's salary Q1 duplicate (error - refunded)	Standing order	0	£830.19
39	15/07/2020	Portal Plan Quest	For planning fee Vill Hall incl VAT	BACS	0	£718.00
40	17/07/2020	Information Commissioners Office	Data protection registration fee	Direct debit	0	£35.00
41	20/07/2020	SSE	Electricity for street lights	Direct debit	0	£29.28
43	23/07/2020	Mazars	External audit fee	BACS	0	£240.00
44	23/07/2020	Brightman Brothers	Tree survey at Playing Field	BACS	0	£240.00
45	23/07/2020	Cartridgesave	Magenta printer ink	BACS	0	£100.27
46	23/07/2020	Viking Direct	Box of A4 paper	BACS	0	£25.07
Total						£2,971.25

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Main Account Receipts						
Ref	Date	Payee	Details	Type of transaction	Reference	Amount
24	18/06/2020	Bedford Borough Council	Grass cutting grant	Credit	0	£1,389.51
35	14/07/2020	L. Crawford	Clerk's refund for duplicate payment (19)	Credit	0	£830.19
42	21/07/2020	HMRC	VAT refund	Credit	0	£1,411.21
Total						£3,630.91
Savings Account Receipts						
Ref	Date	Payee	Details	Type of transaction	Reference	Amount
21	01/06/2020	Barclays	Interest for May	Credit	0	£2.62
33	01/07/2020	Barclays	Interest for June	Credit	0	£4.92
Total						£7.54
Transfers						
Ref	Date	Recipient	Details	CommAcc	Payments Acc	Savings Acc
22	05/06/2020	Staploe Savings from main	Transferring earmarked reserves	-£11,147.28	£0.00	0
23	05/06/2020	Staploe Savings from main	Transferring earmarked reserves	£0.00	£0.00	11147.28
29	30/06/2020	Staploe Payments from main	Purchasing laminating pouches	£0.00	£6.91	0
30	30/06/2020	Staploe Payments from main	Purchasing laminating pouches	-£6.91	£0.00	0
37	14/07/2020	Staploe Main from Savings	Planning fee for Vill Hall less VAT	£0.00	£0.00	-713.83
38	14/07/2020	Staploe Main from Savings	Planning fee for Vill Hall less VAT	£713.83	£0.00	0
Total				-10440.36	6.91	10433.45
Posted balances after the above transactions clear						
Community Account 30833940				£7,924.52		
Base Rate Savings 43461580				£20,727.84		
Payments Account 13099075				£0.89		

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STAPLOE PARISH COUNCIL BANK RECONCILIATION 1st APRIL 2020 TO 21/07/2020

Date of bank statement	21/07/2020	Line of cash book:	49
Prepared by Mrs. Lucy Crawford, Parish Clerk			

BARCLAYS								
DATE	Community Account 30833940							
				Receipts	Payments	Transfers		Balance
1-Apr-20	Balance bf		£15,270.03					
21-Jul-20	Posted balance per accounts		£9,271.45	£9,407.91	£4,966.13	-£10,440.36		<u>£9,271.45</u>
Unpresented cheques / uncleared payments:								
	None							
	Total				£0.00			
21-Jul-20	Balance as per bank statement		£9,271.45					
21-Jul-20	Posted balance - cleared balance		£-					
21-Jul-20	Balance cf		£9,271.45					

BARCLAYS							
Base Rate Savings 43461580							
			Receipts	Payments	Transfers	Balance	
1-Apr-20	Balance bf	£10,281.77					
21-Jul-20	Posted balance as per accounts	£20,727.84	£10.08	£0.00	£10,433.45	<u>£20,725.30</u>	
21-Jul-20	Balance as per bank statement	£20,727.84					
21-Jul-20	Posted balance - cleared balance	£-					
21-Jul-20	Balance cf	£20,727.84					

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				BARCLAYS				
			Payments Account 13099075					
				Receipts	Payments	Transfers	Balance	
1-Apr-20	Balance bf	£-						
21-Jul-20	Posted balance as per accounts	£0.89		£0.00	£6.02	£6.91	<u>£0.89</u>	
21-Jul-20	Balance as per bank statement	£0.89						
21-Jul-20	Posted balance - cleared balance	£-						
21-Jul-20	Balance cf	£0.89						
Summary for all accounts				Receipts	Payments	Transfers	Balance	
1-Apr-20	Balance bf	£25,551.80						
21-Jul-20	Balance per accounts	£30,000.18		£9,417.99	£4,972.15	£0.00	<u>£29,997.64</u>	
21-Jul-20	Balance per bank statements	£30,000.18						
21-Jul-20	Balance cf	£29,997.64						

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Staploe Parish Council Reserves				21/07/2020			
Earmarked Reserve Category	Category breakdown	Funds Reserved 01/04/2020	Receipts to reserve to 21/07/2020	Payments from reserve to 21/07/2020	Balance forecast to 31/3/2021		Comment
					Breakdown	Total	
Village Hall Rebuild Reserve	General Village Hall Rebuild Fund	£7,695.50	£1,500.00	£713.83	£8,481.67		Paid for planning fee in July
							From Topham End Farm. £120 used towards street lights.
	CIL Money	£1,483.80			£1,483.80		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).
	Solar Farm Funding	£8,700.00			£8,700.00		
	Total Village Hall Rebuild Reserves					£19,325.47	
Election fund		£510.29				£510.29	
Transparency Code Grant		£67.20		£67.20		£0.00	Bought laptop in 2018. Used remainder for software subscriptions 2019 & 2020
Literature & info fund		£48.41				£48.41	
Grass & hedge cutting field		£142.00				£142.00	
Play area assets		£150.00				£150.00	
Maintenance		£444.13				£444.13	Towards installing the defibrillator, inspection of lights, noticeboard repairs
Asset replacement (eg. laptop, noticeboards)		£0.00	£100.00			£100.00	
Total earmarked reserves		£19,901.33	£1,600.00	£781.03		£20,720.30	
Available reserves		£5,650.47				£6,481.50	
Total funds		£25,551.80				£27,201.80	
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. £5777 - £11554							
Therefore £6481.5 is within the recommended range.							