

BENWICK PARISH COUNCIL

Minutes of Benwick Parish Council meeting on Thursday 11th May 2023 at the village hall

Present	Cllrs M Chapman, L Keppel-Spoor, R Few, R Emmitt, R Taylor, J Ablewhite, Cllr Taylor	
004/00 04	FDC (arrived 20.00), Clerk R Robinson and two members of the public	
001/23-24	Election of Chairman	Agreed
	It was Proposed by Clir Keppel-Spoor and seconded by Clir Emmitt and AGREED to elect	
	Cllr Chapman as Chairman of the Parish Council and the Chairman's Declaration of	
000/00 04	Acceptance of Office was received by the Clerk	
002/23-24	Election of Vice Chairman	Agreed
	It was Proposed by Cllr Chapman and seconded by Cllr Emmitt and AGREED to elect Cllr	
	Keppel-Spoor as Chairman of the Parish Council and the Vice-Chairman's Declaration of	
000/00 04	Acceptance of Office was received by the Clerk	
003/23-24	Apologies for absence none	
004/23-24	Declarations of Interest	
	Councillors to declare any interests in respect of any item to be discussed at this	
	meeting:-	
	a) Disclosable Pecuniary Interest declared by Cllr Keppel-Spoor in items 005/23-24,	
	014/23-24 and 022/23-24 and by Cllr Chapman in item 026/23-24	
	b) Non-Pecuniary Interest declared by Cllr Ablewhite in items 005/23-24, 014/23-24	
005/00 5 1	and 022/23-24	
005/23-24	Working Parties & Representatives	Agreed
	It was Proposed by Cllr Chapman and AGREED to appoint working groups throughout the	
	year as and when needed.	A
	It was Proposed by Clir Chapman and AGREED to have a working group of the whole	Agreed
	council on the Village Hall, with the same terms of reference as the working group on the	
000/00 04	Village Hall operating until this meeting.	A
006/23-24	Banking arrangements	Agreed
	a) It was Proposed by Cllr Chapman and AGREED to appoint as Bank Signatories on the	
	Santander Current Account Clirs Chapman, Keppel-Spoor and Few	A
	b) It was Proposed by Cllr Chapman and AGREED that the Clerk will control the	Agreed
	Cambridge and Counties savings account (withdrawals only possible into the Santander	
	Current Account) and that Cllrs Chapman and Keppel-Spoor will sign the declaration for	
007/00 04	opening the account	A
007/23-24	Internal Auditor	Agreed
	a) It was Proposed by Cllr Chapman and AGREED to endorse the effectiveness of the	
	Internal Audit arrangements with Ivan Cooper	Agreed
	b) It was Proposed by Cllr Chapman and AGREED to appoint the Internal Auditor for	Agreed
000/00 04	2023-24 as Ivan Cooper provided he was still available	
008/23-24	PUBLIC TIME The new forming at the front of the Downd looks arount. There weight he a good to get the	
	The new fencing at the front of the Pound looks smart. There might be a need to cut the fence short by a few inches.	
	Lots of dog poo around the village	
	9 families are living at 1 High Street	
	Competition winners:	
	Scarecrow 1 st prize: 2 Ramsey Road; 2 nd prize: 19 Lilyholt	
	House decoration 1 st prize: The Warren; 2 nd prize: Hope Cottage	
	Clerk to email the winners to discover who to address the cheques to	Clerk
009/23-24	Confirmation of Minutes	JISIK
300120-27	It was Proposed by Cllr Chapman and AGREED to approve and sign the Minutes of the	Agreed
	Council Meeting held on 3 rd April 2023	Agreed
010/23-24	Matters Arising none	
011/23-24	County & District Councillors Reports none	
011/23-24	The Pound	Agreed
V 12/23-24	It was Proposed by Cllr Taylor and AGREED to ask Mr Jackson to change all the bolts to	Agreeu
	galvanised as those that are not galvanised are rusting already. Clerk to email and	Clerk
		CIEIK
013/23-24	request both invoice and change of bolts.	Varood
U 13/23-24	Review of Standing Orders and Financial regulations It was Proposed by Cllr	Agreed
	Chapman and AGREED to confirm	
	a) the standing orders and	
	b) the financial regulations	

		1360
014/23-24	Review of Contractual arrangements	Agreed
	It was Proposed by Cllr Chapman and AGREED to continue the following contracts	
	a) verges contract from Cambridgeshire County Council at £703.88 per annum	
	b) verges contract with Nicky Oliver for £740 per annum	
	c) cemetery maintenance contract with HHA grounds maintenance; this year has been a	
	slight increase to £327 per month or £3924 for the final year of the contract	
	d) membership of SLCC for the clerk	
	e) membership of CAPALC (including NALC and the data protection officer scheme)	
	f) membership of ACRE	
	g) electricity supply from Npower – including the Direct Debit to pay their bills	
	h) village hall as supplier of venue for meetings	
	i) Cable Test Ltd as repairs and maintenance contractor for the streetlights	
	j) website by Chess ICT – including the Direct Debit to pay their bills	
		Cllr
	Cllr Chapman to speak to Nicky Oliver about uncut areas, Clerk to circulate the map of the	Chapman
	contracted areas.	Clerk
	Clerk to find out what part of our concurrent grant relates to the cemetery.	
	It was Proposed by Clir Chapman and AGREED to increase the budget for cemetery	Agreed
	maintenance to £3924	J
015/23-24	Review of Inventory of Land and other assets	Agreed
J . U/LU-LT	It was Proposed by Clir Chapman and AGREED to agree the asset register as presented	7.9.000
	plus the new fence on the Pound at cost (Clerk to await invoice for total cost) see	Clerk
		CIEIK
040/00 04	appendix 2	
016/23-24	Arrangements for Insurance Cover in respect of all insurable risks	
	Clerk to get quotes for insurance and to find out if it is within our remit as custodian	Clerk
	trustees to be able to insure the village hall and to see if we can insure it under our	
	insurance cheaper than stand-alone insurance for it.	
017/23-24	Review of policies as per standing orders for the Annual Meeting of the Council	Agreed
	It was Proposed by Cllr Chapman and AGREED to confirm the following policies as they	"
	stand:-	
	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	
018/23-24	Annual review of other Council Policies	Agreed
	It was Proposed by Cllr Chapman and AGREED to confirm the following policies as they	"
	stand:-	
	a) Safeguarding policy	
	b) Expenses policy	
	c) Equality policy	
	d) Retention and disposal policy	
	e) Memorial safety policy	
	f) Website accessibility statement	
	j) Donation awarding policy	
	k) Code of conduct for members	
019/23-24	Review of expenditure incurred under s137 of LGA 1972	Agreed
	It was Proposed by Cllr Chapman and AGREED that the council notes and is happy with	
	the s137 LGA 1972 expenditure of £105.40 out of a possible £7,408.80	
020/23-24	Determining the time and place of ordinary meetings of the council up to and	Agreed
3_0/2 0	including the next annual meeting of the council	7.5.000
	It was Proposed by Cllr Chapman and AGREED that the Council meetings for the year	
	ahead should be on Mon 5 th June, Mon 3 rd July, Mon 7 th August, Mon 4 th September, Mon	
	2 nd October, Mon 6 th November, Mon 4 th December, Mon 8 th January, Mon 5 th February,	
	Mon 4 th March, Mon 8 th April and Wednesday 8 th May.	
021/23-24	Dog fouling to discuss and agree any actions including a bin proposed for Caton's bridge	
	Dogs are fouling near the bridge. Clerk to ask FDC about the cost of a bin and whether	Clerk
	they would service it. Also to ask if they can supply the biodegradable paint spray to mark	
	the presence of dog poo around the village.	
022/23-24	Village Hall to discuss and agree any actions needed including	
	PC working group to meet with the BVHC to discuss the proposed negotiations with the	
	school/county council on their hall hire terms and to discuss any other matters.	
	r acronicourty council on their half tille terma and to discuss any other matters.	Ī

species for hedges e.g. screening the allotments from the cemetery. Laurel is in leaf all year round. FDC Clir Im Tarylor top find out the availability of free hedging. 2024/23-24 Police Report no comment 125/23-24 Police Report no comment 126/23-24 Police Report no comment 127 Planning 1 Fligh Street has three green bins. See also Public Time above. The shed, swimming pool and playroom are all occupied. These are not temporary and are not offices. FDC planning claim that all the buildings are ancillary to the main building. FDC Clir Tim Tarylor to ask enforcement to look at it. 127 Puppemitted garage on Bakers Close is being investigated. 128 Pippemitted garage on Bakers Close is being investigated. 129 Pippemitted garage on Bakers Close is being investigated. 129 Pippemitted garage on Bakers Close is being investigated. 129 Pippemitted garage on Bakers Close is being investigated. 120 Pippemitted garage on Bakers Close is being investigated. 120 Pippemitted garage on Bakers Close is being investigated. 120 Pippemitted garage on Bakers Close is being investigated. 120 Pippemitted garage on Bakers Close is being investigated. 120 Pippemitted garage on Bakers Close is being investigated. 120 Pippemitted garage on Bakers Close is being investigated. Pippemitted garage on Bakers Close is being investigated. Pippemitted garage and Bakers Close is being investigated by Council, paid in April 127 Pippemitted garage on Bakers Close is being investigated by Council, paid in April 127 Pippemitted garage and Pippemitter Close Pi					1361		
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It was Proposed by Cllr Chapman and AGREED that in accordance with section 1(2) of Agr	US 1/23-24			1(2) of	Agreed		
the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial					Agreeu		

	to the public interest by reason of the confidential nature of the business about to be transacted under item:- 032/23-24 Turf Fen charity, the press and public are to be excluded from the meeting for that item.	
032/23-24	Turf fen charity This charity owns some fields near Ramsey Rd. these are rented out and the proceeds are to be spent for the benefit of the poor. The trustees are appointed by the Parish Council. There are usually 5 trustees and there is one vacancy. Mrs Linda Keppel-Spoor, Mr Howard Langford, Mrs Janet Fountain and Mr Mark Chapman are currently trustees. It was Proposed by Cllr Chapman and AGREED that Mrs Anne Fisher be appointed a trustee of the Turf Fen charity for a period of four years. The income of the charity is about £1,000 per annum and could possibly be used to help a warm hub.	Agreed

Meeting closed at 21.10

Appendix 1

Bank Reconciliation			Financial Year ending 31 Marc	h 2024
Benwick Parish Council			<u>-</u>	
Prepared by Richard Robinson (Clerk & RFO)				
Date 07/05/202	23			
Approved by	Ch	air		
Date 11/05/202	23			
Balance per bank statements as at	30/04/2023	£	£	
Current Account	0010-112020	65,293.37		
NS&I		0.00		
Troui		0.00	65,293.37	
Less: Unpresented Cheques			00,200.01	
Cheque Number amount				
			0.00	
Add: Any unbanked cash in transit	-			
			0.00	
Net bank balances as at 30/04/2023			65,293.37	
The net balances reconcile to the Cash Book,	as follows:-			
Opening Balance		58,453.87		
Add: Receipts to date		8,213.37		
Less: Payments to date		1,373.87		
Closing Balance		65,293.37		

Earmarked Reserves:

Verge Planting	£1,067.13	
Cemetery Extension	£6,604.17	
Street Lighting	£9,426.58	
The Pound	£3,050.00	
Village Sign	£2,000.00	
War Memorial	£6,000.00	
Mooring	£7,961.16	EM
Allotments	£2,191.35	
General Reserve	£26,992.98	

E M TOTAL £38,300.39

Appendix 2

BENWICK PARISH COUNCIL ASSET	REGISTER			05/05/2023			
ASSET		DATE ACQUIRED	VALUE		-	DISPOSAL/DISCHARGE	
STREET FURNITURE		DATEACQUILED	TALUE	£49,989.65	$\overline{}$	Insurance Value as at 31/03	/14)
STREET FORMITORE	19 x Galvanised Lamp Posts			145,505.05		manance value as at 51/05	,,
	18 x Lamp Brackets				\dashv		
	Bus Shelter		+		\dashv		
	Village Sign		+		\dashv		
	10 x Public Seating - including				\dashv		
	2 benches at the mooring				\dashv		
	2 benches at bus shelter				\dashv		
	War Memorial Bench	03/09/2018		£761.50	\dashv		
	Cemetery x2 & Chapel Garden Bench	04/06/2018		£1,523.17	٦,	ncluded in Street	
-	Between bridges Riverbank Benchs x2	09/11/2019		£1,074.00		Furniture Total	
Additional Bench in Cemetery		30/06/2021		£592.47	╅		
Glenis Taylor Memorial Bench		06/06/2022		£649.99	╅		
MVAS		07/08/2021		£1,980.93	\dashv		
Solar panels for MVAS		09/05/2022		£370.93	\dashv		
Defibrillators x 2		20/12/2022		£2,390.00	\neg		
Pound railings		05/05/2023		£1,260.00	\neg		
Flagpole		04/08/2014		£309.00	\neg		
Cemetery Railings		06/01/2014		£2,520.05	\neg		
Cemetery Paths		07/08/2018		£14,200.00	\neg		
The Mooring		01/06/2010		£10,478.40	\neg		
Mooring Sign		29/05/2017		£866.34	\neg		
War Memorial				£27,075.93	(Insurance Value as at 31/03	/14)
Filing Cabinet				£65.00	\neg		
LAND							
	Cemetery			£1.00			
	September Gardens			£1.00			
	Town Ground			£1.00			
	The Pound			£1.00			
		TOTAL		£112,752.69			