



BENWICK PARISH COUNCIL

Minutes of the Meeting of the Benwick Parish Council on Monday 5th October 2015 in the side room of the Village Hall in High Street, Benwick PE15 0XA.

- Present:** Cllrs: L Keppel-Spoor (Chair); R Few; R Emmitt; J Chandler; V Gobie; J Hindle; J Clark(CCC); R Butcher (FDC); 1 member of the public and J Richardson (Clerk)
- 121/15-16** **Apologies for Absence:** Cllr M Chapman; Cllr A Miscandlon (FDC); PCSO T Liano
- 122/15-16** **Declarations of Interest**
None declared
- 7:32-** **Public Time**
- 7:36p.m.** Dog fouling is bad again at the top of High Street. Some parents had to take children home to change shoes before going to school.
- 123/15-16** Street Light not working on Lilyholt Road near the flag pole. Clerk to report Cllr Butcher is to check with the Renaissance Team regarding the Old Butchers shop
Clerk
Cllr Butcher
- Wall and trees on White Hart Drive was reported to Highways and according to web site is being dealt with.
- Bush overhanging at Nene Parade, near Whittlesey Road Bridge is to be reported by the Clerk
Clerk
- 124/15-16** **Confirmation of Minutes**
Proposed by Cllr Keppel-Spoor, and AGREED, to sign and approve the Minutes of the Meeting held on 7th September 2015, with the amendment to Item 114/15-16 of "Cllr Keppel-Spoor **and Cllr Gobie are** to continue with the petition regarding a 7.5 tonne weight limit".
Agreed
- 125/15-16** **Matters Arising (for information only)**
No objections to F/YR15/0707/F Planning Application sent to FDC
- 126/15-16** **Police Matters:** During the month of September 2015 – 17 incidents were called into the Police, of these only 5 had an impact on the community:-
1. 21/09/2015 – Two males were seen to take photographs of isolated areas and properties around Benwick. The males were in a dark coloured transit van. Incident occurred in the afternoon.
 2. 15/09/2015 – Vehicle in a ditch as came off the road on a bend as you enter Benwick, no injuries.
 3. 13/09/2015 – Van broken into at Doddington Road, and items within stolen. Enquiries are still on-going at this time.
 4. 12/09/2015 – A group of children were seen entering containers on land to the rear of Heron Way, nothing seems to have been taken.
 5. 11/09/2015 – A garage has been broken into at Doddington Road with a road bike being taken.
- There have been another 7 incidents rang in across Whittlesey and Eastrea reporting garage break- ins where expensive road bikes have been taken. Other items reported are jet washers and tools, all of which are of high value, being stolen.
- Patrols across the area are being conducted with any information being put forward and investigated. If you see anything suspicious or unusual please do not hesitate to contact us.
- Immobilise is a national property database that allows you to protect your possessions for free. Any valuables that have a unique serial number, such as mobile phones, can be registered online. The process is free, quick and easy to do. Immobilise not only allows police to reunite people with their stolen property but it also assists in prosecutions. The service is supported by the Home Office, the Mobile Industry Crime Action Forum, and Transport for London, the National Mobile Phone Crime Unit, and all 43 police forces.
- To protect your property visit the below website and register your valuables free, today.
<http://www.immobilise.com>
- Please beware: Several reports of dogs running loose along the Benwick Road (as you leave Doddington), have been reported to the Police. The

- owners have been identified and spoken with. Please be mindful of this area when using this road, and report anymore incidents to us please.
- 127/15-16 WW2 US Plane Crash Memorial:** Cllr Butcher reported that they would like a memorial in Coates. Concerns are the future upkeep of the memorial. Does not seem to be a lot of enthusiasm locally for this project.
- 128/15-16 Public Rights of Way:** All Public Rights of Way have been cut in the village.
- 129/15-16 County & District Councillors Reports**
Cllr Butcher reported that consultation on the spending review is being sent out to all households and the public are being asked where they would like to see less money spent. Please encourage people to complete this survey as notice will be taken of the results.
Cllr Clark reported that there is no good news from County Council as there will need to be lots of spending cuts, and this could impact on District, Town and Parish services.
The Broadband issues of bad connection were raised with Cllr Clark who requested that information be forwarded on to him for action.
- 130/15-16 Dog Fouling:** Cllr Keppel-Spoor is to write an article to be placed in The Bugle. The Clerk to contact Sally Mitchell at Street Scene to see if more signs etc can be put up regarding the picking up of dog excrement **Cllr Keppel-Spoor Clerk**
- 131/15-16 Play Park:** Cllr Gobie and Cllr Hindle would like to take this project on and research the funding for the project. It was Proposed by Cllr Keppel-Spoor, and AGREED, that Cllr Gobie and Cllr Hindle are to progress the project with regard to looking for possible funding opportunities. **Agreed Cllrs Gobie & Hindle**
- 132/15-16 The Pound:** Cllr Emmitt is to look again at what types of storage container can be placed on The Pound, which may include discussion on options with Planning. **Cllr Emmitt**
- 133/15-16 Bus Shelter:** Stain and Anti-graffiti paint would like to be purchased and the roof needs to be looked as wood appears to be rotting. Cllr Keppel-Spoor is to get Howard Langford to look at roof of bus shelter, and advise of work required. Proposed by Cllr Emmitt, and AGREED, to get Howard Langford to look at the roof and report back on condition, then painting can be considered as well. **Cllr Keppel-Spoor**
- 134/15-16 Income & Expenditure**
It was Proposed by Cllr Keppel-Spoor, and AGREED, that payment be made for the following accounts **Agreed**
- | | | |
|--------------------|------------------------------|----------------|
| C Owen | Cemetery & Pound Maintenance | £288.75 |
| CGM Landscapes | Verge Cutting | £70.08 |
| Anglian Water (dd) | Water Rates | £7.00 |
| J Richardson | Admin – 27/09/15 | £223.27 |
| J Richardson | (Poppy Wreath reimbursement) | £25.00 |
| PKF Littlejohn LLP | External Audit | £120.00 |
| | TOTAL | £734.10 |
- b) Clerks report on the September Bank Balances and reconciliation statement as at Appendix 1
c) Clerks report on budget performance to end September 2015 as at Appendix 2. No significant variances to date
d) External Audit has been completed and no matters of concern have been raised. The Annual Return has been displayed in the Notice Board and on the website.
- 135/15-16 Planning/Development**
Planning Applications
a) F/YR15/0789/PNC04 Change of use of an agricultural building to 3 x 2-storey 4-bed dwellings (Class Q (b)), Farm Building White Fen Farm Whittlesey Road Benwick Cambridgeshire. It was Proposed by Cllr Keppel-Spoor to object to this application on grounds of the fact that it does not comply with Local Policy 12, this was AGREED on the basis of a Casting Vote. **Agreed**
- b) F/YR15/0838/PNC04 Change of use of an agricultural building to 2 x 2-storey 4-bed dwellings and 1 x 2-storey 3-bed dwellings (Class Q (b)) Farm Building Bank Farm Whittlesey Road Benwick Cambridgeshire It was Proposed by Cllr Keppel-Spoor to object to this application on grounds of the fact that it does not comply with Local Policy 12, this was AGREED on the basis of a Casting Vote. **Agreed**
- Development**
a) Update on Copalder Corner. No update has been received and The Clerk **Clerk**

	is to write to Cllr Alex Miscandlon for an update.	
	b) Update on public open space in Fields View. No update received	
136/15-16	Cemetery/Mooring Cemetery	
	a) It was Proposed by Cllr Keppel-Spoor, and AGREED, that the Clerk is to start research on footpath requirements for the Cemetery	Agreed Clerk
	b) 2 Burial Plots have been sold, and 1 Burial taken place 05/10/15	
	Mooring	
	a) It was Proposed by Cllr Emmitt, and AGREED, that £20 budget allowance be given and Cllr Keppel-Spoor to do work on winter planting for mooring and two other flower tubs	Agreed Cllr Keppel-Spoor
137/15-16	Allotments: No update has been received from the Allotment Holders so this item is to be placed on next agenda, and The Clerk is to contact Colin for an update.	Clerk
138/15-16	Highways	
	a) 2016-17 Local Highways Improvement Bid: Cllr Keppel-Spoor attended the meeting at Highways and asked questions regarding Whittlesey Road and Lilyholt Road traffic calming and 7.5 tonne weight limit. Highways suggested that ought to go for 7.5 tonne weight limit in the LHI bid. The petition may also give back up to the case. It was Proposed by Cllr Keppel-Spoor, and AGREED, that Cllr Keppel-Spoor fills in the application in respect of the 7.5 tonne weight limit.	Agreed
139/15-16	Fenland Safety Advisory Group	
	Training event 21/10/15 4p.m. at Boat House, Wisbech. No Councillor is able to attend. The Clerk to request if there is a Powerpoint presentation could a copy be sent.	Clerk
140/15-16	Grass Cutting Verges	
	All areas have now been cut and the last cut will take place w/c 20/10/15	
141/15-16	Pensions Regulator	
	It was Proposed by Cllr Keppel-Spoor that the Clerk be the nominated contact for the Pensions Regulator	Clerk
142/15-16	Street Lighting	
	a) The Clerk is to chase FDC with regard to the transfer of the power costs for the Street Lights.	Clerk
	b) Decision on CAT 2 street lights has not been made yet by FDC, and further communications will be sent.	
143/15-16	War Memorial:	
	a) Proposed by Cllr Gobie, and AGREED, that she will weed and clean War Memorial. Memorial Service to be held on 8 th November 2015. Wreath has been received by the Clerk. Proposed by Cllr Keppel-Spoor, and AGREED, that Cllr Chapman be asked to lay wreath and Cllr Chandler to raise flag.	Agreed Cllr Gobie Cllrs Chapman & Chandler
144/15-16	Christmas: Cllr Chandler has spoken to Boons and they have agreed that the tree could be placed on their land next to village hall, or opposite corner to the war memorial. Clerk to chase Cllr Chapman re contacting the person who has offered to donate the Christmas Tree for 2015. Proposed by Cllr Chandler, and AGREED, that she looks at Solar lights for the Xmas Tree, and Cllr Gobie looks at tree decorations within a combined budget of £150.	Clerk Agreed Cllrs Chandler & Gobie
145/15-16	Current Policies: To discuss and agree changes required	
	Proposed by Cllr Keppel-Spoor, and AGREED, that the policy on filming, circulated by the Clerk be adopted.	Agreed
	Proposed by Cllr Keppel-Spoor, and AGREED, that the Mobile Phone policy be removed entirely.	Agreed
	Freedom of Information Policy, details of the Clerk to be changed. This was Proposed by Cllr Keppel-Spoor, and AGREED	Agreed
	It was Proposed by Cllr Keppel-Spoor, and AGREED that the Expenses Policy remains unchanged	Agreed
	It was Proposed by Cllr Keppel-Spoor, and AGREED that the Standing Orders remain unchanged	Agreed
	It was Proposed by Cllr Keppel-Spoor, and AGREED that the Financial Regulations remain unchanged	Agreed
	It was Proposed by Cllr Keppel-Spoor, and AGREED, that the standard SLCC Complaints Policy, circulated by the Clerk, be adopted	Agreed
	It was Proposed by Cllr Keppel-Spoor, and AGREED, that the Discipline and Grievance Policy with Cllr Chapmans changes be adopted.	Agreed
	All Policies, once amended, are to be put on web site.	Clerk

- 146/15-16 Risk Assessment:** Annual risk assessment was reviewed and it was Proposed by Cllr Keppel-Spoor, and AGREED, that all items in the Risk Assessment are correct **Agreed**
- 147/15-16 Clerk**
The number of emails received by Councillors was discussed and it was Proposed by Cllr Emmitt, and AGREED, that the current process stays as is. Clerks Annual Leave was authorised
- 148/15-16 Correspondence**
- a) Rural Services Network Bulletins (emailed 07/09/15, 23/09/15, 25/09/15, 29/09/15)
 - b) Invitation to FDC Chairman's Macmillan Coffee morning (emailed 07/09/15)
 - c) SLCC News Bulletin (emailed 07/09/15)
 - d) Draft Cambridgeshire Flood and Water Supplementary Planning Document (emailed 07/09/15)
 - e) NALC Bulletin (emailed 10/09/15)
 - f) Invite to Cambs Acre AGM (emailed 10/09/15)
 - g) Benwick Youth Bus update, and invite to AGM (emailed 10/09/15, 23/09/15)
 - h) Invite to Citizens Advice AGM (emailed 10/09/15)
 - i) Cambridgeshire Street Lighting PFI (circulated 23/09/15)
 - j) Update from Cambs Police Inspector (emailed 23/09/15)
 - k) Update from FDC Chairman's Secretary (emailed 23/09/15)
 - l) Invite to Tourism Day ay FDC (emailed 29/09/15)
 - m) CPRE bulletin (emailed 29/09/15)
- 149/15-16 Agenda Items/Next Meeting**
The date of the next Parish Council Meeting will be Monday 2nd November 2015. Items to be included on Agenda should be with the Clerk by Monday 26th October 2015

Meeting Closed at 9.28

Appendix 1

Bank Reconciliation		Financial Year ending 31 March 2016	
Benwick Parish Council			
Prepared by Jacquie Richardson (Clerk & RFO)			
Date	29/09/2015		
Approved by	Chair		
Date			
Balance per bank statements as at	29/09/2015	£	£
Current Account		25718.72	
NS&I		20595.57	
			46314.29
Less: Unpresented Cheques			
Cheque Number	2360	195.00	
			195.00
Add: Any unbanked cash in transit			
Net bank balances as at			46119.29
The net balances reconcile to the Cash Book, as follows:-			
Opening Balance		45,781.90	
Add: Receipts to date		8,922.12	
Less: Payments to date		8,584.73	
Closing Balance		46,119.29	
Earmarked Reserves:			
Parish Plan	£532.89		
Verge Planting	£1.40		
Cemetery Extension	£7,470.00		
Street Lighting	£8,000.00		
The Pound	£2,000.00		
War Memorial	£2,000.00		
Mooring	£1,000.00		
		TOTAL	£21,004.29
General Reserve	£25,115.00		

Appendix 2

BENWICK PARISH COUNCIL							
INCOME:		BUDGET 2015-16	CURRENT End JUNE 2015	CURRENT End SEPT 2015	CURRENT End DEC 2015	FORECAST 2015-16	VARIANCE
Maintenance Grants:	Precept	£10,609.00	£5,304.50	£5,304.50		£10,609.00	£0.00
Council Tax Support Grant	Council Tax Support Grant	£1,288.00	£644.00	£644.00		£1,288.00	£0.00
	Concurrent	£2,687.00		£1,347.00		£2,687.00	£0.00
	Grass Cutting	£703.88	£703.88	£703.88		£703.88	£0.00
Rents:	Town	£875.00	£437.50	£437.50		£875.00	£0.00
	September Gardens	£260.00	£170.00	£170.00		£170.00	£-90.00
Recycling Credits		£60.00	£27.74	£27.74		£27.74	£-32.26
VAT Refund		£660.00	£0.00			£660.00	£0.00
Burials		£200.00	£287.50	£287.50		£1,062.00	£862.00
Inland Revenue Refund							£0.00
Bursary Payment							£0.00
Railings Contribution							£0.00
SUB TOTALS:		£17,342.88	£7,575.12	£8,922.12	£0.00	£18,082.62	£739.74
Sundries	Parish Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Verge Planting	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
TOTALS:		£17,342.88	£7,575.12	£8,922.12	£0.00	£18,082.62	£739.74
							VARIANCE
Rates		350.00	51.40	282.62		350.00	£0.00
Room Hire		200.00	30.00	63.75		200.00	£0.00
Subscriptions:	NALC LCR Magazine	18.00	17.00	17.00		17.00	£-1.00
	CAPALC	381.53	297.43	297.43		297.43	£-84.10
	Cambs Acre	54.00	-	-		54.00	£0.00
	SLCC	70.00	59.00	59.00		59.00	£-11.00
	Clerks & Councils Magazine	12.00	-	-		12.00	£0.00
Maintenance	Verges	700.82	172.42	347.62		700.82	£0.00
	Cemetery	3,150.00	827.09	1,693.34		3,150.00	£0.00
	Street Lights	1,038.31	863.07	863.07		1,038.31	£0.00
	Allotments	-	-	-		-	£0.00
Insurance		596.16	627.02	627.02		627.02	£30.86
Energy		1,222.40	297.55	656.52		1,222.40	£0.00
Professional Charges	Internal Auditor	120.00	120.00	120.00		120.00	£0.00
	External Auditor	150.00	-	-		120.00	£-30.00
	ICO	40.00	-	-		40.00	£0.00
	Computer Security						£0.00
Sundries		200.00	-	-		200.00	£0.00
Telephone/Internet		150.00	29.89	58.30		150.00	£0.00
Post & Stationery		100.00	22.11	37.33		100.00	£0.00
Travel		90.00	-	-		90.00	£0.00
Clerk's annual office expenses		150.00	-	150.00		150.00	£0.00
Planting & Maintenance		75.00	-	44.29		75.00	£0.00
Training		450.00	-	-		450.00	£0.00
VAT Paid		900.00	227.93	302.53		900.00	£0.00
Wages/PAYE-NI		4,000.00	904.83	1,761.08		4,000.00	£0.00
SUB TOTALS:		14,218.22	4,546.74	7,380.90	-	14,122.98	£-95.24
Election		1,066.80	-	-		1,066.80	£300.00
Development Projects		3,000.00	-	-		3,000.00	£0.00
Tourism (Cycle Races)		500.00	-	52.66		500.00	£0.00
Local Highways Improvement		1,000.00	-	131.17		131.17	£0.00
Play Park			-	-			
Cemetery Extension			530.00	530.00		530.00	£530.00
WW1 Commemoration							£0.00
Xmas Decorations		150.00	-	-		150.00	£0.00
S137 Payment	British Legion Poppy Wreath	25.00	-	-		25.00	£0.00
Donations/Charity		200.00	100.00	490.00		200.00	£0.00
TOTALS:		20,160.02	5,176.74	8,584.73	-	19,725.95	£734.76