



BENWICK PARISH COUNCIL

Minutes of Benwick Parish Council meeting on Monday 2nd October 2023 at the village hall

Present	Cllrs M Chapman, L Keppel-Spoor, R Few, R Emmitt, R Taylor, J Ablewhite, S Lowry, and four members of the public			
130/23-24	Apologies for absence The clerk was absent due to authorised illness			
131/23-24	Declarations of Interest Cllrs Ablewhite and Keppel-Spoor declared a Non-Pecuniary Interest in item 138/23-24 Village Hall Cllrs Chapman and Keppel-Spoor declared a Non-Pecuniary Interest in item 140/23-24 Turf Fen Charity			
132/23-24	PUBLIC TIME There have been complaints about the constant dog barking from No 1 High Street. Complaints to the Council have been met with dis-interest. It was asked that the Council would write to Fenland to complain about this issue. The Village had been awarded the "Best Small Village Plaque" as part of the Annual Bloom Competition. The Council were asked to find somewhere to display the plaque. Finally, the door catch on the free book cabinet on the Village Hall was broken and was banging loudly on windy nights, Cllr Ablewhite agreed to get this fixed.			Clerk Cllr Ablewhite
133/23-24	Confirmation of Minutes It was Proposed by Cllr Keppel-Spoor, seconded by Cllr Lowry and AGREED to approve and sign the minutes of the Council meeting held on 4 th September 2023			Agreed
134/23-24	Matters Arising None			
135/23-24	Youth club There was no one present to discuss this subject. It was agreed to roll the subject onto the next meeting			
136/23-24	The Pound There was no agreement on paying for the clearance of the land. It was proposed and agreed that Cllr Chapman would cut the bushes down and arrange for the debris to be taken away.			Cllr Chapman
137/23-24	County & District Councillors Reports The email from Cllr Tim Taylor was discussed. No other report was available.			
138/23-24	Village Hall The Village Hall Committee had submitted by email a "way forward" with regard to the relationship with the School on the Hall use. All Cllrs would read this email and Cllr Ablewhite agreed to arrange a joint meeting of the Village Hall Committee and the Council			Cllr Ablewhite
139/23-24	War memorial A working Group had met to discuss the WM. It was agreed that something needed to be done but there was no clear consensus on what that might be. It was proposed by Cllr Chapman and AGREED that Cllr Chapman would research the costs linked to getting an architect to draw up options.			Cllr Chapman
140/23-24	Turf Fen Land Charity The status of the documentation regarding the Charity available on the Charity Commission Website was discussed. Cllr Chapman assured the Council that the Charity Commission's questions regarding the legally required documents had been answered but that there had been some delay navigating the website and uploading the documents. This should be completed soon and the errors that led to the initial reporting issues would not be repeated			
141/23-24	Income & Expenditure a) It was proposed by Cllr Chapman and AGREED to approve the following accounts for payment			Agreed
	Npower	Electricity August - DD paid 19/9/2023 (inc. VAT)	£80.81	
		Sub-total pre-authorised by Council, paid June	£80.81	
	HHA Grounds Maint.	September Cemetery (inc. VAT)	£392.40	
	R Robinson	Expenses & salary	£385.33	
	N Oliver	Verges July August September	£185	

	Discovering Magazines Ltd Ramsey Initiative – Informer Doddington Diary	Vacancy adverts (inc. VAT) Vacancy advert Vacancy advert Subtotal to authorise for payment now	£237.60 £57 £25 £1,282.33	
		TOTAL EXPENDITURE AUTHORISED	£1,363.14	
	b) Clerk's report on the September Bank Balances and reconciliation statement is at appendix 1 c) Clerk's report on quarterly performance against budget to 30 th September is at appendix 2			
142/23-24	Correspondence a) Rural Services Network, Bulletin (email 5/9/2023, 12/9/2023, 19/9/2023, 26/9/2023) b) FDC Press release (email 12/9/2023) c) CAPALC Bulletin (email 22/9/2023) Finance regs consultation (email 1/9/2023) d) NALC Chief Executive's Bulletin (email 31/8/2023, 7/9/2023, 14/9/2023, 21/9/2023) Newsletter (email 30/8/2023, 6/9/2023, 13/9/2023, 20/9/2023) Events (Email 26/9/2023) e) Highways - Incident report (email 1/9/2023) events (email 4/9/2023) f) Rachel Coxcoon – climate change survey (email 21/9/2023) g) CCC – Newsletter (email 30/8/2023) Library program (email 1/9/2023) h) NHS CAMBS – newsletter (email 6/9/2023) i) Parishioner – war memorial (email 4/9/2023) j) ACRE – water-care (email 16/9/2023) k) CPRE – newsletter (email 16/9/2023) l) Greater Cambridge Partnership (email 18/9/2023) no comments			
143/23-24	Road safety a) Cllr Chapman stated that he was still aware that he needs to re-commission the MVAS sensor and attach the solar panel. b) All Cllrs were asked to consider potential LHI proposals and raise them at a future meeting			Cllr Chapman
144/23-24	Warm hubs Cllr Lowry agreed to lead on this issue and would report back to the Council			Cllr Lowry
145/23-24	Clock mechanism Cllr Keppel-Spoor agreed to visit the Museum and report back to the Council			Cllr Keppel-Spoor
146/23-24	Police Report Nothing to report			
147/23-24	Cemetery a) Cllr Chapman and Cllr Taylor agreed to visit the cemetery and carry out the push testing b) Discussion on hedging to roll over to the next meeting			Cllrs Chapman and Taylor
148/23-24	Biodiversity & habitat initiatives The Council is interested in any viable options			
149/23-24	Agenda Items/Next Meeting - next Parish Council meeting to be Monday 6 th November 2023. Items to be included on agenda should be with the Clerk by Monday 30 th October 2023			
150/23-24	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 151/23-24 (Clerk) the public and press should be excluded for that item was Proposed by Cllr Chapman and AGREED			Agreed
151/23-24	Clerk To continue with the Working Group on recruitment, moving to a zoom meeting to short-list to be held after the final application day of 20 th October and then interviews to held in time to report to the Parish Council at the November meeting to make the appointment			

Appendix 1

Bank Reconciliation				Financial Year ending 31 March 2024	
Benwick Parish Council					
Prepared by Richard Robinson (Clerk & RFO)					
Date		01/10/2023			
Approved by		Chair			
Date		02/10/2023			
Balance per bank statements at end		30/09/2023		£	£
Current Account				25,375.01	
NS&I				41,451.24	
					66,826.25
Less: Unpresented Cheques					
Cheque Number		amount	2855	176.00	
					176.00
Add: Any unbanked cash in transit					0.00
Net bank balances end 30/09/2023				66,650.25	
The net balances reconcile to the Cash Book, as follows:-					
Opening Balance		58,453.87			
Add: Receipts to date		18,390.46			
Less: Payments to date		10,194.08			
Closing Balance		66,650.25			

Earmarked Reserves:

Verge Planting	£1,067.13	
Cemetery Extension	£6,604.17	
Street Lighting	£9,426.58	
The Pound	£2,410.00	
Village Sign	£2,000.00	
War Memorial	£6,000.00	
Mooring	£7,961.16	
Allotments	£2,191.35	
General Reserve	£28,989.86	
		E M TOTAL £37,660.39

Appendix 2

BENWICK PARISH COUNCIL					
	ACTUAL SPEND	AGREED BUDGET	SPENDING TO END JUNE	SPENDING TO END SEPT	% OF HALF YEARLY AMOUNT
	2022-23	2023-24	2023	2023	
INCOME:					some amounts where we have received/paid the full amount for the year will be about 200%
Maintenance Grants:					
Precept	£12,852.00	£12,852.00	£6,426.00	£12,852.00	200%
Council Tax Support Grant					
Concurrent	£2,593.00	£1,593.00	£1,593.00	£1,593.00	200%
Grass cutting	£703.88	£703.88	£0.00	£703.88	200%
Rents:					
Town Grounds	£1,168.25	£1,168.25	£649.21	£649.21	111%
September Gardens	£210.00	£100.00	£15.00	£30.00	60%
Recycling Credits					
VAT Refund	£0.00	£1,000.00	£1,772.37	£1,772.37	354%
Burials	£1,039.00	£300.00	£547.00	£790.00	527%
Bank Interest	£1.60	£200.00	£0.00	£0.00	0%
Windfarm Grant	£2,940.00		£0.00		
SUB TOTALS:	£21,507.73	£17,917.13	£11,002.58	£18,390.46	205%
Sundries					
TOTALS:	£21,507.73	£17,917.13	£11,002.58	£18,390.46	205%
Rates	£274.50	£300.00	£0.00	£257.19	171%
Room Hire	£159.00	£350.00	£0.00	£0.00	0%
Subscriptions:					
NALC LCR Magazine					
CAPALC	£441.50	£490.00	£463.34	£463.34	189%
Cambs Acre	£50.00	£65.00			0%
SLCC	£112.00	£125.00	£112.00	£112.00	179%
Clerks & Councils Magazine	£0.00	£0.00	£0.00		
Maintenance					
Verges	£719.00	£740.00	£185.00	£370.00	100%
Cemetery	£3,347.30	£3,924.00	£958.30	£1,939.30	99%
Street Lights	£78.28	£1,000.00	£64.30	£103.44	21%
Allotments					
Insurance	£1,111.21	£1,420.00	£1,636.63	£1,636.63	231%
Energy	£1,384.64	£1,440.00	£247.08	£478.67	66%
Professional Charges					
Internal Auditor	£145.00	£150.00	£145.00	£145.00	193%
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	£74.96	150%
Post & Stationery	£91.36	£180.00	£55.94	£62.79	70%
Travel	£184.50	£240.00	£45.45	£81.28	68%
Clerk's annual office expenses	£270.00	£270.00	£0.00	£0.00	0%
Planting & Maintenance		£50.00	£0.00		0%
Training	£691.00	£250.00	£0.00	£75.00	60%
VAT Paid	£1,274.78		£435.15	£650.76	
Wages/PAYE-NI	£4,757.71	£5,100.00	£1,053.05	£2,471.29	97%
SUB TOTALS:	£15,234.95	£16,584.00	£5,476.20	£8,921.65	108%
Election	£0.00	£1,772.40	£0.00	£0.00	0%
Development Projects	£1,059.24	£1,650.00	£0.00	£0.00	0%
Tourism (Cycle Races)				£0.00	
Entertainments, education & celebrations	1,042.31	£1,250.00	£456.43	£632.43	101%
Xmas tree contingency		£400.00		£0.00	0%
Grant Spending	£2,406.00		£0.00	£0.00	
Local Highways Improvement	£370.93	£0.00	£0.00	£0.00	
Xmas Decorations					
S137 Payment	£105.40	£30.00	£0.00	£0.00	0%
Donations/Charity	£150.00	£200.00	£0.00	£0.00	0%
TOTALS:	£20,368.83	£21,886.40	£5,932.63	£9,554.08	87%
EARMARKED:					
Parish Plan	£0.00	£0.00	£0.00		
Verge Planting		£1,067.13	£0.00	£0.00	0%
Cemetery Extension		£6,604.17	£0.00	£0.00	0%
Street Lighting	£449.04	£9,426.58	£0.00	£0.00	0%
The Pound	£450.00	£2,410.00	£640.00	£640.00	53%
Village sign		£2,000.00	£0.00	£0.00	0%
War Memorial		£6,000.00	£0.00	£0.00	0%
Mooring	£172.50	£7,961.16	£0.00	£0.00	0%
Allotments		£2,191.35	£0.00	£0.00	0%
subtotal: earmarked	£1,071.54	£37,660.39	£640.00	£640.00	3%
TOTALS:	£21,440.37	£59,546.79	£6,572.63	£10,194.08	34%
cash at 1st April	£58,386.51	£58,453.87	£58,453.87	£58,453.87	200%
balance all rows for period	£67.36	-£41,629.66	£4,429.95	£8,196.38	
remaining reserves	£58,453.87	£16,824.21	£62,883.82	£66,650.25	
necessary expenditure	£15,234.95	£18,356.40	18356.4	18356.4	
actual expenditure	£21,440.37		£6,572.63	£10,194.08	
%level of general reserves	145%	88%	137%	158%	