

Minutes of an Online Meeting of Staploe Parish Council held at 7.45pm on Thursday 19th March 2020 by Skype

Members of the public were invited to join the meeting using this link:

<https://join.skype.com/g2IEgbFrGbwA>

The Clerk explained that the meeting was being held online rather than in person after consultation with the chairman due to the number of people who are self isolating due to the coronavirus (including herself) and due to the government advice to reduce public gatherings. Although it is not currently permissible to meet without the Clerk being present in person and for Councillors to vote without being present at the meeting in person the government are currently considering a Coronavirus bill in parliament which will permit online meetings. Once permitted we can meet to ratify the decisions made in this meeting. It was agreed that the priority has to be to keep everyone safe and reduce the chance of spreading the virus.

Present: Cllr. J. Ibbett (Chair joined at 8.12pm), Cllr. R. Squire (Chair until 8.12pm), Cllr. J. Thomson, Cllr. G. Meola, Cllr. E. Meola, Cllr. D. Smith and Lucy Crawford (Clerk). One member of the public.

Apologies for absence. Cllr. V. Zwetsloot as she is in self-isolation and unable to join via Skype.

2020/013. Declarations of interest

None

2020/014. Minutes of the Parish Council Meeting held on 16th January 2020

Having been previously circulated the minutes were approved as an accurate record of the meeting. They will be signed by Cllr. J. Ibbett after the meeting. Proposed by Cllr. R. Squire and seconded by Cllr. D. Smith.

2020/015. Public Open Forum

Standing orders were suspended to allow parishioners to make representations about items on the agenda below.

A parishioner from Staploe asked why Bushmead Road had not been resurfaced and only patched. The Clerk explained that this had been raised at a meeting with Bedford Borough Council Highways Department in February. Their response is reported in full under 2020/021 Highways. In the meeting Andrew Prigmore reported that £70K had been spent on repairs to Bushmead Road just prior to this meeting. There is no money in the budget for further improvements, but it was last top dressed more than 5 years ago and will be top dressed in the next 3 years and this should help seal the surface. It would then be resurfaced (at a cost of approx. £500K) approx. 10 years later.

A parishioner from Duloe reported that residents of 31 Duloe and their visitors continued driving over Duloe Common and parking on it despite this not being permitted and expressed concern about the Common becoming muddy. It was agreed that the Clerk should write to BPHA who own the house and request that they reinstate the fence which had fallen down and prevent their tenants and their visitors driving over the Common as letters to the residents have not had any effect in the past.

2020/016. Borough Councillor Tom Wootton's report

None received

2020/017. Planning Report

Awaiting decision by Bedford Borough Council:

- 20/00034/FUL Demolition of existing barn and erection of dwelling with detached garage and change of use of agricultural land to garden land with associated landscaping. Land West of Woodfield, Honeydon Road, Colmworth. Deadline: 09/02/2020
Link to planning documents: [20/00034/FUL](#) Link to Staploe Parish Council's letter of objection: [SPC Comments Honeydon-Barn-3](#) The Parish Council objected because it was not in line with planning policy; and the proposals do not comply with Class Q rules for conversion of agricultural buildings: namely that the footprint remains the same and there are to be no outbuildings.

Refused by the Borough Council (Staploe Parish Council supported the application)

- 19/02015/OUT Outline application for the conversion of barns into two dwellings, demolition of existing barns, demolition and rebuilding of wall and erection of replacement outbuilding and garages. Manor Farm, Duloe PE19 5HQ Deadline: 14/11/2019. Link to planning documents: [19/02015/OUT](#) Link to Staploe Parish Council's letter of support: [Manor Farm Duloe](#) The Parish Council supported this application because they considered that it resulted in a reduction in the built area and an improvement to the visual amenity of the plot. Link to Bedford Borough Council decision notice (refused): [Manor-Farm-Decision-Notice-Mch-2020.pdf](#) The Borough Council refused permission for the following reasons:
 - The proposed residential development is located in the open countryside and is not a sustainable form of development.
 - The proposed dwellings would be reliant upon the private car, would not allow occupants to make a meaningful contribution to supporting the vitality and viability of the very limited services and facilities in nearby settlements and would not contribute to the creation of a safe, accessible and healthy community.
 - The proposed residential development would introduce an overly domesticated appearance to the site together with garden subdivisions, domestic paraphernalia, car parking, cycle sheds, bin storage, fences and hardstanding areas, which would adversely impact on the existing agricultural and rural landscape character and the historic character and appearance of the location.
 - The proposed development would result in a significant loss of evidential, historic and aesthetic value to the existing buildings on site and would harm the character of the non-designated heritage assets and their setting.

2020/018. Social Events

- Curry night 6th March. Cllr. J. Thomson reported that this had been a great success with 71 people attending from the three hamlets plus a number from Colmworth. We made £425.50 profit after paying for catering and hall hire. The Parish Council subsidised the hall hire by £15. Councillors expressed their thanks to Jane, Cllr. G. Meola and Jane Arnold of Maisie J's catering.
- Father's Day picnic 21st June – cancelled due to the Coronavirus

2020/019. Village Hall Rebuilding Project

- Councillors considered requests from Staploe and Duloe Village Hall Committee. **It was resolved that:**
 - **The Parish Council would agree to settle invoices from Richard Beatty Building Design Ltd and Bedford Borough Council up to £2,050 in line with the quote received for:**
 - Architects plans, supporting statement and planning application £650.00,
 - Borough Council planning fee approx. £1400 (it is hoped there will be a 50% reduction for a Parish Council application to £693.00) and OS map (£25.00). This does not include any additional reports the council may ask for from specialist consultants.
 - It was agreed to pre-authorise a further £500 in case any additional reports are required. Proposed by Cllr. J. Thomson and seconded by Cllr. R. Squire**
 - **The Parish Council would agree to pay the premium for property owners insurance of up to £980 which falls due on 24th March out of the Village Hall rebuild earmarked fund.** The Village Hall Committee does not have sufficient funds for this. Proposed by Cllr. R. Squire and seconded by Cllr. D. Smith
 - **The Parish Council would agree to pay any legal / land registry costs associated with the transfer of land from the Playing Field Charity to the Village Hall Charity should such costs arise up to a maximum of £1,500.** Proposed by Cllr. R. Squire and Cllr. E. Meola.
- Councillors voted unanimously in favour of these resolutions.**

2020/020. Street Lights

- Consider inspection regime for the Parish Council's 21 street lights following receipt of a letter from Bedford Borough Council regarding responsibility for inspection of our lights. The Parish Council have 20 lights mounted on telegraph poles and one lighting column in Duloe outside Number 3, Duloe. Bedford Borough Council have requested a list of the lights for which our parish council is responsible – which the Clerk has provided. They also require confirmation of how we are currently inspecting and maintaining the lights, including provision of the most recent structural and electrical testing reports for them. We do not have formal reports for them. They have noted a number of pole- and wall-mounted lights in the Borough that are causing them safety concerns, both in terms of their ongoing maintenance and for passing highway users. In particular, they have advised that there is the potential for electrical hazards, structural fixing concerns and / or asbestos related to these assets. They have asked the Parish Council to advise them how we intend to manage the future safe operation of our lights mounted on telegraph poles and what actions we will take to ensure this.
- The Clerk explained that Andy Worboys used to do a visual inspection (and maintenance as required) every month but he did not do formal structural and electrical tests. The visual inspections and maintenance stopped when we replaced the old sodium lights and moved to LED lights in February 2019 at which point we were advised that maintenance was not required. The Clerk received quotes of several thousand to do formal inspections last year but Bedford Borough Council recommended Electrical Testing Ltd who have quoted £1297 to inspect our lights for electrical and structural safety and advised that this should be done at least every 6 years (more frequently if there are any safety concerns). The Clerk has taken photos of all the lights. All the brackets appear to be visually sound as far as can be seen from the ground. **It was resolved that the Clerk should ask K&M Lighting (who installed the LED's) for completion certificates and details of any tests carried out. They agreed that the lights should be sound given that they were only fitted in 2019. and that the Parish Council should save £1,300**

towards conducting the tests in 6 years time ie. £217 per year. Proposed by Cllr. D. Smith and seconded by Cllr. E. Meola.

- Having been previously reviewed by the Clerk and circulated to Councillors the street lighting inventory was approved as an accurate record.

2020/021. Highways

- The Clerk provided the following report from a meeting about Bushmead Road held in February:

- *Meeting with Bedford Borough Council Highways Department, Borough Cllr. T. Wootton, and representatives from Staploe, Little Staughton, Colmworth and Bolnhurst and Keysoe Parish Councils on Wednesday 19th February 2020 at Keysoe Village Hall, Present: Andrew Prigmore (Bedford Borough Council Highways Dept.), Borough Cllr. T. Wootton, Lucy Crawford (Clerk to Staploe Parish Council), Cllr. Veronica Zwetsloot (Staploe Parish Council), Cllr. Kevin Head (Little Staughton Parish Council), Cllr. Gordon Johnstone (Wyboston Parish Council), Cllr. Martina Perry (Bolnhurst and Keysoe Parish Council) and Cllr. Beverley Brightman (Colmworth Parish Council).*
- **1. Consider the introduction of a 50mph limit on Bushmead Road**
All the parish councils represented supported the introduction of reduced speed limits on the Bushmead Road to a maximum of 50mph but KH suggested it should be 40mph in places. They recounted witnessing several nasty accidents on the road (one requiring an airlift to hospital). They also recounted many near misses some of which they believed were due to large HGV's passing at speed when the road is not wide enough and cars being forced into the middle of the road by potholes. They acknowledged that recent repairs had improved the worst areas of the road but were concerned that some areas with failing patches had not been addressed. Andrew Prigmore explained that the worst areas had been repaired at a cost of approximately £70K but they had to choose the worst areas due to their limited budget. He reported that police data showed that none of the accidents on the road had been directly caused by excess speed. He reported that introducing a speed limit would cost £20K. £2K for the legal order and the remainder for new signage. He was concerned that people might not comply with the new limit(s) and that the police might object because they cannot enforce the limit effectively if 90% of people are not complying. Councillors agreed that introducing a speed limit would enable enforcement as an option whereas currently people can drive at 60mph with no power to enforce anything lower. MP reported that, since the speed limit was introduced on the B660 in Keysoe and Bolnhurst fewer people were using the road. AP said that the before and after checks did not show a significant reduction in speeds. AP explained that average speed cameras (ASC) on Bushmead Road would cost approx. £70K. TW asked what contribution would be required from the four villages represented to increase their chances of getting ASC's. He said there was not magic number and it would be best to gather evidence first.

The following next steps were agreed: • Bedford Borough Council Highways will install 8 data loggers to gather data on speed, type and volume of traffic. These will be in three places on the Bushmead Road: east of Two Brewers, middle and Bushmead Cross end. Also, on each of the three exits from Bushmead Cross. This will be done in March in order to avoid school holidays. One month later he will make a recommendation regarding speed limits as it might be appropriate to have different limits on different parts of the road. TW will make representation of the recommendations to the Mayor. • Depending on the results of the survey the four parish councils involved will consider whether to raise money for and request ASC's.

- **2. Consider the need for further works and / or resurfacing**
LC reported that, until the recent repairs, Bushmead Road had been in the worst state she had ever seen it and all those present reported incidents of cars dodging potholes and driving in the middle of the road. KH reported that he had punctured a tyre in a pothole

on the Bushmead Road recently (before recent repairs were carried out). Borough Cllr. T. Wootton also expressed concern that the traffic on the Bushmead Road is likely to increase dramatically when the works begin on the Black Cat roundabout and he and KH emphasised the need to improve Bushmead Road in anticipation of this. VZ reported that there had been extensive flooding on the road recently. AP will pass this on to the area team to look at whether recent clearing of the grips / culverts had helped. LC will take video footage of floods with her dashcam if it happens again. AP reported that £70K had been spent on repairs to Bushmead Road just prior to this meeting. There is no money in the budget for further improvements, but it was last top dressed more than 5 years ago and will be top dressed in the next 3 years and this should help seal the surface. It would then be resurfaced (at a cost of approx. £500K) approx. 10 years later.

Next steps: • AP to report flooding to the area team to investigate • LC to record flooding if it happens in future • Surface dressing within 3 years. • Resurfacing 10 years after top dressing.

3. Consider any other matters relating to Bushmead Road

VZ was concerned about the number of HGV's on the road. She suggested that it would be more appropriate for Moor Road to be developed for HGV's travelling to Little Staughton Airfield Industrial Estate / Staughton Moor. This would also avoid them travelling through Eaton Socon and past schools and urban areas. AP said he believed that many of the HGV's were attending other sites eg. Tythe Farm, Colmworth and making home deliveries and that developing Moor Road would not stop this. TW explained that there had been meetings between Bedford Borough Council Highways and Planning Departments, himself and Cambridgeshire planners in the past in which it had been agreed that they were to inform Bedford Borough Council if there were any new developments at the airfield and it was also agreed that there would be no further development on the site unless Moor Road was developed. The new hanger for aircraft works would now constitute new development. It would be up to Cambridgeshire County Council to pay for the development of Moor Road, not Bedford Borough Council. LC and TW asked whether Bedford Borough Council would consider cutting the hedge at the ex traveller site in Upper Staploe and recharging it to the debt on the land. Staploe Parish Council have successfully worked with the landowners to encourage them to get their hedges cut along the road but they do not have contact details for the owners of this particular site and the hedge is very overgrown.

Next Steps: • TW, AP, John Shortland (Bedford Borough Council chief planner and previous head of highways) to meet with Cambs County Council regarding new developments at Little Staughton and Staughton Moor Industrial Park and the potential development of Moor Road. • AP to investigate whether Bedford Borough Council can cut the hedge in Upper Staploe • LC will report the damaged footpath sign between Two Brewers and Gypsy Lane to Bedford Borough Council

- Speed limits in Staploe. The speed limits were reviewed and new limits proposed in September 2019 to include a 20mph zone in the narrower part of Staploe and introducing 40mph in Gypsy Lane and between Duloe and Staploe. Bedford Borough Council Highways Department advised in February that the review was due out for consultation in March and, if there were no objections, it would be implemented in April.
- Speeding and Community Speedwatch. One resident was due to be trained but their training session was cancelled. Another resident has expressed an interest. The Clerk has forwarded details of who to contact to get the speedwatch equipment to all members of the speedwatch team. They will liaise with each other to arrange a session when traffic is back to normal levels.
- Works required. None.

2020/022. Coronavirus emergency plans

- **It was resolved to send an e-mail asking for volunteers for the “Hamlets Help Initiative”** which will be based on something similar to Colmworth’s Community Help Initiative. The Clerk will then print and arrange delivery of flyers to every household.
- The flyer will include the names and phone numbers of all those who can offer to help with tasks such as collecting shopping and prescriptions and calling residents living alone for a chat along with other helpful suggestions re local services able to offer deliveries to our villages.
- Emergency Clerk cover. Having been previously circulated a “Business Continuity Plan” was approved. Proposed by Cllr. R. Squire and seconded by Cllr. J. Thomson. This includes a reciprocal arrangement with Anne Pape (Clerk to Colmworth and Cople) to cover any emergency work for each other’s councils in the event that we are unavailable.

2020/023. Defibrillator

- We have purchased a Heartsine Samaritan defibrillator with extra pads for children, and cabinet for £1320.99 ex VAT using Ward Funding 12th March
- Installation. The owners of the Old Workshop in Honeydon have offered to run the electricity off their home electricity supply and help dig a trench to mount it in the bus shelter. This would be on the understanding that the Parish Council pay them £60 for the electricity per year to heat the cabinet. Any shocks from the defibrillator are delivered by the charge in the batteries which are replaced after each use and so they do not draw any power from the mains.

2020/024. Blue Line Security

- Blue Line Security offer a private security service to some villages in our area. There is a £20 joining fee, then £25 per month to visit twice per month after dark. Their aim is to deter crime and pass intelligence to the police.
- **It was resolved to publicise it in the newsletter and find out if they need a minimum number of residents to sign up in a village before they will operate.** Proposed by Cllr. J. Thomson and seconded by Cllr. G. Meola
- **It was resolved not to ask them to look after the Village Hall as Councillors believed it was better to keep the pressure on the police to do the job and that a cost of £250 per year was too high.** Proposed by Cllr. E. Meola and seconded by Cllr. D. Smith.

2020/025. Finances

- Receipts and payments are listed on p8. These were checked against the pre-approved schedule of regular payments by Cllr. R. Squire and Cllr. J. Thomson in advance of the meeting. Any payments approved for the Village Hall at agenda item 2020/019 are additional to this.
- The bank reconciliation is listed on p7 and was checked against the bank statements and signed by Cllr. R. Squire in advance of the meeting.
- The performance against budget was reviewed and is presented on pp9-12 It is the forecast position to end of March so the village hall insurance of £940 plus the transactions in the receipts and payments list are included. Regular payments (which come from the precept) are due to be £1122 under budget. There were unscheduled payments of £182 for a large dog bin (but this was funded from contingency), £170 tree surveys and works, £98 extra on salary & pension, and £30 extra electricity for lights & £3.20 of other unscheduled payments. There were underspends of £444 on maintenance, £150 play area works, and £142 playing field maintenance (all of which are to be transferred to earmarked reserve), £118 unused contingency, £131 on electricity for containers (because they were disconnected), £110 on training, £76 newsletter, £64

admin and £157 on other underspends (postage, Councillors expenses, insurance, Clerk's mileage, software, hall hire and audit fees). £736 will be transferred to earmarked reserve from the regular budget therefore, there is forecast to be an increase of £386 vs the budget in available reserves at the end of the year (ie. £1122 underspend less £736 transferred to earmarked reserve).

- The earmarked reserves were reviewed and are presented on p13. It was agreed to transfer £444 to earmarked reserve from the maintenance budget for fitting the defibrillator and repairs to the noticeboards in the next financial year, £142 transferred to reserve for future hedge / field cuts and £150 towards future works in the play area. £736 total.

STAPLOE PARISH COUNCIL BANK RECONCILIATION 1st APRIL 2019 TO 18/03/2020							
Date of bank statement		18/03/2020					
Prepared by Mrs. Lucy Crawford, Parish Clerk							
BARCLAYS							
Community Account 30833940							
DATE			Receipts	Payments	Transfers	Balance	
1-Apr-19	Balance bf	£5,776.12					
18-Mar-20	Posted balance per accounts	£16,843.96	£38,467.33	£25,449.49	-£1,950.00	<u>£16,843.96</u>	
Unpresented cheques / uncleared payments:							
	Keysoe Village Hall			£8.00			
	Total			£8.00			
18-Mar-20	Balance as per bank statement	£16,851.96					
18-Mar-20	Posted balance - cleared balance	-£8.00	Equal to unpresented cheque				
18-Mar-20	Balance cf	£16,843.96					
BARCLAYS							
Payments Account 13099075							
			Receipts	Payments	Transfers	Balance	
1-Apr-19	Balance bf	£-					
18-Mar-20	Posted balance as per accounts	£-	£0.00	£0.00	£0.00	<u>£0.00</u>	
18-Mar-20	Balance as per bank statement	£-					
18-Mar-20	Posted balance - cleared balance	£-					
18-Mar-20	Balance cf	£-					
BARCLAYS							
Base Rate Savings 43461580							
			Receipts	Payments	Transfers	Balance	
1-Apr-19	Balance bf	£8,294.49					
18-Mar-20	Posted balance as per accounts	£10,281.77	£37.28	£0.00	£1,950.00	<u>£10,281.77</u>	
18-Mar-20	Balance as per bank statement	£10,281.77					
18-Mar-20	Posted balance - cleared balance	£-					
18-Mar-20	Balance cf	£10,281.77					
Summary for all accounts							
			Receipts	Payments	Transfers	Balance	
1-Apr-19	Balance bf	£14,070.61					
18-Mar-20	Balance per accounts	£27,125.73	£38,504.61	£25,449.49	£-	<u>£27,125.73</u>	
18-Mar-20	Balance per bank statements	£27,133.73				<u>£27,133.73</u>	
18-Mar-20	Balance cf	£27,125.73					

March 2020

Summary of Transactions for Staploe Parish Council for Approval at Meeting in:						Mch 2020
Main Account Payments						
Ref	Date	Payee	Details	Type of transaction	Cheque Number	Amount
109	03/02/2020	Colmworth Village Hall	Curry night deposit	BACS		£41.25
111	21/01/2020	1&1 Internet	One month's e-mail hosting	Direct Debit		£2.40
112	12/02/2020	Colmworth Village Hall	Curry night final payment	BACS		£41.25
113	27/02/2020	Bedford Borough Council	Election recharge for May 2019	BACS		£39.71
114	24/02/2020	JCB Printing	Feb newsletter	BACS		£87.00
116	28/02/2020	Keysoe Village Hall	Bushmead Road meeting	Cheque	100923	£8.00
118	20/02/2020	1&1 Internet	One month's e-mail hosting	Direct Debit		£2.40
121	19/03/2020	L. Crawford	Clerk's pay 4th Quarter	Cheque	100924	£814.97
122	19/03/2020	Bedfordshire Pension Fund	Clerk's pension 4th quarter	Cheque	100925	£235.94
123	12/03/2020	The Defib Pad	Defibrillator & cabinet	BACS		£1,585.19
124	19/03/2020	SSE	Electricity for street lights 4th Feb to 2nd Mch	Direct Debit		£62.49
127	19/03/2020	L. Crawford	Clerk's expenses Jan-Feb	Cheque	100926	£13.53
128	19/03/2020	Norris & Fisher	Property owners insurance for village hall	BACS		£940.00
Total						£3,874.13
Main Account Receipts						
Ref	Date	Payee	Details	Type of transaction	Reference	Amount
115	24/02/2020	Bedford Borough Council	Ward fund for defibrillator	Credit		£1,331.50
120	05/03/2020	Next Energy Capital	Solar Farm Community Payment	Credit		£8,700.00
126	13/03/2020	J. Thomson	Ticket sales from curry night	Credit		£493.00
Total						£10,524.50
Savings Account Receipts						
Ref	Date	Payee	Details	Type of transaction	Reference	Amount
110	03/02/2020	Barclays Bank	Interest for Jan	Credit		£2.70
117	02/03/2020	Barclays Bank	Interest for Feb	Credit		£2.37
Total						£5.07
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				£15,270.03		
Payments Account 13099075				£0.00		
Base Rate Savings 43461580				£10,281.77		

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Staploe Parish Council Review of Budget 19th March 2020				
	Budget to Mch 2020	Forecast to end March 2020	Forecast less Budget	Comment
Regular Receipts				
Precept	£10,500.00	£10,500.00	£-	
Council tax support grant	£-	£-	£-	Grant phased out
Interest	£20.00	£37.28	£17.28	Savings increased. We budgeted assuming we might spend some of hall rebuild funds.
Grass cutting	£1,389.51	£1,389.51	£-	
Total Regular Receipts	£11,909.51	£11,926.79	£17.28	
Other Receipts				
Newsletter advertising	£-		£-	None
Ward Fund	£-	£1,831.50	£1,831.50	Received for new website and defibrillator
Payments received in error		£11,889.51	£11,889.51	£10,500 extra precept + £1389.51 extra grass grant (both paid by BBC in error). Refunded.
Solar Farm Payment		£8,700.00	£8,700.00	Community benefit payment from the solar farm at Little Staughton
Speed sign donation		£2,443.00	£2,443.00	Donated by a parishioner
Social event ticket sales		£493.00	£493.00	Curry night ticket & raffle receipts after paying for caterer.
Other (eg. f.ball deposit, refunds, proceeds from social events / book sales)	£-	£25.00	£25.00	£25 book sales. Hamlets Exchange
Total Other Receipts	£-	£25,382.01	£25,382.01	
Total Receipts	£11,909.51	£37,308.80	£25,399.29	None of the "Other Receipts" were in the budget. Interest receipts higher than budget by £17

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Regular Payments (from precept)				
	Budget to Mch 2020	Forecast to end March 2020	Forecast less Budget	Comment
Clerk's salary & pension	£3,943.75	£4,041.64	£97.89	We assumed the Clerk would remain on Salary Point 25 but 2% increase for all points. In fact salary point 25 increased by a bit more than 2%
Clerk's PAYE	£-	£-	£-	
Clerk's employment expenses	£288.00	£265.74	-£22.26	Monthly mileage was budgeted at £6 but was nearer £4/m. Working From Home Allowance (£18)
Total staff costs	£4,231.75	£4,307.38	£75.63	
Audit Fees	£65.00	£60.00	-£5.00	Moved from two internal audits to one after year end and no external audit
Councillors Expenses	£30.00	£-	-£30.00	None claimed
Clerk's Other Expenses eg. postage & sundries	£60.00	£19.43	-£40.57	Postage and sundries
Training	£110.00	£-	-£110.00	Budgeted £50 for Clerk's training, and £30 for 2 x Cllrs training. Not used
Highways Grass Cutting	£1,200.00	£1,200.00	£-	
Insurance	£385.00	£356.05	-£28.95	Budgeted for a bit extra in case new assets purchased. In fact new street lights insured for a lower value so premium fell.
Power to street lights	£300.00	£300.67	£0.67	Moved to LED but elec prices increased in December
Elec (CCTV & containers)	£150.00	£18.50	-£131.50	Disconnected
Regular payments continued	Budget to Mch 2020	Forecast to end March 2020	Forecast less Budget	Comment
Maintenance (street lights, speed signs, field, containers, play area & planters)	£450.00	£5.87	-£444.13	Consider transferring to reserves for installation of defib and noticeboard m'nance summer 2020
Play Area Inspection	£68.00	£68.50	£0.50	
Play Area Works (assets purchased)	£150.00	£-	-£150.00	Eg new swing seat. Transferred to reserves
Play Area Works (consumables / labour)	£-	£-	£-	Repairs etc.
Playing field Maintenance	£1,192.00	£1,050.00	-£142.00	Grass cutting and treatment (Bradgate £1050). Extra in budget was for an additional grass cut and savings for hedge cutting 2020. £142 transferred to reserve for future hedge / field cuts.
Duloe Common grass & hedge cutting	£40.53	£40.56	£0.03	Grass cutting
Tree surveys & works	£-	£170.00	£170.00	Tree survey Duloe Common + tree works playing field
Subs (SLCC / BATPC)	£159.00	£161.00	£2.00	BATPC. + share SLCC with Colmworth
Admin	£374.00	£309.83	-£64.17	£35 Info commissioner, stationary items and printer cartridges bought direct, prof advice, social events. Election costs of £39.71 met from earmarked reserve
Literature & info	£-	£-	£-	

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Software & email subscriptions	£60.00	£39.47	-£20.53	Staploepc.org.uk e-mail domains budgeted £5 pm in 2019 but will be £2pm + domain hosting. Software costs £58.30 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)	£-	£181.67	£181.67	Wybone large dog bin funded from contingency
Village Hall Hire	£234.00	£224.50	-£9.50	Budget assumed 7 PC meetings, 2 committee / Playing Field meetings and £15 towards each of 3 social events.
Village Hall Works / Maintenance	£150.00	£150.00	£-	£150 for regular VH maintenance payment.
Newsletter	£250.00	£174.00	-£76.00	Assumed 3 issues of 16 pages (£81 each). In fact only 2 issues at £87
Contingency	£300.00	£-	-£300.00	£181.67 used towards dog bin see other assets
Total regular payments	£9,959.28	£8,837.43	-£1,121.85	Reg payments due to be £1122 under budget. There were unscheduled payments of £182 for a large dog bin (but this was funded from contingency), £170 tree surveys and works, £98 on salary & pension, and £30 elec for lights & £3.20 of other unscheduled payments but underspends of £444 on maintenance, £150 play area works, £142 playing field maintenance, £118 unused contingency, £131 on elec for containers, £110 training, £76 newsletter, £64 admin and £157 on other underspends (postage, Councillors expenses, insurance, Clerk's mileage, software, hall hire and audit fees).
Regular receipts - regular payments	£1,950.23	£3,089.36	£1,139.13	£1950 extra precept to save for hall rebuild. We are forecast to spend £1122 less than reg budget and receive £17 more in reg receipts (interest).
Other payments (met from additional receipts eg. grants or earmarked reserves)				
				Comment
Ward Fund assets purchased		£1,320.99	£1,320.99	Defibrillator
Ward Fund other purchases		£549.99	£549.99	New website
Other assets purchased from earmarked res		£58.30	£58.30	Software from transparency code grant
Village Hall payments from earmarked reserve		£940.00	£940.00	For property owners insurance
Payments from other earmarked reserves				
Elections	£225.00	£39.71	-£185.29	Paid from election reserve (total reserve is £550). Much lower than expected.

March 2020

Speed sign		£2,443.00	£2,443.00	Funded from donation
Social event costs covered by ticket sales		£67.50	£67.50	Hall hire for curry night less PC £15 contribution (see regular costs)
Social event profits donated				
Other payments (refunds etc.)		£11,889.51	£11,889.51	Refunds for mistaken precept and grass payments
Total Other Payments	£225.00	£17,309.00	£17,084.00	£17084 over budget. £11890 due to refunding mistakes. £2443 speed sign purchased with donation, £1871 Ward Fund purchases, £940 property owners insurance for hall, £68 hall hire for social events and £58 for software purchases from reserve but a saving of £185 for elections.
Total Payments	£10,184.28	£26,146.43	£15,962.15	
Transfers to reserves				
Village Hall rebuild savings to earmarked reserve	£1,950.00	£2,375.50	£425.50	Budgeted savings plus profits from curry night in March (£15 added from reg payments - hall hire)
Solar Farm Payment		£8,700.00	£8,700.00	To be transferred to Village Hall reserve
CIL income			£-	
Maintenance (for defibrillator, play area and noticeboards)		£444.13	£444.13	Transferred for fitting defibrillator & mending noticeboards
Extra grass and hedge cutting on field		£142.00	£142.00	
Play area assets		£150.00	£150.00	Eg. new swing seat
Total transfers to reserves	£1,950.00	£11,075.50	£9,125.50	
Total Payments & Transfers to Reserve	£12,134.28	£37,221.93	£25,087.65	
Balances forecast 31st March 2020:				
	Unearmarked	Earmarked	Total	
	5650.47	£19,901.33	£25,551.80	
We should hold between 50-100% of our annual precept in unearmarked reserves so £5650.47 is within the recommended range of £5,250 to £10,500				

March 2020

Staploe Parish Council Reserves				19/03/2020			
Earmarked Reserve Category	Category breakdown	Funds Reserved 01/04/2019	Receipts to reserve to 19/03/2020	Payments from reserve to 19/03/2020	Balance forecast to 31/3/2020		Comment
					Breakdown	Total	
Village Hall Rebuild Reserve	General Village Hall Rebuild Fund	£6,260.00	£2,375.50	£940.00	£7,695.50		Includes £423 from curry night in March
	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).
	Solar Farm Funding	£0.00	£8,700.00		£8,700.00		
	Total Village Hall Rebuild Reserves					£18,539.30	
Election fund		£550.00		£39.71		£510.29	
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	
Grass & hedge cutting		£0.00	£142.00			£142.00	
Play area assets		£0.00	£150.00			£150.00	
Maintenance		£0.00	£444.13			£444.13	Towards installing the defibrillator, lights / noticeboard
Total earmarked reserves		£9,127.71	£11,811.63	£1,038.01		£19,901.33	
Available reserves		£4,942.90				£5,650.47	
Total funds		£14,070.61				£25,551.80	
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. £5250 - £10500							
Therefore £5650.47 is within the recommended range.							

2020/026. Policies

- Having been previously circulated the financial regulations were updated. They now include a clause to allow the Clerk to spend up to £1000 if a major incident occurs which means the council is unlikely to be able to meet in person for at least one month (eg. an epidemic). Under normal circumstances the Clerk has delegated powers to spend up to £500 in an emergency between meetings. It also includes updated instructions regarding security and passwords in the event of an emergency and the Clerk being unavailable.
- Having been previously circulated the risk assessments were reviewed and updated.
- The policies were unanimously approved.

2020/027. Asset Inspection

The Clerk has inspected the assets and taken photos of them. However, the trimmer and hedge trimmer are missing. She thought they were held in a resident's garage but said resident believed that they were in the football containers. They are not there. The Clerk only did a limited asset inspection last year in 2019 as things were being moved between the hall and containers at the time and the resident said he had last seen them up at the hall in August / September 2018. The Clerk will continue to look for them and report back to the next meeting.

2020/028. View inspection reports for play area, playing field and village hall

Adam Tarran continues to do the weekly inspections and e-mails the Clerk to confirm that all is well or identify any issues.

The meeting closed at 9.06pm