

BENWICK PARISH COUNCIL

Minutes of an online Meeting of the Benwick Parish Council on Tuesday 14th April 2020 by teleconference

- Present** Cllrs M Chapman (Chair); L Keppel-Spoor; R Smith; R Taylor; R Emmitt; A Cade; A Miscandlon (FDC), and J Richardson (Clerk)
- 233/19-20 Apologies for Absence**
Cllr R Few
- 234/19-20 Declarations of Interest**
Councillors to declare any interests in respect of any item to be discussed at this meeting:-
Nothing to declare
- 235/19-20 PUBLIC TIME**
Nothing raised
- 236/19-20 Confirmation of Minutes**
It was Proposed by Cllr Chapman, and AGREED, to sign and approve the Minutes of the Meetings held on 2nd March 2020 **Agreed**
- 237/19-20 COVID-19 Emergency Powers**
a) The following was agreed by an electronic vote and is to be noted retrospectively
Prepare leaflet to be sent to every house in the village (cost of paper and ink)
Discuss taking over the co-ordination of volunteers but allowing parishioner to still administrate the Benwick Village Coronavirus Support Facebook page
Work with businesses, and local government sections to provide and receive information regarding services etc (already spoke to FDC who are making preparations to mobilise their resources in the middle of next week)
Keep abreast of legal developments which may mean that you can hold a council meeting via teleconference Skype etc
Keep all the Parish Council updated of developments by text and email.
b) Any further actions required were discussed and it was felt that no further actions are required at this time. Fenland District Council is still running COVID-19 hub.
- 238/19-20 Income & Expenditure**
a) It was Proposed by Cllr Chapman, and AGREED, that members approve the following accounts for payment **Agreed**
- | | | |
|--------------------|--------------------------|-----------------|
| Tivoli | Cemetery Maintenance | £133.31 |
| CGM Landscapes | Verge Cutting | £88.96 |
| J Richardson | Admin – 29/03/2020 | £448.80 |
| J Richardson | Expenses - Reimbursement | £8.40 |
| EON | Street Light Electricity | £416.02 |
| Electrical Testing | Street Lighting | £2440.06 |
| | TOTALS | £3535.55 |
- b) Clerks report on the March Bank Balances and reconciliation statement is at Appendix 1**
c) Clerks report on year end budget is at Appendix 2
- 239/19-20 Parish Council Insurance**
It was Proposed by Cllr Chapman, and AGREED, that the Parish Council Insurance for 2020/21 be renewed in line with the Pre-Renewal Invitation. Clerk to action **Agreed Clerk**
- 240/19-20 Planning Application**
F/YR20/0273/F Erection of a single-storey rear extension to existing dwelling 19 High Street Benwick March Cambridgeshire PE15 0XA. It was Proposed by Cllr Chapman, and AGREED, that the Parish Council have no observations to make with regard to this application. Clerk to inform **Agreed Clerk**
- 241/19-20 Street Lighting**
a) Update given on replacement of street lights and it was Proposed by Cllr Chapman, and AGREED, that street light BPC41 changed to LED be accepted
b) The street lighting offer by FDC was discussed and further clarity is required regarding item 3 (additional payment for all or most lights converted to LED) and this item to be placed on May agenda. **Agreed Cllr Chapman Clerk**

- 242/19-20 Local Highway Improvement Bid**
a) The success of the 2020/21 bid was reported and further information awaited from Highways. Extra battery and extra brackets may be required
b) Submission dates for Local Highways bid for 2021/22 have been extended
- 243/19-20 Operation Bridges**
It was Proposed by Cllr Chapman, and AGREED, that the War Memorial would be used for flower laying in the result of the death of a senior royal (this to be reviewed once current lockdown relaxed), and flag flying would take place in line with guidelines **Agreed**
- 244/19-20 Police Report**
Nothing to note for Benwick
- 245/19-20 Correspondence**
a) Rural Services Network, bulletin (emailed 06/03/20, 11/03/20, 17/03/20, 31/03/20, 02/04/20, 07/04/20)
b) FDC Press releases (emailed 28/02/20, 02/03/20, 11/03/20, 18/03/20, 21/03/20, 25/03/20, 26/03/20, 27/03/20, 31/03/20, 06/04/20)
c) Highways Roadworks & events report 1st - 15th March 2020 (emailed 28/02/20), Roadworks & events report 16th - 31st March 2020 (emailed 11/03/20), Roadworks & events bulletin 1st - 15th April 2020 (emailed 27/03/20)
d) Highway Events Diary (emailed 02/03/20)
e) Highways February Incident Report (emailed 06/03/20), March Incident Report (emailed 06/04/20)
f) Scam awareness reports (emailed 06/03/20, 01/04/20)
g) Fed up of Dog Fouling in MARCH (emailed 11/03/20)
h) Coronavirus briefing for Parish and Town Councils (emailed 11/03/20, 18/03/20, 25/03/20, 26/03/20, 27/03/20, 30/03/20, 31/03/20, 02/04/20, 06/04/20)
i) NALC Chief Executive Bulletin (emailed 11/03/20, 06/04/20)
j) Tour of Cambridgeshire 2020 & Covid-19 Update (emailed 18/03/20)
k) CAPALC Bulletin, March 2020 (emailed 18/03/20)
l) Cambridgeshire Matters Newsletter - March 2020 (emailed 18/03/20)
m) April to June 2020 Micro Asphalt Works Program (emailed 19/03/20)
n) Cambs Acre Coronavirus Update (emailed 27/03/20)
- 246/19-20 Motion to exclude Press and Public**
A resolution under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the special confidential nature of the business to be transacted was proposed by Cllr Chapman, and AGREED. **Agreed**
Legal Matters
Update provided on current legal matters that has been referred to Insurers
- 247/19-20 Agenda Items/Next Meeting**
The date of the next Parish Council Meeting will be Monday 4th May 2020. Items to be included on Agenda should be with the Clerk by Monday 27th April 2020

Meeting Closed at:- 20.15

Appendix 1

Bank Reconciliation		Financial Year ending 31 March 2020	
Benwick Parish Council			
Prepared by Jacquie Richardson (Clerk & RFO)			
Date	31/03/2020		
Approved by		Chair	
Date	02/04/2020		
Balance per bank statements as at		31/03/2020	
		£	£
Current Account		33,187.45	
NS&I		21,294.18	
			54,481.63
Less: Unpresented Cheques			
Cheque Number			
		450.60	
			450.60
Add: Any unbanked cash in transit			0.00
Net bank balances as at		54,031.03	
The net balances reconcile to the Cash Book, as follows:-			
Opening Balance		50,398.43	
Add: Receipts to date		19,838.64	
Less: Payments to date		16,206.04	
Closing Balance		54,031.03	

Earmarked Reserves:

Parish Plan	£532.89
Verge Planting	£67.13
Cemetery Extension	£7,494.17
Street Lighting	£11,500.00
The Pound	£2,000.00
War Memorial	£2,000.00
Mooring	£3,133.66
Allotments	£1,191.35
General Reserve	£26,111.83

E M TOTAL £27,919.20

Appendix 2

BENWICK PARISH COUNCIL							
		BUDGET	CURRENT	CURRENT	CURRENT	CURRENT	VARIANCE
		2019-20	End JUNE 2019	End SEPT 2019	End DEC 2019	End MARCH 2020	
INCOME:	INCOME						
Maintenance Grants:	Precept	12,852.00	£6,426.00	£12,852.00	£12,852.00	£12,852.00	£0.00
Council Tax Support Grant	Council Tax Support Grant	0.00					£0.00
	Concurrent	985.00		£985.00	£985.00	£985.00	£0.00
	Grass Cutting	703.88	£703.88	£703.88	£703.88	£703.88	£0.00
Rents:	Town	875.00	£858.07	£1,233.07	£1,483.07	£1,483.07	£608.07
	September Gardens	75.00	£30.00	£45.00	£45.00	£45.00	-£30.00
Recycling Credits		35.00					-£35.00
VAT Refund		250.00	£637.53	£637.53	£637.53	£1,552.69	£387.53
Burials		250.00		£189.00	£427.00	£974.00	£177.00
Bank Interest		75.00				£169.00	-£75.00
Windfarm Grant						£1,074.00	£0.00
SUB TOTALS:		£16,100.88	£8,655.48	£16,645.48	£17,133.48	£19,838.64	£1,032.60
Sundries							
TOTALS:		£16,100.88	£8,655.48	£16,645.48	£17,133.48	£19,838.64	£1,032.60
	EXPENDITURE						
Rates		400.00		233.07	233.07	233.07	- 166.93
Room Hire		200.00	80.00	122.00	122.00	200.00	- 78.00
Subscriptions:	NALC LCR Magazine	17.00	17.00	17.00	17.00	17.00	-
	CAPALC	350.00	366.89	366.89	366.89	366.89	16.89
	Camb's Acre	60.00				47.50	- 60.00
	SLCC	90.00	106.00	106.00	106.00	106.00	16.00
	Clerks & Councils Magazine	12.00			12.00	12.00	-
Maintenance	Verges	500.00	111.21	222.42	333.63	444.84	- 166.37
	Cemetery	3,500.00	874.23	1,830.57	2,579.22	2,912.49	- 920.78
	Street Lights	1,765.00	1,295.00	1,295.00	1,295.00	1,295.00	- 470.00
	Allotments						-
Insurance		675.00	716.24	716.24	716.24	716.24	41.24
Energy		600.00				1,199.40	- 600.00
Professional Charges	Internal Auditor	130.00	130.00	130.00	130.00	130.00	-
	External Auditor	200.00					- 200.00
	ICO	35.00			35.00	35.00	-
	Computer Security	25.00					- 25.00
Sundries		200.00					- 200.00
Telephone/Internet		100.00	20.30	40.55	60.47	102.30	- 39.53
Post & Stationery		200.00	8.40	25.20	73.16	86.49	- 126.84
Travel		50.00	24.30	24.30	24.30	24.30	- 25.70
Clerk's annual office expenses		150.00		150.00	150.00	150.00	-
Planting & Maintenance		50.00					- 50.00
Training		200.00		60.00	60.00	60.00	- 140.00
VAT Paid		250.00	460.15	689.71	1,085.44	1,254.84	835.44
Wages/PAYE-NI		4,700.00	1,127.84	2,299.28	3,466.16	4,633.04	- 1,233.84
SUB TOTALS:		14,459.00	5,337.56	8,328.23	10,865.58	14,026.40	- 3,593.42
Election		1,260.05				247.08	- 1,260.05
Development Projects		2,000.00			1,074.76	1,074.76	- 925.24
Tourism (Cycle Races)							-
Local Highways Improvement				567.70	567.70	567.70	567.70
Play Park							-
WW1 Commemoration							-
Xmas Decorations		0.00					-
S137 Payment	British Legion Poppy Wreath	30.00			30.00	30.00	-
Donations/Charity		200.00		30.00	190.00	200.00	- 10.00
TOTALS:		17,949.05	5,337.56	8,925.93	12,728.04	16,145.94	- 5,221.01
Parish Plan		£532.89					-£532.89
Verge Planting		£127.23			60.10	60.10	-£67.13
Cemetery Extension		£7,974.17					-£7,974.17
Street Lighting		£11,500.00					-£11,500.00
The Pound		£2,000.00					-£2,000.00
War Memorial		£2,000.00					-£2,000.00
Mooring		£3,133.66					-£3,133.66
Allotments		£1,646.17					-£1,646.17
Play Park							£0.00
TOTALS:		£46,863.17	£5,337.56	£8,925.93	£12,788.14	£16,206.04	-£34,075.03