



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 FDC (arrived 20.00), Clerk R Robinson and two members of the public	
001/23-24	Election of Chairman It was Proposed by Cllr Keppel-Spoor and seconded by Cllr Emmitt and AGREED to elect Cllr Chapman as Chairman of the Parish Council and the Chairman's Declaration of Acceptance of Office was received by the Clerk	Agreed
002/23-24	Election of Vice Chairman 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 Acceptance of Office was received by the Clerk	Agreed
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 and 022/23-24	
005/23-24	Working Parties & Representatives It was Proposed by Cllr Chapman and AGREED to appoint working groups throughout the year as and when needed. It was Proposed by Cllr Chapman and AGREED to have a working group of the whole council on the Village Hall, with the same terms of reference as the working group on the Village Hall operating until this meeting.	Agreed Agreed
006/23-24	Banking arrangements a) It was Proposed by Cllr Chapman and AGREED to appoint as Bank Signatories on the Santander Current Account Cllrs Chapman, Keppel-Spoor and Few b) It was Proposed by Cllr Chapman and AGREED that the Clerk will control the 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 opening the account	Agreed Agreed
007/23-24	Internal Auditor a) It was Proposed by Cllr Chapman and AGREED to endorse the effectiveness of the Internal Audit arrangements with Ivan Cooper b) It was Proposed by Cllr Chapman and AGREED to appoint the Internal Auditor for 2023-24 as Ivan Cooper provided he was still available	Agreed Agreed
008/23-24	PUBLIC TIME 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 It was Proposed by Cllr Chapman and AGREED to approve and sign the Minutes of the Council Meeting held on 3 rd April 2023	Agreed
010/23-24	Matters Arising none	
011/23-24	County & District Councillors Reports none	
012/23-24	The Pound It was Proposed by Cllr Taylor and AGREED to ask Mr Jackson to change all the bolts to galvanised as those that are not galvanised are rusting already. Clerk to email and request both invoice and change of bolts.	Agreed Clerk
013/23-24	Review of Standing Orders and Financial regulations It was Proposed by Cllr Chapman and AGREED to confirm a) the standing orders and b) the financial regulations	Agreed

014/23-24	<p>Review of Contractual arrangements</p> <p>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</p> <p>Cllr Chapman to speak to Nicky Oliver about uncut areas, Clerk to circulate the map of the contracted areas. Clerk to find out what part of our concurrent grant relates to the cemetery. It was Proposed by Cllr Chapman and AGREED to increase the budget for cemetery maintenance to £3924</p>	<p>Agreed</p> <p>Cllr Chapman Clerk</p> <p>Agreed</p>
015/23-24	<p>Review of Inventory of Land and other assets</p> <p>It was Proposed by Cllr Chapman and AGREED to agree the asset register as presented plus the new fence on the Pound at cost (Clerk to await invoice for total cost) see appendix 2</p>	<p>Agreed</p> <p>Clerk</p>
016/23-24	<p>Arrangements for Insurance Cover in respect of all insurable risks</p> <p>Clerk to get quotes for insurance and to find out if it is within our remit as custodian 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.</p>	<p>Clerk</p>
017/23-24	<p>Review of policies as per standing orders for the Annual Meeting of the Council</p> <p>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</p>	<p>Agreed</p>
018/23-24	<p>Annual review of other Council Policies</p> <p>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</p>	<p>Agreed</p>
019/23-24	<p>Review of expenditure incurred under s137 of LGA 1972</p> <p>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</p>	<p>Agreed</p>
020/23-24	<p>Determining the time and place of ordinary meetings of the council up to and including the next annual meeting of the council</p> <p>It was Proposed by Cllr Chapman and AGREED that the Council meetings for the year ahead should be on Mon 5th June, Mon 3rd July, Mon 7th August, Mon 4th September, Mon 2nd October, Mon 6th November, Mon 4th December, Mon 8th January, Mon 5th February, Mon 4th March, Mon 8th April and Wednesday 8th May.</p>	<p>Agreed</p>
021/23-24	<p>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 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.</p>	<p>Clerk</p>
022/23-24	<p>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.</p>	

023/23-24	Biodiversity & habitat initiatives someone has complained about the long grass in the playpark. Could be connected with no mow May. Hazel and Rowan are good native species for hedges e.g. screening the allotments from the cemetery. Laurel is in leaf all year round. FDC Cllr Tim Taylor to find out the availability of free hedging.			FDC Cllr Tim Taylor
024/23-24	Police Report no comment			
025/23-24	Planning 1 High 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 Cllr Tim Taylor to ask enforcement to look at it. Unpermitted garage on Bakers Close is being investigated.			FDC Cllr Tim Taylor
026/23-24	Income & Expenditure a) Cllr Keppel-Spoor took over as Chairman for this sub item It was Proposed by Cllr Keppel-Spoor and AGREED to approve the following accounts for payment			Agreed
	Npower	Electricity March DD paid 19/4/2023 (inc. VAT)	£70.91	
	M Chapman	Sub-total pre-authorised by Council, paid in April	£70.91	
	HHA Grounds	Medals (inc. VAT)	£451.71	
	Maint.	April Cemetery (inc. VAT)	£392.40	
	R Robinson	Expenses & salary	£475.72	
	Cable Test Ltd	Streetlight repairs (inc. VAT)	£77.16	
		Subtotal to authorise for payment now	£1396.99	
		TOTAL EXPENDITURE AUTHORISED	£1467.90	
	b) Clerk's report on the April Bank Balances and reconciliation statement is at appendix 1 Pound earmarked reserves have been increased to £3050 for this year as previously agreed, and the village sign earmarked reserves have been increased to £2,000 c) to discuss and agree any actions relating to the budget for the new financial year – see item 014/23-24, increased budget for cemetery maintenance d) to discuss and agree any matters relating to the audit for the financial year 2022-23 - the internal audit report can be approved at the June meeting			
027/23-24	Correspondence a) Rural Services Network, Bulletin (email 4/4/2023, 12/4/2023, 18/4/2023, 25/4/2023) b) FDC Press release (email 31/3/2023, 6/4/2023, 18/4/2023) Planning email 26/4/2023) c) CAPALC Bulletin (email 3/4/2023) d) NALC Chief Executive's Bulletin (email 31/3/2023, 6/4/2023, 14/4/2023, 21/04/2023, 28/4/2023) Newsletter (email 29/3/2023, 5/4/2023, 12/4/2023, 19/4/2023, 26/4/2023) e) Highways - TMC Incident Report April (email 2/5/2023) Events (email 3/4/2023) Works (email 13/4/2023, 21/4/2023) ROAD CLOSURES (email 27/4/2023) f) CCC – Newsletter (email 29/3/2023, 27/4/2023) Road safety (email 17/4/2023) g) NHS – QEH newsletter (email 21/4/2023) h) CAPASP – newsletter (email /4/2023) warning (email 12/4/2023, 17/4/2023) i) Benwick in bloom/CCC – Whittlesey Rd bridge (email 5/4/2023, 11/4/2023) Probation service (email 2/5/2023) j) ACRE - energy costs campaign (email 30/3/2023) newsletter (email 31/3/2023) k) CPRE – hedge help out (email 15/4/2023, 1/5/2023) Clerk recommended a good sanding job before painting the Bridge or the paint will flake off after a few months			
028/23-24	Speeding in Benwick and MVAS operation it is planned to move the MVAS to Lilyholt and install the solar panel at the same time, Cllr Few to assist Cllr Chapman. A Speedwatch group for the village will be promoted on Facebook; these to download data from the MVAs etc. Clerk to request software defined radar from Daryl Preston PCC's office.			Cllrs Chapman and Few Clerk
029/23-24	Village sign to keep on the agenda			Clerk
030/23-24	Agenda Items/Next Meeting - the next Parish Council meeting to be 5 th June in the village hall. War memorial to be on the agenda. Items to be included on agenda should be with the Clerk one week before.			
033/23-24	Chairman moved item 033/23-24 forward on the agenda Vacant council seat People have had opportunity to stand for election Clerk advised that if there was an election, we would be charged for it It was Proposed by Cllr Chapman and AGREED to put a notice on Facebook and in the shop saying that there is a vacancy and that we are looking for people willing to be co-opted. Cllr Chapman to post on FB and Cllr Keppel-Spoor to post in the shop.			Agreed Cllr Chapman Cllr Keppel-Spoor
031/23-24	Motion to exclude the Press and Public It was Proposed by Cllr Chapman and AGREED that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial			Agreed

	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 March 2024	
Benwick Parish Council			
Prepared by Richard Robinson (Clerk & RFO)			
Date	07/05/2023		
Approved by	Chair		
Date	11/05/2023		
Balance per bank statements as at		30/04/2023	£
Current Account		65,293.37	£
NS&I		0.00	
			65,293.37
Less: Unpresented Cheques			
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	E M TOTAL £38,300.39
Allotments	£2,191.35	
General Reserve	£26,992.98	

Appendix 2

BENWICK PARISH COUNCIL ASSET REGISTER				05/05/2023	
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				
	10 x Public Seating - including				
	2 benches at the mooring				
	2 benches at bus shelter				
	War Memorial Bench	03/09/2018	£761.50		
	Cemetery x2 & Chapel Garden Bench	04/06/2018	£1,523.17	Included in Street	
	Between bridges Riverbank Benches 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		
Solar panels for MVAS		09/05/2022	£370.93		
Defibrillators x 2		20/12/2022	£2,390.00		
Pound railings		05/05/2023	£1,260.00		
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		
	TOTAL		£112,752.69		