



BENWICK PARISH COUNCIL

Minutes of an online Meeting of the Benwick Parish Council on Monday 1st February 2021 by teleconference

- Present** Cllrs M Chapman (Chair); L Keppel-Spoor; R Few; R Emmitt; B Taylor, A Cade; D Connor (CCC); B Wicks (FDC), J Richardson (Clerk) and no members of the public
- 184/20-21 Apologies for Absence** Cllr R Smith; A Miscandlon (FDC)
- 185/20-21 Declarations of Interest**
Councillors to declare any interests in respect of any item to be discussed at this meeting:-
 None declared
- 186/20-21 PUBLIC TIME**
 Flaking paint on footbridge raised. Cllr Wicks to pursue. POST MEETING NOTE, contractors have been advised and they will undertake remedial works in the warmer, less damp weather. **Cllr Wicks**
- 187/20-21 Confirmation of Minutes**
 It was Proposed by Cllr Chapman, and AGREED, to sign and approve the Minutes of the Meeting held on 4th January 2021 **Agreed**
- 188/20-21 Matters Arising**
 Flaking paint on Whittlesey Road Bridge reported to Highways (21/01/2021), Highways investigating, will be repaired in the warmer dryer months (26/01/2021)
- 189/20-21 County & District Councillors Reports**
 Cllr Wicks reported on press releases re vaccination volunteers. Cllr Count (CCC) has arranged a forum for flooding issues.
 Cllr Connor reported that he is part of forum on flooding.
 Forty Foot road repairs have been completed.
 Planning enforcement have reported that the fence will now be removed by 07/02/2021
- 190/20-21 Street Lighting**
 a) To discuss and agree options regarding street lighting maintenance contract, to be placed on next agenda
- 191/20-21 Defibrillator**
 School request for the upkeep of the village defibrillator was discussed, monthly checks take place. Cllr Bob Taylor may volunteer to take this on once further investigation has been done. Clerk to leave on agenda for discussion next month **Cllr Taylor Clerk**
- 192/20-21 Police Report**
 Nothing to report
- 193/20-21 Benwick In Bloom**
 a) Project of siting of animals on The Pound, including a fence has nothing to report due to Covid 19. Clerk to leave on agenda **Clerk**
- 194/20-21 Income & Expenditure**
 a) Bank Interest rec'd £153.31
 b) It was Proposed by Cllr Chapman, and AGREED, that members consider and approve the following accounts for payment **Agreed**
- | | | |
|----------------|------------------------|----------------|
| Tivoli | Cemetery Maintenance | £133.31 |
| CGM Landscapes | Verge Cutting | £44.48 |
| J Richardson | Admin – 24/01/2021 | £368.96 |
| J Richardson | Expenses Reimbursement | £14.39 |
| TOTALS | | £561.14 |
- c) Clerks report on the January Bank Balances and reconciliation statement is at Appendix 1
 d) Clerks report on the Budget v Performance up to end Dec 2020 is at Appendix 2
 e) The allocation of Earmarked Reserve funds was discussed and it was Proposed by Cllr Chapman, and AGREED, that earmarked reserves be allocated to the order of War Memorial (£2K), Street Lighting (£3K), Allotments (£1K), Mooring (£1K). Clerk to arrange allocation **Agreed**
Clerk
- 195/20-21 Website**
 Update on future Parish Council website hosting following notice given by BT that

	the free hosting currently used will cease in May 2021. The Clerk has indicated that the Parish Council wish to continue with the current website and is now awaiting contact from CHERS to move this forward. Clerk to pursue	Clerk
196/20-21	Cemetery & Verges Grass Cutting Contracts Update on the renewal of the Cemetery and Verges Grass Cutting Contracts in April 2021, is that one response has been received, Clerk to contact for copies of documents etc. All responses should be received by 24 th February 2021 and a summary will then be sent to all Councillors for decision at meeting on 1 st March 2021.	Clerk
197/20-21	Utilising road verges for biodiversity & habitat To discuss and agree any actions required CCC Road Verge Management Enquiry. Clerk to leave on agenda	Clerk
198/20-21	Burial/Cemetery a) Quotes for the planting of a screening hedge between the Cemetery and Allotments was discussed. Cllr Cade Proposed, and it was AGREED, that Company 3 Option 1 be approved. The contract will therefore be awarded to T & S Ground Solutions. Clerk to arrange. b) The use of allotments was discussed. Clerk to investigate possibility of links with local allotment associations and Doddington Parish Council. c) The update to Burial/Cemetery Regulations was discussed and it was Proposed by Cllr Chapman, and AGREED, that they be adopted. Clerk to arrange for update and publication. d) Ransonmoor Fund closing date for applications is 28 th February 2021. It was Proposed by Cllr Chapman, and AGREED, that the Parish Council submit an application for a new bench in the Cemetery, near new Cremation Plots, and 2 new benches on the mooring.	Agreed Clerk Clerk Agreed Clerk
199/20-21	Annual Parish Assembly Date and time for holding the Annual Parish Assembly between 1 March 2021 and 1 June 2021 at a time no earlier than 6p.m was discussed. It was Proposed by Cllr Chapman, and AGREED, that it be held on Monday 12 th April at 7.00p.m then the Parish Council meeting held at 7.45pm. Clerk to arrange and publish agenda etc	Agreed Clerk
200/20-21	Correspondence a) Rural Services Network, bulletin (emailed 06/01/2021, 12/01/2021, 19/01/2021, 26/01/2021) b) FDC Press releases (emailed 04/01/2021, 06/01/2021, 13/01/2021, 19/01/2021, 26/01/2021) c) A47 Guyhirn Project Update (emailed 06/01/2021) d) CAPALC January Bulletin (emailed 06/01/2021) e) NALC Chief Executive Bulletin (emailed 11/01/2021, 19/01/2021, 26/01/2021) f) Scam Partnership News (emailed 11/01/2021, 19/01/2021) g) CPRE Newsletter (emailed 19/01/2021) h) Census 2021 information (emailed 19/01/2021) i) Cambs Acre information (emailed 19/01/2021) j) Roadworks & events bulletin 16th - 31st January 2021 (emailed 19/01/2021) k) CCC Consultation on Our Local Validation List Requirements (emailed 26/01/2021) l) IHMC December Incident Report (emailed 26/01/2021) m) Volunteer Support (emailed 26/01/2021)	
201/20-21	Motion to exclude Press & Public Cllr Chapman Proposed, and it was AGREED, 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 and should be discussed in Committee.	Agreed
202/20-21	Vacancy of Clerk a) Discussion on next steps re interviewing etc. If no response then Job Advert to be placed in Cambs Times and Citizen, and repeat whole process. Cllr Chapman Proposed, and it was AGREED, that a budget of £300 be allocated for this. b) The Clerks review of paperwork stored and proposals for archiving and destruction was discussed. It was Proposed by Cllr Chapman, and AGREED, the following:- a) To send to archive 1997 to 2014 signed minutes, and destroy "spare copies" unsigned from 2001 to 2003. b) To send to archive 1998 to 2018 signed Parish Assembly minutes, and destroy associated paperwork. c) To destroy the 1999, 2002 and 2007 copies of the Standing Orders.	Clerk Agreed Agreed Clerk Clerk Clerk

- d) To destroy the Agenda's from 2001 to 2011.
 e) Cllr Keppel-Spoor is to review the Planning Applications from 2004 to 2016 to see which ones should be kept. Clerk to pass papers to Cllr Keppel-Spoor
 f) To destroy the Councillors Declaration of Interests from 2002 to 2011.

Clerk
Cllr Keppel-Spoor
Clerk
Clerk

203/20-21

Agenda Items/Next Meeting

The date of the next Parish Council Meeting will be Monday 1st March 2021. Items to be included on Agenda should be with the Clerk by Monday 22nd February 2021

Meeting Closed at:- 21.05

Appendix 1

Bank Reconciliation		Financial Year ending 31 March 2021	
Benwick Parish Council			
Prepared by Jacquie Richardson (Clerk & RFO)			
Date	28/01/2021		
Approved by	Chair		
Date	01/02/2021		
Balance per bank statements as at		28/01/2021	
		£	£
Current Account		33,362.60	
NS&I		21,447.49	
			54,810.09
Less: Unpresented Cheques			
Cheque Number			
		18.00	
		450.60	
		30.00	
			498.60
Add: Any unbanked cash in transit			
Net bank balances as at		54,311.49	
The net balances reconcile to the Cash Book, as follows:-			
Opening Balance		54,031.03	
Add: Receipts to date		29,139.49	
Less: Payments to date		28,859.03	
Closing Balance		54,311.49	

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	E M TOTAL £20,404.82
Allotments	£1,191.35	
General Reserve	£33,906.67	

Appendix 2

BENWICK PARISH COUNCIL					
		BUDGET	CURRENT	CURRENT	CURRENT
		2020-21	End JUNE 2020	End SEPT 2020	End DEC 2020
INCOME:	INCOME				
Maintenance Grants:	Precept	12,852.00	£6,426.00	£6,426.00	£12,852.00
Council Tax Support Grant	Council Tax Support Grant	0.00			
	Concurrent	985.00	£985.00	£1,593.00	£1,593.00
	Grass Cutting	703.88	£703.88	£703.88	£703.88
Rents:	Town	875.00	£670.57	£858.07	£1,108.07
	September Gardens	45.00			
Recycling Credits		35.00		£118.68	£118.68
VAT Refund		250.00			£3,289.22
Burials		250.00	£393.00	£851.00	£936.00
Bank Interest		75.00			
Grants			£453.33	£8,293.33	£8,293.33
SUB TOTALS:		£16,070.88	£9,631.78	£18,843.96	£28,894.18
Sundries					
TOTALS:		£16,070.88	£9,631.78	£18,843.96	£28,894.18
	EXPENDITURE				
Rates		400.00	-	276.17	276.17
Room Hire		200.00			18.00
Subscriptions:	NALC LCR Magazine	17.00	17.00	17.00	17.00
	CAPALC	370.00	428.38	428.38	428.38
	Cambs Acre	60.00			
	SLCC	106.00	109.00	109.00	109.00
	Clerks & Councils Magazine	12.00			12.00
Maintenance	Verges	500.00	148.28	259.49	370.70
	Cemetery	4,055.00	748.65	1,704.99	2,453.64
	Street Lights	1,765.00			
	Allotments				
Insurance		730.00	742.89	742.89	742.89
Energy		2,400.00	604.21	1,275.79	1,681.70
Professional Charges	Internal Auditor	130.00	135.00	135.00	135.00
	External Auditor	200.00			
	ICO	35.00			35.00
	Computer Security	25.00			
Sundries		150.00		23.99	47.97
Telephone/Internet		100.00		20.11	40.18
Post & Stationery		150.00	26.64	57.42	57.42
Travel		50.00			
Clerk's annual office expenses		150.00		150.00	150.00
Planting & Maintenance		0.00			
Training		200.00			
VAT Paid		250.00	949.07	1,206.92	3,361.40
Wages/PAYE-NI		4,700.00	1,178.10	2,434.74	3,679.90
SUB TOTALS:		16,755.00	5,087.22	8,841.89	13,616.35
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			30.00
Donations/Charity		200.00			150.00
TOTALS:		20,795.47	5,087.22	8,841.89	13,796.35
Parish Plan		£532.89			
Verge Planting		£67.13			
Cemetery Extension		£7,974.17			890.00
Street Lighting		£6,850.00	3,749.38	3,749.38	13,464.38
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	£28,150.73