



## BENWICK PARISH COUNCIL

### Minutes of the Annual Meeting of the Benwick Parish Council on Monday 18<sup>th</sup> May 2015 in the side room of the Village Hall in High Street Benwick PE15 0XA.

- Present:** Cllrs: M Chapman (Chair); L Keppel-Spoor; R Emmitt; R Few; A Miscandlon(FDC), J Richardson (Clerk) and 5 members of the public
- 001/15-16 Election of Chairman**  
It was Proposed by Cllr Keppel-Spoor, and AGREED, to elect Cllr Chapman Chairman of the Parish Council and the Chairman's Declaration of Acceptance of Office was duly signed **Agreed**
- 002/15-16 Election of Vice Chairman**  
It was Proposed by Cllr Chapman, and AGREED, to elect Cllr Keppel-Spoor Vice-Chairman of the Parish Council and the Vice-Chairman's Declaration of Acceptance of Office was duly signed **Agreed**
- 003/15-16 Apologies for Absence:** Cllr Butcher (FDC), Cllr Clark (CCC)
- 004/15-16 Declarations of Interest**  
No declarations made
- 005/15-16 General Power of Competence**  
It was noted that the Council do not meet the eligibility of the criteria as less than two thirds are elected councillors
- 006/15-16 Election of Working Parties & Representatives** (Members are reminded that individuals are not allowed to make decisions or take actions on behalf of the Council. Any action or decision must be brought before the Council for prior sanction.)  
Cemetery representative was Proposed by Cllr Chapman, and AGREED as Cllr Few **Agreed**  
All the remaining representatives are to be deferred until the co-option process of further Councillors is complete  
Allotments (September Gardens and Town Ground)  
Village Hall  
Planning  
Finance  
Street Lighting  
Highways  
Land (The Pound)  
War Memorial & Flag Pole  
Mooring  
Village Sign  
Bus Shelter
- 007/15-16 Bank Signatories**  
It was Proposed by Cllr Chapman, and AGREED, that Cllr Richardson to be removed from the Bank Account Signatories. The Clerk to deal with this. **Agreed Clerk**
- 008/15-16 Internal Auditor**  
The report from the Internal Auditor was read out and the section requiring the Clerk to note the actual precept amount in future minutes was noted. The Council approved the 2014/15 audit to be sent to External Auditor. To be sent June 5<sup>th</sup>. **Clerk**  
It was Proposed by Cllr Chapman, and AGREED, that I Cooper be appointed as Internal Auditor for 2015/16. The Clerk to confirm this in writing. **Agreed Clerk**
- 009/15-16 7.41 p.m. PUBLIC TIME**  
Question asked re the siting of defibrillator, which was explained that it will be either on school wall or village hall wall, both accessible by the public  
Question raised regarding the cutting of verges on the bottom end of the Doddington Road has been missed. Clerk to check map and report to CGM **Clerk**  
**Public Time closed 7.44 p.m**
- 010/15-16 Confirmation of Minutes**  
Minutes of the Meeting held on 13th April 2015 were Proposed by Cllr M Chapman and AGREED, to be approved **Agreed**
- 011/15-16 Matters Arising (for information only)**

	Thank you email from F.A.C.T for donation																																					
	Response from Highways re requests made (emailed 05/05/15)																																					
<b>012/15-16</b>	<b>Co-Option of Councillors</b> A notice of vacancies has been put up, responses due back 26 <sup>th</sup> May, and then will be circulated to Councillors on 27 <sup>th</sup> May 2015. Co-option process to be placed on June Agenda as first item.	<b>Clerk</b>																																				
<b>013/15-16</b>	<b>Play Park</b> Mission this year is to seek match funding of £56K already in place. This is to be left until the co-option of new councillors is resolved.																																					
<b>014/15-16</b>	<b>Police Matters</b> 3 Crimes in April, 1x Criminal Damage and 2 x Assault's. There were 11 incidents, which is 4 up from last year. A person has been bitten by a dog off the lead.																																					
<b>015/15-16</b>	<b>Cycle Race 2015</b> First meeting is on Thursday 21 <sup>st</sup> May re July races. Race organisers will be present. Emailed all the village groups to send attendees. Do not have any information on the races to be held on 6 <sup>th</sup> and 7 <sup>th</sup> June.																																					
<b>016/15-16</b>	<b>County &amp; District Councillors Reports</b> Cllr Miscandlon reported that Planning training has commenced and the Clerk will be notified of possible dates and he thanked people in Benwick for electing him again.																																					
<b>017/15-16</b>	<b>Defibrillator</b> Discussion on request from school re joint funding. Concern is that the machine has to be used within 4-6 minutes for it to work, but this was disputed. Cllr Chapman Proposed, under Public Health Development, to contribute a maximum of £250, this was AGREED, and the Clerk is to reply to the Head Teacher at the School.	<b>Agreed Clerk</b>																																				
<b>018/15-16</b>	<b>Highways/Street Lighting</b> a) Highways Issues reported, and resolved were the potholes outside Chapel Farm. The bridge plinth has been reported as missing and will be looked into by CCC. b) There is no update on Street Lighting, maintenance and power cost, transfer to Fenland District Council, Cllr Miscandlon will chase Trevor Watson for an update	<b>Cllr Miscandlon</b>																																				
<b>019/15-16</b>	<b>Insurance</b> Insurance for 2015/16 has been updated to include Mooring, Flagpole and Cemetery Railings and agreement on renewal was Proposed by Cllr Chapman, and AGREED, at £627.02	<b>Agreed</b>																																				
<b>020/15-16</b>	<b>Income &amp; Expenditure</b> a) Precept and Council Tax Support Grant (1 <sup>st</sup> Payment) rec'd £5,948.50 b) The following accounts for payment were Proposed by Cllr Chapman and AGREED <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">C Owen</td> <td style="width: 40%;">Cemetery &amp; Pound Apl 2015</td> <td style="width: 30%; text-align: right;">£288.75</td> </tr> <tr> <td>CGM Landscapes</td> <td>Verge Cutting April 2015</td> <td style="text-align: right;">£70.08</td> </tr> <tr> <td>Anglian Water (dd)</td> <td>Water Rates April 2015</td> <td style="text-align: right;">£3.00</td> </tr> <tr> <td>E-on (dd)</td> <td>Energy April 2015</td> <td style="text-align: right;">£91.19</td> </tr> <tr> <td>NALC</td> <td>LCR Subscription 2015/16</td> <td style="text-align: right;">£17.00</td> </tr> <tr> <td>Marie Doherty</td> <td>Cemetery Extension Plans</td> <td style="text-align: right;">£337.50</td> </tr> <tr> <td>Benwick In Bloom</td> <td>Donation</td> <td style="text-align: right;">£70.00</td> </tr> <tr> <td>FDC</td> <td>Planning App (Retrospective)</td> <td style="text-align: right;">£192.50</td> </tr> <tr> <td>I Cooper</td> <td>Internal Audit</td> <td style="text-align: right;">£120.00</td> </tr> </table> c) The following accounts for payment were Proposed by Cllr Chapman and AGREED <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">J Richardson</td> <td style="width: 40%;">Admin – 03/05/14</td> <td style="width: 30%; text-align: right;">£377.00</td> </tr> <tr> <td>J Richardson</td> <td>Reimbursement Expenses and SLCC membership</td> <td style="text-align: right;">£105.61</td> </tr> <tr> <td></td> <td><b>TOTALS</b></td> <td style="text-align: right;"><b>£1,672.63</b></td> </tr> </table> d) April Bank Balances and reconciliation statement (see Appendix 1)	C Owen	Cemetery & Pound Apl 2015	£288.75	CGM Landscapes	Verge Cutting April 2015	£70.08	Anglian Water (dd)	Water Rates April 2015	£3.00	E-on (dd)	Energy April 2015	£91.19	NALC	LCR Subscription 2015/16	£17.00	Marie Doherty	Cemetery Extension Plans	£337.50	Benwick In Bloom	Donation	£70.00	FDC	Planning App (Retrospective)	£192.50	I Cooper	Internal Audit	£120.00	J Richardson	Admin – 03/05/14	£377.00	J Richardson	Reimbursement Expenses and SLCC membership	£105.61		<b>TOTALS</b>	<b>£1,672.63</b>	
C Owen	Cemetery & Pound Apl 2015	£288.75																																				
CGM Landscapes	Verge Cutting April 2015	£70.08																																				
Anglian Water (dd)	Water Rates April 2015	£3.00																																				
E-on (dd)	Energy April 2015	£91.19																																				
NALC	LCR Subscription 2015/16	£17.00																																				
Marie Doherty	Cemetery Extension Plans	£337.50																																				
Benwick In Bloom	Donation	£70.00																																				
FDC	Planning App (Retrospective)	£192.50																																				
I Cooper	Internal Audit	£120.00																																				
J Richardson	Admin – 03/05/14	£377.00																																				
J Richardson	Reimbursement Expenses and SLCC membership	£105.61																																				
	<b>TOTALS</b>	<b>£1,672.63</b>																																				
<b>021/15-16</b>	<b>Allotments</b> Discussion on weeds and maintenance took place. It was Proposed by Cllr Chapman, and AGREED, to have a meeting with the allotment holders, Clerk to arrange meeting for 7p.m ahead of the July Meeting and also canvas opinion on weed spraying in the interim.	<b>Agreed Clerk</b>																																				
<b>022/15-16</b>	<b>War Memorial</b> Discussion on cleaning, and maintenance of War Memorial. To be left until																																					

- the shop has been built due to dust etc from the building work
- 023/15-16 Planning/Development**  
**Granted**  
 F/YR15/0116/F Erection of a 2-storey 4-bed dwelling, detached double garage/store, agricultural building and poly-tunnel involving demolition of existing building. West View House, 8 Whittlesey Road, Benwick. Granted 11/05/2015
- a) Update on Copalder Corner**  
 No update, but to be chased by Cllr Miscandlon. PCN has been issued. It was raised that the poly tunnel looks as if it is becoming a more permanent structure **Cllr Miscandlon**
- b) Update on Fields View**  
 Ex Cllr Richardson to be asked to send details to Cllr Miscandlon **Clerk**
- 024/15-16 Cemetery**  
 a) Application for planning permission to extend burial area has been sent in but there is a requirement for a flood risk assessment to be carried out.
- 025/15-16 Parish Plan**  
 To review Parish Plan and identify any actions required. To be left until the co-option of councillors is complete.
- 026/15-16 Revisions to CCC Validation list for planning**  
 To discuss and agree changes required in relation to letter and proposals received. No comments to be made.
- 027/15-16 Disabled Parking Bays**  
 Correspondence received requesting Parish Council approval of an application for disabled parking bays in Chapel Gardens. No action is required at present
- 028/15-16 Correspondence**  
 a) Cambs Acre- Newsletter (emailed 23/04/15, 02/05/15, 07/05/15)  
 b) Proposed Revisions to CCC Validation list for planning (emailed 05/05/15)  
 c) Youth Bus Visits (emailed 23/04/15)  
 d) Rural Services Network, bulletin (emailed 22/04/15, 23/04/15, 02/05/15, 13/05/15)  
 e) Cambs 876 update (emailed 02/05/15)
- 029/15-16 Motion to exclude Press and Public Proposed by Cllr Chapman, and AGREED**  
 The Clerk's revised Job Description, including web site updating, was Proposed by Cllr Chapman, and AGREED. There will be no change to hours at present and any extra will be presented on an adhoc basis **Agreed**  
**Agreed**
- 030/15-16 Agenda Items/Next Meeting**  
 The date of the next Parish Council Meeting will be Monday 1st June 2015. Items to be included on Agenda should be with the Clerk by Monday 25<sup>th</sup> May 2015

Meeting Closed at 20.44

## Appendix 1

Bank Reconciliation		Financial Year ending 31 March 2016					
Benwick Parish Council							
Prepared by Jacquie Richardson (Clerk & RFO)							
Date	30/04/2015						
Approved by	Chair						
Date							
<b>Balance per bank statements as at</b>	<b>30/04/2015</b>			<b>£</b>		<b>£</b>	
Current Account				29488.14			
NS&I				20595.57			
						50083.71	
Less: Unpresented Cheques							
Cheque Number							
	2337			38.40			
	2339			297.43			
	2342			30.00			
	2343			192.50			
						558.33	
Add: Any unbanked cash in transit							
<b>Net bank balances as at</b>						<b>49525.38</b>	
The net balances reconcile to the Cash Book, as follows:-							
Opening Balance							
				45,781.90			
Add: Receipts to date							
				6,136.25			
Less: Payments to date							
				2,392.77			
<b>Closing Balance</b>							
				<b>49,525.38</b>			
<b>Earmarked Reserves: Parish Plan £532.89 Verge Planting £46.34</b>							
<b>Cemetery Extension £8000, Street Lighting £8000, The Pound £2000, War Memorial £2000, Mooring £1000</b>						<b>TOTAL</b>	<b>£21,579.23</b>
<b>General Reserves</b>	<b>27,946.15</b>						