



BENWICK PARISH COUNCIL

Minutes of a meeting of the Benwick Parish Council on Monday 5th September 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; R Emmitt; J Chandler; V Gobie; J Clark (CCC), J Richardson (Clerk) and four members of the public
- 103/16-17 Apologies for Absence:** Cllr A Miscandlon(FDC); Cllr Hindle; Cllr R Butcher(FDC)
- 104/16-17 Declarations of Interest**
Disclosable Pecuniary Interest: Cllr Gobie 121/16-17(c)
- 105/16-17 Public Time**
Hedge overgrowing footpath at High Street end of Doddington Road, and High Street Bungalows (27A) (Clerk to report) **Clerk**
Willow tree on riverbank footpath still needs cutting back (Clerk to report) **Clerk**
Dog fouling is starting again on the grass verges on Whittlesey Road and the river bank, due in part to darker mornings and evenings
Footpath between Chapel Gardens and High Street is very uneven and overgrown (Clerk to report) **Clerk**
Lilyholt Road footpath near telephone exchange is splitting (Clerk to report) **Clerk**
It is known that this is a farming village but speeding agricultural vehicles are getting worse.
Benwick Parish Council have received an invite to a Macmillan Party on 15th September 2016 19.00 to 21.00
Public Time Closed 19.39
- 106/16-17 Confirmation of Minutes**
Cllr M Chapman Proposed, and it was AGREED, to sign and approve the Minutes of the Meeting held on 1st August 2016 **Agreed**
- 107/16-17 Matters Arising (for information only)**
Hedge at corner of Floods Ferry Road/Benwick Road reported to Highways 09/08/16 (emailed reply received "At this time, we do not feel that any action is necessary, however we will continue to monitor this location as part of routine inspections and works will be carried out if required in the future").
- 108/16-17 Roadwatch:** Presentation from David McCandless and Colin Sylvester. Explanation of what Community Roadwatch does was given. Community Roadwatch is funded by donation. Website is:- www.roadwatch.org.uk
Volunteers are required to support Roadwatch. Question was asked regarding cars, which are not covered by Roadwatch.
- 120/16-17** This item was moved forward by The Chairman
Speedwatch/Roadwatch
a) Scope of commercial speeding/bad driving is not known in the village. An exercise may be a good idea to ascertain this fact. A Roadwatch session normally lasts an hour. It was Proposed by Cllr M Chapman, and AGREED, to invite Roadwatch to undertake 6 visits over 2 to 3 months, to scope out the issues in the village. Roadwatch are to liaise with Carl Gobie to arrange these sessions. **Agreed**
b) The Clerk has received 3 volunteers for Speedwatch. It was Proposed by Cllr Chapman, and AGREED, that the Clerk writes to Speedwatch and the volunteers to move this forward **Agreed Clerk**
- 109/16-17 Play Park:** The plans proposed, and provided by Bob Ollier, for the Play Park were shown and discussed. It was confirmed that the funding is still available from WREN.
It was Proposed by Cllr M Chapman, and AGREED, that the Parish Council supports the design as put forward by Fenland District Council. The Clerk is to write to Bob Ollier to state the agreement to the proposed plans and agreement to install the reclaimed metal shelter and movement of the old **Agreed Clerk**

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| | shelter | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 110/16-17 | Police Matters: No crime figures received | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 111/16-17 | County & District Councillors Reports Cllr Clark had nothing to report All members of the public left the meeting | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 112/16-17 | The Pound: Planning still say that permission is needed to put anything on the area and this would be unlikely to be agreed. Village groups have no storage facilities within the village. Cllr Clark will seek advice re temporary container from planning on this matter. The fencing at the front of The Pound and Village Hall was discussed. Cllr Keppel-Spoor is to raise this with the Village Hall Committee regarding a joint approach to the fencing. | Cllr Clark Cllr Keppel-Spoor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 113/16-17 | Xmas Tree: Cllr Chapman is still looking into the tree and lights to provide a Xmas Tree on The Pound. | Cllr Chapman | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 114/16-17 | Allotments a) No further information has been received from the allotment holders. The Clerk is to place this item on January agenda. It was Proposed by Cllr Gobie, and AGREED, to write off £15 of bad debt from non-payment of an Invoice. b) It was Proposed by Cllr Chapman, and AGREED, that Town Ground allotment rents for 2016/17 remain at the same rate as 2015/16 rent at £62.50 per plot. | Clerk Agreed Agreed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 115/16-17 | Income & Expenditure a) Recycling Credit £39.07 rec'd. Refund of Non Domestic Rates £77.12 rec'd b) It was Proposed by Cllr Chapman, and AGREED, that members approve the following accounts for payment <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">C Owen</td> <td style="width: 40%;">Cemetery & Pound Maintenance</td> <td style="width: 30%; text-align: right;">£288.75</td> </tr> <tr> <td>CGM Landscapes</td> <td>Verge Cutting</td> <td style="text-align: right;">£70.08</td> </tr> <tr> <td>Anglian Water (dd)</td> <td>Water Rates</td> <td style="text-align: right;">£19.00</td> </tr> <tr> <td>J Richardson</td> <td>Admin – 28/08/16</td> <td style="text-align: right;">£211.55</td> </tr> <tr> <td>J Richardson</td> <td>Expenses & reimbursement</td> <td style="text-align: right;">£89.06</td> </tr> <tr> <td>White Fen Drainage</td> <td>Drainage Rates</td> <td style="text-align: right;">£114.25</td> </tr> <tr> <td>Mid Level</td> <td>Drainage Rates</td> <td style="text-align: right;">£118.82</td> </tr> <tr> <td>PKF Littlejohn</td> <td>External Audit</td> <td style="text-align: right;">£120.00</td> </tr> <tr> <td>LCPAS</td> <td>Councillor Training</td> <td style="text-align: right;">£120.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL</td> <td style="text-align: right;">£1151.51</td> </tr> </table> c) Clerks report on the August Bank Balances and reconciliation statement is at Appendix 1 d) 2015/16 External Audit Report has been received. All documents placed on Notice Board and website. There were no adverse comments made. e) Letter received regarding Council Tax Support Grant this is to be taken into account in budget setting in December 2016 | C Owen | Cemetery & Pound Maintenance | £288.75 | CGM Landscapes | Verge Cutting | £70.08 | Anglian Water (dd) | Water Rates | £19.00 | J Richardson | Admin – 28/08/16 | £211.55 | J Richardson | Expenses & reimbursement | £89.06 | White Fen Drainage | Drainage Rates | £114.25 | Mid Level | Drainage Rates | £118.82 | PKF Littlejohn | External Audit | £120.00 | LCPAS | Councillor Training | £120.00 | TOTAL | | £1151.51 | Agreed |
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| 116/16-17 | Planning/Development Pre-Application Request for comment Proposed base station installation at White Fen Farm, Whittlesey Road, Benwick, March, Cambridgeshire PE15 0XJ. This was noted Enforcement a) Update on 35A and 35B Lilyholt Road, Benwick - New 1.2m (approx) fence. Fence now appears to be in the correct position. Development a) No further information on Copalder Corner has been received, so Cllr M Chapman is to chase up. | Cllr Chapman | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 117/16-17 | Highways a) To discuss and agree application for Local Highways Improvement Funding opportunity for 2017-18. All Cllrs to identify any possible schemes in the village and bring them to October Meeting. b) No further action regarding the removal of the pole at the footbridge to be taken at present c) No action to be taken at the moment regarding Community Highways Volunteering Scheme. | All Cllrs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 118/16-17 | Remembrance Day Wreath It was Proposed by Cllr Keppel-Spoor, and AGREED, that the Clerk | Agreed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 119/16-17 | <p>purchases a Poppy Wreath for Remembrance Day for a budget of £30</p> <p>Street Lighting</p> <p>a) Update from Street Light meeting held 31/08/16 was given and decision on contract is now awaited from FDC.</p> <p>Cllr Clark is to raise the matter of the CAT1 lights in Benwick</p> <p>b) CAT2 replacement street lights are on hold until the street lighting contract is agreed by FDC</p> <p>Cllr J Clark left the meeting</p> | <p>Clerk</p> <p>Cllr Clark</p> |
| 121/16-17 | <p>Cemetery/Mooring</p> <p>Cemetery</p> <p>a) It was Proposed by Cllr Chapman, and AGREED, that the Clerk put forward initial funding applications for the paths in the Cemetery extension</p> <p>b) It was Proposed by Cllr Chapman, and AGREED, that he draft a letter regarding Cemetery Maintenance to the contractor</p> <p>Cllr Gobie left the room</p> <p>c) It was Proposed by Cllr Chapman, and AGREED, that the Parish Council donate the Hayter Hawk Lawnmower to Benwick In Bloom, who shall keep it in good working order, but if they cease to use it they return it to the Parish Council.</p> <p>Cllr Gobie returned to the room</p> <p>d) Cllr Chapman will attend to the removal of Ivy from the Holly Tree in the Cemetery</p> <p>Moorings</p> <p>a) It was Proposed by Cllr Chapman, and AGREED, that the Clerk investigates signs to attach to the current signage at the mooring regarding village amenities</p> <p>b) It was Proposed by Cllr Few, and AGREED, that Cllr Chapman purchase and paint the litter bins for a £20 budget at the footbridge and road bridge</p> <p>c) Cllr Keppel-Spoor is to oil the benches at the Mooring</p> | <p>Agreed</p> <p>Clerk</p> <p>Agreed</p> <p>Cllr Chapman</p> <p>Agreed</p> <p>Cllr Chapman</p> <p>Agreed</p> <p>Clerk</p> <p>Agreed</p> <p>Cllr Chapman</p> <p>Cllr Keppel-Spoor</p> |
| 122/16-17 | <p>Training</p> | <p>All Cllrs</p> |
| 123/16-17 | <p>Correspondence</p> <p>a) Rural Services Network Bulletins (emailed 28/07/16, 01/08/16, 09/08/16, 18/08/16, 22/08/16, 29/08/16, 31/08/16)</p> <p>b) Invite to Cambridgeshire Fen Leader Project Coffee Morning (emailed 09/08/16)</p> <p>c) Invitation to Cambridgeshire ACRE's AGM 2016 (emailed 18/08/16)</p> <p>d) Police And Crime Panel Seeking New Member (emailed 18/08/16)</p> <p>e) Invitation to come and speak to us about Minor Injury and Outpatient services (emailed 22/08/16)</p> <p>f) Job Vacancy - Audit Committee Member (emailed 22/08/16)</p> <p>g) Youth Bus Termly Report (emailed 22/08/16)</p> <p>h) Chelsea's Choice School & Community Performance - professionals Invitation (emailed 29/08/16)</p> <p>i) Cambridgeshire Network Rail level crossing 2nd round consultation (emailed 29/08/16)</p> | |
| 124/16-17 | <p>Motion to Exclude Press and Public</p> <p>Clerks annual appraisal was discussed and agreed.</p> <p>It was Proposed by Cllr Chapman, and AGREED, that the Clerks Salary be increased to SP19</p> | <p>Agreed</p> |
| 125/16-17 | <p>Flagpole</p> <p>Quotes have been received for the annual inspection of the flagpole.</p> <p>Quote A £283.00</p> <p>Quote B £234.00</p> <p>It was Proposed by Cllr Chapman, and AGREED, to award FlagPole Express the contract to do the work.</p> <p>The Clerk is to investigate if other parishes do this</p> | <p>Agreed</p> <p>Clerk</p> |
| 126/16-17 | <p>Agenda Items/Next Meeting</p> <p>The date of the next Parish Council Meeting will be Monday 3rd October 2016. Items to be included on Agenda should be with the Clerk by Monday</p> | |

26th September 2016

Meeting Closed at:- 9.55

Appendix 1

| Bank Reconciliation | | Financial Year ending 31 March 2017 | |
|---|-------------------|-------------------------------------|-------------------|
| Benwick Parish Council | | | |
| Prepared by Jacquie Richardson (Clerk & RFO) | | | |
| Date | 31/08/2016 | | |
| Approved by | | Chair | |
| Date | 05/09/2016 | | |
| Balance per bank statements as at | 31/08/2016 | £ | £ |
| Current Account | | 33031.17 | |
| NS&I | | 20750.04 | |
| | | | 53781.21 |
| Less: Unpresented Cheques | | | |
| Cheque Number | 2434 | 52.50 | |
| | | | 52.50 |
| Add: Any unbanked cash in transit | | | |
| Net bank balances as at | | | 53,728.71 |
| The net balances reconcile to the Cash Book, as follows:- | | | |
| Opening Balance | | 50,595.07 | |
| Add: Receipts to date | | 8,145.82 | |
| Less: Payments to date | | 5,012.18 | |
| Closing Balance | | 53,728.71 | |
| Earmarked Reserves: | | | |
| 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 | E M TOTAL | £32,891.79 |
| Play Park | £3,000.00 | | |
| General Reserve | £20,836.92 | | |