

Benefield Parish Council



Contact: Tel: 07436271261
Email: Benefieldparishcouncilclerk@outlook.com
Web: www.benefieldparish.com

Date: Wednesday 3rd July 2024
Time: Meeting commenced at 18:30
Venue: Benefield Village Hall Causin Way Lower Benefield PE85AF

Parish Council Meeting- Draft Minutes

35.24 To note attendance and approve apologies for absence.

In attendance: Cllr Tarbuck (Chair) Cllr Faulkner (Vice Chair) Cllr Pridmore
Cllr Shatford, Cllr Bullimore

Apologies received: Cllr Cutmore, Cllr Groom.

Members of the Public: 1+ Clerk to the Council.

36.24 To receive and approve for signature the minutes of the meeting held on 22nd May 2024 - Completed

37.24 To note any matter arising from the minutes -For report only None.

38.24 To receive members declarations of interest on today's agenda items None

39.24 Public Participation session. Members of the public are invited to address the Council. No issues from members of the public

40.24 Chair's Statement. Strategic plan, aims & objectives for the forthcoming year. Chair briefly outlined her proposals for the forthcoming year and requested that they be fully discussed in closed session at the end of this meeting

41.24 Financial reporting & matters arising.

i Present latest bank statement

Opening balance 3rd May 2024 - £18451.50p

Paid in: £0

Paid out: £1886.69

New Balance 3rd July - £16564.81

ii Present accounts for payment and approve payments to be made

Village Hall. £10.00

Mr. Keith Grace (Internal Auditor) £80

Mowerman - Grass Cutting - 2 invoices. Total £828.68

Wordpress - Web Domain etc. £62.40

Currys - New Laptop computer £289.00

Clerk. £153.67p

NCALC - Training. £57.60

Npower - Street lighting . £565.64

Total - £2041.99

It was noted that the Clerk had paid Wordpress & Currys

iii Financial reconciliation

Assumed balance going forward: **£14522.82**

iv Banking procedures & opening of deposit account.

Cllr Pridmore questioned who had access to the account. The Chair

stated her disquiet that this was a situation that had to be addressed urgently.

As Cllr Cutmore, the only member of the council currently having access to the account was not present, she would liaise with him tomorrow to get the bills paid.

Cllr Shatford proposed that we revert to cheques or let the Clerk handle the account

Protracted discussion. Cllr Pridmore stated that the current method was not to

Parish Council standards. Cllr Faulkner suggested that we move to Unity Bank.

It was agreed that the Chair would liaise with Cllr Cutmore and that within a 2 week window, the Council either resolve the issue with Nat West or move to Unity Bank

Cllr Shatford proposed the Clerk circulates the bills and makes payment.

Clerk to check legality of this at the request of Cllr Pridmore.

Outcome was Clerk to be responsible for financial matters with agreed procedure,

Chair to liaise with Cllr Cutmore and Clerk to implement. Cllr Shatford and another

to oversee payments made by Clerk, once situation is resolved.

Finally, Cllr Shatford requested that we present updated Budget v Actual spending

for presentation prior to meetings. It was agreed that this would be updated and

circulated within the next fortnight and prior to future meetings.

42.24 Planning.

Two planning applications received

Single storey rear extension - Winward Main Street Upper Benefield PE85AN

Ref no: NE/24/00439/FUL

Two storey rear extension - The Long Barn Main Street Upper Benefield PE8 5AN

Ref: NE/24/00432/FUL

Cllr Shatford asked that we review our current working regarding planning to ensure we are fully informed early enough to make decisions regarding planning applications. Clerk to address.

Cllr Shatford raised the issue of an advertising hoarding being erected on the main road to Weldon within the Parish. *See Incoming Correspondence*

43.24 Traffic calming report

In the absence of Steve Lindley who is managing this, the Chair updated the council on progress. Likely residual costs to be met after grant approval = £3558

Costs and affordability to be assessed by Cllr Shatford & Chair.

44.24 Parish Clerk Appraisal - report

Completed and review every 3 months by Chair & Vice Chair.

45.24 Hedge cutting

Concern raised at state of hedges in Upper Benefield.

Cllr Pridmore stated that the problem is mainly the Estate hedges which should be fully cut back in October to address the problem correctly

Chair had drafted a letter to residents which was discussed.

It was resolved that household overgrown hedges would be asked to cut their hedges and a meeting/letter to the estate be drawn up and sent, to resolve the problem once and for all. Chair to liaise with Clerk to address the Estate issue. Cllr Faulkner to address household hedges that need cutting.

46.24 Incoming correspondence

Request for plans for Winwood planning application. Plans delivered to resident by the Clerk

Mail from Cllr Shatford regarding advertising hoarding.

Fully discussed. Safety & planning issues noted. Cllr Pridmore to visit owners to address the problem. Clerk to inform planning.

47.24 Future agenda items/business for future meetings.

The nature of future agenda items can be discussed at this point .

Childrens playground to be discussed in Public presentation session.

Further agenda items TBC

48.24 Approve date of next meeting.

14th August 2024

49.24 Public meeting closed

19:35

50.24 Closed Session

Not minuted

Peter Bullock

Clerk to Benefield Parish Council