

BENWICK PARISH COUNCIL

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

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Present	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.	
223/21-22	Apologies for Absence Cllr R Smith, accepted	Agreed
224/21-22	Declarations of Interest none declared	Ŭ
225/21-22	PUBLIC TIME	
	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	
226/21-22	scarecrow competition and prizes for decorating the houses were suggested. Confirmation of Minutes It was Proposed by Cllr Chapman and AGREED to approve and aign the Minutes of the Masting hold on ^{7th} March 2022	Agreed
007/04 00	sign the Minutes of the Meeting held on 7 th March 2022	
227/21-22	Matters Arising none	
228/21-22	County & District Councillors Reports 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.	
229/21-22	Duplicate item not discussed here	
230/21-22	Annual Parish Assembly 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 th May	Agreed Clerk
231/21-22	Dog fouling Awaiting response from FDC re: the provision of two more litter bins	
232/21-22	Policies 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 o) Website Accessibility Statement p) Donation Awarding Policy q) Publication Scheme (Freedom of Information Policy) r) Code of Conduct for Members	Agreed
233121-22	 a) Application 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. 	Agreed Clerk

				1301					
		eauty along the river which is visible from the f							
	opposite bank and also from the bridge, whereas on the application it was stated that the								
	development cannot be seen from any public road or footpath. The footpath/road on the other side of the river is used frequently by villagers for recreation so this development would negatively affect the amenity value of public areas nearby.								
			nent and a						
	4. The site is in Flood Zone 3 and is therefore a Highly Vulnerable development and a single storey building is not suitable for a development in this type of flood zone as in the								
		ble to escape by going upstairs.							
		been blatantly breached in this case due to the	e number of						
		site in an unregulated fashion and to allow this							
	would set a precedent which	could open the floodgates for unplanned devel	opment in the						
	area								
		mentioned above about the visibility of the dev							
		cation is also inaccurate in that the static carav							
		y are sited. Also why have the static caravans							
		n application to site them – this seems dishone							
		ether sufficient provision has been made for se believe a pump would be needed or else it wo							
	the river, but there is no ment		Julu just now to						
		00L tank for rainwater run-off but this does not	seem to be an						
	adequate size, as it would fill								
		the development it would affect the Middle Lev	rel						
		of maintaining the riverbanks which is importar							
	it affects the drainage of the a								
234/21-22	Income & Expenditure								
		apman and AGREED to approve the following	accounts for	Agreed					
	payment:-		1						
	HHA Grounds Maintenance	March Cemetery etc inc. VAT	£365.16						
	R Robinson	Salary & Expenses	£383.64						
	CAPALC	Clerk's Training	£150.00						
	CAPALC	Affiliation Fee and Data Protection Scheme	£441.50						
	N Oliver	January, February, March Verges	£174.00 £93.94						
	Cable Test Ltd	Streetlight Repairs inc. VAT TOTAL	£93.94 £1608.24						
	Clerk also informed the Coun								
	Clerk also informed the Council that he had was authorising payment of £223.35 being the electricity charges for the streetlights for January and February, under financial regulation								
	4.5, in order to avoid late payment fees and ensure the provision of streetlighting.								
	b) Clerk's report on the March/Year End Bank Balances and reconciliation statement is at								
	appendix 1.								
	c) Clerk's report on the Year End performance against budget is at appendix 2.								
	d) It was Proposed by Cllr Chapman and AGREED to agree the Asset Register as at 31 st								
	March 2022 (at appendix 3)								
	e) It was Proposed by Cllr Chapman and AGREED to agree Year End Balance Statement								
		carry the amounts reported forward into the ne							
		chedule of the new financial years earmarked r	eserves						
	adjusted as resolved by minute 193/21-22 (c) (at appendix 4)								
	 f) Annual Governance Statement 2021/22 (Section1) 1/ It was Proposed by Cllr Chapman and AGREED that we have put in place arrangements 								
		ment during the year, and for the preparation of		Agreed					
	accounting statements.	mont during the year, and for the preparation t							
	2 It was Proposed by Cllr Chapman and AGREED that we maintained an adequate system								
		easures designed to prevent and detect fraud		Agreed					
	and reviewed its effectiveness								
	3/ It was Proposed by Cllr Chapman and AGREED that we took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws,								
	regulations and Proper Practi	ces that could have a significant financial effect							
	of this authority to conduct its busines or manage its finances.								
	4/ It was Proposed by Cllr Chapman and AGREED that we provided proper opportunity								
		se of electors' rights in accordance with the rec	uirements of						
	the Accounts and Audit Regulations.								
		was Proposed by Cllr Chapman and AGREED that we carried out an assessment of							
	5/ It was Proposed by Cllr Ch	apman and AGREED that we carried out an as		Agreed					
	5/ It was Proposed by Cllr Ch the risks facing this authority	apman and AGREED that we carried out an as and took appropriate steps to manage those ris	sks, including	Agreed					
	5/ It was Proposed by Cllr Ch the risks facing this authority the introduction of internal co	apman and AGREED that we carried out an as and took appropriate steps to manage those ris ntrols and/or external insurance cover where re	sks, including equired.						
	5/ It was Proposed by Cllr Čh the risks facing this authority a the introduction of internal co 6/ It was Proposed by Cllr Ch	apman and AGREED that we carried out an as and took appropriate steps to manage those ris	sks, including equired. ughout the year	Agreed Agreed					

		1302
	7/ It was Proposed by Cllr Chapman and AGREED that we took appropriate action on all	Agreed
	matters raised in reports from internal and external audit. 8/ It was Proposed by Cllr Chapman and AGREED that we considered whether any	Agreed
	litigation, liabilities or commitments, events or transactions, occurring either during or after	Agreeu
	the year-end, have a financial impact on this authority and, where appropriate, have	
	included them in the accounting statements.	
	Therefore it was Proposed by Cllr Chapman and AGREED to sign the Annual Governance	Agreed
	Statement 2021/22.	
	g) It was Proposed by Cllr Chapman and AGREED to agree and sign the Annual	Agreed
235/21-22	Accounting Statement 2021/22 (Section 2) Utilising road verges for biodiversity & habitat No comments	
236/21-22	Village Sign No comments	
237/21-22	Correspondence	
	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)	
	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)	
	c) CAPALC Bulletin (emailed 03/03/2022) Training schedule (emailed 16/03/2022)	
	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)	
	e) Highways - Events (emailed 01/03/2022) IHMC Incident Report Feb (email 04/03/2022)	
	f) CAPASP Newsletter (emailed 03/03/2022) Warning (emailed /02/2022, 10/03/2022x2)	
	g) Citizens Advice Rural Cambs – donation request (emailed 10/03/2022)	
	h) Cambs ACRE – funding article (emailed 29/03/2022) food and farming (emailed	
	25/03/2022)	
	i) Galliford Try A47 Guyhirn newsletter (emailed 01/03/2022) Guyhirn diversion (emailed 15/03/2022)	
	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)	
	k) Cambs & P'bro Combined Authority – Adult education consultation (emailed 02/03/2022)	
	I) MOD – AF covenant (emailed 22/03/2022)	
	m) Jill Hindle – Pill Box (emailed 26/03/2022)	
	n) J Richardson – Thanks (emailed 27/03/2022)	
	o) Boundary Commission – consultation (emailed 29/03/2022)	
	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.	Clerk
238/21-22	Defibrillators As mentioned last month Cllrs Cade and Taylor are prepared to have a	CIEIK
230/21-22	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	Clerk
	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	Cllr
	with details of suppliers and advice.	Miscandlon
239/21-22	Flag It was Proposed by Cllr Chapman and AGREED that the council in accordance with its	Agreed
		, igi ood
	powers under s137 and s139 of the Local Government Act 1972 should incur the following	, igi oʻoʻu
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240/21-22	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	Clerk
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	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 Project on the Pound no comments Highways and verges matters 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 b) any other matters impacting the highways and verges such as obstructions 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	Clerk Clir Chapman Clerk

	1303
Queens platinum jubilee To discuss and agree any actions in relation to the jubilee including 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	Clerk
b) Any other matters relating to the jubilee	Agreed
should be entirely adopted as a budget item for this financial year. Headteacher of Benwick School has agreed that a painting competition is a good idea. It	5
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.	Agreed
with writing or jubilee themed decoration on them. A small discount for a bulk order might	
Motion to exclude press and public 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	Agreed
To discuss and agree any actions in relation to:- 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 payscales	Agreed
b) It was Proposed by Cllr Chapman and AGREED to back date the pay increase to the 1 st 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.	Agreed
Agenda Items/Next Meeting Next Parish Council Meeting to be the Annual Meeting of the Council on Monday 9 th May 2022 after the Parish Assembly which is to commence at 7pm. Items to be included on	
	 including a) Road Closure. Clir 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. b) Any other matters relating to the jubilee It was Proposed by Clir Chapman and AGREED that the earmarked reserve for the jubilee should be entirely adopted as a budget item for this financial year. Headteacher of Benwick School has agreed that a painting competition is a good idea. It was Proposed by Clir Chapman and AGREED that there should be eix prizes of £20. The subjects of the paintings are to be from the national curriculum. The idea of commemorative coins was raised and Clir Chapman is actively investigating mugs. Clir 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. Police Report nothing to report Motion to exclude press and public It was Proposed by Clir 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. Clerk's Pay To discuss and agree any actions in relation to:- a) It was Proposed by Clir Chapman and AGREED to back date the pay increase to the 1st 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 slary next month. Agenda Items/Next Meeting Next Parish Council Meeting to be the Annual Meeting

Meeting ended 20.57

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 a	asat 31/03/20	022		£	£	
Current Account				36,936.87		
NS&I				21,449.64		
					58,386.51	
Less: Unpresented Cheques			1			
Cheque Number	chq for £18.00 written	off as past date	L	<u> </u>		
			L	<u> </u>		
				<u> </u>		
				<u> </u>		
					0.00	
Add: Any unbanked cash in tran	e#			<u> </u>	0.00	
Add. Any unbanked cash in tran	ISIL				0.00	
Net bank balances as at 31/03	/2022				58,386.51	
The net balances reconcile to th					50,500.51	
Opening Balance	e cash book, as follows.	-		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	E M TOTAL	£27,404.82			
Allotments	£2,191.35					
General Reserve	£30,981.69					

BENWICK PARISH COUNCIL									
		BUDGET	CURRENT	CURRENT	CURRENT		VARIANCE		
		2021-22	End JUNE 2021	End SEPT 2021	End DEC 2021	End MARCH 2022			
NCOME:	INCOME	10.050.00	00.400.00	00.400.00	010 050 00	040.050.00			
Maintenance Grants:	Precept	12,852.00	£6,426.00		£12,852.00	£12,852.00	£0.00		100.009
Council Tax Support Grant	Council Tax Support Grant	0.00	£0.00 £0.00		00 500 00	00 500 00	£0.00 £0.00		#DIV/0!
	Concurrent	2,593.00 703.88	£0.00				£0.00		100.00
Rents:	Grass Cutting Town	875.00	£670.57		£1,143.07		£268.07		100.00
rents.	September Gardens	0.00	£105.00		£170.00		£170.00		#DIV/0!
Recycling Credits	September Gardens	35.00	£0.00		2170.00	2170.00	-£35.00		0.00
VAT Refund		250.00	£0.00		£981.69	£981.69	£731.69		392.68
Burials		250.00	£119.00				£361.00		244.40
Bank Interest		75.00	£0.00		2122.00	£2.15	-£72.85		2.87
Grants		10.00	20.00	£1,692.00	£1,692.00		£1,692.00		#DIV/0!
SUB TOTALS:		£17,633.88	£7,320.57				£3,114.91		117.66
							£0.00		#DIV/0!
TOTALS:		£17,633.88	£7,320.57	£12,483.45	£20,557.64	£20,748.79	£3,114.91		117.66
	EXPENDITURE	,	,				£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/01
Insurance		750.00	763.68	763.68	£763.68			increase in insurance premium	101.82%
Energy		1,000.00	181.79	369.71	£576.23		-£238.96		76.10%
Professional Charges	Internal Auditor	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		£7.92		105.28
Telephone/Internet		100.00	94.78	103.12	£103.12			additional cost of website	103.12
Post & Stationery		150.00	15.30	70.75	£81.83		£18.06		112.04
Travel		100.00	46.80	92.70	£115.65			clerk further - recognised by resolution	138.60
Clerk's annual office expenses		150.00	-	150.00	£150.00	150.00	£0.00		100.00
Planting & Maintenance		50.00 200.00	- 250.00	250.00	£310.00	340.00	-£50.00		0.00
Training VAT Paid		250.00	179.17	746.14	£991.05		£950.12	new clerk-budget extended by resolution	170.00
Wages/PAYE-NI		5,800.00	1,917.19	2,961.35	£4,055.71	5,148.56	-£651.44		480.057
SUB TOTALS:		15,354.00	4,887.54	8,172.86	£11,392.83	14,191.07	-£1,162.93		92.43
Election		1,260.05	4,007.04	0,172.00	211,352.03	14,191.07	-£1,260.05		0.005
Development Projects		2,000.00		1,750.71	£1,750.71	1,750.71	-£249.29		87.54%
Tourism (Cycle Races)		2,000.00	-	1,750.71	21,700.71	1,700.71	£0.00		#DIV/01
Local Highways Improvement		1,000.00	-		£289.05	289.05	-£710.95		28.91
Play Park		1,000.00			L209.03	209.00	£0.00		#DIV/0!
WW1 Commemoration	1						£0.00		#DIV/01
Xmas Decorations		0.00	-				£0.00		#DIV/01
S137 Payment	British Legion Poppy Wreath	30.00	-		£30.00	30.00	£0.00		100.00
Donations/Charity	,	200.00	-		200.00	300.00		budget increased by resolution	150.00
TOTALS:		19,844.05	4,887.54	9,923.57	£13,462.59		-£3,283.22		83.45
Parish Plan		£532.89					-£532.89		0.00
/erge Planting		£67.13					-£67.13		0.00
Cemetery Extension		£6,604.17					-£6,604.17		0.00
Street Lighting		£4,875.62					-£4,875.62		0.00
The Pound		£2,000.00					-£2,000.00		0.00
War Memorial		£2,000.00					-£2,000.00		0.00
Mooring		£3,133.66					-£3,133.66		0.00
Allotments		£1,191.35	0.00				-£1,191.35		0.00
Play Park			0.00				£0.00		#DIV/01
TOTALS:		£40,248.87			£13,462.59	£16,560.83			41.15

Appendix 3

BENWICK PARISH COUNCIL ASSET			31/03/2022				
ASSET		DATE ACQUIRED	VALUE		DISP	OSAL/DISCHARGE	
STREET FURNITURE				£49,989.65	(Insu	rance Value as at 31/03	3/14)
	19 x Galvanised Lamp Posts						ĺ
	18 x Lamp Brackets						1
	BusShelter						
	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	Inclu	ded in Street	
	Riverbank Benchs	09/11/2019		£1,074.00	Furni	ture 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			1
Mooring Sign		29/05/2017		£866.34			
War Memorial				£27,075.93	(Insu	rance Value as at 31/03	3/14)
Filing Cabinet				£65.00			
LAND							
	Cemetery			£1.00			
	September Gardens			£1.00			
	Town Ground			£1.00			
	The Pound			£1.00			
		TOTAL		£108,081.77			

£532.89
£1,067.13
£6,604.17
£9,875.62
£1,270.00
£2,000.00
£1,000.00
£6,000.00
£8,133.66
£2,191.35

E M TOTAL £38,674.82