

BENWICK PARISH COUNCIL

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

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Present	Cllrs M Chapman, L Keppel-Spoor, R Smith, A Cade, R Few, B Taylor, B Wicks	
11000111	(FDC), Clerks J Richardson & R Robinson	
001/21-22	Election of Chairman	Agreed
	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	7 tg. 00 ti
002/21-22	Election of Vice Chairman	Agreed
	It was Proposed by Cllr Chapman and Seconded by Cllr Taylor that Cllr Keppel-Spoor be elected the Vice-Chairman of the Parish Council.	
000/04 00	Council received the Vice-Chairman's Declaration of Acceptance of Office	
003/21-22	Apologies for Absence	
004/21-22	Alex Miscandlon (FDC), D Connor (FDC, CCC) Declarations of Interest None declared	
004/21-22	Declarations of interest None declared	
005/21-22	Election of Working Parties & Representatives It was Proposed by Cllr Chapman and AGREED that ad hoc working parties would be formed in the event that council deemed them necessary.	Agreed
006/21-22	Bank Signatories 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	Agreed
	this is underway and she has chased Santander.	
007/21-22	Internal Auditor a) It was proposed by Cllr Chapman and AGREED that the effectiveness of Internal Audit arrangements was reviewed and accepted	Agreed
	b) It was proposed by Cllr Chapman and AGREED to appoint Ivan J. Cooper as the Internal Auditor for 2021-22	Agreed
008/21-22	PUBLIC TIME 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	
009/21-22	Confirmation of Minutes It was Proposed by Cllr Chapman and AGREED to sign and approve the Minutes of the Meeting held on 12 th April 2021	Agreed
010/21-22	Matters Arising 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.	Agreed
	Clerk to go ahead and order the benches	Clerk
011/21-22	County & District Councillors Reports Reports from County and District Councillors Cllr Wicks (FDC) District councils annual meeting to be on 19 th May at the Hudson	

	1			1263			
	centre in Wisbech.						
		ings cancelled e.g. some committee meetings	•				
		g after 19 th May of FDC will be after 21 st July					
0.4.0.4.00	Next Wittlesey town counci						
012/21-22	Street Lighting	AND STREET STREET STREET		Clerk			
		n, Wimblington and Manea to ask who is maint					
		co-operating on the maintenance contract a	and naving				
	more purchasing power and						
013/21-22	To put on the agenda for the Defibrillator	e next meeting.					
013/21-22		as following investigation by Olla D. Taylor into a	what	Clir Toylor			
	monthly checks are require	ns following investigation by Cllr B Taylor into v	wiiai	Cllr Taylor			
		Clerk					
014/21-22	Police Report	To put on the agenda for next meeting					
01-7/21-22	To discuss and agree actio	sal	Clerk				
	following meeting attended		Jour				
	To put on the agenda for ne						
015/20-22	Benwick In Bloom	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		Clerk			
0.0,20 ==		iting of animals on The Pound, including a fen	ce.	0.0			
	To put on the agenda for ne		-				
016/21-22	Tour of Cambridgeshire (Cllr Chapman			
		actions in relation to The Tour of Cambridgeshi	re 2021 is	•			
		veekend of 24th to 26th September 2021. Cllr					
	to write the letter as agreed		•				
	To put on the agenda for ne	ext meeting		Clerk			
017/21-22	Income & Expenditure	<u>.</u>		Agreed			
	a) It was Proposed by 0	Cllr Chapman and AGREED that Council ap	proves the				
	following accounts for payn		1				
	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) Clarks report on the Apri	TOTALS Bank Balances and reconciliation statement is	£1962.85				
	Appendix 1	s al					
	c) The internal audit report from Ivan J Cooper was read to the council and there						
018/21-22	were no issues. Planning						
0.10/2.1.22	Approved						
		extension (single-storey) to side of existing dw	ellina 24				
		March Cambridgeshire PE15 0UT	g = -				
019/21-22	Website						
	Nothing has been heard fro	m Chess on future Parish Council website hos	ting				
		Tthat the free hosting currently used will cease	in May				
	2021.						
		apman and AGREED that the Clerk is to be pro		Agreed			
	seeking to confirm arrange		Clerk				
	to host our website and tha						
		n of Cllr Chapman spend more money or make					
	alternative arrangements in						
	emergency.	- اللاء امسات					
	Council discussed and agre						
	website	Agreed					
	It was Proposed by Cllr Cha	Agreed					
	not to be placed on the web services. But anything from						
	ask Cllr Chapman. Things f						
	race etc. could be placed o						
	brought up in a meeting, either for inclusion on the website or for one of the Councillors to put on Facebook.						
	1 Souriomora to put on r acet	oon.		<u> </u>			

		1264
020/21-22	Utilising road verges for biodiversity & habitat Any actions required in relation to the CCC Road Verge Management Enquiry were	Clerk
	discussed.	
	CCC is committed to verge management for biodiversity including cutting less often,	
	new verge contractor is cutting more often than contracted	
	We are waiting for a good scheme and specific areas for biodiversity trial areas.	
	To put on the agenda for next meeting	
021/21-22	Allotments	
	a) An advert for our allotment plots has been sent to Doddington Parish Council and they have agreed to place that on their website, in a parish magazine and to send it	
	to the Doddington Horticultural Society.	
	b) Two allotments at September Gardens rented out to one person, one person	
	continues as a tenant and one person from Doddington has also taken two plots. A	
	report was made to Council by the Clerk regarding the discount being offered to one	
	new tenant due to a confusion as to which plots were allocated to which tenants.	
	c) It was reaffirmed that tenants at September Gardens could have greenhouses	
	and/or sheds on their allotment and that no permanent structures or bases were	
	permitted.	
	To put an advert for the allotments on the Parish Council website, Cllr Chapman to	Clerk
	put an advert for the allotments on the Benwick Facebook page, poster to be sent by	Cllr Chapman
	clerk to R Smith to laminate and display.	Cllr Smith
022/21-22	Cllrs Chapman and Smith to tie allotment tap up to post. Clerk's expenses	Clerk
722/2 1*22	Clerk to consult CAPALC and SLCC and to ask on the clerk's knowledge course if	JIGI K
	any of the Clerk's expenses and allowances need to be declared to HMRC	
023/21-22	Correspondence	
	a) Peterborough Council re: placing notices calling for foster carers (emailed	
	23/04/2021)	
	b) Rural Services Network, Bulletin (emailed 30/03/2021, 07/04/2021, 13/04/2021,	
	20/04/2021, 27/04/2021), Funding Digest (emailed 08/04/2021)	
	c) FDC Press releases (emailed 22/04/2021) and events (emailed 23/04/2021)	
	d) CCC Engagement events (emailed 21/04/2021)	
	e) CAPALC Bulletin (emailed 06/04/2021) Training events available timetable (emailed 19/04/2021), Audit Service (emailed 27/04/2021)	
	f) NALC Chief Executive Bulletin (emailed 26/03/2021, 01/04/2021, 09/04/2021,	
	16/04/2021, 23/04/2021)	
	g) Roadworks & events bulletin 16 th – 30 th April 2021(emailed 14/04/2021)	
	h) IHMC March Incident Report (emailed 09/04/2021)	
	i) FDC Community Safety Partnership Survey (emailed 07/04/2021)	
	j) A47 Guyhirn Scheme Update (emailed 09/04/2021)	
	k) Cambridgeshire Hearing Help, Clinics restarted plea for publicity Council to	
	discuss and agree if Clerk can post this notice on the website (emailed 17/04/2021)	
	l) Operation Forth Bridge (emailed 09/04/2021) x2	
	m) CAPASP Scam Warnings (emailed 09/04/2021, 19/04/2021, 23/04/2021) Training Event (emailed 12/04/2021), Newsletter (emailed 19/04/2021)	
	n) CPRE Campaigns Update (emailed 10/04/2021)	
	o) Came & Company Advice of Settlement of Claim (emailed 14/04/2021)	
	p) Hunts Forum Zoom invitation (emailed 20/04/2021)	
	q) BHIB Checklist for holding Covid-safe meetings (emailed 15/04/2021)	
	r) Local Highways Micro Asphalt/Gripfibre Update (emailed 14/04/2021)	
024/21-22	Local Highway Improvement Projects.	Clerk
	To discuss and agree next steps for implementation of speed signs	
005/04 00	To put on the agenda for next meeting	Anness
025/21-22	Agenda Items/Next Meeting It was proposed by Cllr Chapman and AGREED that Council will not have a monthly	Agreed
	meeting in June but will have an Extraordinary Meeting if any urgent matter that	
	Council needs to discuss arises and that Council now pre-approve essential regular	
	expenditure such as wages and expenses, verge cutting and cemetery maintenance	
	and that the Council's next scheduled meeting will be on the first Monday of July (5 th	
	July 2021).	
	Items to be included on Agenda should be with the Clerk by Tuesday 29 th June 2021	Agreed
	It was Proposed by Cllr Chapman and AGREED that Clerk J Richardson will	
	continue to subscribe to zoom and her expenses for this will be reimbursed beyond	
	her last day of employment by the council.	
	To place on the agenda for July to cancel the zoom subscription.	Clerk
Mastinada	sed at 20.45	

Appendix 1

Bank Reconciliation			Financial Year ending 31 March 2022
Benwick Parish Council			<u>-</u>
December 19 to 19	201		
Prepared by Richard Robinson (Clerk & RF			
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	
real rely and and days at the second		110.00	119.00
Net bank balances as at			59,600.15
The net balances reconcile to the Cash Bo	ook, 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
Verge Planting
Cemetery Extension
Street Lighting
The Pound
War Memorial
Mooring
Allotments
General Reserve £532.89 £67.13 £6,604.17 £7,875.62 £2,000.00 £4,000.00 £4,133.66 £2,191.35 £32,195.33

E M TOTAL £27,404.82