



BENWICK PARISH COUNCIL

Minutes of Benwick Parish Council meeting on Monday 3 February 2025 at Benwick Village Hall

Meeting opened 19:30

Present

Cllrs M Chapman, J Ablewhite, L Keppel-Spoor, R Few, B Taylor and R Emmitt. Clerk A Barnes. Cllr T Taylor (Fenland District Council).

204/24-25 – Apologies for absence

Cllr Lowry sent apologies.

205/24-25 – Declarations of Interest

No declarations of interest were made.

206/24-25 – Public participation

Public time opened at 19:32.

A concern was raised regarding waste management containers, commercial vehicles and trailers parked at 1 High Street. Mobile toilets are also on site, indicating potential business activity. Cllr Chapman proposed the Clerk highlight this issue to FDC Planning Enforcement. This was AGREED. Public time closed at 19:38.

207/24-25 – Confirmation of Minutes

Cllr Chapman proposed and it was AGREED that the minutes of the parish council meeting on Monday 6 January 2025 be approved and signed.

208/24-25 – County & District Councillors Reports

Cllr T Taylor (FDC) expressed thanks to Cllr Lowry for assisting with Christmas food parcels.

The Devolution White Paper update was discussed. Fenland is in the second phase, but there is no clear direction on potential partnerships.

A police meeting took place last week following disruption to landowners across the county; updates will be provided as available.

209/24-25 – Action Log

Councillors and the Clerk reviewed progress against actions assigned to them on the action log. Updates are detailed under relevant agenda items.

210/24-25 – Defibrillators

No updates were reported.

211/24-25 – Community Lounge

Cllr Lowry reported remotely that the Community Lounge continues to go well, with planned craft activities planned for sessions throughout February. There has been interest in the community allotment idea.

212/24-25 – Highways matters

Cllr Ablewhite proposed the purchase of an Elan City Radar unit with solar power and data collection. Cllr Emmitt seconded the motion, and it was AGREED.

Cllr Ablewhite noted that speed watch is currently being publicised. The Clerk will request further information and this will be discussed at the next meeting.

213/24-25 – Cemetery and September Gardens

No updates were reported.

214/24-25 – Clerk’s report and requests

The Clerk reported that delegate access to the new business account is now set up. Cllr Chapman proposed that the Clerk terminate the contract with our current website provider 30 days prior to contract end, and this was AGREED. Cllr Chapman requested the Clerk advertise parish council attendance at the Community Lounge on the Benwick Community social media page. The Clerk’s request to delay CiLCA training to Autumn 2025 due to anticipated syllabus changes was supported.

215/24-25 – Internal Audit 2024/25

Cllr Chapman proposed appointing Helen Symmons as the internal auditor for 2024/25. This was AGREED.

216/24-25 – Policy reviews

Cllr Chapman proposed the adoption of reviewed Complaints and Data Protection policies, and this was AGREED.

217/24-25 – Transition to .gov.uk

Cllr Chapman proposed the .gov.uk email accounts are to be the sole method of council email communication from Tuesday 8 April 2025, and this was AGREED.

218/24-25 – Income & Expenditure

Members considered and approved the following accounts for payment:

Item	Amount
Electricity Invoice (Dec 2024)	£174.27
Cemetery Maintenance (Jan 2025)	£419.87
Water Invoice (June-Dec 2024)	£44.54
Salary and Expenses (Jan 2025)	£495.63
Community Lounge (Jan 2025 reimbursement)	£12.27
Community Lounge (Feb 2025 advance)	£100.00
Total Expenditure	£1246.58

The Clerk’s report on the January 2025 bank balances and reconciliation statement can be found at Appendix 1.

219/24-25 – Correspondence

The Chair highlighted the following correspondence, there were no comments:

- Rural Services Network Bulletin (emails 11/01/25, 16/01/25, 29/01/25)
- FDC Press Release (emails 11/01/25 x2, 20/01/25, 27/01/25, 29/01/25)
- FDC Fenland Sustainability Appraisal Scoping Report Consultation (email 29/01/25)
- NALC Chief Executive’s Bulletin (emails 16/01/25, 27/01/25)

- NALC Open Letter to Town and Parish Councils (email 11/01/25)
- CAPALC January Bulletin (email 20/01/25)
- NHS Integrated Care System Newsletter (email 11/01/25)
- Cambs ACRE Royal Countryside Grant Fund (email 11/01/25)
- English Devolution White Paper (email 11/01/25)
- CCVS New Year New Opportunities (email 16/01/25)
- Cambridgeshire Highways Surface Treatment Sites (email 20/01/25)

220/24-25 – Planning

No planning applications were reviewed at this meeting.

221/24-25 – Biodiversity and Habitat Initiatives

No updates were reported.

222/24-25 – Agenda Items/Next Meeting

The date of the next Parish Council meeting is Monday 3 March 2025. Items for the agenda should be submitted to the Clerk by Monday 24 February 2025.

Meeting closed at 21:05



Appendix 1

Bank Reconciliation		Financial Year ending 31 March 2025	
Benwick Parish Council			
Prepared by Abbey Barnes (Clerk & RFO)			
Date	03/02/2025		
Approved by	Chair		
Date	03/02/2025		
Balance per bank statements at end	31/01/2025	£	£
Current Account		16,092.32	
Cambridge and Counties Bank		42,855.93	
			58,948.25
Less: Unpresented Cheques			
Cheque Number	amount		
			0.00
Add: Any unbanked cash in transit			
			0.00
Net bank balances end 28/05/2024			58,948.25
The net balances reconcile to the Cash Book, as follows:-			
Opening Balance (01 April 2024)		58,327.80	
Add: Receipts to date		23,738.50	
Less: Payments to date		23,370.05	
Closing Balance		58,696.25	

Earmarked Reserves:

Community Lounge	£1,978.22	excluded from EM totals
Verge Planting	£767.13	
Cemetery Extension	£3,324.40	
Street Lighting	£9,290.96	
The Pound	£1,000.00	
Village Sign	£2,000.00	
War Memorial	£5,500.00	
Mooring	£4,000.00	
Allotments	£1,000.00	
General Reserve	£31,813.76	
	E M TOTAL	£26,882.49