



BENWICK PARISH COUNCIL

Minutes of the Meeting of the Benwick Parish Council on Monday 1st February 2016 in the side room of the Village Hall in High Street, Benwick PE15 0XA.

- Present:** Cllrs: M Chapman (Chair); L Keppel-Spoor; R Few; V Gobie; J Chandler; J Hindle; A Miscandlon (FDC), J Clark (CCC); J Richardson (Clerk) and one member of the public
- 223/15-16 Apologies for Absence:** Cllr R Butcher (FDC)
- 224/15-16 Declarations of Interest**
- a) Disclosable Pecuniary Interest
Cllrs J Hindle and V Gobie Items 234/15-16(c) and 241/15-16 (b)
- b) Non-Pecuniary Interest
Cllr L Keppel-Spoor Item 234/15-16 (b)
- 225/15-16 Public Time**
- 7.32- 7.37** Willow tree on Nene Parade still needs cutting back, Clerk to report. **Clerk**
Dog fouling is still as bad and is now on grass verges. Clerk will be attending a course which may help identify the powers of the Parish Council in this area.
- 226/15-16 Confirmation of Minutes**
- Cllr Chapman proposed, and it was AGREED, that the minutes of the meeting held on 7th December 2016, Item 214/15-16 (para 2) be amended to read Wren not Amey. **Agreed**
- Cllr Chapman proposed, and it was AGREED, that the amended minutes of the meeting held on 7th December 2015 be approved. **Agreed**
- 227/15-16 Matters Arising (for information only)**
- Hedge outside the bungalows on High Street reported 05/01/16
Traffic sign light not working outside 36 High Street reported 05/01/16
- 228/15-16 Police Matters:**
- During the month of January 2016 – 12 incidents were called into the Police, of these 5 had an impact on the community:-
Between 23.12.2015 - 08.01.2016
5 x Hare coursing reports called in effecting Benwick and the surrounding areas. This type of incident is initially dealt with by a dedicated team, along with local and reactive officers.
Nothing else of note reported.
Concerns regarding Hare Coursing:-
Police have relaunched an operation in a bid to combat hare coursing in Cambridgeshire enabling rapid response to calls, and patrolling areas where hare coursing is prevalent. Hare coursing is a blood sport which is a 'banned and illegal activity'. Sadly local Farmers are often faced with damage to their fields and property, affecting their businesses.
Hare coursing mainly affects East Cambridgeshire, South Cambridgeshire and the Fens. The Hunting Act 2004 made hare coursing illegal and anyone convicted of the offence can be fined up to £5,000 by a magistrates' court.
The most obvious sign of hare coursing are:-
- A group of vehicles parked in a rural area, for instance by a gateway to farmland, on a grass verge or farm track or bridle path.
 - There will usually be estate cars, four-wheel-drives or vans.
 - Dogs used are normally Lurcher's or a similar type of breed.
 - Vehicles may contain evidence of dogs inside, such as muddy paw prints and dog hair.
- If people see an event taking place, they are advised not to approach the participants, but to contact police immediately on 999. Residents who have information about hare coursing events should call police on 101 or Crime stoppers on 0800 555 111, alternatively on line at crimestoppers-uk.org

- 229/15-16 County & District Councillors Reports**
 Cllr Clark reported that a CCC budget meeting is to be held next week.
 A review of the Concurrent Functions Grant, from FDC, is to be looked into by Cllr S King.
 Cllr Miscandlon reported that the planning training is being looked into and dates and subjects will be emailed to the Clerk.
 Cllr Miscandlon was asked if the power point presentation given at the planning training could be emailed to the Clerk, Cllr Miscandlon to chase up. **Cllr Miscandlon**
 Cllr Clark was questioned about the Concurrent Functions Grant review but no further information is available at present.
- 230/15-16 Annual Parish Assembly**
 It was Proposed by Cllr M Chapman, and AGREED, that the Annual Parish Assembly be held at 7p.m Sunday 8th May, Clerk to prepare **Agreed Clerk**
- 231/15-16 Cycle Race 2016:** No further information available
- 232/15-16 Dog Fouling:** Awaiting results from poster campaign, and Clerk to attend training course **Clerk**
- 233/15-16 The Pound:** No further information received
- 234/15-16 Income & Expenditure**
 Interest on NS&I Account £154.47 rec'd
 a) It was Proposed by Cllr Chapman, and AGREED that members approve the following accounts for payment **Agreed**
- | | | |
|--------------------|------------------------------|---------|
| C Owen | Cemetery & Pound Maintenance | £288.75 |
| CGM Landscapes | Verge Cutting | £70.08 |
| Anglian Water (dd) | Water Rates | £7.00 |
| J Richardson | Admin – 24/01/16 | £257.80 |
| J Richardson | Expenses (reimbursement) | £20.06 |
- b) It was Proposed by Cllr Chapman, and AGREED that members approve the following accounts for payment **Agreed**
- | | | |
|----------------------|-----------|--------|
| Benwick Village Hall | Room Hire | £33.75 |
|----------------------|-----------|--------|
- Councillors Hindle and Gobie left the room **Agreed**
- c) It was Proposed by Cllr Chapman, and AGREED that members approve the following accounts for payment
- | | | |
|------------------|----------|----------------|
| Benwick in Bloom | Donation | £100.00 |
| TOTAL | | £777.44 |
- Councillors Hindle and Gobie returned to the room
- d) Clerks report on the January Bank Balances and reconciliation statement is at Appendix 1 **Agreed**
- e) It was Proposed by Cllr Chapman, and AGREED, that the proposed 2016/17 budget, discussed by Working Party, (Appendix 2) be approved.
 Earmarked reserves:-
 Proposed by Cllr Keppel-Spoor £8000 be earmarked for the Cemetery, NOT AGREED **Agreed**
- It was Proposed by Cllr M Chapman, and AGREED, that the following funds be placed in earmarked reserves
 £7000 Cemetery
 £2000 Street Lights
 £3000 Play Park
- f) Clerks report on performance against budget up to end Dec 2015 is at Appendix 3
- 235/15-16 Equalities Policy**
 Clerk to draft an Equalities Policy for the next meeting **Clerk**
- 236/15-16 Child Protection Policy**
 The "draft" policy emailed to Cllrs 11/01/16 was discussed.
 It was Proposed by Cllr Chapman, and AGREED, that the amended Policy be accepted. Amendments were made to the Title, Introduction and Para's 2.1 and 2.2. **Agreed**
- 237/15-16 Play Park**
 Funding applications have been submitted to Rural Capital Grant, Amey and Wren.
 Detailed list sent by Bob Ollier which included:-
 FENLAND GRANTS FUND - SUBMITTED DEC 2015 = £51,500.00

	(EXPECTED MARCH 2016) SECTION 106 - CONFIRMED FUNDING AVAILABLE = £42,000.00 (CONFIRMED JAN 2016) AMEY - COMMUNITY FUND - SUBMITTED 1st FEB 2016 = £25,500.00 (EXPECTED APRIL/MAY 2016) BENWICK PC - CONFIRMATION ON - 1ST FEB 2016 = £3000.00 (EXPECTED FEB 2016) WREN - SUBMITTED JAN 2016 = £50,000.00 (EXPECTED APR/MAY 2016) TOTAL £172K	
238/15-16	Proposed by Cllr Chapman, and AGREED, that the Clerk send email to B Ollier (FDC) to confirm the £3000 earmarked reserve funding for Play Park Planning/Development Application a) F/YR16/0027/F Erection of a single storey rear extension to existing dwelling, 56 High Street, Benwick, March, Cambs. It was Proposed by Cllr M Chapman, and AGREED, that there are no observations Granted a) F/YR15/0998/F Erection of a single-storey rear extension; enclosing of porch to front and addition of render to existing dwelling. 1 Summerfield Way Benwick Cambridgeshire PE15 0HT Development a) Update on Copalder Corner. Cllr Miscandlon spoke to Enforcement Team and he insisted that an update be sent to the Clerk as soon as possible	Clerk Agreed Cllr Miscandlon
239/15-16	Street Lighting a) Clerk has asked for updated quote from Balfour Beatty but no response has been forthcoming. The Clerk reported that at a meeting of the Parish Council a number of items were discussed. The result of the Skanska survey was shared, questions were raised about the contract with Balfour Beatty. Cllr King is to speak to officers re another survey and more information should be available by end February 2016.	
240/15-16	Cemetery/Mooring Mooring Mooring is not being kept in a nice state, no fresh plants have been put in. Cllr Keppel-Spoor will put plants in when the weather improves	
241/15-16	War Memorial a) Grant funding, has been looked into before and a grant was not forthcoming. It was Proposed by Cllr Chapman, and AGREED, that Cllrs Hindle and Gobie are to look into this further. Councillors Hindle and Gobie left the room b) A request to place flower tubs at the War Memorial was discussed and it was Proposed by Cllr Chapman, and AGREED, that no decision could be made until the shop is finished and open. Councillors Hindle and Gobie returned to the room	Cllr Keppel-Spoor Agreed Cllrs Hindle & Gobie Agreed
242/15-16	Queen's 90th Birthday Discussion took place regarding any arrangements for the celebration of HM the Queen's 90 th Birthday. Flag to be raised for Official Birthday (21 st April) and also 12 th June. Clerk to contact village groups to ask if they would be like any celebrations to take place	 Cllr Chandler Clerk
243/15-16	Xmas Tree A village Xmas Tree was discussed, a suggestion was received from the Village Hall Committee to plant a Xmas Tree on The Pound. Another suggestion was that Benwick in Bloom plant a Xmas Tree on the land at the end of the High Street. It was Proposed by Cllr Chapman, and AGREED, that this will be put on the Annual Parish Assembly agenda, for views, by the Clerk.	 Agreed Clerk
244/15-16	Correspondence a) Rural Services Network Bulletins (emailed 30/12/15, 05/01/15,14/01/16, 21/01/16, 26/01/16) b) Cambs Acre Newsletter (emailed)	

- c) Pride in Fenland awards 2016 (emailed 30/12/15)
- d) FDC Draft Business Plan and draft Budget consultation (emailed 11/01/16)
- e) Police and Crime Commissioner bulletin (emailed 11/01/16, 14/01/16)
- f) Invite to Fenland Twinning Association AGM and Tea Party (emailed 11/01/16)
- g) Connections Bus Project Term Update (emailed 11/01/16)
- h) CAPALC Bulletin (emailed 14/01/16)
- i) Connecting Cambridgeshire (emailed 14/01/16)
- j) Nominations for Buckingham Palace Garden Party (emailed 14/01/16)
- k) Parish enews (emailed 18/01/16 and on website)

245/15-16 Motion to exclude Press and Public

It was Proposed by Cllr M Chapman, and AGREED, to exclude the Press and Public from the following items **Agreed**

246/15-16 Cemetery

No further work on quotes for Cemetery extension. Cllr Keppel-Spoor to provide names this week. **Cllr Keppel-Spoor**

247/15-16 Clerk

It was Proposed by Cllr Chapman, and AGREED, that the Clerk is authorised to attend the 2016 SLCC Regional Roadshow, Cllr Gobie and Cllr Keppel-Spoor also wished to attend and a budget of £150 authorised. The Clerk to book when confirmation received from Cllrs Keppel-Spoor and Gobie. **Agreed**
Clerk
 The Clerks annual leave was authorised

248/15-16 Agenda Items/Next Meeting

The date of the next Parish Council Meeting will be Monday 7th March 2016. Items to be included on Agenda should be with the Clerk by Monday 29th February 2016

Meeting Closed at:- 9.12pm

Appendix 1

Bank Reconciliation				Financial Year ending 31 March 2016			
Benwick Parish Council							
Prepared by Jacquie Richardson (Clerk & RFO)							
Date	31/01/2016						
Approved by				Chair			
Date	01/02/2016						
Balance per bank statements as at	31/01/2016			£	£		
Current Account				31584.11			
NS&I				20750.04			
					52334.15		
Less: Unpresented Cheques							
Cheque Number		2360	195.00				
					195.00		
Add: Any unbanked cash in transit							
Net bank balances as at					52,139.15		
The net balances reconcile to the Cash Book, as follows:-							
Opening Balance				45,781.90			
Add: Receipts to date				18,232.09			
Less: Payments to date				11,874.84			
Closing Balance				52,139.15			
Earmarked Reserves:							
Parish Plan	£532.89						
Verge Planting	£1.40						
Cemetery Extension	£7,357.50						
Street Lighting	£8,000.00						
The Pound	£2,000.00						
War Memorial	£2,000.00						
Mooring	£1,000.00						
		TOTAL	£20,891.79				
General Reserve	£31,247.36						

Appendix2

BENWICK PARISH COUNCIL					
	ACTUAL SPEND	AGREED BUDGET	FORECAST OUTTURN		PROPOSED BUDGET
	2014-15	2015-16	2015-16		2016-17
INCOME:					
Maintenance Grants:	£10,609.00	£10,609.00	Precept	£10,609.00	£10,715.00
Council Tax Support Grant	£1,288.00	£1,288.00	Council Tax Support Grant	£1,288.00	£1,272.00
	£2,687.00	£2,687.00	Concurrent	£2,687.00	£985.00
	£703.88	£703.88	Grass Cutting	£703.88	£703.88
Rents:	£875.00	£875.00	Town	£875.00	£875.00
	£270.00	£260.00	September Gardens	£170.00	£170.00
Recycling Credits	£8.32	£60.00		£27.74	£27.74
VAT Refund	£732.15	£660.00		£400.00	£400.00
Burials	£1,908.75	£200.00		£1,175.50	£200.00
Bank Interest	£153.32			£150.00	£150.00
SUB TOTALS:	£19,235.42	£17,342.88		£18,086.12	£15,498.62
Sundries	£0.00			£0.00	£0.00
	£0.00			£0.00	£0.00
TOTALS:	£19,235.42	£17,342.88		£18,086.12	£15,498.62
Rates	339.60	350.00		350.00	350.00
Room Hire	182.00	200.00		200.00	200.00
Subscriptions:	17.00	18.00	NALC LCR Magazine	17.00	18.00
	371.53	381.53	CAPALC	297.43	320.00
	54.00	54.00	Cambs Acre	54.00	54.00
	64.50	70.00	SLCC	59.00	59.00
	12.00	12.00	Clerks & Councils Magazine	12.00	12.00
Maintenance	811.53	700.82	Verges	700.82	700.82
	2,840.55	3,150.00	Cemetery	3,150.00	3,150.00
		1,038.31	Street Lights	863.07	
	-		Allotments		-
Insurance	578.80	596.16		627.02	650.00
Energy	1,158.52	1,222.40		1,000.00	
Professional Charges	100.00	120.00	Internal Auditor	120.00	120.00
	100.00	150.00	External Auditor	100.00	120.00
	35.00	40.00	ICO	35.00	40.00
			Computer Security		
Sundries	229.04	200.00		200.00	200.00
Telephone/Internet	104.90	150.00		150.00	150.00
Post & Stationery	72.82	100.00		100.00	100.00
Travel	33.75	90.00		90.00	90.00
Clerk's annual office expenses	150.00	150.00		150.00	150.00
Planting & Maintenance	165.29	75.00		75.00	75.00
Training	699.50	450.00		450.00	200.00
VAT Paid	678.89	900.00		400.00	400.00
Wages/PAYE-NI	3,971.81	4,000.00		4,000.00	4,000.00
SUB TOTALS:	12,771.03	14,218.22		13,200.34	11,158.82
Election		1,066.80		200.00	1,000.00
Development Projects		3,000.00		3,000.00	2,000.00
Tourism (Cycle Races)	185.84	500.00		52.66	500.00
Local Highways Improvement		1,000.00		131.17	
Play Park	67.00				
WW1 Commemoration	1,245.20				
Xmas Decorations	55.26	150.00		150.00	150.00
S137 Payment	25.00	25.00	British Legion Poppy Wreath	25.00	25.00
Donations/Charity	30.00	200.00		295.00	200.00
TOTALS:	14,379.33	20,160.02		17,054.17	15,033.82
Parish Plan					532.89
Cemetery Extension				642.50	7,357.50
Street Lighting					8,000.00
The Pound					2,000.00
War Memorial					2,000.00
Mooring					1,000.00
TOTALS:	14,379.33	20,160.02		17,696.67	35,924.21

Appendix 3

BENWICK PARISH COUNCIL							
		BUDGET	CURRENT	CURRENT	CURRENT	FORECAST	VARIANCE
INCOME:		2015-16	End JUNE 2015	End SEPT 2015	End DEC 2015	2015-16	
Maintenance Grants:	Precept	£10,609.00	£5,304.50	£5,304.50	£10,609.00	£10,609.00	£0.00
Council Tax Support Grant	Council Tax Support Grant	£1,288.00	£644.00	£644.00	£1,288.00	£1,288.00	£0.00
	Concurrent	£2,687.00		£1,347.00	£2,687.00	£2,687.00	£0.00
	Grass Cutting	£703.88	£703.88	£703.88	£703.88	£703.88	£0.00
Rents:	Town	£875.00	£437.50	£437.50	£875.00	£875.00	£0.00
	September Gardens	£260.00	£170.00	£170.00	£170.00	£170.00	£-90.00
Recycling Credits		£60.00	£27.74	£27.74	£27.74	£27.74	£-32.26
VAT Refund		£660.00	£0.00		£246.66	£660.00	£0.00
Burials		£200.00	£287.50	£287.50	£1,262.50	£1,262.50	£1,062.50
Inland Revenue Refund							£0.00
Bursary Payment							£0.00
Railings Contribution							£0.00
SUB TOTALS:		£17,342.88	£7,575.12	£8,922.12	£17,869.78	£18,283.12	£940.24
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	£17,869.78	£18,283.12	£940.24
EXPENDITURE							VARIANCE
Rates		350.00	51.40	282.62	303.62	350.00	£0.00
Room Hire		200.00	30.00	63.75	97.50	200.00	£0.00
Subscriptions:	NALC LCR Magazine	18.00	17.00	17.00	17.00	17.00	£-1.00
	CAPALC	381.53	297.43	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	59.00	£-11.00
	Clerks & Councils Magazine	12.00	-		12.00	12.00	£0.00
Maintenance	Verges	700.82	172.42	347.62	522.82	700.82	£0.00
	Cemetery	3,150.00	827.09	1,693.34	2,559.59	3,150.00	£0.00
	Street Lights	1,038.31	863.07	863.07	863.07	863.07	£-175.24
	Allotments	-	-			-	£0.00
Insurance		596.16	627.02	627.02	627.02	627.02	£30.86
Energy		1,222.40	297.55	656.52	894.53	894.53	£-327.87
Professional Charges	Internal Auditor	120.00	120.00	120.00	120.00	120.00	£0.00
	External Auditor	150.00	-		100.00	100.00	£-50.00
	ICO	40.00	-		35.00	35.00	£-5.00
	Computer Security						£0.00
Sundries		200.00	-		35.65	200.00	£0.00
Telephone/Internet		150.00	29.89	58.30	88.13	150.00	£0.00
Post & Stationery		100.00	22.11	37.33	77.04	100.00	£0.00
Travel		90.00	-			90.00	£0.00
Clerk's annual office expenses		150.00	-	150.00	150.00	150.00	£0.00
Planting & Maintenance		75.00	-	44.29	44.29	75.00	£0.00
Training		450.00	-			450.00	£0.00
VAT Paid		900.00	227.93	302.53	392.54	660.00	£-240.00
Wages/PAYE-NI		4,000.00	904.83	1,761.08	2,578.20	4,000.00	£0.00
SUB TOTALS:		14,218.22	4,546.74	7,380.90	9,874.43	13,354.87	£-863.35
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	52.66	52.66	£0.00
Local Highways Improvement		1,000.00	-	131.17	131.17	131.17	£-447.34
Play Park			-				
Cemetery Extension			530.00	530.00	642.50	642.50	£642.50
WW1 Commemoration							£0.00
Xmas Decorations		150.00	-		18.28	18.28	£-131.72
S137 Payment	British Legion Poppy Wreath	25.00	-		25.00	25.00	£0.00
Donations/Charity		200.00	100.00	490.00	490.00	295.00	£95.00
TOTALS:		20,160.02	5,176.74	8,584.73	11,234.04	18,586.28	£-404.91