

# Benefield Parish Council



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Date: Wednesday 22nd May 2024  
Time: **Meeting commenced at 7.20pm.**  
Venue: **Benefield Village Hall Causin Way Lower Benefield PE85AF**

## Annual Parish Council Meeting Minutes

### **20.24 To elect the Chairman for the coming year 2024/25**

Cllr. Cutmore stood down as Chairman.  
Cllr. Tarbuck nominated and seconded. Elected as Chair unanimously.

### **21.24 To elect a Vice-Chairman for 2024/25**

Cllr Groom stood down as Vice Chair.  
Cllr Faulkner nominated and seconded. Elected as Vice Chair unanimously.

### **16.24 To note attendance and approve apologies for absence.**

#### **In Attendance:**

Chair: Cllr Tarbuck, Vice chair Cllr Faulkner, Cllr Cutmore, Cllr Groom Cllr Shatford,  
Cllr Bullimore

#### **Apologies:**

Cllr Pridmore via Cllr Cutmore - Unwell.

### **17.24 To receive and approve for signature the minutes of the meeting held on 10th April 2024.**

Approved and signed.

### **18.24 To note any matter arising from the minutes -For report only**

None.

### **19.24 To receive members declarations of interest on today's agenda items**

None.

### **22.24 To elect representative for the 401st Bombardment Group Memorial Trust**

Cllr Shatford proposed the re-election of Dorothy Pridmore. Carried unanimously.

### **23.24 Parish Clerk Annual appraisal**

Short discussion. Procedure decided -Chair to liaise with Cllrs & carry out appraisal.

### **24.24 Sign Declarations of Office**

All Cllrs. stated that declarations have been signed. Vice Chair to sign declaration of office.

**25.24 Public Participation session. Members of the public are invited to address the Council.**

None. All covered in Annual meeting.

**26.24 To approve a review all current standing orders.**

- |     |  |    |                     |
|-----|--|----|---------------------|
| i   | Financial Regulation   | ii | Complaint procedure |
| iii | Code of Conduct  | iv | Risk Assessment     |
| v   | Data Protection/Data Breach Policy                                     |    |                     |
| vi  | Access Request & Records retention Policy                              |    |                     |
| vii | F.O.I policies: a) Supplementary policy. b ) Model Publication Scheme. |    |                     |

Current standing orders in place for the forthcoming year. Any alteration to current Standing Orders to be approved by Cllrs, following normal procedures.

**27.24 Financial reporting & matters arising.**

- i **Approve year end accounts for posting of unaudited AGAR notice.**  
Approved.
- ii **Confirm appointment of internal auditor - Mr Keith Grace - Chartered accountant**  
Approved.
- iii **Present latest bank statements and approve a review of bank & banking procedures**  
Statement presented & agreed.  
Chair had circulated banking info, stated we need to review online procedures to ensure legal requirements and efficiency. Agenda item for next meeting.

**iv Present accounts for payment and approve payments to be made**  
**Invoices for payment:**

British Legion	£50.00
Mowerman	£823.68
Clerk	£216.90
NCALC	£304.80
Zurich Insurance	£451.31
ICO	£40.00
Wordpress	£62.40

A protracted discussion ensued on our communication -Website, Facebook, What's App. It was decided that this would be an agenda item at the next meeting

**v Present Parish Clerk contract of employment for approval**

To be circulated. Agenda item for next meeting

**28.24 Planning.**

- i Dormers to front and rear, air source heat pump to rear and alterations to windows front and solar panels to side and rear. Drumas House Causin Way Lower Benefield Peterborough PE8 5AF  
Ref. No: NE/24/00326/FUL | Validated: Thu 18 Apr 2024 | Status: Awaiting decision  
Circulated

**29.24.24 Traffic Calming report update**

Covered in Annual meeting.

**30.24 Street lighting update**

ION paid. Contact ION once we have heard fro National Grid.

**31.24 Incoming correspondence**

Planning as per above. Grant information email to be circulated.

**32.24 Future agenda items/business for future meetings.**

As per above.

Approve opening of deposit account.

**33.24 Approve date of next meeting - 3rd July 2024**

Approved

**34.24 Meeting close & note time meeting ends.**

Meeting officially closed at 20:10.

**Peter Bullock**

**Clerk to Benefield Parish Council**