



# BENWICK PARISH COUNCIL

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Clerk: Mrs J S RICHARDSON

## To Members of the Council

27<sup>th</sup> June 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 2<sup>nd</sup> July 2018 at 7.30 p.m.**

**Members of the public and press are invited to address the Council at its Public Time**

Yours truly

Mrs J S Richardson  
Clerk/Proper Officer

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## 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.**

**056/18-19 Apologies for Absence**

**057/18-19 Declarations of Interest**

**Councillors to declare any interests in respect of any item to be discussed at this meeting:-**

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

**058/18-19 PUBLIC TIME**

**059/18-19 Confirmation of Minutes**

To sign and approve the Minutes of the Meeting held on 4<sup>th</sup> June 2018

**060/18-19 Matters Arising**

Unsafe tree in Chapel Gardens reported to Highways 6<sup>th</sup> June 2018. Reply rec'd *"The Tree Sits on Land that is not Public Highway. I have asked our Asset Team to perform a Land Registry Search to assess ownership. I will update you as soon as I have some information"*

**061/18-19 Co-Option of Councillor**

To discuss and agree the application to be co-opted onto the Parish Council

**062/18-19 Police Matters**

To discuss police report

**063/18-19 County & District Councillors Reports**

Reports from County and District Councillors

**064/18-19 Street Lighting**

To note and discuss letter received from FDC re Street Lighting Maintenance and Power tendering, and updated information following contact by Cllr Chapman and invitation to meeting

**065/18-19 Tour of Cambridgeshire Cycle Race**

To discuss and agree actions following matters raised by public at meeting on 4<sup>th</sup> June 2018

**066/18-19 Village Benches**

- a) Cemetery and Chapel Gardens (Benches x 3). Update on current situation and discussion and agreement on actions required
- b) War Memorial Bench. Update on current situation and discussion and agreement on actions required

**067/18-19 Highways**

- a) Local Highways Improvement Bid 2019-20. To discuss and agree bid for Local Highway Improvement (LHI) 2019/20 application, to be submitted by 31<sup>st</sup> July 2018  
b) To discuss and agree actions required regarding Highways visits to the village
- 068/18-19 The Pound**  
a) Discussion regarding placement of a storage container to include sizes and costs of the purchase of a container as actioned at 4th December meeting  
b) To discuss and agree request from Benwick In Bloom to put an Information Board on the Pound
- 069/18-19 Income & Expenditure**  
a) Rec'd 1<sup>st</sup> Concurrent Grnt £485.00  
b) Members to consider and approve the following accounts for payment
- |                      |                                      |                 |
|----------------------|--------------------------------------|-----------------|
| Tivoli               | Cemetery Maintenance                 | £382.54         |
| CGM Landscapes       | Verge Cutting                        | £63.36          |
| J Richardson         | Admin – 27/05/18                     | £397.96         |
| J Richardson         | Reimbursement-Expenses               | £222.40         |
| L Keppel-Spoor       | Reimbursement-Expenses re Allotments | £80.40          |
| Benwick Street Pride | Bus Shelter Paint                    | £24.15          |
| Volunteer Group      |                                      |                 |
| <b>TOTALS</b>        |                                      | <b>£1170.81</b> |
- c) Clerk to report on the June Bank Balances and reconciliation statement
- 070/18-19 Grass Cutting Contracts**  
a) To update and discuss the current situation regarding the Verges Contract and identify any actions required  
b) To update and discuss the current situation regarding the Cemetery, Mooring and Pound Contract and identify any actions required
- 071/18-19 Cemetery**  
a) To discuss and agree actions in relation to a new children's burial area in the cemetery  
b) To discuss and agree burial fees and regulations for 2018/19
- 072/18-19 Allotments**  
a) Update on progress, at September Gardens, and discussion and agreement of further actions required, following rubbish clearance, to include weedkilling quote, ploughing, marking out of new plots and allotment rents  
b) Update on progress and discussion regarding the Town Ground Allotment Plots and how these are to be rented out in the future (after September 2018)
- 073/18-19 Orchards East Heritage Lottery Funded project**  
To discuss and agree request for volunteers to help with project
- 074/18-19 GDPR**  
To discuss and agree current position regarding compliance with GDPR and identify further actions required  
a) Councillors Privacy Notice drawn up for agreement at 2<sup>nd</sup> July PC Meeting  
b) Allotment Tenants Privacy Notice drawn up for agreement at 2<sup>nd</sup> July PC Meeting  
c) Purchase of Exclusive Rights Privacy Notice drawn up for agreement at 2<sup>nd</sup> July PC Meeting  
d) Retention and Disposal Policy drawn up for agreement at 2<sup>nd</sup> July PC Meeting, and discuss and agree further actions regarding disposal of documents.
- 075/18-19 Chairman and Councillors Training**  
To discuss and agree training requirements
- 076/18-19 Correspondence**  
a) Rural Services Network, bulletin (emailed 04/06/18, 06/06/18, 11/06/18, 13/06/18, 20/06/18, 25/06/18, 26/06/18, 27/06/18)  
b) FDC Press releases (emailed 04/06/18,)  
c) Highways Roadworks & Events Bulletin 1st - 15th June 2018 (emailed 04/06/18), Roadworks & Events Bulletin 16th - 30th June 2018 (emailed 20/06/18)  
d) Cambs Acre Neighbourhood Planning Peer Networking and Learning Event (emailed 04/06/18)  
e) Highway Events Diary - June 2018 (emailed 04/06/18)  
f) Scams posters (emailed 20/06/18)  
g) CAPALC Bulletin (emailed 25/06/18)  
h) Hate Crime Reporting Centre (emailed 25/06/18)  
i) Invitation to GCGP housing event (emailed 26/06/18)  
j) Annual Canvass 2018 (emailed 27/06/18)
- 077/18-19 Agenda Items/Next Meeting**  
The date of the next Parish Council Meeting will be Monday 6<sup>th</sup> August 2018. Items to be included on Agenda should be with the Clerk by Monday 30<sup>th</sup> July 2018