

# BENWICK PARISH COUNCIL

## Minutes of Benwick Parish Council meeting on Monday 3rd October 2022 at the village hall

<b>Present</b>	L Keppel-Spoor (Chairman), R Taylor, R Few, R Smith, A Miscandlon (FDC), Clerk R Robinson and 7 members of the public			
<b>121/22-23</b>	<b>Apologies for absence</b> R Emmitt, M Chapman, A Cade, R Wicks			<b>Accepted</b>
<b>122/22-23</b>	<b>Declarations of Interest</b> None			
<b>123/22-23</b>	<b>PUBLIC TIME</b> The Treasurer of Benwick Village Hall was not able to be here due to unforeseen work commitments. An inquiry was made about the Working Party on the Pound, which has not been able to meet due to illness. Dog fouling is still an issue.			
<b>124/22-23</b>	<b>Confirmation of Minutes</b> It was Proposed by Cllr Keppel-Spoor and AGREED to approve and sign the minutes of the Council meeting held on 5 <sup>th</sup> September 2022			<b>Agreed</b>
<b>125/22-23</b>	<b>Matters Arising</b> None			
<b>126/22-23</b>	<b>The Pound</b> Cllr Keppel-Spoor to arrange the Working Party as agreed last month (it has had to be postponed because of a Cllr being ill)			<b>Cllr Keppel-Spoor</b>
<b>127/22-23</b>	<b>County &amp; District Councillors Reports</b> Cllr Miscandlon reports that Benwick is to be with West March Ward for the next election. Also the Police and Crime Commissioner does respond to requests to take action on speeding and did a "day of action" in Coates. Regarding roads breaking up the locations of greatest severity can be reported on the Cambridgeshire County Council (CCC) interactive map in the Highways section of their website; and then Nick Munns does come out and assess them.			
<b>128/22-23</b>	<b>Jubilee budget</b> It was Proposed by Cllr Keppel-Spoor and AGREED to return the monies left over in the Jubilee budget to the general reserves.			<b>Agreed</b>
<b>129/22-23</b>	<b>Defibrillators</b> Clerk is awaiting outcome of our grant application to Burnt House Windfarm			
<b>130/22-23</b>	<b>LHI bids and traffic calming</b> the Clerk has been advised by CCC Highways that a speed survey on Lilyholt Road such as Council asked the Clerk to request from Highways would be done as part of an LHI bid.			
<b>131/22-23</b>	<b>Biodiversity &amp; habitat initiatives</b> Cllr Keppel-Spoor to look into the costs and practicalities and report back to Council			<b>Cllr Keppel-Spoor</b>
<b>132/22-23</b>	<b>Police Report</b> no report. Clerk to continue to invite Police neighbourhood team to our meetings.			<b>Clerk</b>
<b>133/22-23</b>	<b>Dog fouling</b> Clerk reports that Fenland District council (FDC) have agreed to put in just one of the dog litter bins agreed but have not moved forward on this. Clerk to chase them about this as Council has already agreed the funding and site.			<b>Clerk</b>
<b>134/22-23</b>	<b>Income &amp; Expenditure</b> a) It was Proposed by Cllr Keppel-Spoor and AGREED to approve the following accounts for payment. Clerk also advised that he had authorised a payment to Mr N Oliver for a regular budgeted invoice for grass cutting to ensure continuity of service since issuing the agenda for this meeting and would report it at the next meeting.			<b>Agreed</b>
	Npower	Electricity August DD due 26/9/2022 (inc. VAT)	£80.99	
		<b>Sub-total pre-authorised by Council and paid during September</b>	<b>£80.99</b>	
	HHA Grounds Maintenance	September Cemetery (inc. VAT)	£365.16	
	R Robinson	Expenses & salary	£372.02	
	Benwick Village Hall	Bookings 7/2021 – 9/2022	£159.00	
		<b>Subtotal to authorise for payment now</b>	<b>£896.18</b>	
		<b>TOTAL</b>	<b>£977.17</b>	
	In relation to the HHA Grounds Maintenance item a Councillor noted that they are cutting our neighbours grass as well on the Pound. Clerk to correct this. b) Clerk's report on the September Bank Balances and reconciliation statement is at Appendix 1. It is noted that the NS&I account has been closed and monies remitted to the Santander account. c) Clerk's report on quarterly performance against budget to end of September is at Appendix 2			<b>Clerk</b>
<b>135/22-23</b>	<b>Planning</b> Clerk to find out if Cllr Chapman has written to FDC Planning and others about this as agreed the last Council meeting.			<b>Clerk</b>

	<p>More building/development works have started, extending the side of what was the swimming pool.</p> <p>A Working Group of Cllr Chapman, Cllr Keppel-Spoor and Cllr Taylor to investigate the works and report to the Clerk for him to make a complaint to planning enforcement.</p>	<p><b>Cllrs Clerk</b></p>
<b>136/22-23</b>	<p><b>Benwick Village Hall (BVH)</b></p> <p>It has been mentioned by the Village Hall Committee that the Clerk could perform some roles in relation to the Village Hall. Clerk reported that he cannot take on extra work commitments but will do anything that may be legally necessary. One possibility would be to employ a co-Clerk for a few hours a week to administer the Hall; in the first instance this could be a locum Clerk. Clerk advises that before considering taking on the Village Hall as the responsibility of the Council we should take both legal advice and financial advice, including a report on the finances of the Village Hall. That would add the expense of professional fees to the possible ongoing costs of subsidising the Hall. Other alternatives are the Council subsidising the Village Hall Committees professional fees and Council members getting more involved as Village Hall Committee members. Cllr Keppel-Spoor is a BVH Committee member but has not been advised of meeting dates by her preferred communication method so has not been able to attend for some time.</p> <p>Evidence was heard from a BVH Committee member and a BVH Volunteer:-</p> <p>The finances of the Hall are not looking good which has forced acceptance by the BVH Committee of an offer from Cambridgeshire County Council (CCC) on behalf of the school to pay more money but to use the Hall far more – from 8am to 4.30pm – until September 2024 after which there is a possibility that the Hall will be surrendered to the School (run by CCC). CCC would then allow the building to be used by community groups etc in the evenings and at weekends. It was pointed out that the School using the Hall so much now was restricting its use as a village hall and thus reducing non-school revenue and the ability of the Hall to serve the village. If the School were not allowed to take over the Hall in 2024, or the Hall decided not to continue with the offer of the School using the Hall from 8am to 4.30pm then BVH would lose £6,000 per annum income. And CCC would probably build a new building for the School.</p> <p>Cllr Keppel-Spoor has given her contact details to the BVH committee member and the Clerk has given them to the BVH Treasurer so she can be advised of future BVH committee meetings. Cllr Keppel-Spoor to meet with members of the BVH Committee to gain a full understanding of the situation. Clerk to seek advice from CAPALC and Cambs ACRE, which the Parish Council are members of. Keep on the agenda for next month.</p>	<p><b>Cllr Keppel-Spoor Clerk</b></p>
<b>137/22-23</b>	<p><b>Correspondence</b></p> <p>a) Rural Services Network, Bulletin (emailed 6/9/2022, 13/9/2022, 21/9/2022, 27/9/2022)</p> <p>b) FDC Press releases (emailed 2/9/2022, 6/9/2022, 7/9/2022, 22/9/2022, 27/9/2022)</p> <p>Member services (emailed 8/9/2022, 15/9/2022, 20/9/2022) Local plan (emailed 12/9/2022) Pride in Fenland (emailed 20/9/2022)</p> <p>c) CAPALC AGM (emailed 27/9/2022) Bulletin (emailed 17/9/2022) Courses (emailed 27/9/2022)</p> <p>d) NALC Chief Executive's Bulletin (emailed 2/9/2022, 16/9/2022, 23/9/2022) Newsletter (emailed 7/9/2022, 21/9/2022) Events (emailed 6/9/2022)</p> <p>e) Highways - TMC Incident Report August (email 13/9/2022) Works programmes Community gritting (email 13/9/2022) Events (emailed 1/9/2022)</p> <p>f) CAPASP newsletter (emailed 1/9/2022) warning (emailed 29/8/2022)</p> <p>g) Public Sector Executive – Population health (emailed 6/9/2022)</p> <p>h) CCC – Cambridgeshire matters (emailed 31/8/2022) Flood resilience (emailed 21/9/22) Transport strategies (emailed 13/9/2022, 26/9/2022)</p> <p>i) Boundary Commission – (emailed 6/9/2022)</p> <p>j) Anglian Water – Reservoir (emailed 2/9/2022)</p> <p>k) Combined authority – Update – (emailed 18/8/2022) Roadshow (emailed 21/9/2022)</p> <p>l) ACRE – Watercare (emailed 1/9/2022) AGM (13/9/2022)</p> <p>m) RBL – Fields of remembrance (emailed 26/9/2022)</p> <p>n) Re: Queen – FDC Chairman's statement (emailed 9/9/2022) CCC Chief executive (emailed 8/9/2022) FDC Proclamation invite (emailed 9/9/2022) FDC Commemoration service (emailed 13/9/2022) CAPALC local ceremonies (emailed 13/9/2022) legal (emailed 14/9/2022)</p>	
<b>138/22-23</b>	<p><b>Draft local plan</b> It was Proposed by Cllr Smith and AGREED to form a Working Group of the whole Council and that the Group would meet by zoom at 7.30pm on Monday 10th before the deadline for responses on the 19<sup>th</sup> October and that the Clerk would be authorised to make a response on behalf of the Council as advised by the Working Group. Clerk to arrange zoom and send out details to councillors.</p>	<p><b>Cllrs Clerk</b></p>

<b>139/22-23</b>	<b>Jubilee mugs</b> spare mugs to be brought to next month's meeting; Clerk to give any telephone numbers of people wanting mugs to Cllr Keppel-Spoor to assist the distribution.	<b>Cllr Chapman Clerk</b>
<b>140/22-23</b>	<b>Transport strategy</b> to be discussed at the same time as the Draft Local Plan. Chatteris' bus service is threatened. The Mayor of the combined authority is proposing to give £1.7M to delay the inevitable closure. Ideas for more profitable and more useful services, such as minibuses, making sure the buses arrived near people's workspaces on time for work reliably or a ring and reserve system were put forward. Cllr Keppel-Spoor pointed out that it would be better to plan bus services by looking at villages first to get people into the towns to work etc., and that would fill the buses.	<b>Cllrs</b>
<b>141/22-23</b>	<b>Agenda Items/Next Meeting</b> - next Parish Council meeting to be Monday 7 <sup>th</sup> November 2022 in the Village Hall. Items to be included on agenda should be with the Clerk by Monday 31 <sup>st</sup> October 2022	

Meeting ended at 20.20

## Appendix 1

Bank Reconciliation				Financial Year ending 31 March 2023	
Benwick Parish Council					
Prepared by Richard Robinson (Clerk & RFO)					
Date		30/09/2022			
Approved by		Chair			
Date		03/10/2022			
Balance per bank statements as at		30/09/2022		£	£
Current Account				64,881.03	
NS&I				0.00	
					64,881.03
Less: Unpresented Cheques					
Cheque Number		amount	2815	141.80	
					141.80
Add: Any unbanked cash in transit		invoice 2022-23-13			0.00
Net bank balances as at 30/09/2022				64,739.23	
The net balances reconcile to the Cash Book, as follows:-					
Opening Balance		58,386.51			
Add: Receipts to date		17,765.73			
Less: Payments to date		11,413.01			
Closing Balance		64,739.23			

### Earmarked Reserves:

Parish Plan	£532.89	
Verge Planting	£1,067.13	
Cemetery Extension	£6,604.17	
Street Lighting	£9,875.62	
Jubilee Celebrations	£227.69	
The Pound	£1,550.00	
Village Sign	£1,000.00	
War Memorial	£6,000.00	
Mooring	£7,961.16	E M TOTAL £37,010.01
Allotments	£2,191.35	
General Reserve	£27,729.22	

## Appendix 2

BENWICK PARISH COUNCIL		BUDGET	CURRENT	CURRENT	percentsge on half	CURRENT
		2022-23	End JUNE 2022	End SEPT 2022	-yearly amount	End DEC 2022
<b>INCOME:</b>					but note some items are one off so percentages will be near 200%	
Maintenance Grants:	Precept	£12,852.00	£6,426.00	£12,852.00	200.00%	
	Council Tax Support Grant	£0.00				
	Concurrent	£2,593.00	£0.00	£2,593.00	200.00%	
Grass cutting		£703.88	£703.88	£703.88	200.00%	
Rents:	Town	£1,143.07	£407.57	£713.25	124.80%	
	September Gardens		£105.00	£210.00		
Recycling Credits						
VAT Refund		£1,000.00	£0.00	£0.00	0.00%	
Burials		£250.00	£189.00	£692.00	553.60%	
Bank Interest				£1.60		
Windfarm Grant	Windfarm grant					
<b>SUB TOTALS:</b>		<b>£18,541.95</b>	<b>£7,831.45</b>	<b>£17,765.73</b>	191.63%	
Sundries						
<b>TOTAL INCOME:</b>		<b>£18,541.95</b>	<b>£7,831.45</b>	<b>£17,765.73</b>	<b>191.63%</b>	total income is higher as we have received the second precept
<b>EXPENDITURE</b>						
Rates		£400.00	£0.00	£225.86	112.93%	
Room Hire		£200.00	£0.00	£0.00	0.00%	
Subscriptions:	NALC LCR Magazine	£17.00	£0.00	£0.00	0.00%	
	CAPALC	£470.00	£441.50	£441.50	187.87%	
	Cambs Acre	£65.00		£0.00	0.00%	
	SLCC	£120.00	£112.00	£112.00	186.67%	
	Clerks & Councils Magazine	£12.00		£0.00	0.00%	
Maintenance	Verges	£696.00	£174.00	£349.00	100.29%	
	Cemetery	£3,651.60	£912.90	£1,825.80	100.00%	
	Street Lights	£1,000.00	£78.28	£78.28	15.66%	
	Allotments					
Insurance		£790.00	£1,111.21	£1,111.21	281.32%	
Energy		£1,000.00	£406.15	£677.30	135.46%	
Professional Charges	Internal Auditor	£135.00	£145.00	£145.00	214.81%	
	External Auditor	£200.00	£0.00	£0.00	0.00%	
	ICO	£35.00	£0.00	£0.00	0.00%	
	Computer Security	£25.00	£0.00	£0.00	0.00%	
Sundries		£200.00	£38.60	£38.60	38.60%	
Telephone/Internet		£70.00	£66.51	£66.51	190.03%	
Post & Stationery		£150.00	£22.80	£33.58	44.77%	
Travel		£200.00	£79.20	£117.45	117.45%	
Clerk's annual office expenses		£270.00	£0.00	£270.00	200.00%	
Planting & Maintenance		£50.00	£0.00	£0.00	0.00%	
Training		£1,000.00	£550.00	£691.00	138.20%	
VAT Paid		£1,200.00	£562.30	£772.06	128.68%	
Wages/PAYE-NI		£4,500.00	£1,284.88	£2,346.72	104.30%	
<b>SUB TOTALS:</b>		<b>£16,456.60</b>	<b>£5,985.33</b>	<b>£9,301.87</b>	113.05%	
Election		£1,260.05	£0.00	£0.00	0.00%	
Development Projects		£1,500.00	£0.00	£0.00	0.00%	
Tourism (Cycle Races)						
Local Highways Improvement		£500.00	£370.93	£370.93	148.37%	
Play Park						
Xmas Decorations						
S137 Payment		£30.00	£75.40	£75.40	502.67%	
Donations/Charity		£200.00	£0.00	£0.00	0.00%	
<b>TOTALS:</b>		<b>£19,946.65</b>	<b>£6,431.66</b>	<b>£9,748.20</b>	<b>97.74%</b>	This is the total of usual expenditure, close to 100% of expected
Parish Plan		£532.89	£0.00	£0.00	0.00%	
Verge Planting		£1,067.13	£0.00	£0.00	0.00%	
Cemetery Extension		£6,604.17	£0.00	£0.00	0.00%	
Street Lighting		£9,875.62	£0.00	£0.00	0.00%	
The Pound		£2,000.00	£450.00	£450.00	45.00%	
War Memorial		£6,000.00	£0.00	£0.00	0.00%	
Mooring		£8,133.66	£0.00	£172.50	4.24%	
Allotments		£2,191.35	£0.00	£0.00	0.00%	
Village sign		£1,000.00	£0.00	£0.00	0.00%	
Jubilee celebrations		£1,270.00	£838.94	£1,042.31	164.14%	
<b>subtotal earmarked</b>		<b>£38,674.82</b>	<b>£1,288.94</b>	<b>£1,664.81</b>	8.61%	
<b>TOTAL EXPENDITURE:</b>		<b>£58,621.47</b>	<b>£7,720.60</b>	<b>£11,413.01</b>	38.94%	