



# BENWICK PARISH COUNCIL

11 DODDINGTON ROAD BENWICK MARCH PE15 0UT

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Clerk: Mrs J S RICHARDSON

## To Members of the Council

4<sup>th</sup> April 2018

You are hereby summoned to attend a Meeting of Benwick Parish Council at the Village Hall, 62 High Street, Benwick PE15 0XA for the purpose of transacting the following business.

**On Monday 9<sup>th</sup> April 2018 at 7.30 p.m.**

**Members of the public and press are invited to address the Council at its Public Time from 7.35 p.m. to 7.50 p.m.**

Yours truly

Mrs J S Richardson  
Clerk/Proper Officer

## AGENDA

All Members are reminded that they need to declare any pecuniary and non-pecuniary interests before an item is discussed at this meeting under the Localism Act 2011.

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 must be proposed if any item should be discussed in Committee.

**PLEASE NOTE ALL MEETINGS WILL BE RECORDED FOR THE PURPOSE OF ASSISTANCE OF MINUTE TAKING ONLY.**

**244/17-18 Apologies for Absence:  
Declarations of Interest**

- a) Disclosable Pecuniary Interest
- b) Non-Pecuniary Interest
- c) Sensitive Pecuniary Interest

**245/17-18 Public Time**

**246/17-18 Confirmation of Minutes**

To sign and approve the Minutes of the Meeting held on 5<sup>th</sup> March 2018

**247/17-18 Matters Arising (for information only)**

Highways faults, reported a hole appearing in the high street opposite Bakehouse Close its next to an inspection cover suggests a pipe collapse (12/03/18) *Response is no action to be taken*, reported damage around cover on Doddington Road opposite Lilyholt Road (23/03/18) *Response is Job Raised*

Dog patrol hot spots reported to FDC (12/03/18). FDC confirmed "*that the areas requested will be included in their patrols*" (13/03/18)

Police were emailed regarding the parking of cars in the village (12/03/18). Response rec'd "*I shall look into this. Thanks for making me aware.*" (14/03/18)

Notified resident that plans to cut hedge alongside the Cemetery is acceptable and also painting of fence in an appropriate colour (21/03/18)

Complaint sent to ISS re Litter Bin and grass cutting in the cemetery (emailed 27<sup>th</sup> March 2018), bin emptied and grass cut 29<sup>th</sup> March 2018.

**248/17-18 Police Report**

To discuss police report

**249/17-18 Benwick Christmas Lights**

To receive an update from the Christmas Lights Committee, discuss and agree any actions required

**250/17-18 Litter Bins**

To discuss and agree the Litter Bin situation in particular the Old West area of the village

**251/17-18 Village Benches**

To update on actions required at 5<sup>th</sup> February 2018 meeting, including identification of further actions following granting of funding from Ransonmoor Community Fund

**252/17-18 County & District Councillors Reports**

Reports from Cllrs Butcher, Connor and Miscandlon

- 253/17-18 Tour of Cambridgeshire Cycle Race**  
The race will be coming through Benwick on 3rd June 2018 and there will be road closures in and around the village on that day. To discuss and agree any actions required
- 254/17-18 Planning Applications**  
**Granted**  
F/YR18/0064/F Erection of a single storey rear extension to existing dwelling involving demolition of existing conservatory 24 Doddington Road Benwick March Cambridgeshire PE15 0UT
- 255/17-18 The Pound:** Discussion regarding placement of a storage container to include sizes and costs of the purchase of a container as actioned at 4<sup>th</sup> December meeting
- 256/17-18 Income & Expenditure**  
Income Rec'd
- |   |                        |                |
|---|------------------------|----------------|
| a) Members to consider and approve the following accounts for payment |                        |                |
| ISS Facility Services   | Cemetery Maintenance   | £364.32        |
| CGM Landscapes  | Verge Cutting          | £70.08         |
| Anglian Water (dd)  | Water Rates            | £19.00         |
| J Richardson  | Admin – 01/04/18       | £403.96        |
| J Richardson  | Reimbursement-Expenses | £42.36         |
| CAPALC  | GDPR Workshop          | £35.00         |
| <b>TOTAL</b>  |                        | <b>£934.72</b> |
- b) Clerk to report on the March Bank Balances and reconciliation statement  
c) Clerk to report on end of year finances (budget v performance),  
d) To discuss earmarked reserves requirements  
e) To discuss and agree Asset Register at end of March 2018  
f) To discuss and agree Balance sheet at end March 2018  
g) To discuss and agree the Internal Audit arrangements  
h) Clerk to request permission to set up Tradeshift account re Invoices to CCC
- 257/17-18 External Audit**  
a) To discuss and agree the Annual Governance Statement 2017-18  
b) To discuss and agree the Accounting Statements 2017-18
- 258/17-18 2018/19 Local Highways Improvement Bid**  
To update on panel results and agree proposals received from Highways
- 259/17-18 Annual Meeting**  
To discuss and agree date for Parish Council Annual Meeting.
- 260/17-18 Annual Parish Assembly**  
To discuss and agree date for Annual Parish Assembly 2018.
- 261/17-18 Traffic Calming Measures**  
To discuss and agree future traffic calming measures and actions to be taken for the village
- 262/17-18 Allotments**  
Update on allotment clearance project for September Gardens, and discussion on way forward
- 263/17-18 Grass Verge and Cemetery**  
**Grass Verges**  
a) Contract received from CGM and needs to be read and agreed to, signed and returned  
**Cemetery**  
a) ISS Landscaping has been taken over by Sullivan Street Partners from 30<sup>th</sup> April 2018, and will now be called Tivoli.  
b) Gate to Cemetery has dropped and is not opening and closing very easily, to discuss and agree actions to be taken
- 264/17-18 GDPR Update:**  
a) Update from Clerk re attendance at workshop on 15<sup>th</sup> March
- 265/17-18 Correspondence**  
a) Rural Services Network Bulletins (emailed 07/03/18, 13/03/18, 19/03/18, 21/03/18, 27/03/18, 03/04/18, 04/04/18)  
b) FDC Press Releases (emailed 02/02/18, 04/04/18)  
c) Highway Events Diary Roadworks & Events Bulletin 1st - 15th March 2018 (emailed 02/02/18)  
Highway Events Diary - March 2018 (emailed 07/03/18) Roadworks & Events Bulletin 16th - 31st March 2018 (emailed 19/03/18)  
d) CAPALC EOM AGM - 22nd March 2018 (emailed 07/03/18)  
e) CPRE Campaigns (emailed 07/03/18, 13/03/18)  
f) FDC Press releases (emailed 07/03/18, 23/03/18)  
g) News From The Police And Crime Commissioner (emailed 12/03/18)  
h) CCC Street Lights LED Lantern replacement works (emailed 13/03/18)  
i) CAPALC Bulletin March 2018 (emailed 13/03/18)  
j) NALC Chief Executive Bulletin (emailed 13/03/18, 21/03/18), On line survey (emailed

23/03/18), Chief Executive Bulletin - 12-23 March (emailed 27/03/18)  
k) Cambridgeshire Matters Newsletter March 2018 (emailed 19/03/18)  
l) Cambs ACRE Village Hall & Community Buildings Conference 2018 (emailed 27/03/18)  
m) CPRE Deposit return system announced for England (emailed 03/04/18)

**266/17-18**

**Motion to include Press and Public**

**267/17-18**

**Town Ground Allotments**

To discuss and agree Tenancy agreements and Invoicing of Town Ground Allotments

**268/17-18**

**Clerks Annual Leave**

To discuss and agree to carry forward unused Annual Leave to 2018/19.

**269/17-18**

**Agenda Items/Next Meeting**