



BENWICK PARISH COUNCIL

Minutes of an online Meeting of the Benwick Parish Council on Monday 4th January 2021 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 no members of the public																												
162/20-21	Apologies for Absence None received																												
163/20-21	Declarations of Interest Councillors to declare any interests in respect of any item to be discussed at this meeting:- None Declared																												
164/20-21	PUBLIC TIME Cuckoo bridge corner barriers have been knocked down. Cllr Miscandlon to report Road repairs on Forty Foot bank have deteriorated again. Cllr Miscandlon to report Boat capsized near the footbridge, laying on its side. Cllr Chapman to investigate and if needed report to Mid Level. Fence on Doddington Road to be raised with Cllr D Connor Clerk to report flaking paint on Whittlesey Road Bridge to Highways Cllr Smith to clean the Village Gateways on Whittlesey Road Public Time ended 19.37	Cllr Miscandlon Cllr Miscandlon Cllr Chapman Cllr Miscandlon Clerk Cllr Smith																											
165/20-21	Confirmation of Minutes It was Proposed by Cllr Chapman, and AGREED, to sign and approve the Minutes of the Meetings held on 7 th December 2020 and 21 st December 2020	Agreed																											
166/20-21	Matters Arising Letter received from MAGPAS thanking the Parish Council for their donation																												
167/20-21	County & District Councillors Reports Cllr Miscandlon reported that FDC are back in full employment with some still working from home. Question asked regarding the possibility of setting up pop up centre for Covid-19 vaccinations, and asked if the PC could be informed if this is to happen in the area																												
168/20-21	Street Lighting a) Nothing further to report on options regarding street lighting maintenance contract, Clerk to place on next agenda	Clerk																											
169/20-21	Defibrillator No information received from the school regarding request for more detail on the upkeep of the village defibrillator. Cllr Chapman to chase for response	Cllr Chapman																											
170/20-21	Police Report No meeting in December, 21 st January next meeting, Cllr Chapman to attend	Cllr Chapman																											
171/20-21	Benwick In Bloom a) No meeting has been held yet regarding the siting of animals on The Pound, including a fence and will be dealt with in due course.	Cllr Chapman																											
172/20-21	Cambs Acre It was Proposed by Cllr Chapman, and AGREED, to renew membership of Cambs Acre for 2021 at a cost of £57	Agreed																											
173/20-21	Income & Expenditure a) 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>£133.31</td></tr> <tr> <td>CGM Landscapes</td><td>Verge Cutting</td><td>£44.48</td></tr> <tr> <td>J Richardson</td><td>Admin – 27/12/2020</td><td>£368.96</td></tr> <tr> <td>J Richardson</td><td>Expenses Reimbursement</td><td>£38.18</td></tr> <tr> <td>Cambs Acre</td><td>Membership Fee</td><td>£57.00</td></tr> <tr> <td>Citizens Advice Rural</td><td>Donation</td><td>£30.00</td></tr> <tr> <td>Cambs</td><td>Cemetery Water Usage</td><td>£36.37</td></tr> <tr> <td>Anglian Water</td><td></td><td></td></tr> <tr> <td colspan="2">TOTALS</td><td>£708.30</td></tr> </table>	Tivoli	Cemetery Maintenance	£133.31	CGM Landscapes	Verge Cutting	£44.48	J Richardson	Admin – 27/12/2020	£368.96	J Richardson	Expenses Reimbursement	£38.18	Cambs Acre	Membership Fee	£57.00	Citizens Advice Rural	Donation	£30.00	Cambs	Cemetery Water Usage	£36.37	Anglian Water			TOTALS		£708.30	
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	b) Clerks report on the December Bank Balances and reconciliation statement is																												

	at Appendix 1	
	c) Budgets for 2021/22 Financial Year and Precept were discussed. It was Proposed by Cllr Chapman, and AGREED that the Precept be set at £12,852 for financial year 2021/22. Clerk to inform FDC of Precept request.	Agreed Clerk
174/20-21	Budgets for 2021/22 is at Appendix 2 Planning Granted F/YR20/1031/TRTPO Fell a Sycamore tree covered by TPO 06/2000 16 High Street Benwick March Cambridgeshire PE15 0XA F/YR20/1038/F Erect a 2-storey extension to rear of existing dwelling including the installation of solar panels to the eastern roof slope and side walls of the extension and existing dwelling Aysgarth Doddington Road Benwick March Cambridgeshire PE15 0UX	
175/20-21	Website Future Parish Council website hosting was discussed following notice given by BT that the free hosting currently used will cease in May 2021. It was Proposed by Cllr Chapman, and AGREED, that the PC carry on with the same website at a cost of £5 per month. Clerk to arrange	Agreed Clerk
176/20-21	Cemetery & Verges Grass Cutting Contracts Tenders for the renewal of the Cemetery and Verges Grass Cutting Contracts in April 2021 to be sent out this week. Clerk to arrange	Clerk
177/20-21	Utilising road verges for biodiversity & habitat Nothing to report at CCC Road Verge Management Enquiry. Clerk to place on next agenda	Clerk
178/20-21	Burial/Cemetery a) Still awaiting quotes for the planting of a screening hedge between the Cemetery and Allotments. To be placed on next month's agenda. Clerk to send out summary to Cllrs. Allotment usage to be placed on next agenda. Clerk to arrange Burial/Cemetery regulations to be updated for next meeting to include maximum numbers allowed in Cremation Plots. Clerk to arrange	Clerk Clerk Clerk
179/20-21	Sunnica Energy Farm No comments to make in response to Sunnica Energy Farm statutory consultation.	
180/20-21	Correspondence a) Rural Services Network, bulletin (emailed 14/12/2020, 21/12/2020, 29/12/2020) b) FDC Press releases (emailed 4/12/2020, 14/12/2020) c) Highway Events Diary – December 2020 (emailed 4/12/2020) d) NALC Chief Executives Bulletin (emailed 07/12/2020, 14/12/2020, 21/12/2020) e) IHMC November Incident Report (emailed 4/12/2020) f) Dog Public Space Protection Order (emailed 4/12/2020) g) COVID-Safe Winter – social media toolkit (emailed 4/12/2020) h) FDC New Taxi Policy - Consultation update (emailed 07/12/2020) i) CAPALC December Bulletin (emailed 07/12/2020) j) Roadworks & events bulletin 16th - 31st December 2020 (emailed 14/12/2020), Roadworks & events bulletin 1st - 15th January 2021(emailed 21/12/2020) k) NALC Good Councillor's guide to community business (emailed 14/12/2020)	
181/20-21	Motion to exclude Press & Public It was Proposed by Cllr Chapman, and AGREED, that 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 must be proposed if any item should be discussed in Committee	Agreed
182/20-21	Vacancy of Clerk a) Interviews to take place w/c 11 th January 2021. Clerk to set up meeting on Zoom and send out application and CV to all Cllrs. Compliance matrix sent to all Cllrs. Meeting to be arranged for 15 th January 2021, 7.30p.m for Cllrs to make decisions. b) Review of storage and possible options to be placed on next agenda by Clerk.	Clerk Clerk
183/20-21	Agenda Items/Next Meeting The date of the next Parish Council Meeting will be Monday 1 st February 2021. Items to be included on Agenda should be with the Clerk by Monday 25 th January 2021	
Meeting Closed at:- 20.30		

Appendix 1

Appendix 1

Bank Reconciliation		Financial Year ending 31 March 2021	
Benwick Parish Council			
Prepared by Jacquie Richardson (Clerk & RFO)			
Date	31/12/2020		
Approved by		Chair	
Date	04/01/2021		
Balance per bank statements as at		31/12/2020	
		£	£
Current Account		34,048.90	
NS&I		21,294.18	
			55,343.08
Less: Unpresented Cheques			
Cheque Number			
		18.00	
		450.60	
		100.00	568.60
Add: Any unbanked cash in transit			
Net bank balances as at		54,774.48	
The net balances reconcile to the Cash Book, as follows:-			
Opening Balance		54,031.03	
Add: Receipts to date		28,894.18	
Less: Payments to date		28,150.73	
Closing Balance		54,774.48	

Earmarked Reserves:

Parish Plan	£532.89
Verge Planting	£67.13
Cemetery Extension	£6,604.17
Street Lighting	£4,875.62
The Pound	£2,000.00
War Memorial	£2,000.00
Mooring	£3,133.66
Allotments	£1,191.35
General Reserve	£34,369.66

E M TOTAL £20,404.82

Appendix 2

BENWICK PARISH COUNCIL						
	ACTUAL SPEND	ACTUAL SPEND	AGREED BUDGET	FORECAST OUTTURN	FORECAST	Proposed Budget
	2018-19	2019-20	2020-21	2020-21	2020-21	2021-22
INCOME:						
Maintenance Grants:	11,037.00	12,852.00	12,852.00	Precept	£12,852.00	12,852.00
Council Tax Support Grant	424.00	0.00	0.00	Council Tax Support Grant	£0.00	0.00
	985.00	985.00	985.00	Concurrent	£1,593.00	2,593.00
	703.88	703.88	703.88	Grass Cutting	£703.88	703.88
Rents:	500.00	1,483.07	875.00	Town	£1,108.07	875.00
	-	45.00	45.00	September Gardens		
Recycling Credits	36.84		35.00	Recycling Credits	£118.68	35.00
VAT Refund	1,555.12	1,552.69	250.00	VAT Refund	£3,289.22	250.00
Burials	1,373.00	974.00	250.00	Burials	£900.00	250.00
Bank Interest	152.10	169.00	75.00	Bank Interest	£75.00	75.00
Windfarm Grant	2,423.86	1,074.00		FDC Street Light Donation	£8,293.33	
SUB TOTALS:	19,190.80	19,838.64	16,070.88	SUB TOTALS:	£28,933.18	£17,633.88
Sundries				Sundries		
TOTALS:	19,190.80	19,838.64	16,070.88	TOTALS:	£28,933.18	£17,633.88
Rates	233.07	233.07	400.00	Rates	350.00	400.00
Room Hire	112.50	200.00	200.00	Room Hire	150.00	200.00
Subscriptions:	17.00	17.00	17.00	NALC LCR Magazine	17.00	17.00
	310.04	366.89	350.00	CAPALC	428.38	450.00
	47.50	47.50	60.00	Cambs Acre	60.00	60.00
	84.00	106.00	90.00	SLCC	100.00	120.00
	12.00	12.00	12.00	Clerks & Councils Magazine	12.00	12.00
Maintenance	466.16	444.84	500.00	Verges	500.00	500.00
	2,641.32	2,912.49	3,500.00	Cemetery	3,500.00	3,500.00
		1,295.00	1,765.00	Street Lights	-	1,000.00
				Allotments		
Insurance	674.33	716.24	675.00	Insurance	742.89	750.00
Energy		1,199.40	600.00	Energy	1,900.00	1,000.00
Professional Charges	130.00	130.00	130.00	Internal Auditor	135.00	135.00
	200.00		200.00	External Auditor		200.00
	60.00	35.00	35.00	ICO	35.00	35.00
			25.00	Computer Security	25.00	25.00
Sundries	24.15		200.00	Sundries	100.00	150.00
Telephone/Internet	78.91	102.30	100.00	Telephone/Internet	100.00	100.00
Post & Stationery	324.30	86.49	200.00	Post & Stationery	100.00	150.00
Travel	58.50	24.30	50.00	Travel	20.00	100.00
Clerk's annual office expenses	150.00	150.00	150.00	Clerk's annual office expense	150.00	150.00
Planting & Maintenance	24.17	60.10	50.00	Planting & Maintenance	50.00	50.00
Training	297.44	60.00	200.00	Training		200.00
VAT Paid	1,518.99	1,254.84	250.00	VAT Paid	3,800.00	250.00
Wages/PAYE-NI	4,602.89	4,633.04	4,700.00	Wages/PAYE-NI	4,800.00	5,800.00
SUB TOTALS:	12,067.27	14,086.50	14,459.00	SUB TOTALS:	17,075.27	15,354.00
Election	-	247.08	1,260.05	Election		1,260.05
Development Projects	2,684.67	1,074.76	2,000.00	Development Projects		2,000.00
Tourism (Cycle Races)				Tourism (Cycle Races)		
Local Highways Improvement		567.70		Local Highways Improvement	1,000.00	1,000.00
Play Park				Play Park		
WW1 Commemoration				WW1 Commemoration		
Xmas Decorations		0.00	0.00	Xmas Decorations		0.00
S137 Payment	30.00	30.00	30.00	S137 Payment	30.00	30.00
Donations/Charity	190.00	200.00	200.00	Donations/Charity	200.00	200.00
TOTALS:	14,971.94	16,206.04	17,949.05	TOTALS:	18,305.27	19,844.05
Parish Plan			£532.89	Parish Plan		£532.89
Verge Planting			£127.23	Verge Planting		£67.13
Cemetery Extension	663.33		£7,310.84	Cemetery Extension	900.00	£6,604.17
Street Lighting			£11,500.00	Street Lighting	13,464.38	£4,875.62
The Pound			£2,000.00	The Pound		£2,000.00
War Memorial			£2,000.00	War Memorial		£2,000.00
Mooring			£3,133.66	Mooring		£3,133.66
Allotments	678.65		£1,191.35	Allotments		£1,191.35
Play Park				Play Park		
TOTALS:	16,313.92	16,206.04	45,745.02	TOTALS:	£32,669.65	£40,248.87