



BENWICK PARISH COUNCIL

Minutes of a meeting of the Benwick Parish Council on Monday 3rd October 2016 in the side room of the Village Hall in High Street Benwick PE15 0XA.

- Present:** Cllrs M Chapman (Chair); L Keppel-Spoor; J Chandler; J Hindle; V Gobie; J Clark (CCC); J Richardson (Clerk) and two members of the public
- 127/16-17 Apologies for Absence:** Cllr R Few (Work); Cllr R Butcher (Ill Health)
- 128/16-17 Declarations of Interest**
None declared
- 129/16-17 Public Time**
Questions raised about the use of a “man in a van” rather than the owner of the property doing this work.
Clerk to email Cllr Clark with emails relating to hedge on High Street. **Clerk**
Clerk to report hedge overgrowing opposite the willow tree on Nene Parade
Thank you to Jacquie for attending the McMillan Evening £437 was raised
Public Time Closed at 7.44
- 130/16-17 Confirmation of Minutes** **Agreed**
It was Proposed by Cllr Chapman, and AGREED, to sign and approve the Minutes of the Meeting held on 5th September 2016
- 131/16-17 Matters Arising (for information only)**
Overhanging Hedges on Doddington Road (Reply rec'd “I have a feeling this house is unoccupied as I have had no answer to my requests to cut this hedge and no one answers the door. As such I have passed this to our local 'man in a van' to trim back when next in area”) and High Street (Reply rec'd “The issue you raised with us is the responsibility of the landowner. Unfortunately we do not have records of who is responsible for this location and we are therefore unable to take any action”).
Overhanging willow tree on Nene Parade reported to Highways (07/09/16)
Uneven and splitting footpaths between Chapel Gardens to High Street (Reply rec'd “Please note this footpath is not adopted highway. I have asked Roddons to see if its theirs”) and outside Telephone Exchange on Lilyholt Road reported to Highways (07/09/16)
- 132/16-17 Play Park:** Still waiting for a response from Wren regarding funding
- 133/16-17 Winter Health Packs:** Packs are given out when flu jabs are received so no extra ones required. It was Proposed by Cllr Chapman, and AGREED, no further action is required **Agreed**
- 134/16-17 County & District Councillors Reports**
Report from Cllr Clark is that work on devolution is continuing at CCC and FDC are still working on the Comprehensive Spending Review. Election boundaries have changed and will come in to force with the CCC elections in May 2017
- 135/16-17 The Pound:** The fencing at the front of The Pound and Village Hall is to be discussed at the next Village Hall Committee Meeting.
- 136/16-17 Xmas Tree:** No further action has been taken as struggling to find suitable lights. Clive Lemmon (March Town Council) contact details to be emailed by Cllr Clark **Cllr Clark**
- 137/16-17 Income & Expenditure** **Agreed**
- a) It was Proposed by Cllr M Chapman, and AGREED, that members approve the following accounts for payment
- | | | |
|--------------------|------------------------------|----------------|
| C Owen | Cemetery & Pound Maintenance | £288.75 |
| CGM Landscapes | Verge Cutting | £70.08 |
| Anglian Water (dd) | Water Rates | £19.00 |
| J Richardson | Admin – 29/09/16 | £354.46 |
| J Richardson | Expenses & reimbursement | £30.00 |
| Flagpole Express | Flagpole Inspection | £234.00 |
| | TOTAL | £996.29 |
- b) Clerks report on the September Bank Balances and reconciliation statement is at Appendix 1
- c) Clerks report on budget v performance at end Sept 2016 is at Appendix 2

138/16-17	<p>Planning/Development Applications</p> <p>a) F/YR16/0768/TRTPO Works to an Ash tree covered by TPO 06/2000 24 Skeifs Row Benwick Cambridgeshire PE15 0XB. It was Proposed by Cllr M Chapman, and AGREED, that no comments be made</p> <p>b) F/YR16/0772/F Erection of a 2-storey 4-bed dwelling with integral double garage involving the demolition of existing dwelling and outbuildings 6-7 Nene Parade Benwick Cambridgeshire PE15 0XL. It was Proposed by Cllr M Chapman, and AGREED, that no comments be made</p> <p>c) F/YR16/08/08/F Erection of a 2-storey side extension to existing dwelling, 2 Bettys Nose Farm Forty Foot Bank Benwick Cambridgeshire PE26 2XR. It was Proposed by Cllr M Chapman, and AGREED, that no comments be made</p> <p>Development</p> <p>a) Issues have arisen regarding the planning applications for Copalder Corner having been sent to Doddington Parish Council. Cllr Miscandlon has advised the planning officers that future planning applications should be sent to Benwick Parish Council.</p>	<p>Agreed</p> <p>Agreed</p> <p>Agreed</p>
142/16-17	<p>Speedwatch/Roadwatch</p> <p>Item brought forward by Chairman</p> <p>a) Roadwatch results have been sent on the 5 visits undertaken, it has identified a number of speeding vehicles on Doddington Road and this information could be used as evidence for LHI Improvement bid. It was Proposed by Cllr M Chapman, and AGREED, that the signature of the letters be that of the Parish Council Chairman, and the paragraph of words required is to be drafted by Cllr Chapman</p> <p>b) The Clerk has emailed the Police regarding the possibility of the setting up of a Speedwatch group. There are 5 volunteers required for this and Cllr Chapman volunteered which now makes 4 volunteers.</p>	<p>Agreed Clerk Cllr Chapman</p>
139/16-17	<p>Highways</p> <p>It was Proposed by Cllr M Chapman, and AGREED, that Cllr Chapman and Cllr Keppel-Spoor will prepare documents for Doddington Road and Lilyholt Road traffic calming and Cllr Gobie to analyse Roadwatch data for the Local Highways Improvement Funding opportunity for 2017-18. Clerk to obtain guidance paperwork and circulate</p> <p>Cllr Clark left the meeting</p>	<p>Agreed Cllrs Keppel-Spoor, Chapman & Gobie Clerk</p>
140/16-17	<p>Remembrance Day</p> <p>Remembrance Day Service (13/11/16 @10.00) and laying of Wreath is to be undertaken by Cllr Chapman. Cllr Chapman is to put flag up if needed to.</p>	<p>Cllr Chapman</p>
141/16-17	<p>Street Lighting</p> <p>a) The work on CAT1 replacement street lights has been advised to FDC by the Clerk but no response has been received</p> <p>b) A discussion on the way forward regarding the "project regarding getting a quotation from Skanska and Electrical Testing for the repair and maintenance of all of the parish lights" took place. It was Proposed by Cllr Chapman, and AGREED, that the Clerk notifies the Parish Councils that "at their recent meeting Benwick Parish Council decided to continue in partnership with Cambridgeshire County Council and Fenland District Council for the repair and maintenance of their streetlights".</p>	<p>Agreed Clerk</p>
143/16-17	<p>Cemetery/Mooring Cemetery</p> <p>a) Funding Application for the new paths in the Cemetery has been sent to Grantscape. A decision is not expected until December 2016. The Clerk is to commence work on the tender process required as detailed in the Financial Regulations</p> <p>Mooring</p> <p>a) An update on the signage at the mooring regarding village amenities will be discussed at the next meeting</p>	<p>Clerk</p>
144/16-17	<p>Cambridgeshire Parish Council Conference 2016</p> <p>If anyone can attend this event on 18th November 2016 please let Clerk know</p>	<p>All Cllrs</p>
145/16-17	<p>Support Hub</p> <p>It was Proposed by Cllr Gobie, and AGREED, that no funding be given to provide a wellbeing pop up café in the village.</p>	<p>Agreed</p>
146/16-17	<p>Environment Agency</p> <p>Questionnaire received from CCC Flood and Water Team was completed</p>	

Clerk

- 147/16-17 **Correspondence**
 and is to be returned by the Clerk
- a) Rural Services Network Bulletins (emailed 07/09/16, 13/09/16, 21/09/16, 26/09/16)
 - b) Cambridgeshire Parish Council Conference 2016 - Save the Date (emailed 31/08/16)
 - c) Invitation to Come and speak to us about Minor Injury and Outpatient services (emailed 31/08/16)
 - d) Latest news from CPRE (emailed 07/09/16)
 - e) UK Power Networks: 105 national number (emailed 07/09/16)
 - f) Phase 2 Fenland Secondary Review (emailed 13/09/16)
 - g) Invite to FDC Chairman's Fund Raising Coffee Morning for Royal British Legion (emailed 13/09/16)
 - h) Electoral Review of Cambridgeshire: Final Recommendations (emailed 13/09/16)
 - i) Neighbourhood Planning Bill (emailed 13/09/16)
 - j) Cambs Acre Update (emailed 21/09/16)
 - k) NALC Newsletter (emailed 21/09/16)
 - l) Consolidated Definitive Map and Statement of Public Rights of Way in Cambridgeshire (emailed 21/09/16)

- 148/16-17 **Bus Shelter**
 It was Proposed by Cllr M Chapman, and AGREED, that permission be given for the collage be fitted in the Bus Shelter. Cllr Hindle to arrange

Agreed
Cllr Hindle

- 149/16-17 **Agenda Items/Next Meeting**
 The date of the next Parish Council Meeting will be Monday 7th November 2016. Items to be included on Agenda should be with the Clerk by Monday 31st October 2016

Meeting Closed at:- 9.15

Appendix1

Bank Reconciliation		Financial Year ending 31 March 2017	
Benwick Parish Council			
Prepared by Jacquie Richardson (Clerk & RFO)			
Date	30/09/2016		
Approved by		Chair	
Date	03/10/2016		
Balance per bank statements as at	30/09/2016	£	£
Current Account		37820.69	
NS&I		20750.04	
			58570.73
Less: Unpresented Cheques			
Cheque Number			
			0.00
Add: Any unbanked cash in transit			
Net bank balances as at			58,570.73
The net balances reconcile to the Cash Book, as follows:-			
Opening Balance		50,595.07	
Add: Receipts to date		14,139.32	
Less: Payments to date		6,163.66	
Closing Balance		58,570.73	
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		
Play Park	£3,000.00		
General Reserve	£25,678.94		
		E M TOTAL	£32,891.79

Appendix2

BENWICK PARISH COUNCIL								
		BUDGET	CURRENT	CURRENT	CURRENT	FORECAST	VARIANCE	EXPLANATION
		2016-17	End JUNE 2016	End SEPT 2016	End DEC 2016	2016-17		
INCOME:								
Maintenance Grants:	Precept	£10,715.00	£5,357.50	£10,715.00		£10,715.00	£0.00	
Council Tax Support Grant	Council Tax Support Grant	£1,272.00	£636.00	£1,272.00		£1,272.00	£0.00	
	Concurrent	£985.00	£485.00	£485.00		£985.00	£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	£170.00	£140.00	£155.00		£155.00	-£15.00	Less allotments let
Recycling Credits		£27.74		£39.07		£39.07	£11.33	More Recycling
VAT Refund		£400.00				£400.00	£0.00	
Burials		£200.00	£254.75	£254.75		£254.75	£54.75	
Bank Interest		£150.00				£75.00	-£75.00	Interest rates lowered
Rate Refund		£0.00		£77.12		£77.12	£77.12	Rate Refund
SUB TOTALS:		£15,498.62	£8,014.63	£14,139.32	£0.00	£15,551.82		
Sundries		£0.00						
		£0.00						
TOTALS:		£15,498.62	£8,014.63	£14,139.32	£0.00	£15,551.82		
EXPENDITURE								
Rates		350.00	£71.72	£361.79		£361.79	11.79	Offset by £77.12 Refund
Room Hire		200.00	33.75	86.25		200.00	0.00	
Subscriptions:	NALC LCR Magazine	18.00	17.00	17.00		17.00	-1.00	
	CAPALC	320.00	294.41	294.41		294.41	-25.59	
	Camb's Acre	54.00				54.00	0.00	
	SLCC	59.00	88.00	88.00		88.00	29.00	
	Clerks & Councils Magazine	12.00				12.00	0.00	
Maintenance	Verges	700.82	175.17	350.34		700.82	0.00	
	Cemetery	3,150.00	866.25	1,732.50		3,150.00	0.00	
	Street Lights						0.00	
	Allotments	-					0.00	
Insurance		650.00	621.49	621.49		621.49	-28.51	
Energy							0.00	
Professional Charges	Internal Auditor	120.00	120.00	120.00		120.00	0.00	
	External Auditor	120.00		100.00		100.00	-20.00	
	ICO	40.00				40.00	0.00	
	Computer Security						0.00	
Sundries		200.00				200.00	0.00	
Telephone/Internet		150.00	30.33	63.13		150.00	0.00	
Post & Stationery		100.00	20.86	187.45		187.45	87.45	Bulk purchase of paper
Travel		90.00	15.75	15.75		90.00	0.00	
Clerk's annual office expenses		150.00		150.00		150.00	0.00	
Planting & Maintenance		75.00				75.00	0.00	
Training		200.00	98.50	218.50		218.50	18.50	New Councillor Training
VAT Paid		400.00	60.79	128.11		400.00	0.00	
Wages/PAYE-NI		4,000.00	821.72	1,558.94		3,750.00	-250.00	Clerks Efficiencies
SUB TOTALS:		11,158.82	3,335.74	6,093.66	-	10,980.46	-178.36	
Election		1,000.00				1,000.00	0.00	
Development Projects		2,000.00				2,000.00	0.00	
Tourism (Cycle Races)		500.00				500.00	0.00	
Local Highways Improvement							0.00	
Play Park							0.00	
WW1 Commemoration							0.00	
Xmas Decorations		150.00				150.00	0.00	
S137 Payment	British Legion Poppy Wreath	25.00				30.00	5.00	
Donations/Charity		200.00	50.00	70.00		200.00	0.00	
TOTALS:		15,033.82	3,385.74	6,163.66	-	14,860.46	-173.36	
Parish Plan		532.89				532.89	0.00	
Cemetery Extension		7,357.50				7,357.50	0.00	
Street Lighting		8,000.00				8,000.00	0.00	
The Pound		2,000.00				2,000.00	0.00	
War Memorial		2,000.00				2,000.00	0.00	
Mooring		1,000.00				1,000.00	0.00	
TOTALS:		35,924.21	3,385.74	6,163.66	-	35,750.85	-173.36	