



# BENWICK PARISH COUNCIL

Minutes of an online Meeting of the Benwick Parish Council on Wednesday 5<sup>th</sup> May 2021 by teleconference

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<b>Present</b>	Cllrs M Chapman, L Keppel-Spoor, R Smith, A Cade, R Few, B Taylor, B Wicks (FDC), Clerks J Richardson & R Robinson	
<b>001/21-22</b>	<b>Election of Chairman</b> It was Proposed by Cllr Keppel-Spoor and Seconded by Cllr Cade and AGREED that Cllr Chapman be elected the Chairman of the Parish Council Council received the Chairman's Declaration of Acceptance of Office	<b>Agreed</b>
<b>002/21-22</b>	<b>Election of Vice Chairman</b> It was Proposed by Cllr Chapman and Seconded by Cllr Taylor that Cllr Keppel-Spoor be elected the Vice-Chairman of the Parish Council. Council received the Vice-Chairman's Declaration of Acceptance of Office	<b>Agreed</b>
<b>003/21-22</b>	<b>Apologies for Absence</b> Alex Miscandlon (FDC), D Connor (FDC, CCC)	
<b>004/21-22</b>	<b>Declarations of Interest</b> None declared	
<b>005/21-22</b>	<b>Election of Working Parties &amp; Representatives</b> It was Proposed by Cllr Chapman and AGREED that ad hoc working parties would be formed in the event that council deemed them necessary.	<b>Agreed</b>
<b>006/21-22</b>	<b>Bank Signatories</b> It was Proposed by Cllr Chapman and AGREED that the Bank Signatories would continue to be Cllrs Chapman, Keppel-Spoor and Few. Noted that removing the view access and administration from J Richardson and giving it to R Robinson was agreed at the last meeting, J Richardson reported that this is underway and she has chased Santander.	<b>Agreed</b>
<b>007/21-22</b>	<b>Internal Auditor</b> a) It was proposed by Cllr Chapman and AGREED that the effectiveness of Internal Audit arrangements was reviewed and accepted b) It was proposed by Cllr Chapman and AGREED to appoint Ivan J. Cooper as the Internal Auditor for 2021-22	<b>Agreed</b>  <b>Agreed</b>
<b>008/21-22</b>	<b>PUBLIC TIME</b> CCC are painting the footbridge, but it is raining. Question as to whether they are rubbing it down as the previous painting flaked off very quickly. Re: Verge incursion by householder on Doddington road, awaiting Cllr Connors arranging meeting with highways	
<b>009/21-22</b>	<b>Confirmation of Minutes</b> It was Proposed by Cllr Chapman and AGREED to sign and approve the Minutes of the Meeting held on 12 <sup>th</sup> April 2021	<b>Agreed</b>
<b>010/21-22</b>	<b>Matters Arising</b> A statement of condolence for the death of Prince Phillip was placed on the website. Clerk removed on 26.04.2021. It was proposed by Cllr Chapman and AGREED that the council would pay for the difference (about £60 plus VAT) in the new price versus the quoted price for the benches for mooring and cemetery out of development projects budget. Clerk to go ahead and order the benches	<b>Agreed</b>  <b>Clerk</b>
<b>011/21-22</b>	<b>County &amp; District Councillors Reports</b> Reports from County and District Councillors Cllr Wicks (FDC) District councils annual meeting to be on 19 <sup>th</sup> May at the Hudson	

	<p>centre in Wisbech.</p> <p>All non-essential FDC meetings cancelled e.g. some committee meetings.</p> <p>The next full council meeting after 19<sup>th</sup> May of FDC will be after 21<sup>st</sup> July</p> <p>Next Wittlesey town council meeting will be after 21<sup>st</sup> June</p>			
012/21-22	<p><b>Street Lighting</b></p> <p>Clerk to contact Doddington, Wimblington and Manea to ask who is maintaining their street lights with a view to co-operating on the maintenance contract and having more purchasing power and getting a better deal.</p> <p>To put on the agenda for the next meeting.</p>			Clerk
013/21-22	<p><b>Defibrillator</b></p> <p>To discuss and agree actions following investigation by Cllr B Taylor into what monthly checks are required</p> <p>To put on the agenda for next meeting</p>			Cllr Taylor
014/21-22	<p><b>Police Report</b></p> <p>To discuss and agree actions in relation to new Police Engagement Proposal following meeting attended by Cllr Chapman</p> <p>To put on the agenda for next meeting</p>			Clerk
015/20-22	<p><b>Benwick In Bloom</b></p> <p>a) To update on project of siting of animals on The Pound, including a fence.</p> <p>To put on the agenda for next meeting</p>			Clerk
016/21-22	<p><b>Tour of Cambridgeshire Cycle Race 2021</b></p> <p>To discuss and agree any actions in relation to The Tour of Cambridgeshire 2021 is now being planned for the weekend of 24th to 26th September 2021. Cllr Chapman to write the letter as agreed last month.</p> <p>To put on the agenda for next meeting</p>			Cllr Chapman
017/21-22	<p><b>Income &amp; Expenditure</b></p> <p>a) It was Proposed by Cllr Chapman and AGREED that Council approves the following accounts for payment</p>			Clerk Agreed
	E.On	Electricity	£66.49	
	I Cooper	Internal Audit Fee	£135.00	
	HHA Grounds	April Cemetery	£365.16	
	Maintenance			
	Came & Company	Insurance	£763.68	
	J Richardson	Expenses Reimbursement	£16.20	
	J Richardson	Salary	£368.96	
	R Robinson	Expenses Reimbursement	£23.13	
	R Robinson	Salary	£224.23	
		<b>TOTALS</b>	<b>£1962.85</b>	
	<p>b) Clerks report on the April Bank Balances and reconciliation statement is at Appendix 1</p> <p>c) The internal audit report from Ivan J Cooper was read to the council and there were no issues.</p>			
018/21-22	<p><b>Planning Approved</b></p> <p>a) F/YR21/0208/F Erect an extension (single-storey) to side of existing dwelling 24 Doddington Road Benwick March Cambridgeshire PE15 0UT</p>			
019/21-22	<p><b>Website</b></p> <p>Nothing has been heard from Chess on future Parish Council website hosting following notice given by BT that the free hosting currently used will cease in May 2021.</p> <p>It was Proposed by Cllr Chapman and AGREED that the Clerk is to be proactive in seeking to confirm arrangements that Council have previously agreed on for Chess to host our website and that the Clerk is authorized to spend up to £80, and that the Clerk may on the instruction of Cllr Chapman spend more money or make alternative arrangements in order to preserve the website if necessary, in an emergency.</p> <p>Council discussed and agreed the extent of the Clerk's or Councillor's control of the website</p> <p>It was Proposed by Cllr Chapman and AGREED that links to private companies are not to be placed on the website as it may be seen as an endorsement of their services. But anything from a local council is ok to put on the website, if in doubt to ask Cllr Chapman. Things from other public bodies such as hearing clinics, the cycle race etc. could be placed on the Benwick Facebook page. Other things could be brought up in a meeting, either for inclusion on the website or for one of the Councillors to put on Facebook.</p>			Agreed Clerk  Agreed



## Appendix 1

Bank Reconciliation		Financial Year ending 31 March 2022	
Benwick Parish Council			
Prepared by Richard Robinson (Clerk & RFO)			
Date	30/04/2021		
Approved by		Chair	
Date	05/05/2021		
Balance per bank statements as at	30/04/2021	£	£
Current Account		38,051.66	
NS&I		21,447.49	
			59,499.15
Less: Unpresented Cheques			
Cheque Number			
		18.00	
			18.00
Add: Any unbanked cash in transit		119.00	
			119.00
Net bank balances as at			59,600.15
The net balances reconcile to the Cash Book, as follows:-			
Opening Balance		54,198.55	
Add: Receipts to date		6,545.00	
Less: Payments to date		1,143.40	
Closing Balance		59,600.15	

## Earmarked Reserves:

Parish Plan	£532.89		
Verge Planting	£67.13		
Cemetery Extension	£6,604.17		
Street Lighting	£7,875.62		
The Pound	£2,000.00		
War Memorial	£4,000.00		
Mooring	£4,133.66	E M TOTAL	£27,404.82
Allotments	£2,191.35		
General Reserve	£32,195.33		