



BENWICK PARISH COUNCIL

Minutes of a meeting of the Benwick Parish Council on Monday 6th March 2017 in the side room of the Village Hall in High Street Benwick PE15 0XA.

- Present:** Cllrs; M Chapman (Chair); R Few; R Emmitt; L Keppel-Spoor; J Clark (CCC); R Butcher (FDC); A Miscandlon (FDC), J Richardson (Clerk) and one member of the public
- 234/16-17 Apologies for Absence:** None Received
- 235/16-17 Declarations of Interest**
None Declared
- 236/16-17 Public Time**
7.31-7.36p.m.
Previously there was an “approaching bend” sign outside 5 Nene Parade, on Whittlesey Road, when the wall was knocked down the sign has not been put back. Clerk to report to Highways **Clerk**
Lime Trees in St Mary’s churchyard have been felled. Clerk to email FDC to ask why they were removed. **Clerk**
Clerk to email FDC to remind of Cat1 lights that have not been repaired yet **Clerk**
- 237/16-17 Confirmation of Minutes**
It was Proposed by Cllr Chapman, and AGREED, to sign and approve the Minutes of the Meeting held on 6th February 2017 **Agreed**
- 238/16-17 Matters Arising (for information only)**
- 239/16-17 Police Report**
No police report on activity during February 2017 received
- 240/16-17 Play Park:** Cllr Chapman has emailed FDC asking if a commemoration sign can be installed when the Play Park is open. It was Proposed by Cllr Chapman, and AGREED, that Cllr Chapman continues the discussions with FDC regarding a sign and also the official opening. **Agreed**
It was Proposed by Cllr Chapman, and AGREED, that the Clerk contacts the School and Scouts to arrange handover of cheques at the opening of the Play Park. **Cllr Chapman**
Agreed
Clerk
- 241/16-17 County & District Councillors Reports**
Cllr Clark reported that no CCC meeting has taken place
Cllr Butcher informed the meeting that FDC has agreed a 1.98% increase in Council Tax for 2017/18.
Cllr Miscandlon had nothing further to report
Cllr Keppel-Spoor asked why the market stalls were not being hired out anymore. Cllr Clark stated that this had ceased 2 years ago.
- 242/16-17 Dog Fouling**
Clerk to place an item on May Agenda to discuss and agree actions to be taken to attempt to reduce dog fouling in the village. **Clerk**
- 243/16-17 The Pound:** No further work has been done regarding the placement of a storage container.
The Concrete posts are not good enough to be used for a new fence so the Clerk is to investigate other fencing options at front of The Pound and Village Hall **Clerk**
- 244/16-17 CAPALC**
It was Proposed by Cllr Chapman, and AGREED, that there were no comments to be made to the proposed “draft membership agreement” issued by CAPALC. Clerk to report to CAPALC **Agreed**
Clerk
- 245/16-17 Speedwatch**
The request for volunteers for Speedwatch has been included in the Benwick Bugle. The Clerk has had a response from someone who may be interested in being the Co-Ordinator and the question of storage was raised. The Clerk to place this item on next month’s agenda when there may be more volunteers and a possible meeting will then take place with interested parties **Clerk**
- 246/16-17 Highways**
A request for the Parish Council to raise with Highways the state of the footpaths

	in the village was discussed.	
	Clerk to report to CCC Highways about the state of footpaths in the village.	Clerk
247/16-17	Income & Expenditure	
	a) It was Proposed by Cllr Chapman, and AGREED, that members consider and 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 £19.00	
	J Richardson Admin – 26/02/17 £233.94	
	TOTAL	£611.77
	b) Clerks report on the February Bank Balances and reconciliation statement is at Appendix 1	
248/16-17	Cemetery/Mooring	
	Cemetery	
	a) An application to Burnthouse Farm Wind Farm Community Benefit Fund has been submitted and a decision is expected w/e 17 th March 2017.	
	Mooring	
	a) The sign for the mooring is progressing	
249/16-17	Allotments	
	CGM quote re weed killing on allotments was discussed.	
	It was Proposed by Cllr Keppel-Spoor, and AGREED, that the Clerk obtain 2 more quotes, from ISS, and Tom Shepperson (Cllr Keppel-Spoor to provide contact details)	Agreed Clerk
250/16-17	Planning	
	It was Proposed by Cllr Chapman, and AGREED, that the Clerk is to print out any planning applications to aid viewing at a meeting.	Agreed
251/16-17	Review of Policies	
	It was Proposed by Cllr Chapman, and AGREED, that the following current Policies were reviewed, compliance noted, and any amendments needed identified	Agreed
	a) Standing Orders (reviewed Jan 2015) Reviewed, noted, no changes required	
	b) Financial Regulations (reviewed Dec 2014) Reviewed, noted, no changes required	
	c) Transparency Code (introduced 2014) Reviewed, noted, no changes required	
	d) Complaints Policy (reviewed Oct 2015) Reviewed, noted, no changes required	
	e) Disciplinary & Grievance Policy (reviewed 2015) Reviewed, noted, no changes required	
	f) Expenses Policy (reviewed Nov 2013) Reviewed, noted, no changes required	
	g) Freedom of Information Policy (reviewed October 2015) Reviewed, noted, add website where documents are now available on website and update contact details	
	h) Policy on Filming (reviewed 2014) Reviewed, noted, no changes required	
	i) Child & Vulnerable Adults Safeguarding Policy (adopted Feb 2016) Reviewed, noted, no changes required	
	j) Media Policy (adopted June 2016) Reviewed, noted, no changes required	
	k) Code of Conduct (adopted 2012) Reviewed, noted, no changes required	
	l) Equality Policy (adopted March 2016) Reviewed, noted, no changes required	
252/16-17	Risk Register Review and assessment	
	Risk Register was reviewed, compliance noted, and any actions required identified	
	It was Proposed by Cllr Chapman, and AGREED, that the Salaries and associated Costs section be changed to Full Council from Personnel Committee.	Agreed
	It was Proposed by Cllr Chapman, and AGREED, that the Clerk is to have another Key cut for Notice Board	Agreed Clerk
	It was Proposed by Cllr Keppel-Spoor, and AGREED, that the Clerk proposes a process for checking assets at the next meeting	Agreed
	It was Proposed by Cllr Keppel-Spoor, and AGREED, that Clerk and Chairman sign the Risk Register following the agreed amendments	Agreed
253/16-17	Asset Register	
	It was Proposed by Cllr Chapman, and AGREED, that the Asset Register is correct as at 6 th March 2017	Agreed
254/16-17	Annual Parish Assembly	
	It was Proposed by Cllr Chapman, and AGREED, that the Annual Parish Assembly be held on 14 th May 2017. Clerk to book Village Hall	Agreed Clerk

- Agenda items to include Speedwatch and Dog Fouling
The Clerk to invite village groups and advertise in Benwick Bugle
- 255/16-17 Clerks Annual Appraisal** **Clerk**
It was Proposed by Cllr Chapman, and AGREED, that the previous process be used and that he collates and deals with the appraisal. All Councillors to supply comments by end March 2017. **Agreed All Cllrs**
- 256/16-17 Casual Vacancies** **Agreed Clerk**
The Parish Council currently has 2 vacancies that they can co-opt to fill. It was Proposed, by Cllr Chapman, and AGREED, that the Clerk is to write a notice for two vacancies, and possibly three (if no poll is called before 13th March 2017). The notice is to be published on 22nd March 2017 and applicants to apply in writing to The Proper Officer expressing their interests by the end April 2017, and co-options to be placed on May agenda.
- 257/16-17 Correspondence**
a) Rural Services Network Bulletins (emailed 08/02/17, 22/02/17, 27/02/17, 01/03/17)
b) Join The Plunkett Rural Co-operatives' Programme Call To Action (emailed 06/02/17)
c) Survey of Cambridgeshire Town and Parish Councillors (emailed 06/02/17, 22/02/17)
d) Committee Outcomes for Fenland Secondary Review (emailed 06/02/17)
d) Locality 'How to Keep it Local' Guide (emailed 06/02/17)
e) NALC Chief Executive's Bulletin 4 (emailed 08/02/17) Bulletin 5 (emailed 17/02/17) Bulletin 6 (emailed 22/02/17)
f) Flag a Flag for the Commonwealth - Monday 13 March 10am (emailed 10/02/17)
g) Cambridgeshire County Council Parish Newsletter (emailed 13/02/17)
h) News From The Police And Crime Commissioner (emailed 17/02/17)
i) NALC DIS 901 (emailed 17/02/17)
j) Lobby Day (emailed 17/02/17)
k) Invitation to Timebanking workshop parish councils (emailed 01/03/17)
- 258/16-17 Agenda Items/Next Meeting**
The date of the next Parish Council Meeting will be Monday 3rd April 2017. Items to be included on Agenda should be with the Clerk by Monday 27th March 2017
- Meeting Closed at:- 21.11

Appendix 1

Bank Reconciliation		Financial Year ending 31 March 2017	
Benwick Parish Council			
Prepared by Jacquie Richardson (Clerk & RFO)			
Date	27/02/2017		
Approved by		Chair	
Date	06/03/2017		
Balance per bank statements as at	27/02/2017	£	£
Current Account		34731.73	
NS&I		20874.71	
			55606.44
Less: Unpresented Cheques			
Cheque Number			
			0.00
Add: Any unbanked cash in transit			
Net bank balances as at			55,606.44
The net balances reconcile to the Cash Book, as follows:-			
Opening Balance		50,595.07	
Add: Receipts to date		15,476.16	
Less: Payments to date		10,464.79	
Closing Balance		55,606.44	
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	£22,714.65		