



BENWICK PARISH COUNCIL

Minutes of Benwick Parish Council meeting on Monday 3rd July 2023 at the village hall

Present	Cllrs M Chapman, L Keppel-Spoor, R Few, R Emmitt, R Taylor, J Ablewhite, S Lowry, Clerk R Robinson and four members of the public	
055/23-24	Apologies for absence none	
056/23-24	Declarations of Interest Councillors to declare any interests in respect of any item to be discussed at this meeting:- Cllr Keppel-Spoor and Cllr Ablewhite declared a Non-Pecuniary Interest in item 063/23-24 and part of item 067/23-24 (a)(ii) relating to Benwick village Hall	
057/23-24	PUBLIC TIME Mr Oliver and Cllr Chapman have cleared the overgrown pathway at the further end of Nene Parade. Mr Oliver will keep it clear going forward. The clock mechanism from one of the former churches in Benwick:- March museum are said to looking to dispose of it. Clerk to contact the museum. Bushes from the Pound are growing over the Church Room roof and blocking fire escapes and windows. See agenda item 060/23-24 for actions. At junction of Whittlesey Rd and Doddington Rd the lighting for the highways sign is not working. Cllr Taylor to take a photo and send to the Clerk to inform CCC Highways The electricity substation is overgrown. Clerk to report to CCC Highways. Conifers are overgrown at 1 High St, Clerk to report to CCC Highways. Overgrowth on footpath near 1 Doddington Rd opposite Lilyholt. Clerk to report. Parking on Doddington Rd means traffic is reduced to single file. Trees are overhanging from the house next to the house next to the bus-stop. Clerk to inform CCC Highways. Benwick in Bloom report that the cemetery gates are rusting – Cllr Chapman to inspect them. Also the wall of the cemetery is deteriorating – Clerk to chase response from middle level	Clerk Cllr Taylor Clerk Clerk Clerk Clerk Clerk Cllr Chapman Clerk
058/23-24	Confirmation of Minutes It was Proposed by Cllr Chapman and AGREED to approve and sign the Minutes of the Council Meeting held on 5 th June 2023	Agreed
059/23-24	Matters Arising none	
060/23-24	The Pound It was Proposed by Cllr Chapman and AGREED to form a working party to clear the bushes which are overhanging the Church Room. Cllr Keppel-Spoor to arrange. To check for nesting birds before beginning the work. Clerk to obtain a quote from Mr Oliver for the same.	Cllr Keppel-Spoor Clerk
061/23-24	County & District Councillors Reports none	
062/23-24	Dog fouling Cllr Chapman has received two cans of marking paint and a member of the public has one. None seen on Nene Parade. Clerk to chase FDC re: the siting of a bin at Caton's Bridge.	Cllr Chapman Clerk
063/23-24	Village Hall a) report of Working Group on school use of the hall:- Benwick Village Hall Committee (BVHC) AGM cancelled as they await accounts from former Treasurer. Fallback is to order all the old bank statements and use an accountant. 10 th of July is the next meeting. Working Group to continue and to meet with interested members of BVHC after the BVHC meeting. b) BVHC finances reported to be OK although there are some outstanding bills.	Working group
064/23-24	War memorial Working Group to continue, to meet before the next Parish Council meeting. It was Proposed by Cllr Taylor and seconded by Cllr Chapman and AGREED that the Clerk should seek a quote from the company recommended by the conservator we consulted. To consider the incorporation of flower receptacles into any new design. Also the pebble dash concrete base is cracking and needs to be reviewed.	Cllr Keppel-Spoor Clerk
065/23-24	Benwick In Bloom relating to the "in Bloom" competition:- a) whether to set up a working group on this issue – not needed b) the siting of flower troughs around the War Memorial and for how long – it was Proposed by Cllr Ablewhite and seconded by Cllr Taylor and AGREED by four votes to three that Benwick in Bloom are allowed to place up to four troughs containing growing flowers around the War Memorial inside the fence in the months from May to October	Agreed

	inclusive or until the flowers die or the standard of the troughs is not high if before as long as they are kept to a high standard with no weeds and are of a reasonable size so as not to touch the War Memorial, Benwick in Bloom to be responsible for removing the troughs at the end of the period or earlier if the standard is not acceptable to the Parish Council, this to continue yearly until amended. c) the placement of hanging baskets on the bus shelter and for how long – it was Proposed by Cllr Ablewhite and seconded by Cllr Emmitt and AGREED by 5 votes to 2 that Benwick in Bloom be allowed to place hanging baskets on the side of the bus shelter in such a way as not to overhang the path from May to October inclusive under the same conditions as for the troughs in the War Memorial in (b) above			Agreed
066/23-24	Planning to continue keeping an eye on 1 High Street			
067/23-24	Income & Expenditure a) (i) It was Proposed by Cllr Chapman and AGREED to approve the following accounts for payment:-			Agreed
	Npower Chess ICT HHA Grounds Maint. R Robinson N Oliver Cable Test Ltd Anglian Water	Electricity May - DD paid 17/6/2023 (inc. VAT) Annual website fee – DD paid 29/6/2023 (inc. VAT) Sub-total pre-authorised by Council, paid June June Cemetery (inc. VAT) Expenses & salary April, May, June Verges Repair of Streetlight 14 (inc. VAT) Cemetery and Allotment taps Subtotal to authorise for payment now TOTAL EXPENDITURE AUTHORISED	£90.86 £89.95 £180.81 £392.40 £590.75 £185 46.97 £40.12 £1255.24 £1436.05	
	a) (ii) It was Proposed by Cllr Chapman and AGREED to approve the payment of £176 to Benwick Village Hall for the hire of the hall by Benwick in Bloom for a photo exhibition of Benwick in times past. This takes the total approved in this session including pre-approved to £1612.05 Cllrs Ablewhite and Keppel-Spoor took no part in this item b) Clerk's report on June Bank Balances and reconciliation statement at Appendix 1 c) It was Proposed by Cllr Chapman and AGREED to move £20,000 from the Santander Current Account to the Cambridge and Counties Savings Account. Clerk to make out cheque for the next meeting. d) all audit documents have been published according to legal timescales e) Clerk's quarterly budget report at appendix 2			Agreed Agreed Clerk
068/23-24	Correspondence a) Rural Services Network, Bulletin (email 31/5/2023, 6/6/2023, 13/6/2023, 20/6/2023, 27/6/2023) b) FDC Press release (email 5/6/2023, 12/6/2023, 15/6/2023, 19/6/2023 x2, 22/6/2023) Member Services (email 2/6/2023, 6/6/2023, 14/6/2023, 16/6/2023, 19/6/2023 x2) c) CAPALC Bulletin (email 19/6/2023) d) NALC Chief Executive's Bulletin (email 1/6/2023, 8/6/2023, 15/6/2023, 22/6/2023) Newsletter (email 31/5/2023, 14/6/2023, 21/6/2023, 22/6/2023) e) Highways - TMC Incident Report May (email 6/6/2023) Events (email 1/6/2023) Works (email 5/6/2023, 19/6/2023, 21/6/2023) f) MAGPAS – letter of thanks and newsletter (post 23/6/2023) g) CCC – Summer Holiday Programme (email 14/6/2023) Library events (email 15/6/2023) h) NHS CAMBS – newsletter (email 2/6/2023) i) Npower – discount (post 23/6/2023) j) QEH – newsletter (email 21/6/2023) k) CPRE – Campaigns (email 17/6/2023) l) Benwick in Bloom – Whittlesey Rd Bridge (email 2/6/2023) bloom competition (email 6/6/2023) m) ACRE – Reports (email 31/5/2023) Event (email 1/6/2023) n) Greater Cambridge Partnership – Consultation results (email 2/6/2023, 9/6/2023) o) Arthritis Action – help for arthritis sufferers (email 31/5/2023) no comments			
069/23-24	Speeding in Benwick and MVAS operation Cllr Chapman and Cllr Few to move the MVAS and install the solar panel. Clerk to chase the Police Commissioner about the software defined radar.			Cllrs Few & Chapman Clerk
070/23-24	Village sign Cllr Taylor to research possible types of sign and costs. Clerk to send him results of earlier research. Options include restoration of the sign, composite and metal			Clerk Cllr Taylor
071/23-24	Police Report no comment			
072/23-24	Biodiversity & habitat initiatives no action yet			
073/23-24	Agenda Items/Next Meeting - next Parish Council meeting to be Monday 7 th August			

	2023 in the village hall. Items to be included on agenda should be with the Clerk by Monday 31 st July 2023. Turf Fen Land Charity; Cemetery and Sitting around a table to be on the agenda	Clerk
074/23-24	Motion to exclude the Press and Public A resolution under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the special confidential nature of the business to be transacted under item 075/23-24 (Clerk) the public and press should be excluded for that item was Proposed by Cllr Chapman and AGREED	Agreed
075/23-24	Clerk Clerk to research places to advertise and present some recommendations. Strategy should be agreed at the August meeting. Zoom meeting or in person panel in September.	

Appendix 1

Bank Reconciliation			Financial Year ending 31 March 2024		
Benwick Parish Council					
Prepared by Richard Robinson (Clerk & RFO)					
Date		01/07/2023			
Approved by		Chair			
Date		03/07/2023			
Balance per bank statements as at		30/06/2023		£	
Current Account				£	
		42,230.58			
NS&I		21,451.24			
				63,681.82	
Less: Unpresented Cheques					
Cheque Number		amount			
		2851		768.00	
		2854		30.00	
				798.00	
Add: Any unbanked cash in transit					
				0.00	
Net bank balances as at 30/06/2023				62,883.82	
The net balances reconcile to the Cash Book, as follows:-					
Opening Balance		58,453.87			
Add: Receipts to date		11,002.58			
Less: Payments to date		6,572.63			
Closing Balance		62,883.82			

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	
Allotments	£2,191.35	
General Reserve	£24,583.43	
E M TOTAL		£38,300.39

Appendix 2

BENWICK PARISH COUNCIL				
	ACTUAL SPEND	AGREED BUDGET	SPENDING TO END JUNE	% OF QUARTERLY AMOUNT
	2022-23	2023-24	2023	
				but note some items are one off or twice yearly so percentages will be near 400% or 200%
INCOME:				
Maintenance Grants:				
Precept	£12,852.00	£12,852.00	6426	200%
Council Tax Support Grant				
Concurrent	£2,593.00	£1,593.00	£1,593.00	400%
Grass cutting	£703.88	£703.88	£0.00	0%
Rents:				
Town	£1,168.25	£1,168.25	£649.21	222%
September Gardens	£210.00	£100.00	£15.00	60%
Recycling Credits				
VAT Refund	£0.00	£1,000.00	£1,772.37	709%
Burials	£1,039.00	£300.00	£547.00	729%
Bank Interest	£1.60	£200.00	£0.00	0%
Windfarm Grant	£2,940.00		£0.00	
SUB TOTALS:	£21,507.73	£17,917.13	£11,002.58	246%
Sundries				
TOTALS:	£21,507.73	£17,917.13	£11,002.58	246%
Rates	£274.50	£300.00	£0.00	0%
Room Hire	£159.00	£350.00	£0.00	0%
Subscriptions:				
NALC LCR Magazine				
CAPALC	£441.50	£490.00	£463.34	378%
Cambs Acre	£50.00	£65.00		0%
SLCC	£112.00	£125.00	£112.00	358%
Clerks & Councils Magazine	£0.00	£0.00	£0.00	
Maintenance				
Verges	£719.00	£740.00	£185.00	100%
Cemetery	£3,347.30	£3,924.00	£958.30	98%
Street Lights	£78.28	£1,000.00	£64.30	26%
Allotments				
Insurance	£1,111.21	£1,420.00	£1,636.63	461%
Energy	£1,384.64	£1,440.00	£247.08	69%
Professional Charges				
Internal Auditor	£145.00	£150.00	£145.00	387%
External Auditor	£0.00	£210.00	£0.00	0%
ICO	£35.00			
Computer Security				
Sundries	£38.60	£180.00	£0.00	0%
Telephone/Internet	£69.57	£100.00	£74.96	300%
Post & Stationery	£91.36	£180.00	£55.94	124%
Travel	£184.50	£240.00	£45.45	76%
Clerk's annual office expenses	£270.00	£270.00	£0.00	0%
Planting & Maintenance		£50.00	£0.00	0%
Training	£691.00	£250.00	£0.00	0%
VAT Paid	£1,274.78		£435.15	
Wages/PAYE-NI	£4,757.71	£5,100.00	£1,053.05	83%
SUB TOTALS:	£15,234.95	£16,584.00	£5,476.20	132%
Election	£0.00	£1,772.40	£0.00	0%
Development Projects	£1,059.24	£1,650.00	£0.00	0%
Tourism (Cycle Races)				
Entertainments, education & celebrations	1,042.31	£1,250.00	£456.43	146%
Grant Spending	£2,406.00		£0.00	
Local Highways Improvement	£370.93	£0.00	£0.00	
Xmas Decorations				
S137 Payment	£105.40	£30.00	£0.00	0%
Donations/Charity	£150.00	£200.00	£0.00	0%
TOTALS:	£20,368.83	£21,486.40	£5,932.63	110%
EARMARKED:				
Parish Plan	£0.00	£0.00	£0.00	
Verge Planting		£1,067.13	£0.00	0%
Cemetery Extension		£6,604.17	£0.00	0%
Street Lighting	£449.04	£9,426.58	£0.00	0%
The Pound	£450.00	£2,410.00	£640.00	106%
Village sign		£2,000.00	£0.00	0%
War Memorial		£6,000.00	£0.00	0%
Mooring	£172.50	£7,961.16	£0.00	0%
Allotments		£2,191.35	£0.00	0%
subtotal: earmarked	£1,071.54	£37,660.39	£640.00	7%
TOTALS:	£21,440.37	£59,146.79	£6,572.63	44%
cash at 1st April	£58,386.51	£58,453.87	£58,453.87	
balance all rows for period	£67.36	-£41,229.66	£4,429.95	
remaining reserves	£58,453.87	£17,224.21	£62,883.82	
necessary expenditure	£15,234.95	£18,356.40	18356.4	
actual expenditure	£21,440.37		£6,572.63	
%level of general reserves	145%	90%	137%	
Band D equivalents		362	est	
precept per household		£35.50		