



# BENWICK PARISH COUNCIL

Minutes of the Meeting of Benwick Parish Council on Monday 5<sup>th</sup> July 2021 at the village hall.

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<b>Present</b>	Cllrs M Chapman (Chairman), L Keppel-Spoor, R Smith, A Cade, R Few, B Taylor, R Emmett, A Miscandlon (FDC), Clerk R Robinson and one member of the public	
<b>026/21-22</b>	<b>Apologies for Absence</b> Cllr Wicks (FDC) sent his apologies	
<b>027/21-22</b>	<b>Declarations of Interest</b> No declarations of interest were made	
<b>028/21-22</b>	<p><b>PUBLIC TIME</b></p> <p>Cllr Chapman reported that three benches have been delivered to his house and that he and a member of the public will be installing them by the riverbank and in the cemetery soon.</p> <p>Concerns were raised about developments without planning approval at 1 High Street i.e. two static caravans, a large wooden summerhouse and a swimming pool that is now being used as living accommodation. Clerk to write to planning enforcement at FDC highlighting the situation.</p> <p>The issue of dog fouling especially by the Bridge on Wittlesey Road and also in the grass by the riverbank. Clerk to contact street scene at FDC to ask for action to be taken.</p> <p>It was mentioned that trees are being cut down in the village and not being replaced.</p> <p>It was reported that the public footpath sign on the corner of Ramsey Road and High Street, pointing down Great Lots Road (also known locally as School Drove) had lost its lettering so it was just a blank sign. The sign at the other end of the footpath on Forty Foot Bank opposite Puddock Bridge was reported to be missing. Also concerns about the length of grass on the footpath were raised. Clerk to contact highways at CCC to report these issues.</p>	<p><b>Cllr Chapman</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
<b>029/21-22</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 5 <sup>th</sup> May 2021	<b>Agreed</b>
<b>030/21-22</b>	<b>Matters Arising</b> None	
<b>031/21-22</b>	<p><b>Bank Accounts</b></p> <p>a) Clerk reported that view access and administration of the Santander account has been given to R Robinson</p> <p>b) Clerk reported that the changeover of clerk with respect to the NS&amp;I account is causing difficulties. Therefore it was Proposed by Cllr Chapman and AGREED that the signatories on the NS&amp;I account are to be Cllr Chapman, Cllr Keppel-Spoor and Cllr Few and that the Clerk, Richard Robinson as CEO of Benwick Parish Council is to have administration rights over the account. Clerk to fulfil NS&amp;I paperwork and complete the changes of details with NS&amp;I. Clerk to find out how money is paid into and removed from the account.</p>	<p><b>Agreed</b></p> <p><b>Clerk</b></p>
<b>032/21-22</b>	<b>County &amp; District Councillors Reports</b> Alex Miscandlon (FDC) Physical meetings have restarted at FDC, a lot of officers are still working from home.	

	<p>Cop Holder Corner appears to be installing static caravans. Clerk to contact planning enforcement to raise this issue.</p> <p>It was noted that Cllr Connor (FDC and CCC) has not managed to get Highways to meet Parish Councillors outside 24A Doddington Road. Cllr Miscandlon (FDC) to contact Cllr Connor to get this actioned.</p>	<p><b>Clerk</b></p> <p><b>Cllr Miscandlon</b></p>
<b>033/21-22</b>	<p><b>Mooring Step</b></p> <p>Wooden shuttering has rotted away that is part of the mooring step. Council was not sure if any action would be needed. Cllr Chapman will inspect the steps. Clerk to put on the agenda for next month.</p>	<p><b>Cllr Chapman</b></p> <p><b>Clerk</b></p>
<b>034/21-22</b>	<p><b>Memory Sticks</b></p> <p>Clerk reported that we need new memory sticks for the back-up files as the present ones are no longer big enough for all our files. Clerk advised the price of £14.99 each for Sandisk 64GB</p> <p>It was Proposed by Cllr Chapman and AGREED that Cllr Smith would see if he could provide two memory sticks free of charge and that if he could not that the Clerk go ahead and purchase two new memory sticks.</p>	<p><b>Agreed</b></p> <p><b>Cllr Smith</b></p> <p><b>Clerk</b></p>
<b>035/21-22</b>	<p><b>Zoom Subscription</b></p> <p>Clerk reported that zoom has closed our subscription. No action was thought to be needed as physical meetings have resumed.</p>	
<b>036/21-22</b>	<p><b>Street Lighting</b></p> <p>a) Clerk reported that Doddington and Wimblington have a schedule of rates for any maintenance needed and are willing to give Benwick the same rates and Manea have a contract with FDC, however the same company is contracted by FDC to do the actual work in Manea and wherever FDC maintain streetlights. Clerk to chase the company for the schedule of rates and circulate to councillors. Put on the agenda for next month.</p>	<p><b>Clerk</b></p>
<b>037/21-22</b>	<p><b>Defibrillator</b></p> <p>To discuss and agree actions following investigation by Cllr B Taylor into what monthly checks are required. Councillor Taylor has arranged a meeting with Karen to discuss this which is taking place in the next few days. There may be a need for some training by the local ambulance brigade, but it is likely to be minimal. Keep on the agenda for next month and Cllr Taylor will report back.</p>	<p><b>Cllr Taylor</b></p> <p><b>Clerk</b></p>
<b>038/21-22</b>	<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>Anti-social behaviour reported in Benwick. A Benwick resident has suffered a serious assault whilst in London.</p> <p>Two murders have occurred in the local area recently.</p> <p>To keep on the agenda for next month.</p>	<p><b>Clerk</b></p>
<b>039/20-22</b>	<p><b>Benwick In Bloom</b></p> <p>a) To update on project of siting of animals on The Pound, including a fence. Cllr Chapman and Cllr Keppel-Spoor are concerned about our public liability if metal animals are placed on the pound e.g. if someone falls on them. Also we do not have a full proposal. Cllr Chapman is open to having a meeting with Benwick in Bloom about this.</p> <p>b) To discuss Benwick in bloom's email on refurbishment of the shrubbery and agree any actions to be taken.</p> <p>This is Highways land. Cllr Chapman reports that a Christmas Tree is going to be added to what is presently on the Shrubby. Cllr Chapman quite happy with how it looks at the moment. It is not Parish Council land so no action is needed by us.</p> <p>c) To discuss and agree any actions relating to the Baptist Cemetery.</p> <p>Maintenance was ongoing until Covid but has failed since then. Clerk updated council on the concerns of the public and advised that he had put the concerned public in contact with Graham Abblitt of the Baptists and that the member of the public was happy with this.</p> <p>Clerk also reported that the Baptists were interested in handing over the cemetery. Cllrs</p>	

	are not positive about the idea. Cllr Cade knows of Mr. Abblitt. Cllr Cade to make contact with Mr. Abblitt to fully understand the situation and to express any concerns that might be relevant to the village.			<b>Cllr Cade</b>
<b>040/20-22</b>	<b>Website</b> Clerk reported that the website has successfully transitioned from BT to Chess as previously agreed by the council. The cost is to be £72 per annum including VAT which is to be taken by direct debit annually. No further actions or expenditures are thought necessary			
<b>041/21-22</b>	<b>Tour of Cambridgeshire Cycle Race 2021</b> To discuss and agree any actions in relation to The Tour of Cambridgeshire 2021 which has now been postponed until 2022. This cancellation is very welcome due to the amount of maize trailers that will be on the road at the time that the race was planned for. No further actions needed.			
<b>042/21-22</b>	<b>Income &amp; Expenditure (1)</b> a) It was Proposed by Cllr Chapman and AGREED that Council ratifies the following accounts for payments which have already been made and were pre-approved at the last meeting on May 5 <sup>th</sup> 2021 minute 025/21-22.			<b>Agreed</b>
	E.On CAPALC HHA Grounds Maintenance SLCC J Richardson J Richardson R Robinson R Robinson	Electricity Training Fee May Cemetery Membership Expenses Reimbursement Salary Expenses Reimbursement Salary	£64.34 £250.00 £365.16 £112.00 £14.39 £461.60 £40.60 £401.60	
		<b>TOTALS</b>	<b>£1709.29</b>	
	b) The May Bank Balances and reconciliation statement are attached as appendix 1			
<b>043/21-22</b>	<b>Income &amp; Expenditure (2)</b> a) Clerk reported on the Direct Debit in favour of CHESS for the website - £72.00 was taken in June which should be all for the year b) Clerk reported on the Direct Debit in favour of the ICO – we expect £35 to be taken some time in the next few months as an annual fee. c) It was Proposed by Cllr Chapman and AGREED that Council approved the direct debits reported above as ongoing direct debits.			<b>Agreed</b>
<b>044/21-22</b>	<b>Income &amp; Expenditure (3)</b> a) It was Proposed by Cllr Chapman and AGREED that Council approves the following accounts for payment			<b>Agreed</b>
	E.On WAVE HHA Grounds Maintenance J Richardson R Robinson R Robinson	Electricity Allotment & Cemetery Water Charges June Cemetery etc Expenses Reimbursement Expenses Reimbursement Salary	£66.49 £23.73 £365.16 £14.39 £157.65 £331.28	
		<b>TOTALS</b>	<b>£958.70</b>	
	b) The June Bank Balances and reconciliation statement are attached as Appendix 2  c) Clerks report on the quarterly performance against the budget is at Appendix 3 No observations except Clerk observed that Telephone and Internet expenses have expanded due to the website costs being placed under this item.			
<b>045/21-22</b>	<b>Planning Approved</b> CCC/21/032/VAR Retention of mobile classroom on primary school site, High Street, Benwick approved 25/06/2021 <b>Applications</b> F/YR21/0651/F Erect a single-storey side extension to existing dwelling at 14 Whittlesey Road Benwick March Cambridgeshire PE15 0XT No objections were raised.			

<b>046/21-22</b>	<b>Utilising road verges for biodiversity &amp; habitat</b> CCC Road Verge Management Enquiry. Poppies are doing well. To keep on the agenda for next month.	<b>Clerk</b>
<b>047/21-22</b>	<b>Allotments</b> a) Clerk updated on the situation at the allotments we now have 5 tenants with 9 plots between them. Richard Smith reported that he had fixed the tap.  b) Clerk to advertise the plots in Ramsey Forty Foot, Ramsey and other areas.	<b>Clerk</b>
<b>048/21-22</b>	<b>Clerk's expenses</b> Council agreed in principle that the clerk would stop claiming telephone and internet expenses and the council might increase the annual home working allowance for electricity and other household expenses to about £250 per year – to be discussed and agreed at the clerks annual appraisal.	
<b>049/21-22</b>	<b>Risk Register</b> There will be one new bench in the cemetery. That will need to be added to the asset register. Speed signs have been acquired. They need to be on the asset register and a section will need to be added to the risk register about the maintenance and setup of the speed signs (MVAS). Clerk to put on the agenda for next month. Also on the agenda a health and safety risk assessment for the operation of the speed signs e.g. changing the batteries and moving the signs. Cllr Chapman to produce material relating to the MVAS ideally before the next meeting. No objections to the rest of the risk register.	<b>Clerk</b>  <b>Cllr Chapman</b>
<b>050/21-22</b>	<b>Correspondence</b> a) Dementia Connect Cambridgeshire (emailed 22/06/2021) b) Proludic Ltd Outdoor gyms (emailed 10/05/2021) c) Rural Services Network, Bulletin (emailed 05/05/2021, 12/05/2021, 18/05/2021, 25/05/2021, 02/06/2021, 08/06/2021, 15/06/2021, 22/06/2021, 29/06/2021), Funding Digest (emailed 06/05/2021, 03/06/2021) d) FDC Press releases (emailed 10/05/2021x2, 12/05/2021, 13/05/2021, 20/05/2021x2, 21/05/2021x2, 24/05/2021, 03/06/2021, 09/06/2021, 11/06/2021, 22/06/2021) e) Whittlesey Mayors Charity Dinner (emailed 23/06/2021) f) CAPALC Bulletin (emailed 07/05/2021, 07/06/2021) Training events available timetable (emailed 10/05/2021, 24/05/2021), Parlaeus survey (emailed 06/05/2021) Local Electricity Petition (emailed 26/0/2021, 23/06/2021) g) NALC Chief Executive Bulletin (emailed 30/04/2021, 07/05/2021, 14/05/2021, 21/05/2021, 28/05/2021, 04/06/2021, 11/06/2021, 18/06/2021, 25/06/2021) Coronavirus Update (emailed 06/05/2021) Newsletter (emailed 12/05/2021, 19/05/2021, 03/06/2021, 09/06/2021, 23/06/2021) h) Roadworks & events bulletin 16 <sup>th</sup> – 30 <sup>th</sup> April 2021(emailed /04/2021) Highway Events Diary – June (emailed 04/06/2021) i) IHMC Incident Report - April (emailed 06/05/2021) – May (emailed 11/06/2021) Roadworks (emailed 28/04/2021, 14/05/2021) j) FDC Community Safety Partnership Survey (emailed 19/05/2021) k) A47 Guyhirn Scheme Roundabout Closure (emailed 17/05/2021) l) Holiday Activity and Food Programme (emailed 04/06/2021) m) OpusXenta Digitally mapping the cemetery (emailed 11/05/2021) n) C&P Combined Authority update (emailed 09/06/2021, 25/06/2021) o) CAPASP Scam Warnings (emailed 07/06/2021, 02/06/2021), Newsletter (emailed 11/05/2021) Scams Awareness campaign (emailed 14/06/2021) p) CPRE Campaigns Update (emailed 08/05/2021, 12/06/2021) Deposit return scheme PETITION (emailed 06/05/2021) q) Came & Company Webinar (emailed 06/05/2021) r) Support Fenland follow up (emailed 03/06/2021) s) Highways Micro Asphalt/Gripfibre Update (emailed 30/04/2021, 14/05/2021) Road Closure (emailed 23/06/2021) t) Cambridgeshire ACRE CHESS project (emailed 11/06/2021) u) PCC Virtual Meeting (emailed 22/06/2021) No observations	
<b>051/21-22</b>	<b>Local Highway Improvement Projects.</b> a) Speed signs have been implemented by Cllr Chapman in the village. Battery life is not what was expected but signs are working. Cllr Miscandlon advised that the “switch-on” speed can be increased which increases the battery life. Cllr Chapman is planning to change the configuration to make the signs flash less etc. Cllr Smith advised that Lithium	<b>Cllr Chapman</b>

	<p>batteries can be allowed to go completely flat before recharging. Cllr Miscandlon advised that the police are interested in receiving the data from the cameras and that Sue at Whittlesey could advise further. Solar panels are an option. The issue of approval for the signs being fitted to posts was raised. Cllr Chapman reported that two of the posts were fitted by CCC highways especially for the use of the MVAS.</p> <p>b) The parking of the van near the shop. Cllr Chapman has spoken to a police officer and the parking of the van is not illegal. The driver of the van has been banned from parking in the car park for his house by his landlord. Cllr Cade noted that anything parked on the road overnight if over 2.5 tonnes needs to have its lights on all night. The employer has been contacted by a member of the public several times. The employer is a traffic management company. A child has been observed as being in danger due to the van, fortunately a car was going very slowly so was able to stop.</p> <p>It was Proposed by Cllr Smith and seconded by Cllr Keppel-Spoor and AGREED that the council writes to the employer of the van driver to say that we have serious concerns about the parking of the van. Cllr Chapman to draft the wording and send to the clerk.</p> <p>It was also suggested that we might ask the LHI – Local Highways Initiative if we could have double yellow lines in that area. FDC are getting parking enforcement officers in the near future.</p>	<b>Agreed Cllr Chapman Clerk</b>
<b>052/21-22</b>	<b>HMRC</b> Clerk reported on situation regarding telephone and internet expenses historically. Clerk to carry on discussing with HMRC.	
<b>053/21-22</b>	<b>Agenda Items/Next Meeting</b> To discuss and agree the format and date of the next Parish Council Meeting proposed to be Monday 2 <sup>nd</sup> August 2021. Items to be included on Agenda should be with the Clerk by Tuesday 27 <sup>th</sup> July 2021.	

Meeting ended 9.06pm

Appendix 1 (End of May)

Bank Reconciliation		Financial Year ending 31 March 2022	
Benwick Parish Council			
Prepared by Richard Robinson (Clerk & RFO)			
Date	28/05/2021		
Approved by		Chair	
Date	05/07/2021		
Balance per bank statements as at		28/05/2021	£
Current Account		37,155.74	
NS&I		21,447.49	
			58,603.23
Less: Unpresented Cheques			
Cheque Number	2721	23.13	
	2716	224.23	
		18.00	
			265.36
Add: Any unbanked cash in transit			
			0.00
Net bank balances as at 28/05/2021			58,337.87
The net balances reconcile to the Cash Book, as follows:-			
Opening Balance		54,198.55	
Add: Receipts to date		7,245.57	
Less: Payments to date		3,106.25	
Closing Balance		58,337.87	
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		
Allotments	£2,191.35		
General Reserve	£30,933.05		
		E M TOTAL	£27,404.82

## Appendix 2 (End of June)

Bank Reconciliation		Financial Year ending 31 March 2022	
Benwick Parish Council			
Prepared by Richard Robinson (Clerk & RFO)			
Date	30/06/2021		
Approved by		Chair	
Date	05/07/2021		
Balance per bank statements as at	30/06/2021	£	£
Current Account		35,756.29	
NS&I		21,447.49	
			57,203.78
Less: Unpresented Cheques			
Cheque Number	2726	401.60	
	2727	40.60	
	2728	112.00	
		18.00	
			572.20
Add: Any unbanked cash in transit			0.00
Net bank balances as at 28/05/2021		56,631.58	
The net balances reconcile to the Cash Book, as follows:-			
Opening Balance	54,198.55		
Add: Receipts to date	7,320.57		
Less: Payments to date	4,887.54		
Closing Balance	56,631.58		

## 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	£29,226.76		

## Appendix 3

BENWICK PARISH COUNCIL		BUDGET	CURRENT
		2021-22	End JUNE 2021
<b>INCOME:</b>	<b>INCOME</b>		
Maintenance Grants:	Precept	12,852.00	£6,426.00
Council Tax Support Grant	Council Tax Support Grant	0.00	£0.00
	Concurrent	2,593.00	£0.00
	Grass Cutting	703.88	£0.00
Rents:	Town	875.00	£670.57
	September Gardens		£105.00
Recycling Credits		35.00	£0.00
VAT Refund		250.00	£0.00
Burials		250.00	£119.00
Bank Interest		75.00	£0.00
Grants			
<b>SUB TOTALS:</b>		<b>£17,633.88</b>	<b>£7,320.57</b>
<b>TOTALS:</b>		<b>£17,633.88</b>	<b>£7,320.57</b>
	<b>EXPENDITURE</b>		
Rates		400.00	-
Room Hire		200.00	-
Subscriptions:	NALC LCR Magazine	17.00	-
	CAPALC	450.00	436.17
	Cambs Acre	60.00	-
	SLCC	120.00	112.00
	Clerks & Councils Magazine	12.00	-
Maintenance	Verges	500.00	-
	Cemetery	3,500.00	719.69
	Street Lights	1,000.00	-
	Allotments		-
Insurance		750.00	763.68
Energy		1,000.00	181.79
Professional Charges	Internal Auditor	135.00	135.00
	External Auditor	200.00	-
	ICO	35.00	-
	Computer Security	25.00	-
Sundries		150.00	35.97
Telephone/Internet		100.00	94.78
Post & Stationery		150.00	15.30
Travel		100.00	46.80
Clerk's annual office expenses		150.00	-
Planting & Maintenance		50.00	-
Training		200.00	250.00
VAT Paid		250.00	179.17
Wages/PAYE-NI		5,800.00	1,917.19
<b>SUB TOTALS:</b>		<b>15,354.00</b>	<b>4,887.54</b>
Election		1,260.05	-
Development Projects		2,000.00	-
Tourism (Cycle Races)			-
Local Highways Improvement		1,000.00	-
Play Park			-
WW1 Commemoration			-
Xmas Decorations		0.00	-
S137 Payment	British Legion Poppy Wreath	30.00	-
Donations/Charity		200.00	-
<b>TOTALS:</b>		<b>19,844.05</b>	<b>4,887.54</b>
Parish Plan		£532.89	0.00
Verge Planting		£67.13	0.00
Cemetery Extension		£6,604.17	0.00
Street Lighting		£4,875.62	0.00
The Pound		£2,000.00	0.00
War Memorial		£2,000.00	0.00
Mooring		£3,133.66	0.00
Allotments		£1,191.35	0.00
Play Park			0.00
<b>TOTALS:</b>		<b>£40,248.87</b>	<b>£4,887.54</b>