



# BENWICK PARISH COUNCIL

Minutes of Benwick Parish Council meeting on Monday 4<sup>th</sup> April 2022 at the village hall

<b>Present</b>	Cllrs M Chapman (Chairman), L Keppel Spoor, A Cade, R Taylor, R Few, R Emmitt, A Miscandlon (FDC), B Wicks (FDC), Clerk R Robinson and three members of the public.	
<b>223/21-22</b>	<b>Apologies for Absence</b> Cllr R Smith, accepted	<b>Agreed</b>
<b>224/21-22</b>	<b>Declarations of Interest</b> none declared	
<b>225/21-22</b>	<b>PUBLIC TIME</b> At 1 High Street one of the static caravans has moved and is no longer where it is shown on the map of the recent planning application. The annex on the swimming pool is a gym and the property has 4-5 green bins indicating the number of people living there. Pictures of ideas for the Pound were submitted by Benwick in Bloom. Pictures of the jubilee of 2002 were submitted. There were a lot of events then including floats going through the village which is difficult with modern health and safety legislation. A scarecrow competition and prizes for decorating the houses were suggested.	
<b>226/21-22</b>	<b>Confirmation of Minutes</b> It was Proposed by Cllr Chapman and AGREED to approve and sign the Minutes of the Meeting held on 7 <sup>th</sup> March 2022	<b>Agreed</b>
<b>227/21-22</b>	<b>Matters Arising</b> none	
<b>228/21-22</b>	<b>County &amp; District Councillors Reports</b> Cllr Miscandlon – the boundary commission report is online on the Fenland District Council (FDC) website. Benwick will no longer be with Coates and Eastrea but will be with Wimblington, Doddington and Christchurch.	
<b>229/21-22</b>	Duplicate item not discussed here	
<b>230/21-22</b>	<b>Annual Parish Assembly</b> It was Proposed by Cllr Chapman and AGREED that the date and time for holding the Annual Parish Assembly would be 7pm on Monday 9 <sup>th</sup> May	<b>Agreed Clerk</b>
<b>231/21-22</b>	<b>Dog fouling</b> Awaiting response from FDC re: the provision of two more litter bins	
<b>232/21-22</b>	<b>Policies</b> It was Proposed by Cllr Chapman and AGREED to agree the following Benwick Parish Council Policies as presently published on our website:- a) Standing Orders b) Financial Regulations c) Safeguarding Policy d) Press/Media Policy e) Filming, recording and photographing of meetings policy f) Expenses Policy g) Discipline and Grievance Policy h) Complaints Procedure i) Equality Policy j) Data Protection Policy k) Privacy Notice l) Email contact privacy notice m) Retention & Disposal Policy n) Memorial Safety Policy o) Website Accessibility Statement p) Donation Awarding Policy q) Publication Scheme (Freedom of Information Policy) r) Code of Conduct for Members	<b>Agreed</b>
<b>233/21-22</b>	<b>Planning</b> a) <b>Application</b> F/YR22/0242/F Erect a 2-bed log cabin annexe ancillary to existing dwelling with associated decking (retrospective) at 1 High Street Benwick March Cambridgeshire PE15 0XA It was Proposed by Cllr Chapman and AGREED that the Parish Council would write to the planning officer at FDC objecting to this development on the following grounds:- 1. The application is part of a wider scheme of development which if agreed upon would convert what was a pleasant normal house with garden to a multi family caravan park. 2. The development, which although it does not mention the static caravans on the application does show them on the plans for the application, would at this stage consist of a motley mix of buildings i.e. the original normal house, a log cabin, two static caravans, the swimming pool converted into accommodation and games room attached to the old swimming pool. This is out of keeping with the character of the area where there are no log cabins.	<b>Agreed Clerk</b>



	<p>7/ It was Proposed by Cllr Chapman and AGREED that we took appropriate action on all matters raised in reports from internal and external audit.</p> <p>8/ It was Proposed by Cllr Chapman and AGREED that we considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.</p> <p>Therefore it was Proposed by Cllr Chapman and AGREED to sign the Annual Governance Statement 2021/22.</p> <p>g) It was Proposed by Cllr Chapman and AGREED to agree and sign the Annual Accounting Statement 2021/22 (Section 2)</p>	<p><b>Agreed</b></p> <p><b>Agreed</b></p> <p><b>Agreed</b></p> <p><b>Agreed</b></p>
<b>235/21-22</b>	<b>Utilising road verges for biodiversity &amp; habitat</b> No comments	
<b>236/21-22</b>	<b>Village Sign</b> No comments	
<b>237/21-22</b>	<p><b>Correspondence</b></p> <p>a) Rural Services Network, Bulletin (emailed 01/03/2022, 08/03/2022, 15/03/2022, 22/03/2022, 29/03/2022) Funding Digest (emailed 02/03/2022)</p> <p>b) FDC Press releases (emailed 02/03/2022, 02/03/2022, 03/03/2022, 07/03/2022 x 2, 09/03/2022, 10/03/2022, 14/03/2022, 25/03/2022) Member services (emailed 03/03/2022, 15/03/2022, 17/03/2022, 29/03/2022) Agendas (emailed 14/03/2022) Electoral review briefing (emailed 11/03/2022, 21/03/2022) Community Safety Partnership (21/03/2022)</p> <p>c) CAPALC Bulletin (emailed 03/03/2022) Training schedule (emailed 16/03/2022)</p> <p>d) NALC Chief Executive's Bulletin (emailed 04/03/2022, 11/03/2022, 25/03/2022) Newsletter (emailed 03/03/2022, 09/03/2022, 23/03/2022) Events (emailed 01/03/2022)</p> <p>e) Highways - Events (emailed 01/03/2022) IHMC Incident Report Feb (email 04/03/2022)</p> <p>f) CAPASP Newsletter (emailed 03/03/2022) Warning (emailed /02/2022, 10/03/2022x2)</p> <p>g) Citizens Advice Rural Cambs – donation request (emailed 10/03/2022)</p> <p>h) Cambs ACRE – funding article (emailed 29/03/2022) food and farming (emailed 25/03/2022)</p> <p>i) Galliford Try A47 Guyhirn newsletter (emailed 01/03/2022) Guyhirn diversion (emailed 15/03/2022)</p> <p>j) CCC – Cambridgeshire matters (emailed 28/03/2022) HAF program (emailed 15/03/2022) Flood risk management (emailed 15/03/2022) Library Presents (emailed 15/03/2022)</p> <p>k) Cambs &amp; P'bro Combined Authority – Adult education consultation (emailed 02/03/2022)</p> <p>l) MOD – AF covenant (emailed 22/03/2022)</p> <p>m) Jill Hindle – Pill Box (emailed 26/03/2022)</p> <p>n) J Richardson – Thanks (emailed 27/03/2022)</p> <p>o) Boundary Commission – consultation (emailed 29/03/2022)</p> <p>J Richardson's plants have been planted now as they had to wait for the right season to plant them. FDC Streetscene have cleaned the pillbox. Clerk to contact Citizens Advice with our donation policy and application form.</p>	<p><b>Clerk</b></p>
<b>238/21-22</b>	<p><b>Defibrillators</b> As mentioned last month Cllrs Cade and Taylor are prepared to have a defibrillator on the walls of their properties and to supply free electricity for the units; the point was made that future occupiers of the properties might not want to supply power to the defibrillators. Clerk to get quotes for two defibrillators with lockable cabinets with a trickle charge and also for the same with solar panels. Cllr Miscandlon to provide clerk with contact details for Deborah Slater at Whittlesey Town Council who can provide the clerk with details of suppliers and advice.</p>	<p><b>Clerk</b></p> <p><b>Cllr Miscandlon</b></p>
<b>239/21-22</b>	<p><b>Flag</b> It was Proposed by Cllr Chapman and AGREED that the council in accordance with its powers under s137 and s139 of the Local Government Act 1972 should incur the following expenditure which in the opinion of the council is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure - purchase a Union Jack flag and a George Cross flag from flagpoleexpress.co.uk for £90.48</p>	<p><b>Agreed</b></p> <p><b>Clerk</b></p>
<b>240/21-22</b>	<b>Project on the Pound</b> no comments	
<b>241/21-22</b>	<p><b>Highways and verges matters</b></p> <p>a) next steps for implementation of speed signs. Cllr Chapman is collecting data now and will harvest the data in a week's time; he already has three weeks of data on the MVAS. It was Proposed by Cllr Chapman and AGREED to buy a solar panel and mounting kit for £331.93 plus £39.00 delivery plus £74.19 VAT from ElanCity</p> <p>b) any other matters impacting the highways and verges such as obstructions</p> <p>Cambridgeshire County Council (CCC) Highways are proposing the idea of closing Puddock Road at the single lane part. They claim traffic from out of the area is using the road in error increasing the danger of accidents. However from Councillor's information it seems that the traffic from out of the area is often relatives of villagers of Benwick visiting them or residents of Benwick returning from work. Clerk to write to CCC Highways requesting that we be consulted and explaining the usefulness of Puddock Road to people who live in, work in or visit Benwick. A Councillor reported having used google maps to mark roads as unsuitable and finding this effective in reducing "lost" out of area traffic</p>	<p><b>Cllr Chapman</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>

<b>242/21-22</b>	<p><b>Queens platinum jubilee</b> To discuss and agree any actions in relation to the jubilee including</p> <p>a) Road Closure. Cllr Keppel-Spoor has found most of the signs we will need. Jason Ablewhite has agreed to source the remainder. The time of the event to be 11am to 6pm. There is a to be a zoom meeting of the Jubilee Working Group to advise the clerk on answering questions on the online FDC event registration form. To be arranged at councillor's and Mr Ablewhite's convenience.</p> <p>b) Any other matters relating to the jubilee</p> <p>It was Proposed by Cllr Chapman and AGREED that the earmarked reserve for the jubilee should be entirely adopted as a budget item for this financial year.</p> <p>Headteacher of Benwick School has agreed that a painting competition is a good idea. It was Proposed by Cllr Chapman and AGREED that there should be six prizes of £20. The subjects of the paintings are to be from the national curriculum. The idea of commemorative coins was raised and Cllr Chapman is actively investigating mugs.</p> <p>Cllr Few reports that Bakehouse cakes have given a price of £2.50 each for large cupcakes with writing or jubilee themed decoration on them. A small discount for a bulk order might be possible.</p>	<p><b>Clerk</b></p> <p><b>Agreed</b></p> <p><b>Agreed</b></p>
<b>243/21-22</b>	<b>Police Report</b> nothing to report	
<b>244/21-22</b>	<b>Motion to exclude press and public</b> It was Proposed by Cllr Chapman and AGREED to exclude the press and public under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 as publicity would be prejudicial to the public interest by reason of the special confidential nature of the business to be transacted under agenda item 245/21-22 below.	<b>Agreed</b>
<b>245/21-22</b>	<p><b>Clerk's Pay</b></p> <p>To discuss and agree any actions in relation to:-</p> <p>a) It was Proposed by Cllr Chapman and AGREED to increase the Clerk's pay to £10.21 per hour to be applied to next month's salary and going forwards due to the NJC paycales being increased.</p> <p>b) It was Proposed by Cllr Chapman and AGREED to back date the pay increase to the 1<sup>st</sup> April last year as that is the period covered by the pay award. The back dating agreed to be £71.67 to be paid as a one-off addition to the clerk's salary next month.</p>	<p><b>Agreed</b></p> <p><b>Agreed</b></p>
<b>246/21-22</b>	<p><b>Agenda Items/Next Meeting</b></p> <p>Next Parish Council Meeting to be the Annual Meeting of the Council on Monday 9<sup>th</sup> May 2022 after the Parish Assembly which is to commence at 7pm. Items to be included on Agenda should be with the Clerk by Sunday 1<sup>st</sup> May 2022</p>	

Meeting ended 20.57

## Appendix 1

Appendix 1

Bank Reconciliation		Financial Year ending 31 March 2022	
Benwick Parish Council			
Prepared by Richard Robinson (Clerk & RFO)			
Date	01/04/2022		
Approved by		Chair	
Date	04/04/2022		
Balance per bank statements as at		31/03/2022	
		£	£
Current Account		36,936.87	
NS&I		21,449.64	
			58,386.51
Less: Unpresented Cheques			
Cheque Number	chq for £18.00 written off as past date		
			0.00
Add: Any unbanked cash in transit			
			0.00
Net bank balances as at 31/03/2022		58,386.51	
The net balances reconcile to the Cash Book, as follows:-			
Opening Balance		54,198.55	
Add: Receipts to date		20,748.79	
Less: Payments to date		16,560.83	
Closing Balance		58,386.51	

### 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	£30,981.69

**E M TOTAL £27,404.82**

## Appendix 2

BENWICK PARISH COUNCIL		BUDGET	CURRENT	CURRENT	CURRENT	CURRENT	VARIANCE	
		2021-22	End JUNE 2021	End SEPT 2021	End DEC 2021	End MARCH 2022		
<b>INCOME:</b>	<b>INCOME</b>							
Maintenance Grants:	Precept	12,852.00	£6,426.00	£6,426.00	£12,852.00	£12,852.00	£0.00	100.00%
Council Tax Support Grant	Council Tax Support Grant	0.00	£0.00				£0.00	#DIV/0!
	Concurrent	2,593.00	£0.00	£2,593.00	£2,593.00	£2,593.00	£0.00	100.00%
	Grass Cutting	703.88	£0.00	£703.88	£703.88	£703.88	£0.00	100.00%
Rents:	Town	875.00	£670.57	£670.57	£1,143.07	£1,143.07	£268.07	130.64%
	September Gardens	0.00	£105.00	£165.00	£170.00	£170.00	£170.00	#DIV/0!
Recycling Credits		35.00	£0.00				-£35.00	0.00%
VAT Refund		250.00	£0.00		£981.69	£981.69	£731.69	392.68%
Burials		250.00	£119.00	£233.00	£422.00	£611.00	£361.00	244.40%
Bank Interest		75.00	£0.00			£2.15	-£72.85	2.87%
Grants				£1,692.00	£1,692.00	£1,692.00	£1,692.00	#DIV/0!
<b>SUB TOTALS:</b>		<b>£17,633.88</b>	<b>£7,320.57</b>	<b>£12,483.45</b>	<b>£20,557.64</b>	<b>£20,748.79</b>	<b>£3,114.91</b>	117.66%
							£0.00	#DIV/0!
<b>TOTALS:</b>		<b>£17,633.88</b>	<b>£7,320.57</b>	<b>£12,483.45</b>	<b>£20,557.64</b>	<b>£20,748.79</b>	<b>£3,114.91</b>	117.66%
	<b>EXPENDITURE</b>						£0.00	#DIV/0!
Rates		400.00	-	23.73	£281.98	310.41	-£89.59	77.60%
Room Hire		200.00	-			18.00	-£218.00	-9.00%
Subscriptions:	NALC LCR Magazine	17.00	-				-£17.00	0.00%
	CAPALC	450.00	436.17	436.17	£436.17	436.17	-£13.83	96.93%
	Cambs Acre	60.00	-			57.00	-£3.00	95.00%
	SLCC	120.00	112.00	112.00	£112.00	112.00	-£8.00	93.33%
	Clerks & Councils Magazine	12.00	-			12.00	£0.00	100.00%
Maintenance	Verges	500.00	-	174.00	£348.00	522.00	£22.00	104.40%
	Cemetery	3,500.00	719.69	1,632.59	£2,545.49	3,458.39	-£41.61	98.81%
	Street Lights	1,000.00	-			-	-£1,000.00	0.00%
	Allotments		-				£0.00	#DIV/0!
Insurance		750.00	763.68	763.68	£763.68	763.68	£13.68	101.82%
Energy		1,000.00	181.79	369.71	£576.23	761.04	-£238.96	76.10%
Professional Charges	Internal Auditor	135.00	135.00	135.00	£135.00	135.00	£0.00	100.00%
	External Auditor	200.00	-		£200.00	200.00	£0.00	100.00%
	ICO	35.00	-		£35.00	35.00	£0.00	100.00%
	Computer Security	25.00	-				-£25.00	0.00%
Sundries		150.00	35.97	151.92	£151.92	157.92	£7.92	105.28%
Telephone/Internet		100.00	94.78	103.12	£103.12	103.12	£3.12	103.12%
Post & Stationery		150.00	15.30	70.75	£81.83	168.06	£18.06	112.04%
Travel		100.00	46.80	92.70	£115.65	138.60	£38.60	138.60%
Clerk's annual office expenses		150.00	-	150.00	£150.00	150.00	£0.00	100.00%
Planting & Maintenance		50.00	-				-£50.00	0.00%
Training		200.00	250.00	250.00	£310.00	340.00	£140.00	170.00%
VAT Paid		250.00	179.17	746.14	£991.05	1,200.12	£950.12	480.05%
Wages/PAYE-NI		5,800.00	1,917.19	2,961.35	£4,055.71	5,148.56	-£651.44	88.77%
<b>SUB TOTALS:</b>		<b>15,354.00</b>	<b>4,887.54</b>	<b>8,172.86</b>	<b>£11,392.83</b>	<b>14,191.07</b>	<b>-£1,162.93</b>	92.43%
Election		1,260.05	-				-£1,260.05	0.00%
Development Projects		2,000.00	-	1,750.71	£1,750.71	1,750.71	-£249.29	87.54%
Tourism (Cycle Races)			-				£0.00	#DIV/0!
Local Highways Improvement		1,000.00	-		£289.05	289.05	-£710.95	28.91%
Play Park			-				£0.00	#DIV/0!
WW1 Commemoration			-				£0.00	#DIV/0!
Xmas Decorations		0.00	-				£0.00	#DIV/0!
S137 Payment	British Legion Poppy Wreath	30.00	-		£30.00	30.00	£0.00	100.00%
Donations/Charity		200.00	-			300.00	£100.00	150.00%
<b>TOTALS:</b>		<b>19,844.05</b>	<b>4,887.54</b>	<b>9,923.57</b>	<b>£13,462.59</b>	<b>16,560.83</b>	<b>-£3,283.22</b>	83.45%
Parish Plan		£532.89	0.00				-£532.89	0.00%
Verge Planting		£67.13	0.00				-£67.13	0.00%
Cemetery Extension		£6,604.17	0.00				-£6,604.17	0.00%
Street Lighting		£4,875.62	0.00				-£4,875.62	0.00%
The Pound		£2,000.00	0.00				-£2,000.00	0.00%
War Memorial		£2,000.00	0.00				-£2,000.00	0.00%
Mooring		£3,133.66	0.00				-£3,133.66	0.00%
Allotments		£1,191.35	0.00				-£1,191.35	0.00%
Play Park			0.00				£0.00	#DIV/0!
<b>TOTALS:</b>		<b>£40,248.87</b>	<b>£4,887.54</b>	<b>£9,923.57</b>	<b>£13,462.59</b>	<b>£16,560.83</b>	<b>-£23,688.04</b>	41.15%

## Appendix 3

BENWICK PARISH COUNCIL ASSET REGISTER		31/03/2022		
ASSET	DATE ACQUIRED	VALUE	DISPOSAL/DISCHARGE	
STREET FURNITURE		£49,989.65	(Insurance Value as at 31/03/14)	
19 x Galvanised Lamp Posts				
18 x Lamp Brackets				
Bus Shelter				
Village Sign				
8 x Public Seating				
War Memorial Bench	03/09/2018	£761.50		
Cemetery & Chapel Garden Benches x 3	04/06/2018	£1,523.17	Included in Street	
Riverbank Benches	09/11/2019	£1,074.00	Furniture Total	
Additional Bench in Cemetery	30/06/2021	£592.47		
MVAS	07/08/2021	£1,980.93		
Flagpole	04/08/2014	£309.00		
Cemetery Railings	06/01/2014	£2,520.05		
Cemetery Paths	07/08/2018	£14,200.00		
The Mooring	01/06/2010	£10,478.40		
Mooring Sign	29/05/2017	£866.34		
War Memorial		£27,075.93	(Insurance Value as at 31/03/14)	
Filing Cabinet		£65.00		
LAND				
Cemetery		£1.00		
September Gardens		£1.00		
Town Ground		£1.00		
The Pound		£1.00		
<b>TOTAL</b>		<b>£108,081.77</b>		

Appendix 4

**Earmarked Reserves: From 1<sup>st</sup>  
April 2022**

<b>Parish Plan</b>	<b>£532.89</b>	
<b>Verge Planting</b>	<b>£1,067.13</b>	
<b>Cemetery Extension</b>	<b>£6,604.17</b>	
<b>Street Lighting</b>	<b>£9,875.62</b>	
<b>Jubilee Celebrations</b>	<b>£1,270.00</b>	
<b>The Pound</b>	<b>£2,000.00</b>	
<b>Village Sign</b>	<b>£1,000.00</b>	
<b>War Memorial</b>	<b>£6,000.00</b>	
<b>Mooring</b>	<b>£8,133.66</b>	<b>E M TOTAL</b>
<b>Allotments</b>	<b>£2,191.35</b>	<b>£38,674.82</b>