

BENWICK PARISH COUNCIL

Minutes of an online Meeting of the Benwick Parish Council on Monday 5th October 2020 by teleconference

Present:	Cllrs M Chapman (Chair); L Keppel-Spoor; R Few; A Cade; B Taylor; R Smith; A Miscandlon (FDC); B Wicks (FDC); J Richardson (Clerk) and one member of the public	
094/20-21	Apologies for Absence	
095/20-21	Declarations of Interest Councillors to declare any interests in respect of any item to be discussed at this meeting:- Nothing declared	
096/20-21	PUBLIC TIME Complaints about overhanging trees on footpath between Chapel Gardens and High Street. Cllr Chapman will cut back Comments made about poor standard of repair to Forty Foot, between Ibbersons Drove and Puddock Bridge. Clerk to report to Cllr Connor Repairs to Ibberson Drove timescales is being looked into by Cllr Wicks, a letter drop will be done prior to road closure. (Post meeting note: works will commence 19 th October 2020) Comments made on amount of mud on roads	Cllr Chapman Clerk
097/20-21	Confirmation of Minutes It was Proposed by Cllr Chapman, and AGREED, to sign and approve the Minutes of the Meeting held on 7 th September 2020	Agreed
098/20-21	Matters Arising The maintenance of the hedge along the footpath between the two bridges is ongoing and Highways are seeking timescales for when the work will be completed from the occupier	
099/20-21	County & District Councillors Reports Cllr Miscandlon reported not much changed at FDC still having Zoom meetings, staff are doing a great job. Second round of sites assessment for Local Plan is going ahead currently. Windfarm funds closing dates for applications is coming soon Cllr Wicks awaiting start date for work on Ibbersons Drove. (Post meeting: date is 19/10/2020). Start date for painting and repair of footbridge is 12 th October 2020 Connecting Cambridgeshire Broadband box at the Doddington end of Benwick (4) should have been connected last year and has not been done so far.	
100/20-21	Street Lighting a) Change to LED of all street lights has been completed and information sent to obtain new UMSO certificate. Clerk to check if all lights are working. Clerk to inform FDC that change to LED has been completed b) It was Proposed by Cllr Chapman, and AGREED, that no action be taken at moment to rectify leaning lamppost on Doddington Road (PC39). c) It was Proposed by Cllr Chapman, and AGREED, that the Clerk obtain quotes regarding street lighting maintenance for changing lamps, changing heads, bi-annual cleaning of lights, and inspection, including call out in case of accident.	Clerk Clerk Agreed Agreed Clerk
101/20-21	Defibrillator It was Proposed by Cllr Chapman, and AGREED, to seek clarification on what support is needed by the school for the upkeep of the village defibrillator and description of requirements. Clerk to email	Agreed Clerk
102/20-21	Footbridge The painting and repairs to the footbridge are due to commence on 12 th October 2020	
103/20-21	Police Report New Police Engagement meeting to be attended by Cllr Chapman, and report back to Parish Council	Cllr Chapman
104/20-21	Burial/Cemetery a) Work completed on extending Cremation Plots in the Cemetery. Cllr Chapman Proposed, and it was AGREED, to purchase and seed grass to a budget of £20. Cllr Chapman to ask about the use of gravel. b) Quote for the planting of a screening hedge between the Cemetery and	Agreed

	Allotments received. Clerk to obtain 2 further quotes	Clerk																								
	c) The matter of recent vandalism to a bench was discussed and no further action will take place.																									
105/20-21	Arnold-Baker on Local Council Administration Twelfth edition Discussion on purchase (£149.99) on release date of 9 th December 2020. Updated items include:- Disqualification criteria for councillors and mayors Further amendments to the Local Elections Rules New ICO guidance on GDPR for local councils It was Proposed by Cllr Chapman, and AGREED, not to purchase this edition	Agreed																								
106/20-21	Income & Expenditure a) 2 nd Precept remittance rec'd £6426 b) It was Proposed by Cllr Chapman, and AGREED, that Members consider and approve the following accounts for payment	Agreed																								
	<table> <tr> <td>Tivoli</td><td>Cemetery Maintenance</td><td>£382.54</td></tr> <tr> <td>CGM Landscapes</td><td>Verge Cutting</td><td>£44.48</td></tr> <tr> <td>J Richardson</td><td>Admin – 27/09/2020</td><td>£415.00</td></tr> <tr> <td>J Richardson</td><td>Expenses- reimbursement</td><td>£68.47</td></tr> <tr> <td>EON</td><td>Street Light Electricity</td><td>£162.11</td></tr> <tr> <td>T&S Ground Solutions</td><td>Cremation Plot Area</td><td>£890.00</td></tr> <tr> <td>Cozens (UK) Ltd</td><td>Street Light replacements</td><td>£11658.00</td></tr> <tr> <td></td><td>TOTALS</td><td>£13620.60</td></tr> </table>	Tivoli	Cemetery Maintenance	£382.54	CGM Landscapes	Verge Cutting	£44.48	J Richardson	Admin – 27/09/2020	£415.00	J Richardson	Expenses- reimbursement	£68.47	EON	Street Light Electricity	£162.11	T&S Ground Solutions	Cremation Plot Area	£890.00	Cozens (UK) Ltd	Street Light replacements	£11658.00		TOTALS	£13620.60	
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	c) Clerks report on the September Bank Balances and reconciliation statement is at Appendix 1																									
	d) Clerks report on budget v performance to end Sept 2020 is at Appendix 2																									
107/20-21	War Memorial a) Cllr Chapman is to lay poppy wreath but not aware of anyone else attending. b) Cllr Chapman and Cllr Smith will meet to repair the Flagpole.	Cllr Chapman Cllrs Chapman & Smith																								
108/21-21	Community Gritting Scheme applications for Winter 2020 – 2021 Cllr Chapman has put this on Facebook and has had no volunteers for Community Gritting 2020-21. No further action																									
109/20-21	Utilising road verges for biodiversity & habitat Discussion took place and item to be kept on agenda re CCC Road Verge Management Enquiry.	Clerk																								
110/20-21	Vacancy of Clerk a) Clerks Vacancy to include timescales, placement of advert, salary scale etc. was discussed and it was Proposed by Cllr Chapman, and AGREED, that the Clerk posts the advert next week b) The job specification was agreed and for placement on website to allow access for possible candidates	Agreed Clerk Clerk																								
111/20-21	Correspondence a) Rural Services Network, bulletin (emailed 04/09/2020, 11/09/2020, 18/09/2020, 23/09/2020, 30/09/2020) b) FDC Press releases (emailed 04/09/2020, 11/09/2020, 18/09/2020, 23/09/2020, 25/09/2020) c) Highway events diary - September 2020 (emailed 04/09/2020) d) NALC Chief Executives Bulletin (emailed 07/09/2020, 14/09/2020, 23/09/2020, 28/09/2020) e) IHMC August Incident Report(emailed 09/09/2020) f) Roadworks & events bulletin 16th - 30th September 2020 (emailed 11/09/2020), Roadworks & events bulletin 1st - 15th October 2020 (emailed 25/09/2020) g) Cambridgeshire Local Councils Conference 2020 - Your invitation (emailed 11/09/2020) h) Cambridgeshire and Peterborough Against Scams Partnership Newsletter (emailed 18/09/2020, 28/09/2020) i) NALC Coronavirus Update (emailed 23/09/2020)																									
112/20-21	Agenda Items/Next Meeting The date of the next Parish Council Meeting will be Monday 2 nd November 2020. Items to be included on Agenda should be with the Clerk by Monday 26 th October 2020																									

Meeting Closed at:- 21.10

Bank Reconciliation		Financial Year ending 31 March 2021	
Benwick Parish Council			
Prepared by Jacquie Richardson (Clerk & RFO)			
Date	28/09/2020		
Approved by	Chair		
Date	05/10/2020		
Balance per bank statements as at	28/09/2020	£	£
Current Account		39,440.14	
NS&I		21,294.18	
			60,734.32
Less: Unpresented Cheques			
Cheque Number			
		450.60	
			450.60
Add: Any unbanked cash in transit			
Net bank balances as at		60,283.72	
The net balances reconcile to the Cash Book, as follows:-			
Opening Balance		54,031.03	
Add: Receipts to date		18,843.96	
Less: Payments to date		12,591.27	
Closing Balance		60,283.72	

Earmarked Reserves:

Parish Plan	£532.89	
Verge Planting	£67.13	
Cemetery Extension	£7,494.17	
Street Lighting	£7,750.62	
The Pound	£2,000.00	
War Memorial	£2,000.00	
Mooring	£3,133.66	E M TOTAL £24,169.82
Allotments	£1,191.35	
General Reserve	£36,113.90	

Appendix 2

BENWICK PARISH COUNCIL				
		BUDGET	CURRENT	CURRENT
		2020-21	End JUNE 2020	End SEPT 2020
INCOME:	INCOME			
Maintenance Grants:	Precept	12,852.00	£6,426.00	£6,426.00
Council Tax Support Grant	Council Tax Support Grant	0.00		
	Concurrent	985.00	£985.00	£1,593.00
	Grass Cutting	703.88	£703.88	£703.88
Rents:	Town	875.00	£670.57	£858.07
	September Gardens	45.00		
Recycling Credits		35.00		£118.68
VAT Refund		250.00		
Burials		250.00	£393.00	£851.00
Bank Interest		75.00		
Grants			£453.33	£8,293.33
SUB TOTALS:		£16,070.88	£9,631.78	£18,843.96
Sundries				
TOTALS:		£16,070.88	£9,631.78	£18,843.96
	EXPENDITURE			
Rates		400.00	-	276.17
Room Hire		200.00		
Subscriptions:	NALC LCR Magazine	17.00	17.00	17.00
	CAPALC	370.00	428.38	428.38
	Cambs Acre	60.00		
	SLCC	106.00	109.00	109.00
	Clerks & Councils Magazine	12.00		
Maintenance	Verges	500.00	148.28	259.49
	Cemetery	4,055.00	748.65	1,704.99
	Street Lights	1,765.00		
	Allotments			
Insurance		730.00	742.89	742.89
Energy		2,400.00	604.21	1,275.79
Professional Charges	Internal Auditor	130.00	135.00	135.00
	External Auditor	200.00		
	ICO	35.00		
	Computer Security	25.00		
Sundries		150.00		23.99
Telephone/Internet		100.00		20.11
Post & Stationery		150.00	26.64	57.42
Travel		50.00		
Clerk's annual office expenses		150.00		150.00
Planting & Maintenance		0.00		
Training		200.00		
VAT Paid		250.00	949.07	1,206.92
Wages/PAYE-NI		4,700.00	1,178.10	2,434.74
SUB TOTALS:		16,755.00	5,087.22	8,841.89
Election		1,260.05		
Development Projects		2,000.00		
Tourism (Cycle Races)				
Local Highways Improvement		550.42		
Play Park				
WW1 Commemoration				
Xmas Decorations		0.00		
S137 Payment	British Legion Poppy Wreath	30.00		
Donations/Charity		200.00		
TOTALS:		20,795.47	5,087.22	8,841.89
Parish Plan		£532.89		
Verge Planting		£67.13		
Cemetery Extension		£7,974.17		
Street Lighting		£6,850.00	3,749.38	3,749.38
The Pound		£2,000.00		
War Memorial		£2,000.00		
Mooring		£3,133.66		
Allotments		£1,646.17		
Play Park				
TOTALS:		£44,999.49	£8,836.60	£12,591.27