



BENWICK PARISH COUNCIL

Minutes of the Annual Meeting of Benwick Parish Council on Monday 9th May 2022

Present	Cllrs M Chapman (Chairman), L Keppel-Spoor, R Taylor, R Few, R Emmitt, R Smith, A Miscandlon (FDC), Clerk R Robinson and two members of the public	
001/22-23	Election of Chairman It was Proposed by Cllr Keppel-Spoor, seconded by Cllr Smith and AGREED to elect CLLR MARK CHAPMAN as the Chairman of the Parish Council. The Chairman's Declaration of Acceptance of Office was received and signed in the presence of the Clerk	Agreed
002/22-23	Election of Vice Chairman It was Proposed by Cllr Chapman, seconded by Cllr Smith and AGREED to elect CLLR LYN KEPPEL-SPOOR Vice-Chairman of the Parish Council. The Vice-Chairman's Declaration of Acceptance of Office was received and signed in the presence of the Clerk	Agreed
003/22-23	Apologies for absence Cllr B Wicks (FDC), Cllr A Cade (accepted)	Agreed
004/22-23	Declarations of Interest a) Disclosable Pecuniary Interest – Cllr Few declared a disclosable pecuniary interest in agenda item 026/22-23(b) and will leave the room for this item b) Non-Pecuniary Interest – Cllr Chapman declared a non-pecuniary interest in agenda item 022/22-23 and will stand down as Chair and not speak or vote on this item	
005/22-23	Working Parties & Representatives It was Proposed by Cllr Chapman and AGREED to continue the terms of reference and delegation arrangements for the Jubilee Working Group. It was Proposed by Cllr Chapman and AGREED that any other Working Groups or Committees needed could be appointed when desired by the Council during the year.	Agreed Agreed
006/22-23	Banking arrangements a) It was Proposed by Cllr Chapman and AGREED to appoint Cllrs Chapman, Keppel-Spoor and Few as Bank Signatories for the Santander and NS&I accounts. Clerk reported that NS&I had responded to our form nominating the above as signatories informing us that Cllr Chapman was the signatory. Clerk to correspond with them to attempt to correct this. b) Due to almost zero interest on the savings account as of this January Clerk to investigate further options for our savings account as an alternative to NS&I savings acct	Agreed Clerk Clerk
007/22-23	Internal Auditor a) It was Proposed by Cllr Chapman and AGREED to accept the effectiveness of the Internal Audit arrangements b) It was Proposed by Cllr Chapman and AGREED to appoint Ivan Cooper as the Internal Auditor for 2022-23	Agreed Agreed
008/22-23	PUBLIC TIME There is a boat permanently moored between the bridges. Human waste has been encountered by a lady swimming in the river. This is probably from the boats that are permanently moored including the one between the bridges. Paddle boarders also use the river and villagers like to stroll alongside it. Clerk to inform the Middle Level Commissioners.	Clerk
009/22-23	Confirmation of Minutes It was Proposed by Cllr Chapman and AGREED to sign and approve the Minutes of the Meeting held on 4 th April 2022	Agreed
010/22-23	Matters Arising None	
011/22-23	Benwick In Bloom a) Any actions relating to our project on the Pound – Cllr Chapman meeting with Benwick in Bloom to discuss this on 23 rd May b) Any actions relating to proposals by Benwick in Bloom to plant two trees – none as the proposed site between the bridges is not our land	Cllr Chapman
012/22-23	County & District Councillors Reports Cllr Miscandlon has provided us with a road closed sign. He has also passed a complaint about a noisy property in the village to FDCs Environment team to investigate. The annual meeting of FDC is this month. The Local Plan will be out for consultation soon and includes village development boundaries with a maximum of 5 houses for windfall sites outside of those boundaries. Housebricks are on the verges outside 24b Doddington road but these are beyond the 50cm limit agreed by Highways.	
013/22-23	Review of Standing Orders and Financial regulations a) It was Proposed by Cllr Chapman and AGREED to confirm our standing orders and financial regulations as reviewed last month as part of the AGAR process	Agreed

014/22-23	Review of Contractual arrangements It was Proposed by Cllr Chapman and AGREED to continue the following contractual arrangements a) verges contract from Cambridgeshire County Council – unchanged at £703.88 per annum paid to us b) verges contract with Nicky Oliver – unchanged at £696 per annum paid by us c) cemetery maintenance contract with HHA grounds maintenance at £365.16 per month including VAT d) membership of SLCC for the clerk currently £112 for the present year e) membership of CAPALC (including NALC and the data protection officer scheme) at £441.50 for the present year f) membership of ACRE for £57 for the present year g) electricity supply from Npower h) village hall as supplier of venue for meetings	Agreed
015/22-23	Review of Inventory of Land and other assets It was Proposed by Cllr Chapman and AGREED to amend the asset register to reflect that we have a total of 10 benches; other than that to accept the asset register as presented by the clerk	Agreed Clerk
016/22-23	Confirmation of Arrangements for Insurance Cover in respect of all insurable risks It was Proposed by Cllr Chapman and AGREED to go ahead with the quotation process on the basis of the figures supplied by Gallagher brokers. With respect to our sums assured Clerk to find out the value of the War Memorial from a mason and to update that with the insurers once available.	Agreed Clerk Clerk
032/22-23	Review of other policies as per standing orders for the Annual Meeting of the Council It was Proposed by Cllr Chapman and AGREED to confirm the following a) Email contact privacy policy b) Privacy notice c) Information and Data Protection policy d) Freedom of Information policy e) Policy on filming or recording meetings f) Media policy g) Complaints policy h) Disciplinary and grievance policy i) Clerks contract and employment procedures	Agreed
017/22-23	Review of expenditure incurred under s137 of LGA 1972 It was Proposed by Cllr Chapman and AGREED to accept the Clerk's report of £330 of s137 expenditure for the past year which comprised £300 of donations through our donations process and £30 donated to the poppy appeal in part by purchasing a wreath to lay at the Remembrance event	Agreed
018/22-23	Determining the time and place of ordinary meetings of the council up to and including the next annual meeting of the council It was Proposed by Cllr Chapman and AGREED to adopt the following dates being the first working Monday in every month:- 2022 Mondays 6 th June; 4 th July; 1 st August; 5 th September; 3 rd October; 7 th November; 5 th December 2023 Mondays 9 th January; 6 th February; 6 th March; 3 rd April; 8 th May – Next Annual Meeting	Agreed
019/22-23	Defibrillators Power supply – Whittlesey have some connected to power supplies from properties and some from UKPN street power supply such as used for streetlights. There would be a cost for UKPN to connect a power supply; the ongoing cost is £8-10 a year. The possibility of re-imbursing people for the cost was mentioned. It was Proposed by Cllr Chapman and AGREED for Councillors to visit the proposed sites of the defibrillators to agree a location for them and that after that Ellis Green or another electrician are to be asked to quote for installation at Cllr Taylors property, and Cllr Cades property if he is agreeable. Vandalism – this does happen in Whittlesey but only in the more remote locations; it is hoped this would not be a problem in Benwick which has a lower crime rate and also the units would be on people's properties who might be able to deter vandalism.	Agreed Interested Councillors Cllr Taylor Cllr Cade
020/22-23	Direct Debit for electricity to streetlights It was Proposed by Cllr Chapman and AGREED to pay for our electricity by direct debit to Npower Commercial Gas Ltd because the due date of electricity bills falls before our meetings and to avoid late payment fees. Cllrs Chapman and Keppel-Spoor signed the mandate in favour of Npower. Clerk to arrange.	Agreed Clerk

021/22-23	Tour of Cambridgeshire Cycle Race 2022 This will close Ramsey Road, High Street, part of Doddington road and Whittlesey Road from 11am to 6pm; it was decided to take no action.			
022/22-23	Memorial Bench in Cemetery Cllr Keppel-Spoor took over as Chairman of the meeting and Cllr Chapman did not speak or vote on this agenda item due to his disclosed interest. Regarding the proposal by a parishioner to place a memorial bench in our cemetery for her son who died tragically young of covid. It was Proposed by Cllr Keppel-Spoor and AGREED to ask for and receive details of the proposed bench before taking any action. Clerk to inform the parishioner.			Agreed Clerk
023/22-23	Cllr Chapman resumed as Chairman of the meeting. Dog fouling Awaiting a reply on bins from FDC. Cllr Miscandlon to chase FDC Streetscene			Cllr Miscandlon
024/22-23	Platinum Jubilee It was Proposed by Cllr Chapman and AGREED that seven £20 gift vouchers be funded by the council, to be chosen by the headteacher, Cllr Chapman to buy the vouchers and be reimbursed afterwards. These are for prizes for the competition for the schoolchildren which Cllr Miscandlon is going to judge. It was Proposed by Cllr Chapman and AGREED that 198 mugs be purchased with the Parish Crest in a purple design at a cost of up to £710 plus VAT. Cllr Chapman to liaise with the clerk to arrange the purchase; the Jubilee working group to agree the final design which Cllr Chapman will circulate. It was Proposed by Cllr Chapman and AGREED to fund the distribution of ice-creams free to children in the high street up to the price of £100. Councillors and/or volunteers to hand the ice-creams out in the street. Cllr Chapman will produced notices to put in suitable places advising of the event and to advertise the event on the village Facebook Group. It was Proposed by Cllr Chapman and AGREED that the clerk advised by the working group would be authorised spend up to the rest of the Jubilee budget if any village groups approached us with suggestions considered a good idea by the working group.			Agreed Cllr Chapman Cllr Miscandlon Agreed Cllr Chapman Clerk Agreed Cllr Chapman and others Agreed Clerk
025/22-23	Income & Expenditure a) It was Proposed by Cllr Chapman and AGREED to approve the following accounts for payment; clerk also informed Council that he had authorised a payment of £94.69 to Npower under financial regulation 4.5 in order to avoid interest charges and maintain our commitments.			Agreed
	Npower	Electricity January and February (as notified at the last meeting) (inc. VAT)	£223.35	
	Npower	Electricity March (authorised by Clerk under Financial Regulation 4.5) (inc. VAT)	£108.42	
		Sub-total authorised by Clerk last month	£331.77	
	I Cooper	Internal Audit Fee	£145.00	
	HHA Grounds Maintenance	April Cemetery (inc. VAT)	£365.16	
	R Robinson	Expenses and Salary including backdated	£560.01	
	SLCC	Membership	£112.00	
	ElanCity Ltd	Solar Panels (inc. VAT)	£445.12	
		Subtotal to authorise now	£1627.29	
		TOTAL	£1,959.06	
	b) April Bank Balances and reconciliation statement are at appendix 1 c) It was Proposed by Cllr Chapman and AGREED to approve the internal audit reports d) It was Proposed by Cllr Chapman and AGREED to sign the Certificate of Exemption from External Audit to say that we meet the exemption criteria and wish to claim exemption for 2021-22. Clerk to inform PKF Littlejohn. e) It was Proposed by Cllr Chapman and AGREED to agree the final budget for the year including the earmarked reserves as budget lines (as at appendix 2)			Agreed Agreed Clerk Agreed
026/22-23	Planning Applications a) FYR22/0372/F Erect a first floor rear extension to existing dwelling at Hunters Lodge 42 Ramsey Road Benwick March Cambridgeshire PE15 0XD – this is out of time but we were refused an extension – no observations b) Cllr Few left the room FYR22/0344/F Erect a single-storey side and rear extension to existing dwelling involving the demolition of existing garage and conservatory at Chapel Farm High Street Benwick March Cambridgeshire PE15 0XA – no observations c) Cllr Few returned to the room FYR22/0409/F Erect side extension and porch to front, loft conversion to living accommodation with dormer to rear elevation and 1.8 meter high (max) wall/gate to front and sides of existing dwelling at 33B Doddington Road Benwick March Cambridgeshire PE15 0UT – the following observations were made:- 1. There is a question as to whether the 1.8m wall affects the visual splay of the exit, which would			

	<p>affect road safety. 2. The nature of this wall and gate is out of keeping with the neighbourhood. Clerk to inform FDC of our observations, but we do not object to the application.</p> <p>d) F/YR22/0380/F Erect 1 x dwelling (2-storey 3-bed) at Land North West Of 35 Doddington Road Benwick Cambridgeshire - It was Proposed by Cllr Chapman and AGREED that we object to this proposal on the same grounds that we objected to the identical proposal on the same site last year, clerk to inform FDC.</p> <p>e) F/YR22/0442/F Formation of a vehicular access and erect a 1.8 metre high (approx) close boarded timber fence at Mill View House 6 Little London Whittlesey Road Benwick March Cambridgeshire PE15 0XW - It was Proposed by Cllr Chapman and AGREED that we object to this application on the following grounds:-</p> <ol style="list-style-type: none"> 1. This proposed access is on a dangerous bend and is the wrong place for vehicular access as to have the access there would have serious implications for road safety. 2. Then proposed access would impact the Mid-Level Commissioners' access to the river bank through their gate. 3. The proposed use of this land is not in keeping with the purpose for which the land was given to them when they stated that they intended to use the land as a garden. Now they intend to both enclose it and to make it into a car park which is not in keeping with the understanding under which they received the land as a gift. <p>Clerk to inform FDC.</p>	<p>Clerk</p> <p>Agreed</p> <p>Clerk</p> <p>Agreed</p> <p>Clerk</p>
027/22-23	Utilising road verges for biodiversity & habitat no comments	
028/22-23	Police Report meeting is to be next week	
029/22-23	<p>Correspondence</p> <p>a) Rural Services Network, Bulletin (emailed 05/04/2022, 12/04/2022, 20/04/2022, 26/04/2022, 04/05/2022)</p> <p>b) FDC Press releases (emailed 01/04/2022, 12/04/2022) Member services (emailed 11/04/2022, 28/04/2022) Agendas (emailed 27/04/2022, 04/05/2022)</p> <p>c) CAPALC Bulletin (emailed 04/01/2022, 04/05/2022) Training schedule (emailed 30/03/2022)</p> <p>d) NALC Chief Executive's Bulletin (emailed 01/04/2022, 08/04/2022, 14/04/2022, 22/04/2022 29/04/2022) Newsletter (emailed 06/04/2022, 13/04/2022, 04/05/2022) Events (emailed 03/05/2022)</p> <p>e) Highways - TMC Incident Report March (email 06/04/2022) Notice of road closure (emailed 12/04/2022) Sanoz Bozorg – Puddock Road (emailed 12/04/2022) Surface dressing (emailed 13/04/2022, 04/05/2022) Grip Fibre (emailed 21/04/2022) SURVEY (emailed 27/04/2022)</p> <p>f) CAPASP Newsletter (emailed 14/04/2022) Warning (emailed 22/04/2022, 29/04/2022)</p> <p>g) Citizens Advice Rural Cambs – donation request (emailed 10/03/2022)</p> <p>h) Cambs ACRE – food and farming (emailed 14/04/2022)</p> <p>i) CCC – Cambridgeshire matters (emailed 26/04/2022) Queen's canopy (emailed 27/04/2022)</p> <p>j) Cambs crimestoppers (emailed 20/04/2022)</p> <p>k) John Potter – defibrillator registration (emailed 11/04/2022)</p> <p>l) Juan Medina – Puddock Road (emailed 13/04/2022)</p> <p>m) Anne Robson Trust – pre-bereavement helpline (emailed 25/04/2022)</p> <p>n) Henry Morris Conference (emailed 29/04/2022)</p> <p>o) Virtual Roundtable with Police and Crime Commissioner (emailed 03/05/2022)</p> <p>p) RBL – jubilee products (emailed 12/04/2022)</p> <p>no comments</p>	
030/22-23	<p>Highways and verges</p> <p>a) Next steps supporting the operation of speed signs – Cllr Chapman will download the data and move the speed sign accordingly. Cllr Few to assist with a teleporter with safety cage.</p> <p>b) Other matters such as obstructions or dangers - none</p>	<p>Cllr</p> <p>Chapman</p> <p>Cllr Few</p>
031/22-23	Agenda Items/Next Meeting Next Parish Council Meeting to be Monday 6 th June 2022 at the village hall. Items to be included on Agenda should be with the Clerk by Monday 31 st May 2022	

Meeting ended at 21.30 item 032/22-23 is after item 16/22-23

Appendix 1

Bank Reconciliation				Financial Year ending 31 March 2023	
Benwick Parish Council					
Prepared by Richard Robinson (Clerk & RFO)					
Date		06/05/2022			
Approved by		Chair			
Date		09/05/2022			
Balance per bank statements as at		30/04/2022		£	£
Current Account				42,088.92	
NS&I				21,449.64	
					63,538.56
Less: Unpresented Cheques					
Cheque Number		2783	383.64		
		2782	174.00		
		2787	108.42		
					666.06
Add: Any unbanked cash in transit					0.00
Net bank balances as at 30/04/2022				62,872.50	
The net balances reconcile to the Cash Book, as follows:-					
Opening Balance		58,386.51			
Add: Receipts to date		6,426.00			
Less: Payments to date		1,940.01			
Closing Balance		62,872.50			

Earmarked Reserves:

reserves updated as per minute 193/21-22 ©

Parish Plan	£532.89
Verge Planting	£1,067.13
Cemetery Extension	£6,604.17
Street Lighting	£9,875.62
Jubilee Celebrations	£1,270.00
The Pound	£2,000.00
Village Sign	£1,000.00
War Memorial	£6,000.00
Mooring	£8,133.66
Allotments	£2,191.35
General Reserve	£24,197.68

E M TOTAL £38,674.82

Appendix 2

BENWICK PARISH COUNCIL									
	ACTUAL SPEND	ACTUAL SPEND	ACTUAL SPEND	ACTUAL SPEND	ACTUAL SPEND	AGREED BUDGET	FORECAST	ACTUAL SPEND	Proposed Budget
	2014-15	2017-18	2018-19	2019-20	2020-21	2021-22	2021-22	2021-22	2022-23
INCOME:									
Maintenance Grants:	£10,609.00	10,715.00	11,037.00	12,852.00	£12,852.00	12,852.00	Precept	£12,852.00	£12,852.00
Council Tax Support Grant	£1,288.00	848.00	424.00	0.00		0.00	Council Tax	£0.00	£0.00
Concurrent	£2,687.00	985.00	985.00	985.00	£1,593.00	2,593.00	Concurrent	£2,593.00	£2,593.00
Grass cutting	£703.88	703.88	703.88	703.88	£703.88	703.88	Grass Cutting	£703.88	£703.88
Rents:	£875.00	875.00	500.00	1,483.07	£1,108.07	875.00	Town	£1,143.07	£1,143.07
	£270.00	-	-	45.00			September	£170.00	
Recycling Credits	£8.32	-	36.84		£118.68	35.00	Recycling Credits	£0.00	£0.00
VAT Refund	£732.15	3,989.37	1,555.12	1,552.69	£3,289.22	250.00	VAT Refund	£981.69	£1,000.00
Burials	£1,908.75	80.75	1,373.00	974.00	£1,911.00	250.00	Burials	£611.00	£250.00
Bank Interest	£153.32	98.37	152.10	169.00	£153.31	75.00	Bank Interest	£2.15	
					£8,293.33		FDC Street	£0.00	
Windfarm Grant		6,000.00	2,423.86	1,074.00			Windfarm Grant	£1,692.00	
SUB TOTALS:	£19,235.42	24,295.37	19,190.80	19,838.64	30,022.49	£17,633.88	SUB TOTALS:	£20,748.79	£18,541.95
Sundries	£0.00	-					Sundries		
	£0.00	-							
TOTALS:	£19,235.42	24,295.37	19,190.80	19,838.64	30,022.49	£17,633.88	TOTALS:	£20,748.79	£18,541.95
Rates	339.60	423.07	233.07	233.07	312.54	400.00	Rates	£310.41	£400.00
Room Hire	182.00	165.00	112.50	200.00	18.00	200.00	Room Hire	-£18.00	£200.00
Subscriptions:	17.00	17.00	17.00	17.00	17.00	17.00	NALC LCR Magazine		£17.00
	371.53	301.64	310.04	366.89	428.38	450.00	CAPALC	£436.17	£470.00
	54.00	46.25	47.50	47.50	57.00	60.00	Cambus Acry	£57.00	£65.00
	64.50	78.00	84.00	106.00	109.00	120.00	SLCC	£112.00	£120.00
	12.00	12.00	12.00	12.00	12.00	12.00	Clerks & Co	£12.00	£12.00
Maintenance	811.53	700.80	466.16	444.84	481.91	500.00	Verges	£522.00	£696.00
	2,840.55	1,805.70	2,641.32	2,912.49	2,786.91	3,500.00	Cemetery	£3,458.39	£3,651.60
				1,295.00		1,000.00	Street Light	£0.00	£1,000.00
	-						Allotments	£0.00	
Insurance	578.80	648.39	674.33	716.24	742.89	750.00	Insurance	£763.68	£790.00
Energy	1,158.52			1,199.40	1,693.38	1,000.00	Energy	£761.04	£1,000.00
Professional Charges	100.00	120.00	130.00	130.00	135.00	135.00	Internal Aud	£135.00	£135.00
	100.00	100.00	200.00			200.00	External Aud	£200.00	£200.00
	35.00	35.00	60.00	35.00	35.00	35.00	ICO	£35.00	£35.00
						25.00	Computer Security		£25.00
Sundries	229.04	129.12	24.15		343.94	150.00	Sundries	£157.92	£200.00
Telephone/Internet	104.90	95.45	78.91	102.30	60.01	100.00	Telephone/	£103.12	£70.00
Post & Stationery	72.82	181.72	324.30	86.49	57.42	150.00	Post & Stati	£168.06	£150.00
Travel	33.75	39.60	58.50	24.30		100.00	Travel	£138.60	£200.00
Clerk's annual office expenses	150.00	150.00	150.00	150.00	150.00	150.00	Clerk's ann	£150.00	£270.00
Planting & Maintenance	165.29	-	24.17	60.10		50.00	Planting & Maintenance		£50.00
Training	699.50	79.00	297.44	60.00		200.00	Training	£340.00	£1,000.00
VAT Paid	678.89	4,260.39	1,518.99	1,254.84	3,514.03	250.00	VAT Paid	£1,200.12	£1,200.00
Wages/PAYE-NI	3,971.81	3,827.24	4,602.89	4,633.04	4,336.18	5,800.00	Wages/PAY	£5,148.56	£4,500.00
SUB TOTALS:	12,771.03	13,215.37	12,067.27	14,086.50	15,290.59	15,354.00	SUB TOTALS:	£14,191.07	£16,456.60
Election		-	-	247.08		1,260.05	Election		£1,260.05
Development Projects		0.00	2,684.67	1,074.76		2,000.00	Developme	£1,750.71	£1,500.00
Tourism (Cycle Races)	185.84	0.00					Tourism (Cycle Races)		
Local Highways Improvement		-		567.70		1,000.00	Local High	£289.05	£500.00
Play Park	67.00	-					Play Park		
WW1 Commemoration	1,245.20						WW1 Commemoration		
Xmas Decorations	55.26	-		0.00		0.00	Xmas Decorations		£0.00
S137 Payment	25.00	30.00	30.00	30.00	30.00	30.00	S137 Paym	£30.00	£30.00
Donations/Charity	30.00	130.00	190.00	200.00	180.00	200.00	Donations/C	£300.00	£200.00
TOTALS:	14,379.33	13,375.37	14,971.94	16,206.04	15,500.59	19,844.05	TOTALS:	£16,560.83	£19,946.65
Parish Plan		0.00				£532.89	Parish Plan		£532.89
Verge Planting		0.00				£67.13	Verge Planting		£1,067.13
Cemetery Extension		14,200.00	663.33		890.00	£6,604.17	Cemetery E	£0.00	£6,604.17
Street Lighting		0.00			13,464.38	£4,875.62	Street Light	£0.00	£9,875.62
The Pound		0.00				£2,000.00	The Pound		£2,000.00
War Memorial		0.00				£2,000.00	War Memorial		£6,000.00
Mooring		563.12				£3,133.66	Mooring		£8,133.66
Allotments		630	678.65			£1,191.35	Allotments		£2,191.35
							Village sign		£1,000.00
							Jubilee celebrations		£1,270.00
subtotals	£0.00	£15,393.12	£1,341.98	£0.00	£14,354.38	£20,404.82	£0.00	£0.00	£38,674.82
TOTALS:	14,379.33	28,768.49	16,313.92	16,206.04	29,854.97	£40,248.87	TOTALS:	£16,560.83	£58,621.47
cash at 1st April									58386.51
balance									-£40,079.52
potential remaining reserves at end March 2023									£18,306.99