

# BENWICK PARISH COUNCIL

Minutes of the Annual General Meeting of the Benwick Parish Council on Monday 9<sup>th</sup> May 2016 in the side room of the Village Hall in High Street, Benwick PE15 0XA

- Present:** Cllrs M Chapman (Chair); L Keppel-Spoor; V Gobie; J Hindle; J Chandler; J Clark (CCC); R Butcher (FDC); A Miscandlon (FDC), Cllr S King (FDC), J Richardson (Clerk) and two members of the public
- 001/16-17 Election of Chairman**  
It was Proposed by Cllr L Keppel-Spoor, and AGREED, that Cllr Chapman be elected Chairman and the Declaration of Acceptance of Office was duly signed **Agreed**
- 002/16-17 Election of Vice Chairman**  
It was Proposed by Cllr Chandler, and AGREED, that Cllr L Keppel-Spoor be elected as Vice Chairman and the Declaration of Acceptance of Office was duly signed **Agreed**
- 003/16-17 Apologies for Absence:** Cllrs R Few and R Emmitt
- 004/16-17 Declarations of Interest**  
**Councillors to declare any interests in respect of any item to be discussed at this meeting:**  
None declared
- 005/16-17 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  
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  
It was agreed to defer this item for one month
- 006/16-17 Bank Signatories**  
It was Proposed by Cllr Chapman, and AGREED that the Bank signatures to remain as Cllrs Chapman, Keppel-Spoor and Few **Agreed**
- 007/16-17 Internal Auditor**  
It was Proposed by Cllr Chapman, and AGREED that Ivan Cooper again be appointed as Internal Auditor for 2016/17 **Agreed**
- 008/16-17 Standing Orders/Financial Regulations**  
a) Discussion on Standing Orders and review requirements  
b) Discussion on Financial Regulations and review requirements  
It was Proposed by Cllr Chapman, and AGREED that these items will be looked at by Cllrs and The Clerk and discussed next month **Agreed Clerk**
- 009/16-17 PUBLIC TIME**  
The wall down White Hart drive is leaning badly. The Clerk is to report it again. **Clerk**  
Complaint at annual assembly about parking opposite the new shop, Clerk to write to Highways (Matthew Pickering). The Clerk to check the original planning application re the fence **Clerk**  
Concern about wheelchair access to the entrance to new shop. The Clerk to check the planning application. **Clerk**  
Concern raised about trees being cut down in the village. The Clerk to apply to Conservation Officer for a full list of all trees with a TPO in Benwick **Clerk**  
Posters re Dog Fouling are good but are too high. The Clerk to email Sally Mitchell to report this. **Clerk**  
Speeding traffic down Lilyholt Road from Doddington Road is a problem. Clerk to put on agenda, in June, for setting up of Speedwatch in the village **Clerk**  
Closed at 7.50

**010/16-17 Confirmation of Minutes**

It was Proposed by Cllr Keppel-Spoor, and AGREED to sign and approve the Minutes of the Meeting held on 4th April 2016. **Agreed**

**011/16-17 Matters Arising (for information only)**

Response to Planning Application F/YR16/0161/F sent to FDC, 04/04/16

Response to Planning Application F/YR16/0153/F sent to FDC, 04/04/16

Email sent to Bob Ollier (FDC) regarding the signage at the Play Park for dogs

**012/16-17 Play Park**

Cllr Simon King informed the meeting that the Parish Council had applied for a Rural Capital Grant but as the District Council owns the Play Park this grant cannot be awarded and there is a proposal for Benwick Parish Council to take over the Play Park from FDC and then be responsible for the maintenance etc of the Play Park.

It was pointed out that the question regarding the Rural Capital Grant was raised with FDC two years ago.

The Rural Capital Grant is for a substantial amount of money. Assurance was given that the Play Park would not be leased to Benwick Parish Council unless the Rural Capital Grant is approved.

It was stated that the Play Park was originally owned by Benwick Parish Council and the equipment in there has been funded by the Parish Council. Cllr King is happy to go back to FDC and ask if there could be an option of ownership rather than leasing for 20 years.

FDC has sought legal advice and would recommend that Benwick Parish Council seeks independent legal advice.

Cllrs are still behind the principle of improving the Play Park. Need to see what a proposal looks like and then seek legal advice.

The future costs of maintenance and inspections have been estimated by FDC at around £2k per annum.

Cllr Clark summarised the FDC position regarding the Rural Capital Grant, and how they wish to work with the Parish Council

Cllr Butcher gave an overview of the situation to date and how areas were handed over to FDC.

Cllr King advised that they were hoping to discuss this at Cabinet by end of May 2016, but they would have needed an in principle decision prior to that date.

It was stated that the WREN grant has been accepted but may need to be reapplied for if the Rural Capital Grant is not forthcoming. The commencement has to be by July for the WREN grant.

Cllr Chapman believes that the Parish Council in principle agrees, wants to work with FDC, and needs legal advice.

Cllr King to look into Insurance requirements (Clerk to check), investigate why this has taken so long and also ownership as opposed to renting and Wren funding. It was Proposed by Cllr Chapman, and AGREED, that Cllr Chapman and Cllr King take the lead in this matter to develop a framework of two options to be brought back to the Parish Council.

Cllr Miscandlon also stated that the 106 monies could also be at risk if the Play Park development is delayed further

**013/16-17 Police Matters**

During the month of April 2016 there have been 19 incidents reported with only 1 incident impacting on the local community:-

11.04.2016 – Quad bikes and trial bikes reported on public footpaths in Benwick.

Across Fenland and more notably in the summer months we get many reports of bikes/quad bikes being used in a similar manor.

Bikes/Quads:

You cannot ride off-road bikes/quads on any land, where the land owner hasn't given you permission. This also includes:-

Common land, Moorland, Footpaths, Bridleways, Restricted Byways, Canal Tow Paths, Disused Railway Lines, Green Lanes which are classified as roads

If you haven't got a driving licence, insurance, tax, MOT and if the bike doesn't have number plates you are breaking the law.

If you are caught riding your off-road bike, quad bike or off-road vehicle illegally, then you could face the following:-

Officers have the power to seize vehicles from uninsured drivers, and drivers that don't have a driving licence under Section 165A of the Road Traffic Act 1988.

You can be reported to appear in court for driving without insurance or a driving licence, as well as for careless or dangerous driving, driving without due care or

**Clerk  
Cllrs Chapman &  
King  
Agreed**

- attention or for driving on common land.
- 014/16-17 Dog Fouling**  
Posters now up around the village, and as was raised in Public Time, they are too high on the posts which will be raised with FDC
- 015/16-17 Membership Renewals**  
a) It was Proposed by Cllr Chapman, and AGREED, to have SLCC Membership for 2016/17 at £88 **Agreed**  
b) It was Proposed by Cllr Chapman, and AGREED, to have CAPALC Membership for 2016/17 at £294.41 **Agreed**
- 016/16-17 Cycle Race 2016**  
No further update received from organisers. No notification of when signs announcing road closures will be put up.
- 017/16-17 County & District Councillors Reports**  
Cllr Clark had nothing to report from CCC  
Cllr Butcher stated that Cllr King has covered everything  
Cllr Miscandlon had nothing to report
- 018/16-17 HM The Queen's 90<sup>th</sup> Birthday**  
The Parish Council has had no response from any local groups with suggestions so nothing will take place. The flag will be raised by Cllr Chandler **Cllr Chandler**
- 019/16-17 Highways/Street Lighting**  
a) Outstanding Highways issues are the raised manhole cover on Lilyholt Road, since September 2015, it is felt that this is not within the Highways standards to repair  
b) Update was given on Street Lighting issues and CAT 2 replacement lights, including correspondence from Cllr King and other Parish Councils. Cat 1 light replacements will be chased by Cllr King. The Clerk to forward Balfour Beatty email, relating to Cat 2 lights, to Cllr King. Cllr King left the meeting **Cllr King Clerk**
- 020/16-17 Insurance**  
Discussion on 3 quotes took place  
Quote A £721.26  
Quote B £686.91  
Quote C £654.20  
It was and Proposed by Cllr Chapman that the Council accepts Quote C on a 3 year deal, and this was AGREED, this is with Ecclesiastical **Agreed**
- 021/16-17 Income & Expenditure**  
a) Precept and Council Tax Support Grant (1<sup>st</sup> Payment) rec'd £5,993.50  
b) It was Proposed by Cllr Chapman, and AGREED, that members approved the following accounts for payment **Agreed**
- |                  |                      |                                      |                |
|------------------|----------------------|--------------------------------------|----------------|
| <b>022/16-17</b> | C Owen               | Cemetery & Pound Apl 2016            | £288.75        |
|                  | CGM Landscapes       | Verge Cutting April 2016             | £70.08         |
|                  | Anglian Water (dd)   | Water Rates April 2016               | £7.00          |
|                  | J Richardson         | Admin – 03/05/16                     | £280.81        |
|                  | J Richardson         | Reimbursement Expenses and SLCC Conf | £146.71        |
|                  | FACT                 | Donation                             | £30.00         |
|                  | Magpas Air Ambulance | Donation                             | £20.00         |
|                  | NALC                 | LCR Magazine                         | £17.00         |
|                  | Benwick Village Hall | Room Hire                            | £33.75         |
|                  |                      | <b>TOTALS</b>                        | <b>£894.10</b> |
- c) Clerk's report on the April Bank Balances and reconciliation statement is at Appendix1  
d) Notification of change of interest rate on NS&I account to 0.45%. The Clerk to investigate other investment opportunities. **Clerk**
- 023/16-17 Allotments**  
a) 2016 Tenancy Agreements and Invoices have been sent out with a reminder that the agreement ends in April 2017  
b) Cllr Chapman has seen a couple of allotment holders and has emphasised that a response is needed from them to work with them to improve the allotments
- 024/16-17 War Memorial**  
a) Cllrs Hindle and Gobie have the funding paperwork, discussion took place on the requirements and previous quotes for works were discussed.  
b) Repair of flower tub at War Memorial was discussed and it was Proposed by Cllr Chapman, and AGREED, that the tubs at the War Memorial and Village Sign, be emptied, and Street Pride notified by Cllr Keppel-Spoor, to collect them **Agreed Cllr Keppel-Spoor**
- 025/16-17 Planning/Development**

**Granted**

F/YR16/0153/F Erection of a single-storey rear extension to existing dwelling  
Waterside House 14 Cricketers Way Benwick March Cambridgeshire PE15 0UU

**Withdrawn**

F/YR16/0161/F Erection of a 2-storey 4-bed dwelling with double garage involving  
demolition of existing dwelling and outbuildings, 6-7 Nene Parade Benwick  
Cambridgeshire PE15 0XL

**a) Update on Copalder Corner**

Cllr Chapman has had a response from Planning Enforcement but did not feel it  
was satisfactory, including the matter of the polytunnel and hedge. A boat has now  
appeared at the corner of the field. Cllr Chapman will report the boat to Planning  
and possibly some more FOI requests.

**Cllr Chapman****026/16-17****The Pound**

a) Request from Benwick In Bloom to place flowers around the tree on The Pound  
was discussed and it was Proposed by Cllr Chapman, and AGREED, that  
Benwick In Bloom plant some spring bulbs around the tree

**Agreed****027/16-17****Mooring & Cemetery**

a) It was Proposed by Cllr Chapman, and AGREED, to allow for research by Cllr  
Keppel-Spoor to investigate the options available for the placing of solar lighting at  
the Mooring and Cemetery

**Agreed****Cllr Keppel-Spoor**

It was Proposed by Cllr Chapman, and AGREED, that a budget of £150 limit be  
authorised for the planting at the Mooring Project by Cllr Keppel-Spoor. To be  
taken from the Verge Planting and Mooring Earmarked reserves

**Agreed****Cllr Keppel-Spoor**

b) Update on Cemetery extension was given regarding possible new pathway  
solutions. Clerk to continue working on this matter.

**Clerk****028/16-17****Correspondence**

a) Youth Bus Visits (emailed 19/04/16)

b) Rural Services Network, bulletin (emailed 19/04/16, 01/05/16, 03/05/16)

c) CPRE Bulletin (emailed 19/04/16)

d) Benwick Village Hall Statement (emailed 19/04/16)

e) CAPALC bulletin (emailed 19/04/16)

f) Post Office Closure Notification from 07/06/16 (emailed 03/05/16)

g) Anglia In Bloom judging date 15<sup>th</sup> July 2016 p.m. (emailed 03/05/16)

h) Fenland Indoor Sports Facility Strategy and Fenland Playing Pitch Strategy  
(emailed 03/05/16)

**029/16-17****Agenda Items/Next Meeting**

The date of the next Parish Council Meeting will be Monday 6th June 2016. Items  
to be included on Agenda should be with the Clerk by Monday 30<sup>th</sup> May 2016

Councillors Training

Meeting Closed at:- 9.20

## Appendix1

Bank Reconciliation				Financial Year ending 31 March 2017			
Benwick Parish Council							
Prepared by Jacquie Richardson (Clerk & RFO)							
Date	01/05/2016						
Approved by				Chair			
Date	09/05/2016						
<b>Balance per bank statements as at</b>	<b>01/05/2016</b>			<b>£</b>		<b>£</b>	
Current Account				35373.89			
NS&I				20750.04			
						56123.93	
Less: Unpresented Cheques							
Cheque Number							
						0.00	
Add: Any unbanked cash in transit							
<b>Net bank balances as at</b>						<b>56,123.93</b>	
The net balances reconcile to the Cash Book, as follows:-							
Opening Balance				50,595.07			
Add: Receipts to date				6,161.25			
Less: Payments to date				632.39			
<b>Closing Balance</b>				<b>56,123.93</b>			
<b>Earmarked Reserves:</b>							
Parish Plan	£532.89						
Verge Planting	£1.40						
Cemetery Extension	£14,357.50						
Street Lighting	£10,000.00						
The Pound	£2,000.00						
War Memorial	£2,000.00						
Mooring	£1,000.00						
Play Park	£3,000.00						
General Reserve	£23,232.14						
			<b>TOTAL</b>	<b>£32,891.79</b>			